

# **Local History & Genealogy Collection**

## **Peru Public Library**

### **Introduction**

The local history & genealogy collection collects and preserves material documenting the history of Peru and the Illinois Valley, making these materials available to researchers and the public. The Peru Public Library works cooperatively with other Illinois Valley libraries, historical societies and genealogical societies to encourage interest in local history and genealogy.

The collection includes materials by and about the people of Peru, Illinois & Michigan Canal, La Salle-Peru Township High School yearbooks, Maud Powell, city directories, maps, phone books and genealogical information.

Items added to the collection are based on the overall merit of the material and its usefulness in understanding area history and/or genealogy. Second copies are added to the circulating collection. Extra copies are given to other libraries or the Friends of Peru Library.

Local authors demonstrating a strong tie to Peru and/or the Illinois Valley are considered for inclusion in the local history collection.

A variety of formats are collected, including but not limited to books, pamphlets, maps, microfilm, photographs and DVD's. The collection does contain historical artifacts. The local history collection does not collect information dealing with the day-to-day operations of Peru.

### **Accessibility**

All book material is included in the library's catalog. This catalog (PrairieCat) is included in the international catalog known as OCLC WorldCat which allows researchers from around the world to access our local history & genealogy collection.

As possible, the artifacts in the library's collection are also inventoried and cataloged. These artifacts are displayed on a rotating basis in the library's display cases.

At the discretion of the Library Director, the library will loan collections items (print or artifact) for exhibit and/or research purposes. In such cases, the library retains ownership of the item(s).

### **Donations & Gifts**

If an item is donated to the local history & genealogy collection, the library requires a signed Deed of Gift to legally transfer ownership to the Peru Public Library. Donated materials will not be accepted if restrictions are placed on them. Material in poor condition will not be accepted by the library.

## **Artifacts**

Due to space and preservation constraints, the Peru Public Library is not able to accept artifact donations connected with local events or genealogy. The library works with the donor to determine the appropriate location to accept the artifact. The artifacts currently in the library's possession remain the library's collection.

Artifacts are preserved and displayed to the best of the library's ability. If an artifact is outside the library's scope for preservation and/or study, attempts will be made to place the artifact with an appropriate library, museum or research facility.

## **Vertical File**

The library maintains a small collection of clippings, brochures and booklets relating to local history events. This collection is maintained in files for easy access. While this collection is not cataloged, it is broadly indexed. Only items with appropriate citations, documentation or copyright are kept in the vertical file.

## **Photographs**

Current and former residents have graciously donated photographs to the library that relate to Illinois Valley history. As with the other artifacts, individual photographs are evaluated to determine the best manner for archive and preservation.

Adopted by board action	April 14, 2011
Reviewed	July 14, 2016
Revised	13 April 2017

# Deed of Gift to the Peru Public Library



Peru Public Library	1409 11 <sup>th</sup> Street, Peru, Illinois 61354	815-223-0229
Donor	Street	City/State/ZIP
Contact Person	Telephone / E-mail	
<p>The Peru Public Library receives this donation as a gift. The donor transfers, gives, assigns, and conveys finally and completely, and without any limitation or reservation, the property described below to the Peru Public Library and its successors and assigns permanently and forever, together with (when applicable) any copyrights therein and the right to copyright the same.</p>		
Description of Donation		
Credit Line		
Signatures		
Donor _____		Date _____
Printed Name _____		
Library Director _____		Date _____
<p><b>Conditions Governing Gifts</b></p> <ol style="list-style-type: none"> <li>1. All gifts are outright and unconditional unless otherwise noted upon this gift agreement.</li> <li>2. Gifts to the library may be deductible in accordance with provisions of federal income tax laws.</li> <li>3. The donor name on this form has not received any goods or services from the library in return for this gift.</li> <li>4. Appraisals by library staff are not permitted.</li> <li>5. The Peru Public Library gratefully acknowledges your gift.</li> <li>6. Please indicate in CREDIT LINE how you are to be acknowledged in any publicity regarding this donation.</li> </ol>		