

Local History Collection Development Policy

Mission Statement

The Local History and Genealogy Collection is a special collection within the DeKalb Public Library. The collection's primary purpose is to collect, preserve, and promote materials that document the history of the City of DeKalb and the surrounding area, and to make these materials available to researchers and the general public. The intent of the library is to preserve these materials for future use and thereby designates them for Local History Room use only.

Collection Development Policy

Scope

Collection emphasis will be placed on material of significant interest about the history of the City of DeKalb and its citizens including genealogical resources.

The collection includes, but is not limited to, published books, photographs, published and unpublished manuscripts (i.e., personal narratives), newspapers and newspaper clippings, maps, brochures and pamphlets, newsletters, catalogs, city and telephone directories, census data for DeKalb County, cemetery records, and DeKalb High School yearbooks. The collection also includes material documenting the history of the DeKalb Public Library.

The Local History and Genealogy Collection does not collect material dealing with the day-to-day operations and events of the City of DeKalb such as council meeting agenda and minutes and other departmental/committee agenda and minutes.

The variety of formats collected includes print, audio-visual, and digital material. The collection does not house three-dimensional artifacts.

Selection Criteria

Material will be collected based on its relevance and suitability to City of DeKalb history and genealogy research. Consideration will be given to the cost to preserve, store, and process material along with security and space limitations. The selection decisions will be made by the DeKalb Public Library's professional staff.

Gifts

A signed Deed of Gift by the donor/ representative is required to legally transfer ownership of donated materials to the Local History and Genealogy Collection of the DeKalb Public Library. The library prefers not to accept donations with access restrictions although material available for access upon the donor's death will be considered.

Material in poor physical condition will not be accepted.

The library reserves the right to transfer material to another format for preservation and display purposes.

Appraisal

The DeKalb Public Library is not able to provide a monetary appraisal of any donated material.

Cooperative Collecting

The DeKalb Public Library recognizes other institutions in the area that collect material in the same areas of interest. As a cooperating collection the library will refer donors to other appropriate institutions when it is determined that the material offered to the library does not meet the collection policy.

Discarding Materials

The library has the right to deaccession any material determined to be unsuitable for the collection. Materials will be deaccessioned in accordance with the board-approved Collection Development Policy. Before discarding, the library will offer the deaccessioned materials to a cooperating collection.

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