



Elmwood Park

PUBLIC LIBRARY

explore. connect. create.

Local History Policy Edwin P. Emmerling Historical Collection

History:

Our local history collection is named after Edwin P. Emmerling, a resident of Elmwood Park who dedicated much of his life to the documentation and preservation of the history of our Village. Formerly the President of the now inactive Elmwood Park Historical Society, Mr. Emmerling personally contributed many of the items found today in the Historical Collection. Russell N. Parker worked with Emmerling to provide ongoing preservation and public access to the collection by incorporating the materials into the Elmwood Park Public Library. To signal all of the important work that Parker did in establishing, growing, and curating this collection, it is now housed in the aptly named Russell N. Parker Local History Room on the second floor of the Elmwood Park Public Library.

Purpose of the Collection:

Elmwood Park Public Library is a place where life, work, and play unite. Through providing access to Elmwood Park historical materials, we will:

Explore the history of a community our patrons call home.

Connect individuals with materials to further their educational and recreational pursuits.

Create a space for preserving and propagating the culture and history of our village.

Scope:

Through the Collection, Elmwood Park Public Library strives to:

- Curate an assemblage of unique or special materials of historical importance specifically created by, for, or within the community of Elmwood Park, Illinois.
- House and preserve accessioned materials to increase the lifespan of each item
- Provide public access to content following guidelines that are meant to protect the materials and the history they represent

The types of materials collected include photographs, booklets, newsletters, audio/visual materials, periodicals, maps, historical artifacts, and other published and unpublished documents of significant historical importance for understanding the formation of and life within the village of Elmwood Park, Illinois.

Accession:

All materials accessioned into the collection must fit within the scope detailed above. In addition to informational content, the Library will only accept donations of materials that are in good condition. In particular, materials that are damaged in a way that will harm other materials in the collection or that the Library cannot provide the care or conservation that an item requires to remain intact will not be accepted. Items with extensive copyright stipulations, inaccessible A/V formats, or conditions that severely restricts public access will not be 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. 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.

Final authority in the accessioning of materials rests with the acting coordinator of the Collection.

Deaccession

To maintain relevant content and a healthy environment for preserving the Collection, materials may be periodically removed. The deaccession process shall be cautious, deliberate and scrupulous.

Examples of why materials may be reconsidered for the collection include, but are not limited to:

- The material or object is outside the scope of the Collection.
- The material or object lacks physical integrity.
- The material or object has failed to retain its identity or authenticity.
- The material or object is a duplicate and without intrinsic value.
- The Library is unable to preserve the material or object properly.
- The material or object has doubtful potential utilization in the foreseeable future.

Final authority in the deaccessioning of materials rests with the acting coordinator of the Collection.

Access/Use:

The Collection is intended to be used to disseminate knowledge of the history of the Village of Elmwood Park, Illinois. As such, the Library strives to provide access as staffing and resources allow. Physical access to historical materials may be limited due to staff availability, so requesting a research appointment by emailing history@elmwoodparklibrary.org is recommended. In cases where technology is needed for accessing materials, training with staff may be necessary prior to the research appointment. Efforts to increase perpetual accessibility will be made through digitization projects.

Any individual, organization, or business wanting to reproduce materials housed in the collection must obtain explicit permission from the Library. Once approved, use of our in-house copier is available to users at cost.

No materials from the Collection may be taken from the premises of the Library except by special approval. The acting coordinator of the Collection, alone or in consultation with the Library Director and members of the Library Board of Trustees, is authorized to approve or reject the request for the loan of materials.

Gifts and Donations:

The Library welcomes unrestricted gifts and donations of materials or money for the enhancement and maintenance of the Collection. All material donations must be approved for accession by the acting coordinator of the Collection prior to receipt.

Policy Review and Revision:

The Elmwood Park Public Library Board of Trustees adopted this policy on April 19, 2018 and will be reviewed biennially.