

The Eatonton-Putnam County Library Heritage Room Collection and Maintenance Guidelines

Statement of Purpose

The Eatonton-Putnam County Library Heritage Room is where local history and genealogy materials are housed. The Eatonton-Putnam County Library collects and organizes materials for the purpose of research covering the Eatonton and Putnam areas, neighboring counties, Azalea Regional Library System, Georgia History, and general genealogy reference.

Acquisitions/Collection Development

Selections Criteria

Materials suitable for the Eatonton-Putnam County Library Heritage Room collection must have relevance to the City of Eatonton, Putnam County, neighboring counties, Azalea Regional Library System, Georgia History, or general genealogy reference material.

Acquisitions

Materials will be collected through purchase, gift, or trade from individuals, businesses, and institutions. The Member Library Manager or Regional Library Director reserves the right to refer or reject gift or trade materials of questionable value to the collection.

The Eatonton-Putnam County Library acquires local history and genealogy materials based on cost, space, demand, and relevance to the local area. Member Library local history collections focus on materials useful for general interest; they are not considered to be archival in scope. The Eatonton-Putnam County Library Heritage Room does not serve as a repository of genealogical materials that do not fall within the selections criteria scope.

Donations

All donations and gifts will be evaluated using the same criteria as materials selected for purchase. The Eatonton-Putnam County Library will accept donations and gifts for the Eatonton-Putnam County Library Heritage Room with the understanding that it may use them in accordance with its policies and dispose of them as it sees fit.

City of Eatonton and Putnam County family histories, records, and local yearbooks must be made by donation, in a typed, bound, or digitized format, and no public funds are to be used to acquire such material/s.

Collection Maintenance

In general, the Eatonton-Putnam County Library Heritage Room follows the practices outlined in the AZRLS *Collection Development Policy*.

Eatonton-Putnam County Library Heritage Room resources are weeded from the collection based on the following variables: content, condition, no longer part of the scope, or lack of patron demand which limits future use. With the removal of an item from its collection, the Eatonton-Putnam County Library will do its utmost to secure a new home for the weeded material/s, ensure that such material/s are available via other sources such as Interlibrary Loan, the PINES system, or online databases, and reserves the right to sell discarded resources to benefit the Eatonton-Putnam County Library Heritage Room or to otherwise dispose of items no longer suitable for its collections.

Access

The Eatonton-Putnam County Library Heritage Room is open to the public and accessible during normal library business hours. A PINES card is not required to use the Eatonton-Putnam County Library Heritage Room. Patrons are allowed to bring laptop computers, tablet computers, and personal scanners into the Eatonton-Putnam County Library Heritage Room. Items are not permitted to be removed or borrowed. Approval to loan/borrow material/s from other Member Libraries within the Azalea Regional Library System may be granted by the Regional Library Director.

If material/s belonging to the Eatonton-Putnam County Library Heritage Room cannot be located in either the Eatonton-Putnam County Library Heritage Room or the Eatonton-Putnam County Library building, the Eatonton-Putnam County Library Manager, Eatonton-Putnam County Library staff, Regional Library Director, nor Regional Library staff may be held responsible for missing, damaged, weeded, or misplaced material/s.