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The Archives collection management policy is supplemental to the general library collection management policy, section II-A.

1. INTENT OF THE COLLECTION

The Champaign County Historical Archives of The Urbana Free Library maintains a research-level collection of the history and genealogy of Champaign County. To support this collection and extend its usefulness, the Archives also collects secondary materials on the history of east central Illinois and on the genealogy of those states that served as nineteenth-century migration routes to Champaign County.

Although the Archives is widely used by visitors from throughout the country, the collections of the Archives are intended to have a specific local focus.

The Archives collections are non-circulating and separately housed.

2. GENERAL SCOPE OF THE COLLECTION

a. Local History

The Archives collects both primary and secondary materials on Champaign County. (For the purpose of this policy “primary” and “secondary” are defined in sections II-D-4-b-c below.) These materials on Champaign County form the core of the Archives collection, and materials in this area are collected in the greatest depth possible, with the exception of those areas specifically excluded in section II-D-5 below because comparable research collections are maintained in other local libraries.

The Archives collects secondary historical materials on two groups of counties. The inner tier consists of the four counties nearest to Champaign County: Douglas, Ford, Piatt, and Vermilion. The outer tier consists of ten additional counties close to

Champaign County: Clark, Coles, Cumberland, DeWitt, Edgar, Iroquois, Livingston, McLean, Macon, and Moultrie.

b. Genealogy

The Archives collects primary and secondary materials on the genealogy of Champaign County in the greatest practical depth.

The Archives collects secondary genealogical materials on the remainder of Illinois. It collects primary materials on the 14 counties listed in section II-D-2-a above, if they are well-organized and in print or microform.

The Archives collects secondary genealogical materials for 17 eastern states that served as nineteenth-century migration routes to Champaign County. These include Connecticut, Indiana, Kentucky, Maryland, Maine, Massachusetts, New Hampshire, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, and West Virginia.

The Archives collects secondary genealogical materials on other states and countries as specified in section II-D-3 below.

3. SPECIFIC SCOPE OF THE COLLECTION

a. Personal Papers

The Archives collects personal and family papers, including letters, diaries, photographs, scrapbooks, and other materials that provide the history and represent the diversity of families in Champaign County.

b. Organizational Records

The Archives collects organizational records, including letters, minutes, reports, photographs, publications, and other documents that officers, members, employees, or volunteers have produced over the years and that represent the diversity of Champaign County.

c. City Directories

The Archives collects city directories for the cities of Urbana and Champaign through gift, transfer, or purchase. It solicits donations of directories for all other communities in Champaign, Douglas, Ford, Piatt, and Vermilion counties.

d. Telephone Books

The Archives collects telephone directories for all communities in Champaign, Douglas, Ford, Piatt, and Vermilion counties. It collects telephone books for Champaign County through gift, purchase, or transfer. It solicits donations of telephone books for all other communities in the remaining four counties.

e. School Annuals

The Archives collects school annuals for all primary schools, secondary schools, and institutions of higher education in Champaign County. It does not collect school annuals for areas outside Champaign County.

f. Ephemera

Local ephemeral materials are solicited from Champaign County schools, churches, businesses, and organizations. The Archives does not attempt to purchase these items, but seeks donations of photographs, menus, letterheads, prescription forms, newsletters, blueprints, programs, house organs, school newspapers, etc.

g. Artifacts

The Archives does not collect artifacts, local or otherwise. Exception is made on rare occasions for minor pieces acquired to enhance room décor or for pieces with unusually strong local historic associations. All other items are referred to the Champaign County Historical Museum or other appropriate local institutions, or sold to raise funds for Archives acquisitions.

h. Original Artwork

It is not the intention of the Archives to collect original artwork. However, individual decisions are made in each case, bearing in mind historical significance, size, and cost.

i. Genealogical Methodology

The Archives collects handbooks and manuals on genealogy. It may purchase copies of basic manuals to be placed in the Adult Services collection for circulation to library cardholders.

j. General Histories

The Archives does not collect general national histories. It collects regional histories to the extent that they clarify the historical past of Champaign County. It collects state and local histories only if they provide substantial assistance in research on east central Illinois, or in genealogical research in the states listed in II-D-2-b above.

k. Military History

The Archives collects military publications related to Champaign County and east central Illinois when they hold specific genealogical value. It does not collect general military histories.

l. Biographies and Biographical Materials

The Archives collects both primary and secondary source materials on the citizens of Champaign County.

