Rockingham County Public Library
Genealogy Collection Policy

Department: Library  Policy #: 2.7  Pages: 2
Prepared by: Michael P. Roche  Effective Date: 10/01/2017
Approved by Library Director: Michael P. Roche  Revised: __________
Approved by Trustees: Robert L. Pankey
County Manager
Signature: __________

The Genealogical Collection located at the Madison Mayodan Public Library, in the Linda C. Vernon Room, is a non-circulating collection of materials. Our most extensive collections are on the North Carolina counties of Rockingham, Stokes, Surry, Guilford and Forsyth, and the Southern Virginia counties of Patrick, Henry, Carroll and Pittsylvania. We also have a considerable amount of information on many other counties and states, with an especially good collection on Tennessee.

Linda C. Vernon Genealogy Purpose

The goals and objectives for the Linda C. Vernon Genealogical Room is two fold. The first is to act as a repository of information regarding the history of Rockingham County and the families from this area. The second is to act as a resource center for those looking into the history of Rockingham County and our neighbors.

- To obtain histories of Rockingham County.
- To obtain histories of North Carolina, vital statistics relating to North Carolina.
- To maintain historical works of significance for Rockingham County research.
- To maintain historical works of significance for our neighboring localities outside of Rockingham County and North Carolina.

The following materials and devices are permitted in the Linda C. Vernon Genealogy Room:

- Spiral or other bound notebook.
- Pencils
- Digital Camera/Cell phone
- Laptop Computer or similar device, flash drives

The following materials and devices are not permitted in the Linda C. Vernon Genealogy Room:

- Backpacks, purses, briefcases and totes.
• Coats
• Loose Papers

The library cannot be held responsible for items left anywhere in the Library.

Library staff and volunteers may be available to provide assistance. The availability depends upon staffing and how busy the library is at that particular time.

**DAMAGES AND LIABILITY**

The Library is not responsible for possessions left in the Linda C. Vernon Genealogy Room, Patrons may be asked to move their possessions to another location. Any individual using the Linda C. Vernon Genealogy Room shall be held responsible for willful or accidental damage to the Library building, grounds, collections or furniture caused by the individual or group in accordance with the Meeting Room Policy and Library Conduct Policy.

**Linda C. Vernon Genealogy Room Collection Development Policy**

The purpose of this collection is to bring together library materials and genealogies concerning Rockingham County and to make them available for research. Duplicate copies may be placed in the adult collection. The Collection will also house rare and valuable materials considered unsafe on the open shelves.

Gifts and donations are accepted if they are useful to our collection. Library Policy 2.4 outlines how Gifts to the Library system are handled. Local organizations' records stored within the library are property of the library and will be accessible to all users.

**Preservation & Maintenance:**

Special light covers and window shades will be used to protect materials from ultra-violet rays. Materials will be repaired and replaced if possible. Materials may be protected and preserved by any of the following: locked cases with restricted access, acid-free wrappers, and photocopiers. All items will be cataloged. This collection shall be housed separately from the other library holdings and shall be used under the supervision of a librarian. No loans shall be made unless expressly approved by the Library Director.