



DENTON PUBLIC LIBRARY

SPECIAL COLLECTIONS DEVELOPMENT OPERATING POLICY

Approved by the Library Management Team, Aug. 15, 2019
Library Board approved revision, May 8, 2023

Statement of Purpose

The Special Collections Department adheres to the Denton Public Library's stated goal to strengthen community, transform lives and inspire imagination. Special Collections fulfills this purpose through the scope of its collections which include:

City of Denton Municipal Archive

The Municipal Archive supports the goals of the City of Denton and its residents by effectively documenting, preserving, and making municipal records accessible. The Archives includes records that have been determined to have an ongoing usefulness or significance based on the administrative, legal, fiscal, evidential or historical information which can be used to interpret the social, economic, and political development of the City of Denton and *have passed their period of active use*. Due specialized nature of this collection access is limited by appointment only. See the City of Denton Municipal Archive Collection Development Policy.

Denton, Texas

The Denton, Texas collection holds published or unpublished materials depicting the culture, history, and growth of the City of Denton and Denton County. These items include major publications, studies, reports, audiovisual materials, and documents produced by local government, educational, business entities or works produced by individuals. This collection may include materials not produced locally but which are of local interest. Unpublished items or materials donated as a group may be placed in the archives.

Genealogy

The Genealogy collection contains published or unpublished research materials and genealogical data necessary to trace and compile a family history. The primary purpose is to provide comprehensive information for families who have lived in Denton County. Secondly, to provide research materials covering the counties that neighbor Denton, Texas and its surrounding states, and material for the major migratory routes into and out of this area. Thirdly, to provide research materials from all states and major countries. Special emphasis is placed on locating materials for different ethnic groups in each of these priorities. Unpublished items or materials donated as a group may be placed in the archives.

Rare Books

The purpose of this collection is to preserve and maintain books discovered within the library collections or are donated that qualify as rare books. A rare book is any book, or other material, of exceptional value, historical importance, or rarity that

requires special handling and care. Rare books include, but are not limited to: autographed books, first editions, special format books, some leather-bound books, and materials that illustrate a specific type or method of bookmaking. They are housed separately from the rest of the Special Collections materials and require supervision for use. Due to the value and rarity of the materials access to the collection is limited and by request only.

Texana

The Texas collection covers all areas and aspects of Texas from its establishment to current events. The collection has been designated a Texas Heritage Resource Center by the Texas Historical Commission since 1982.

Formats

The Special Collections consists of a variety of formats, including (but not limited to): manuscripts, documents, photographs, negatives, slides, maps, microfilm, 16mm film, VHS video tapes, DVDs, CDs, audio cassettes, vinyl records (all sizes and speeds), periodicals, plans, bound plat books, scrapbooks, artwork, sculptures, ephemera, realia, and flags/banners. Items can be physical and/or digital.

Digital Collections

Major portions of the photograph collection, as well as some early documents and yearbooks, have been digitized. They are maintained by the Portal to Texas History.

Items that are digital born or converted from older media may also be made available to the public on the library website or the Internet Archive.

Microforms

Titles in microform include both the microfilm and microfiche format and are maintained for long-term storage and preservation.

Electronic Resources

Databases, websites and other electronic resources will be selected based on relevance to the collection's scope and the guidelines set forth in the Denton Public Library Collection Development Policy governing the selection of electronic resources.

Acceptance of Materials

Special Collections accepts materials through gift, bequest, transferal, and through purchase. All materials should have a clear chain of custody (provenance) and the donor or seller must have legal title to those materials.

Donated items will be accepted when accompanied by a Deed of Gift and inventory of items at the time of donation. Every attempt should be made to have the items and Deed of Gift submitted together, but should this not be possible, an inventory will be compiled

which along with a Deed of Gift sent to donor to be returned to the library. Any and all restrictions or special conditions are noted in the Deed of Gift.

If an item is considered a valuable addition to the collection but the owner does not wish to part with it, library staff will consider creating a copy so that the original can remain with the owner.

In the case of records transferred to the Denton Municipal Archives from a City of Denton agency, a Transmittal of Records form will be filled out. One copy will be kept with the records transferred and another returned to the transferring agency.

It should be noted that Special Collections does not make monetary appraisals of donated materials. All donors are encouraged to have their collections appraised by a knowledgeable appraiser. Donors are also encouraged to consult IRS tax law to determine if their gift is tax deductible.

Materials Selection

It is difficult to select genealogy and local history materials using traditional library collection development aids, including current reviews found in library publications. Special Collections staff use reviews from genealogy and historical publications, and from online reviewers from the professional genealogy community. Staff may purchase titles that are appropriate for these collections from small publishers, genealogical/historical societies, and to some extent, individuals.

