Collection Development Policy for the San Antonio Genealogical and Historical Society Library

Mission Statements:

The mission of the San Antonio Genealogical and Historical Society (SAGHS) is to teach and promote genealogical and historical research, publish and preserve records, and increase awareness of genealogy and history.

The mission of the SAGHS Library Committee is to acquire, maintain, and provide access to genealogical and historical resources covering the United States, and international geographic areas, for the SAGHS Library.

Scope of the Collection:

The SAGHS Library collection will encompass materials according to the RASD *Guidelines for Preservation, Conservation, and Restoration of Local History and Local Genealogical Materials*,

> Local history and local genealogical materials should include, but should not be limited to, city, county, and regional histories; biographical directories; cemetery and sextons' records; church records; family histories and genealogies; naturalization records; newspapers; census schedules; probate records; wills; tax lists; city and county directories; telephone directories; vital records; civil and criminal court records; county atlases; county land ownership maps; fire insurance maps; and photographic prints and negatives.[1]

The SAGHS collection consists of non-circulating materials, for reference only.

Copyright Statement:

Most material in published books, from the Internet, websites, or subscription databases is protected by copyright law, whether or not a statement of copyright is visible on the page being viewed. SAGHS Library upholds all provisions of United States copyright laws, including 17 United States Code sections 107 and 108 governing fair use and reproduction by libraries and archives. Patrons using photocopier or printing services are responsible for any infringement of copyright laws in subsequent use of the materials. The SAGHS Library will not add to the collection any reproduced copyrighted materials. The copyright law identifies books published before 1930 as in the public domain, while books published in 1930 or later may be protected by copyright.

Geographic Scope:

Genealogical and historic resources covering the United States and all foreign countries.

SAGHS Library Content Usage Rules:

- This Library does not participate in interlibrary loan, nor may Library materials be checked out or loaned.
- Library materials may be photocopied or digitally scanned at the Library or through a request on the Library website (txsaghs.org).
- Library resources (books, maps, etc.) used in a class will be signed out in the Book Sign Out notebook kept at the librarian's desk.
    - Resources will be signed out with the duty librarian and returned at the end of the class, to the duty librarian checking the items off the list as returned.
    - Resources taken outside the library, to another location, will be cleared with the Librarian in charge or a designated representative (3rd Vice President or the Cataloger).

SAGHS Library collection <u>will be</u> comprised of genealogical and historical resources including:

- Books
- Periodicals
- Files consisting of family history research
- Maps
- Other media (microfilm, microfiche, CD, digital, video, and audio)
- Subscription Databases
- Digital books and journals
- Published family histories (by donation only)
- Texas State Genealogical Society award-winning books
- Materials published by other Genealogical Societies

SAGHS Library <u>will not</u> collect:

- Original newspapers
- Photocopies of published materials
- Unauthorized copies of digital media
- College or High School Yearbooks, exceptions can be made if the Yearbook is not digital
- Artifacts and memorabilia

- Photo albums and scrapbooks
- Fiction
- Family Bibles
- Current membership lists for local/regional/national organizations

Acceptance of Donations:

- Advance arrangements must be made with the head Librarian or Cataloger for the donation of materials.
- Individuals donating materials are responsible for bringing the materials to the library.
- Individuals donating materials will complete a donation form (and a copyright release if the materials are to be republished by SAGHS).
- Only materials related to genealogy or history are accepted.
- Material should have been stored in a climate-controlled space. All material must be clean and dry, with no evidence of mold, insect or rodent activity.
- The SAGHS Library Committee will evaluate donated items for addition to the collection based on the condition, content, and historic and genealogical value of the items.
- It is at the discretion of the SAGHS Library to add, replace, trade, or sell donated materials.
- Due to the scope and nature of the collection, SAGHS Library will accept and conserve (maintain in a usable condition) materials for the collection; but cannot preserve or restore original or archival materials.
- SAGHS Library will not add photocopies of published books still under copyright without the written permission of the author or holder of the copyright.
- All material accepted for the vertical files must be organized, either in folders or binders.

[1] **"**Guidelines for Preservation, Conservation, and Restoration of Local History and Local Genealogical Materials**,"**
RQ, Vol. 32, No.3, Spring 1993, p. 341; online reprint, *Reference and User Services Association* (http://www.ala.org/rusa/resources/guidelines/guidelinespreservation **:** accessed 20 July 2015).