

Scranton Public Library  
Local History Collection Policy  
*Adopted 7/17/20*

Scope / Goal of Collection:

The Local History collection at the Scranton Public Library is a collection of descriptive and historical materials concerning the city of Scranton, Lackawanna County, and surrounding environs. Included are both fiction and non-fiction works. These resources exist to promote the study, knowledge and awareness of the coverage area and to assist individuals and group performing genealogical research.

Breadth and Depth:

The Scranton Public Library's Local History Collection has focused on the unique aspects of the Scranton region with a particular emphasis on the coal mining and railroad industries. Also included are past and ongoing concerns in the economic, political, natural, social and cultural arenas; information on educational and religious institutions, medical facilities, recreation and entertainment, business and industry; biographies of prominent individuals; documents related to ethnic groups and indigenous Native Americans; and community and state histories. The information appears in monographs, manuscripts, newspapers, city directories, atlases, maps, clipping files, photographs, video, audio, family histories, and "how tos."

Formats Collected:

- Monographs
- Video (Digital or Physical)
- Audio (Digital or Physical)
- Databases
- Periodicals
- Microform
- Maps
- 3D Objects
- Electronic Files
- Ephemera

#### Criteria for Acquisition:

- Pertains to Lackawanna and Luzerne (prior to the formation of Lackawanna) counties. Items from contiguous counties may be selected if subject matter is related to Lackawanna County. IMPORTANT: Since the true history of any area cannot be divorced from its surrounding regions, geographical boundaries represent a guideline only.
- Must be in good condition and free from mold and other toxins / contaminants.
- Ability of SPL to preserve item.
- Authenticity of the item.
- No restrictions that would prevent the library from making the item freely available to patrons.

Acquisition decisions for items covered by this policy are made by the Head of Reference. An exception would be large collections that present storage challenges. These acquisitions must be approved by the Chief Executive Officer.

#### Donated Items:

The Scranton Public Library reserves the right to refuse donated items. See Criteria for Acquisition above as the same criteria and approval procedure applies to donated items. The library requires deeds of gift for every donated item or collection that is accepted and reserves the right to require a Memorandum of Understanding that describes the library's rights regarding the disposition of the collection. These documents transfer all rights to the Scranton Public Library. The Scranton Public Library will not have appraisals done for donors.

#### Preservation:

The library may apply one of the following preservation solutions:

- Storage in non-public areas of the library.
- Off-Site Storage
- Conversion to Microform
- Conversion to Digital Files

In deciding which preservation plan to use, the following criteria must be considered:

- Cost
- Storage Implications
- Long-Term Sustainability
- Accessibility

When converting to microform or digital, the original should be retained except if the original is not owned by the Library or cannot be safely stored.

### Criteria for Weeding and Storage:

Few, if any, local history material will be weeded from the collection. However, an item can be removed from the collection for the following reasons:

- Condition so poor as to render the item unusable.
- Presence of mold and other toxins / contaminants.
- Duplicate
- No longer fits the scope of the collection as defined by this policy.

Final de-acquisition decisions for items covered by this policy are made by the Head of Reference Services.

If the item is in good condition, the Library may donate the item to another historical or cultural institution. If no other home can be found, the Library will attempt to sell the item.

### Access:

When granting access to the Local History Collection, the library follows archival procedures. The collections are housed in closed stack area of the Library and may only be retrieved by Library staff. Fragile items may not be photocopied or scanned. However, a camera may be used to capture the image.