



History Room Policy

Purpose:

The Marian Hunter History Room (the "History Room") is the embodiment of a partnership between the Avon Free Public Library (the "Library") and the Avon Historical Society (the "Historical Society"). This policy spells out the nature of that partnership and defines the roles of each organization in supporting the History Room's role in uncovering, preserving, and presenting the story of our community.

The objective of the History Room is to locate, collect, preserve, and make available for public research materials that document the social, economic, natural, and genealogic history of Avon and its environs from the Colonial Period (17th century) to the present.

Scope:

This policy applies to the Library Director, Reference and Adult Services Manager, the Library's Board of Directors, and designated library staff; the President and Board of the Historical Society; and History Room volunteers.

Roles and Responsibilities:

The Library is responsible for providing and maintaining the space that houses the History Room, safeguarding the collection and other resources contained therein, and overseeing and supporting the volunteers and staff members engaged in the various activities related to preserving and caring for historical documents and objects.

The Historical Society shares responsibility with the Library for the management and oversight of the History Room and the adjacent display cases and bulletin boards known as the History Corner, its collection, and its activities. It is also responsible for developing and promoting programs, exhibits, and displays within the Library that provide the public with an understanding of and appreciation for Avon's history, culture, traditions and heritage.

The Library's Reference and Adult Services Manager, in concurrence with the Historical Society, shall produce, disseminate and update as necessary, guidelines for the care and handling of the History Room's collection. They shall also address the specifics of responding to requests to reproduce and/or publish materials, including photographs, in the collection. It is the responsibility of History Room staff and volunteers to be familiar with, and follow those guidelines.

Procedures:

1: Acquisitions: The History Room welcomes donations to its collection. However, items must conform to the History Room's objective and collection goals, as defined in the Purpose section of this policy.

- a) All acquisitions are to be outright and unconditional. Donations with restrictions are generally not accepted, as explained in the [Gifts Policy](#).
- b) Loans of items to be digitized may be accepted, with the understanding that the original item will be returned to the owner after a digital image of it has been recorded for preservation and inclusion in the collection.
- c) Space limitations and the number of items already being curated dictate that strict criteria be applied when considering acquisitions. Offers of materials that duplicate items already in the collection and are not of sufficient importance or are of a size and condition that impose an undue storage or conservation burden, are not accepted.
- d) In cases where an acquisition requires special handling to be added to the collection, the donor may be asked to help defray those costs.
- e) The History Room may consider the short-term loan of items if they have a thematic connection to a library-sponsored program, event or display. (Refer to the Library's [Exhibit Space Use Policy](#) and the Historical Society's [Guidelines for Use of History Room and History Corner](#)).
- f) All donations must be accompanied by a signed donor form.

2. Deaccessions: The permanent removal of materials from the collection follows a systematic review by the staff. Among the reasons for deaccessing items are continued usefulness, physical condition and authenticity.

- a) The Library Director or the Reference and Adult Services Manager, or both, and the President of the Historical Society are authorized to deaccess materials. The Library Board and Board of the Historical Society will be the final authorities in deaccessing materials.
- b) A deaccessed item may be disposed of by The Library however it chooses, including returning materials to the original donor, selling them, or donating materials to another repository.
- c) The Historical Society has right of first refusal of any deaccessioned materials.

3. Access to Collections: The History Room shall be open to the public on a schedule determined by the Library Director and the Reference and Adult Services Manager and coordinated with Historical Society volunteers.

- a) Members of the public may have access to the Archive Room only in the presence of a librarian or Historical Society volunteer.
- b) Reference librarians may have access to its collection in order to research materials and to respond to inquiries regarding Avon history.
- c) Historical Society volunteers are allowed access to the collection for research or other official business whenever the Library is open.

4. Insurance: The History Room's permanent collection is covered by insurance provided by the Town of Avon. The Library Director or Reference and Adult Services Manager may request a rider to that policy to cover items of substantial value on loan.

Location:

This policy is housed on the Avon Free Public Library Website:

<https://www.avonctlibrary.info/policies/>

A copy is maintained in the Library's Administrative Office.

Adopted by the Library Board of Trustees: February 17, 2015

Revised and approved: November 17, 2020, September 15, 2026

Adopted by the Historical Society Board of Trustees: January 13, 2015

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