



CHICOPEE PUBLIC LIBRARY

449 Front Street
Chicopee, MA 01013

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Donating to the Chicopee Room

The primary purpose of the Chicopee Public Library's History Room is to promote the study of the history of Hampden County with a special focus on Chicopee. We actively collect manuscript material, photographs, and records that support research into the history of Chicopee politics, communities, and cultural life, as well as material documenting the history of families and businesses associated with Chicopee. This includes materials from before 1848 when Chicopee was still a part of Springfield. We are especially interested in:

- Materials that record the history and development of the City of Chicopee.
- Materials that document the history and ancestry of the City of Chicopee and greater Western Massachusetts area families and individuals.
- Materials that record the cultural heritage of past and present ethnic and religious groups in the community.
- Materials that contribute to a better understanding of area geography, demographics, industry, and architecture.
- Materials written by or attributed to local authors, fictional works set in the City of Chicopee and the greater Western Massachusetts area, and critical and biographical works about locally or regionally significant individuals.
- Materials that provide instruction relating to genealogy, local history, preservation, historic architecture, oral history and other topics related to local and family history.

The Chicopee History Room gladly considers donations that fall into the categories listed above and which conform to the criteria listed below. Decisions regarding acceptance of donations will be made through the Reference Department with the approval of the Library Director. Larger items will also need to be approved by the Trustees of the Chicopee Library.

Donations should:

- Be consistent with the mission and collection development goals of the History Room.
- Build on existing collection strengths, or establish a new collection strength consistent with the mission of the History Room.
- Have strong research, educational, or exhibit value.
- Not duplicate existing materials within the collection.
- Be free of mold, insects, moisture and other factors that could present a hazard to existing collections.
- Be in usable condition and not require extensive preservation measures.
- Be within the ability of the Chicopee Public Library to store and care for the long-term needs of the donated materials.

Items will not be accepted on a temporary-loan basis. Exceptions are made when items are for display in a temporary exhibit.

The Donation Process: Contact Reference Librarian Harvey Chauvin at 413-594-1800 x109, hchauvin@cwmars.org or send a letter describing the materials you may wish to donate. Acceptance of donations is contingent on the Librarian's examination of the items, application of the above criteria, and the signing of a formal deed of gift.

*Approved by the Board of Library Trustees: January 7, 2014
Amended by the Board of Library Trustees, May 9, 2022*