

R I V E R D A L E
Public Library

LOCAL HISTORY POLICY

I Introduction

The Riverdale Public Library's Local History Collection is designed to assist the citizens of Riverdale by both acquiring and preserving materials intended for use by community members. The Local History Collection includes a wide range of materials pertaining to state, county and municipal histories. The collection can be used for research, education, recreation and exhibition.

II Scope

For the purposes of the collection, local history materials are defined as those relating directly to the history of the borough of Riverdale, as well as those pertaining to the histories of both Morris County and the State of New Jersey. The broader histories are included in this collection mainly because Riverdale, as an individual municipality, has a rather brief history. Because of this, a great deal of Riverdale history is encompassed within these broader historical works.

III Classification

When possible, materials in this collection are to be cataloged within the MAIN system. The material's shelf location should include the abbreviation "NJ" indicating the material's status as part of the Local History Collection. All materials are located on the Library's uppermost level.

Some materials cannot be cataloged within the MAIN system. Donations in particular may be difficult to catalog. A finding aid has been created for each piece of uncataloged material.

IV Acquisitions

The Library seeks to acquire substantive materials our patrons will consider valuable to their research and/or recreational needs. These materials include, but are not limited to:

- General histories of counties, cities and towns
- Histories pertaining to a specific period of time, such as the Civil War Era
- Photographs and drawings
- Riverdale Public School and Pompton Lakes High School publications (e.g., yearbooks)
- Maps
- Newspaper clippings

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- Scrapbooks

Materials are acquired in a variety of ways, including patron donations. The Librarian in charge of the collection will accept donations upon review. The Library, however, cannot perform monetary appraisals for donors.

The Library is not equipped to adequately provide our patrons with certain forms of the media; as a result, these forms will not be included in this collection. Microfiche is the most obvious example of this restriction.

V Preservation

All materials are to be examined by the librarian in charge of the collection on a periodic basis.

The aforementioned librarian is responsible for taking measures to ensure the collection's materials are preserved through appropriate means. Folders, binders, jacket covers and other archival tools are to be utilized when necessary.

VI Access

All patrons are to be given free access to the Library's collection. While most of the materials are non-circulating, there are a number of duplicate copies that are available for circulation. These documents can be circulated to patrons for a 28-day loan period.

Materials housed within the locked shelving units are under restricted access. Patrons must request to see this material, and patrons are required to sign the sign in sheet before viewing these materials. A Library employee should supervise the patron's research as much as possible.

Approved by the Riverdale Public Library Board of Trustees
October 17, 2005