

The mission of the Gloversville Public Library Local History Room is to collect, preserve, share, and make available to the public items that are pertinent to the history of Gloversville, Fulton County, the Mohawk Valley region, and the Capitol District of New York State.

The Library will fulfill this mission by collecting, receiving, preserving, and providing access to primary and secondary sources that further its mission.

Items of particular interest that will be kept, include, but are not limited to:

- Local newspapers on microfilm, diaries, and business directories
- Items that assist in genealogical research, including, but not limited to, local high school yearbooks
- Items relating to research about Gloversville and Fulton County, including publications
- Items relating to the history of the leather and glove industries in Gloversville and Fulton County
- Items relating to the history of the area and its inhabitants

The Local History Room is a secure space. The collection housed within it contains items that are irreplaceable and not for general circulation. Therefore, the space will remain locked when not in use. In addition, to protect the integrity of the collection and safeguard the items in it, the following rules will apply to everyone wishing to use these materials:

- Every effort will be made to grant access to the Local History Room in a timely manner, but the space may not always be available at the time of inquiry; please contact the Library for current hours and availability before visiting
- Patrons accessing the Local History Room must be accompanied by a staff member at all times
- Patrons will enter the Local History Room with only paper and pencil, a computer, cell phone and/or other mobile device: no bags, computer bags, purses, or coats will be allowed in the Local History Room; items not allowed inside may be stored in the self-service lockers located outside the Local History Room door
- Access to the Local History Room is limited to patrons age 16 and up. Younger children may not access the space, even with caregiver supervision.
- Patrons will be held responsible for any damage to materials, equipment, or furnishings in the Local History Room
- Violations of this policy may result in expulsion from the Local History Room and/or the Library, suspension of Library privileges, criminal prosecution or other legal action, as the Library Director deems appropriate

The Library will accept donations of such sources that enhance the collection or build on materials already existing in our collection. All donations must undergo review by the Library Director prior to acceptance. Materials outside the scope of the Local History Room's mission, or inappropriate for the collection due to space limitations and/or archival care requirements, may be returned, offered to another organization, or disposed of, as deemed appropriate by the Library Director.

Adopted April 20, 2021
Revised May 17, 2022