



Local History Room Policy

May 13, 2019

The purpose of the Rapid City Public Libraries' Local History Room is to acquire, preserve, and make available to the public materials documenting the history, development, and identity of Rapid City, its people and the surrounding community, including archives of the Rapid City local government as well as collections from individuals, businesses, and organizations related to the community.

The primary focus of the collection is on Rapid City history, West River Genealogy, the 1972 Flood, local Native American tribes, and library history. These collections are supplemented by online digital resources.

Conditions of Use

To support equal access to holdings while protecting rare and possibly fragile materials for current and future use, the following conditions have been established for users of the Local History Room at Rapid City Public Libraries. Failure to follow any of these conditions may result in loss of Local History Room access and suspension from the library.

- Library staff must provide admittance into the room.
- Pens or ink of any kind may not be used in the Local History room. Pencils will be provided.
- Eating and drinking are prohibited in the Local History Room.
- Materials must be handled carefully. Patrons are requested to keep archival materials in existing order. They are advised not to place bound materials face down, nor to lean on materials or write on or trace over materials.
- Materials in the Local History Room are for use within the room only and are not available for general checkout or for use elsewhere in the Library. Patrons who wish to make photocopies of materials must obtain the assistance of a staff member.
- The computer stations in the Local History Room are intended for research and are available on a first-come basis. Patrons using the computers must comply with the library's [Computer Use Policy](#); in addition, activities such as general web browsing, social networking, or gaming are not permitted.
- The climate-controlled Archives room is not accessible to the public. Patrons who wish to view materials from the Archives or need more in depth assistance using the Local History Room must make an appointment through [Book-A-Librarian](#) in advance.

Support for Patrons

- Patrons who are looking for instruction in the use of the Local History room are encouraged to use the [Book-A-Librarian](#) service to make 30-minute appointments for personal assistance.
- The library's online catalog contains the holdings of the Local History Room and Archives. Digital collections are available for access at computer stations located in the Local History Room.

Reproduction, Copyright, and Publication

It is the responsibility of patrons to obtain copyright clearance to publish or distribute any library materials. If a patron wishes to publish material from the Local History Room and has obtained the necessary permissions, the patron is asked to credit the Rapid City Public Libraries.

Collection Development Policy

Section 7.A.6 of the Rapid City Public Libraries' [Collection Development Policy](#) concerning South Dakota & Local History Collections describes the requirements for additions to the collection, deselection, as well as the use.

Donations

Donations to the Local History Room are reviewed and accepted at the discretion of the [Special Collections Librarian](#). The library does not perform appraisals of material for monetary or historical value.

Reviewed May 13, 2019; Created August 27, 2015