

# **Elmwood Park Public Library**

## **The Edwin P. Emmerling Historical Collection**

### **Overview**

The Edwin P. Emmerling Historical Collection is a core resource of materials available at the Elmwood Park Public Library for those interested in studying, analyzing, researching and documenting the formation and growth of Elmwood Park, Illinois. Our villagers in their individual and communal activities have been, and continue to be, the driving force of our civic development. Much of this development can be traced using the material records and artifacts comprising the Historical Collection, which is named in honor of Edwin P. Emmerling, Elmwood Park's long-time historian.

A young Ed Emmerling moved to the Village of Elmwood Park in the late 1930s. Over many years, Mr. Emmerling held the office of President of the Elmwood Park Historical Society and personally contributed many of the items in the Historical Collection. Among Mr. Emmerling's many accomplishments, he served our village youth as a scouting leader and as a music teacher. As a professional musician, he performed around the world, including a Command Performance for the British Royal Family. An inspired raconteur, Mr. Emmerling's knowledge of Elmwood Park's past was exceeded only by his quick-witted enthusiasm for conveying his historical insight to our citizens at civic gatherings and via our local radio and TV outlets. Mr. Emmerling passed away on April 21, 2008, at age 95, and has been sadly missed by all who have known and worked with him.

The Edwin P. Emmerling Historical Collection is the property of the Elmwood Park Public Library. The management and control of this Collection shall be directed by the Head of Adult Patron Services of the Library.

The Edwin P. Emmerling Historical Collection, its materials, archives and displays are located in the Elmwood Park History Center on the second floor of the Elmwood Park Public Library, 1 Conti Parkway, Elmwood Park, Illinois 60707. Telephone 708-395-1218. E-mail address: [eps@mls.lib.il.us](mailto:eps@mls.lib.il.us).

### **Contents**

The archives of the Collection include:

- Documents and clippings and photographs of local buildings.
- Clippings and historical booklets about local organizations.
- Articles concerning, and photographs of, local people, places and events.
- Motion picture film, video tapes, and audio tapes relating to local sites, buildings, people and events.
- Periodicals, maps and historical artifacts relating to village life.

### **Collection policy**

The following paragraphs of this section outline in detail the methods and procedures to be followed in the acquisition, accession and deaccessioning of the material and objects of the Collection.

## Acquisition of Materials

Definition: For the purpose of this policy, *acquisition* is defined as the discovery, preliminary evaluation, taking physical and legal custody of, and acknowledging receipt of material and objects.

## Acquisition Criteria

Historical materials and objects must meet all of the following criteria of acquisition before being acquired for the Edwin P. Emmerling Historical Collection.

- The objects must be relevant to and consistent with the purposes of the Collection.
- The Library provides for the storage, protection and preservation of the objects under conditions that insure their availability in keeping with professionally accepted standards.
- The material or objects must, if possible, be documented as to provenance (history of origin).
- All moral, legal, and ethical implications of the acquisition must have been considered.
- All donations of materials to the Collection are outright and unconditional gifts to be used at the discretion of the Library. Title to all objects acquired shall be free and clear, without restriction to use or future disposition.

## Means of Acquisition

Materials and objects may be acquired by purchase, commission, bequest, gifts, exchange, field collection, and/or abandonment. The principle means of funding for purchases of acquisitions shall be allocated through the annual budget of the Library as approved by the Library's Board of Trustees. No material or objects shall be knowingly or willfully accepted or acquired which are known to have been illegally collected in the United States contrary to state law, federal law, regulation, treaty, and/or convention.

The Library subscribes to the provision of the UNESCO Convention of 1970. The Library shall refuse to acquire material and objects where there is cause to believe that the circumstances of their collection involved needless destruction of historic sites, buildings, structures, habitats, districts, and objects. (Refer to Appendix B for a copy of the UNESCO Convention of 1970.)

## Acquisition Procedure

Authority to acquire historical materials rests with the Head of Adult Patron Services of the Library within the confines of the Collection Policy. Any purchased acquisition shall be made within the annual budget approved by the Board of Trustees of the Elmwood Park Public Library.

## Donations to the Collection for Possible Accession

Material(s) may be submitted for consideration to be acquired into the Collection. The Head of Adult Patron Services of the Library shall evaluate the suitability of the submitted materials for accession. Donors desiring to take an income tax gift deduction must obtain an independent appraisal from an authorized appraiser.

