



Collection Development Local History Collection Appendix A

POLICY

The Rock Island Public Library maintains a Local History collection in order to retain, preserve, and make available for research primary and secondary archival materials for information, research, and general history inquiries.

PROCEDURES

- The Rock Island Public Library has the right and final authority to determine which materials it will add to its Local History collection.
- The Local History collection will contain materials that are limited topically to:
 - The City of Rock Island and its history
 - The pre-history of the native territory and tribes occupying the land now developed as the city of Rock Island
 - Published works of Rock Island city and county authors/residents
 - Genealogical materials
 - Rock Island High School yearbooks
 - Local directories and telephone books
 - Materials from, by, and about Rock Island city government
 - Historic photographs and postcards related to Rock Island
 - Local maps, atlases, and plat maps
 - Non-written records of value to the history of Rock Island
 - Local newspapers focused on the city of Rock Island
 - Historic periodicals relating to the history of Rock Island
- Material additions will be under the discretion of the Reference Librarian, Director of Reference Services, and Library Director.

RESTRICTIONS

- Any donations of materials to the Rock Island Public Library's Local History collection must be free of any restrictions regarding ownership and/or use of the items donated.
- Donors cannot prohibit the future removal of donated items from the Local History collection if the library determines they no longer meet the collection criteria.
- The collection will be determined by the availability of space, funds, and citizen needs.

GUIDELINES

- The Rock Island Public Library reserves the right to discard items from its Local History collection that are no longer usable or repairable, that do not meet the criteria of the collection's purpose; that are unnecessarily duplicated, or lie outside the area of the *Collection Development Policy*.

- The Rock Island Public Library will cooperate with the Rock Island County Historical Society, local organizations, and other area libraries to recommend the appropriate destination for materials or donations.
- The collection will be maintained to the best of the Library's ability and funding to keep up the condition of the collection.

BOARD APPROVED: 4/19/2016

REVISED & APPROVED: 4/17/2018

REVIEWED & APPROVED: 8/18/2020

REVIEWED & APPROVED: 9/21/2021

REVISED & APPROVED: 9/19/2023

REVISED & APPROVED: 12/17/2024



Collection Development Local Author Guidelines Appendix B

Local Author Guidelines

The Rock Island Public Library is pleased to have the work of many local authors on our shelves, and wishes to recognize local literacy and creative efforts by including them in the collection when possible.

1. Selection Conditions
 - a. Authors must be City of Rock Island residents, or the book must take place in Rock Island County, or otherwise demonstrate a strong local interest.
 - b. Due to budget constraints, the Rock Island Public Library cannot always purchase local works. However, if an author/creator chooses to donate a single copy of their work to the library, it will be accepted for review.
 - c. Self-published family histories or other similar genealogical materials may be added to the Local History collection at the discretion of both the Adult Services Director and Library Director.
 - d. Materials donated to the Rock Island Public Library become library property and as such cannot be returned to the donor.
2. Be aware that, due to time constraints, library selectors are unable to meet individually with authors.
3. Acceptance of a copy of an author's work for the collection does not guarantee that we will buy additional copies, and if we buy additional copies they may or may not be purchased directly through the author.
4. The Library will only accept electronic copies of materials when the technology owned by the library can accommodate circulation of such materials.

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