

Purpose

The purpose of the local history & genealogy collection is to preserve materials that document the history of Webster City, Hamilton County and their residents. Kendall Young Library will preserve and maintain these materials for future generations by using accepted preservation methods, and provide access to the materials under safe and secure conditions. The Library works with other libraries, genealogical societies, museums and other groups to encourage interest in local history and genealogy.

Collection

The focus of the collection will include materials about the history of Webster City and Hamilton County. Emphasis is also given to the acquisition of those materials which will contribute to a knowledge of the region's social, civic, religious, economic and cultural life, past and present. Genealogical records and family histories pertaining to families of Webster City and Hamilton County will also be collected.

The Local History and genealogy collection will acquire items in the following formats, but not limited to: books, diaries, pamphlets, newsletters, bulletins, periodicals, reports, letters, speeches, newspapers, manuscripts, documents, maps, atlases, clippings, postcards, scrapbooks, photographs, paintings, posters, genealogical records, memorabilia and ephemera such as commemorative programs and advertisements.

The Jane Young Room houses our local author collection and contains books by authors with strong ties to Webster City and Hamilton County. The collection also includes books and papers by and about our Pulitzer Prize winning authors MacKinlay Kantor and Clark Mollenhoff.

Selection Criteria

- Relevance to the local history
- Available space to house the materials
- Non-duplication of material within the collection
- Authenticity & completeness of record
- Quality of the physical form of material
- Ease of use for patrons

- Cost and ability to store, display, or otherwise care for the item properly including security requirements.
- Lack of restrictions by donor

Accessibility

The Local History and Genealogy Collection is mainly housed in the Genealogy Room and the Jane Young Room, which is open for public use during normal Library hours. Every effort is made to make the collection as accessible to the public as possible, but due to the nature of this collection, materials are non-circulating and need to be used inside these areas. Users of the collection must consult with a librarian before removing items from the Genealogy Room and Jane Young Room for any reason. Irreplaceable, fragile, or valuable materials may be locked away in order to ensure their long-term future use, but these materials can easily be accessed through the help of a librarian.

Policies regarding photocopying and the reproduction of items are spelled out in the Reproduction Policy for Historical Materials. Anyone who copies or reproduces materials from the collection should be aware of Title 17 and especially the provisions of Section 108 of the U.S. Code (Copyright Law) and takes full responsibility for complying with it. Library staff may refuse to allow the photocopying or reproduction of fragile material.

Donations

The Library welcomes donations to its Local History and Genealogy Collection. All donors must complete a Deed of Gift Form in order to establish the transfer of ownership of donated materials (and copyright, if appropriate) to the Library. The transfer to the Library of the copyright owned by donors in individual items makes it easier for the Library and its users to use the items in unique and creative ways. Once the Deed of Gift is signed by the donor, the donated material becomes the unrestricted property of the Library.

The Library reserves the right to refuse an offered donation. The Library will not accept material that shows damage from mold, mildew, water, insects, smoke, or dirt, as such material can harm other items in the collection. The Library may also refuse a donation based on the Selection Criteria.

The Library reserves the right to decide how the donated material will be displayed or stored, how the material may be used by the public, and how long the material will be retained.

Donated materials may be scanned and placed on the Internet for viewing or otherwise reformatted. They may also be moved from the Local History and Genealogy Collection to other sections of the library, sold, transferred to another library, or discarded.

The Library will not, and cannot, conduct any monetary appraisals for donors nor give tax advice. If donors plan to take a tax deduction for their donations, they should consult a tax accountant or attorney. Any monetary appraisals are the responsibility of the donor and should be conducted before transferring materials to the Library.

Artifacts

The collection contains historical artifacts which are preserved and displayed to the best of the library's ability. However, due to space and preservation constraints, the Library is not able to accept donations of additional three-dimensional artifacts. Exceptions may be made in the case of objects related to our benefactor, Kendall Young, or the history of Kendall Young Library. The Library will work with donors to try to identify another appropriate location for the artifact(s).

Reappraisal & Deaccession

From time to time, the Local History and Genealogy Collection may be reappraised, and the deaccession of some materials may take place. The Library will offer the deaccessioned materials to other institutions if appropriate, sell the items, or discard them.

Exceptions

Exceptions to this policy may be granted by the Director of Kendall Young Library.

Policy approved by the board and adopted 10-13-15. Revisions reviewed and approved 5/20/2024