



# **COLUMBUS-LOWNDES**

## **PUBLIC LIBRARY SYSTEM**

Columbus-Lowndes Public Library System

Local History Department

Policy Manual

Updated and approved by the Administrative Board of Trustees on February 20, 2024

## **Introduction**

The Local History Department is charged with the mission of documenting the history and culture of Lowndes County. Created in the Columbus-Lowndes Public Library System around 1962, the Local History Department now consists of two main sections: The Billups-Garth Archival Room and the Margaret L. Buckley Genealogy Room. In each area you will find extensive records involving many aspects of Lowndes County history including education, churches, cemeteries, government, genealogy, businesses, historic homes, and local organizations.

### *The Billups-Garth Archival Room*

The Billups-Garth Archival Room offers an array of primary source material dealing with Mississippi, Lowndes County, and Columbus history. Made possible through a gift from the Snowdoun Association (now the Billups-Garth Foundation) in 1992, the archive consists of over 1,000 cubic feet of records including numerous original court documents (probate, chancery, and general docket), city minute books, school records, vertical files, manuscript collections, scrapbooks, maps, photographs, and much more.

### *The Margaret L. Buckley Room*

In 1981, the library received a donation from Dr. George Buckley in memory of his wife Margaret L. Buckley. Included were numerous genealogy and reference materials. Since then, resources have grown to include computer databases such as Ancestry.com and various indexes on CD. The Buckley Room also includes genealogy books from southern states and over one thousand rolls of microfilm consisting of local newspapers, court documents, family histories, Sanborn Fire Insurance Maps, and more.

## **Mission Statement for Local History Department**

The mission of the Local History Department is to document the history and culture of Lowndes County, Mississippi. We accomplish this mission by acquiring, preserving, and providing access to a comprehensive collection of primary and secondary source materials, which represents the diversity of Lowndes County and its people. We encourage use of our holdings by anyone with an interest in Lowndes County.

### **Donating Materials**

For over sixty years, acquisitions to the Local History Department (LHD) have been gifts. Hundreds of individuals and organizations have generously donated materials in the spirit of contributing to the effort to deepen and broaden the unique documentation that is available to researchers in the LHD. We encourage you to consider that you may have or know of appropriate materials and to contact us to discuss the possibility of a donation.

Historical collections and manuscripts acquired by the LHD may include books, records, printed documents, photographic images, digital media, audiovisual materials, and memorabilia. Subject areas include:

- Family, personal, and business documentation dating back to the 1800s
- City and county records
- Genealogical materials
- Materials relating to all towns and cities throughout Lowndes County encompassing every race, gender, religion, age, business, etc.

Three-dimensional objects will generally not be considered due to space constraints.

The donor signs a Deed of Gift transferring his or her property over to the Local History Department. Gifts to the LHD are considered outright donations to be used in the best interest of the Columbus-Lowndes Public Library System (CLPLS). Donations become the sole and irrevocable property of the CLPLS. In cases where the donation would fit better in a different institution, the LHD will work with the donor to place it elsewhere.

Unless otherwise restricted by copyright or by the donor and agreed to by the LHD at the time of acquisition, all literary rights are conveyed to the Local History Department. All access and use restrictions and conditions will be specified in the donation agreement.

Although the Local History Department accepts donations because they support its mission, no individual or institution can predict or govern the changing attitudes of future generations, nor guarantee permanency beyond the best available preservation procedures. The LHD reserves the right to reevaluate and reappraise historical material in its holdings and to deaccession them when appropriate. Deaccessioned collections and items weeded from collections during processing, due to duplication, irrelevance, limited use, or deterioration, will be offered to the original donor or his/her agent if requested so at the time of donation. If the donor wishes not to reclaim the material or can not be located, the LHD reserves the right to offer the material to other repositories or discard the items. Any material declared expendable must be approved by the Archivist.

Donations of historical material to a public research facility may be tax deductible.

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However, the LHD cannot appraise donations for tax purposes. If so desired by the donor, it is recommended that such appraisals be done by a qualified third party and before title to the material is conveyed to the CLPLS.

