

Local History and Genealogy Collection Development Policy

MISSION STATEMENT

The Woodward Public Library offers a welcoming and comfortable environment for people of all ages, supports lifelong learning, provides access to connect with others, and fosters creative opportunities.

your spot....
CREATE. EXPLORE. CONNECT.

The Woodward History Center is located in the Woodward Public Library and is a part of the library. The Woodward History Center's mission is to procure, preserve, and provide the historical records that make up Woodward's unique story, including the former towns of Colton and Xenia, and history of the surrounding area. The Woodward History Center provides the public with information about [local government], current events, and activities of Woodward and the surrounding area. We collect and preserve information about local governments, businesses, residents, institutions, and neighborhoods so that generations to come will have access to our history. **All materials are noncirculating.**

The archival collections are composed of original materials of documentary nature centered on Woodward and its surrounding area. This might include, but not restricted to, individual and organizational records, diaries, church records, maps, visual images of various formats, oral histories, scrapbooks, and newspapers Woodward and the surrounding area.

The archive accepts donations of materials that fit within the scope of its collection.

SELECTION GUIDELINES

The purpose of the collection is to provide resource materials targeted towards individuals conducting local history or genealogical research in Woodward History Center. The WHC collection contains a wealth of historical and genealogical research information that focuses on the cities of Woodward, Xenia, and Colton, and the surrounding area. Patron requests are considered when ordering new materials. A policy of not circulating the materials in the WHC is essential to ensure the collection and preservation of historical materials.

Types of Materials

The collection consists of materials that relate to the history of Woodward such as books, photographs, manuscripts, and maps. Most of the materials that are donated are accessible to the public or stored in a special location in the Library.

Books – Titles are purchased which emphasize genealogical and historical research. The collection consists of books on the history of the area in and around Woodward and introductory

genealogy books. Some fiction and literature has been collected of authors who have or are living in Woodward. The Library attempts to obtain one copy of each of the Woodward-Granger yearbook annually.

Electronic Resources

CD-ROMS (are available to the public for research only.)

Online databases of genealogical websites on the Internet are available for use in the Woodward History Collection. As public records become available in online format, WHC will select appropriate databases that meet local history and genealogical research needs.

Audiovisuals Audio, slide, film and video materials relating to Woodward and the Woodward area history are acquired when possible and maintained as archival, non-circulating items. These will be available to individual patrons and groups for in-library use only. Similar audiovisual materials for areas outside of Woodward will be purchased or accepted on a case-by-case basis.

Microfilm The Woodward Enterprise, Northeast Dallas County Record and the Bouton Press are on Microfilm and are stored at the Woodward Public Library. Some censuses are also available. The newspapers have been digitized and placed on the Library's website for public use and research.

Periodicals include magazines and newsletters that focus primarily on genealogical subject areas and those published by local historical societies. When historical articles are located, the library will attempt to obtain a copy. The Woodward Bulletin has been digitalized and placed on the Library's website for patrons' use.

Photographs – The WHC Photograph collection is one of the valuable assets in the Collection. Patrons have access to the collection under the guided supervision of the staff. The collection consists of pictures of buildings, neighborhoods, places and events in Woodward from the late 19th century to the present. Due to the nature of collection, **photographs are not permitted to leave the room.**

Vertical Files of local newspapers and newspaper clippings have been collected, some have been placed in scrapbooks and are available for patron use while visiting the WHC.

Gifts and Donations

Gifts and donations are important to supplementing the collection. The Woodward Historical Center will accept gifts of county records, histories and family histories from a broad range of localities, including from out-of-state. Indeed, it relies heavily on gifts of family histories to supplement its collection, as the library cannot afford to purchase all that are available.

Donations are accepted if they can be used in an effective manner. Donations that are determined to have more selective use in another more suitable environment are not accepted, but referred to other locations that may or may not accept the donation. Selectivity is critical to

the maintenance of the collection in order for the collection to continue to support its core research areas.

Gift money, given outright or as memorials, are also accepted and can be designated for Woodward Historical Collection exclusively. If the donor has a special area of interest, it will be taken into consideration when making the purchase. All gift materials are acknowledged and gift-plated.

Collection Maintenance

Many items in the WHC collection are deteriorating through age and poor original paper quality. A thorough needs assessment should be undertaken and a long-range preservation plan effected before many items are lost forever. The library will also explore external funding opportunities for this purpose. Areas to consider include:

- Binding materials that are irreplaceable
- Microfilming or digitalizing materials that are too fragile for public use
- Low-acid mylar tape and paper for encapsulation of maps and other paper documents
- Hollinger boxes, envelopes and interleaves for storage of negatives
- Storage of rare and unique materials in a locked case to limit access
- Scanning or digitizing paper items such as newspaper clippings, photographs, telephone and city directories, and fragile books no longer in print
- Purchase of reprints, when available
- Climate control for the room and the storage area

Deselection and Retention of Materials

In a permanent collection such as this, materials are deselected only when a replacement copy is available. Storage space, therefore, is a critical factor in retention policy. The Library will explore external funding opportunities for a ventilated, climate-controlled storage area that would assist in easing the crowding of the collection in the room, while still making readily available to researchers who request access.

Adopted March 2, 2020