

## **Coordinating The Collection of Local History In Print Between The High Point Museum and the High Point Public Library**

A statement of policy approved by the Trustees of the High Point Museum and the High Point Public Library

The printed word plays an integral role in recording the history of our city, region, and state. As a research tool it can inform and educate. As an artifact, it can enlighten and inspire as it teaches about the past.

The High Point Museum and the High Point Public Library share a common purpose in the task of collecting, preserving, and presenting to the public our history in print. The purpose of this policy is to coordinate the efforts of each institution toward the accomplishment of this task.

### General Principles

1. Usually a book, periodical, monograph, or pamphlet which contains historical information is valued primarily as an aid to historical research. Printed materials used primarily for research need to be housed where they can be preserved, organized, cataloged, and made available for use by the public with advice and assistance from trained staff.
2. Usually an object, artifact, or photograph of historical significance is valued primarily as a visual aid to interpreting and understanding the past. Visual materials of this type need to be housed where they can be preserved, organized, cataloged, and displayed for the public by trained staff.
3. Occasionally printed material can be an informational resource and an historic artifact. The importance of preserving and displaying the item as an artifact takes precedence over its use as a research tool. In this situation the information contained in the material shall be made available in an alternate format for research and the original material shall be handled as an artifact.

### Specific Guidelines

1. Books, periodicals, pamphlets, and monographs on High Point, Guilford County, or North Carolina shall be made available for research in the North Carolina Collection at the High Point Neal F. Austin Public Library.

These materials shall have been determined to have research value only, and shall not be considered historic artifacts.

Printed material fitting this definition shall be accepted from the High Point Museum by the library on the following conditions:

- Donated items meet the selection guidelines established for the North Carolina Collection;
  - Physical condition of donated items meets library collection standards, or can be restored to acceptable condition;
  - Donated items become the property of the library;
  - Provision shall be made for museum staff to have full access to the North Carolina Collection during normal library hours and to remove items from the collection on short-term loan with permission from the head of Research Services or the Library Director.
2. Printed material determined to be artifacts of local historical significance shall be made available to the public at the High Point Museum where the item can be displayed properly in a protected environment.

Printed material fitting this definition shall be accepted from the High Point Public Library by the museum on the following conditions:

- Donated items meet the acquisition guidelines established by the museum for its collections;
  - Authenticity can be established and documented for the donated items;
  - Physical condition of donated items meets museum collection standards, or can be restored to acceptable physical condition;
  - Donated items shall be accessioned to the museum's collections
  - Microform copies of the items shall be made by the library for retention in the North Carolina Collection prior to transfer of the original to the museum.
3. The museum and library directors shall notify their respective boards of items being transferred according to the guidelines set forth in this policy.
4. It is not the purpose of this policy to discourage or restrict donations of private materials to the library or the museum, but rather to guarantee that donated materials of local significance are preserved and presented for maximum benefit to all.

Approved by the Board of Trustees of the  
High Point Historical Society, October 26, 1993

Approved by the Board of Trustees of the  
High Point Public Library, November 17, 1993