



FLORENCE-LAUDERDALE
PUBLIC LIBRARY

Florence-Lauderdale Public Library Special Collection

Donation of Materials Quick Guide

“Preserving the memories, history, and heritage of the people of Lauderdale County and the Shoals Region.”

Thank you for your interest in donating materials to the Florence-Lauderdale Public Library’s Special Collection. Due to the limitations of space and the library’s ability to properly curate certain items, a special collection librarian will evaluate your donation to ensure that it meets the goals of the collection before it is accepted. This quick reference guide can help you determine whether your donation is most appropriate for our collection.

A potential item is ranked from 1 to 6 based on its appropriateness for the collection, with 1 being most appropriate and 6 being least appropriate, according to the following criteria:

1 - Historic items, materials, documents which are by their nature rare, irreplaceable, one of a kind, historic, antique, with a strong connection to the local community.

2 - Historic items with a strong local connection which, though antique or rare, may not necessarily be one of a kind, or exist solely within our collection.

3 - Items, which, though not necessarily rare or antique in and of themselves, hold an extreme connection or relevance to the mission statement of the collection.

4 - Items with reasonable relevance to the mission statement of the collection, which are not irreplaceable, historic artifacts, or one of a kind.

5 - Items which are replaceable, mass-produced, reproductions, or with otherwise minimal relevance to the mission statement of the collection.

6 - Anything not fitting into one of the aforementioned categories or without a clear relevance to the mission statement of the collection.

Works of art can only be accepted under the most extenuating conditions, due to limitations of space and long-term storability.

Acceptance of an item by a special collection librarian should be considered conditional pending approval by the director. The director has the ultimate discretion to either accept or reject a potential donation to the collection.

Approved by the library board March 12, 2024