

THE LIBRARY OF VIRGINIA
COLLECTION DEVELOPMENT
AND COLLECTION MANAGEMENT GUIDELINES¹

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¹ Approved by the Library Board June, 11, 2007.

PREFACE TO THE 2007 GUIDELINES

In January 2006 a group of twelve dedicated Library of Virginia staff members began meeting to revise the Library's *Collection Development Policy of the General Library Division*. The policy had last been revised in 1992 and no longer reflected the Library's organizational structure, its current level of collection-development funding, or the Library's significantly expanded public service mission. Group meetings were held monthly. Smaller groups also met frequently with many additional colleagues to discuss specific issues, departmental criteria, and other aspects of the policy. The Collection Development Policy Review Committee completed a final draft, *The Library of Virginia Collection Development and Collection Management Guidelines*, in November 2006.

The working group produced a flexible set of guidelines that reflect the current depth and scope of the Library's varied collections and established clear criteria for the continued growth of collections to support the Library of Virginia's research, reference, and educational services well into the 21st century.

The new guidelines include:

- A table of contents and nine appendices of explanatory detail
- A new definition of collection-scope terminology
- Archival collections, including state and local records and private papers
- Inclusive language to accommodate changing technological formats and programs
- Revised policy statements for collecting Virginia authors, Virginia state documents, and Special Collections

The policy review committee included:

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Chryssi M. Dessypris, Library Reference Services
Virginia S. Dunn, Archives Research Services
Lyndon H. Hart III, Archival Description Services
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Trudy E. McCarty, Library Technical Services
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Wayne Modlin, Library Development and Networking
Ted Polk, Interlibrary Loan Services
Brent Tarter, Publications and Educational Services

Respectfully submitted on the behalf of the Collection Development Policy Review Committee by

I. PURPOSE

The Collection Development and Collection Management Guidelines of the Library of Virginia support the mission and vision statements of the Library and the legal responsibilities mandated by the *Code of Virginia*, by describing:

- the audiences served and their access to the collections
- the scope of the collections
- the programs for acquiring and managing the collections
- the types of materials acquired by the Library

Mission Statement

The Library of Virginia preserves the legacy of Virginia's culture and history and provides access to the most comprehensive information resources for and about Virginia.

Agency Vision

The Library of Virginia will be the commonwealth's leader in statewide library and archival services and the world's foremost research and educational institution dedicated to the history and culture of Virginia.

The Library and the *Code of Virginia*

The Library of Virginia is an educational institution and an institution of learning. Per the *Code of Virginia*, it is the library agency of the commonwealth, the archival agency of the commonwealth, and the reference library at the seat of government. The *Code of Virginia* outlines the responsibilities of the Library and the Library Board to the citizens of Virginia for the selection and collection of archival and library materials.

The *Code* authorizes the Library to purchase, receive through gift, and accept by official transfer collections of books, manuscripts, maps, newspapers and other periodicals, official state and local government records, and state and federal government publications, as well as other research and reference materials for the use of the people of the commonwealth as a means to promote knowledge and maintain an informed citizenry.

The scope of the Library of Virginia's collections is determined by the Library Board on recommendation of the Librarian of Virginia. The *Code* provides additional guidance for the collections of the Library, specifying that the collections of other libraries throughout the state should be considered when collection decisions are made (see Appendix 1).

II. ACCESS TO THE COLLECTIONS

The Library of Virginia and its collections are available for use by the general public. The Library also participates in state, national, and international interlibrary loan agreements to meet the needs of patrons. Access to special collections and archival material is provided in designated areas according to established procedures and policies. Residents of Virginia who are at least 18 years of age may borrow circulating materials. Currently, no material printed prior to 1926 may circulate, but the items may be used in the Reading Rooms.

The Library provides reference, borrowing, and other services to state agencies, state employees, all other members of state government, and the general public.

III. SCOPE OF THE COLLECTIONS

Levels of Collection Development

The Library will acquire new materials and retrospectively develop collections at the following levels:

Comprehensive

A collection level that includes relevant published or publicly accessible material, including original source material, to document and record Virginia history and support in-depth research in all areas of Virginia history and culture. Primary examples include:

Virginia state publications (see Appendix 3)

Virginiana in the form of:

- Bibliographies
- Biographies
- Business and political ephemera
- Juvenile and young adult materials
- Literary works
- Local histories
- Special collections (including broadsides, sheet music, etc.)
- Theses and dissertations on Virginia history

Virginia authors (see Appendix 2)

Virginia-related manuscripts in the form of:

- County and municipal records
- Personal papers (including personal, family, organization, church, cemetery, and business records)
- State records from the executive, legislative, and judicial branches

Extensive

A collection level that supports the comprehensive areas of collecting by providing fundamental reference and related sources important in the study and documentation of Virginia history. Examples include:

Contiguous states (primarily county histories and record abstracts)

Genealogy (Virginia-related and contiguous states)

Maps (Virginia and contiguous states)

Newspapers and periodicals (primarily Virginia-related)

Virginia law materials

Additional non-Virginia examples include:

Federal documents (including Congressional reports, the Library of Congress, the Smithsonian, Department of the Interior, etc.)

