

Local History and Archives Policy

Scope:

Patterson Library, as a registered historic building, strives to blend historic preservation with current NYS public library standards for service. In an effort to properly protect local historic material, and allow fair access to those materials Patterson Library prioritizes the care and keeping of all materials relating to the Patterson Family and its branches, or any materials related to the actual library building and land.

Crandall Room Access:

The Patterson Library maintains among its collection print material, photographs and artifacts representing the history of the residents of Westfield, NY and Chautauqua County. These unique and irreplaceable materials are available to all of our patrons for research, photographing, scanning and copying. Checkout of items is at the discretion of our archivist or their designee.

The archivist is available by appointment for research assistance and can aid in the copying or scanning of materials at the rate required for use of the scanner/copier.

All original files may only be used under the direct supervision of the archivist or their designee.

Photocopies of these documents should be available to patrons whenever possible, and clearly labeled as such. Supervision is not necessary for the access of these photocopies.

Technology necessary for access to non-print materials should be available if possible.

It is expected that researchers will handle these materials with the care they require and deserve so that they may be available to future patrons as well.

Harter Room Access:

Materials in the Harter Room are available for limited circulation to the public and records are maintained in the Library's computer/online cataloging system. These materials will include, but are not limited to: WACS Yearbooks, local biographies, local history and genealogy, *Timelines*, and *Chautauqua Genealogy* newsletters.

The "Patterson Library Collection" Access:

In 2018, a variety of materials not related to Patterson Library or its mission was gifted to the Chautauqua County Historical Society in a partnership effort that seeks to give these items proper preservation and storage for posterity. These historic files are available to the public as "The Patterson Library Collection." A list of these files and their contents is available at the library.

Local Government Documents Access:

Patterson Library does not maintain any collections of town or village government documents. These documents are located at Eason Hall.

Ongoing Collection/Retention:

Patterson Library limits its acceptance of historic materials to the Scope outlined in this policy. With the exception of WACS yearbooks-- any materials related to Westfield surnames, history manuscripts, or local history will only be accepted with the permission of the Archivist. All other materials will be directed to the Chautauqua County Historical Society.