Boynton Beach City Library Archives and Local History Collection Development Policy

Purpose
The purpose of this Collection Development Policy is to guide the Boynton Beach City Librarian/Archivist and staff. This Policy will:

1. inform the Library staff, Advisory Board, City of Boynton Beach administration, and general public of the scope of the archival and local history collection, the thinking behind collection development decisions in the past, and the plan for its continuing and future development;

2. provide the Library Archivist with guidelines for acquiring items for the collection and deselecting items from the collection, as well as to inform all stakeholders of the principles and standards upon which these decisions were made.

Background
The City of Boynton Beach is located 13 miles south of West Palm Beach and 65 miles north of Miami in coastal Palm Beach County, with a population of over 68,000. The city’s history of library development started in 1910 with a lending library in the local post office. Shortly thereafter, the Boynton Woman’s Club housed an informal library which grew to over 3,000 circulating books by the late 1950s. The city commissioners agreed to pay the librarian’s salary in the mid-1950s, and in 1960 the city purchased a building to house the growing library and assumed all administrative functions. In 1968, the members of the newly-formed Boynton Beach Historical Society dedicated a new Florida Room addition in the library. It was created to house items chronicling local history and was manned by volunteers from the Historical Society. With Boynton Beach’s residents continued demand and use, the library outgrew the small structure and in 1974 a new library was built which included a special department for Florida and Local History. After 30 years of growth and expansion the library again out-grew its building, and in 2004 plans were drawn up for a new complex. Totaling 63,000 square feet, the new library includes a new two-story addition as well as the renovated original facility. The new facility houses a 1,500 square foot climate controlled Archives and Local History Collection, dedicated to the documentation, collection, and preservation of Boynton Beach history.

Responsibility of Collection Development
Ultimate responsibility for selection rests with the Library Director. The Library Director delegates to the Assistant Library Director and the Librarian/Archivist who are responsible for collection development for the Archives and Local History Collection, including the acquisition, cataloging, processing, and preservation of items promoting the local history of Boynton Beach, Palm Beach County, and the State of Florida.

Mission Statement
The Boynton Beach City Library enhances our community’s pursuit of life-long learning, information, and leisure by providing the highest quality services and resources. The mission of the Boynton Beach City
Archives and Local History Collection is to identify, collect, preserve, and make accessible records, resources, and personal papers of enduring historical, legal, administrative, and fiscal value that document the social, economic and political development of Boynton Beach, Palm Beach County, and the state of Florida.

**Goal**
The goal of the Boynton Beach City Library is to satisfy the diverse reading needs and interests of the residents of Boynton Beach. The goal of the Boynton Beach City Archives and Local History Collection is to continue acquiring archival materials; make them accessible to meet the research needs of residents, students, genealogists, and researchers; and to preserve archival materials for future generations. Professional standards and ethics of the Society of American Archivists and the Academy of Certified Archivists will be used to guide the Archives policies and procedures.

**Scope of Archival Collections**
The Boynton Beach City Library Archives and Local History Collection comprise a unique body of materials containing information of permanent historical, administrative, legal, and fiscal value. There are two areas of archival collection:

1. **The Floridiana Collection** is a non-circulating comprehensive collection comprised of monographs, serials, reports, studies, reference materials, fiction, videos/DVDs, biographies, and books by local authors.
   - Non-fiction books and videos/DVDs represented include: history and historiography of Florida, geography and ecology of the state, local history of South Florida communities, governance and development of the City of Boynton Beach, local art and cultural institutions, Florida tourism, local publishing imprints, and biographies of those instrumental in shaping the state of Florida.
   - The fiction collection is a representation of books and writers that shape Florida’s literary tradition. These items are acquired by gift, purchase, transfer, or photo duplication.
   - The Floridiana Collection will not generally acquire gardening or landscaping books, children’s books, books written by Florida authors without Florida content, or duplicates.
   - The exceptions to this are books catalogued ARC-B, which consist of books by local authors with non-Florida content, whose authors have given the book to the library as a result of a library program or simply out of generosity. These books can be re-cataloged into the circulating collection should there be enough interest to warrant it.
   - More information about the Floridiana Collection is available in the Library’s online catalog.

