

I.V.H. GILL ROOM

GREENWICH FREE LIBRARY 148 MAIN STREET GREENWICH NY 12834 (518) 692-7157

Collection Development Policy

January 2024

Mission Statement: The primary mission of the I.V.H. Gill Room is to keep history alive for future generations by documenting the social, economic, cultural, and natural history of Greenwich and its surrounding communities.

Objectives: To collect, organize, preserve and make accessible artifacts, books, documents, photos, family genealogy, and maps pertaining to the social, economic, cultural and natural history of Greenwich and its surrounding communities.

The Gill Room collection goal is to build on items that:

- Add to our existing collections
- Support Gill Room programs and research interest
- Anticipate future needs

Scope of collection: The Gill Room archives are housed in the lower level of the Greenwich Free Library. The collection includes, but is not limited to: the genealogies of area families, books identified as written by residents of Greenwich, The Greenwich Journal microfilm collection, The Asa Fitch Manuscripts microfilm, an extensive collection of photographs compiled in several collections, and the Greenwich – Easton Historical Association (GEHA) collection.

Terms and conditions of use: All archival materials must be used in the library, as a majority of materials are fragile and irreplaceable. In order to protect the archives, the Gill Room is kept locked at all times.

- Users must sign the Gill Room log at the main circulation desk.
- All material must be handled gently with care and concern for its preservation.
- The Gill Room cannot be used for tutoring.
- Photocopying of some of the local history collection is permitted as long as the copying is in compliance with federal copyright laws.* (attached to policy) Researchers must obtain permission from staff before photocopying anything from the Gill Room Collection. Fees apply (for ink and paper).
- Food and drink are not permitted in the Gill Room.
- The library reserves the right to ask users to leave bags, purses, backpacks, briefcases or other personal belongings at the circulation desk.
- Laptops and digital cameras are permitted. No flash photography is allowed.
- Patrons are asked to leave the materials they have used on the table in the Gill Room so that staff members can re-shelve items in the proper place and keep track of the number of items used.
- The Gill Room staff is available to assist patrons with their questions. Forms are available upon request.
- Letters, mail, and email inquiries on genealogy, local history and house surveys are answered in the order in which they are received. Because historical research is detailed and can be complicated, in-person research is often more appropriate. Staff may therefore request that a patron come in person to conduct research.

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Acquisitions:

The Gill Room welcomes donations that are consistent with its collection goals and serve to illustrate the history of Greenwich and surrounding communities.

- Objects may be added to the collection by means of gifts, bequests, purchases, exchanges, or any other transactions by which titles to the objects shall pass to the Gill Room and the Greenwich Free Library provided there is no evidence of the object having been illegally acquired by the donor.
- The Gill Room cannot accept materials encumbered with conditions imposed by the donor. This includes, but is not limited to, guaranteeing that an acquisition will not be disposed of, that it will be either restored or maintained to donor satisfaction, or that it will be permanently displayed. Loans will not be accepted.
- The Gill Room reserves the right not to accept an offer if the materials are duplicate, not relevant, not of sufficient importance, or are of a size and condition that would impose an undue storage or conservation burden on the Gill Room.
- Once an item is donated to the Gill Room and is cataloged as part of the historical collection, the Library is the sole owner of that item. All items presently in the collection at the time of the writing of this policy are considered a part of the permanent collection of the Library.
- A Deed of Gift form must accompany all donations, including those that are left at the circulation desk. The donor is responsible for any appraisals for tax purposes. If a gift is deemed not appropriate for the collection, the donor may be referred to other organizations, which may have an interest or need for the item.
- The materials will be assigned an accession number based on the current year and the number of collections that have been donated during that year. This will be documented both in a physical record book and a digital spreadsheet or database. This documentation procedure may be amended from time to time.

Deaccessions:

- The material does not relate to the mission of the Gill Room.
- It is damaged beyond reasonable repair, has disintegrated, or was destroyed.
- It is a duplicate of another object in the collection.
- The Gill Room is unable to provide the proper environment and care for the object.
- When material is deaccessioned, it may be removed by the following means:
 - by gift or exchange to a non-profit organization
 - by sale to a private dealer
 - by discarding

Keeping history alive for future generations.