We welcome the opportunity to talk with you about donating your materials. In addition, the following brochures published by the Society of American Archivists are available upon request and may answer any questions you may have:

- **Donating Your Personal or Family Papers to a Repository**  
<https://www2.archivists.org/publications/brochures/donating-familyrecs>
- **Donating Your Organizational Records to a Repository**  
<https://www2.archivists.org/publications/brochures/donating-orgrecs>

### ***Library Branches***

At times, donations have been made to the various branches within the Columbus-Lowndes County Library System (Artesia, Caledonia, and Crawford) resulting in a lack of proper forms as well as inadequate storage conditions.

To maintain intellectual and physical control of these materials, the library now requires that Deed of Gift forms be completed for such donations clearly identifying the donor and the transfer of legal ownership. The forms must be signed by either the Archivist or Director of the library only.

Materials can include memorabilia, records, printed documents, photographic images, posters, and maps. Materials donated must relate to the history and culture of Lowndes County, Mississippi.

Three-dimensional objects (plates, vases, figurines, etc.) will no longer be accepted at the library branches without prior approval of the Archivist or Director.

To ensure optimum environmental conditions for long-term preservation, original materials must be housed in the temperature-controlled vault in the Billups-Garth Archival Room in the LHD located at the Columbus downtown branch. Originals will no longer be stored at any of the libraries in Artesia, Caledonia, or Crawford. Whenever possible, facsimiles can be made to be maintained at any of the branches.

**Access Policy**

The Local History Department (LHD) is open for research in the Columbus-Lowndes Public Library System.

All materials in the LHD are non-circulating. Printed reference materials are catalogued on the library's online catalog accessible on our website.

When entering the LHD, researchers must first sign in and acquaint themselves with the "Patron Guidelines" available at the reception desk.

To access materials in the Billups-Garth Archival Room, patrons must show a picture identification and fill out a "Patron Information Form". Patrons must renew or fill out the Patron Information Form once each fiscal year (October-September). Appointments are not necessary but encouraged.

Copies may be made within the limitations of the U.S. copyright law unless the originals are too fragile to copy.

**Unprocessed or partially processed collections may NOT be available for research until processing has been completed unless authorized by the archivist. This policy maintains collection security as well as protects the privacy rights of individuals included in the collection.**

**Local History Department Regulations**

The Local History Department is open to any researcher wishing to use public records and collections relating to Lowndes County, MS. Use of the materials are subject to the following regulations:

1. The annual registration form (Patron Information Form) must be completed and/or updated on the researcher's first visit to the Billups-Garth Archival Room each fiscal year (October 1-September 30).
2. Researchers must sign the visitor's log each day when entering the Local History Department.
3. Researchers are not allowed in the closed stacks area of the Billups-Garth Archival Room without prior permission from the staff, and then only when accompanied by the staff.
4. No food, drink, smoking, chewing gum are allowed.
5. Briefcases, backpacks, purses, and other personal items must be placed in the provided lockers.
6. Only pencils may be used.
7. A researcher may use only one manuscript collection or item at a time.
8. Tables and chairs are provided in the research area for patrons. Researchers are not allowed to sit on the floor or use staff workspace for research purposes.
9. Laptop computers and digital cameras (without flash) may be used by researchers.

**REQUESTS FROM THE BILLUPS-GARTH ARCHIVAL ROOM:**

1. A researcher may only work with one container of archival material at a time and should complete work with that container before using another.
2. Use call slips to request collections. Complete one call slip per collection.

Researchers may ask for clarification or explanation of these rules at any time. The staff reserves the right to amend these rules at any time for exceptional purposes.

