
Palouse Heritage Collection Development Policy

1. Mission Statement

- a. In keeping with the Library Mission Statement, the Palouse Heritage Collection will also provide an open and non-judgmental environment in which individuals may freely avail themselves of the widest possible variety of ideas, information, and opinions.
- b. The purpose of the Palouse Heritage Collection is to facilitate the ability to research the history of the Palouse Region.
 - i. The primary users for the Palouse Heritage Collection are researchers interested in the Palouse Region.

2. Scope

- a. The primary scope of this collection includes the areas of the Palouse. Resources related to these areas will be collected comprehensively.
 - i. This includes the Cities of Albion, Colfax, Colton, Dusty, Endicott, Ewon, Garfield, Hay, Johnson, Lacrosse, Malden, Mockonema, Oakesdale, Palouse, Pullman, Rosalia, St. John, Steptoe, Thornton, and Uniontown in Washington.
 - ii. This also includes the Cities of Genesee, Moscow, Potlatch, and Viola in Idaho.
 - iii. This also includes the areas surrounding and between the cities (homesteads, farms, and historical sites) and the ghost towns of Elberton and Silcott in Washington State.
- b. This collection also includes the Palouse Grasslands as a secondary area. We will only collect items pertaining to these areas on a case-by-case basis as it relates to the primary scope of the collection.
 - i. This includes the Cities of Cheney, Hooper, Kennewick, Medical Lake, Pasco, Pomeroy, Richland, Spangle, Sprague, Tekoa, Walla Walla, and Washtucna in Washington State. Pendleton, Oregon is also included.
 - ii. This also includes the Cities of Deary, Harvard, Juliaetta, Onaway, Princeton and Potlatch.
 - iii. Also included are the geological areas of Hell's Canyon, and the Hoodoo Mountains in Idaho State.
 - iv. This also includes the areas surrounding and between the cities (homesteads, farms, and historical sites).
- c. Inland Empire, Washington State, Idaho State, and Oregon State.
 - i. We will only collect items pertaining to these areas if they also address the history, development, and settlement of the Palouse region.
- d. We will also collect materials relating to the following due to their impact on the region:
 - i. The Whitman Mission and Massacre.
 - ii. The Coeur d'Alene, Nez Perce, Palouse, Spokane, Yakima, and Wauyukma tribes, as well as other tribes that had an impact on the region on a case-by-case basis.

- iii. The Corps of Discovery Expedition and other relevant Lewis and Clark materials.
- iv. Other early settlements in the Inland Empire or interior Pacific Northwest that also affected settlement in the Palouse Region.
- e. We will also collect both fiction and non-fiction materials by local authors.
 - i. Authors are considered “local” if they have had a lasting impact on the region or have spent a significant amount of their life in the region or are of interest to the local population.

3. Collecting Policy

- a. We will collect books, audiobooks, films, maps, oral histories, pamphlets, newspapers, and photographs.
 - i. We will prioritize collecting books, oral histories, maps, and photographs.
- b. We will not collect city, university, or state documents unless they have historical value to the Palouse Region.
 - i. The Washington State University Manuscripts, Archives, and Special Collections (WSU MASC) is the depository for the institution’s records of permanent value.
 - ii. The Latah County Clerk’s Office, Whitman County Genealogical Society, Whitman County Health Department, and Idaho State Vital Records office keep state and county birth, death, and marriage records.
 - iii. The Washington State Library is a depository for state documents.

- 4. Items from the Palouse Heritage collection will not circulate except by approval of library director or his/her designee. If we have a second copy, it will be added to the regular collection for circulation.

5. Selection Criteria

- a. History and ancestry of local families.
- b. History and contributions of local figures.
- c. History of local clubs, organizations, schools, churches, business, and institutions.
- d. History of the region and its people.
- e. Materials focusing on local foods, plants, trails, and outdoor adventures.
- f. Materials by local authors.

6. Gifts

- a. Donations in good condition are welcome.
 - i. Exceptions to the “good condition” criteria include rare or out of print materials that fill a specific gap in the collection.
- b. Scrapbooks and photo albums will be accepted only if they meet the following criteria:
 - i. Archival quality enclosures.
 - ii. All photos identified.
- c. 3-Dimensional items will be considered and we are willing to help potential donors find an appropriate facility for their item(s) if we do not accept them. We do not have the proper facilities to care for many of these items.
- d. Once given, all gifts become the property of Neill Public Library and will be treated on an equal basis with purchased materials with regard to the collection development and maintenance.
- e. We will not accept items that have a restriction on their use.

7. We reserve the right to withdraw materials that do not fit within the scope of the Palouse Heritage Collection. Withdrawn items may be offered to other institutions, donated to the Friends of the Library, or otherwise discarded.

For all other policy information please refer back to the Neill Public Library Collection Development Policy.

Adopted by the NPL Board June 11, 2014