



Policy on Special Collections

Adopted March 2017 Affirmed January 2024

Purpose

The purpose of the Special Collections department is to preserve materials that document the history of our community and to make these materials available to researchers and the general public. The library holds these materials in trust for future generations, and therefore they can be examined in the Special Collections reading room only.

The major emphasis of the collection is historical and current information about the city of Monroe and the community of Juda. Subject areas include but are not limited to: local notable figures, history of Monroe School District, Green County Fair, Green County clubs and organizations, historic events that pertain to the Green County area, Monroe government and city history, local traditionally-published authors and artists, local sports and Monroe Public Library history. Materials on these subjects will not be declined based on language.

The collections houses materials in a variety of formats including but not limited to: books, pamphlets, posters, letters, postcards, ledgers, original government records, handwritten and printed materials, ephemera, film, audio, stereo views and photographs.

Purchases over \$250.00 must be approved by the library director. Donations will be accepted provided that (a) there is a signed Deed of Gift form that legally transfers ownership of the materials to the Monroe Public Library, and (b) the donor does not require excessive restrictions on use. Monroe Public Library does not provide monetary appraisal but will provide the donor with a receipt. Items will not be accepted on deposit except by separate signed agreement that is approved by the full library board. Under special circumstances, items from the Monroe Public Library will be loaned to other institutions for exhibition.

Monroe Public Library reserves the right to dispose of materials inappropriate to our collections. Options include returning materials to donors, selling items, and offering collections to other institutions when feasible.

Occasionally, Monroe Public Library enters into cooperative arrangements with other organizations in order to preserve historical materials and to make them more widely available.

Users of Special Collections materials are expected to follow all reading room rules under the supervision of staff.