Library science

Rare books (see Appendix 4)

Reference sources (including subject encyclopedias, dictionaries, etc.)

Basic

A collection level of general materials that help place Virginia history and culture within a broader context including a wide range of basic works. Examples include:

Contiguous states (general history and biography)

Southern history and genealogy

United States history (including presidential histories and papers, constitutional history, and biographies)

Support

A collection level intended to support research and reference needs of legislative groups, state government agencies, and programs. Material collected at this level may be technical, time sensitive, or outside the scope of the general collection.

Minimal

A collection level of low priority. Materials added at the minimal level will be considered examples of genres or subject matters only tangentially related to Virginia or the existing collections. Examples include:

Textbooks (Virginia history texts currently approved for school use or examples of early 19th-century textbooks by Virginia authors may be acquired or accepted.)

Out of Scope

The Library will not collect the following:

General fiction and popular culture titles
Entertainment
Technical or highly specialized materials

(See Appendix 6 for detailed collection levels based on the Library of Congress classification ranges.)

IV. MATERIAL SELECTION

Selection of Materials and Collection Development

Selection of Library materials is the responsibility of professional Library and Archives staff. The following groups and individuals currently select and suggest materials for purchase:

- Selectors in the Library Reference section are assigned subject areas for collection development. Designated staff in Archives Reference and other Library branches may review and forward order requests to Technical Services.
- Archives staff may review and suggest archival, map, or manuscript items for purchase and facilitate accession of gift materials.
- The Collections Management Coordinator selects items from dealer catalogs or forwards catalog offers to the appropriate staff and coordinates acceptance of printed gift materials.
- Special Collections staff may review and suggest rare books, broadsides, ephemera, photographs, or other visual images for purchase. The staff also accessions gift materials.
- Library staff and patrons may suggest items to purchase by using the "Suggestion for Purchase" form on the Library's Web site. Suggestions are reviewed by the Collections Management Coordinator.

Selection of materials for the collections is based on published reviews, bibliographies, and publisher and dealer catalogs. In the case of out-of-print, rare, manuscript, and other special items, the decision to purchase is generally made after a hands-on inspection of the material. Exception to a hands-on inspection may be made if items are offered by a reputable auction house or online auction site.

Evaluation of materials for the collections may be based on, but not limited to, the following criteria:

- Authoritativeness
- Accuracy and appropriateness
- Impartiality
- Recency
- Scope and depth of coverage
- Organization and style
- Physical characteristics or technical aspects
- Usefulness and interest
- Cost
- Uniqueness

(See Appendix 5 for more complete descriptions of the criteria.)

Format

The Library will acquire or provide access to materials in a variety of formats including printed works, microforms, digital databases, electronic resources, etc. Multiple formats, such as print, microform, or digital images of items, may be retained as appropriate for preservation and access.

The Library does not have a program for reformatting commercially available or privately created disk or tape formats. In most cases, outmoded, discontinued or dated formats will not be acquired.

V. COLLECTION DEVELOPMENT AND MANAGEMENT

General Collection Guidelines

The Library of Virginia will purchase, or accept as gifts, materials in multiple formats that will support the following priorities:

- materials that support the work of state agencies, the General Assembly, and other government constituencies
- materials that document and support research in all facets of Virginia history, culture, and genealogy
- materials produced by Virginia authors that fall within the scope of the collections and meet selection criteria (see Appendix 2)
- materials produced by state agencies (see Appendix 3)
- materials that affirm the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement (see Appendices 7-9)

The Library may participate in cooperative collection development arrangements with other research-level collections in Virginia. Exchange programs with other state libraries have been discontinued.

The Library will attempt to avoid duplication of technical or specialized material held by major libraries in the Richmond vicinity. The Library maintains only general collections in special subject areas such as medicine, law, the sciences, and technical fields of study.

The Library will not collect general interest, popular, or mass market materials typically held by most large public libraries.

The Library will attempt to acquire two copies of selected titles about Virginia or by a Virginia author. One copy will be designated in-library use only and the second circulating. Whenever practical, circulating copies of older materials will be acquired. Exceptions may be made if the material is deemed too ephemeral or too expensive.

