

# Edgar County Genealogy Library

Collection Policy – approved by ECGL Board 11/18/2019

## **Focus**

Edgar County Genealogy Library collects, organizes, preserves, and provides access to sources that record Edgar County history and genealogy of families who resided here. The purpose of the Library is to provide an onsite collection of materials and information for research.

Materials collected may include, but are not necessarily limited to, the following:

- Atlases and maps
- Biographical, government, school, church, or organization directories
- Brochures or pamphlets
- Census records
- County histories
- Digital files
- Bound family histories with an Edgar County connection
- Funeral cards
  
- Government documents
- Institutional or organizational records
- Histories of towns, businesses, schools, churches, and organizations
- Newspapers/microfilm
- Memoirs, diaries, scrapbooks pertaining to Edgar County

Edgar County Genealogy Library does not collect artifacts. For example, school yearbooks and records/histories of schools are included in the collection, but student textbooks once used in those schools are not. In most cases, Edgar County Historical Museum may be a more appropriate destination for those items.

## **Selection Criteria**

- Relevance to Edgar County history and genealogy
- Available space to properly house the materials
- Non-duplication of material already in the collection
- Authenticity & completeness of record

- Condition of the physical item
- Cost to acquire, preserve, and process

## **Donations**

The Library welcomes donations if items fall within the scope of our collection and meet our selection criteria.

Donors complete a form in order to establish the transfer of ownership of donated material to the Library. Once signed by the donor, the gift becomes the unrestricted property of the Library.

The Library reserves the right to refuse a donation based on the above selection criteria. Material with mold, mildew, water, insect, or smoke damage that can harm other items will not be accepted. A committee of at least two librarians will review donations.

With the exception of certain local government records, the Library reserves the right to decide how donated material will be used and if/how long the material will be retained.

The Library cannot appraise a gift's value, but will provide a record of the donation transaction (without a value) for tax purposes.

## **Using the Library**

Edgar County Genealogy Library materials are noncirculating and must be used in the building. Library users may not remove items from the building.

Photocopying and reproduction of items are subject to copyright laws. Anyone who copies or reproduces materials from the collection should be aware of Title 17 and provisions of Section 108 of the U.S. Code (Copyright Law). and take full responsibility for complying with it. Beyond the issue of copyright, it is common courtesy to respect the work of others and to give the author or source credit.

Library staff may refuse to allow the photocopying or reproduction of fragile material.

## **Deaccessioning**

In order to maintain a collection that meets the needs of researchers, some materials may be deaccessioned to allow space for more essential items. The Library will offer those materials to other institutions if appropriate, sell the items, or discard them.