



## **DAR Library**

### **Mission Statement and Collection Development Policy**

#### **Collection Development Policy:**

The mission of the DAR Library shall be to support and enhance the National Society's membership application process and to further the goals of the National Society by acquiring and preserving historical materials related to genealogical research, primarily American genealogical research, and by acquiring and preserving records related to the American Revolutionary War period.

As part of this mission, the DAR Library

- Will identify and acquire materials and collections that support these goals;
- Will promote the availability and use of these materials and collections through in-house research opportunities;
- Will explore and implement new methods for providing access to these materials and collections; and
- Will train individuals in the use of Library materials and collections, in genealogical research methods and practices, and in using these materials to facilitate the DAR Application process through a variety of educational materials and programming formats.

#### **Collection Overview:**

The collections of the DAR Library support research by a wide range of individuals, including staff genealogists, professional genealogists and historians, DAR applicants and members, members of other lineage societies and casual genealogical researchers. The DAR Library has built a collection of published works, manuscripts, microform publications, and digital resources focused specifically on genealogical research and American history. While the collection does also include some sources that fall outside of the scope of American genealogical research and American history, these sources are generally limited to English language publications that include genealogical or historical information directly related to the foundation and settlement of the United States or genealogical information directly related to people groups that migrated to the United States. Due to the physical location of the DAR, genealogical and historical records related to the District of Columbia are also an important collection focus.

The collections of the DAR Library are non-circulating. The majority of the materials are housed in open-stacks for easy access by researchers. Some items are housed in closed stacks due to security, physical condition or other storage and access considerations.

Donation is the preferred method of acquisition for the DAR Library. Desired publications or resources identified by the DAR Library staff are added to the DAR Library Wish List to streamline the donation process by DAR members or other interested parties. Unsolicited donations will also be accepted from DAR members, authors, publishers, or other interested individuals or groups as long as the donated materials fit within the scope of the collection and are approved by the Library staff prior to donation. In most cases, donors should plan to donate a full run of a serial or multi-volume set unless the donation is intended to fill identified gaps in the existing holdings.

Certain portions of the digital collections are acquired as part of the DAR Membership Application process or are created by the DAR Membership.

Other materials are acquired through purchase, exchange or other co-operative agreement with publishers or distributors, institutions or organizations.

Library staff may either deny accession of or deaccession/remove from the DAR Library collection any materials for the following qualitative reasons:

- The item does not fall within the scope of the DAR Library Collection Development Policy.
- The item does not provide relevant content related to specific genealogical or historical records
- The item is in a condition that is not usable for researchers. This could include damaged or decaying physical materials; nitrate microform materials or decaying acetate microform materials; or electronic materials that are in an obsolete format.
- The item has been specifically identified as including faulty or erroneous information.

Library staff may either deny accession of or deaccession/remove from the DAR Library collection any materials for the following quantitative reasons:

- The item duplicates materials already in the collection.
- The item exceeds the available storage capacity for the particular format or subject area.
- The item does not represent a complete publication or a full run of a serial.

Deaccessioned items might be subject to transfer to other DAR Offices or Collections, donation or exchange with another repository, dispersal to state or local DAR societies or chapters, sale, or other method of distribution to members, patrons, organizations, or other interested parties.

#### **Format of Materials Collected:**

**PUBLISHED MATERIALS:** The majority of materials in the Collection are bound published materials. The focus is on materials that are in good physical condition to ensure a high level of usability and access for researchers. Items in less than optimal physical condition may be rebound, repaired/conserved, or removed from general access at the discretion of the Library staff.

**SERIALS:** Because serials are collected from a variety of historical and genealogical sources and societies ranging from national publications to local editions, the serials in the collection cover a broad spectrum of physical format and quality. When a full run of a specific serial has been acquired, the issues are bound and added to the general collection.

**MICROFORM:** The Collection includes materials in both microfilm and microfiche formats. In cases where the microform is the primary copy of the item, these materials are available to researchers. For items where the microform publication is a copy of materials that are more readily available in print or digital format, the microform publications are not available to researchers unless a specific need is identified. Microform materials might be acquired through donation or purchase or through long-term loan, but these acquisitions are generally only made when the content is not readily available in any other format or when accession of the records in another format is not feasible.

**UNPUBLISHED MATERIALS:** Unpublished materials are generally acquired by donation/gift and are generally incorporated into the Manuscript Collection or File Collection. These materials may require



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significant arrangement and description by the Library staff and are only available to researchers by request.

**UNBOUND MATERIALS AND OTHER EPHEMERA:** Maps, charts, pamphlets, photographs and any other unbound or nonstandard materials that fit within the overall collection scope will be retained and stored in the appropriate sub-collection and/or with similar objects.

**DIGITAL MATERIALS:** The bulk of the digital collection consists of items that were digitized at the point of, or after acquisition, but the collection does include some materials that were acquired in digital format. An ongoing effort will be made to ensure that these materials are retained in, or converted to, appropriate formats to ensure long-term retention and usability. The collection of materials acquired on CD-ROM will be retained as long they remain operable and compatible with current system requirements. After that time, these materials will be replaced with a different format, converted to a different format, or deaccessioned based on the specific nature of the materials.