

Lisle Free Library
Collection Management
Policy 4-B “Historical Property and Record Management”

Effective Date: 9/4/2018

Application: Patrons, Staff, and Trustees

Statement of Purpose: When the Lisle Free Library was chartered by Herbert H. Franklin on February 13th, 1922, he said that it was his “desire to serve the people of [his] native town by bringing about the permanent establishment, conduct and maintenance of a general library which, also, shall be a repository for the collection and preservation of local historical data, and be dedicated to the free use of the people of the Town of Lisle”. The purpose of this policy is to provide a more explicit framework for maintaining and preserving this collection and to establish guidelines for public access.

Policy: The historical collection shall consist of all local historical records and artifacts housed at the Library. Any item that is donated or given to the Lisle Free Library is considered the property of the Library and the Library accepts responsibility for preserving that item and managing its use.

The entire collection is available to the public. Items in the collection will be subject to varying degrees of accessibility depending on their status within the collection. The three levels of access are:

1. Items deemed easily replaceable will be managed as part of the library’s circulating media.
2. Items identified as replaceable but necessary for patrons doing historical or genealogical research will be placed in the “Genealogy & History Section.” These items will be available to the public without direct supervision, but they will not be available for circulation or allowed to leave the library.
3. Items considered irreplaceable, historically unique, or integral to the history of the Village, Town, or Library will be stored in either the locked history filing cabinets or loft closet. These items are only available by appointment with either the Village Historian or the Library Director. They will not be available for circulation or allowed to leave the library.

If condition permits, copies or scanned records of items will be made available upon request (current Library fees for copying and scanning will apply).

It is the responsibility of the Library Director to manage all library collections including the historical artifacts and record holdings and any modifications be made in consultation with the Historians and the Library Board of Trustees. Any requests for the use of a historically unique item outside of the library (e.g. lending a letter to a regional Historical Society for an exhibit) must be approved by the Library Director.

Responsibility: Staff will be responsible for properly executing protocol for public access.

Approved: 9/4/2018 by the Lisle Free Library Board of Trustees

Revised: 12/3/2018 by the Lisle Free Library Board of Trustees