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Signed: Hugh G Brakebill

Local History and Genealogy Collection Development and Weeding Materials Policy

APPLICABLE TO: All library staff, volunteers, donors, and members of the public involved in the selection, donation, maintenance, or removal of materials within the Local History and Genealogy Collection.

DEFINITIONS:

- **Local History:** Documentation concerning the social, civic, religious, economic, political, and cultural development of Blount County and the specified surrounding regions.
- **Non-Circulating:** Materials that must remain within the library or a designated reading room to ensure security and preservation; these items are not available for checkout.
- **Primary Sources:** Original records or objects created at the time of an event (e.g., diaries, deeds, photographs, original letters)

PURPOSE: The Local History and Genealogy Collection is housed at the Blount County Public Library (BCPL) and is a specialized collection in the main collection. BCPL's Reference Librarians are responsible for the collection, its use, and preservation.

The purpose of the Local History and Genealogy Collection is to serve the community through acquisition, classification, preservation, and provision of access to a well-organized and balanced collection that documents the history of Blount County, surrounding counties, the state of Tennessee, and the Southern Appalachian region.

POLICY STATEMENT: The aim of the Local History and Genealogy Collection is to provide a range of materials reflecting the history of the community. Emphasis will be on the acquisitions of those materials which contribute to the knowledge of the social, civic, religious, economic, and cultural life, both past and present, of Blount County, Tennessee.

Chronological Scope

Acquisitions from any time period may be considered.

Geographical Scope

Emphasis is on Blount and surrounding counties, the state of Tennessee, the Southern Appalachian region, and areas on the historic migratory path to and from Blount County.

MATERIALS FOR INCLUSION

The following list provides guidelines for and examples of the type of physical or digital material that may be sought for inclusion in the Local History and Genealogy Collection.

Published Works:

- Published histories or other works (articles, dissertations, manuscripts, pamphlets, or theses) relevant to Blount County concerning buildings, businesses, history, organizations, churches, schools, and residents.
- Records of local businesses and associations, schools, churches, sporting bodies, welfare organizations, etc.
- Papers, genealogies, and manuscripts of local families/individuals.
- Relevant family history research papers and publications.
- Blount County-based publications such as newspapers, magazines, gazettes, newsletters, etc.
- Periodicals about Blount County and the surrounding areas.
- Yearbooks from the public or private schools in Blount County.
- Research papers and theses pertaining to Blount County.
- Studies undertaken by private or government bodies referring to, or having an impact on, Blount County.
- History of the Cherokee peoples.
- Tennessee geologic and topographic maps
- Local city directories and phone directories.
- Military history as it relates to this area.
- Materials about the Great Smoky Mountain National Park, especially the portions in Blount County, such as Cades Cove and Tremont.

Unpublished Works:

- Archives of local organizations (archives must contain historically relevant information).
- Papers, correspondences, diaries, and family Bibles of Blount County residents if they contain historically relevant information.
- Ephemera, including leaflets, flyers, pamphlets, scrapbooks, and original documents such as land deeds, certificates, and military papers, specifically concerning Blount County.
- Documents/research papers/photographs relating to buildings (private, commercial, and public), and property.

- Catalogs, flyers, pamphlets, and other promotional items issued by Blount County businesses, organizations, political persons, schools, town departments, etc., containing historically relevant information.
- Photographic works of local historical interest, including prints, postcards, slides, and negatives of individuals, groups, buildings, landscapes, and events.
- Plans including Survey plans, Land subdivision plans, Architectural plans, and Aerial photographs.
- Current and historic maps of Blount County.
- Oral histories made about Blount County and its residents. We prefer that a printed manuscript accompany oral histories.
- Commemorative programs and advertisements, as well as future types of recorded records.
- Records of the BCPL.

