

Bullis Room Policy: Introduction

The Bullis Collection is a local collection placed that was placed in the care of Macedon Public Library in 1980. Jeanette “Nettie” Bullis named the library in her will and testament as the trustee of the collection and offered a trust to take care of the books.

The library is a municipal public library and, as such, the Town of Macedon is the lead agency for the trust granted for the care and maintenance of the collection. The interest from the trust must be used to care for the collection, but the principal must remain untouched.

The interest shall be used solely to maintain the items in the collection. Interest may be spent to reimburse the library for payroll hours spent on cataloging and organizational needs of the collection.

Circulation of Bullis Room Items

BOOKS:

- The books in the Bullis Collection have a wide variety of values. As such, decisions concerning the circulation of the books shall be made based on the value of the book in question.
- In general, patrons shall be encouraged to use all books in-house. However, depending on the need and extent of use required by the patron, the book may be loaned for a period not to exceed two weeks with no renewals.
- Any book exceeding \$100 in value will be highly discouraged as a candidate for circulation except for in exceedingly special circumstances to be determined by the Director.
- If loaned, each book must be loaned within a plastic bubble sleeve with a box encasing it to protect the item as much as possible.

ARTIFACTS:

- Non-book items shall include (but not exclusively be limited to): letters, pamphlets, rocks, photographs, post cards, personal artifacts, diaries, journals, maps, folios and official papers. These items will further be described as Bullis “Artifacts.”
- Artifacts are exclusively loaned to museums, libraries, schools and historical organizations requesting their use for in-house events or exhibition purposes. The artifacts in question may be loaned up to 8 weeks with no renewals.

Circulation of Bullis Room Items

(Continued)

Items shall be loaned using protective coverings and sturdy cardboard boxes or plastic totes to ensure the items are kept as safe as possible in-transit.

Lost or Damaged Items

If a Bullis Collection book or artifact is borrowed and it is lost, the person or organization borrowing the item shall be responsible for paying the appraised value of the item to the library.

Failure to make amends will result in legal action.

If the item is damaged, the borrowing patron or organization will be responsible to pay for the professional appraiser to reappraise the item and any costs of repair associated with the damage.

Failure to make amends will result in legal action.

Care & Maintenance

INVENTORY

The Bullis Collection shall be inventoried by volunteers every five years. A member of the library staff shall generate a shelf list. Volunteers will use this list to compare what is on the shelves with what is listed and a report of all missing items shall be created. The Town of Macedon Historian shall be given the list of any missing items, and make a decision regarding the replacement of the item(s).

Any missing items that are not marked for replacement shall have their records deleted from the library's circulation system. The Town of Macedon Historian shall make updates in the Bullis Excel Database C as needed.

CARE OF LEATHER BOUND BOOKS:

The leather bound books in the Bullis Collection should be treated with neats oil every 5 years or so.

Directions for use: Put a couple of tablespoons in a small glass bowl and heat in the microwave for 10-20 seconds. Dip fingertips in the oil and gently rub into the leather. Let dry for 24 hours and then wipe down with soft cloth and put back on shelf. If it doesn't feel dry, it doesn't go on the shelf.

BOOK REPAIR

From time to time, books will need some repair. Simple glue such as Elmer's can be used for bindings. Some need to be completely

Care & Maintenance

reconstructed. Cloth, boards, endsheets, Jade glue, and all the supplies needed to complete the job shall be available from the library.

Books and notes on repair are available in the Bullis Room. The information is kept in red binders and labeled “Book Repair.”

CARE ASSOCIATED WITH SEASON

The windows and window sills in the Bullis Room must be checked every morning in the winter for condensation.

Condensation must be wiped dry to prevent the materials in the room from becoming moldy.

The door to the Bullis Room must always be kept shut to maintain the appropriate humidity level within the room. This must be adhered to year-round.

APPRAISAL:

Every five years an appraiser shall be hired to evaluate all items in the collection . The money accrued from the trust shall be used to fund the appraisal. The appraisal report shall be kept in the safe. Following the appraisal an inventory shall be done.

Organization

The Bullis Collection is in subject matter order as of June 30, 2017. Following subject placement, the books are then filed by the author's last name. In the case of an editor or no author, books are filed by title.

In the case of biographies, the books are filed by the subject (person the book is about).

The Bullis Excel Database C shall be used to aid in finding materials.

The library is aiming to re-organize the collection using the Dewey Decimal System. Books will be covered using archival quality mylar covers. They will receive a barcode and a spine label. Records will be added to the circulation system.

Upon the entire collection being re-organized, the Bullis Excel Database C shall be used primarily for appraisal values. The library aims to eventually put the information from the Bullis Excel Database into the library's Google Drive account.

Donations & Acquisitions

DONATIONS:

Donations of the following will be accepted for addition to the Bullis Collection:

- Items of titles lost in the fire that do not have representation in the collection at this time
- Artifacts that have provenance directly associated with members of the Bullis Family that inhabited the Bullis House at 1727 Canandaigua Road.
- Items of a size that is able to fit within the room the collection is housed in without having to rearrange the room
- Items that do not exhibit signs of mold or fungus

If an item is donated to the Bullis Collection and the collection already contains the same, exact item, the item may replace the original item if:

- it is in better condition the original Bullis Collection item
- contains no details of provenance

Donations of the following will be accepted for placement within the Bullis Room, but ownership by Macedon Public Library:

- Locally historically significant items
- New York State historically significant items
- Artifacts that enrich the environment of the Bullis Room as determined by the library director
- Items of a size that is able to fit within the room the collection is housed in without having to rearrange the room
- Items that do not exhibit signs of mold or fungus

Donations & Acquisitions

Suggestions may be made for the placement of items not accepted. For example, large pieces of furniture may be recommended additions for the historically preserved Bullis House at 1727 Canandaigua Road by contacting the Landmark Society.

In the past, the Bullis Collection has received items from the following families:

- Knapp
- Bills
- Rudovitz
- Rothfus

Monetary donations in excess of \$99.99 will be treated as grants. The money will be targeted for a particular need within the collection and be spent only on materials or programming that fulfill that explicit need.

Donations & Acquisitions (Continued)

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DUTIES

LIBRARY DIRECTOR and STAFF and VOLUNTEERS

- Organization of collection
- Cataloging of collection
- Hiring of appraiser
- Generating Inventory List
- Overseeing volunteers who do inventory
- Overseeing use and borrowing of materials
- Overseeing daily volunteers doing various tasks

HISTORIAN

- Using the appraisal list to make decisions regarding the replacement of materials
- Programming targeted at children, teens, or adults offered quarterly (offering to each audience at least once per year is preferred)
- Promotion of collection to other organizations
- Outreach to other organization using collection materials

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