

**APPOMATTOX REGIONAL LIBRARY  
SYSTEM**

**LOCAL HISTORY AND  
GENEALOGY COLLECTION  
COLLECTION DEVELOPMENT POLICY**

## SECTION ONE: MISSION

### 1.1 Mission Statement 1/19/10

The Local History and Genealogy Collection (LHGC) of the Appomattox Regional Library System (ARLS) in cooperation with local historical societies acquires, organizes, preserves, and provides access and guidance to materials that document the social, cultural, political, and economic heritage of the area it serves.

## SECTION TWO: COLLECTION PRIORITIES, LIMITS, AND LEVELS

### 2.1 Primary and Secondary Sources 1/19/10

Primary source material documenting the history of the ARLS service area is given the highest priority. Secondary sources that supplement, provide background to, or enhance the chronological and geographic coverage of the LHGC are also acquired according to the specific limits and priorities listed below.

### 2.2 Chronological and Geographic Limits 1/19/10

Selection is based on the following chronological and geographic limits and priorities. Current holdings which fall outside of these limits will be retained only if they support the purpose of the LHGC and assist users in understanding material which is within these limits.

The area served by ARLS includes present day Hopewell, Prince George County, and Dinwiddie County. Due to the location of the local history collection in Hopewell, and the existence of local history collections in all three jurisdictions served by ARLS, acquisition of materials is given the following priorities. With few exceptions no attempt will be made to collect copies of materials already in possession of local history societies. ARLS will fully cooperate with the historical societies in determining where specific archives should reside.

- A. Materials pertaining to the City of Hopewell since its incorporation in 1916.
- B. Materials pertaining to the village of City Point (now within Hopewell corporation limits) and the settlement of the area by English colonists, circa 1607.
- C. Materials pertaining to the development of Prince George County since its founding in 1702.

- D. Materials pertaining to Dinwiddie County that only refer to its relationship with those areas designated in A, B, or C above.
- E. Materials pertaining to above designated areas prior to 1607 that pertain *to* Native Americans who lived or whose culture seriously impacted the area within 50 mile radius of the City of Hopewell.
- F. Materials on local history, archaeological sites, and Native American societies not within 50 miles of the City of Hopewell are not collected.

2.3 Subject Areas Collected 1/19/10

LHGC includes materials in all subject areas within the stated chronological and geographic limits, with particular emphasis on the social, cultural, political, economic, literary and military history of the City of Hopewell, the County of Prince George and the County of Dinwiddie.

2.4 Formats Collected 1/19/10

LHGC is an integrated collection that acquires documentary material recorded primarily in the written word and pictorial methods. These are typically recorded on paper and machine readable formats including monographs, manuscripts, textual records, correspondence, narratives, bound volumes, periodicals, maps, drawings, plans, microforms, photographs, sound recordings, films, videocassettes, DVDs, pamphlets, and prints. Three-dimensional objects, sculpture, and textiles will not be collected as these objects will be best made available to the public through displays at the local historical societies and museums. Preservation techniques are beyond the LHGC capabilities. Equipment as practical is provided to permit public access to all collected formats.

SECTION THREE: NOTES ON SPECIAL FORMATS

3.1.1 Clipping Files 1/19/10

The Clipping File consists of clipped or photocopied articles from regional newspapers, reports, histories and periodicals. Clippings are not kept for any articles that are available at ARLS in machine readable form such as microfilm or digital computer files. Also, any paper copies of articles and other paper records that are digitized at or for ARLS will not be kept in paper format unless an established significant value is known for the original.

3.2 Languages 1/19/10

The collection consists primarily of works in the English language. Materials in other languages are collected only if they include significant unique and specific content for the geographical and chronological specifications as defined above.

3.3 Literature, Biographies, and Children's Materials 1/19/10

Works of fiction, poetry, drama, biography, and children's materials may be collected if they are of significant historical value within the scope of the LHGC as defined by this policy. A work may be of significant historical value if it provides unique and accurate historical information, or it documents an important perspective on local history. Further the geographical and chronological specifications defined in Section 2.2 apply in the acquisition and preservation of these works.

3.4 Local Authors 1/19/10

Works of authors from the ARLS service area and surrounding areas may be collected in the LHGC based on the other sections of this policy or if it is determined that the work has enduring value and the work is not more appropriate elsewhere in the collection.

3.5 Library and Municipal Records 1/19/10

Library and municipal records will not be transferred to or accepted by the LHGC until Library or local government officials have determined that such records are inactive. Records accepted by the LHGC must be of significant historical value within the scope of the LHGC as defined by this policy.

3.6 Local and Regional Government Publications 1/19/10

Documents published by local and regional government agencies may be retained in the LHGC if they are of historical significance for the ARLS service area. Because of the volume of documents published and space limitations, documents which relate primarily to other jurisdictions and documents which are available in other publicly accessible collections in the local area are generally not included. Draft documents are generally not retained when final versions are available.

Private audio or video recordings, including those of public local government related meetings, may be briefly cataloged and retained only while the content is of current community interest and if they are not stored elsewhere in the community.

3.7 Partial Records 1/19/10

No partial archival collection will be accepted if significant portions of the collection have already been deposited in another facility, and partition of the collection would adversely affect its integrity or research value.

3.8 General Reference Materials 1/19/10

In order to aid the user and staff some basic reference books may be added to the LHGC that already exist in the general ARLS reference collection. There may also be a few cases where general reference books such as Civil War records books may be kept in the LHGC as opposed to the general reference collection.

SECTION FOUR: MAINTENANCE OF COLLECTION

4.1 Gifts 1/19/10

The LHGC will not accept donations of materials without legal transfer, deed of gift agreement, or other official acknowledgment. Gifts are acquired or declined based on the criteria established in the ARLS Collection Development Policy. The LHGC will not accept collections that are closed to public access in perpetuity.

4.2 Collection Maintenance 1/19/10

The Library reserves the right to dispose of any materials within the LHGC, subject to the terms of acquisition and the scope of the LHGC as defined by the ARLS Collection Development Policy. ARLS will attempt to locate an appropriate repository for historically significant materials which are determined to be outside the scope of the LHGC. Items with monetary value may be sold as specified in the ARLS Collection Development Policy.

4.3 Borrowing and Returning 1/19/10

Materials loaned to or deposited with the LHGC will be accepted only when they are within the scope of the Archives and Local History Collection as defined by this policy and all conditions of the loan or deposit are stipulated in writing and approved by the Library Director.

#### 4.4 Legalities

1/19/10

The copyright law of the United States (Title 17, United States Code) governs reproduction and other uses of copyrighted material. It is the user's responsibility to secure legally required permissions for the use of the LHGC materials from the holders of any copyrights or literary rights. Users are liable for any copyright infringement. Reasonable efforts will be made to secure or identify the holders of rights to materials acquired for the LHGC. Staff will assist customers wishing to use the LHGC on materials by providing any available information.

#### 4.5 Cooperative Agreements affecting the LHGC

1/19/10

The LHGC will seek to establish cooperative programs with other area historical organizations in collection development, access, and public information. Resource sharing with other libraries and historical collections will include exchange of information about collections and collection administration. Staff will investigate the potential for creating a shared electronic catalog of local historical resources. Consideration will be given to the development of a cooperative documentation strategy for the ARLS service area and surrounding areas.