

Randall Library – Stow, MA
100-00023 – Rev 01 – February 2020
Whitney Room Security Policy

Randall Library Whitney Memorial Room Display and Security Policy

In 1926 the Whitney Memorial Room was added to the Randall Library for the purpose of housing items of historical value. The Randall Library Board of Trustees and Director welcome the temporary housing of historical items relevant to the Randall Library and Town of Stow, MA.

The following guidelines are put in place to ensure the relevant collection and security of all items:

- All collections are temporary. The length of an exhibit and the installation plan will be determined in advance in conjunction with the Library Director and the Board of Trustees.
- The Randall Library Board of Trustees and Library Director will make final determinations about all collection content.
- As stated in its Collection Development Policy the Library is committed to presenting diverse points of view, this applies both to its general collection and in its exhibits.
- The glass cases housing the historical items will remain locked at all times. The Library will have a set of keys to manage the security of all items since the Whitney Room is open to the general public. None of the library staff, Town of Stow employees, library patrons, nor members of the Randall Library Board of Trustees will be held responsible either financially or physically for the safety and security of items on display.
- Collections should not contain objects of high value or unique and/or rare materials as the safety and security of exhibited items cannot be guaranteed by any Town of Stow employees or volunteers from loss, theft, or vandalism.
- Collections must be presented in a manner that does not pose a risk of physical injury to library patrons or staff.
- Collections must fit safely into display cases, library shelves, and wall spaces provided. Free standing exhibits will need to be approved of by the Stow Fire Chief and/or members of the Stow Building Department in advance of installation.
- The person or groups displaying items are responsible for the installation and removal of objects exhibited. If items are not removed from the library grounds by the end of the length of the agreed upon exhibit time, the exhibitor will be responsible for any costs that the Town of Stow or the Randall Library acquire due to any objects removal or disposal.

Revised on February 11, 2020