

Sept. 5, 2012

COLLECTION DEVELOPMENT POLICY
THE MARYLAND ROOM – TALBOT COUNTY FREE LIBRARY

The objective of the Maryland Room is to provide a collection of books and other library materials covering Maryland history, genealogy, economic, religious, and social development with special emphasis on the Eastern Shore of Maryland, and Talbot County in particular. It includes print, non-print, digital, and electronic materials, and for the most part excludes artifacts, such as painting and museum pieces. Fiction, non-fiction, postcards, maps, manuscripts, print photos, digital photos, CDs, DVDs, and some ephemera are included. It is a reference collection only. The materials in the collection do not circulate.

SPECIFIC CRITERIA FOR EVALUATION OF MATERIALS FOR THE MARYLAND ROOM

1. Authorship.
2. Condition of the materials.
3. Relevance to Maryland history or social life.
4. Rarity.
5. Coverage of some area for which other materials are not available.
6. Closeness of association with the Eastern Shore of Maryland or Talbot County.
7. Physical space limitations.

EXCEPTION TO LOAN POLICY

Where a loan to an appropriate organization or person is approved by the Library Administrator, or his designee, it shall be covered by proper insurance protection.

The Maryland Room shall have on hand copies of instruments covering loans and gifts, if required.

In case of borrowing, the policies of the Maryland Room and the borrower must coincide. Under no circumstance will materials be loaned to another library to be borrowed by a patron of that library. Materials will be lent for exhibition only.

DISCARDS

Discards will be made with permission of the Library Administrator and with the advice of the Maryland Room Librarian.

GIFTS

No restricted gifts will be accepted. The policy for acceptance of gifts for the Library applies to the Maryland Room as well.

Approved by the Talbot County Free Library Board in September of 2012