

Logan Library Policy Manual

These are Logan Library Policies that have been approved by the Logan Library Board of Trustees.

2.00 Library Policies

2.10 The Virginia Hanson Special Collections Policy

Logan Library

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2.10.01 Purposes and Objectives

The Virginia Hanson Special Collections (VHSC) is part of the Fiction and Special Collections Services Division of the Logan Library. The primary purpose of the VHSC is to provide information and to generate interest in Logan City or the region's cultural and historical heritage.

2.10.02 General Policy

A. Access

The primary goal behind the VHSC is to provide access to the special collections of the library. Activities and services are provided by library staff with this mind. Because the VHSC is a section within a public library, such concerns as preservation and security are considered solely for the importance of maintaining access to information for the patrons of the library in perpetuity. Materials in the VHSC are for in-house research only and do not circulate.

B. Research

Materials collected and placed in the VHSC shall further the research of those interested in genealogy and the region's cultural and historical heritage. Staff expects that the collections will be of use to patrons either in the present or the future. Items which do not have this expectation are not collected.

C. Exhibitions and Outreach

The library seeks to further the use and development of the VHSC collections through an outreach program that increases awareness of its nature and relevance. This program includes exhibitions; tours;

publications such as brochures, newsletters, blog posts, web pages, etc; and any other means to further this awareness. The special collections librarian works with the Logan Library administration to fulfill these goals.

D. Training

Training of other library staff members will be conducted, regarding the VHSC. This training is done to make others aware of the materials, practices, services and goals of the VHSC. Staff or volunteers working in the VHSC will offer research service and also instruct the public on the proper use of the collection by means of tours, classes, webinars, and other means thought appropriate or needed.

E. Acquisitions

Materials for the VHSC are acquired through donation and purchase. Items on loan from individuals are not accepted by the VHSC. Purchases are financed through funds which are part of the overall budget of the Logan Library. Donations of materials and funds (including grants) are essential to maintaining and developing the collections and are actively sought out by the special collections librarian in conjunction with the Logan Library administration.

1. The Logan Library will not accept a donation of materials for the VHSC without an official transfer of ownership document.
2. Loans from other libraries and archives may be accepted on a case by case basis.

2.10.03 Guidelines for Collection Development

A. Desired Level of Collecting

It is the intent of the library to actively create and maintain a significant repository for local history and genealogy related to the City of Logan and the region.

B. Geographic Areas Collected

A three-tiered approach guides the special collections librarian in collection development:

1. Of primary importance are materials related to the City of Logan.
2. As it is impossible to entirely remove the city from its surroundings, materials on the Bridgerland Region are also included. This region is defined, for the purposes of the special collections, as the counties of Box Elder, Cache, and Rich in Utah and the counties of Franklin, Bear Lake, and Oneida in Idaho.
3. Materials with a larger focus may also be added if they significantly contribute to an understanding of the City of Logan and its place in the region. In addition, genealogical materials are collected, largely through donation.

C. Chronological Periods Collected

The library does not limit its efforts to develop the VHSC collection to one

period of time; however, the majority of materials available and the interests of library patrons lie in the period from Mormon settlement to the present. This time period is therefore where efforts and funds are concentrated.

D. Subject Areas Collected

The most significant subjects collected are genealogy and history. Other subjects may also be included if they fit the goals and scope of the collection.

E. Languages Collected

Materials collected are in the English language. Exceptions are rare.

F. Forms of Materials Collected

The library considers materials in all formats for the VHSC, including: monographs, manuscripts, maps, photographs, pamphlets, city government documents, newspapers, oral histories, annuals, periodicals, various audio-visual formats, and selected realia.

Digital equivalents of these formats may also be considered. Of particular concern is patron access, so the library will use any lawful method in its means to transfer or copy items which are in an unusable format to another format which is more accessible.

