

Logan Library Policy Manual

These are Logan Library Policies that have been approved by the Logan Library Board of Trustees.

Local History Collection (LHC) Policy

Purposes and Objectives

The Logan Library Local History Collection (LHC) preserves the historical and cultural heritage of Logan City and the surrounding area. The Library is committed to maintaining the collection and making it available to current and future users.

Conditions Governing Use

The library patron using the LHC assumes full responsibility for conforming with the laws of copyright. Whenever possible, library staff will provide information about copyright owners and related information. Securing permission to publish or use LHC material is the responsibility of the library patron.

Statement on Possible Harmful Material

Materials in the Library's LHC are historical in nature and reflect the society in which they were produced. As such, they may contain racial, gendered, sexual, religious, and other language and imagery that are offensive by today's standards. LHC materials have been retained in their original format to present historical context.

Access

As part of a public library, items in the LHC are available to all users, regardless of residency, demographics, or purpose, subject to appropriate care and handling.

Physical items are accessible during the Library's open hours and may not be taken out of the Library building. The majority of these are kept on open shelves, while a minority are kept on closed shelves and require staff assistance.

Some physical items from the LHC may be lent through interlibrary loan if staff from the borrowing library agree that the items will only be used carefully within the physical confines of the borrowing library building. These practices exist to maintain access to the physical collection for library users in perpetuity.

Digital items are made available online and may be used according to the posted terms.

Staff members are available during a patron's visit to answer questions, search out and locate physical and digital items, retrieve items from the closed shelves, and ensure the proper care and handling of materials.

Information Sharing Methods

Library staff working at all Service Desks will provide basic information about the LHC. Staff working at the 3rd Floor Service Desk near the LHC will provide more in-depth information and services.

The Local History Librarian will train other library staff and members of the public on the LHC's purpose, scope, materials, and services as needed.

All remote information requests, whether received by phone, email, or mail, will be addressed by the Local History Librarian or other trained library staff as thoroughly and as quickly as possible. Fees may be charged for photocopies or postage at the standard rates.

The Local History Librarian maintains the LHC's information and digital collections on the Library's website (library.loganutah.org) and any online repositories. They also monitor other websites related to the scope and purpose of the LHC.

Collection Management: Scope

The Local History Librarian seeks to collect and preserve the following, in descending importance:

First, materials related to the Logan Library and the City of Logan. The boundaries of the city constitute the primary collection area.

Second, materials related to the geographic area surrounding the City of Logan, for historic context. This is defined as any place within a 30-mile radius from the Library (including the cities of Preston and Garden City in the north and northeast, and Brigham City and Tremonton in the southwest and west).

Third, materials that focus on a subject outside the primary and secondary collection areas if they significantly contribute to an understanding of the history of Logan.

Collection Management: Acquisitions

LHC materials are acquired through donation and purchase. Purchases are made with funds designated in the overall budget of the Library using principles outlined in this policy and the Collection Management Policy. Donations of materials and funds to the LHC are encouraged. The Library will own all donated items and will not add items to the LHC on loan from individuals.

Collection Management: Formats

The Library considers materials in all formats for the LHC but the following formats are its primary focus: monographs, manuscripts, typed or printed pages, maps, photographs, pamphlets, bound reports, newspapers, periodicals, various audiovisual formats and digital files. Realia may be considered but are usually not collected. To make materials accessible, the Local History Librarian will use any lawful method available to transfer or copy items from a less-useable format to another which is more useable. Digitizing is a priority.

Collection Management: Exclusions

The Library will not generally collect or accept through donation the following for the LHC: items on loan; large archival collections or those in need of significant conservation efforts (donors with these types of collections are usually referred to the Utah State University's Special Collections and Archives or the Utah Division of Archives and Records Service); items which are in unusable formats, significantly soiled, or in substantial disrepair. In making these decisions, the Library must consider limits to physical and digital space, budgets, and staff work time.

Collection Management: Removing and Moving Materials

Materials that are determined to be outside the LHC's scope, do not possess sufficient archival value, duplicate other material in the collection, or are significantly and irreparably deteriorated or damaged, may be removed and discarded or donated to another institution, under the guidance of the Collection Management Policy, the Library Director, and local, state, and federal laws. Items may also be moved to the Library's circulating collection.

Policy History

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