

Cheektowaga Public Library
Local History Collection & Special Collection
Development Policy

1. Purpose & Scope of Local History Collection

The purpose and scope of the local history collection is to preserve materials which document the history of the greater Cheektowaga area¹ and to make these materials available to researchers and the public. The Cheektowaga Public Libraries (hereafter referred to as “the Library” or CPL) stewards this collection for future generations.

Subject areas include but are not limited to: Local news and media publications², prominent institutions, events, and ethnic groups across the greater Cheektowaga area. Materials on these subjects will not be declined based on language³.

The collection houses materials in a variety of formats including, but not limited to: books, periodicals, pamphlets, posters, diaries, personal communications, maps, photographs, and scrapbooks. The collection does *not*, as practice⁴, accept materials in the following formats: three dimensional artifacts, government records⁵, print materials larger than 36" x 48", or born-digital records.

2. Preservation & Stewardship

Items in the collection, which are identified as “rare” or “scarce”, should be handled carefully and library security procedures will be consulted when making these items available to the public. Items, which are damaged or otherwise fragile, should be handled on a limited basis, as needed. Alternative modes of access, which preserve the original materials (such as photocopies or digitized copies) will be made available to the public in lieu of the original materials whenever this access would sufficiently suit the user’s information needs.

3. Purchases, Gifts, and Loans

Acquisitions will follow the Cheektowaga Public Libraries’ (CPL) collection development policies and CPL procedures for purchases utilizing private funds. Donations will be accepted

¹ Including, but not limited to: the Town of Cheektowaga, the village of Sloan, the village of Depew, and Cheektowaga, a census-designated place.

² Including but not limited to the Cheektowaga Bee, Cheektowaga Times, Depew Bee, and Depew Herald.

³ The library will accept relevant materials in languages other than English, but requests that donations of such material be accompanied by translations or other supportive documentation, whenever possible. Materials with accompanying documentation may be a higher collection priority than materials without such documentation.

⁴ The Cheektowaga Public Libraries reserves the right to accession select relevant records in the following formats at the discretion of CPL Librarians, Branch Manager, and Director.

⁵ The Cheektowaga Public Libraries will temporarily display governmental records for the greater Cheektowaga area as requested by municipal authorities. These items will be considered to be *housed by CPL temporarily* and will not be added to the Local History Collection unless they are found to be of lasting value to the Cheektowaga community.

provided that (a) there is a signed Deed of Gift form⁶ that legally transfers ownership of the materials to the Cheektowaga Public Libraries, and (b) the donor does not require unreasonable restrictions on use. Items will not be accepted on deposit except by separate signed agreement that is approved by the full library board⁷. Items accepted for exhibition will be considered a temporary loan and will be subject to the associated conditions and agreements⁸. Under special circumstances, items in Cheektowaga Public Libraries collections may be loaned to other institutions for exhibition.

4. De-Accession & Discarding Materials

Cheektowaga Public Libraries reserve the right to dispose of materials which are not suited or no longer meet the goals of our collections. Metrics for removal from special collections include 1) condition of materials, 2) duplication of services⁹, 3) use of materials, 4) ongoing relevance, and 5) spatial limitations. CPL Librarians may recommend items for removal when the above conditions are met.

Options for de-accession include, but are not limited to: returning materials to donors, selling items, and offering collections to other institutions (when feasible). Deaccession records must be created for any items removed from the collection¹⁰. Items which are recommended to be removed from the Local History collection will be approved for removal by the relevant Branch Manager and/or Library Director.

5. Duplication of Services & Collaboration

All collection development must consider the collections and events of other organizations & individuals to reduce duplication of services and limit resource strain across relevant parties. When deciding the circulating status to be assigned a given work, librarians will consider whether the materials are available in the Buffalo & Erie County Public Library (BECPL) system at other branches, as well as whether those items are under a circulating or non-circulating status. When items are already represented in a non-circulating status (ensuring preservation of the material)¹¹, duplicate items held by the Cheektowaga Public Libraries should be made 'circulating' copies whenever possible.

When appropriate, Cheektowaga Public Libraries may enter into collaborative arrangements with other organizations & individuals in order to preserve historical materials and / or to make them more widely available. Collaborative arrangements may include, but are not limited to, reference services, digitization initiatives, and displays of collection materials.

Adopted By the Cheektowaga Board of Trustees July 15, 2026

⁶ See Appendix B.