Materials Not Purchased/Acquired

Staff, space, and budget limitations are considerations when adding new materials. Materials will be considered so long as they conform to the scope of the collections but there are certain materials will not be collected. Those items include:

- Photocopied books
- Individual newspapers
- Items that are damaged beyond repair, insect infested or liable to cause damage to the rest of the collection
- Items that are evaluated to not have enduring historical or administrative value (a list of examples may be found in the Denton Municipal Archives Collection Policy)

The acceptance of materials into any collection is at the sole discretion of Special Collections staff.

Collection Maintenance Statement

The Special Collections will provide care and protection for its collections based upon sound materials preservation and conservation theory and practice recommended by professional standards. The staff will ensure that the collection is permanently accessible. This will be accomplished through appropriate storage of materials under proper conditions; careful handling and housing of the collection; migration of digital files; appropriate security rules and regulations to protect against theft and vandalism; and maintaining an emergency/disaster plan for prevention of and recovery from any natural or

manmade catastrophic event. As the majority of the items in the Special Collections are rare or one-of-a-kind in nature, they are not available for interlibrary loan. The items in these collections do not circulate.

Bindery Guidelines

Materials located in Special Collections are the primary candidates for rebinding as determined by a Special Collections Librarian. There are rare exceptions when a book outside of these collections is eligible to be rebound. In these instances, the Technical Services Manager will determine an item's eligibility.

Disposition of Items

Items transferred or donated to Special Collections are accepted with appreciation. However, Special Collections reserves the right to remove materials at the discretion of the Librarian/Archivist and the Library Director in accordance with all applicable laws. Any duplicate items, items that do not fall within the scope of the collections, or items of a personal nature will be removed in the following manner:

- Items will be returned to the donor, sent to the Friends of the Libraries book sale, offered to other archives, or destroyed in accordance with the donor's wishes or applicable state and local laws.
- If the condition of the item constitutes a hazard for the archival environment and well-being of other collection items (for example, items that have mold growth) it will be removed from the collection. In this case, if applicable and possible digital copies of the item will be made prior to destruction
- Every attempt will be made to salvage items deemed to be in poor condition. For damage beyond this department's ability to remedy, professional remediation services will be sought so long as fees are reasonable.

Special Collections materials are withdrawn for the following reasons:

- If superseded by a more current edition
- Found to be highly inaccurate
- Space constraints
- Damage

Glossary of Terms

Accession - 1. Materials physically and legally transferred to a repository as a unit at a single time; an acquisition. 2. To take legal and physical custody of a group of records or other materials and to formally document their receipt. 3. To document the transfer of records or materials in a register, database, or other log of the repository's holdings

Appraisal - The act of determining the disposition of records based on their current administrative, legal, or financial value, their historical, informational, evidential or research value, as well as their physical condition and accessibility

Archival records - 1. Materials created or received by a person, family, or organization, public or private, in the conduct of their affairs that are preserved because of the enduring

value contained in the information they contain or as evidence of the functions and responsibilities of their creator. 2. Records appraised for archival disposition, which are no longer required for current administrative, legal or financial needs (i.e. their required retention period has expired)

Archival value - The ongoing usefulness or significance of records based on the administrative, legal, fiscal, evidential or historical information they contain, justifying their continued preservation.

Archives - 1. To transfer records from the individual or office of creation to a repository authorized to appraise, preserve, and provide access to those records. 2. The division within an organization responsible for maintaining the organization's records of enduring value. 3. The building (or portion thereof) housing archival collections.

Artifacts - A man-made physical object. Often used to distinguish three-dimensional objects from two-dimensional materials.

Collection - 1. A group of materials with some unifying characteristic. 2. Materials assembled by a person, organization, or repository from a variety of sources; an artificial collection.

Collection development - The on-going evaluative process of assessing and acquiring a balanced collection of materials. This process includes not only deciding what materials should be added to a collection, but also what should be retained or removed.

Creator - The individual, group, or organization that is responsible for something's production, accumulation, or formation.

Deed of Gift - An agreement transferring title to property without an exchange of monetary compensation. Deeds of gift may be for real, personal, or intellectual property.

Digitization, n. (digitize, v.; digitized, adj.) - The process of transforming analog material into binary electronic (digital) form, especially for storage and use in a computer.

Documents, Materials, Items - An all-encompassing words used to include a wide assortment of formats, including (but not limited to): books, maps, periodicals, newspapers, photographs, films video tapes, audio tapes, CDs and DVDs, paper documents, manuscripts, and digital media.

Ephemera - Materials, usually printed documents, created for a specific purpose, and intended to be discarded after use. Examples include advertisements, posters, tickets, brochures, and receipts.

Provenance - Information regarding the origins, custody, and ownership of an item or collection. Provenance is a fundamental principle of archives.

Published documents - Reports, studies, or other information, regardless of format, and intended for wide distribution to city government or the public, including documents published by city agencies, reports by consultants hired by the city; and publication of joint projects supported by the city government.

Record - Any information regardless of physical form or characteristic prepared, owned, used, received or retained in connection with the transaction of official city business.

Selection - The decision that is made to add an item to the collection.