Whenever possible, the Library will acquire variant editions of significant Virginia-related works. Acquisition of later printings or reprints that contain no textual additions or changes will be limited to replacement copies for worn or damaged items.

Archives, Manuscripts, and Records

The Virginia Public Records Act designates the Library of Virginia as the commonwealth's official custodian and trustee for all public records of any kind, regardless of physical form or characteristics, that are transferred to it from any agency. As the state's official repository of public records, the Library assumes ownership and administrative control of such records on behalf of the Commonwealth of Virginia.

The Library will collect the archival records of the executive, legislative, and judicial branches of Virginia state government. Following established records retention schedules, state agencies, the governor's office, and other branches of government will transfer archival records to the Library for permanent retention as mandated by the Virginia Public Records Act.

The Library will collect Virginia-related materials, including manuscripts and records, that are of a private nature and that assist researchers in discovering more about the history and lives of Virginia's citizens. These private materials may be individual, family, or corporate in nature.

The Library will assist local officials as a repository for local and circuit court records.

The Library of Virginia does not accept materials on deposit. Some materials may be accepted with limited restrictions on use, such as duplication, or on access for a limited time period. Privacy restrictions may limit access to some state or local records for a predetermined and legally established time period.

The Library Development and Networking Division Library

The Library Development and Networking Division maintains a professional library designed to meet the reference, information, and continuing education needs of librarians, library trustees, and Friends of the libraries, as well as to keep its own staff members informed on developments in the profession. The collection includes materials covering continuing education, staff development, library administration and operation, library automation, library research, intellectual freedom, and copyright.

The collection consists of books, serials, videos, and kits. American Library Association publications are acquired by standing order. Suggestions for purchase from the library community are welcomed. Although housed in a separate area of the building, the Library Development collection circulates to in-library users as well as interlibrary loan borrowers.

Maps

Manuscript and printed maps of Virginia and its political subdivisions will be acquired. Preference will be given to manuscript maps, first editions of printed maps, and maps that reflect the development of the commonwealth. Maps of the southeastern and mid-Atlantic states, selected maps dating after 1900, U.S. Geological Survey topographic quadrangles of Virginia and contiguous states, and copies of unique Virginia maps from other repositories will also be collected. Gifts of historical maps including world maps, celestial maps, and various other types may be accepted.

Newspapers and Periodicals

The Library of Virginia coordinates the preservation microfilming of approximately 130 local newspapers annually. In addition, the Library subscribes to, or accepts, periodicals from organizations, municipalities, businesses, state agencies, or other institutions in the commonwealth. The Library currently maintains nearly 800 current newspaper and periodical subscriptions. Access to electronic versions of serials is provided when available with the print subscription or for a reasonable charge.

The Library actively acquires issues of historic Virginia newspapers and periodicals in original format or in microform.

Reference Collections

The Reference collections of the Library are non-circulating collections of materials designed to provide quick access to factual information. The collections are a combination of hard copy and electronic databases with strong emphasis in biography and history. In support of the Library's role as a reference and research service for state government, the Library will consciously support a strong and vital reference collection.

Among the types of materials included are:

- Dictionaries and encyclopedias, both general and specialized

- Handbooks, almanacs, and statistical compendia
- Directories
- Telephone directories
- Atlases and gazetteers
- Bibliographies, both subject and trade
- Indexes and guides
- Biographical dictionaries, general, professional, regional, or national in scope with both retrospective and current coverage
- Electronic reference and research resources

Special Collections

The Special Collections Program will acquire, within its means, rare and important printed works in the same subject areas identified in this policy for the Library's general collection. Included in these works will be graphic materials such as photographs, portraits, posters, works of art on paper, and ephemera that illustrate the history and culture of Virginia (see Appendix 4).

Gifts

The Library welcomes and generally accepts unrestricted gifts. The Library reserves the right to add gift materials to the collections or to dispose of the material in a manner that will benefit the Library.

Gifts are accepted on behalf of the Library by the Library of Virginia Foundation and acknowledged in writing by the Foundation. Appropriate records of the donation and the date of donation are maintained.

Library staff members do not provide estimates or valuations for donated materials. However, the letter of gift may be used for tax purposes by the donor and his or her accountant. Upon request, the Library may provide to donors the names of rare book dealers or appraisers in Virginia.

