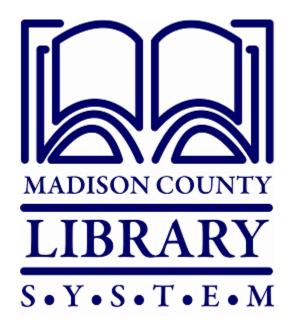# Madison County Library System

Local History Collection

Acquisition, Development, & Management Policy Manual

November 2011

Table of Contents

I. Introduction

The Madison County Library Local History & Genealogy collection is a source of knowledge, ideas, stories and memories of the people and history of Madison County. It is developed and managed as a community resource to inspire, educate and inform the community and visitors, and to contribute to the conservation of the history and heritage of the county.

This policy is a public document that guides the management and development of the collection. It explains why, what, where, and how materials are acquired, and how and why materials may be de-accessioned and disposed.

II. Mission

The mission of the Madison County Library Local History & Genealogy Collection is to identify, collect, preserve, digitize, and make available materials relating to the history of Madison County and its people for public use and to meet the informational, recreational, and cultural needs of the public, thus enhancing individual and community life.

III. Goals

- Collect and conserve important materials associated with the history of Madison County, including but not limited to: family histories, photographs, oral histories, newspaper articles, and yearbooks.
- Collect local photographs and other pictorial material illustrating the places and people of the county.
- Build a digital historical resource collection for the community.
- Develop the collection as an educational resource.
- Hold the materials in trust for future generations.

IV. History of Collection

Since the establishment of the Madison County Library System, MCLS has been collecting genealogy materials, photographs, oral history interviews, state records, newspaper articles, and other primary documents to preserve the history and culture of Madison County and its people. In 2007, Charles Elon Bowering began digitizing slides onto compact discs. Since then Madison County has scanned over 100,000 items into fourteen collections. Beginning in 2010, MCLS efforts began in uploading the primary documents to the Mississippi Digital Library Web site with the collaboration of the University of Southern Mississippi. Materials consist of information from the early-mid 1800's to the present. Most of the physical materials can be found at the Canton and Flora branches of the Madison County Library System.

V. Key Themes

List of key themes the Madison County Library Local History & Genealogy Collection acquires and presents:

• Early settlement and development	• Agriculture and rural history
• People and families	• Local businesses
• Domestic life	• War Service
• Contemporary events and subject	• Indigenous communities
• African American community	• Churches

VI. Limitations

- Only information relating to Madison County history and its people is acquired. (Materials, 2D or 3D, may be appraised by any member of the Local History Collection Committee to determine its appropriateness for the collection.)
- Only 2D and digitally formatted materials are acquired for the collection. Some 3D objects may be acquired depending on space, significance to the county, *and* Local History Committee approval.

VII. Arrangement

❖ Repository
  ➢ Madison County Library Local History & Genealogy Collection
❖ Record Groups (Collections)
  ▪ Photograph Collection
  ▪ Family History Collection
  ▪ Oral History Collection
  ▪ Newspapers
  ▪ Yearbooks
❖ Series Examples
  • Michael Trend Photographs
  • Canton Sesquicentennial
  • John Munn Diaries
  • African American Community
❖ File Unit Examples
  ♦ Plowing with Tractors
  ♦ Johnson Family
❖ Item Examples
  ✓ Photograph 1
  ✓ Letters
  ✓ Memoranda
  ✓ Will
  ✓ Checks, etc.

Arrangement Example

➢ Madison County Library Local History & Genealogy Collection
  ▪ Photograph Collection
    • Michael Trend Photographs
      ♦ Plowing with Tractors
        ✓ Photograph 1

VIII. Collection Policies

Collection policies are statements of principle and commitments to good library practice. These policies guide the way the library acquires and uses the collection for public benefit.

8.1 The library aims to build unique historical records about local people and places, themes and environments through the collection, related archives and associated projects.

8.2 Materials may be acquired as donations, bequests, purchases, transfer or commissions.

8.3 The collection will only acquire materials that can be properly stored, documented and managed.

8.4 The library provides community access to the collection digitally, as well as by special permission of the director of the collection or library system director to original source materials.

8.5 The library only acquires materials that help to interpret themes, places and people in the history of the county.

8.6 Where possible the library will record the owner's memories of the materials in their original context. Documenting the owner's memories, the context and location of the object enhances its significance and interpretive potential.

8.7 No objects or collections will be acquired or accepted with conditions or restrictions on the way they might be used or displayed in the future; however, suggestions are welcome.

8.8 The library will adhere to the Copyright Act 1968 (Amended 1 January 2005) guidelines in all collecting activity including acquiring new materials for the collection.

8.9 The library will obtain copyright and reproduction rights for new materials at the time of acquisition. No item will be acquired or accepted where copyright cannot be obtained.

8.10 Appraisal, collecting, management and interpretation of materials will be in accordance with the Madison County Library System policy.

IX. Acquisition and Assessment Policies and Criteria

9.1 The library will keep accurate, up to date and detailed records.

9.2 The metadata librarian will establish accession files for all new acquisitions.

9.3 Significance is the basis for considering new acquisitions, and relevance to the library's mission, purpose, and its collection themes.

