



Board of Library Trustees Staff Report

DATE: April 14, 2021
TO: Board of Library Trustees
FROM: Library Director

SUBJECT: RESOLUTION LB 2021-04 A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, CALIFORNIA, APPROVING AND ADOPTING, POLICY #311 - LOCAL HISTORY ROOM COLLECTION DEVELOPMENT AND RETENTION.

ISSUE

Should the Board of Library Trustees approve and adopt the proposed Policy #311 Local History Room Collection Development and Retention.

RECOMMENDATION

Staff recommends that the Board approve and adopt the proposed Policy #311 Local History Room Collection Development Retention.

BACKGROUND

Because of the uniqueness of the Library's Local History Room Collection, it is considered a "special collection" in the library profession. Therefore, a separate policy that addresses and provides for the effective management of this collection is needed to define the breadth, purpose and scope of the collection; and to inform the public and to direct staff members regarding its development and longevity.

DISCUSSION

A draft of this new collection development and retention policy was presented to the Board of Trustees during its March meeting. Comments and suggestions made by trustees have been incorporated into the draft of the policy document now under consideration.

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and Retention

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FISCAL IMPACT

No fiscal impact.

Attachments:

1. Attachment A

Attachment A:

POLICY #311 - Local History Room Collection Development and Retention Policy

Background

Palmdale City Library maintains a Local History collection, which includes historical information on Palmdale as well as Antelope Valley. Fred Strasburg, eminent historian of the Antelope Valley, donated a large part of the collection, including books, maps and photographs. Materials are added to the collection when appropriate. Additionally, the Library maintains access to the local newspaper (The Palmdale Post, The South Antelope Valley Press, and The Antelope Valley Press) dating back to 1915 on microfilm and in digital format.

Purpose

The Purpose of the Palmdale City Library Local History Room Collection is to identify, acquire, organize, arrange, describe and preserve materials that will provide information about Palmdale, but also the Antelope Valley and the surrounding geographic area past and present. These materials will serve to support the research interests and informational needs of future generations of library patrons about the history of Palmdale and surrounding area. It is also the expressed intent that every effort will be made to collect materials for this collection that include all ethnic groups, races, religious backgrounds and other identifiers to help document the broad diversity of peoples who have made Palmdale, the Antelope Valley and the surrounding area their home.

Materials collected include written (diaries, letters, family histories), printed (books, pamphlets, newspaper clippings, documents, business records), graphic materials (maps, photographs, negatives), audiovisual (oral history recordings, motion picture film, video, digital audio/visual) and a very limited number of three-dimensional artifacts (dependent on size, scope, preservation requirements and relevance) that support the purpose of the collection. All materials are non-circulating and all materials will be inventoried and cataloged in the library's integrated online catalog.

Outside assistance from and collaboration with local historians and/or historical societies and other entities vested in preserving local history will be cultivated and sought regarding collection development decisions and strategies.

Donations

The acceptance of donations of materials to this collection will be determined by the library director (or designee).

Books

Books, both non-fiction and fiction will be included in the collection when they provide historical descriptions and insight into people, places and events in the region; also, notable local authors' works will be collected because of their notoriety – however, local authors' works will not be collected simply because they are "local."

Photographic Images

Photographs will be included in the collection when they can be identified and are related to the local area such as known residents, prominent buildings or landmarks, special community gatherings, etc.

City Documents and Manuscript Collections

The Local History Collection and Palmdale City Library is not a keeper of official city documents (see City Clerk's Office for such documents). However, some relevant environmental impact statements, major city development reports and city general plans may be collected. Also collected are records related to area businesses and organizations, local families and individuals who have contributed in some way to the local area (these materials are referred to as manuscripts).

Maps

The Local History Room Collection does include maps relating to the area for all time periods.

Audiovisual Materials

Audiovisual materials will be collected that relate to city events, audio recordings of interviews with local residents and personalities or that provide insight into the lives of area residents from previous time periods.

Newspapers

Print copies of local newspapers, past and present will not be collected (due to the relatively short life of the newsprint they are printed on). However, microfilm and digital copies of local newspapers will be collected.

Yearbooks/Annual

Local high school yearbooks/annuals will be acquired through direct purchase of all high schools in Palmdale and the immediately surrounding area.

Three-Dimensional Artifacts

It is not the general practice or policy for the Palmdale City Library Local History Collection to include three-dimensional artifacts, unless an item is determined to be of particular significance relating to the local history of the area and it can be linked to one or more items in the existing collection. Most three-dimensional items will not be accepted and may be referred to a local museum or other entity in the community.

Deaccessioning of Materials

Materials shall be retained permanently in the collection so long as they retain their physical integrity, identity and authenticity and so long as they remain relevant and useful to the purposes and activities of the Local History Room Collection.

Materials shall be deaccessioned only upon the recommendation of the library director (or designee) and only after every effort has been made to contact donors or surviving family members of donors (of donated items) to ascertain whether the family would like the donated item(s) returned to them. Written documentation shall be maintained for future reference for any such items and efforts to contact and communicate with family members.