Blanche R. Solomon Memorial Library

Local History Collection Rules and Guidelines

The Board of Trustees of the Blanche R. Solomon Memorial Library recognizes the library’s responsibility to collect and preserve printed and manuscript materials reflecting the history of the local community and the region. In recognition of this responsibility, the Board of Trustees adopts the following policies for governing the acquisition of such materials:

1. The library will endeavor to collect, either through acceptance of gifts or outright purchase, printed and manuscript materials pertaining to the history of the community or region.
2. The library will endeavor to collect, either through acceptance of gifts or outright purchase, materials written by Alabama authors provided the materials meet the selection criteria stated in the library’s selection policies.
3. The library shall not serve as a museum and shall not generally accept objects other than printed or manuscript materials. The Board of Trustees reserves the right to accept objects of restricted size at the discretion of the board.

Regarding donations to the library’s history room archive, the following requirements must be met:

1. All materials must be relevant to Henry County/ Headland City history.
2. Duplicate copies of records already housed in the history room will not be accepted.
3. Pictures, museum items, etc. donated to the library for a temporary display must be loaned on a three (3) to six (6)-month window, and must be picked up by the original donor.
	1. Items loaned to the library for a history room loan must be dropped off with the following information:
		1. Donor’s name, address, email address, phone number
	2. If items are not picked up after the allotted display window, and contact cannot be made with the donor, the item is at risk of being donated or thrown away.
		1. The library staff and Board of Trustees are not responsible for items not picked up within the time frame.
4. Library director and Board of Trustees reserve the right to access/ deny long-term or permanent donations to the history room as needed.
	1. Materials that are not deemed adequate for the history room [by the director or board] must be taken back the same day.
	2. Materials offered for donation must be inspected [by the director or the board] before items can be accepted.
		1. If director or board member(s) are not present to inspect donations, items must be taken with the donor and brought back at a later date.
		2. Appointments can be made via email or telephone for donation inspection.

The library director and/ or Board of Trustees reserve the right to alter any requirements to meet the needs of the history room. All materials must be inspected and deemed as relevant to our history room.

Adopted: 1974

Revised: June 3, 2022