THE HAYNER PUBLIC LIBRARY DISTRICT
GENEALOGY & LOCAL HISTORY LIBRARY
MISSION STATEMENT AND COLLECTION POLICY

MISSION STATEMENT

The mission of the Genealogy & Local History Library is to preserve materials that document the history and genealogy of Alton, Illinois, with an expanded focus on Madison County and further including the entire state of Illinois. Special consideration is given to the St. Louis, Missouri region due to the geographic proximity of that area. Special attention is given to materials on Abraham Lincoln. Genealogical resource materials will encompass items with a worldwide scope while still retaining a major focus on Illinois. The Genealogy & Local History Library will provide a quiet and comfortable environment for researchers and historians.

PURPOSE AND SCOPE OF THE LOCAL HISTORY AND GENEALOGY COLLECTIONS

The Illinois Room collection, located in the Genealogy & Local History Library, will be assembled with a variety of materials on topics, events, activities, and people significant to our local geographic region. The major emphasis of the collection is historical, but also includes current information about The Hayner Public Library District and surrounding area, Madison County, extending to the entire state of Illinois, and including parts of our bi-state area and beyond. Current information today will become tomorrow's historic treasure, and therefore, must be preserved. Subject areas in the history collection may include, but are not limited to, materials on early settlers, ethnic groups, geographic traits, geographic histories, regional encyclopedias, atlases, maps, information on businesses, information on work, government, laws and regulations, and prominent individuals and events, as well as works by community members. Preservation of books and materials in the Genealogy & Local History Library is a priority.

The Hayner Public Library District holds a large collection of books and materials about Abraham Lincoln. We will continue to maintain and expand this very special collection.

The genealogy collection may include, but is not limited to, biographical works, atlases, maps, pedigrees, family histories, oral histories, military records, census records, vital records, cemetery records, newspaper records, promotional pieces, and business and professional directories. The Hayner Public Library District reserves the right to retain some materials in closed stacks.

To use the Genealogy & Local History Library, patrons must sign in at the Service Desk. The Genealogy & Local History Library is geared toward adult researchers and visitors; children (under the age of eighteen) may only be permitted inside the Genealogy & Local History Library under the close supervision of an adult (one adult per each child.)

The Hayner Public Library District will respond to genealogy requests as follows:

a. Requests must be submitted in writing with full names, dates, and as much pertinent information as can be provided. Information entered on a "family group

sheet" or a "four generation chart" is preferred. Never send original documents; copies are acceptable.

b. The library charges a fee of $5.00 to begin researching the request. This charge must be paid in advance, and is non-refundable—regardless of the search results. Enclose payment by check or money order made payable to The Hayner Public Library District along with the written request ~~and a SASE~~.
c. Requests are researched and answered in the order in which they are received. The following sources will be consulted as part of our standard genealogical research:
    1. *Alton Telegraph* newspaper
    2. available local city directories
    3. available cemetery records
    4. databases made available by the library

Patrons may reach the genealogy staff by telephone, email, or by regular mail.

For security purposes, backpacks, suitcases, briefcases, and other large bags are not permitted inside the Genealogy & Local History Library–lockers are provided for the storage of such items. Lockers are available for use while using the Genealogy & Local History Library. Photography of historic items may be prohibited. The Genealogy & Local History Library holds the Illinois Room collection in trust for future generations, and, therefore, materials may not be taken outside the Genealogy & Local History Library for any reason. Food or drink is not permitted in the Genealogy & Local History Library. Surveillance cameras are present and the premises is monitored by electronic means. Security measures will be enforced to protect safety. Use of the Genealogy & Local History Library may be denied to anyone known to demonstrate carelessness and/or deliberate destructiveness as with the intent to endanger the safety of the materials, the building, or people.

The Genealogy & Local History Library houses materials in a variety of formats. These may include, but are not limited to: books, pamphlets, abstracts, blueprints, posters, artwork, newspapers, diaries, letters, maps, atlases, photographs, scrapbooks, memorabilia, special displays, microfilm and microfiche, video recordings, sound recordings, and electronic records.

The Genealogy & Local History Library offers a microfilm reader/printer machine for public use. Patrons are required to sign in at the Service Desk to use the machine. There is a one-hour time limit for using the machine when others are waiting. If someone is asked to vacate the machine because of time limit, they must wait a while before signing up to use it again. The charge for printing from this machine is fifteen cents per page.

