

## **Drake Community Library Archive Policy**

### **Library Commitment**

The Drake Community Library is proud to serve as a steward of Grinnell history. Our Archives are a vital community resource, preserving stories, records, and donated materials that reflect the life and growth of our town. We are committed to maintaining these collections for research, education, and public enjoyment, and we rely on the support and involvement of the community to keep this work alive. Community contributions have long been central to the Archive's growth, and while donations of materials are occasionally paused to allow staff to process existing collections, we deeply value the generosity and interest of those who wish to share Grinnell's history with us.

### **I. History of the Archives**

In 1999, volunteers began organizing materials donated by community members. Over the years, the Archive has grown through partnerships with local organizations and community volunteers. **We are actively seeking new collaborations and support to continue preserving Grinnell's history for future generations.**

### **II. Scope and Content**

The Archive contains materials of importance to our town spanning the early years of Grinnell to recent times, including GHS yearbooks, records from local organizations and businesses, and other items generously donated by community members. Some items are housed in a temperature- and humidity-controlled environment, while others are open to the public in the Iowa Room. Digital materials are available through our website. For a full list of items, visit [\*Local History\*](#).

### **III. Access Guidelines**

- Access is limited to protect rare and fragile materials and requires staff supervision.
- Patrons must be 14 years or older unless otherwise arranged with staff.

- Researchers must schedule an appointment through the link on the *Local History* page of [www.drakelibrary.org](http://www.drakelibrary.org).
- Each Researcher must register on their first visit and sign in on each subsequent visit.
- Materials generally cannot leave the library, though loans to other institutions may be arranged with authorization, written documentation, and care assurances.
- Authorization can be obtained from the Library Director or designated appointee.

#### **IV. Using Digital and Physical Materials**

- Many images are available through [Digital Grinnell](#).
- Materials may be used for personal, research, or educational purposes under fair use. Other uses require written permission.
- Always credit: “Drake Community Library, Grinnell, Iowa” and the creator (if known).
- Images may not be altered without approval, and the Library requests one copy of any publication using archival materials or notification of the website address if used online.

#### **V. Community Support**

The Archive is a community resource. We welcome volunteers, partnerships, and donations of expertise or time to help preserve and expand these collections for future generations.

Currently, we are unable to accept new archival donations due to a backlog of unprocessed materials. We appreciate the community’s understanding and continued support, and we will share updates when donations can resume.

Adopted: 3/22

Revised: 10/25