



Regional History & Genealogy Collection Policy

BOARD POLICY

Regional History & Genealogy staff care for non-circulating historic collections held in the public trust by the Pikes Peak Library District. The team actively collects resources representing the memories, records, and perspectives of our community. Through the preservation of documents, images, and stories, we leave a foundation upon which future community members can build. The regional history collection, genealogy collection, and the PPLD institutional archive are preserved and accessible to the public.

PROCEDURES

I. Scope

Regional history materials are used by patrons throughout the Pikes Peak region. The regional history scope includes El Paso County (including Colorado Springs, Black Forest, Calhan, Cascade, Falcon, Fort Carson, Fountain, Green Mountain Falls, Manitou Springs, Monument, Palmer Lake, Peyton, and Security) and Teller County (including Cripple Creek, Divide, Florissant, Victor, and Woodland Park).

Genealogy resources are used primarily by local patrons looking for national and international genealogical information. The genealogical scope of the collection encompasses the continental United States and general information on international resources.

A. Formats: The collections include the following formats:

- Primary sources (materials contemporaneous with the activities, people, and events documented):
Blueprints; books; ephemera; government documents; interviews; manuscripts; archives; maps; newspapers; pamphlets; periodicals; photographs; film; videotapes; electronic formats
- Secondary sources (interpretations, compilations created later than the time of the people, actions, events described):
Books; documentary films; videotapes; fictional works; pamphlets; periodicals; electronic formats

B. Subjects: The collections include the following subjects. Please see the document Collection Policy Addendum for examples of subjects:

- Agriculture
- Arts and Architecture
- Business, Industry and Manufacturing

- Education
- Natural Resources and Environmental Issues
- Labor
- Medicine and Health Care
- Military
- Politics, Government, Law
- Communities of People
- Recreation and Leisure
- Religion
- Science and Technology
- Social Organization and Technology
- Transportation and Communication

II. Acquisition of Materials

A. Selection Criteria: The following unranked criteria will be used to select material for the collections.

- Comprehensive collecting is defined as acquiring material which completely or broadly documents a time period or subject.
- Representative collecting consists of fewer typical or characteristic items of documentation (a sample) that represent a whole.
- Selective collecting is defined as limiting material to only those items of specific value in documenting a time period or subject.

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| i. | Geographic Scope: Pikes Peak region | Comprehensive |
| ii. | Chronological Scope: | |
| | Prehistory, 25,000 BC-1775 | Selective |
| | Discovery & Exploration, 1776-1859 | Representative |
| | Settlement and Early Statehood, 1859-1876 | |
| | • <i>Pikes Peak Region</i> | Comprehensive |
| | • <i>Colorado</i> | Comprehensive |
| | • <i>Rocky Mountain West</i> | Selective |
| | Statehood and Development, 1876-1929 | |
| | • <i>Pikes Peak Region</i> | Comprehensive |
| | • <i>Colorado</i> | Comprehensive |
| | • <i>Rocky Mountain West</i> | Selective |
| | Depression, World War II, Post-War Boom, 1930-present | |
| | • <i>Pikes Peak Region</i> | Comprehensive |
| | • <i>Colorado</i> | Representative |
| | • <i>Rocky Mountain West</i> | Selective |
| iii. | Historic Value | |
| | • <u>Intrinsic</u> (the usefulness or significance of a record derived from its physical or associational qualities, inherent to its original form and generally independent of its content, that are integral to its material nature and would be lost in reproduction) | |
| | • <u>Informational</u> (the usefulness or significance of materials based on their content, independent of any intrinsic or evidential value) | |

- Evidential (the usefulness of records that provides information about the origins, functions, and activities of their creators)

B. Sustainable Collecting: Regional History & Genealogy seeks to ensure that collection acquisitions are considered as part of sustainable guidelines. Sustainable collecting and accessibility (easily reached and/or used) are informed by the following goals:

- Material which cannot be adequately preserved or housed in current conditions should not be accepted
- Collection growth rate will not outpace storage capacity
- Current backlog of inaccessible collections will be considered when acquiring new materials
- Concerted effort will be put toward the continued reduction of inaccessible collections and materials.

C. Donations: A central tool for acquiring collections is through donations. Regional History & Genealogy accepts donations of primary and secondary sources. If a person would like to donate material, the following steps will be taken:

- Staff will determine if the material fits within the scope of the Collection Policy based on the above criteria.
- Staff will determine if the material adds value to the Regional History & Genealogy collection [see “Selection Criteria” section II, A]
- Donor will sign a Donor Agreement Form
- Donor will physically transfer the material and ownership of the material to Pikes Peak Library District
- Material will be cataloged or accessioned and added to the collection

D. Addressing Gaps in Collection: Regional History & Genealogy builds and acquires specific collections with the goal of reflecting the community and capturing a comprehensive record of human activities in our region. Current gaps include, but are not limited to, collections illustrating the underrepresented communities in the Pikes Peak region (examples: Hispanics, African Americans, Asians, LGBTQ+, etc.) and underrepresented time periods.

III. Deaccessioning

Donated or purchased material deemed outside the scope of the Regional History & Genealogy Collection Policy, will be considered for deaccessioning. Regional History & Genealogy staff members will assess and conduct weeding every five years.

A. Selection: Material will be considered for deaccessioning which meets one or more of the following criteria

- Does not support Regional History & Genealogy mission
- Are duplicates of material already represented in the collection
- Are widely available elsewhere
- Are better suited for other collecting institutions
- Represent a safety concern to staff or collections
- Regional History & Genealogy is unable to properly preserve the material.

B. Process

- Regional History & Genealogy archivists, librarians, and managers will lead the process of selecting material for deaccessioning in their area of expertise.
- Reasonable effort will be made to determine clear and unrestricted title of ownership and permission to deaccession material under consideration. Documentation will be provided for effort.
- A deaccession form will be completed by an archivist and reviewed by an additional archivist, librarian, or manager. Form and documentation of clear title will be kept on file indefinitely in collection case files.

C. Deaccessioning Options

1. Return the material to the donor,
2. Return the material to the donor's family,
3. Donate the material to a more appropriate institution or organization, or
4. Disposal or destruction of the material.

IV. Loans

A. Incoming

- Regional History & Genealogy does not accept material on loan to place in the collections.
- Loans may be considered for limited exhibit or display and will be documented with a Loan Agreement form approved by the Special Collections Manager.
- Per the PPLD Exhibitor Agreement, PPLD has limited theft and damage insurance for exhibited materials with a \$5,000 deductible. If the value of any individual item exhibited or displayed exceeds \$5,000, the exhibitor should provide a copy of an appraisal report.

B. Outgoing

- On rare occasions Regional History & Genealogy will loan material for limited time exhibit or display to similar institutions. The Special Collections Manager holds responsibility for approval of loans.
- All loans will be documented with a Loan Agreement Form permanently placed in the collection case files.
- If original material is loaned, PPLD requires proof of insurance from the receiving institution.