⁷ See Appendix D for *Temporary Deposit or Loan Agreement*.

⁸ See Appendix D for *Temporary Deposit or Loan Agreement*.

⁹ See also: 4. *Duplication of Services & Collaboration*.

¹⁰ See Appendix C for the *Deaccession Record Form*.

¹¹ A useful metric for consideration is to ascertain whether there are one (1) or more non-circulating copies available through the BECPL Grosvenor Room, Buffalo History Museum, Cheektowaga Historical Society, or other relevant preservation societies not listed here; and / or there are two (2) or more circulating copies available in the BECPL system.

Cheektowaga Public Library
Special Collections Development Policy

Reinstein Family Archives

Also known as the Reinstein Family Papers, the Reinstein Papers, & the Victor Reinstein Papers

1. Purpose & Scope of Reinstein Family Archives

The purpose and scope of the *Reinstein Family Archives* (hereafter referred to as “the Archive”) is to preserve materials that document the impact and legacy of the Reinstein family¹² and the social, political, and geographic conditions which facilitated their impact in Western New York. The Cheektowaga Public Libraries (hereafter referred to as “the Library” or CPL) aims to make these materials available to researchers and the public, as it preserves and stewards this collection for future generations.

Subject areas include but are not limited to: The personal matters and civic engagements of the Reinstein Family, ethnic groups such as the Russian and Polish communities of the greater Cheektowaga area, 19th and 20th century political organizing in the greater Broadway-Fillmore and Cheektowaga communities. Materials on these subjects will not be declined on the basis of language¹³.

The collection houses materials in a variety of formats including, but not limited to: personal communications, periodicals, pamphlets, governmental and corporation records, photographs (and negatives). The Archive does not, as practice, house materials in the following formats: items larger than 24” x 48”, three dimensional artifacts unsupported by other records.

2. Preservation & Stewardship

Items in the collection which are identified as “rare” as defined by archival authorities, should be handled carefully, and already-robust security measures should be strictly adhered to when making these items available to the public. Items which are damaged or otherwise fragile, should be handled on a limited basis. Alternative modes of access which preserve the original materials (including surrogates such as digitized copies) should be made available to the public in lieu of originals whenever possible, when this access would sufficiently suit the user’s information needs.

¹² We are particularly interested in documenting the lives and work of Boris Reinstein, Anna Reinstein, Victor Reinstein, Nadine Reinstein Kavinoky, and Julia Boyer Reinstein. These members of the Reinstein family were selected for their impact on the Cheektowaga, Buffalo, and WNY communities. Honorine Reinstein and Nahum Kavinoky are also valued figures for the collection.

¹³ The library will accept materials in languages other than English, but requests that they be accompanied by translations or other supportive documentation, whenever possible. Materials with accompanying documentation are of a higher collection priority than interviews without such documentation.

3. Purchases, Gifts, and Loans

Acquisitions will follow the Cheektowaga Public Libraries' (CPL) collection development policies and CPL procedures for purchases utilizing private funds. Donations will be accepted provided that (a) there is a signed Deed of Gift form¹⁴ that legally transfers ownership of the materials to the Cheektowaga Public Libraries, and (b) the donor does not require unreasonable restrictions on use. Items will not be accepted on deposit except by separate signed agreement that is approved by the full library board¹⁵. Items accepted for exhibition will be considered a temporary loan and will be subject to the associated conditions and agreements¹⁶. Under special circumstances, items in Cheektowaga Public Libraries collections may be loaned to other institutions for exhibition.

4. De-Accession & Discarding Materials

Cheektowaga Public Libraries reserve the right to dispose of materials which are not suited or no longer meet the goals of our collections. Metrics for removal from special collections include 1) condition of materials¹⁷, 2) duplication of services¹⁸, and 3) spatial limitations. Options for de-accession include, but are not limited to: returning materials to donors, selling items, and offering collections to other institutions (when feasible). Deaccession records must be created for any items removed from the collection¹⁹. Items which are recommended to be removed from the Reinstein Family Archives will be approved for removal by the Library Director.

5. Duplication of Services & Collaboration

All collection development must consider the collections and events of other organizations & individuals to reduce duplication of services and limit resource strain across relevant parties.

When appropriate, Cheektowaga Public Libraries may enter into collaborative arrangements with other organizations & individuals in order to preserve historical materials and / or to make them more widely available. Collaborative arrangements may include, but are not limited to, reference services, digitization initiatives, and displays of collection materials.

