

Thomas Crane Public Library Archives & Special Collections: Collection Development Policy

Mission

The Archives and Special Collections at Thomas Crane Public Library is committed to the collection and preservation of documents, objects, artifacts, and archival and ephemeral materials of or related to the rich history of the City of Quincy and its inhabitants, and the Thomas Crane Public Library system, and in providing access to patrons and researchers.

Scope

The Archives and Special Collections at Thomas Crane Public Library collects:

- Materials of and related to the history of Quincy and its inhabitants
- Materials of and related to Quincy's industrial history including but not limited to shipbuilding, granite, and railway industries.
- Materials of and about local institutions, past and present.
- Materials of and related to Quincy's presidential history including the Adams family.
- Materials of and related to the Thomas Crane Public Library system and the Crane family.
- A wide range of genealogy resources, including city directories and annual reports.
- Materials of navigational value including maps, atlases and directories relevant to the Quincy area.

The repository acquires materials as 1) additions to existing collections, 2) gifts and/or donations, and 3) purchases. Recommendations for new collections are welcomed and proposed collections should be brought to the attention of the Archives and Special Collections Coordinator.

Selected existing collections include:

Warren S. Parker Collection. Parker (1861-1944) served as the City's first building inspector for 25 years and was keenly interested in the history of Quincy's homes, businesses, and residents. The collection (ca. 1890-1930s) contains lecture notes, copies of deeds, maps, scrapbooks, biographical sketches, newspaper clippings on Quincy subjects, photographs and over 2,000 lantern slides.

Thomas Crane Public Library Collection. Contains materials relating to the history of the Thomas Crane Public Library (1872 - Present). Scope of the collection ranges from the library, its buildings and architecture, and its staff. Collection contains publications, photographs, Trustees minutes, scrapbooks, newsletters, and video recordings.

Amelio Della Chiesa Collection. Chiesa served as the 25th mayor of Quincy (1954 - 1965) and served in the Massachusetts House of Representatives (1953 - 1969). The collection was donated to the library in the 1970s. Collection contains photographs, scrapbooks, filmstrips, artwork, certificates,

memorabilia, and documents mostly covering his time in public office, but also includes personal materials relating to his family life.

Percy G. Lamson Collection. Lamson (1899 -) was a long-time advertising manager for Quincy's granite industry. The collection was donated by his son, Percy Lamson Gardner in 1987 and reflects the development of Quincy's granite industry during the 1910s and 1920s. The collection (1912 - 1929) contains drawings, publications, photographs, papers, and 1 scrapbook.

Local History and Genealogy Collection

Digital and physical materials that aid and assist in genealogical and local history research, including digital databases such as genealogical research sites, i.e. *Ancestry.com*, newspapers, i.e. *Quincy Monitor* and *Quincy Patriot Ledger*, and books, i.e. city directories, voting lists, annual reports, and yearbooks.

Regulations

Access

Preservation of the materials housed in The Archives and Special Collections at Thomas Crane Public Library is essential. The Archives repository is a closed stacks environment. Repository storage and shelving is not browsable by or open to the public. In the interest of conservation of the collections, the materials housed in this department do not circulate. Materials are available to researchers and patrons for in-library use only in accordance with the **Richardson Building Reading Room Rules** and at the discretion of qualified staff.

Copyright

The Thomas Crane Public Library retains physical ownership of all materials in its repository, but does not necessarily own the intellectual property rights of all materials in its possession. Information on copyright can be requested by consultation with qualified staff of the Archives and Special Collections Department and is on a case-by-case basis.

Selection of Materials

Selection of materials is vested in the Director of Libraries, and the Archives and Special Collections Coordinator, who may authorize qualified staff to assist and has full authority to use their judgment in interpreting this Policy.

Materials may be accepted or acquired based on the following criteria:

- Relevance to Quincy's history and cultural heritage
- Ability to properly store, care for, preserve and access materials
- Uniqueness and historical value of materials
- Physical condition of materials
- Signed deed of gift

Deaccessioning Materials

The Archives and Special Collections at Thomas Crane Public Library reserves the right to deaccession or discard materials for any reason. Reasons include but are not limited to materials which do not fit within the Scope of the Archives and Special Collections Collection Development Policy and materials that the Library is unable to properly care for or manage. Discarding of materials is vested in the Director of Libraries, and the Archives and Special Collections Coordinator who may also authorize qualified staff to assist.

Items deemed too fragile or deteriorated may be discarded and, when possible, replaced with duplicate, reformatted or reprinted copies. Multiple copies of the same item may be retained or discarded.

Discarded items may be transferred to more appropriate repositories, sold for the benefit of the Library, recycled or destroyed.

Adopted by vote of the Library Board of Trustees October 12, 2023

Related Policies

Collection Development

Gifts & Donations

Richardson Reading Room Policy