

Abington Public Library Use of Local History Materials Policy

The local history collection of the Abington Public Library is housed in the Burton L. Wales History Room. The collections contain materials on the history of Abington, the South Shore and Plymouth County, the Massachusetts Vital Records (for Southeastern Massachusetts), limited genealogy materials, and Abington High School Yearbooks. The purpose of the policy is to provide access to Abington's history while preserving the materials for the future.

Most of the materials in the Wales Room are cataloged in the OCLN database thus the collection may be "browsed" by title online. The subject heading for online searching is "Abington [Mass.] -- History. Materials needed for school assignments will be copied so those students may have access to the content without causing wear and stress to the original materials.

- If staff time allows, patrons may briefly browse the Library's historical collection materials located in the Wales Room. Patrons must be accompanied by a library staff member. This privilege is only available when there is adequate staffing, as determined by the library staff. Patrons must vacate the room immediately upon the request of a library staff member.
- The materials in the Wales Room do **not** circulate.
- Library patrons wishing to use the history materials must obtain assistance from a staff member.
- After showing identification, which includes a current address, the patron will sign the record book with name, address and telephone number.
 - a. The person will then fill out a printed order form with title and call number for **each item, which he/she wished to use.**
 - b. Staff will bring the person up to **five** items at one time.
 - c. When the items are returned, staff will destroy the forms.

Persons doing professional level research who feel that they need extended access to the room may make a request in writing to the Library Director for permission to use the Wales Room.

The Wales Room is also the home of the Abington Historical Commission. The Abington Public Library is not authorized to make the materials under the jurisdiction of the Abington Historical Commission available for public use. Anyone desiring to use any of the Commission's materials must make arrangements with the Historic Commission.