The Archives collects published biographies and biographical materials on the citizens of Douglas, Ford, Piatt, and Vermilion counties. The decision to acquire these materials is made on the basis of their historical or genealogical significance.

The Archives collects biographies not related to the four "inner tier" counties only if they are of primarily genealogical intent. These are defined as "family histories" and covered in section II-D-3-m below.

The Archives acquires collective biographies of national or multi-state scope only if they are of primarily genealogical intent or are important to the collection and not held elsewhere in the community.

m. Family Histories

The Archives collects Champaign County family histories through donation or purchase.

The Archives also collects family histories that deal substantially with Illinois or with the 17 eastern states that served as nineteenth-century migration routes to Champaign County. It collects non-Champaign County family histories through donation only.

n. Census Records

The Archives collects census records for Illinois and for the 17 eastern states listed in section II-D-2-b above. The Archives collects census indexes for all 50 states.

o. International Genealogy

The Archives collects general manuals, handbooks, guides, and indexes to international genealogical research. Beyond materials of this type, the scope of the collection is intended to go no further back than ships' passenger lists and other information on immigrants. Gift of materials on international genealogy beyond the scope of this statement are accepted on the basis of their general usefulness and importance.

p. Heraldry

The Archives acquires only basic books on heraldry.

q. Local authors

In general the Archives collects the works of local authors only when they make reference to east-central Illinois, or when the authors are widely identified with Champaign County, or when their works exemplify interesting aspects of Champaign County. It also collects works of fiction clearly based on Champaign County. The Archives expects to acquire most such works through donation or through transfer of books withdrawn from other collections of the library.

r. Cookbooks

The Archives collects cookbooks authored or compiled by Champaign County residents and organizations.

s. University of Illinois

The Archives does not collect primary source materials on the University of Illinois, except for those items relating to general community life in Champaign County. All other University of Illinois materials are referred to the University of Illinois Archives.

t. Chanute Air Force Base

The Archives collects both primary and secondary materials on Chanute Air Force Base.

u. Abraham Lincoln

The University of Illinois owns an extensive collection of materials on Abraham Lincoln, and the Archives does not attempt to duplicate this collection. The Archives collects materials on only those aspects of Lincoln's life and career that relate directly to Champaign County and to the 15-county, east central Illinois area.

v. Membership Directories

The Archives collects the membership directories of genealogical and historical societies.

x. Genealogical Society Newsletters

The Archives acquires genealogical society newsletters from Illinois and from the 17 migration states listed in section II-D-2-b above. If possible, it obtains these through exchange for copies of the Champaign County Genealogical Society Quarterly, rather than through purchase.

4. ACQUISITION OF MATERIALS

a. Selection Authority

Authority for selection of materials rests with the Director of Archives, who consults with Archives staff and with the library's Executive Director as appropriate. Requests from library users are carefully considered, to the extent that they fit the Archives collection management policy.

b. Primary Source Materials

For the purpose of this policy, primary source materials are defined as including government or organizational records, personal and family papers (See II-D-3-a, m), photographs, cemetery records, obituary notices, scrapbooks, correspondence, oral history tapes, newspapers, land records, school yearbooks, and books of original entry such as ledgers and journals.

c. Secondary Source Materials

For the purposes of this policy, secondary source materials are defined as published materials, including books, magazines, atlases, maps, and compilations of records, but excluding newspapers and school yearbooks.

d. Long-term Collection Management

The Archives collection is intended to serve a long-term purpose. Materials are therefore selected on the basis of future, as well as current, interest and research potential.

e. Viewpoint

The Archives collects materials on appropriate topics, regardless of viewpoint.

f. Ownership of Records

Materials donated to or otherwise acquired by the Archives remain the permanent property of the library. Original family documents are not returned to descendants of that family, although the Archives cooperates in producing duplicates of such materials as needed.

