

**Richard H. Handley Collection of Long Island Americana (Long Island Room)
The Smithtown Library**

COLLECTION POLICY

The Long Island Room seeks to identify, acquire, manage, preserve and make accessible paper-based materials of enduring value that relate to the settlement, history and culture of Long Island. While there is special emphasis placed on Smithtown and its surrounding region, the Long Island Room strives to collect materials that present a broad overview of the people, places and events that have shaped Long Island's past generally. Additionally, the Long Island Room serves as a repository for the historical records of The Smithtown Library.

The Long Island Room will collect books, maps, unpublished records and papers, atlases, ledgers, scrapbooks, pamphlets, booklets, photographs, postcards, posters, newspapers, audiovisual material, microfilm, digital files and ephemera from individuals, organizations and businesses. Such material may be added to the collection through donations, bequests, transfers or purchases so long as the title ownership for said material is clearly transferred to the Long Island Room.

In the event that the Long Island Room is unable to accept offered material (i.e. it does not fall within the scope of the Long Island Room's Collection Policy, the Long Island Room does not possess the capacity to properly care for it, the Long Island Room lacks adequate storage space, etc.), efforts will be made to suggest another repository that may be more appropriate. In all of its acquisition endeavors, the Long Island Room attempts to support and work cooperatively with other institutions that have similar local history interests.

On occasion, previous Long Island Room acquisitions may be deaccessioned if they are duplicated elsewhere in the collection, rendered unusable due to irreversible damage or if they are no longer deemed relevant to the collection. In such instances, the decision to deaccession Long Island Room material will be at the discretion of The Smithtown Library Director or designee.

The lending of Long Island Room materials to other institutions for exhibition or other, similar uses will be considered on a case-by-case basis and will require the approval of The Smithtown Library Director or designee.

The following ancillary forms to this policy are available directly in the Long Island Room located at the Smithtown Main Building:

<i>700-310a</i>	<i>Deed of Gift</i>
<i>700-310b</i>	<i>Permission to Create and Use Digital Reproductions</i>
<i>700-310c</i>	<i>Request for Reproductions/ Application for Permission to Publish</i>
<i>700-310d</i>	<i>Return Receipt for Materials Added to the Digital Collection</i>
<i>700-310e</i>	<i>Return Receipt for Materials Not Added to the Collection</i>
<i>700-310f</i>	<i>Temporary Custody Receipt</i>
<i>700-310g</i>	<i>Agreement for Loan of Collection Materials</i>
<i>700-310h</i>	<i>Long Island Room Collection Use Form</i>
<i>700-310i</i>	<i>Agreement for Incoming Loan</i>