Records of such appraisals will be kept by the Library in perpetuity. Staff members of the Library will not appraise or otherwise place monetary value on any materials or on objects casually brought to the Library.

The Library staff shall not attempt to attribute, identify, or authenticate items brought to the Library by the public. All objects or materials considered to be of high monetary value by the donor, which are deposited with the Library for possible acquisition into the Collection, shall have identification and be covered by insurance obtained by the owner. The owner shall complete and sign the Library form used for such purposes. (Refer to Deposit of Materials Form, Item 1. in Appendix A.) The Library shall notify the depositor within 30 days from receipt of materials of a decision to refuse such deposits. Items not claimed within 60 days of deposit are considered abandoned property and as such are subject to state law pertaining to same. Abandoned property which does not meet the acquisition criteria of Section 3.1.1 may be disposed of by the Head of Adult Patron Services. (Refer to Section 3.3.3 for Disposition of Non-Accessioned Materials.)

#### Accessioning

Definition: For the purpose of this policy, *accessioning* is defined as the process of accepting items into the permanent historical collections of the Library. All materials and objects shall be processed under the procedures and policies adopted by the Library.

- All newly acquired archival materials or objects accessioned into the Edwin P. Emmerling Historical Collection shall be indexed by description, date of acquisition, and by donor's name (if applicable).
- Collection records, including source and location shall be kept in accordance with accepted professional standards.
- Materials shall be stored in a manner to provide optimum security, accessibility and preservation.
- Materials in need of restoration shall be restored if feasible.
- Restoration shall be performed only by qualified professionals using approved techniques and substances.
- Materials, whether in use or in storage, shall be protected as well as possible from life-shortening forces such as excessive heat, cold, humidity, dryness, dust, ultra-violet light, insects, vermin or improper handling.
- A Deposit of Materials Form shall be completed for all donations received. A letter of thanks to the donor with a copy of the Deposit of Materials Form will serve as the official receipt for the donor's purposes. The Deposit of Materials Form shall set forth an adequate description of the objects involved and the conditions of transfer. (Refer to Deposit of Materials Form, Item 1. in Appendix A.)

#### Deaccessioning

Definition: For the purpose of this policy, *deaccessioning* is defined as the process of removing permanently from the collections accessioned historical

materials and archival objects. The deaccession process shall be cautious, deliberate and scrupulous.

#### Criteria

- The material or object is outside the scope of the acquisition criteria of the Collection Policy.
- The material or object is irrelevant to the purposes of the Collection.
- The material or object lacks physical integrity.
- The material or object has failed to retain its identity or authenticity, or has been lost or stolen and remains lost for longer than two years.
- The material or object is a duplicate and without intrinsic value.
- The Library is unable to preserve it properly.
- The material or object has deteriorated beyond usefulness.
- The material or object has doubtful potential utilization in the foreseeable future, or has accidentally been accessioned twice.

#### Procedure

- Materials shall be deaccessioned from the Edwin P. Emmerling Historical Collection only upon the recommendation of the Head of Adult Patron Services.
- If the accessioned material or object was purchased by the Library, it may be disposed of in whatever manner the Head of Adult Patron Services deems appropriate and most beneficial to the Collection. It may be sold, traded, offered at public auction, given outright or discarded.
- If the deaccessioned material was donated to the Collection, consideration will first be given to placing the object, through gift, exchange, or sale, in another tax exempt educational institution. Deaccessioned objects not disposed of in this manner may be sold but only in a manner that will protect the interest, objectives and legal status of the Library.
- The Library does not sanction the sale or gift of deaccessioned objects to its employees, trustees, or to their representatives.
- Funds received from the sale of deaccessioned objects from the Collection will be used only to benefit the Library.

#### Disposition of Non-accessioned Materials

Definition: For the purpose of this policy, *non-accessioned* materials are defined as those items donated to the Collection which do not: a) fall within the collection policy guidelines, b) are part of an acquired collection but do not meet the acquisition criteria of the Collection, c) are not worthy either by their physical state or nature to be accessioned as part of the permanent Collection.

- Recommendation to impose a non-accession status of material will be made by the Head of Adult Patron Services.
- Disposal of non-accessioned material may be: a) given by gift or exchange to another tax-exempt education institution, b) put out for sale with funds accruing to the benefit of the Library, c) destroyed.

The Library does not sanction the sale or gift of non-accessioned items to its employees, trustees, or to their representatives.

