

<b>Table of Contents</b>	<b>Page</b>
1. Intent of the collection . . . . .	1
2. General scope of the collection . . . . .	1
3. Specific scope of the collection . . . . .	2
4. Acquisition of materials . . . . .	5
5. Relationships with other libraries . . . . .	6
6. Relationship with Champaign County . . . . .	7

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 document the significant migration routes of the communities that comprise 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 also collects secondary historical materials on Illinois as specified in section II-D-3 below.

**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 which document the migration routes of the communities that comprise Champaign County.

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 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 through gift, purchase, or transfer. 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 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 with teaching or exhibit potential. 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.

**m. Family Histories**

The Archives collects Champaign County family histories through donation or purchase. It collects non-Champaign County family histories through donation only.

**n. 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.

**o. 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.

**p. Cookbooks**

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

**q 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.

**r. 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.

**s. Membership Directories**

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

**t Genealogical Society Newsletters**

The Archives acquires genealogical society newsletters from Illinois and from other migration routes 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. Reformatting**

The Archives seeks to reformat its existing collection to microform or digital form for preservation and access where suitable. The decision to reformat is based on the fragility and bulk of the material, the degree to which it can be reproduced 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 reformatted to microform or digital form in order to preserve the originals. In such cases, users are expected to limit their use to the microform or digital copies. Retention of originals after reformatting is based on their historical significance and on their physical condition.

**j. Electronic Records**

The Archives accepts digital files in lieu of analog material types as well as born-digital content, provided these records match the scope of the collection.

**k. 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.

**l. 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.

**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 is committed to providing access to current online resources to meet the research needs of its 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 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.

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