

Mission

The Local History Collection at the New Cumberland Public Library will collect, organize, preserve, and provide access to a non-circulating collection of primary and secondary sources that document the history and development of New Cumberland, its inhabitants, government, environment, businesses, institutions, and organizations.

Collection Statement

The collection includes published and unpublished works in a variety of physical and digital formats, pertaining to the history of New Cumberland.

Published works:

- Published histories or other works (i.e. articles, dissertations, manuscripts, pamphlets or theses) relevant to New Cumberland concerning buildings, businesses, history, organizations, and residents
- Works published by New Cumberland residents
- Select records, including organization minutes, of local businesses and associations, schools, churches, sporting bodies, non-profit groups, etc.
- Relevant family history research papers and publications
- Reference material such as bibliographies, city and business directories, and guides
- New Cumberland-based publications such as newspapers, magazines, gazettes, newsletters, etc.
- Yearbooks from the public or private schools in New Cumberland
- Research papers and theses pertaining to New Cumberland
- Studies undertaken by private or government bodies referring to or having impact on New Cumberland
- Newspaper clippings or articles featuring New Cumberland places, residents, events, or governance
- Some Borough government records, such as approved ordinances and Council minutes

Unpublished works:

- Archives of local organizations (must contain historically important information)
- Papers, correspondences, diaries, and scrapbooks of New Cumberland residents (must contain historically important information)
- Ephemera, including leaflets, flyers, pamphlets, advertisements, original documents such as land deeds, certificates and military papers specifically concerning New Cumberland

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- Documents/research papers/photographs relating to buildings (private, commercial, and public) and property
- Flyers, pamphlets, and other promotional items issued by New Cumberland businesses, organizations, political persons, schools, town departments, etc. containing historically important information

Other:

- Photographic works of local historical interest including prints, postcards, slides and negatives of individuals, groups, buildings, landscapes, and events
- Plans including surveys, land subdivision plans, architectural plans and aerial photographs
- Current and historic maps of New Cumberland and immediate environs
- Oral histories collected from or about New Cumberland residents
- Phonographic records, cassette, or digital recordings of performances of local musical groups
- Audio-visual materials chronicling local history, including film, VHS tapes, and digital recordings

Selection Criteria

The following criteria are used to select items for inclusion in the local history collection:

- Relevance to the history and development of New Cumberland
- Suitability of the subject to the local history collection
- Non-duplication of material within the collection, or with other area archives
- Quality of physical form of material
- Cost to preserve, store, and process
- Security requirements to store and/or display
- Restrictions by donor

Items may be accepted in any format, including manuscript, printed, or digital. Photographs and documents may be removed from their frames if accepted into the collection. Three dimensional artifacts may be accepted by the Library if they can be properly housed and are deemed appropriate to the collection, but are not generally collected.

The Library reserves the right to refuse an offered donation. The Library will not accept material that shows damage from mold, mildew, water, insects, smoke, or dirt, or that may cause damage to other materials. The Library may also decide not to accept items which it cannot afford to properly store, display, or otherwise care for.

Additions to the Collection

Materials that enhance the mission of the Local History Collection and meet the selection criteria will be accepted by the Library. In order to establish the transfer of ownership, the Library requests that a deed of

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gift be completed by the donor/representative and the Library Director. The deed of gift documents the donation of property and transfer of title and copyright (if applicable) to the Library. It also includes a complete description of the donated item and information regarding past ownership of that item. Once the deed of gift is signed by the donor, the donated item becomes the property of the Library.

The Library will only accept material with access-limiting restrictions when the restrictions are reasonable and necessary to protect the legitimate rights and interests of the donor. Any restrictions will be recorded on the deed of gift and will be adhered to by the Library. All restrictions will specify a date when full access will be granted.

The Library reserves the right to decide how the donated material will be displayed or stored, how the item may be used by the public, and how long the item will be retained. Materials in the local history collection (especially photographs and negatives) may be scanned and placed on the Internet for viewing, or may be transferred to another community archive (See Reappraisal and Deaccession).

Reappraisal and Deaccession

From time to time, particularly if storage space becomes limited, the Local History Collection will be reappraised, and the deaccession of some materials may take place. The Library will offer the deaccessioned materials to appropriate institutions or return them to the donor, depending on requirements of the donor's deed of gift.

Care of Collections

The local history collection at the New Cumberland Public Library strives to organize, preserve, and provide access to its collection according to standard archival procedures and practices. A finding aid will be accessible to the public. The materials are organized by subject or according to the original order (when applicable) and placed in acid-free archival housing. The archive will follow the security practices and disaster planning set by the Library to protect the collection from potential loss or damage.

Monetary Appraisals

The Library will not conduct any monetary appraisals for donors.

Policy Review

This policy will be reviewed, along with an overall evaluation of the collection, by the New Cumberland Public Library Board of Trustees every five (5) years, or sooner at the discretion of the Library Director.