2. **The Archives and Local History Collection** includes records that interpret the social, economic, and political development of Boynton Beach and surrounding communities; Palm Beach County history; and Florida history particularly the history of South Florida.
   - These items may be unique, or may be copies of important information in other repositories that is not easily accessible (such as maps of Boynton Beach located in the Library of Congress). These items are acquired by gift, purchase, transfer, or photo duplication.
• In general, museum objects (with or without provenance) are not collected.
• Native American sacred objects, grave goods, funerary objects or human remains, and items of cultural patrimony are not collected.
• More information about individual collections is available in finding aids available in the Archives (see Appendix A for a shelf list of collections in the archives).

Access to the Archives

The Boynton Beach City Library Archives and Local History Collection are available for supervised use by appointment during normal library hours. Any person researching Boynton Beach history will be allowed to schedule an appointment with the Librarian/Archivist; a Boynton Beach City Library Card is not a requirement for research. The archives reading room is wheelchair accessible and all efforts will be made to accommodate users with disabilities. Archival users under the age of 14 must be accompanied by a responsible adult who remains with the child for the entire research process.

Users are required to complete a registration form and comply with the library’s rules and regulations. Materials are requested in advance and will be served to the user by the Librarian/Archivist. Users are not allowed access to the archives storage area; a quiet reading room is available for use when researching archival materials. The user will be responsible for scanning and photocopy fees as set by the library. A list of fees will be provided prior to any scanning or photocopy activity. Wi-Fi is available in the archives.

Budgeting and funding

The majority of funding for the Boynton Beach City Library Archives and Local History Collection comes from local (City of Boynton Beach) funds and State Aid Funds. The archives solicits and welcomes funds and gifts from the Friends of the Boynton Beach City Library, the Boynton Beach City Library Quilters, as well as funds and grants from various other sources.

Selection Criteria

In selecting materials for the Boynton Beach City Library Archives and Local History Collection, the Librarian/Archivist will be guided by a sense of responsibility to present and future users and will choose materials to enrich the existing collections, striving to maintain an overall balance.

The Floridiana Collection consists of fiction, non-fiction, biographies, and local authors:
• Fiction – Criteria for selection are series and stand-alone books that take place in Florida and that shape Florida’s literary tradition.
• Non-fiction – Selection focus are books/videos that document the history, nature, politics, society, arts, and culture of the South Florida cities of Boynton Beach, Lantana, Ocean Ridge, and Delray Beach, although materials covering general Florida topics and the broader regions
and cities of South Florida are also collected to explain and define the context of local history in relation to the rest of the state.

- Biographies – Selection of biographies of those instrumental in shaping local history and the state of Florida.
- Local authors – There is often no selection criteria for this group, which consist of books by local authors who have given the book to the library as a result of a library program or simply out of generosity (these books are usually catalogued ARC-B).

The *Archives and Local History Collection* consists of materials that interpret religious, institutional, political, and social aspects of life in Boynton Beach and surrounding cities:

- The archives will represent all aspects of Boynton Beach society in an unbiased manner.
- The archives will attempt to locate materials from diverse sources representing as many viewpoints as possible.
- Selection criteria will support existing collections as well as locating sources for information about new local community groups.

The following guidelines will be considered when adding materials to both the *Floridiana Collection* and the *Archives and Local History Collection*:

- **Subject matter and scope** –
  - Historical relevance of the material, particularly as it relates to the needs of the Boynton Beach community and future users.
  - Clarity, accuracy, and logical presentation of information.
  - Comprehensiveness and depth of treatment.
  - Timeliness, currency, or popular demand for information.
  - Literary merit or artistic quality of the material.
  - Presentation of alternative viewpoints.

- **Authority** –
  - Professional knowledge including qualifications, significance, and reputation of the creator/author.
  - Positive reviews in professionally accepted reviewing sources and professionally prepared bibliographies.

- **Formats** –
  - Permanence of the format.
  - Suitability for the needs of the user community.

- **Lasting value** –
  - Scarcity or relative importance of work when compared with other works on the subject.
  - Relative cost in relation to the budget and other available materials.
  - Future availability of materials.
  - Physical condition, presentation quality, and durability of materials.
Merits of a work in relation to the needs, interests, and demands of the Boynton Beach community.

Race, nationality, religion, gender, sexual orientation, and political/social views will not be used as criteria for exclusion of materials for the Boynton Beach City Library Archives and Local History Collection. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials.

Format Statement

The Boynton Beach City Library Archives and Local History Collection will acquire materials in a variety of formats.

