

Local History Collection (aka Minnesota Room) Policy

The Gilbert Public Library's Mission is to provide community members with access to resources and services which can enrich and fulfill their cultural, civic, intellectual and recreational needs. (Adopted March, 2000)

Purpose and Scope of the Local History Collection

In accordance with the Gilbert Public Library's mission statement, the purpose of the local history collection is to preserve materials that document Gilbert, Saint Louis County, and the Iron Range and to make these materials available to researchers and the general public. The library holds these materials in trust for future generations, and therefore they can be examined in the library only.

The major emphasis of the collection is historical and current information about the city of Gilbert and the surrounding communities of Saint Louis County. Subject areas include: early settlers, ethnic groups, family, business, work, and prominent individuals and events in the area. Materials on these subjects will not be declined based on language.

The collection houses materials in a variety of formats including, but not limited to: books, pamphlets, posters, diaries, letters, maps, photographs, school yearbooks, and scrapbooks. The collection does *not* house materials in the following formats: three dimensional artifacts, original government records, posters larger than 36"x48", or electronic records. We recommend that those records be submitted to the Iron Range Historical Society or the Minnesota Discovery Center.

Purchases, Gifts, and Loans

Donations will be accepted provided that (a) there is a signed Deed of Gift form that legally transfers ownership of the materials to the Gilbert Public Library, and (b) the donor does not require excessive restrictions on use.

Discarding Materials

The Gilbert Public Library reserves the right to dispose of materials inappropriate to our collections. Options include returning materials to donors, selling items, and offering collections to other institutions (when feasible) like the Iron Range Historical Society or the Minnesota Discovery Center.

Cooperative Agreements

Occasionally, the Gilbert Public Library enters into cooperative agreements with other organizations in order to preserve historical materials and/or to make them more widely available.

Appraisal Questions for Acquiring and Deleting Materials:

1. Did the donor create the materials?
2. If not, does the donor own the materials?

3. If yes, is the donor willing to sign a deed of gift that transfers ownership to the library?
4. If not, is the donor willing to sell the materials to the library?
5. Do the materials fall within our collecting area?
6. Who created the records?
7. Why were the records created? Do the records provide information beyond the initial purpose?
8. Is this information available somewhere else?
9. Do we have similar materials already?
10. Does it document prominent citizens and/or everyday folks?
11. How complete are the records?
12. How large is the collection?
13. Are the records in a discernible order, or are they in chaos?
14. What kind of physical condition are the materials in?
15. Will the format cause problems in the future?
16. Is there any information that is restricted?

All of the above questions should be asked to determine if materials should be kept/included in the collection. Due to space constraints, any items that fail to meet the standards should not be part of our collection.