
Local History Collection Policy

Summary

The purpose of the local history collection is to preserve materials that document the history of Windham, New Hampshire and to make these materials available to researchers and the general public. The library holds these materials in trust for future generations, and therefore they can be examined in the local history room only.

Policy

The major emphasis of the collection is historical and current information about the town of Windham, New Hampshire and its sister city, Suzdal, Russia. Subject areas include: early settlers, ethnic groups, family, business, work, organizations and prominent individuals and events. Published histories of the State of New Hampshire and cities and towns in New Hampshire are also collected as time and resources allow. Materials on these subjects will not be refused based on language.

Purchases, Gifts and Loans

Staff purchases over \$500.00 must be approved by the Library Director. Donations will be accepted provided that (a) there is a signed Deed of Gift form that legally transfers ownership of the materials to the Nesmith Library, and (b) the donor does not require excessive restrictions on use. Items will not be accepted on deposit except for the temporary loan of items for exhibition. Under special circumstances, items from the Nesmith Library will be loaned to other institutions for exhibitions.

Discarding Materials

The Nesmith Library reserves the right to dispose of materials inappropriate to our collections. Options include returning materials to donors, offering collections to other institutions when feasible, and selling or discarding items.

Other Resources Available

Related resources are also located at the Windham Town Hall, the Windham Historical Museum, the Windham Historical Society, the New Hampshire Historical Society, and the New Hampshire State Library.

Cooperative Agreements

Occasionally, the Nesmith Library enters into cooperative arrangements with other organizations in or to preserve historical materials and / or make them more widely available.

Adopted this day 18th of March, 2003 by the Nesmith Library Board of Trustees.

Reviewed and approved: October 20, 2015 by the Nesmith Library Board of Trustees.