



North Carolina Room Collection Development Policy

Collection Overview

The North Carolina Room houses a collection of materials with local historical relevance. The collection houses histories of local families, North Carolina, Cleveland and contiguous counties (Rutherford, Gaston, Lincoln, Catawba, Burke), African Americans, and Indigenous Nations, as well as cemetery records, immigrant history, literature and the arts, regional maps, courthouse and military records and history, general genealogy resources, censuses, marriage records, church histories, directories, photos, local yearbooks, and a small selection of periodicals. The North Carolina Collection also houses the Ezra Bridges Collection, which includes scrapbooks, research, news stories, correspondence, awards, and similar memorabilia that commemorate Ezra Bridges' life. Portions of this collection are available online through Digital NC, and this collection is available for research in the North Carolina Room. Facsimiles of especially delicate materials will be made available for research.

The collection includes, but is not limited to, published books, self-published or unpublished family histories, microfilm, federal documents, bound periodicals, statistical information, newspapers, newsletters, and journals that are not locally or digitally available, maps, and photographs. The collection does not house VHS or cassette tapes and transfers digital files to modern formats as copyright and use policy allow. Physical newsprint is rarely maintained, though microfilm, digital files, and photocopies of newsprint may be available.

Donations and Selection

Materials will be evaluated based on their relevance to the history, culture, and residents of Cleveland County. The NC Room will accept county records, publications by local authors of local history, family histories relevant to the county, especially African American and indigenous histories. Scrapbooks, diaries, and memoirs will be accepted on a case-by-case basis. Unless directly relevant to the history of the county or Piedmont region, world history and United States history generally will not be included in the collection. Donations not suited to the collection may be better suited for other archives or history organizations. Duplicates of materials may be available in the circulating collection at either the Spangler Branch Library or the Eugenia H. Young Memorial Library.

The North Carolina Librarian will review donations for addition to the collection based on format, condition, rarity, and local historical value, in a manner that is selective as opposed to comprehensive. The North Carolina Room will house rare, local, and unique items directly relevant to life in, and residents of, Cleveland County. Materials that do not meet this requirement may be available in the general collection or through resource sharing from other consortium libraries. The goal of the North Carolina Room is to document local civic activism and the cultural, ethnic, religious, and political diversity of residents.

Due to space and preservation limitations, the library does not accept donations of artifacts such as trophies, plaques, physical memorabilia, or other such objects. The library does not accept donations of VHS or DVD, though donated documents on CD and oral projects on CDs may be accepted on a case-by-case basis.

Items for consideration will need a Deed of Gift form to be completed by the donor, that gives full guidelines on access and history, as well as handling in the case an item is determined to be outside the scope of the collection. We reserve the right to accept or reject any proposed gift or donation. If incorporated into the collection, the materials become the sole property of the Cleveland County Library System and will be made available according to established professional standards. Library staff cannot appraise or place monetary value on donations. Any tax appraisal must be done solely by the donor from their own funds. A copy of the Deed of Gift will be provided to the donor for tax deductions and personal recordkeeping.

Collection Deselection and Management

The NC Room collection will be weeded on an annual basis by the North Carolina Collection Librarian or their designee. The weeding or deselection of materials will be based on continued research value and information accuracy according to recent findings. Nothing will be discarded without prior approval by the North Carolina Collection Librarian. Fragile items may be relocated to Rare Books.

Copyright and Research Value

Cleveland County Library System recognizes the collection includes useful and relevant documents to assist with research endeavors. Existing copyright applies for the reproduction of materials for publication and commercial purposes. In cases where copyright may not be expressly stated, credit should be attributed to the collection in a manner suiting best practices for the research it pertains to.

The Cleveland County Library System adheres to the Core Values Statement and Code of Ethics as set forth by the Society of American Archivists.