



Bloomfield History Collection Management Policy

Bloomfield History Collection Mission Statement

Bloomfield Public Library maintains a local Bloomfield History Collection consisting of materials that are related to Bloomfield, Connecticut, and strives to maintain materials in a variety of formats by taking preservation measures appropriate to each item (including digitization, when possible).

Bloomfield Public Library seeks to make the information contained in the Bloomfield History Collection available to members of the public, including future generations. Therefore, public access to the collection may be limited to digital files, staff research on behalf of the interested party, or direct access to the originals of the collection on a case-by-case basis arranged by appointment and accompanied by a staff member.

Bloomfield History Collection Management Policy

Bloomfield Public Library may acquire materials for its local Bloomfield History Collection based on the following guidelines:

- Materials that are related to Bloomfield, Connecticut.
- Materials that are part of Bloomfield Public Library's circulating collections may be transferred to the Bloomfield History Collection at the discretion of the Library Director.
- The library collects primarily paper items: books, pamphlets, newspapers, photographs, posters, scrapbooks. Relevant materials will be included in the collection as space permits. Inclusion of materials may be determined by historical significance, unique qualities, etc.
- Materials may not be accepted if they are duplicates of holdings in the collection, or if they are in poor condition.
- Donated materials meeting the guidelines of the Bloomfield History Collection must be accompanied by a signed Deed of Gift legally transferring ownership of the materials to the Bloomfield Public Library.
- Materials donated to Bloomfield Public Library will only be accepted without restrictions.