



City of Virginia Beach

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DEPARTMENT OF PUBLIC LIBRARIES

Policies

Title: Local History/Genealogy Collection	Policy Number: VBPL-POL-0009
Effective Date: September 1, 2014	Date of Revision: August 8, 2017

1.0 Purpose

The purpose of the Virginia Beach Public Library's (VBPL) Local History/Genealogy Collection (LHGN) is to document the creation, development, and ongoing activities of Princess Anne County/Virginia Beach, and related geographic areas by actively acquiring historical records encompassing the social, intellectual and commercial life of Princess Anne County/Virginia Beach. The Library's role is to actively pursue the acquisition, preservation, processing and digitization of and enhance the community's access to its history through community records and books.

2.0 Collection

The Virginia Beach Public Library's LHGN collection is comprised of records and published works that chronicle the social, political, economic, and cultural development of Princess Anne County/Virginia Beach from the earliest period to present day.

The LHGN collection includes a variety of formats including primary and secondary printed sources, digitized and print records, three-dimensional artifacts, photographs, negatives, slides, scrapbooks and aural and video sources. The collection's print and microform collections are for in-library use only and are housed in the Edgar T. Brown Memorial Archives and the Local History/Genealogy Collection housed in the Meyera E. Oberndorf Central Library. The digitized collection is available on-line at <http://www.vbgov.com/localhistory> and <http://www.archive.org/details/virginiabeachpubliclibrary>

The Library cooperates with other repositories, agencies or organizations in the collection, disposition, and display of unique records. The Library's LHGN collection complements the collections of others in the region.

3.0 Scope

The primary emphasis of the LHGN collection is the history of Princess Anne County and Virginia Beach from the earliest period to present day. A secondary emphasis will be the history of other Hampton Roads cities and counties. The farther away from Princess Anne County/Virginia Beach, the less intense and broader the coverage will be for other locations.

The focus, in descending order of coverage will be:

- Princess Anne County, Virginia Beach, and Lower Norfolk County
- Contiguous areas in Virginia and North Carolina (i.e., Norfolk, Chesapeake, Portsmouth, Suffolk, Currituck County)
- Other Virginia counties and general works on Virginia
- The following, where there is a Princess Anne County or Virginia Beach connection:
 - States on the westward migration routes including Kentucky, Tennessee, West Virginia, and Ohio
 - Other states, especially those on the eastern seaboard
 - Other countries which were the homelands of many of our major immigrant groups.

Because of the significant presence of the military in Virginia Beach and Hampton Roads the VBPL will selectively acquire materials related to US military history, with a specific connection to Princess Anne County or Virginia Beach.

The Library is not the archive for official records of the City of Virginia Beach. The Library is not responsible for the accuracy of the contents of the materials in this collection.

4.0 Organization

The Special Collections Librarian, in collaboration with staff, is responsible for the selection, acceptance of donations, maintenance, and de-selection of materials in the Edgar T. Brown Archives and the Princess Anne County/Virginia Beach Local History/Genealogy Collection.

The Special Collections Librarian is responsible for the promotion of this collection as a safe and enduring institution to which papers, archives, and published works pertinent to the community's history may be donated. The Special Collections Librarian will liaison with community groups, repositories, agencies, or organizations in the collection, disposition, and display of unique records in Virginia Beach and immediate areas.

The Central Librarian is responsible for maintaining a balance between the limited resources of space and staff time to house and process the resources and the value of the records and materials to the community.

5.0 Criteria for Selection and Acquisition of Local History Records

The following may be collected:

- Records with intrinsic historical or informational value from local associations, churches, clubs or organizations, and other non-profits.
- Published Princess Anne County and City of Virginia Beach reports and studies that are necessary to understand local events and developments of historical value to the community.
- Published materials with permanent research value relating to Princess Anne County and City of Virginia Beach including books, serials, and pamphlets.
- A limited number of three-dimensional artifacts representative of significant Princess Anne County/Virginia Beach industrial, cultural, political or social movements or events, subject to space and preservation considerations. Offers may be directed to another collection.