Adopted By the Cheektowaga Board of Trustees July 15, 2026

¹⁴ See Appendix B.

¹⁵ See Appendix D for *Temporary Deposit or Loan Agreement*.

¹⁶ See Appendix D for *Temporary Deposit or Loan Agreement*.

¹⁷ Including, but not limited to, items which are health and safety hazards.

¹⁸ See also: 4. *Duplication of Services & Cooperative Agreements*

¹⁹ See Appendix C for the Deaccession Record Form. 4

Appendix A: Appraisal Questions

1. Did the donor create the materials?

- a. If not, does the donor *own* the materials?
- b. If yes, is the donor willing to sign a deed of gift that *transfers ownership* to the library?
 - i. If not, is the donor willing to sell the materials to the library?
 - 1. Can the library afford to purchase the materials?

2. Do the materials fall within our collecting area?

- a. See “Purpose & Scope of Special Collections”, Special Collection Development Policy, Cheektowaga Libraries

3. Who created the records?

- a. Did this person or group play an important role in the community?
- b. Was this person or group representative of the community as a whole, or representative of a group within the community?
 - i. Is this group underrepresented in local archives?
 - 1. *Note: Groups underrepresented in both local and national archives warrant further consideration, within the limitations of our institution.*
 - ii. Is this group sufficiently represented in our collection?

4. Why were the records created? Do the records provide information beyond this initial purpose?

- a. Does a diary record just the weather, or does it also detail community events and people?

5. Is this information available somewhere else?

- a. A little research can go a long way in answering this question. Examine the published histories in your collection. Think about what other area repositories have.
- b. Issues to think about include:
 - i. AGE: the older an item is, the less likely it is duplicated somewhere else;
 - ii. SCARCITY: how often do you see items like this? You may want to contact colleagues at other repositories to confer on this question.

6. Do we have similar materials already?

- a. This is tricky because you can decide to keep or not to keep with either a yes or a no answer. If the answer is yes, then the follow-up question is, “Does it duplicate what we already have, or does it add depth to our collection in this area?”
 - i. If the answer is no, then the follow-up question is “Does it fill in a gap, or is it outside of our collecting area?”
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7. Does it document prominent citizens and/or everyday folks (“non-elites”)?

- a. Which is documented more heavily in your collection?
- b. It is important to strike a balance between preserving information about well-known or high-status individuals or groups and filling in gaps with documentation of under-represented and/or historically oppressed populations. These groups include, but are not limited to, racial, ethnic, gender, or sexual minorities; poor and working-class people; the disabled community; & immigrants, refugees, & asylum seekers.

8. How complete are the records?

- a. Do they document a short period of time, a lifetime, or something in between?
- b. Are there gaps in the dates that would make research difficult?
- c. *Note: Unidentified photographs are another example of an incomplete record.*

9. How large is the collection?

- a. What is the proportion of useful material to the overall size? Size will play a factor in not only the amount of shelf space devoted to it, but it will be costly in terms of supplies.

10. Are the records in a discernable order, or are they in chaos?

- a. The time needed to arrange a collection for use should be a factor in your appraisal decision.

11. What kind of physical condition are the materials in?

- a. What are the preservation needs? Will you need to impose strict handling procedures?

12. Will the format cause problems in the future?

- a. Oversize materials have special storage and preservation needs. Film and video are very fragile media that may need to be transferred in the future. Electronic records such as an author’s draft novel on computer disk will also need to be updated as word processing programs and operating systems change.

13. Is there any information that is restricted?

- a. Examples include student information or medical information.
- b. Has the donor imposed any terms or restrictions on use (i.e. reproduction, publication, accessibility, etc.)?
- c. *Note: The collection development policy prohibits donors from including “excessive restrictions on use” in their conditions for donation.*