G. Exclusions

The library will not generally collect or accept through donation the following for the VHSC:

1. Items on loan to the library (with the exception of materials on loan from the Family History Library in Salt Lake City).
2. Archival collections which are quite large or which are in need of significant conservation efforts. Donors with these types of collections are referred to the Special Collections Department at Utah State University.
3. Donations which are in an unusable format, significantly soiled, or in substantial disrepair; unless the rarity of the content and the potential impact of the VHSC budget would allow the option of transferring the donation to a more usable format, copying or digitizing the original.

2.10.04 Information Sharing and Research Services

A. Clientele Served

The policy regarding the VHSC is to make materials available to patrons for in-library-use on equal terms, subject to the appropriate care and handling of the materials. This service is provided regardless of the current residency of the patron.

1. Genealogists
Genealogy researchers will find the information needed to begin and/or supplement their research already done.
2. Local Historians
Local historians will find the answers to their research questions related to the City of Logan and the region.
3. Students
Students will be able to quickly access the information they need for whatever assignment they have received which is related to local history or genealogy.
4. General Library Patrons
Any library patron that is simply curious or out to discover and gain knowledge in the historical and cultural heritage of Logan City and surround region will have their appetites wetted and their curiosity satisfied.

B. Information Sharing Methods

1. Special Collections Information Desk
The Special Collections Information Desk will be staffed by volunteers and, if schedules permit, staff members who are knowledgeable about the resources found in the VHSC. The special collections librarian manages the desk schedule and training of those offering service at the Special Collections Information Desk.
2. Research Service by Distance Communication
Information requests can arrive by a variety of methods through distance communication: telephone, email, blog, listservs, and other means, and will be addressed as thoroughly and as quickly as possible.
3. Interlibrary Loan
Requests for the materials found in the VHSC often come through interlibrary loan. Materials can be loaned with the approval of the special collections librarian and if the loan will be used only in the building of the borrowing institution.
4. Digital Library
One important method of information sharing is and will continue to be placing documents of importance online for use by the distance or off-site researcher. Digitizing is a significant priority for development of the VHSC.
5. Online Connectivity
An important role of the special collections librarian is to represent the goals of the VHSC over the internet. The librarian monitors and maintains sites and communicates with researchers in need of information about the City of Logan and the region.

C. Copying / Fees for Services

Research services requiring copies or a fee follow the policies and fee schedule found on the Logan Library website, on the VHSC page at http://library.loganutah.org/ask_a_librarian/.

2.10.05 Cooperative Agreements

The library seeks to coordinate efforts with the other institutions or associations in the region as part of developing the VHSC. These efforts include, but are not necessarily limited to the following:

A. Family History Library

Through the VHSC, the Logan Library is an affiliate to the Family History Library in Salt Lake City. This status allows access to the vast resources found in that library to patrons of the Logan Library for a fee. Patrons desiring to order materials must enter their request online at www.familysearch.org/films or speak to the special collections librarian.

B. Cache Valley Family History Center

Great efforts have been expended to create and maintain the family history center found in the Logan LDS Tabernacle. Through the VHSC, the Logan Library will find ways to work with the center, while also developing its own genealogical resources for library patrons.

C. Utah State University Special Collections and Archives

The Special Collections Department at Utah State University is a large and well-funded entity which, among other interests, collects items of local history. The special collections librarian will strive to be aware of what is offered in that institution and train other staff members accordingly. Items which are significant but which need large amounts of conservation may be sent to them.

2.10.06 Statement of Deaccessioning Policy

Duplicates and materials that do not reflect the scope and goals of the VHSC may be deaccessioned or withdrawn from the collection. Such items may be offered to the nonfiction librarian for inclusion in that collection, offered to another institution, sold, or recycled by other means. Consultation with the library director is required before items are removed from the Logan Library for deaccessioning.

2.10.07 Policy Review Guidelines

This policy is designed to meet the goals of the Logan Library as pertaining to the VHSC. At the end of each budget year, the special collections librarian will review the acquisitions, user statistics, and deaccessions of the preceding year. In conjunction with the library director and the Logan Library Board, this policy may be re-evaluated and changed as needed to meet the goals of the VHSC and the Logan Library.