



POLICY

Created: 10/28/25

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Local History Collection

Insofar as the Newburgh Free Library’s Local History Collection represents a separate and distinct collection from the Library’s general holdings, a separate and distinct set of policies are established to govern their selection and use.

PURPOSE OF THE LOCAL HISTORY COLLECTION

The purpose of the Library’s Local History Department is to collect, preserve, and make accessible material related to the people, places, and events that have contributed to the history of the City and Town of Newburgh, as well as the neighboring communities of New Windsor and Vails Gate, from early settlement by the Waoranek people of the Lenape tribe to the present-day.

SCOPE OF THE LOCAL HISTORY COLLECTION

The Local History Department collects historical materials in a variety of formats including, but not limited to:

- Manuscripts, books, and other written and printed materials
- Photographs, prints, paintings and other visual materials
- Three-dimensional artifacts such as tools, clothing, and decorative arts
- Born-digital records, websites, and media files

FUNCTION OF THE LOCAL HISTORY COLLECTION

The Local History Department maintains both non-circulating print and archival collections.

1. Non-circulating Print Collection

Our non-circulating print collection includes published and un-published historical works related to the City, and Town of Newburgh, as well as the surrounding communities of New Windsor, Cornwall, and Highland Falls. This collection also includes works that

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document the history of the Mid-Hudson region (primarily, Dutchess, Orange, Rockland, Sullivan, and Ulster Counties), as well as genealogical works that cover New York State and contiguous states.

2. Archival Collection

Our archival collection contains unique materials, including correspondence, manuscripts, works of art, photographs, and objects created by individuals or organizations directly connected to the City and Town of Newburgh, as well as the neighboring communities of New Windsor, Vails Gate, and Balmville. Select items have been digitally reproduced and made available online, however these materials are irreplaceable and unique to our organization.

ADDITIONS TO THE LOCAL HISTORY COLLECTION

The Local History Librarian may base selection decisions on an item's relevance to the overall scope and purpose of the collection. The Library Director approves the purchase of all materials.

GIFTS, DONATIONS, AND LOANS

Donations of materials will be accepted as an unrestricted gift after prior approval of the Local History Librarian and signing of a Deed of Gift between the donor and institution. The Local History Collection does not accept items on deposit.

The temporary loan of items to the Library for exhibition must be approved by the Library Director. Insurance for any items on loan to the Newburgh Free library must be carried by the lender.

Institutions seeking to borrow items from the Library's Local History Collection for exhibitions or other use must first receive approval from the Library Director.

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The Local History Department may seek collection donations that expand upon the overall scope and purpose of the collection. Potential donations are accepted at the discretion of the Local History Librarian provided the Newburgh Free Library possesses the necessary resources – staff, finances, and storage to maintain the collection into the future.

CRITERIA FOR DEACCESSIONING

The Local History Department will *not* preserve records or artifacts about or pertaining to:

- Communities outside of the Town and City of Newburgh, and its surrounding communities.
- Individuals, families or businesses with no obvious connections or contributions to the Town or City of Newburgh and its surrounding communities.
- Mass-produced publications and newspapers distributed at the state, national, and international levels.
- Duplicated items that are represented by a similar item in better physical condition.
- An item which has physically deteriorated so that it is no longer useful or has failed to retain its identity or authenticity.
- Any item of lesser historical significance that does not communicate informational values for research or exhibition purposes.
- An item that cannot be properly preserved or cared for by the Newburgh Free Library.

Items will be deaccessioned by mutual agreement of the Local History Librarian and the Library Director. The item(s) may be disposed of in whatever manner is deemed appropriate and most beneficial to the Newburgh Free Library – which may include gifting to another archival or museum repository, destruction, or sale.

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LOCAL HISTORY STAFF

As a discrete collection with special needs within the Library's larger holdings, the staff of the Local History Collection will be responsible for maintaining the collection. This work includes, but is not limited to: preservation and conservation of materials, processing archival collections, promoting the collection through a variety of means, such as creating flyers, creating website content, hosting programs, presenting programs, and performing outreach. Local History staff will also be responsible for training other Library staff in the proper handling of these archival materials and conducting specialized reference work within the collection.

COLLECTION GOVERNANCE

The Local History Librarian is responsible for ensuring the Local History Department at the Newburgh Free Library adheres to the mission statement and this Local History Collection policy. Taking into consideration the recommendation of the Library Director, the Local History Librarian will determine the appropriateness of future collection donations.

The Newburgh Free Library reserves the right to review and make changes to the collection policy from time to time.