

# Lincoln City Libraries

## Jane Pope Geske Heritage Room of Nebraska Authors

**Policy Title:** Collection Management Policy

**Purpose:** The mission of the Jane Pope Geske Heritage Room of Nebraska Authors (Heritage Room) is to celebrate, preserve and promote the individual and collective works of Nebraska authors, past and present. The primary responsibility of the Heritage Room is to collect and care for the significant materials of Nebraska's literary history. The purpose of the Collection Management Policy is to provide stewardship of the Heritage Room collection. All collection activities shall be in accordance with the policies of Lincoln City Libraries.

### **COLLECTION DEVELOPMENT GUIDELINES**

#### ***Collection Criteria***

For the purposes of the Heritage Room collection, a Nebraska author is broadly defined as meeting one of the following:

- Born in Nebraska
- Lived in Nebraska at least a decade
- Received the greater part of their education in Nebraska
- Had a significant life experience in Nebraska and wrote about it

#### ***Collecting Guidelines***

A collection item may be acquired by purchase, gift, or bequest and shall meet the following criteria:

- With limited exceptions, the item donated must meet the Collection Criteria above
- Self-published materials will be accepted on a case-by-case basis with attention to:
  - Physical quality of the item. For example, the book must have a traditional binding (no spiral bound or loose-leaf books), an ISBN number, and a Library of Congress catalog record
  - The relevance of the item to present holdings and the collecting goals of the Heritage Room

- Reputation and qualification, with attention given to titles vetted by industry reviews
- Cookbooks should not be added to the collection unless there is a strong literary component to the content.
- The Heritage Room is a specialized collection and may collect:
  - Rare and/or out of print materials, first editions, and manuscripts
  - Document collections from notable Nebraska authors, including but not limited to, correspondence, personal papers, scrapbooks, etc.
  - Vertical file materials including published articles and printed documents related to individual Nebraska authors
  - Audio, visual, and digital materials produced by or related to Nebraska authors

### ***Donors and Sellers***

- Donors include individual authors or benefactors who wish to provide a specific item to include in the collection. The library only accepts items without restrictions unless authorized by the Library Director and Heritage Room Curator.
- Sellers include authorized book distributors. The Heritage Room will work with authorized sellers for the purchase of materials appropriate for the collection.
- Rejection of Acquisition offers. The Heritage Room Curator retains the authority to decline inclusion of an item if the item is deemed unsuitable for the collection. Donated items become the property of Lincoln City Libraries and may be transferred to a different department of Lincoln City Libraries, sold, or discarded.

### ***Collection Maintenance***

Since the books and related materials are the fundamental assets of the collection, the care of these items is one of the essential missions of the Heritage Room.

- The curator will ensure proper temperature and humidity of the Heritage Room to preserve the integrity of the materials.
- The curator will regularly monitor the physical condition of the collection and determine if outside conservation efforts are required to preserve the specific items in the collection.
- The curator will highlight items in the collection with display techniques that are relevant and meet professional standards.

### ***Collection Locations and Documentation***

- The Heritage Room holds all cataloged materials and other assets that are listed in the collection inventory.
- The Heritage Room Curator will oversee inventory of holdings in cycles so that each item shall be accounted for in a five-year period.
- Location records and finding aides for collection items will be maintained by the Heritage Room Curator.

### ***Access to the Collection***

- Materials in the Heritage Room do not circulate. The stacks are open for browsing based on Curator discretion and supervision. Patrons must abide by posted rules for access and use of Heritage Room collection items (see Attachment I)
- Copies of Heritage Room materials may be subject to copyright restrictions and certain special collections may include individual permission restrictions.
- The Heritage Room is free and open to the public during regular public services hours. Special appointments may be made for visitors and guests to use the Heritage Room collection for specific purposes.
- Use of the Heritage Room by Lincoln City Libraries staff or non-staff workers including board members, volunteers, and interns during non-public hours is allowable only with advance permission of the Curator.

### ***Deaccession***

- **Reason and criteria:** The Heritage Room is a living collection and items will regularly be reviewed for their ongoing value. Great care is taken to retain or replace items that have enduring value to the Nebraska Literary Tradition. The principal reason for deaccessioning items is to refine and strengthen the existing collection. The library reserves the right to withdraw any item and the Library Director approves all decisions regarding final deaccessioning. Collection items may be proposed for deaccessioning based on the following criteria:
  - The item is unrelated to the Heritage Room collection.
  - The item has lost integrity through significant damage or deterioration.
  - The item duplicates another item in the collection, being either a close physical duplicate (as successive editions of the same paperback publication, the same text with the same cover, in the same condition, might be) or the item duplicates the function of another item for the collection as a whole (we do not need two different editions of the same Eiseley book in Sanskrit, only a Sanskrit example and the knowledge that multiple editions were published). The cost of duplicating space and conservation costs for similar items can be considered.

- The storage and conservation required for the item cannot be achieved through the physical and financial means provided by Lincoln City Libraries.
- **Procedures:** Deaccessioning will be carried out in the manner most advantageous to the library.
  - The Heritage Room curator will recommend the item to the Library Director for deaccessioning
  - The Heritage Room curator will be responsible for determining the item's original terms of acquisition to ensure that there are no mandatory conditions restricting deaccessioning and will document its disposition when appropriate.
  - The deaccessioned item will be removed from the Heritage Room and discarded in a manner consistent with library protocol.

## **ATTACHMENT I**

### ***Heritage Room Rules for Access and Use***

- The Heritage Room is open during posted hours or by appointment with the Curator.
- All use of the collection is supervised by the Curator.
- Patrons may browse books but must place any pulled items on a work table. Please do not reshelve books.
- Coats and outerwear cannot be worn in the stacks. Please use the coat stand or a work table/chair.
- Bags, totes, and backpacks are not allowed in the stacks. Please use a work table/chair or the coat stand.
- Food and beverages are allowed with permission of the Curator.
- Pens may not be used near collection items. Pencils and paper are available if needed.
- The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The making of a copy, via any media, may be subject to copyright law and the person making the copies is responsible for any infringement. Heritage Room staff reserve the right to limit reproduction requests if they could violate copyright law.

**ADOPTED BY LIBRARY BOARD:**      April 21, 2026