

**Collection Development Policy**  
**Kingston Public Library: Local History Room**  
6 Green Street  
Kingston, MA 02364

**Introduction:** The purpose of the Local History Room Collection is to document the history and heritage of Kingston, Massachusetts. The Local History Room was established in 1994 as a repository that collects, catalogues, preserves, and promotes material relating to the Town of Kingston. The Local History Room accepts donations of books, pamphlets, periodicals, artifacts, art objects, paintings, manuscript materials, sound recordings, films, ephemera, and other similar materials for its archives.

**Institutional Analysis:** The Local History Room is the largest repository collecting and preserving the unique history of Kingston. The Local History Room is an invaluable resource and has aided patrons not only in personal quests in genealogy, or house history, but assists writers, historians and researchers in their work. The Collection currently consists of approximately 1,000 volumes on genealogy (including vital records of most Massachusetts towns), social, maritime, and local history; approximately 600 vertical file topics; 33 manuscript collections; 25 pamphlet collections; over 1,000 maps; an artifact collection (that has a strong focus on Amerindian artifacts collected in Kingston digs); and approximately 7,000 images in the photograph collection.

**Acquisition Priorities and Goals of the Local History Room:** The Local History Room focuses its collecting efforts on generally documenting the Town of Kingston, from the Plymouth Colony era to present day society. We have defined our collecting strategy to include documentation on Kingston life, Kingston organizations, and the activities of Kingston individuals. In this regard, we encourage donations that meet the following criteria:

- Published works relating to the history, life, and composition of the Town of Kingston.
- Organizational, institutional records and personal manuscripts that chronicle the lives of Kingston individuals, families and organizations.
- Manuscript materials with Kingston content by Kingston and non-Kingston authors.
- Family histories and other Kingston genealogical source materials.
- Published and unpublished materials about prominent incidents, events or circumstances of Kingston life; and topics including (but not limited to):
  - Religion in Kingston
  - Kingston intellectual life
  - Kingston culture (literature, theater, visual arts, music)
  - Kingston economic and political life
  - Immigration, settlement and adaptation to the Town of Kingston
  - Women, gender and family structure in Kingston

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- Biographies and autobiographies of Kingston residents
- Cookbooks and advertisements.

**Scope of Collection Coverage:**

**Chronological Scope:** Acquisitions from any time period may be considered.

**Geographic Area Covered:** Collections will emphasize individuals, groups, and organizations either of Kingston origin, or whose activities have principally been in Kingston, or whose major impact will affect the Kingston.

**Formats:**

Published Works:

- All published works on Kingston including articles, books, dissertations, manuscripts, pamphlets, and theses about Kingston buildings, businesses, history, organizations and residents.
- Works written by Kingston residents.
- Silver Lake and Sacred Heart yearbooks.
- Books or documents that aid in historical and genealogical research will be acquired according to their relevance to the Kingston area.

Newspapers:

- Two copies (published weekly) of the *Kingston Reporter* and of the *Kingston Mariner* will be acquired. One copy will be back filed in the KPL storage area; the other copy will be clipped, photocopied and processed into the Local History Room Vertical File Collection.
- All other newspapers (or articles) that relate to Kingston will be selectively acquired according to content. They then will be clipped, photocopied, and processed into the Local History Room Collection.

Maps:

- Current and historic maps of Kingston will be acquired to support reference and research purposes. Maps, which included Kingston as part of a larger area, are selectively acquired according to usefulness in reference, research, interest and demand.

Local Government Documents:

- Non-duplicated publications of government agencies that deal with Kingston will be acquired. Publications of the Town of Kingston, as well as those of local institutions will also be acquired.

Non-Published Works:

- Donated records of Kingston organizations will be acquired.
- Papers, correspondences, and diaries of Kingston residents (and those of non-residents which have substantial content regarding Kingston) will be acquired.

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- Photographs (including group pictures), postcards and other graphic materials depicting Kingston buildings, landscapes, events and residents will be acquired.
- Catalogues, flyers, pamphlets and other promotional items issued by Kingston businesses, organizations, political persons, schools, town departments, etc... will be acquired.
- Samples of stationary and business cards that relate to Kingston businesses or organizations will be acquired.