DONATIONS

- All donations intended for inclusion into the BCPL Local History and Genealogy Collection shall follow all policies stated within the BCPL Gift Policy. Prior to BCPL accepting the donation/gift, donors shall be provided a signed copy of the BCPL Gift Policy, as well as supply to the Library a signed Grant of Gift form to the Blount County Public Library.
- Once a completed Grant of Gift is submitted and BCPL determines if it is acceptable, the Library Director or designee shall give the final approval for acceptance based on the following criteria:
 - The donation/gift supports the purpose of the Library's Local History and Genealogy Collection.
 - The donation/gift will strengthen the collection.
- BCPL reserves the right to determine the retention or removal of all items in the Local History and Genealogy collection. Decisions to remove materials will be made by Adult Services Librarians in conjunction with the Collections Manager,
- BCPL is unable to return any items to the original donor or other institutions upon removal.
- The appraisal of donations is the responsibility of the donor. BCPL, as an interested party, cannot do appraisals of donations.
- BCPL will determine the type of cataloging, the location of materials, and circulating status after receiving the donation. Any decision on keeping multiple items from a single donor will be solely determined by the library staff.
- All materials received by the BCPL will be accessible to the public either in the general collection or for research in Local History and Genealogy. Some items in Local History and Genealogy will be circulated.
- Researchers using material in the Local History and Genealogy collections have the right to make single copies of items within the fair use copyright guidelines.
- Persons who wish to have copies of photographs which belong to the Library or use such photographs in another publication must complete the Request for Permission to

Publish or Use Reproductions of Materials form and/or the Request for Photographic Copies form and pay the associated fees.

- It is the responsibility of the donor to make arrangements for the transportation of the materials to the BCPL.

SUSTAINABLE COLLECTING

Sustainable collecting and accessibility (easily reached and/or used) are informed by the following goals:

- Material which cannot be adequately preserved or housed in current conditions will not be accepted.
- Collection growth rate will not outpace storage capacity.
- The current backlog of inaccessible collections will be considered when acquiring new materials.
- Concerted effort will be put toward the continued reduction of inaccessible collections and materials.

WEEDING

BCPL reserves the right to weed all items in their collections collections

Examples for Weeding may Include:

- Does not support the Local History and Genealogy mission
- Are duplicates of material already represented in the collection
- Are widely available elsewhere
- Are better suited for other collecting institutions
- Represent a safety concern to staff or collections
- Local History and Genealogy is unable to properly preserve the material.

CIRCULATION

- While much of the Local History and Genealogy collection is not generally available to circulate outside of the library, certain items of the Local History collection are designated and may be circulated to patrons with library accounts in good standing. Current circulation policies will apply to these items. These same items are also available to be loaned to other libraries through the Interlibrary Loan procedure. Exceptions to this may, in rare cases, be granted by the Department Manager.
- If publishing from items in the local history collection for which Blount County Public Library owns the copyright, credit the library: Blount County Public Library, Maryville, Tennessee.

USE OF THE BCPL LOCAL HISTORY AND GENEALOGY COLLECTION

Any member of the public that chooses to use the BCPL special collections is advised that BCPL does not necessarily hold the literary rights to the material in its collections and that it is the researcher's responsibility to secure those rights when needed. Persons who wish to use the collections must complete the Blount County Public Library Special Use Form for Special

Collections Materials and/or the Request for Photographic Copies form and pay the associated fees.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of fair use, that user may be liable for copyright infringement. This department reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve a violation of copyright law.

The receipt of copied material does not automatically grant permission to publish, exhibit, broadcast, or quote from archival records. Users should follow copyright law. Permission must be received from the copyright owner in order to publish, exhibit, or broadcast any material.

Persons who wish to use the Local History and Genealogy Collections and which are owned by BCPL for the purposes of publication must acknowledge the Blount County Public Library. Titles which belong to the Blount County Public Library should be acknowledged in the following format:

Collection Name, Blount County Public Library, Maryville, Tennessee, No. #####, Courtesy of Mr. John Doe.

Staff will make reasonable efforts to facilitate research, and will provide copying service for queries received by mail or telephone for materials that fall under the definition of fair use for a fee.

POLICY REVIEW: To be reviewed every year.