Appraisal Worksheet

	Yes	No
Liability and Scope		
<i>Does the donor own the materials & are they willing to donate or sell the collection to the library?</i>		
<i>Do the materials fall within our collecting area?</i>		
Assessment of Value to Collection		
<i>Did this person or group play an important role in the community?</i>		
<i>Is this group underrepresented in local archives?</i>		
<i>Do the records provide information beyond this initial purpose?</i> • <i>Think: why were the records created?</i>		
<i>Does it document prominent citizens and/or everyday folks ("non-elites")?</i>		
Duplication & Logistics		
<i>Are these records unique, or do they otherwise fill a gap in our archives?</i> • <i>Think: Do we have similar materials already? Is this information available somewhere else?</i>		
<i>Are these records fairly complete?</i> • <i>Think: do they require additional records not already in the collection to make sense of them?</i>		
<i>Do we have (digital and/or physical) space in the archives for these materials?</i>		
<i>Are the records in a discernable order already?</i>		
<i>Physical Records: Are the records in decent physical condition, or can they easily be restored to a stable state?</i> • <i>Think: Are the records going to risk the archives incurring damage (i.e. pests, mold, off-gassing)?</i>		
<i>Digital Records: Is the format stable without significant intervention?</i> • <i>Think: Is this digital format proprietary, or likely to change/corrupt in the near future?</i>		
<i>If Part of Complete Record is Restricted: Are there clear parameters around when this information can be made available, or certain communities who are permitted to access the restricted records?</i> • <i>Think: Is it appropriate for the library to hold this information until a time when it can be made public?</i>		

Liability & Scope – suggested metric: materials worth adding to the collection will warrant a “yes” in 2/2 boxes.

Assessment of Value to Collection – suggested metric: materials worth adding to the collection will warrant a “yes” in at least 2/4 boxes.

Duplication & Logistics - suggested metric: materials worth adding to the collection will warrant a “yes” in at least 3/7 boxes.

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Appendix B: Deed of Gift

Statement of Gift

I own the materials described below and voluntarily donate them to the Cheektowaga Public Libraries to become its permanent property and to be administered in accordance with established policies. The purpose and intent of this gift is to transfer and assign all rights, title and interest I possess to these materials to the Library, except as specified below. The Library may use its discretion to dispose of material inappropriate for its collections, unless instructions to return unwanted materials to the donor are outlined below.

Description of materials:

Restrictions on the use of and/or access to these materials:

Signature of Donor or Agent

Date

Signature of Library Representative

Date

Donor Name & Address:

Donor Phone & Email:

Appendix C: Deaccession Record Form

Title/Object Being Removed from Collection:

Description of Material:

Reason for Removal:

Plan for Deaccession:

☐ Sale

☐ Donation

☐ Discard

☐ Other:

If other:

If sale, donation, or applicable other – where will this material be housed?

Approved by:

Date:

Appendix D: Temporary Deposit or Loan Agreement

This form reflects an agreement where ownership of materials remains with the depositor, but where the archive collection can be accessed via the Cheektowaga Public Libraries (CPL). CPL will only accept deposits on temporary loan subject to both parties agreeing to terms. Material selection for temporary deposit is informed by the guidelines stated in CPL's Special Collections Collection Development Policies.

CPL will appraise all materials at the time of deposit by examining the collection for evidence of duplicate items or for items felt to be unsuitable for temporary deposit. CPL will then dispose of the material or return it to the depositor. *Please indicate which (1) course of action is preferred for materials **not** selected for temporary deposit.*

☐ The depositor requests CPL to endeavor to *return* material identified for disposal under the policy stated above.

☐ The depositor hereby authorizes the CPL to *dispose* of material identified under terms stated above.

In the event that the deposit (or parts of it) needs conservation work before it can be made available to researchers/the public, it is understood that the depositor will reimburse the Cheektowaga Public Libraries with any such costs if/when the deposit is withdrawn from the custody of Cheektowaga Public Libraries.

In some circumstances it will be necessary for CPL to draw up a more detailed deposit agreement based on the initial information provided on this form.

☐ I offer to loan the item(s) listed below for the use of the Cheektowaga Public Libraries for _____ ☐ *months* ☐ *years*. These items will be made available to researchers and the general public through their Special Collections.

☐ The Depositor agrees that all personal and sensitive data which is contained within this archival deposit may be made freely available to researchers and the general public.

Accession Number: _____

Name/Reference Number of Collection: _____

Depositor

Name of depositor: _____

Address: _____

Tel: _____

Email: _____

Owner (if different)

Name of owner:

Address:

Tel:

Email:

Provenance of Collection*:

Where possible please provide details on the following: name of creator; immediate source of acquisition or transfer; admin/biographical history of collection (e.g. place and date of origin, subsequent custodians/owners, related collections, existence of copies etc.)

Extent - e.g. number of boxes*:

Scope and Content of the Collection – brief summary*:

Existing Finding Aids and System of Arrangement – brief details*:

Director

Date

Depositor

Date

Owner

Date

** Additional documentation or notation can be included as appendices or attachments to this form, as-needed.*