g. Multiple Copies

Multiple copies of materials are acquired on the basis of current and anticipated long-term demand. For the most part, acquisition of multiple copies is limited to materials of local significance to Champaign County, such as city directories, atlases, maps, school yearbooks, and local histories, which can be expected to wear out in normal use and to be very difficult to replace at a later date.

h. Gifts

Gifts and bequests of materials are accepted by the Archives staff with the understanding that they are judged on the basis of the Archives collection management policy. Materials that fall outside the scope of this policy are not added to the collection. The Archives accepts gifts accompanied by restrictions on their use or eventual disposal only with the formal approval of the Director of Archives and the Executive Director.

i. Microforms

Due to its severe space limits, the Archives acquires materials in microform wherever possible. In addition, the Archives seeks to convert its existing collection to microform where suitable. The decision to convert to microform is based on the fragility and bulk of the material, the degree to which it can be photographed clearly, the level of use, and the historical importance of retaining the material in its original physical form. In some cases, fragile but heavily-used materials are converted to microform in order to preserve the originals. In such cases, users are expected to limit their use to the microform copies. Retention of originals after conversion to microform is based on their significance as artifacts and on their physical condition.

j. Endangered Materials

The Archives may accept records in imminent danger of loss or destruction for temporary storage, pending a decision on ultimate accession or disposal.

k. Expensive Items

The Archives collection is a research collection rather than a collection of rarities. The Archives may occasionally acquire expensive items because of their significance to local history and genealogy, but in doing so it is interested in obtaining important information rather than collectors' items per se.

l. Scrapbooks

The Archives accepts scrapbooks from organizations and individuals from Champaign County. These pose special challenges because they are often very large, frequently on high-acid paper that disintegrates rapidly, often assembled with glue that increasingly stains the items in the books, and usually filled with a variety of useful and less-useful items.

In most cases, the Archives staff photocopy portions of the original scrapbook, and then discard the scrapbook. If the scrapbook has significant historical importance as a unified object, the Archives may keep it in storage after it has photocopied the contents. The Archives usually photocopies original newspaper clippings in scrapbooks only if the source and date are given.

m. Photocopying

The Archives may photocopy entire books that are of major significance to its collection, if these are both unavailable for purchase and in the public domain. All such photocopying is approved in advance by the Director of Archives. As a general rule, the Archives does not photocopy materials that it would not purchase.

The Archives specifically rejects gifts of photocopied materials when the copies appear to have been made in violation of copyright laws.

n. Online Resources

The Archives subscribes to online resources to meet the research needs of its library users.

o. Evaluation and Withdrawal of Materials

Withdrawal of materials from the Archives collection is conducted primarily on the basis of the relevance of materials to the Archives collection management policy. The Director of Archives makes final decisions over material to be withdrawn.

5. RELATIONSHIPS WITH OTHER LIBRARIES

a. Use of Other Collections

The Archives has a strictly circumscribed collection, and it expects its users to make routine use of other collections both within and without The Urbana Free Library.

b. Duplication of Other Collections

The Archives strives to not duplicate local resources, unless they are so central to its collection that it is impossible to function without them. In particular, the Archives does not duplicate the library's Adult Services collection. It also strives to not duplicate the collections of the Champaign Public Library, the Champaign Stake Family History Center, and the University of Illinois.

c. Cooperative Collection Development

A Cooperative Collection Development (CCD) agreement between The Urbana Free Library and the Champaign Public Library and Information Center, formalized in 1992, indicates that The Urbana Free Library Archives will serve as the local history and genealogy resource for both cities. A copy of this agreement is attached as an appendix.

6. RELATIONSHIP WITH CHAMPAIGN COUNTY

In 1987, the Archives was designated as the official historical agency for Champaign County, and the Director of The Urbana Free Library was appointed County Historian. A copy of this designation and appointment is attached as an appendix

The County contributes to the cost of operating the Archives, and County offices transfer some of their original records series to the Archives as these records series are microfilmed.

7. ARCHIVES COLLECTION APPENDICES

Cooperative Collection Development Agreement between The Urbana Free Library and the Champaign Public Library and Information Center, 1992.

Champaign County appointment of the Archives as the official historical agency for the County, and of the Executive Director of The Urbana Free Library as County Historian.

Adopted June 14, 1982

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