**Abuse and Theft of Materials**

Researchers who abuse, damage, destroy, or steal materials from the Local History Department of the Columbus-Lowndes Public Library System are subject to the following:

1. Police will be notified, and the library will press charges for theft/damage of public property. Specific charges against such a researcher are subject to the value of the property which was damaged, destroyed, or stolen, per local and state regulations and laws covering such actions, and penalties for such actions are subject to same regulations and laws.
2. The researcher will be banned from access to all collections in the Local History Department and the entire library.
3. A restraining order will be sought against a researcher who abuses, damages, destroys, or steals property from the Local History Department. Any material in the possession of a researcher/individual that legally belongs to or is the rightful property of the Local History Department, the City of Columbus, or Lowndes County, Mississippi, will be taken from the researcher/individual through replevin action in chancery court. The individual who has custody of material stolen from the Local History Department will be liable for all court costs and fees, attorney fees, and other costs and fees in replevin actions against them.
4. Researchers who damage materials which can be replaced will be charged a fine of twice the cost of the replacement of materials plus a \$50 handling fee. Legal action will be taken against all researchers who are unable to pay or fail to pay this fine.
5. Researchers who damage or destroy materials which cannot be replaced will be charged a fine of \$1000 plus a \$50 handling fee. Legal action will be taken against all researchers who are unable to pay or fail to pay this fine. If the records damaged are the property of the City of Columbus or County of Lowndes, State of Mississippi, the government entities afore mentioned may pursue separate legal and or equitable action.
6. The right to determine if property of the Local History Department has been damaged, destroyed, or stolen is vested in the archivist and staff of the department. The archivist reserves the right to consult with the library administration, attorney, and other legal and law enforcement personnel to determine if property has been abused, damaged, destroyed, or stolen.

### **Reference Policy for the Local History Department**

The Columbus-Lowndes Public Library System charges reproduction fees to recover material and workmanship costs. Reproduction fees are affected by the nature of the original material ordered as well as the requested end-product.

The staff of the Local History Department receives hundreds of requests for general information about its collections and services as well as specific queries for information found in its holdings. Requests are answered in the order they are received, regardless of their means of transmission.

NOTE: For those requests considered to be “remote research requests” the term “Remote” is defined as non-Lowndes County residents. Remote research requests may be made via email, telephone, letter, or fax. Some requests are more difficult than others and subsequently take longer to answer. Also, remote research requests are answered in the order that they are received.

#### **Reproduction Fees:**

<b><u>Service (General)</u></b>	<b><u>Fee</u></b>
Research Time/Workmanship Fee (First hour is free)	\$10.00 per hour after the first hour

<b><u>Service (Material Type)</u></b>	<b><u>Fee</u></b>
Audio copies	\$10.00 flat rate (includes CD/DVD + shipping)
Digital copies of pre-existing digital files	Free of charge if delivered electronically
Digital reproductions not already available. (300-600 dpi) File options: PDF, JPEG, or TIFF	\$1.00 per scanned image (only up to 40 images)
Microfilm photocopies	\$0.25 cents per page
Microfilm digital copies	\$0.50 per image
Obituary request(s) <b>with</b> death date (microfilm)	\$5.00
Obituary request(s) <b>without</b> death date (microfilm)	\$10.00
Photocopies	\$0.25 cents per page
Video copies	\$10.00 flat rate (includes CD/DVD + shipping)

<b><u>Shipping Method</u></b>	<b><u>Fee</u></b>
Postage	TBD (based on current postage rates and item weight)
CD/Flash drive with digital images + shipping	\$2.00 + TBD



Researchers will receive an invoice indicating the total cost. Payment may include check, cashier's check, or money order only. **Payment must be received (check cleared) before photocopies will be mailed.**

#### **E-MAIL**

Please email your questions to [mvance@lowndes.lib.ms.us](mailto:mvance@lowndes.lib.ms.us).

#### **LETTER**

Please mail all requests made by letter to:  
Columbus-Lowndes Public Library System  
Local History Department  
314 North Seventh Street  
Columbus, MS 39701

#### **TELEPHONE**

For general information about our holdings, call **(662) 329-5304**.

#### **FAX**

The Local History Department fax number is **(662) 329-5156**.

#### **Photocopying Policies**

The Local History Department staff handles all photocopying of materials requested from the Billups-Garth Archival Room. Books located in the Margaret L. Buckley Room and the Reading Room may be copied on a self-service basis.

