

Goshen Historical Commission Meeting

October 10, 2013

7 p.m. @ the Museum

- 1) Call to order
 - a. The regular meeting of the Goshen Historical Commission was called to order at 7:07PM on October 10, 2013 at the Goshen Historical Museum.
- 2) Roll Call
 - a. The following persons were present: Bob Labrie, Margaret Waggoner, Floyd Merritt. Visitor: Kit Rock
- 3) Minutes of September were approved as presented.
- 4) Finance Report – no update from previous report. No Accountant.
- 5) Historical Properties:
 - a. Williams / Boltwood House - brought Kit up to speed on the work that's been happening at the property.
- 6) Historical museum:
 - a. Leslie Krauss provided us with printed materials (copy of flower show program and newspaper clippings from the Republican's coverage of the Towns anniversary in 1931.
- 7) CPC Representation: No update.
- 8) New business:
 - a. Kit Rock, Chair of the Goshen Free Library, visited the Commission to discuss the Library's new de-accessioning policy. (copy attached).
 - b. Motion made by MW, seconded by BL that the books in the possession of the GHC should remain here in the museum until the Library Trustees inform us that the Library is ready and prepared to receive them. Motion passes unanimously.

Meeting adjourned at 9:00 pm.

Goshen Free Public Library Special Collections Policy

The Goshen Free Public Library Special Collections strives to collect, preserve, and make accessible to patrons and researchers materials and literature relevant to the history of the town of Goshen, its inhabitants, and the surrounding area.

Materials in the Special Collections may be rare, fragile, or valuable and due to their irreplaceable qualities, The Goshen Free Public Library may limit the use of such items. Items in the Special Collections may be available to the public during regular library hours or other times at the discretion of the Library Director. All users will need to explicitly follow the "Instructions for Use of Special Collections" posted in the Library.

Donations and acquisitions to the Special Collections are made with the knowledge of the unique value to patrons and researchers. The Library Director will provide a "Deed of Gift" form for all donations.

It is rare that any item in the Special Collections is deaccessioned. Items are considered permanent, unless, the items are determined to be a duplicate, not relevant, or having a more appropriate location to be archived. Each item will be considered and all decisions made by a joint effort of the Library Director and the Library Board of Trustees.

Policy approved 9/30/2013

KAT Rock - chair Trustees

Deed of Gift Form

Goshen Free Public Library Special Collections
40 Main St
Goshen, MA 01032
Phone 413 268 8236 ext111

Name of Donor: _____

Mailing Address: _____

Telephone: _____

EMAIL: _____

Does the Donor wish to remain anonymous? Yes/No

Date and Description of Donation: _____

Instructions/Restrictions: _____

The Goshen Free Public Library reserves the right to determine the appropriate disposition for donated material.

I Herein grant the legal right to make accessible to the public in all formats present and future for purposes of research in accordance to all copyright laws to the Goshen Free Public Library. I also certify that I am the legal owner of said material and transfer only those rights to which I am entitled.

X _____

Signature of donor and Date

X _____

Signature of Library Director and Date accepting donation.

X _____

Signature of Library Trustee and Date accepting donation.

Instructions for Use of Special Collections

1. Place all coats, bags, briefcases, and notebooks under table or at desk area.
2. Food and beverages are not allowed in the library.
3. Please wash and dry hands prior to handling all materials.
4. Only pencils or computer devices (laptops, notebook, tablet) may be used with the materials.
5. *Do Not* use pens while taking notes. A pencil may be provided.
6. *Do Not* mark on materials in any way.
7. Leave items as you find them in the order they are in.
8. Items may not be removed from the designated area.
9. Only 3 research items may be on table at any one time.
10. Digital Photographs may be allowed at the discretion of the Library Director.
11. Photocopies/ Digital scans may be requested and the request will be filled at the discretion of the Library Director. Copies/scans are for research purposes only.
12. The library reserves the right to examine personal effects to prevent loss of material.

Doc Approved: 9-30-13