

Jefferson County Public Library JCPL History Collection Policy

Policy Statement

The Jefferson County Public Library is responsible for the preservation of the Library's history. To this end, preservation of Jefferson County Public Library history documents is a responsibility of all staff members.

The Director of Library Programs and Services is responsible for assuring that materials are collected and maintained by assigning the Directors of the Administrative, Information Technology, Public Services and the Public Information Office responsibility for collecting and submitting appropriate materials on an ongoing basis.

This collection will be made available to staff and the public through established practices.

Materials submitted for inclusion in the JCPL History Collection should meet the guidelines established for the collection and established in the Collection Development Guidelines.

The Director of Library Programs and Services will be responsible for the following:

1. Establishing a procedure to insure that all materials borrowed from the JCPL History Collection are returned in a timely fashion.
2. Establishing communication processes for management and utilization of the JCPL History Collection.
3. Development of procedures for how the collection will be accessed cataloged, housed, stored and maintained for use by the public and staff.