

Local History Center

About

The Local History Center was established by the Cutchogue New Suffolk Free Library in collaboration with the Cutchogue-New Suffolk Historical Council. The Local History Center is located in the renovated original choir loft in the 1862 building. The Local History Center provides an important historical benefit to the entire community by organizing and preserving local historical documents, books and other materials in a controlled environment.

Mission Statement

The Local History Center makes available a non-circulating collection of books, records, documents, and pictures documenting the history of Cutchogue, New Suffolk and Long Island.

Collection Policy

The Local History Center will house items made and/or used on Long Island, or associated with a person, place, or event on Long Island which are historically, culturally or aesthetically important to the history of primarily Cutchogue and New Suffolk. Materials will be properly stored, protected and preserved.

Gift Policy:

Gifts to the Local History Center follow the Library's *Gifts & Donations Policy*.

Protection of Intellectual Assets:

The intellectual assets of the Local History Center consist of the images of objects and documents in the collection, the images and content of programs, and the physical copies of objects in the collection. When permission is given to photograph, copy or otherwise use this intellectual property, permission is limited to a one-time use for specific purposes. The use and/or publication of any information obtained from this collection must be acknowledged as "Obtained with the permission of Cutchogue New Suffolk Free Library."

Access and Use of Materials:

The Local History Center is open when appropriate staff is on-site and available to assist patrons or by appointment. The collection is available for reference use only. Use of the following materials may be restricted: materials in the process of being arranged, fragile materials, or materials of exceptional value.

Access to and use of the collection is governed by these requirements:

1. Briefcases and other personal items are to be deposited at the entrance of the Local History Center.
2. Pencils (no pens) may be used in the research area.
3. Local History Center staff reserve the right to inspect all research materials and personal articles before a patron leaves the Local History Center.
4. Laptop computers, tape recorders, film/video equipment may be used in the research area upon prior approval.
5. Materials may not be removed from the room in which the Local History collection is stored. Patrons will receive one box, book, or folder at a time. Patrons are responsible for the careful handling of all materials made available. Records are to be maintained in the order in which they are received by the patron. Papers may not be re-arranged. Archival materials may not be leaned on, written on, traced over, or handled in any way that may damage them.