

LOCAL HISTORY AND GENEALOGY COLLECTION

Purpose and Scope of the Collection

The purpose of the collection is to preserve, yet make readily available, historical, biographical, and societal information on the Town of Needham and, to a lesser extent, information on the surrounding geographical area. The scope of emphasis for the collection is Needham first, Massachusetts second, New England third.

Facilities and Access

The Local History and Genealogy Collection is located next to the Library's Archives. To use this collection, one must stop at the Reference Desk, sign the room's Use Record, and obtain a key to the room. People using the room may not bring in bags, briefcases, or other large containers. Personal electronic devices, notebooks, and pencil only may be used for writing/recording information. Materials may not be checked out to patrons; however, the staff is available to assist patrons in making photocopies or scans (within the provisions of U.S. Code, Title 17, Section 108). Patrons may not remove materials from the Local History and Genealogy Room without first consulting the Archivist or a Reference Librarian. Unlike the Archives, the Local History and Genealogy Collection does not require an appointment to use. The room is available during all normal library hours.

Selection Criteria

Selection criteria follows the intended scope of the collection—Needham first, Massachusetts second, New England third. This scope will be observed for all materials in the collection, whether they are purchased or gifted. Donated material that shows damage from mold, mildew, water, insects, smoke, or dirt will not be accepted, as such material may cause damage to other items in the collection.

Approved June 13, 2017