
PURPOSE:

The Local History Room provides a space for research, education, and engagement with the community's Historical Commission members. Materials may be accessed in the Local History Room or viewed in the East Longmeadow Historical Museum. The East Longmeadow Public Library works in cooperation with the East Longmeadow Historical Commission.

The Local History Room houses the East Longmeadow Public Library's local history collection as well as materials collected by the East Longmeadow Historical Commission. In cooperation with the Historical Commission, the Library has a responsibility to collect, preserve, and make available under safe and secure conditions, materials documenting the history of the Town of East Longmeadow.

SCOPE:

The focus of the Local History Room collection is the history of East Longmeadow, and to a lesser extent, its surrounding communities. The local history collection also includes historical and contemporary works published by East Longmeadow authors. The collection emphasizes individuals, groups, and organizations whose activities have primarily been in East Longmeadow.

COLLECTIONS AND DONATIONS:

The materials in the Local History Room, comprised of the collections of both the Library and Historical Commission document the town and its growth, its buildings and institutions. The collection consists of annual reports, books and yearbooks, deeds, documents, genealogical information and family histories, maps and street lists, newspapers, pamphlets, photographs, recordings, reports, school-related records, and other materials. Special emphasis is placed on materials related to East Longmeadow's social, civic, religious, economic, and cultural life, as well as genealogical records and family histories pertaining to the town.

The East Longmeadow Public Library welcomes donations to the Local History Room. Based on the principles set forth in this policy, the [Collection Development Policy](#), and the [Donation Policy](#), the Library reserves the right to evaluate, accept, and/or reject materials that are outside the scope of the collection, are in poor physical condition, or need repair costing more than their value. Donations will not be accepted unless given to the Library without restriction. In addition, donors may not impose conditions relating to the books or other materials given to

**East Longmeadow Public Library
Local History Room and Collection Policy**

the Library. While all donations are tax deductible, the Library does not place a financial value on materials received. With rare exceptions, the Library does not return donated items.

The Historical Commission accepts donations according to their Deed of Gift.

COLLECTION MAINTENANCE:

The Library's content in the Local History Room is maintained based on the principles set forth in this policy and the Library's [Collection Development Policy](#). Acquisitions from any time period may be included in the collection, however, not all will be included in the Library's CW MARS catalog.

The Library may remove materials from this collection that are deemed irrelevant, duplicative, or in poor condition. Materials may be moved to the circulating collection, offered to another institution, sold, or discarded. In addition, the Library does not accept responsibility for notifying donors of the withdrawal or replacement of donated items. All donations may be utilized, sold, or disposed of in the best interest of the Library.

USE OF THE LOCAL HISTORY ROOM:

The room is available by appointment to library patrons, researchers, and the general public through Historical Commission members or Library staff during normal library hours. Every effort is made to ensure the collection is as accessible as possible. While using the collection, patrons are expected to follow all Library policies. Due to the fragile and valuable nature of many items, the materials in the collection do not circulate and must be viewed within the Local History Room or at the East Longmeadow Historical Museum.

Requests to copy any materials will be reviewed and facilitated by a member of the Historical Commission or Library staff.

EXCEPTIONS:

The Library Director, or designated Library Staff or Historical Commission Member, has the authority to make exceptions to this policy.

The "Local History Room and Collection Policy" is subject to review and amendment by the Board of Library Trustees.

Approved by the Board of Library Trustees, May 2025