COMPUTER USE

Patrons may access the computers in the Genealogy & Local History Library by entering a library card number or a guest account number. Guest accounts may be obtained at the Service Desk. Use of the District's computer systems is limited to a maximum of 180 minutes of computer use every twenty-four hour period—as long as no other patrons are waiting for a computer. Computer sessions are limited to sixty minutes when other patrons are waiting.

GIFTS

Gifts are a part of the collection development consideration. A gift for the library district collection may consist of materials, artifacts or funds for the purchase of materials. Materials and artifacts are accepted with the understanding that the item(s) meet(s) the standards set forth in the library district's Collection Development Policy. Funds may be given for the purpose of acquiring materials that meet the requirements of the Collection Development Policy. The library encourages gifts not earmarked for specific items in order to permit the most flexible use of the donation for the enrichment of the collection. Gifts are accepted subject to the following limitations: (1) The library district retains unconditional ownership of the gift; (2) The library district makes the final decision on its own use and retention of the gift; (3) The library district reserves the right to decide the conditions of display, housing, and access to the materials. The library district makes no appraisal for IRS purposes. If the donor requires an itemized list of donations, it is the responsibility of the donor to prepare that list. The library reserves the right to refuse gifts that are inappropriate for the Genealogy & Local History Library.

In case of a memorial gift, a book plate with pertinent information may be placed inside the front cover of the book and an acknowledgment may be sent. Copies of Donor Gift Receipt Form for material and Donor Gift Receipt Form for monetary donation and acknowledgment follow. Materials for the Genealogy & Local History Library must meet the criteria outlined above, and be deemed appropriate and beneficial to our collection. Donors will sign the appropriate agreement form transferring ownership of the donation to The Hayner Public Library District.

LOANS

Incoming loans of objects for exhibit are arranged and approved by the appropriate Hayner Public Library District staff. Length of time for loan will be agreed upon by the lender and appropriate Hayner Public Library District staff. The loan period on the face of the Agreement may be modified only by a written amendment to this Agreement, signed by both parties.

The Hayner Public Library District will exercise the same care with respect to loaned material as it does in the stewardship of comparable property of its own collections, but will assume no additional responsibilities or liabilities. An incoming loan agreement that defines loan terms and

conditions of The Hayner Public Library District is provided to the lender. Materials on loan to The Hayner Public Library District may not be transferred or loaned to a third party without explicit written permission from the lender. Upon expiration of the loan period, loaned property will be released to the original lender, his/her authorized agent or legal successor. If the lender fails to reclaim the loan after the Agreement expires and no special arrangements have been made for the return of the loan, the item(s) will be placed in storage at the owner's risk, insurance coverage by The Hayner Public Library District will be discontinued, and after proper notice, the loan will become the property of The Hayner Public Library District.

The Hayner Public Library District insures incoming loans while on the premises. In the event of damage and possible insurance claims, the lender must notify The Hayner Public Library District within thirty days of return of the loaned materials. If the lender elects to maintain his/her own insurance coverage, The Hayner Public Library District must be supplied with a Certificate of Insurance reflecting full value of the loaned materials.

COOPERATIVE AGREEMENTS

In an effort to preserve historical materials, and/or make them more widely available to the public, The Hayner Public Library District may enter into cooperative agreements with other institutions or organizations. Lending agreements will be worked out with involved parties. Involved parties will agree to written specifications of any agreement, and the agreement will be recorded and retained for future reference.

DEED OF GIFT
THE HAYNER PUBLIC LIBRARY DISTRICT

Date: _____

Received from: _____

Address: _____

_____

Email Address: _____

Phone number: _____

Items donated: _____

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This will acknowledge, with thanks, the donation of the above referenced gift(s).

Contributions are deductible for income tax purposes to the extent allowed by law. Valuations are the responsibility of the donor, not The Hayner Public Library District. The donor unconditionally transfers ownership of the above referenced gift(s). The Hayner Public Library District unconditionally accepts the above referenced gift(s). All future decisions concerning the above referenced gift(s) are the sole responsibility of The Hayner Public Library District including, but not limited to, the following: condition of display, use, housing, access to the gift(s), and disposition. The Hayner Public Library District retains unconditional ownership of the gift(s).

THE HAYNER PUBLIC LIBRARY DISTRICT

Received by: _____
(Title)

Donor's Signature: _____
(Date)

Secondary Donor's Signature _____
(Date)