For the *Floridiana Collection* hard cover books are the preferred format, however trade paperbacks and mass market paperbacks will be purchased when they are the only viable option. Books of all sizes and shapes are collected, including (but not limited to): oversized (gazetteers, art books, local government documents), manuscripts, pamphlets, homemade books, and directories. All are catalogued and shelved with the collection. Textbooks are generally not collected. DVDs that depict local or Florida history are collected; commercially available movies or documentaries are generally not collected.

The *Archives and Local History Collection* consists of a variety of formats, including (but not limited to): manuscripts, documents, photographs, negatives, slides, maps, microfilm, 16mm film, VHS video tapes, audio cassettes, vinyl records (all sizes and speeds), current and historic local city newspapers, periodicals, bound plat books, scrapbooks, and flags/banners. County, regional, and national newspapers are not collected. Vertical files of newspaper clippings and other ephemera as they apply to Boynton Beach are also kept with this collection.

Government Publications

The Boynton Beach City Library Archives and Local History Collection is not a repository for local government documents, as the majority of the City of Boynton Beach’s records are available at the City Clerk’s Office or digitally. Historic municipal records are collected when they are not available from the city in digital format. Courtesy copies of some city documents, such as city budgets or infrastructure reports are maintained in the Floridiana Collection. County, Florida State, and federal government documents are generally not collected unless they impact Boynton Beach.

Resource Sharing

The Boynton Beach City Archives and Local History Collection staff cooperates and collaborates with other local archivists and librarians, respecting their institutions’ missions and collecting policies. As the majority of the items in the Boynton Beach City Library Archives and Local History Collection are rare or one-of-a-kind in nature, they are not available for inter-library loan.
Exhibit loans to local institutions are permitted on a case by case basis and must be approved by the Librarian/Archivist and the Library Director. The borrowing institution must be able to insure the item(s) on loan from door-to-door and must provide current Certificates of Insurance. Borrowers must also provide all of the library’s loan documentation and must insure handling, transportation, security, storage, and display will fall within accepted industry standards. Item(s) must be returned intact in a timely manner as referenced in the loan documentation. All condition reporting will be conducted by the borrowing institution and must be approved by the Librarian/Archivist prior to packing and shipping. All costs for the loan of any object will be borne by the borrowing institution.

Copyright Statement

Materials in the collections are to be used for private study, scholarship, or research in accord with the copyright law of the United States (Title 17, United States Code). The Boynton Beach City Library adheres to all conditions specified in the law when providing reproductions of copyrighted material. Any use of a reproduction in excess of “fair use,” may result in the user’s liability for copyright infringement.

Intellectual Freedom Statement

The Boynton Beach City Library preserves the rights of citizens to obtain information on all sides of potentially controversial issues, as well as minority opinion and unpopular views, so that the individual can decide the value of opposing ideas. In representing various sides of a question, the Library and the Archives and Local History Collection provide reliable sources of information on which to base intelligent decisions. In this context, the primary test for controversial items is their relevancy to the archival collection: if an item clearly fits existing collection development policies in terms of scope and subject matter, it will be added to the Archives and Local History Collection.

The Library and the Archives and Local History Collection affirm the principles outlined in the Library Bill of Rights (Appendix B).

Acquisitions

The Librarian/Archivist will search relevant profession literature to ensure that important works are included in the Boynton Beach City Library Archives and Local History Collection, particularly in the Floridiana Collection. The following are among the review sources regularly consulted as part of the materials selection process: Publisher’s Weekly, Library Journal, New York Times Sunday Book Review, University Press of Florida catalogs, and relevant publisher’s pamphlets.

The majority of the Archives and Local History Collection relies on other methods of acquisition including donation and exchange.
Gifts and Exchange Statement

The Boynton Beach City Library Archives and Local History Collection accepts gifts/donations of books, maps, documents, photographs, and other archival materials that fall within the stated selection criteria. The decisions on the disposal of gift items are discretionary and will be made on the authority of the Librarian/Archivist and the Library Director. If materials do not meet the stated selection criteria: first, the materials will be returned to the donor whenever possible; second, an appropriate repository for the materials will be located and the materials transferred to them; finally, if there is no other option, the materials will be disposed of in accordance with the City of Boynton Beach disposal policy.

When the archives receive a cash gift for the purchase of archival materials, the selection of the material will be made on the authority of the Librarian/Archivist and the Library Director in consultation with the donor.

