

## LOCAL HISTORY ROOM

**A. DEFINITION** Local history materials include historical documents and records dealing with the Village of Ballston Spa and the surrounding towns in Saratoga County as well as books written by local authors.

**B. ACQUISITIONS** The library is proactive in acquiring materials for the local history collection through donations and purchases. Ballston Spa Public Library (BSPL) also welcomes unsolicited donations that fit within the scope of the collection. Three-dimensional materials are not normally acquired for the local history collection. However, exceptions may be made in extraordinary circumstances at the discretion of the library staff and Board of Trustees.

**C. COLLECTION** The local history collection includes acquisitions from the Bruce Manzer collection, Chris Morley archives and BSPL holdings. BSPL maintains the back issues of *Ballston Journal* newspapers on microfilm from 1847-2012. In addition, BSPL houses surname files, family genealogies, census records, church records, maps and gazetteers, books and magazines/pamphlets.

**D. STORAGE** All local history materials are stored according to archival standards and are housed together in a secure location.

**E. WEEDING** The determining factors in the decision to deaccession local history materials will be staff expertise in judging the value of the material to the collection and limitations of space in the library. The library staff will not remove materials from the local history collection without consultation with the historians from the Village of Ballston Spa and staff from Saratoga County History Center (Brookside Museum).

**F. COOPERATION WITH OTHER AGENCIES** The library will maintain a working relationship with other agencies (e.g., county, town and village historians, museums, libraries) that retain historical materials related to the Village of Ballston Spa and surrounding areas. Such cooperation will include, but is not limited to, referring patrons consulting on reference questions, grant writing, creating publications, and joint acquisitions.

### **G. USAGE**

- Local history materials DO NOT CIRCULATE.
- Patrons must sign in to use the collection at the Circulation Desk. Presentation of a local library card or valid Driver's License is required to sign into the local history room.
- All materials must be used in the local history room.
- Food, drink, and smoking are not allowed in the local history room.
- All materials must be handled with special care.
- Purses, briefcases, and other bags must be placed under the table.
- Damaged materials should be brought to the attention of the library staff so that they can be mended.
- Photocopies can be made of some materials. Please consult with staff to ascertain the feasibility of photocopying fragile material.

- Clean hands are essential. Dirt and oils from hands cause permanent stains on paper and attract more dirt.
- Nothing (including notebooks, books and elbows) is to be placed on top of the local history materials.
- Books must be removed from the shelf by grasping them in the middle of the spine. Pulling from the top does permanent damage to book spines.
- Books should never be laid face down. This causes damage to spines.
- Writing or marking in books is prohibited. It damages the book and is a discourtesy to other readers.
- Ink is not allowed in the local history room since it is especially destructive to records and documents. For note taking, pencils and separate paper must be used.

ADOPTED by Ballston Spa Public Library Board of Trustees 5/14/24