

VIII. HISTORICAL AND LOCAL MATERIALS

1. The Edward Chipman Public Library must keep and maintain all printed materials of local and historical significance. Materials may not be removed from the library's collection without the Board approval and in some cases, never to be removed. It is important to preserve as much of our local heritage/history for future research, and to provide a safe haven for those materials. Any removals should be thoroughly researched by the board as to its value before being removed from the library's collection.
2. A log should be kept of accessions and removals of irreplaceable significant historical materials.
3. Local newspapers must be archived annually.
4. The Library strives to provide access as staffing and resources allow. Physical access to historical materials may be limited due to staff availability. An appointment should be made with the director ahead of time to ensure access to the historical materials. To make an appointment, please call or email edwardchipmanpl@gmail.com.
5. In the interest of securely handling the delicate microfilms, a copy of the patron's identification will be made and the rolls selected for viewing will be recorded with the desk clerk.