

NORTH KINGSTOWN FREE LIBRARY
100 Boone Street – North Kingstown, RI 02852 – 401.294.3306

SOUTH COUNTY ROOM COLLECTIONS
COLLECTION POLICY

PURPOSE

The primary purpose of developing and maintaining the South County Room collections at the North Kingstown Free Library is to document the history and culture of the Town of North Kingstown and its environs for present and future generations.

A secondary purpose is to preserve and provide access to a limited number of items of special interest or artistic merit that in some way reflect the achievements and interests of local residents who have a wide reputation in their respective professions or fields of endeavor.

DESCRIPTION

The South County Room collections include local history materials, genealogy materials, works by Rhode Island-born or -based authors and artists that document the local cultural experience, scrapbooks, photographs, post cards, memorabilia, manuscripts, artifacts, as well as the archival and administrative records of the North Kingstown Free Library.

SCOPE

The goal is to develop and maintain a comprehensive collection of materials in various formats relating to North Kingstown as a geographical unit, as a part of "South County," and as a township in Rhode Island. In order to portray the town's historical and geographical relationships, materials will also be collected on:

1. "South County"/Washington County
2. Towns adjacent to North Kingstown, including Jamestown, East Greenwich, Exeter, South Kingstown, and Narragansett
3. Rhode Island as a whole
4. Works on other nearby towns that relate to topics of interest to the North Kingstown community

MATERIALS TO BE COLLECTED

According to the geographical scope outlined above, the library will collect the following

Formats:

1. Books, pamphlets, manuscripts, typescripts, memoirs, diaries, journals, reminiscences, research papers, articles, and correspondence
2. Scrapbooks
3. Government documents, commercial and institutional records and publications
4. Newspapers and periodicals
5. Maps, plans, and charts
6. Pictorial materials
7. Sound and video recordings
8. Ephemera such as news clippings, broadsides, flyers, and brochures
9. Art works, artifacts, and collections

Areas of Interest:

1. Histories
2. Biographies of persons significantly associated with the area (e.g. by birth, profession, or residence)
3. Genealogies which include families of local interest
4. Works which depict the area and its natural history, buildings, way of life, people, and other subjects of local character

5. Representative works by local authors (born in R.I. or South County, or who have resided in the South County area for a significant period of time and whose work has received national attention)
6. Representative fiction and non-fiction about life in the South County area
7. Recordings of local figures and events
8. Memoirs, diaries, journals, reminiscences, research papers, articles correspondence, etc.
9. Others at the discretion of the Local History Committee

COLLECTION DECISIONS

Collection decisions are made by the Library Director and the Local History Committee, which is comprised of the Library Director, the Deputy Director, the Reference/Non-Fiction Coordinator, and at least two other staff members with expertise and interest in various aspects of local history and collection management.

GIFTS

Gifts are solicited and/or accepted at the discretion of the Director and the Local History Committee, acting on behalf of the Board of Trustees. The following factors will be considered in evaluating gifts for addition to the collection: the library's ability to place and provide access to the material, condition of the material, and the material's appropriateness for the collection.

DEACCESSIONING POLICY

The North Kingstown Free Library reserves the right to de-accession any materials within its collections. Duplicates and materials that do not reflect the collecting areas outlined in this policy may be de-accessioned and offered to other more appropriate institutions or sold to benefit the South County Room Collections.

Addenda to this policy:

IMAGE COLLECTION POLICY

GUIDELINES FOR USE OF IMAGE COLLECTION

REQUEST TO USE OR COPY IMAGES FORM

SCHEDULE OF FEES FOR THE USE OF IMAGES