Other:

- Sound recordings, films, videocassettes, negatives, CD's, etc... dealing with Kingston will be acquired.
- Material of an ephemeral nature will be selectively acquired based on its relevance to Kingston's history.
- Other material regarding maritime history, area towns, Massachusetts, New England, the United States, etc... will be acquired as space permits.

**Exclusions:** Excluded will be original works of art such as paintings or corporate artifacts, unless the items are part of a larger collection: or at the discretion of the Archivist.

**Cooperative Collection Development Efforts:** The Local History Room will seek to work with other institutions involved in similar efforts, as appropriate.

**Collection Size:** The preferred size of collections offered for donation will usually not be greater than a few linear feet. Collections, which are substantially larger than this, may not be suitable for the Local History Room due to limitations of space. The Archivist will consult with the Kingston Public Library Director in determining the suitability of large collections.

**Acquisitions:** Materials will be acquired through donations and purchases. Purchases will be made using:

- That portion of the Local History Room budget set aside for the purpose of making additions to the collections, or
- Special funds that may at some future date be established by the *Friends of the Kingston Public Library* or by *The Trustees of the Kingston Public Library*.

**Deaccessioning of Materials:** As a repository, the Local History Room does not generally dispose of items in its Collections. Exceptions to this are multiple copies of the same item, items outside the scope of the collection policy, material only collected by sample, and material that is replaced by consolidated or cumulated editions. Books and journals that do not meet the criteria described above, may be weeded from the Local History Room Collections and thence, at the discretion of the Archivist (in consultation with the Kingston Public Library Director), may be:

- Placed in storage in the KPL storage area
- Offered for sale through a book auctioneer

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- Sold to a retail book vendor
- Sold through a *Friends of the KPL* book sale.

**Preservation of Materials:** The Local History Room’s prime preservation responsibilities are to its Collections. A key aim of the Local History Room preservation is to maintain and preserve items consistent with their use and significance to the Collection. In taking account of user needs and also the Local History Room’s investment in its Collections, preventive preservation measures such as appropriate storage, security and handling are routinely employed for all Local History Room Collections.

**Copy Right, Reformatting, and Other Restrictions:** “Generally, copyright belongs to the creator of writings and other original material (such as photos and music), but can be legally transferred to heirs or others. Moreover, ownership of copyright is separable from ownership of the physical item (the letter or photo). The Local History Room may ask donors to donate not only the physical papers but also any copyright in them that the donor might own. This request is made to make it easier for researchers to use quotations from the papers in their work.”<sup>1</sup>

Reformatting: The Local History Room reserves the right to reformat any material in its Collections.

Restrictions: “The donor should not remove sensitive material that may exist in individual or family papers. Instead, the donor should discuss with the Archivist the possibility of restricting part of the collection to protect the privacy of the donor or others. While the Local History Room desire is to make all papers freely accessible to researchers, the Local History Room normally will agree to reasonable and equitable restrictions for limited periods of time.”<sup>2</sup>

**Gifts and Donations; Guidelines for Interested Donors: Monetary Appraisals for Tax Deductions:** “In certain circumstances, it may be possible for a donor to take a tax deduction for the donation of a manuscript collection to a repository. Donors are encouraged to speak with their tax accountants or attorneys about this possibility. *The Archivist cannot give tax advice, nor are they permitted to appraise the monetary value of a collection.* It is up to the donor to arrange for and bear the cost of any such appraisal, although the Local History Room will make the collection available to an appraiser hired by the donor.”<sup>3</sup>

**Monetary donations:** “The Local History Room operates under the Kingston Public Library as a non-profit organization. Preparing papers for use by researchers is the most expensive operation in a repository. Although such grants are rarely a prerequisite for the

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<sup>1</sup> Society of American Archivists web site ([www.archivists.org](http://www.archivists.org)) retrieved September 20, 2003.

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acceptance of a collection, donors who are able to assist repositories by making grants toward the arrangement, cataloging, and conservation of their donations of papers are encouraged to do so.”<sup>4</sup>

***The Kingston Public Library Board of Trustees approved this Collection Development Policy on November 3, 2003.***

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