The collection includes but is not limited to:

- Architectural Plans
- Bibles (Family History Pages)
- Cemetery Records
- Census Records
- Church Directories
- City Directories
- Civic Organization Records
- County/City Histories Deeds, Wills, Inventory Books
- County Histories
- Diaries (Manuscript)
- Family Genealogical Charts
- High School Year Books
- Maps And Navigation Charts
- Marriage/Birth Records
- Merger Records of Virginia Beach and Princess Anne County
- Military Records
- Newspapers
- Parish And Vestry Books
- Photographs
- Post Cards
- Research Notes from local authors of folklore, genealogy, or historical works
- Telephone Directories

6.0 Access to Local History Records

- If the value lies specifically in the format on which the information is recorded (paper, ink, original autograph, non-print and etc.) it may be kept in the original format. It will be digitized for public access and the originals may be available to the public by following the archival procedures.
- A large portion of the collection will be digitized and only be accessible online. The digitized collection will be accessible through a content management system. Media will be updated as technology changes in order for materials to continue to be accessible.
- All digitized materials are branded with a watermark and include this statement "Contact Virginia Beach Public Library for conditions of use". Digitized materials are copyright protected and require permission to publish or reproduce.

7.0 Sources for Acquisitions

The Library may purchase materials and accept donations which meet the criteria established for this collection.

- **Purchased Materials**

Local History/Genealogy materials purchased by the Library, will become property of the Virginia Beach Public Library and will be handled in accordance with accepted archival principles and procedures.

Items are purchased from recognized suppliers and reputable dealers of materials or accepted as gifts in accordance with the Local History gift policy.

When items are offered for sale by a private owner or when the price and/or value of the item is unknown to the library staff, assistance is sought from

appropriate local experts or from an advisory committee, formed for this purpose, composed of local experts and library staff members.

- **Donated Materials**

Local History/Genealogy materials accepted by the Library, will become property of the Virginia Beach Public Library and will be handled in accordance with accepted archival principles and procedures. Indefinite loans will not be accepted.

Upon receiving a new acquisition, the donor will be interviewed to learn as much as possible about the history of the materials, including the purpose, use and arrangement of them.

Private donors wishing to donate local history materials to the Library should contact the Special Collections Librarian for content evaluation, approval, and scheduling of the materials donation. The donor is responsible for the physical transfer of materials and any monetary appraisal desired. In order to transfer custody of materials given by private donors to the Library, the materials must be accompanied by the **Deed of Gift** form. The form must be completed and signed by the donor(s) or designee.

Materials that the owner wishes to retain may be digitized for addition to the digital collection. The original will be returned to the owner upon completion of the digitization. The **Permission to Display Online** form will be filled out and filed for these materials.

The Library may offer to make a copy of materials for the donor if the original materials are accepted into the collection or if after being digitized, the original item will be sent to a more appropriate collection.

- **Loan of Materials**

Accepting loans from other organizations, institutions or repositories may be done on a short-term basis when offered to or requested by the Central Librarian for exhibition, duplication, or research purposes. Each loan situation will be dealt with on an individual basis.

Loaning local history materials to other organizations, institutions or repositories may be granted on a short-term basis by written permission of the Central Librarian and Special Collections Librarian. The loan of duplicate materials is preferred to original materials.

Original records will not be loaned to individuals. Duplicate records may be loaned via interlibrary loan.

8.0 De-accession

Portions of records which are accessioned as part of suitable donations, but are inappropriate for permanent incorporation in the Library local history collection, must be formally de-accessioned and removed from the collection. The Library has the right to discard materials due to lack of storage, insignificant research value, or duplication of materials found in other agency collections. The procedure for removing materials from the collection should be carried out in accordance with the written weeding policy.

Records that are stolen or defaced may be reported to law enforcement.

Removal of or disappearance of any records, whether lost or stolen, must be noted on the accession documents. All pertinent facts must be documented including approximate date and time of loss and other relevant information.

9.0 Disposition

De-accessioning will follow any special disposition instructions on the **Deed of Gift** form.

De-accessioned records may be removed from the Library in the following ways:

- Offer to an appropriate repository such as another library, historical society or government archives (city, county, state, federal);
- Donate to the Friends of the Library to raise money for support of the local history collection; or
- Recycle or shred records if they are not deemed suitable for permanent retention by any repository.

Approved by:

Eva Poole, Director of Libraries