    The primary assessment criteria are:

- Historic significance
- Scientific or research significance
- Social significance

    The comparative criteria are:

- Provenance
- Representativeness
- Rarity
- Condition, intactness, integrity
- Interpretive potential

9.4 Avoid duplicating items already in the collection unless the proposed acquisition is more significant than the items already in the collection, for example, where the proposed new acquisition is provenanced or is in better condition.

X. Acquisition Procedures

10.1 Donations and gifts are accepted at any Madison County Library System branch. Depending on space, resources, and/or donor, original materials will be digitized and returned to the user. The library system is willing to go to the provider on special arrangements to acquire content digitally.

***Materials may be purchased. All possible purchased materials must be appraised to determine its appropriateness and value to the collection's mission.

10.2 Donor **must** sign and agree to the copyright clause on donation form. If possible the donor may write down the history, associations, context and significance of the material they are donating. Alternatively the library staff member receiving the item should make notes on the material's history and associations. Date, donor information, and description of the materials are optional.

10.3 The metadata librarian/collecting library staff member will create a temporary access form to keep track of new acquisitions to be placed in a bound register folder. The materials will be processed and stored physically and digitally. When time allots, the metadata librarian will create catalog records and metadata for materials to be uploaded to the Mississippi Digital Library for public display (See Metadata Procedures).

XI. De-accessioning Policy and Procedures

De-accessioning is the process of de-registering an object from the collection for clearly stated reasons, and disposing of it in accordance with approved policies and procedures. Caution and transparency are essential in the de-accessioning process.

11.1 To de-accession an object from the collection, assess the item against the library's mission, the collection policy and themes, and the assessment criteria.

11.2 The criteria for de-accessioning include but are not limited to:
- Little or no significance to the county's history.
- Poor condition and lack of provenance
- Duplication
- Inability to safely store and manage the object
- Lack of relevance to collection themes and policy
- Lack of relevance to the library's mission and purpose

11.3 In identifying priority items for de-accessioning, the library will give priority to larger items that take up storage and display space, objects in poor condition, items that are hazardous or that create particular problems for management or visitors.

11.4 De-accession will follow the library system's de-accession policy.

11.5 Methods of disposal include destruction and giveaway.

XII. Disaster and Security Planning

12.1 Security Planning

12.1.1 Must have special permission from the library system director or collection's director to handle original source physical material located in the closed stacks.

12.1.2 There must be a staff member present at all times when individual is conducting research.

12.1.3 User must present photograph identification.

12.1.4 Staff members are allowed to check materials upon patrons leaving the closed stacks.

12.1.5 No pens, highlighters, permanent marker, or scissors are allowed in the closed stacks, but pencils are permitted.

12.1.6 Only laptops are allowed, cases must be left outside of the room.

12.1.7 Only notebooks or paper are allowed into the closed stacks, all bags must be left outside the room.

12.1.8 Only staff members are allowed to make copies of documents. If the user needs a copy, he/she must ask for assistance.

12.2 Disaster Planning and Prevention

12.2.1 Several backup forms of information must be created, including on hard drives.

XVIII. Exhibition and Education Policies

13.1 Make the collection accessible through well-researched and interpreted displays and exhibitions.

13.2 Where possible promote local heritage places, attractions and businesses.

13.3 Where possible original historic photographs will be copied, with the copies placed on display and the original photos kept in secure storage and shown for limited periods of time.

13.4 As resources, staffing, and time allow, work with local teachers to develop education programs and opportunities for students to learn from the collection.

XIV. Related Collections

14.1 The MCLS Local History Collection will complement other collections in museums, galleries, libraries and archives in the region, such as the Flora Depot Museum and Canton Train Depot Museum.

14.2 The library system will explore ways of working co-operatively to collaborate on strategic collecting of particular themes and priorities.

XV. Adoption of the Collection Policy

The MCLS Local History Collection Policy and collecting priorities have been adopted by the Madison County Library System's Local History Committee on November 10, 2011.

MADISON COUNTY LIBRARY SYSTEM

Local History Donation Form

The Library System welcomes donations for its Local History Collection but accepts them with the understanding that it has the right to handle or dispose of the donation in the best interest of the institution. Donated material may be added to the collection provided it meets the standards of selection (see "Section VIII" of the Local History Collection policy). Once donated the material becomes the property of the Madison County Library System and cannot be returned to the donor.

*Do you own copyrights to the materials being donated?   Yes ☐   No ☐

*If you own copyrights to the material,   Yes ☐   No ☐
do you administer all rights to MCLS?

Do you wish to be acknowledged for the donation?   Yes ☐   No ☐

The material(s) I am donating is/are (check all that applies):

☐ Photograph   ☐ Family History

☐ Newspaper Article   ☐ Oral History

☐ Other (please specify) _____

Comments/Notes (Memories, significance, etc., of material)

_____

_____

_____

_____

(Continue on back if necessary)

By signing, I indicate I have read and understand the above and answered the questions to be true to the best of my knowledge.

*Donor's signature: _____ Date: _____

Address: _____

_____

_____

Received by (staff member): _____

*Required, otherwise material(s) may not be added into the collection.