

# Special Collections Policy

## Special Collections Mission Statement

The Beverly Public Library collects, organizes, preserves, and provides access to sources that document the history of Beverly and its inhabitants, government, environment, businesses, institutions, and organizations. The aim of this collection is to provide resources for City of Beverly residents and researchers to explore the personal, historical, and cultural heritage of Beverly in meaningful and creative ways.

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## Collection Topics

The emphasis of the Special Collections is on documenting Beverly's government, settlement, industry, commerce, education, recreation, and historically significant individuals, as well as the history of its civic, religious, cultural, and social organizations. The collection supports activities related to historical and genealogical research, exhibits, community outreach, organizational events, and publications, among other resources and categories. Genealogical materials help researchers trace their family backgrounds and aid in researching the history of town residents.

Current strengths of the collection include the history of settlement and early families of Beverly, genealogies of Beverly families, maps of Beverly and surrounding areas, historical Beverly newspapers on microfilm, records that document the military service of Beverly residents, and information and works about historically significant Beverly residents, including Lucy Larcom and Will Barnet.

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## Collection Guidelines

*Primary areas of collecting include, but are not necessarily limited to, the following:*

- Materials that record the history, development, and the current state of affairs of the City of Beverly.
- Images of Beverly sites and individual residents.
- Personal manuscripts and other materials that record the history, experiences, and ancestry of Beverly individuals and families.
- Records that chronicle the history of Beverly organizations and institutions.
- Materials that record the social and cultural heritage of past and present ethnic, immigrant, and religious groups in the community.
- Materials that contribute to a better understanding of the area's geography, demographics, and architecture.
- Materials that record and provide context for understanding the lives of historically significant figures associated with the City of Beverly.

- Materials that provide instruction in the practice of genealogy, local history, preservation, oral history, and similar topics.
- Works of fiction and nonfiction by select Beverly authors that follow the criteria of the Special Collections Mission Statement.

Acquisitions from any time period may be considered. The geographic scope of the collection focuses specifically on Beverly and other North Shore communities relevant to Beverly history.

Three dimensional artifacts will not be added to the collection unless, in rare instances, they are deemed appropriate to the collection and can be properly housed and displayed.

Gifts to the library are evaluated under the same conditions as purchased materials. The Library Director and Reference Librarian may decline to accept for inclusion in Special Collections any gift of material deemed not relevant to our special collections mission statement, collection guidelines, or that would be more appropriate in another repository.

Other items may be considered for inclusion following the guidelines of Beverly Public Library's Collection Development Policy.

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## **Selection Criteria**

- Relevance to local history
- Available space to house the materials
- Non-duplication of material within the collection
- Authenticity & completeness of record
- Quality of the physical form of material
- Ease of use for patrons
- Ability to store, display, or otherwise care for the item properly
- Cost to preserve, store, and process
- Security requirements to store and/or display
- Lack of restrictions by donor

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## **Accessibility**

The Local History and Genealogy Collection is housed in the Beverly Room at the Main Library, as well as in the Beverly Farms branch's Loring Room, both of which are open for public use

during normal Library hours. Every effort is made to make the collections as accessible to the public as possible, but due to the nature of this collection, materials are non-circulating.

Users of the collection must sign a Beverly Room (or Loring Room) Agreement document and consult with a librarian before removing items from the Beverly Room or Loring Room for any reason. Irreplaceable, fragile, or valuable materials may be locked away in order to ensure their long-term future use, but these materials can be accessed in some cases online or with the help of a librarian.

Items are to be left on a table in the Beverly Room or Loring Room after use.

Anyone who copies or reproduces materials from the collection should be aware of Title 17 and especially the provisions of Section 108 of the U.S. Code (Copyright Law) and takes full responsibility for complying with it.

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## **Digitization**

Beverly Public Library acknowledges the importance of digitizing special collections for preservation and access. Digitization of special collections is ongoing. Due to the costly and time consuming nature of the process, items for digitization will be discussed and selected by the Preservation Committee. Priority will be given to items based on condition, cost, and importance to Beverly history.

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## **Reappraisal & Deaccession**

From time to time, the Local History and Genealogy Collection will be reappraised, and the deaccession of some materials may take place. The Library will offer the deaccessioned materials to other institutions if appropriate or discard them.

Approved by the Board of Trustees October 27, 2020