Weeding

The Library of Virginia is a research institution that values the historical significance of its collections. Weeding projects will be carefully monitored by the appropriate managers. Selective weeding of the general collection may be done following these criteria:

- duplicate copies, if more than two copies are held, when there is evidence of little or no circulation (Note: Two copies of Virginia-related titles will be retained.)
- duplicate copies, if more than one is held, of outdated or superseded non-Virginia material (Note: One copy of non-Virginia-related titles will be retained except as described below.)
- incomplete runs of non-Virginia or foreign periodicals, if the subject is of marginal value to the overall collection

- damaged or brittle materials with no Virginia relevancy or provenance, if the subject is of marginal value to the overall collection

Replacements

Replacement, or preservation copying/imaging, will automatically be made for any Virginia material that is lost or damaged beyond use. Exception may be made if the damaged or lost item is the circulating copy and the replacement cost for a circulating copy is deemed excessive. General interest, superseded, or outdated technical materials ma

APPENDIX 1

The Code of Virginia, Title 42.1

§ 42.1-1. The Library of Virginia.

The Library of Virginia is hereby declared an educational institution and an institution of learning. The Library of Virginia shall be the library agency of the Commonwealth, the archival agency of the Commonwealth, and the reference library at the seat of government. It shall have the following powers and duties:

(1) [Repealed.]

(2) To accept gifts, bequests and endowments for the purposes which fall within the general legal powers and duties of The Library of Virginia. Unless otherwise specified by the donor or legator, the Library may either expend both the principal and interest of any gift or bequest or may invest such sums as the Board deems advisable, with the consent of the State Treasurer, in securities in which sinking funds may be invested. The Library shall be deemed to be an institution of higher education within the meaning of § 23-9.2;

(3) To purchase and maintain a general collection of books, periodicals, newspapers, maps, films, audiovisual materials and other materials for the use of the people of the Commonwealth as a means for the promotion of knowledge within the Commonwealth. The scope of the Library's collections shall be determined by the Library Board on recommendation of the Librarian of Virginia, and, in making these decisions, the Board and Librarian of Virginia shall take into account the book collections of public libraries and college and university libraries throughout the Commonwealth and the availability of such collections to the general public. The Board shall make available for circulation to libraries or to the public such of its materials as it deems advisable;

(4) To give assistance, advice and counsel to other agencies of the Commonwealth maintaining libraries and special reference collections as to the best means of establishing and administering such libraries and collections. It may establish in The Library of Virginia a union catalogue of all books, pamphlets and other materials owned and used for reference purposes by all other agencies of the Commonwealth and of all books, pamphlets and other materials maintained by libraries in the Commonwealth which are of interest to the people of the whole Commonwealth;

(5) To fix reasonable penalties for damage to or failure to return any book, periodical or other material owned by the Library, or for violation of any rule or regulation concerning the use of books, periodicals, and other materials in custody of the Library;

(6) To give direction, assistance and counsel to all libraries in the Commonwealth, to all communities which may propose to establish libraries, and to all persons interested in public libraries, as to means of establishment and administration of such libraries, selection of books, retrieval systems, cataloguing, maintenance, and other details of library management, and to conduct such inspections as are necessary;

(7) To engage in such activities in aid of city, county, town, regional and other public libraries as will serve to develop the library system of the Commonwealth;

(8) To administer and distribute state and federal library funds in accordance with law and its own regulations to the city, county, town and regional libraries of the Commonwealth; and

(9) To enter into contracts with other states or regions or districts for the purpose of providing cooperative library services.

Wherever in this title and the Code of Virginia the terms "State Library" or "Library" appear, they shall mean The Library of Virginia.

(Code 1950, § 42-33; 1970, c. 606; 1984, cc. 389, 734; 1986, c. 565; 1987, c. 458; 1994, c. 64; 1998, c. 427.)

APPENDIX 2

Virginia Authors Collection Policy

Identifying, collecting, and preserving works by Virginia authors is a unique aspect of the Library of Virginia's mission and programs. The annual Literary Awards program, noon-time author talks, and the Virginia Authors Room browsing collection support the diversity and use of Virginia authors' works. Staff members from all Library divisions contribute to these worthwhile efforts. The definition of a Virginia author has evolved over time. The current definition and collecting scope of works by Virginia authors is described below.

A Virginia author is defined as:

- a native of the state whose life or work is easily identifiable in relation to Virginia
- a long-term resident of Virginia or an author whose works were written while maintaining a permanent address in Virginia
- authors previously identified by the Library as Virginia authors

The status of an individual as a Virginia author may be subject to change based on recommendation from the selectors, the Collections Management Coordinator, Technical Services, or other Library staff. Works produced prior to, or after, an author's residence in Virginia may not be acquired.