By law, the Boynton Beach City Library cannot provide an appraisal or place a value on a proposed gift. The archives will provide to the donor a signed statement acknowledging receipt of the item(s) and any value placed on the item(s) must be determined by the donor. Unsolicited materials left for the archives will be considered unclaimed property and will be dealt with in accordance with Florida Statute 265.565.

Collection Maintenance Statement

The Boynton Beach City Library Archives and Local History Collection will provide care and protection for its collections based upon sound materials preservation and conservation theory and practice recommended by professional standards. The Archives staff will ensure that the collection is permanently accessible. This will be accomplished through appropriate storage of materials under proper conditions; careful handling and housing of the collection; migration of digital files; appropriate security rules and regulations to protect against theft and vandalism; and maintaining an emergency/disaster plan for prevention of and recovery from any natural or manmade catastrophic event.

De-selection Policy

1. Items will be de-selected from the Floridiana Collection on a limited basis, using the following criteria (based on CREW standards):
   - Item does not comply with Boynton Beach City Library Archive and Local History Collection Development Policy criteria for scope and selection (for example, books on gardening in Florida). In this case, the item will be transferred to the Library’s general circulating collection.
   - Condition of the item constitutes a hazard for the collection environment and well-being of other collection items (for example, items that have mold growth). In this case, item will be destroyed and all attempts will be made to replace the item in kind. If the item is no longer published, used book vendors such as Amazon will be consulted for a replacement copy.
Item contains inaccurate data (example, a book that contains information that is proven by objective scientific or historic sources to be wrong, not a book containing minority opinions, or something that seems unorthodox or unpopular). In this case, item will be destroyed and a replacement with accurate data will be located to replace it.

Item is catalogued ARC-B and has not been requested in more than 10 years. Item can either be re-catalogued and placed in the general circulating collection or given to the Friends of the Library for sale.

2. Items will be de-selected from the Archives and Local History Collection on a limited basis, using the following criteria:

- Item does not comply with Boynton Beach City Library Archive and Local History Collection Development Policy criteria for scope and selection (for example, museum objects). In this case, all attempts will be made to transfer the item to a more appropriate repository.
- Condition of the item constitutes a hazard for the archival environment and well-being of other collection items (for example, items that have mold growth). In this case, facsimiles of the item will be made prior to destruction.
- Any item that does not comply with Native American Graves Protection and Repatriation Act (NAGPRA), 25 U.S.C. 3001 et seq. [Nov. 16, 1990] will be respectfully and appropriately disposed of according to NAGPRA guidelines and the law.

Policy Revision Statement

This collection development policy will be reviewed periodically by the Librarian/Archivist and the Library Director.

Definition of Terms and Glossary

“Collection development” is an on-going evaluative process of assessing and acquiring a balanced collection of library materials. This process includes not only deciding what materials should be added to a collection, but also what should be retained or removed.

“Creator” may refer to the author/writer, translator, editor, compiler, illustrator, composer, lyricist, arranger, performer, producer, curator, chairperson, binder, printer, or any person who has assumed a creative function in producing a work.

“Cultural patrimony” is an object having ongoing historical, traditional, or cultural importance central to the Native American group or culture itself, rather than property owned by an individual Native American, and which, therefore, cannot be alienated, appropriated, or conveyed by any individual regardless of whether or not the individual is a member of the Indian tribe or Native Hawaiian organization and such object shall have been considered inalienable by such Native American group at the time the object was separated from such group.
“Floridiana” refers to artifacts and collections of artifacts relating to the state of Florida, particularly those pertaining to Floridian history, geography, folklore, and cultural heritage. Items falling into the category of Floridiana include: paintings, prints, drawings, and postcards representing Florida's history or culture; fiction, non-fiction, music, and poetry describing or alluding to the state; tools and equipment commonly used in the state, for example fishing and hunting equipment; and industries prevalent in the state, for example tourism, citrus growing, and sugar production.

“Materials” is an all-encompassing word used to include a wide assortment of formats, including (but not limited to): books (hard cover and paperback), maps, periodicals, newspapers, film (photographic and cinematic), video tapes, audio tapes, vinyl records (all sizes and speeds), CDs and DVDs, paper documents, manuscripts, and photographs.

“Sacred objects” are specific ceremonial objects which are needed by traditional Native American religious leaders for the practice of traditional Native American religions by their present day adherents.

“Selection” is the decision that is made to add an item to the collection.

Bibliography


Appendixes

Appendix A – Boynton Beach City Library Archives and Local History collection register/shelf list
Appendix B – Library Bill of Rights