

Policy and Procedure

Bernardsville Public Library Local History Room

Adopted August 13, 2002

Revised January 28, 2011

The Edwin S. Spinning Local History Room is open on Tuesdays and Thursdays from 1:00 until 4:30 p.m., and upon request and with prior approval of the Local History Chairman or the Library Director. It is staffed by volunteer members of the Local History Committee.

The Local History Room houses bound copies of the Bernardsville News (1932 through current year), books by local authors, minutes of local governing bodies and boards, as well as books of local interest, i.e., Somerset County, Bernards Township, Bernardsville, and other towns in the Somerset Hills, as well as parts of Morris County. A file of photographs of local houses, scenes and events, old and current, is constantly being added to. There is also an extensive collection of postcards (circa 1905) consisting of local and state views, as well as holiday cards, the nucleus of which was the collection of Edwin S. Spinning. A card file containing information on local marriages, engagements and deaths is maintained. The vertical files contain information, articles and clippings on local and state happenings and locations as well as biographical material.

PROCEDURE FOR USE OF THE ROOM

The public may use materials in the Local History Room only when a member of the Local History Committee or a Library Staff member is present. No member of the public is allowed to be in the room unsupervised.

Patrons asking to see back issues of the Bernardsville News should be encouraged to use the microfilm copies and not the bound copies in the Local History Room due to the fragile nature of the newsprint.

No material should be taken or borrowed from the Local History Room without permission of the Chairman of the Local History Committee or the Director of the Library. When any material is approved for borrowing, a card must be filled in with the name of the borrower, list of materials borrowed, date and name of person approving the transaction, and date for the return of the material. This card is then kept on file until the materials are returned.

Whenever possible, in-depth research requests should be made in advance to allow a volunteer or staff member to locate the material or to prepare information ahead of time. If advance scheduling is not possible, then the request will be handled as a reference question. In this case, the staff will bring materials, a few at a time, for use at the reference tables outside the room. The room will be kept locked and may be accessed only by a staff member.

Any requests by phone, letter or personal visit for research assistance or subsequent use of the Local History Room materials must be acknowledged by the Local Committee Chairman (or, in her absence, her designated alternate) and should be handled by the entire committee, or, in some instances, by the person best qualified to help with that particular research. Copies of all written research and correspondence are kept on file. Visitors are requested to sign in, giving name,

address, phone number, date and purpose of inquiry. Names and phone numbers of persons who might be possible sources of information should not be given out without permission from those persons.

Publication of photographs and unpublished material may not be undertaken without the written permission of the Chairperson of the Local History Committee or the Library Director. If the publication is approved, then sources must be acknowledged. The credit line should read: "Bernardsville Local History Room Collection." One copy of any publication using Bernardsville Local History Room Collection materials should be given to the Library.

LHR STATEMENT RE GIFTS AND DONATIONS

The Local History Room of the Bernardsville Public Library encourages and welcomes gifts and donations of artifacts, photographs and other memorabilia, which relate in a meaningful way directly to the history of Bernardsville and surrounding areas. Acceptance of such material is subject to the approval of the Local History Room Committee. Consideration will be given to appropriateness of the material and the ability of the LHR to store and house such material in a safe and efficient manner which will ensure access by interested persons. While the LHR appreciates the generosity of those wishing to share their treasures, it must be remembered that gifts and donations must be pertinent to the history of the Bernardsville area.

LOCAL HISTORY COMMITTEE

Jean Hill: acts as Chairperson of the Local History Committee, coordinates and is responsible for research requests, maintains correspondence files, assists in updating index to vertical files, reviews and gives approval to requests for borrowed materials. Oversees postcard collection, helps maintain photograph files, assists in updating index to vertical file; does most of the committee's typing and computer work.

Pat Bankowski: digitization projects.

Laura Cole: newspaper clipping, filing, research.

Nancy Knobloch: filing and assists with requests.

Kate Lincoln: general research.

Maud Thiebaud: indexes all marriages recorded in the Bernardsville News, assists visitors with research by retrieving material from vertical files, assists in indexing and updating material.

Mary Lee Waldron: marriages, filing, research, newspaper clipping.