

Crandon Public Library Historical Collections Policy

General Policy:

The objects contained in the Historical Collection are non-circulating materials. Some of them are in fragile condition and irreplaceable; hence, certain precautions are necessary:

- No food or drinks allowed in the Local History Room.
- No materials are to be taken from Local History Room without the permission of the Local History Clerk and/or the Library Director.
- The Local History Clerk and/or the Director reserve the right to inspect all research material and all personal articles before a patron leaves the area.

Appointments to use the Local History Room are recommended and may be made by calling 715-478-3784 or by emailing the Library at info@crandonpl.org.

Collection Policy:

Purpose

The principal goal of the Crandon Public Library's Historical Collection is to collect, preserve, describe, exhibit, and make available to students, community members, and researchers materials that record the history of the City of Crandon and surrounding Forest County area.

Scope of Materials

The following are historical materials to be collected by the Crandon Public Library:

- City and County records such as: school, government, judicial, birth and death, council and committee documentation.
- Personal records of residents of the City of Crandon and surrounding Forest County area such as letters, scrapbooks, diaries, and church certificates.
- Business records from any corporation or business entity that operated in the City of Crandon and surrounding Forest County.
- Photographs of the City of Crandon and surrounding Forest County area events, residents, cityscapes or landscapes.
- Any publications created by or for the City of Crandon and surrounding Forest County area, including books, articles, newspapers, catalogs, annual reports, flyers, postcards and magazines.
- Oral histories from or pertaining to residents of the City of Crandon and surrounding Forest County area.
- Digital media is accepted.
- Materials related to individuals not directly connected with the City of Crandon and Forest County are but involved in fields related to Forest County will be collected on a case-by-case basis.

The Crandon Public Library reserves the right to decline any collection for the following reasons:

- Inability of the Crandon Public Library to provide suitable space, staffing, supplies, and equipment. While the lack of one or more of these does not constitute a compelling reason for refusing archives and manuscripts, deficiency in one or more may constitute grounds for a temporary delay in their acquisition.
- Inability of the Crandon Public Library to provide sufficient support to preserve and provide access to archival records.
- The collection contains materials that do not fit within the scope of the Crandon Public Library Historical Collections policy.
- Materials irreparably damaged or infested by insects or mold will not be accepted.
- Materials in which the donor's ownership is in question or disputed will not be accepted.
- Duplicate materials will not be accepted due to lack of space.

Once a donation is accepted, a deed of gift must be signed by the donor specifying the materials to be donated. This deed of gift will be negotiated between the donor and the Crandon Public Library. Special conditions may be specified by the donor, but the Crandon Public Library may refuse any donation in which it deems the conditions of use are overly restrictive.

Donors may make arrangements to examine the material they have donated and can be given a copy of any inventories, finding aids, or other research materials produced by the Crandon Public Library about the donated material.

Crandon Public Library is a nonprofit organization and has been granted tax-exempt status as a municipality by the IRS. Donations to the Crandon Public Library may qualify as tax-deductible. This, however, does not permit the Crandon Public Library to appraise gifts. Under IRS regulations, no library, archive, or museum can perform an appraisal.

The Crandon Public Library will work with other institutions involved in similar efforts, as appropriate.