

Special Collections

Bacon Memorial District Library maintains two Special Collections: the Local History Collection and the Max Schwartz Collection. The selection, circulation and weeding guidelines for these materials are different from those stated in the Collection Development Policy.

LOCAL HISTORY COLLECTION

OBJECTIVE: Bacon Library collects written and pictorial information on Wyandotte and its residents to support local history and genealogical research.

SELECTION: The library microfilms any local newspaper which has a Wyandotte edition and indexes personal, corporate and organizational names from the newspaper for Wyandotte plus those in the Downriver area who have a great impact on Wyandotte. New material is purchased whenever available, but most of the historical material is donated. Donations of printed materials, including books, maps, scrapbooks, newspapers, manuscripts, and photographs are actively solicited, but the Director and Local History librarian make the decision whether to accept material, include it in the collection, sell it, or discard it, based on whether it supports the above objective plus its physical condition. Artifacts other than print or photographic material, unless they relate directly to the library's history, are given to the Wyandotte Historical Museum.

PRESERVATION AND MAINTENANCE: An effort will be made to preserve materials in the condition in which they are received.

USE: All Local History materials are available in the library for research at all times the library is open. No material designated Local History circulates outside the library without special permission from the Local History Librarian. Material may be photocopied, unless copying it would damage it.

Assistance will be given in locating and using Local History materials, but the Library staff cannot do research for a patron beyond answering simple requests by telephone, mail or e-mail.

WITHDRAWAL: Historical materials increase in value with age and will not normally be withdrawn from the collection. If weeding is made necessary by a lack of storage space, archived organizational documents will be offered to the organization which donated them before being discarded.

MAX SCHWARTZ COLLECTION

OBJECTIVE: Bacon Memorial District Library maintains a collection of historical materials on the subjects of U.S. military history, transportation and American cultural history. Materials collected by Max Schwartz and donated by his family to the library form the core of this collection.

SELECTION: New material is not purchased for this collection. Materials that appropriately belong in it may be transferred from the general collection when they would otherwise be withdrawn as out-of-date.

PRESERVATION AND MAINTENANCE: An effort will be made to preserve materials in the condition in which they are received.

USE: All Max Schwartz materials are available in the library for research at all times the library is open. Most of the books circulate to patrons; valuable and fragile books are designated Reference and do not circulate. Max Schwartz materials are included in the Library Network database only if another copy exists in the system. They do not circulate via interlibrary loan to any library, including Library Network members.