### **Policy controlling access to the Edwin P. Emmerling historical collection**

The Collection is intended to be used to disseminate knowledge of the history of the Village of Elmwood Park, Illinois and adjacent surrounding communities. Access to the Collection shall be in accordance with the requirements and procedures as set forth herein. The Library reserves the right to make items in the Collection accessible to members of the public which the Library deems to be responsible, serious and scholarly in intent. The availability of items for examination and use will be based on the condition of the item(s) and availability from alternate sources. Access to the Collection shall be considered secondary to preservation of the Collection.

Procedural steps for accessing items from the Collection are as follows:

1. Persons wishing to access Collection materials must submit an Application for Use of Research Materials Form. (Refer to Item 2. in Appendix A.) Inquiries to obtain such forms should be directed to the Adult Reference Desk of the Elmwood Park Public Library. The Application for Use of Research Materials Form requires written statements of a) subject of the applicant's research project, b) a description of the purpose of the research project, c) agreement to conform to the established procedures of the Library in using the Collection.
2. Authorization for access to the Elmwood Park History Center or its contents will be granted or denied by an authorized member of the Library staff. Authorization to historical materials may be limited due to the number of Library staff members available at a particular time. Appointments for access are recommended. Denials may be appealed to the Head of Adult Patron Services.
3. Persons wishing to use objects or archival materials for profit making ventures must a) adhere to all copyright designations, and b) enter into a licensing agreement with the Library, if the Library so desires, and c) acknowledge in the published work(s) a cited recognition of the source: Elmwood Park Public Library.
4. After reviewing items of the Collection, a researcher may wish to obtain copies of Collection documents and/or photos. Such researchers must then complete the Request for Duplicating Examined Materials Form available at the Adult Reference Desk of the Elmwood Park Public Library. (Refer to Item 3. in Appendix A.)
5. Items from the Collection may be removed from the premises of the Library only with staff permission and in accordance with the following Loan Policy for the Collection.

### **Loan policy**

Loans from the Historical Collection

All materials from the Collection including pamphlets, books, periodicals, maps, photographs and manuscripts may not be taken from the premises of the Library except by special approval. The Head of Adult Patron Services, acting alone or in consultation with members of the Library Board of Trustees, is authorized to approve or reject the request for the loan of materials. Approval of the loan may be limited to a period of 30 days. Extension of the loan may be granted by the Library upon written request. The

Head of Adult Patron Services shall maintain a loan record and systematically follow-up all Collection property on loan. Suitable notations shall be made on the inventory of the holdings. The Loan Agreement Form must be signed by the borrower and the Head of Adult Patron Services. (Refer to Loan Agreement Form, Item 4. in Appendix A.)

Items returned to the Library must be transferred directly to the Head of Adult Patron Services or to a designated member of the staff of the Elmwood Park Public Library. The person returning the loaned item(s) must sign and date the Loan Agreement Form as verification that the said item(s) have been returned in good condition. The Head of Adult Patron Services shall receive the item(s) and shall also sign and date the Loan Agreement Form. Before any borrowed item(s) are returned, the person returning said item(s) must make an appointment with the Head of Adult Patron Services (or another member of the Library staff designated by the Head of Adult Patron Services) for a specified time to make the return. This insures that the returned item(s) are properly documented as having been received back into the Collection.

#### Loans to the Historical Collection

The Library will accept loaned items to the Collection for display or research purposes for a specified limited duration. Conditions for the loan agreement shall be specified on the Loan to the Collection Form. (Refer to the Loan to the Collection Form, Item 5. in Appendix A.) The owner shall carry sufficient insurance on the item(s). If the Library is unsuccessful in contacting the lender after repeated attempts, and if the item is left over three years without contact or written renewal from the owner or his heirs for the return of the item(s), the Library will consider the item(s) abandoned and will accession or deaccession the item(s) according to Sections 3.2 or 3.3 of this policy.

#### **The Elmwood Park Historical Society**

The Elmwood Park Historical Society, founded in 1975, once served as the organization responsible for the repository of matters of Village history. The Society served historical interests of the community up until the opening of the new Elmwood Park Public Library building in March 2002. Since then, the Elmwood Park History Center in the Library has served as the Village's historical archives, and the Elmwood Park Historical Society disbanded.

#### **Policy Review and Revision**

Elmwood Park Public Library Board of Trustees  
will review this document at least biennially.

Approved and Adopted by Library Board, July 2003, February 2013