

## **Collection Guidelines – The Literary Club**

The library of The Literary Club exists first and foremost as a repository for the writings of its members, both past and present. In addition, other volumes are included due to their literary importance or as a reference source for the members. All of these volumes are acquired by donation and not through purchase. As the Club has limited space for expansion of the materials on exhibit, some guidelines for the collection of materials are required.

### **I. Volumes Produced by The Literary Club**

This category includes the bound volumes of papers presented at the Club, the secretaries' minutes, the anniversary volumes, and collections of Club papers. These volumes relate directly to the activities and organization of the Club, and as such will be prominently displayed in the library. Due to their importance to the history of the Club, there can be no question as to their retention.

### **II. Books Written by Members**

The Club has a long-standing tradition of accepting books that members have written, and the library will be a repository for such volumes. Due to space limitations, works of a technical nature or part of a periodical may be stored in the vault and not on general display.

### **III. Biographies of Members**

Several past members of the Club have had biographies written about them, and as such, the Club will accept these for the collection. Some discretion will be shown in the case of an individual with several biographies as there is insufficient space for multiple volumes of this type of work.

### **IV. Works of General Reference**

This final category contains a number of volumes that fall into literary interest, local interest, or general reference. Due to the Club's importance as a local institution, many of these volumes help to place the Club within its historical and literary context. Donations in this category are evaluated on an individual basis.

## V. Miscellaneous Items

Library items other than books such as microfilm, recordings, plans, and documents will be stored in archival boxes in the vault. These items all relate to the Club and as such should be retained as part of the permanent collection.

## VI. Donations

Books produced by the Club or books by members will be accepted into the library without further required action. All other materials will be accepted only with the approval of the Board. Books will not be purchased by the librarian unless such purchase is recommended by the Board.

## VII. Duplicate Copies

Duplicate copies of volumes will be evaluated to determine if they need to be retained in the library. Duplicates to be kept will be stored in the vault or on the third floor.

## VIII. Withdrawing Items from the Collection

If it becomes necessary to withdraw an item, the following procedure must be followed. The name of the volume or volumes, along with the reason for withdrawing, will be submitted to the Board for approval. Once approval is made, the donor or the immediate family of the donor will be contacted to determine if they would like to have the item returned. In the event that they do not, the item will be offered first to the members of the Club. If there is no interest from the members, then the item will be offered to a bookstore or donated to the Friends of the Public Library.

## IX. Borrowing Guidelines

Printed works in the collection can be borrowed by members of the Club for a period of twenty-eight (28) days. Some restrictions may apply due to the age or condition of the item. Materials may not be borrowed in the months of June, July, and August. Non-print items including Club papers, manuscript materials, and other ephemera do not circulate.

Members wishing to borrow printed works need to inform the librarian of their intent, at which time the member's name will be recorded along with the title and author of the item being borrowed. Borrowed items must be returned directly to the librarian.

April 9, 2017