

# **Genealogy/Local History Collection Development Policy**

## Library's Mission Statement

*The mission of the Friench Simpson Memorial Library is to deliver diversified services to engage and strengthen our community with excellent customer service in a welcoming environment.*

## Overview of the Library

The Friench Simpson Memorial Library is located in Hallettsville, Texas and was opened in 1965. The library makes available diverse materials reflecting differing points of view, and our mission is to provide access to information for all users.

## Service Priorities

- to provide materials documenting the history and development of the City of Hallettsville and Lavaca County, Texas
- provide experienced and non-experienced researchers with tools and resources to address their individual and unique research questions
- provide how-to manuals and introductory materials on the pursuit of genealogy and local history research
- aid the experienced researcher with a wide selection of primary and secondary resources in a variety of formats

## Purpose of Policy

The purpose of this collection development policy is to serve as a blueprint for the public, the library advisory board, the governing officials, community members, and the library staff detailing the way in which the library develops the genealogy/local history collection. Since the library is not able to acquire or retain all print and digital materials, it must establish guidelines that explain what materials it collects and why. This individual policy presents the guidelines followed by the Friench Simpson Memorial Library for the Genealogy and Local History Department of the library.

## Authority

The final authority for the Library collection rests with the director of the Friench Simpson Memorial library. The library director may delegate selection responsibilities to staff but is ultimately responsible for the collection and has full authority to approve collection development decisions.

## Collection Definition and Material Formats

The primary goal of the genealogy/local history department collection is an emphasis on Hallettsville and Lavaca County, Texas. When available and financially possible, the library also collects sources from geographically contiguous counties and geographical areas in Texas and worldwide that directly affected immigration into Lavaca County.

Material formats available include books, microfilm and microfiche, periodicals, maps, pamphlets, photographs and negatives, and ephemera.

### Selection Criteria

The selection criteria for the genealogy/local history department follows the basis criteria of the general collection development policy with the addition of the following collection specific criteria:

- Geographic Criteria:
  1. The primary and secondary sources for Lavaca County and its contiguous counties (Fayette, Colorado, DeWitt, Gonzales, Jackson, Victoria)
  2. When financially possible, the library will collect primary and secondary sources for countries that directly affected immigration into Lavaca County
- Family Histories: family histories are not purchased with library funds, but gifts of family histories in our established geographical area are accepted and added to the collection.
- Unpublished Materials: unpublished material, including but not limited to personal research notes, copies of documents and ephemera donated to the library will be added to the family vertical files.
- Literary Value: literary value is not a requisite. The information presented is more important than the author's style. Usefulness to a researcher is a major consideration as is the rarity of the item.

### Gifts

*See: Library Donations Policy and Monetary Donations Policy*

In attention, gifts and bequests of genealogy and local history materials will be accepted by the library with the understanding that they will be retained on the basis of the criteria put forth in this policy.

The library does not actively collect artifacts, local or otherwise. Exception will be given to minor pieces acquired for room décor. All other items will be referred to the Lavaca County Historical Museum.

All materials accepted by the library for this collection will become the absolute property of the French Simpson Memorial Library.

### Collection Maintenance

Due to the rarity of the items in the collection, weeding is prohibited.

### Reconsideration Policy

Any person has the right to express concerns about library resources and expect to have the objection taken seriously. When library resources are reconsidered, the principles of the freedom

to read, listen, and view are defended rather than specific materials. A questioned item will be considered in its entirety, not judged solely on portions taken out of context. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the guidelines in this policy,

Parents or guardians have the right to guide the reading, viewing, and listening of their children but must give the same right to other parents/guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents and no materials will be removed without following the full reconsideration policy and no materials will be removed upon the authority of a single staff member or administrator.

### Reconsideration of Materials

The French Simpson Memorial Library endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all the collection will appeal to everyone.

Patrons who wish to request the withdrawal or reclassification of materials currently owned by the library are encouraged to discuss their concerns with the library director. If the patron is not satisfied with the response to their request the director will provide the patron with information and a *Request for Re-evaluation of Library Materials Form*.

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions with the director will be offered a packet of materials that includes the library's mission statement, selection policy, reconsideration form, the Library Bill of Rights and Freedom to Read Statement.
2. Patrons are required to complete and submit a reconsideration form to the library director.
3. The director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.
4. Within 15 business days, the director will send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.

5. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the French Simpson Memorial Library Advisory Board.
6. If the Library Advisory Board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held.
7. The Library Advisory Board reserves the right to limit the length of public comments.
8. The decision of the French Simpson Memorial Library Board is final.

