

William B. Ogden Free Library
LOCAL HISTORY ROOM POLICIES

Mission Statement

The William B. Ogden Free Library Local History Room features resources on the town of Walton, NY. While the primary focus of the collection is on the history of the William B. Ogden Free Library and Walton, the collection also contains some materials that pertain to Delaware County and the State of New York. The mission is to procure, preserve, present and provide the historical records that reveal the people, places, and events that have made Walton the town we know today. The William B. Ogden Free Library promotes the study and appreciation of regional and national history through educational programming, publications, special exhibits, and research services.

The collection is a compilation of a variety of items and contains books, newspapers, scrapbooks, clippings, yearbooks, photographs, pamphlets, journals/diaries and city directories. The collection covers a range of topics including local businesses, churches, education, families/genealogies, and area events and activities.

Collection Development Policy

The William B. Ogden Free Library Local History Room collects printed and non-printed material of all time periods relating to the Town of Walton, its residents, and to an extent the surrounding area. We collect and preserve information about local governments, businesses, residents, institutions, and other local topics so that generations to come will have access to our history. The collection will attempt to represent the culture, history, and creative output of Walton, NY, and the surrounding area. Our materials will exhibit a diversity of views and expressions, including those which may be controversial or unpopular.

Artwork, artifacts, other 3-dimensional objects, and non-paper formats such as video, audio, and digital will be considered for the collection. All subjects relating to Walton are within its realm of collection – it may be about Walton or by or about someone who lives or lived here. We also collect some materials on subjects that have relevance to Walton history, such as the history of New York, at the discretion of the Library.

In further developing the collection of the William B. Ogden Free Library Local History Room, the Library will acquire materials to fulfill its mission, in keeping with the previous guidelines for the collection.

A signed *Deed of Gift* is necessary to legally transfer ownership of donations to the William B. Ogden Free Library. Donated materials may not be accepted if restrictions are placed on them.

The library reserves the right to deaccession materials no longer appropriate to the collection.

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Collection Use Policy

Items in this collection do not circulate and cannot be loaned via interlibrary loan. Additionally, many items, due to their fragile nature, are subject to photocopying restrictions.

The local history room materials may only be accessed by a staff member, so a librarian will bring requested materials to the patron and oversee their use. Appointments are encouraged to make the most of your research time.

Researchers will be instructed to wash their hands prior to handling any materials. No food or drink is allowed near local history room materials.

Adopted: July 2020

Reviewed & Revised: May 2023