

## ARCHIVES COLLECTION MANAGEMENT

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 at 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 significant migration routes of the communities that comprise Champaign County.

Archives collections are non-circulating.

### 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.

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 that 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 correspondence, diaries, photographs, scrapbooks, ephemera, and other materials that document the history and represent the diversity of Champaign County.

#### b. Organizational Records

## ARCHIVES COLLECTION MANAGEMENT

The Archives collects organizational records, including correspondence, minutes, reports, photographs, publications, ephemera, and other documents that represent the diversity of Champaign County.

**c. Records of the Circuit Court of Champaign County**

In accordance with an Intergovernmental Agreement between the Champaign County Circuit Clerk of the Circuit Court and The Urbana Free Library, certain non-current records that are the property of the Circuit Clerk may be housed in the Library's Champaign County Historical Archives. (on file)

**d. Directories**

The Archives collects 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.

**e. 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.

**f. School Yearbooks**

The Archives collects school yearbooks for all primary schools, secondary schools, and institutions of higher education in Champaign County through gift or purchase.

**g. Artifacts and Artwork**

The Archives does not collect artifacts or artwork, local or otherwise. Exception is made on rare occasions for pieces with teaching or exhibit potential. All other items are referred to other appropriate local institutions.

**h. 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 listed in II-D-2-b above.

**i. Military History**

The Archives collects military publications related to Champaign County and East Central Illinois when they hold specific genealogical value.

**j. Biographies and Biographical Materials**

## ARCHIVES COLLECTION MANAGEMENT

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

### **k. Genealogy**

The Archives collects general manuals, handbooks, guides, and indexes to national and international genealogical research. The Archives collects Champaign County family histories through gift or purchase.

### **l. Local Authors**

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.

### **m. Cookbooks**

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

### **n. The 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.

### **o. 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.

### **p. Genealogical Society Newsletters and Quarterly Publications**

The Archives acquires genealogical society newsletters and quarterly publications from Illinois and from areas listed in section II-D-2-b above.

## 4. ACQUISITION OF MATERIALS

### **a. Selection Authority**

Authority for selection of materials rests with the Director of the Champaign County Historical 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),

## ARCHIVES COLLECTION MANAGEMENT

photographs, cemetery records, obituary notices, scrapbooks, correspondence, oral histories, 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.

### 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 the Champaign County Historical Archives.

### i. **Reformatting**

The Archives may 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

**ARCHIVES COLLECTION MANAGEMENT**

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 materials provided these records match the scope of the collection. As technology and preservation formats evolve, the Archives will monitor trends and migrate records to more stable formats for future accessibility.

**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. Copies**

The Archives rejects gifts of copied materials if it is determined that they were made in violation of copyright laws.

**m. Online Resources**

The Archives is committed to providing access to current online resources and subscription services to meet the research needs of its users.

**n. Reappraisal and Deaccessioning of Materials**

Reappraisal of materials in the Archives collection is conducted primarily on the basis of the relevance of materials to the Archives Collection Management Policy. The Director of the Champaign County Historical Archives makes final decisions over material to be deaccessioned.

Adopted June 14, 1982

Revised November 12, 2013; November 10, 2015; November 14, 2017; September 10, 2019; October 8, 2019