Appendixes

The following American Library Association documents are included at the end of this policy:

- Appendix A - *The Library Bill of Rights*
- Appendix B - *Freedom to Read Statement*
- Appendix C - *Freedom to View Statement*
- Appendix D - *Free Access to Materials for Minors*

Approval of Policy

Approved by: Donald R. Mineau <sup>12-10</sup> Date: 2021  
Chairperson of Advisory Board, French Simpson Memorial Library

Alicia Summers Date: 12/13/2021  
Mayor, City of Hallettsville

# Collection Development Policy

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## Overview of the Library

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## Service Priorities

- To provide quality materials and services for children, teens and adults, to encourage lifelong reading.
- To provide recreational reading, with emphasis on current and high-demand materials, in a variety of formats.
- To facilitate informal self-education for people in the community.
- To serve as a general information center, providing timely and accurate information on a broad array of topics.
- To supplement the formal educational programs of schools and colleges.
- To serve as a meeting place for community activities and services, and to provide access to information on community history, resources and issues.

## Purpose of Policy

The purpose of this collection development policy is to serve as a blueprint for the public, the library advisory board, the governing officials, community members, and the library staff detailing the way in which the library develops its collection. Since the library is unable to acquire or retain all print and digital materials, it must establish guidelines that explain what materials it collects and why. This policy presents the guidelines followed by the Friench Simpson Memorial library.

The policy includes specific criteria for choosing materials, including gifts and donations which are added to the collection and the process which will be followed if any item in the collection is challenged. Based on budgetary limitations, materials are selected based on reviews from professionally recognized library review sources. Primary consideration is given to adding materials that fill gaps in the collection and meet the needs of library users.

The library's collection development policy will be reviewed periodically to ensure that the library's goals and mission are being met. Part or all of the policy may be amended during these reviews. The policy will be reviewed by the library director and library staff in cooperation with

the library advisory board. Any modifications to the policy will be approved by the library advisory board and the City of Hallettsville.

### Authority

The final authority for the Library collection rests with the director of the French Simpson Memorial Library. The library director may delegate selection responsibilities to staff but is ultimately responsible for the collection and has full authority to approve collection development decisions.

### Collection Definition and Material Formats

The library collection includes informational, educational and recreational library materials for children and adults. The library generally does not acquire materials in other languages other than English. The library provides a very limited collection of Spanish-language materials in the children's department.

Formats for library materials include but are not limited to:

Books (regular and large print)	Audio books	
Magazines	Newspapers	Microforms
Maps	Electronic resources	DVDs
CDs and CD-ROM	MP3s	eBooks
Audio ebooks	Playaways	Photographs
Ephemera		

The library will collect and maintain materials in a variety of formats. Materials published or released in new formats will be considered for the collection when there is evidence that a significant portion of the local population has the required equipment to make use of the format. Availability of items in the format, the cost per item, and the library's ability to obtain and circulate the items will also be factors in determining when a new format will be acquired. Older formats will be phased out as user demand declines.

In consideration of user demand, appropriateness for the collection, budget and space constraints, and other information sources available in the area (i.e. school libraries, college libraries and the internet) the following types of materials will not be collected or maintained by the library:

- Textbooks and curriculum related works unless they are considered useful to the general reader.
- Government publications
- Scholarly and technical materials that are normally carried by academic or special libraries.
- Workbooks that encourage filling in blanks.
- Self-published works unless they are reviewed positively in established review sources, have local significance, or are otherwise deemed to be quality work suitable for the collection.
- Collector items, such as rare books, unless they are of local history significance.
- Multiple copies of existing titles
- Foreign language films that do not provide an option for English subtitles.

## Selection Criteria

Though a variety of criteria is used for each subject area, the final decision is based on the value of the material to the library and its public, regardless of the personal taste and opinions of the selectors.

Reviews in professionally recognized resources will be the primary source for selection of materials. Standard bibliographies, as well as booklists and recommendations by recognized authorities will be used.

Collection development staff use their training, knowledge and expertise along with the following general criteria to select materials for the collection:

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Current or historical significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to Library circulation and use
- Date of publication
- Price, availability and Library materials budget
- Online resources are also evaluated based on accessibility and the availability of library licensing

The library will be responsive to public suggestions of items and subjects to be considered for inclusion in the library collection. While customers may request items the Library does not own by using the suggestion form available at the circulation desk, each request is reviewed for inclusion in the collection using the selection criteria. Patrons are also encouraged to use interlibrary loan services for materials not available in the library collection.

Selection of materials for the genealogy/local history department is covered in the *Genealogy/Local History Collection Development Policy*. Please refer to that policy for additional information.

## Gifts

*See: Policy for Accepting Donations.*

## Collection Maintenance

Systematic weeding or withdrawal of materials is an integral part of collection development. It is necessary to keep the collection useful and relevant. Materials are evaluated using the standards set out in the publication "Crew: a Weeding Manual for Modern Libraries" from the Texas State

Library and Archives Commission. Replacements and updated editions are purchased when warranted. Withdrawn materials are either sold, donated or recycled as the library determines.

### Reconsideration Policy

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4. Within 15 business days, the director will send a letter to the concerned person who requested the re-evaluation, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the French Simpson Memorial Library Advisory Board.
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### Approval of Policy

Approved by: Donall K. Mineau Date: 12-10-2021

Chairperson of Advisory Board, French Simpson Memorial Library

Alicia Sumner Date: 12-13-2021

Mayor, City of Hallettsville