

LH PHOTO COLLECTION GUIDELINES

POLSTER PHOTOGRAPHS

Collection Description

The collection consists of almost 600 photographs of our area, with concentrations on downtown Lockport, during the 1940s, 1950s, and 1960s; shots of the Erie Canal from various vantage points and at differing times of the year; and pictures of most of Lockport's schools, churches, civil buildings, and industries. The photos were made available to the Library through the generosity of Mr. Edwin Polster, who was for many years the official photographer of Harrison Radiator Division, and whose hobby was recording the architectural history of Lockport. Photos dated prior to 1940 were re-photographed by Mr. Polster; the source of the material and the original photographer is unknown.

Guidelines for Use

The Library wishes to make its photograph collections as widely available as possible while carefully maintaining the physical and intellectual integrity of the collections. Observance of these policies and procedures will meet the needs of the public as well as assure the preservation of the collections.

Access to the Collection

- Copies of the photographs are stored in white three-ring binders in the Local History Room.
- The photographs are grouped according to subject and numbered sequentially.
- There is a printed index in a binder next to the photographs.
- You may browse through these binders in the Local History Room or view the collection online at <https://nyheritage.org/collections/polster-photographs-lockport-ny>.

Requesting Copies of Items in the Collection

As a public service, the Library arranges for the reproduction of materials from the Library's Local History photograph collections. In order to preserve irreplaceable library materials, all photographic and digital copies of materials in the Library collections will be produced by the Library staff or the photograph duplication service provider selected by the Library.

- Photocopies may be made at a cost of \$0.15 per copy.
- If you'd like to have a digital copy of one of the photographs, please fill out a **REQUEST FOR PHOTOGRAPH DUPLICATION** form. The image will be emailed to you. It may be several days before the image is emailed to you. **There is a \$5.00 charge for this service.**
- If you'd like to have a print made, please fill out a **REQUEST FOR PHOTOGRAPH DUPLICATION** form indicating so. When the print has been made, we will contact you to pick up the print from the library. **There is a \$10.00 charge for each print requested.**
- ALL CHARGES ARE DUE AT THE TIME THE DIGITAL COPIES OR PRINTS ARE REQUESTED and are payable in cash or check payable to the Lockport Public Library.
- If you intend to publish any of the photos, please fill out a "Request for Permission to Publish Library Photographs" form.