

Whitaker Historical Collection

Mission Statement:

The Whitaker Historical Collection makes available a non-circulating collection of books, records, documents, and pictures documenting the history of Southold and Long Island.

Collection Policy:

The Whitaker Historical Collection will house items made and/or used on Long Island, or associated with a person, place, or event on Long Island; and which are historically, culturally or aesthetically important to the history of Southold. Materials will be properly stored, protected and preserved.

The Collection is open to the public, based on Southold Free Library Staff availability.

Gift Policy:

Many of the items in the Whitaker Historical Collection are donated and the Southold Free Library's Gift Policy (adopted by the Board of Trustees on October 28, 1998 and last reviewed on September 19, 2012) applies to these items.

Protection of Intellectual Assets:

For the purpose of this policy, the intellectual assets of the Whitaker Historical Collection consist of the images of objects and documents in the collection, the images and content of programs, and the physical copies of objects in the collection. When permission is made to photograph, copy or otherwise use this intellectual property, permission is limited to a one-time use for specific purposes. The use and/or publication of any information obtained from this collection, whatever its purpose, must be acknowledged as "Obtained with the permission of Southold Free Library".

Access and Use of Materials:

The Whitaker Historical Collection is available to the public when appropriate staff is on-site to open the room and assist patrons. The collection is available for reference use only. Materials may be restricted from use while they are in the process of being arranged. Fragile materials or materials of exceptional value are also restricted.

To access and use the collection:

1. Whitaker Collection staff reserve the right to inspect all research materials and personal articles before a patron leaves the room in which the Whitaker Collection is stored.

2. Materials may not be removed from the room in which the Whitaker Collection is stored. Patrons may study one box, book, or folder at a time.
3. The researcher is responsible for the careful handling of all materials made available. Records are to be maintained in the order in which they are received by the researcher. Archival materials may not be leaned on, written on, traced over, or handled in any way that may damage them.

Adopted by the Board of Trustees March 24, 2004; reviewed 6/06, 6/08, 10/10, 1/13, 6/14, 3/19