Poplar Creek Public Library

Local History Collection Policy

Purpose

The Poplar Creek Public Library District (PCPLD) collects, organizes, preserves and provides access to a collection of primary and secondary sources that document the history of the village of Streamwood, its residents, government, businesses, institutions and organizations. Materials related to the history of Hanover Park, Illinois are also maintained in cooperation with other local historical collections in the area.

Material Selection

The collection includes, but is not limited to: published books, photographs, government documents, maps, manuscripts, pamphlets, newspapers, serials, audio-visual materials including oral history recordings, institutional or organization records, and scrapbooks of historical significance that relate to Streamwood and Hanover Park. The collection consists of both digital and physical items.

Selection Criteria

Consideration for inclusion to the collection will be based on the overall merit of the material and in its relevance to understanding Streamwood and Hanover Park history. Other selection criteria may include: authenticity of record; suitability of the subject to the local history collection; duplication of material; quality of physical form; cost to preserve, store and process; security requirements to store or display and restrictions by the donor.

Oral History Recordings

Oral histories recorded by PCPLD will necessitate a release form. Once the release form is signed by the donor or interviewee, the oral history becomes the property of the Library. PCPLD reserves the right to exclude oral histories from the collection, as well as reserving the right to redact and remove portions of an oral history for reasons of appropriateness.

Gifts and Donations

Materials that enhance the Local History Collection and meet the selection criteria may be accepted by the library. The Library requests that a Statement of Gift be completed by the donor. Once the Statement of Gift is signed by the donor, the donated item becomes the property of the Library.

Retention and Weeding

The Library reserves the right to reassess items in the Local History Collection. The following factors are used in the decision to withdraw materials; the value of the materials to the collection, limitations of space, and the physical condition of the materials. The Library will offer the removed materials to appropriate institutions or return them to the donor depending on requirements of the donor's Statement of Gift.

Approved by the PCPLD Board of Trustees, July 15, 2021; July 22, 2022; updated and approved July 20, 2023