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Access:

- Material in the Gill Room is available to persons 18 years and older during regular library hours. Signing in at the main circulation desk is required.
- Children doing valid research can access the collection in the company of an adult.
- Groups larger than 4 people will need to make an appointment with Gill Room staff, as work space is limited.

* Copyright Law:

Library Copying

The Copyright Act at 17 U.S.C. § 108 and the Code of Federal Regulations at 37 C.F.R. § 201.14 provide protections for libraries with regard to copying for library patrons.

First, the library or archives must satisfy the requirement in Section 108(1). The reproduction or distribution must be made without any purpose of direct or indirect commercial advantage. This means that the library (or a copying service hired by the library) cannot profit from the copying. In addition, the copying for the patron must be done for purposes of private study, scholarship, or research. Second, the library or archives must be open to the public (or make its collections available to specialized researchers other than those affiliated with the institution). Third, the reproduction or distribution of the work must include the actual copyright notice from the material being copied, for example, “© 1953, Grove Press.” Under 17 U.S.C. § 108(a), if the material contains no copyright notice, the material should be stamped with the notice stating that it may be protected by copyright law under Title 17 U.S. Code. In addition to limiting the library’s liability, the use of the warning notice will defeat an infringer’s defense that the copying was an “innocent infringement” and might even support an argument that the infringement was willful, thereby increasing the damages paid to the copyright owner.

Unsupervised use of reproducing equipment

The library or archives will not be liable for copyright infringement when a patron makes copies using unsupervised reproducing equipment located on its premises, provided that the equipment displays a notice that the making of a copy may be subject to the copyright law. This statute is broadly written, using the term, “reproducing equipment” and can include library photocopiers, scanners, computers, 3D printers, and other reproducing equipment. Neither the statute nor the regulations give specific language for the notice. The [American Library Association](#) recommends posting this language:

Notice: The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.

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Copies made by library or archives employees at the request of a patron

The library or archives will not be liable for copyright infringement when its employees make copies upon the request of a patron, provided it posts the specific notice specified in 37 C.F.R. § 201.14 which states:

37 CFR 201.14 – Warnings of copyright for use by certain libraries and archives.

NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

When patrons ask the library or archives to copy a work, the warning notice must be printed within a box located prominently on the order form, either on the front side of the form or immediately adjacent to the space for the name and signature of the user. Once these conditions are satisfied, the library or archives may make one copy of a work for the patron. It may reproduce one article or other contribution to a copyrighted collection or periodical issue, or a small part of any other copyrighted work, such as a chapter from a book. The copy must become the property of the user and the library or archives must not have notice that the copy will be used for any purpose other than private study, scholarship, or research.

The library or archives may copy an entire work, or a substantial part of it, from its collection upon a patron request, if it has first determined, on the basis of a reasonable investigation, that a copy cannot be obtained at a fair price. This is generally the case when the work is out of print and used copies are not available at a reasonable price. The copy must become the property of the user and the library or archives must not have notice that the copy will be used for any purpose other than private study, scholarship, or research.

This right to copy does not apply if the library is aware that the copying of a work is systematic. For example, if 30 different members of one class are requesting a copy of the same article, the library has reason to believe that the instructor is trying to avoid seeking permission for 30 copies.

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Library Copying After 75 Years

In 1998, the Sonny Bono Copyright Term Extension Act extended the period of copyright protection for an additional 20 years. As part of the Act, Congress provided that, during the last 20 years of any term of copyright of a published work, a library or archives may reproduce a copy of the work for purposes of preservation, scholarship, or research provided that the work was not being distributed commercially, the work cannot be obtained at a reasonable price, or the copyright owner or its agent provides notice that either of the above conditions applies. 17 U.S.C. § 108(h)

(The content for the Copyright and Fair Use Overview section is from [NOLO](#), with much of it taken from the book [Getting Permission](#) (October 2010) by [Richard Stim](#).)