The Department reserves the right to refuse or to limit a duplication request in whole or in part. Copy requests will be filled in the order in which we receive them.

Photocopies (black and white) are (.25) cents per page.

Please place a place-maker (strip of paper) over each manuscript item you wish to have copied or scanned. Place-makers are available in the Billups-Garth Archival Room.

The Local History Department will NOT photocopy:

- Fragile or damaged documents

#### **Please note:**

- Copies are for personal "fair use" research use only.
- Copies do not convey copyright.
- Copies do not convey permission to publish.

### **Digitizing Requests**

Digitizing of materials from the Billups-Garth Archival Room will be done by staff only. Staffing and funding restraints allow the Local History Department to offer only limited digitizing services for persons who cannot visit our reading room. We typically make high quality scans (300-600ppi, PDF, JPG, or TIFF files) and can either burn them to a CD, flash drive, or send them electronically.

Our fee structure is:

- \$1.00 per scan, for up to 40 scans (totaling a possible \$40.00)
- Items requested from pre-existing digital images are free if delivered to researcher electronically.
- \$2.00 shipping fee for digital images delivered on a CD or flash drive.

Time and staffing limitations require us to cap all digitization orders at 40 items maximum; scanning orders are filled only as time and resources permit.

The Local History Department will NOT scan:

- Fragile or damaged documents

### **Please note:**

- Copies are for personal “fair use” research use only.
- Copies do not convey copyright.
- Copies do not convey permission to publish.

### **Personal Photography**

Patrons are welcome to photograph from the Local History Department holdings using their own personal camera (including a tripod) when no flash is used. **Such images are for personal “fair use” research use only, do not convey copyright, and do not convey permission to publish.** For fair use research images, many researchers have found cell-phone cameras to be more than satisfactory.

Please observe the following rules when using personal cameras:

- Turn off all flash and sound elements.
- Place any archival items you photograph or scan on top of their file folder and ensure that the folder identification information is clearly legible in your image.

### **Permission to Publish:**

You must obtain permission before quoting from or publishing any of our holdings.

Receipt of copies does not convey permission to publish. Instead, the LHD makes copies available only for personal research (that is, the LHD makes copies available only under accepted “fair use” practices).

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**Please note that in exchange for permission to publish, the following apply:**

- If you obtain permission, publication fees may apply.
- Use is always non-exclusive.
- We require authors to properly cite our holdings.

**Authors will use the following citation format:**

Name of the Manuscripts Collection, Manuscripts Collection number, Billups-Garth Archival Room, Local History Department, Columbus-Lowndes Public Library System, Columbus, MS.

Permissions granted by the Local History Department does not imply that Columbus-Lowndes Public Library System controls the copyright to the materials or that the applicant should not secure other authorizations prior to use.

### **Copyright Information**

Copyright protects "original works of authorship" that exist in a fixed and tangible form. Most manuscripts, sound recordings, and other archival items in our collections (except for public records) are protected under United States Copyright Law (Title 17, U.S. Code).

Under the doctrine of fair use, there are various purposes for which the reproduction of a work may be considered "fair," such as criticism, comment, news reporting, teaching, scholarship, and research. Four factors are considered in determining whether a particular use qualifies as "fair":

- The purpose and character of the use, including whether such use is of commercial nature or is for non-profit educational purposes;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- The effect of the use upon the potential market for or value of the copyrighted work.

Note that the distinction between "fair use" and infringement is not easily defined. For example, there is no specific number of words, lines, or notes that may safely be used without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission from the copyright holder.

Copyright status and information about copyright holders for manuscripts and archival materials may be difficult or even impossible to determine. Whenever possible, the Local History Department (LHD) will provide information about copyright owners and restrictions. The LHD provides this information as a service to aid researchers in determining the appropriate use of an item, but that determination ultimately rests with the researcher.

### **Reproduction:**

If you reproduce materials held in the Local History Department on the Internet, you must include the following disclaimer:

- Images, texts, transcriptions, and/or recordings reproduced in this document may be protected by copyright. Users who contemplate reproducing materials should determine ownership and, if restricted, seek permission before reproducing them.