

Cooper-Siegel Community Library Local History Collections Policy

Mission statement: Cooper-Siegel Community Library is focused on cultivating a community of lifelong learners.

Goals: The Library seeks to foster growth, encourage learning and inspire community engagement by curating a Local History Collection that expands patrons' knowledge of Western Pennsylvania. The Library's goals are:

- Provide a collection for research and education that is easily accessible with a focus on the hyperlocal that similar, broader Western Pennsylvania collections cannot fulfill.
- Inspire a diverse audience to donate, research, and enjoy.
- Utilize funds obtained from private, local, state, and national sources to build and maintain materials and equipment.
- Employ best practices, culturally sensitive and informed considerations while building and maintaining the collection.
- Implement a post-custodial model for items that pose storage issues or for culturally sensitive items which will be temporarily loaned to the library by community members while the library digitizes or accessions materials.
- Process all items fairly and with the kind of care that represents the library's commitment to mindful stewardship.

Audience: The Library ensures materials are accessible to all. The collection's intended audience is current and future Fox Chapel Area School District (FCASD) residents and researchers interested in the area's history and heritage.

Collection Definition

- Formats:
 - The Library accepts: printed, written, published (books, yearbooks, church bulletins, magazines, various manuscripts, administrative records such as meeting minutes); photographs (print and digital); ~~and~~ drawings (architectural, artistic, etc.); and maps.
 - The Library does not accept: three dimensional artifacts, items in poor condition, items with use-restrictions, and materials reflecting the history of an area other than as defined below.
- Geographic Areas:
 - The library's geographic scope is hyperlocal and pulls from the six municipalities that make up the FCASD: Aspinwall, Blawnox, Fox Chapel, Indiana, O'Hara and Sharpsburg. Objects originating from greater Western Pennsylvania, then, *may* fall outside of this scope and may be directed to other historical collections in the area, such as The Heinz History Center.
- Language
 - The collection by nature involves different ethnic and cultural heritages. If the Library accepts materials in other languages, the Library will attempt to make available a translation to the best of our ability.
- Time Period
 - The Library places no limitations on the chronological periods collected.
- Subject Areas
 - Activism: Items and records documenting local government as well as activism and advocacy efforts.
 - Architecture: Architectural drawings, maps, and plans associated with the buildings and houses in FCASD.
 - Arts: Photography (print and digital) capturing people, places, landscapes, businesses, objects, etc. located in or associated with the FCASD. Paintings, drawings, prints, and other art forms capturing people, places, landscapes, businesses, objects, etc. located or associated with this area.
 - Business and Industry: This includes advertisements, photographs, videos, non-financial records, etc.
 - Education: Two-dimensional items related to history of the FCASD and its educational institutions/programs.
 - Emigration and Immigration: Items from communities, families, businesses, clubs, organizations, churches, and FCASD.
 - Ethnicity: Two-dimensional items from ethnic/minority/underrepresented and/or indigenous communities, families, businesses, clubs, organizations, churches, and schools in the FCASD.
 - Genealogy: Records pertaining to local family history and may include census records, birth and death records, obituaries, and other genealogy-related records.

- Land Use: Items such as deeds of historical interest, various real estate records, maps, photographs, and descriptions of parks and trails.
- Maps: Maps of the FCASD and surrounding areas.
- Religious and Social Societies: Items relating to the FCASD's religious and social history, including but not limited to religious or social bulletins, photographs, etc.
- Performances: Items from performing arts organizations such as playbills, posters, flyers, and programs.
- Publications: Books, yearbooks, magazines, manuscripts, and administrative records (of local governments) of past, present, and future events that take place in the FCASD.
- Stipulation for Native American Materials: Protocols for Native American Archival Materials will be consulted for the proper course of action regarding items acquired or donated of this nature. Because collecting and curating Native American materials is a community-based affair and these items ultimately belong to them, these communities decide how their materials are handled. They may deny acquisition, reclaim materials considered privileged and sacred, and take the lead on culturally equitable descriptive practices, thereby ensuring that proper context is given for their materials. Note: Western and Indigenous issues of copyright differ. Western copyright law does not protect Indigenous intangible culture, traditional knowledge, and communal ownership of works; for a more detailed discussion of this issue, see next section.
- Culturally Sensitive Protocols: information on items belonging to members of historically marginalized communities within the FCASD, will be shared with community representatives directly to determine description and retention. Previously decided-upon representatives will guide word choice and assist in weeding out oppressive language. Items may be returned to donors after temporary retention and/or digitization, according to their wishes.

Acquisitions

- Policy: The Library will acquire materials by donation, purchase (dependent on grants and funds), bequest or transfer from elsewhere, such as O'Hara Township or Sharpsburg Historical Society. Authority for the acquisition materials resides with The Library's Executive Director, Information Services Librarian, Local History Librarian, and other appointed staff. Regarding Native American materials, library staff will consult and collaborate with Native American community leaders.
- The materials must be relevant to The Library's purposes and goals as outlined in the above sections.
- The Library has the means (time, space, and staff) to catalog, store, and preserve materials in a manner upholding the integrity of the original item's state.
- The Library will acquire donated materials through legal and ethical means via a "Deed of Gift" form signed by the donor(s) and a staff member(s). The deed will confirm materials are expressly without restrictions of any kind as to use or future disposition. For any material purchased, the library will provide a receipt. For materials transferred from Sharpsburg Historical Society or O'Hara Township, proper documentation will be required (Deed of Gift or other legal document) which transfers ownership to the library.
- Exclusions: Items falling outside of the scope of the subject areas as well as items requiring significant preservation such as materials too fragile to be handled, needing storage the Library cannot accommodate, or showing signs of damage will not be accepted by the Library. Materials deemed not a good or relevant fit will be rejected alongside a letter or email of ~~thanks~~ to the donor.

Filing Processes

- When an item is officially acquired, either through gift donation, purchase, or transfer, it will be recorded in the accessions log.
- Item will be numbered and cataloged before being placed in appropriate storage. If an item is to be featured in a rotating exhibit, items will be placed in temporary storage.
- Items that are digitized will be temporarily stored before being returned to their original owners.
- Staff will file Deeds of Gift chronologically and donor information alphabetically. They will also file item number and catalog information into an online database that will serve as a digital backup repository.
- Metadata standards: Digitized items will be encoded following MARC standards. Staff may refer to the Library of

Congress MARC 21 Specifications for Record Structure, Character Sets, and Exchange Media for more information.