



Glenwood Public Library Policy

Special Collections Policy

2019.01.02

January 2, 2019

Approved By Glenwood Public Library Board of Trustees

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Library Director Signature

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Staff Signatures

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**PURPOSE:**

The Glenwood Public Library seeks to collect and preserve materials relevant to the history of Glenwood, Mills County, and the State of Iowa. The mission of the Special Collections department is to provide the community with the resources needed to research local history and genealogy. This policy describes how those materials will be handled, stored and precautions that will be taken to preserve those materials.

**SCOPE:**

This policy applies to all materials that are unique and irreplaceable in the Glenwood Public Library and to anyone using the Genealogy Department. It includes any materials added to this department in the future.

**POLICY STATEMENT:**

1. The Special Collections department may only be used when a staff person is present.
  - a. Appointments with the Special Collections staff may be made to ensure availability.
2. Items from the Special Collections may be checked out at the discretion of the Library Director.
3. The special collections department may be contacted at:
  - a. Glenwood Public Library  
c/o Special Collections Department  
109 N. Vine Street  
Glenwood, IA 51534  
712-527-5252  
[questions@glenwood.lib.ia.us](mailto:questions@glenwood.lib.ia.us)
4. Loans may be made to museums, historical societies, educational institutions, or for educational purposes for a specific short-term period.
5. A written request for the loan of materials is required. Materials will only be loaned if they are in such condition that they can withstand travel, extra handling, and climate changes.
6. The borrowing institution will be responsible for the materials while in their possession.

## 7. Microfilm / Microfiche Fees

- a. If ordering microfilm or microfiche not owned by the library, patron pays fees at lending institution directs, plus shipping and handling. Microfilm and microfiche reader/printers are available for public use.

## 8. Research Assistance

- a. The Special Collections staff is available to help patrons get started with their research for free.
- b. The following fee schedule applies to Special Collections usage:
  - i. Photocopies are 15 cents per page
  - ii. Microfilm / Microfiche copies are 25 cents per page
  - iii. Printouts from the public computer are 10 cents per page
  - iv. Return postage for any items received from outside historical collections

## 9. Food and drinks are not allowed in the Special Collections area.

## 10. Copyright

- a. It is the researcher's responsibility to understand and observe copyright law.
- b. Photocopies may be made at staff discretion – in some cases, only by staff members, depending on the condition or rarity of an item.

## 11. Collection Development and Donations

- a. The library collects manuscripts, photographs, and other non-written records, family and personal papers, maps and atlases, printed and published materials relating to the city of Glenwood, Mills County, and State of Iowa.
- b. Acquisitions will conform to the mission of the organization and serve to clarify and preserve Glenwood's unique place in the American historical landscape.
- c. The collection seeks to encompass as many aspects of Glenwood's history and culture as space and interest dictate. The library welcomes gifts fitting within this collection development guidelines.
- d. Documents will be added at the discretion of the Library Director or designee.