

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 5400 SUZANNE G. LONG LOCAL HISTORY ROOM COLLECTION MANAGEMENT/  
DEVELOPMENT POLICY

\* indicates Public Distribution desired.

MISSION STATEMENT\*

The Suzanne G. Long Local History Room Special Collections supports the overall mission of the Hammond Public Library to provide quality information service through the acquisition and the maintenance and display of documents, printed materials, photographs and carefully selected artifacts which together portray an accurate representation of local history.

GENERAL HISTORY STATEMENT\*

“The Suzanne G. Long Local History Room Special Collections of the Hammond Public Library was established in the 1960s to attract, collect, organize, and preserve materials on Hammond and adjacent communities...” (Mrs Florence Cleveland, “Calumet Room Collection,” 1980. Hereafter cited as Cleveland, 1980).

STATEMENT OF PURPOSE\*

**Intended Use\***

“...for persons seeking information about past events, persons, organizations and geography of the area.”(Cleveland, 1980). The patrons are residents or former residents of Hammond and other local communities within the collective interest area. Some out-of-area patrons occasionally use the Suzanne G. Long Local History Room collections in-person to either locate and obtain copies of obituaries for genealogy research, view photographs out of the yearbook collection or to locate photographs of various buildings and structures within the interest area. Less frequently, students from local public schools and area universities will seek local history information, which is the speciality of the facility. The Suzanne G. Long Local History Room will make every reasonable effort to provide access to its material holdings and collections without regard to patron characteristics. However, the Suzanne G. Long Local History Room is not orientated toward providing full academic support for national or international historical research. Due to the web-hosting of indexed obituaries printed in the Hammond Times, many letters, e-mail queries, and occasionally telephone calls seeking to locate and photocopy obituaries and other types of information are received from all over the United States, Canada, and even European countries. Each query will be responded to as rapidly as possible.

**Scope\***

“The holdings include duplicate local history material currently in the circulating and reference holdings of the Library, local history material withdrawn from those holdings, and types of material not acquired for the Library’s circulating and reference collections.”(Cleveland, 1980). Those types of material include: original and duplicate documents, manuscripts, newspapers (both printed and microfilm), photographs and photographic negatives, directories, books, records, selected artifacts, metal plaques, diorama displays, tapestries, 16mm film, video and audio tape.