



The Roots Cellar Collecting Policy

Mission: *The purpose of The Roots Cellar is to collect, preserve, and make available materials with permanent historical value of people, places, and events in Tuscarawas County. The Roots Cellar also provides general knowledge for the state of Ohio and other counties' significant happenings. The Roots Cellar educates the public and provides access to its materials in accordance with the mission of the Dover Public Library, which states, "The Dover Public Library is committed to being the center of community life in Dover, Ohio. It is our mission to support life-long learning by providing information and opportunities for personal enrichment and enjoyment to people of all ages and from all backgrounds in Dover and throughout the Tuscarawas Valley."*

Collecting Guidelines

CHRONOLOGY:

No limitations

GEOGRAPHIC SCOPE:

The Roots Cellar actively collects materials relating to Tuscarawas County and all cities, towns, townships and rural areas therein. The Roots Cellar also collects materials descriptive of surrounding counties and the state of Ohio, but the emphasis is on Tuscarawas County.

SUBJECT SCOPE:

Materials that are significant to the history of the county and subdivisions, materials that educate the public on historic events in the county, and materials which further the understanding of people, places, and events, past and present, in Tuscarawas County:

1. The History of Dover Public Library

The Roots Cellar serves as a repository to ensure the preservation of the accumulated inactive and/or non-current records of the Library and papers of its board, programs, and staff which have continuing value. Thus, the Roots Cellar is the corporate memory of the Library.



The Roots Cellar Collecting Policy

2. The History of the Steel, Coal, Oil & Gas, and Chemical Industries

These industries represent significant human activity that has defined the historical development of the Tuscarawas Valley. Consequently, the Roots Cellar seeks to collect primary source material created by individuals, organizations, and businesses that document the history of these industries in Dover and surrounding areas. The Roots Cellar (Dover Public Library) is also a local records depository for Dover Chemical Corporation.

3. The History of Politics and Government

The Roots Cellar seeks to collect primary source material created by individuals, civic and political organizations, and government that document the history of politics and government in the Tuscarawas Valley.

4. The History of Organized Labor and Labor Activism

The Roots Cellar seeks to collect primary source material created by individuals and labor organizations that document the history of labor, labor organizations, unions, and labor activism in the Tuscarawas Valley.

5. The History of Environmental Conservation and Preservation

The tension between our economic industries and environmental preservation is an important part of the history of the Tuscarawas Valley beginning in the latter half of the twentieth century and continuing into the twenty-first century. The Roots Cellar seeks to document this historical development through the collection of primary source material created by individuals, organizations, businesses, and government that document the history of environmental conservation and preservation.

6. The History of Religion and Religious Organizations

Settlers brought their religion with them to the Tuscarawas Valley, making this activity a significant component of the region's historical development. Consequently, the Roots Cellar seeks to collect primary source material that documents religious institutions and organizations.

7. The History of American Indians of Tuscarawas County

The local Indian tribes played a significant part in the success of communities in this area. The Roots Cellar seeks to collect materials relating to the past and current lives of American Indian tribes in the Tuscarawas Valley.



The Roots Cellar Collecting Policy

8. The histories and genealogies of families of Tuscarawas County

The local families of Tuscarawas County often have ancestors or relatives who have played a fundamental part in shaping and developing areas of the county. AS such, we collect any materials documenting the history or genealogy of these families (cited sources preferred).

TYPES OF MATERIALS:

The Roots Cellar maintains six regular collections of material type: Audio/Visual, Books, Digital, Documents, Images, and Yearbooks/Directories. Two of the six collections are subdivided as follows: Digital-Audio/visual, Digital-Documents, Digital-Images, Images-Maps, Images-Photographs, Images-Postcards, and Images-Prints

Other Considerations

Method of Acquisition:

- a. The Roots Cellar shall acquire objects for the permanent collection by way of donation, gift, purchase, or transfer from other departments.
- b. The Roots Cellar will have the right to freely display, preserve, and where necessary deaccession the material.
- c. The Roots Cellar will rarely accept conditional donations.
- d. The Roots Cellar Librarian will make decisions and recommendations on collections and/or transfers to the Roots Cellar. All recommendations will be documented and retained by the Roots Cellar.

Collection Criteria:

- e. Relevance: The materials must be relevant to the Roots Cellar's aims and objectives.
- f. Documentation: Priority will be given to materials with associated documentation and support material.

Acquisition Guidelines:

- g. The Roots Cellar Deed of Gift form must be completed in duplicate. One copy will be issued to the owner or agent, the duplicate copy must stay with the materials and be filed.



The Roots Cellar Collecting Policy

- h. The Librarian will access the donation and/or transfer for inclusion into the Roots Cellar collection. The Librarian's decision will be documented in the form of an Acquisition Database.
- i. Refused objects will be returned to the owner or agent.
- j. All objects received will be registered, numbered, and catalogued.

Before donating any records or materials, please review this policy and the list below to determine which items the Roots Cellars will accept and whether your materials or records are appropriate.

Materials not appropriate for The Roots Cellar:

1. Newspapers (if content of one article is significant, it will be photocopied and added to the Subject Files, and the original newsprint will be thrown away due to its high acidity). We will not collect entire papers or sections unless special circumstances warrant, for which the previously noted preservation guidelines will be followed).
2. Ephemera such as flyers, bulletins, and handouts.
3. Photocopies of original items.