

Amesbury Public Library

Local History Collection

Collection Development Policy

Mission

The purpose of the local history collection is to preserve materials that document the history of Amesbury. Amesbury Public Library will preserve and maintain these materials for future generations by using accepted preservation methods, and providing access to the materials under safe and secure conditions. Therefore, Local History materials may be reviewed in the Local History Room only.

Scope

The focus of the collection will include materials about the history of Amesbury, Massachusetts, and, to a lesser extent, materials about the surrounding geographical area including Salisbury and the Merrimack Valley that establish Amesbury within its historical context. Emphasis is also given to the acquisition of those materials which will contribute to a knowledge of the region's social, civic, religious, economic and cultural life, past and present, specifically the Carriage industry.

Genealogical records and family histories pertaining to founding families of Amesbury may be collected.

The collection will also include published works by Amesbury authors both historical and contemporary.

Collecting Policy

The collection emphasizes material of significant local and historical value and includes materials by and about the people of Amesbury, Amesbury High School Yearbooks, cemetery maps, personal papers, manuscripts, deeds, scrapbooks, books, ephemera, and genealogical information.

The Local History collection will acquire items in the following formats: books, diaries, pamphlets, newsletters, bulletins, periodicals, reports, letters, speeches, newspapers, manuscripts, documents, maps, atlases, clippings, postcards, photographs, photographic negatives, slides, films, videotapes, electronic materials, paintings, posters, stereo views, genealogical records, memorabilia and ephemera such as commemorative programs and advertisements.

The Local History Collection does not contain government records, such as City Council meeting minutes or Board of Education meeting minutes, or day-to-day business records.

Gifts

The library welcomes donations to its Local History Collection. All donated materials must be free of dirt, mold, moisture, and pests and should be in good condition. Donors must sign a "Deed of Gift" transferring ownership, and copyright, if applicable, to the Amesbury Public Library. The donor and the library each retain a copy of the deed of gift.

The library reserves the right to decline gift offers. Gifts which are out of scope or which require more resources to preserve and make available than the library can provide will not be accepted.

Discarding Materials

Amesbury Public Library reserves the right to withdraw materials that do not fit within the scope of the Local History Collection. Withdrawn items may be returned to donors, offered to other depositories, donated to the Friends of the Library, or discarded.