POINT OF CONTACT: The Board of Trustees Secretary is the point of contact for this policy.

Appendix A: Copyright/Permission to Publish Guidelines; Request for Permission to Publish or Use Reproductions of Materials

Appendix B: Request for Photographic Copies

Appendix A

Blount County Public Library Special Use Form for Local History and Genealogy Collections Materials

Organization _____

Name _____

Address _____

Telephone

Number _____ Fax _____ Email _____

Request for Permission to Publish

I hereby request permission from Blount County Public Library (BCPL) to publish or use in facsimile reproduction the material(s) identified below, for which the BCPL has ownership rights. The permission granted is for a single use of the material(s) in a publication, exhibit or other medium. Subsequent use of the material(s), including reprints or new editions of a publication, requires a separate request for permission to publish and payment of additional preservation fees. By signing this form, I acknowledge that I understand and agree to the following stipulation.

I understand and agree that in giving its permission, the BCPL retains its right to publish these materials or to grant permission to others to do so, and that I am responsible for publishing or for using in facsimile reproduction these materials in accordance with the copyright protections established in Title 17 of the United States Code.

Right to Privacy

I understand that the State of Tennessee has recognized that living persons enjoy a common-law right to privacy. This right prevents the public disclosure of information that (1) contains highly intimate or embarrassing facts about a person's private affairs, such that its release would be highly objectionable to a reasonable person, and (2) is of no legitimate concern to the public. I understand that documents containing information falling into these categories may be restricted by such law from publication. A request to publish the names or other identifying information about individuals from documents created within the last 75 years, which would violate the common-law right to privacy defined above, will be denied.

Copyright Law

The researcher is advised that BCPL does not necessarily hold the literary rights to the material in its collections and that it is the researcher's responsibility to secure those rights when needed.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study,

scholarship, or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of fair use, that user may be liable for copyright infringement. This department reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve a violation of copyright law.

Permission to Publish

The receipt of copied material does not automatically grant permission to publish, exhibit, broadcast, or quote from archival records. Users should follow copyright law. Material copyrighted by BCPL must be acknowledged in the publication in the following format:

**Collection Name, Blount County Public Library, Maryville, Tennessee, No. #####,
Courtesy of Mr. John Doe.**

Permission must be received from the Blount County Public Library in order to publish, exhibit, or broadcast any material owned by the BCPL.

Staff will make reasonable efforts to facilitate research, and will provide copying service for queries received by mail or telephone for materials that fall under the definition of fair use for a fee.

I WILL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE BLOUNT COUNTY PUBLIC LIBRARY, ITS BOARD OF TRUSTEES, EMPLOYEES AND AGENTS AGAINST ALL CLAIMS, DEMANDS, COSTS, AND EXPENSES, INCLUDING WITHOUT LIMITATION, ATTORNEYS' FEES INCURRED AS A RESULT OF ALLEGED OR ACTUAL COPYRIGHT INFRINGEMENT OR ANY OTHER LEGAL OR REGULATORY CAUSE OF ACTION ARISING FROM THE USE OF BLOUNT COUNTY PUBLIC LIBRARY MATERIALS.

Signature

Blount County does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d)

Appendix B

Request for Photographic Copies

Name:		
Address:		
City:	State:	Zip:
Phone:		
Email:		

<u>REQUEST FOR PHOTOGRAPHIC COPIES</u> Description or File No. of Item		Format	Size Needed	No. of Copies	Unit Price	Total

Total Print Fee _____
Postage and Shipping _____
Publication Fee (See Fee Schedule) _____
Sales Tax _____
TOTAL FEE _____

If paying by check, make checks payable to:

Blount County Public Library

Add Driver's License number and Birthdate to check.

Prepared by _____

Special Instructions: _____

Statement of Intended Use: (Include medium, title, publisher, and project date):

I have read and agree to the terms of Appendix A governing the reproduction of items held by Blount County Public Library.

Signature _____ **Date** _____

Blount County does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d).