Works by Virginia authors, fiction and nonfiction, will be collected using the following criteria:

1. Two copies (one copy in-library use only, one copy circulating) of an author's work will be acquired if:

- the work is written on a Virginia subject, the South, United States history, or other nonfiction subject, and
- the work, fiction or nonfiction, is published by a recognized commercial publisher, or
- the work has been reviewed by recognized review sources, or
- the work incorporates material drawn from the Library collections

2. One copy (in-library use only) of an author's work may be acquired if:

- the work is written on a subject unrelated to Virginia, the South, United States history, or
- the work is nonfiction and only available from a print-on-demand source, or
- no reviews of the work can be found, or
- the work is mass-market fiction, romance, or another peripheral literary genre

In certain instances, particularly peripheral literary genres, the Library may choose to maintain a representative selection of an author's work rather than a comprehensive collection.

The Library cannot accept the responsibility of being a publishing agent for authors who choose to market their works using a print-on-demand source. The Library reserves the right to accept print-on-demand or self-published materials as gifts (no more than two copies). A second copy of local histories or other Virginia-related subjects that are self-published may be considered for purchase as approved by the Acquisitions Committee.

As noted elsewhere in this document, the Library will not collect the following:

- technical or research publications without a direct link to Virginia history or culture
- publications with moving, non-Virginia editorships
- study guidelines and current textbooks without a direct link to a Virginia subject
- medical or procedural publications without a direct link to the health and welfare of Virginians
- theses or dissertations from Virginia colleges or universities unless the subject is related to Virginia history and culture
- fiction or other literature that is self-published or only available from a print-on-demand source. Single copies of print-on-demand fiction may be ordered in extenuating circumstances as approved by the Acquisitions Committee.
- entertainment programs, calendars, and other forms of ephemera not deemed significant for artistic merit or in a Virginia context

The Virginia Authors Room Policy

General Statement

The Virginia Authors Room is intended to serve as a general browsing and circulating collection for Library patrons. Books selected for the collection will be general interest titles that represent the full scope and range of work by Virginia authors. Books selected for the room will include standard classics by noted authors and works by currently active writers. Circulating copies from all Library of Congress class ranges will be selected for the room. The materials will complement the Main, Reference, or other collections.

Criteria for Book Selection

A Virginia author is a writer who is currently living and working in Virginia, a former resident of Virginia, or an author who has been designated a Virginia author in his or her authority record.

Authorship is intended to include editors, photographers, compilers, illustrators, etc. Contribution to the whole work should be obvious. Prefaces, short introductions, a single poem, or a single short essay in a collection will not qualify a book for the Virginia Authors Room.

Virginia Authors Room titles will be circulating copies of books for which at least one non-circulating copy is held by the Library. Typically the non-circulating copy will be in the closed stacks. However, the non-circulating copy may be located in the Main Collection or a non-public area.

General interest titles may be selected for the room from all Library of Congress class ranges.

If multiple editions of a title have been printed, the latest edition will be included in the Virginia Authors Room. Reprints may be acquired to replace worn, damaged, or lost copies.

The number of books by a single author will be limited to the six most recently published titles.

The following items will NOT be included in the Virginia Authors Room:

- state or federal documents
- oversize materials (Note: Shelving in the room does not accommodate books measuring over 32 cm. in height or 26 cm. in width.)
- items in pamphlet binders
- electronic formats, videos, tapes
- maps and most atlases because of size
- dictionaries, general encyclopedias, or other reference materials
- family histories, genealogies, and county abstracts including census indexes, etc.
- technical or advanced scientific materials
- theses and dissertations or reprints of theses or dissertations

Selection Procedures

Books for the Virginia Authors Room collection may be designated during the order process or during the new book review process by Reference staff. Each selector will have primary responsibility for materials that fall within his or her subject collecting area. Gift books may be considered by the selectors if two copies have been given to the Library. If only one copy of a gift book has been given to the Library, selectors may request that a second copy be ordered for the Virginia Authors Room.

Books will be clearly marked for the Virginia Authors Room collection during cataloging and processing.

Books may be removed from the Virginia Authors Room to replace lost or damaged in-library use copies. In most cases, lost or stolen books will not be re-ordered for the Virginia Authors Room collection but may be re-ordered for the stacks' circulating collection.

The Virginia Authors Room collection and policies may be reviewed and the collection weeded at the discretion of the manager of Reference Services and the head of the Research and Information Services Division.

APPENDIX 3

State Publications Program Collection Policy

The State Publications Depository Program Act of 2006 repeals, amends, and reenacts several sections of the *Code of Virginia* and provides new legislation to facilitate the acquisition, maintenance, and preservation of Virginia government publications, including materials in electronic format.

In order to use the new legislation to the maximum benefit of the Library and the citizens of the commonwealth, a collection policy for all Virginia government publications has been written to provide direction to Library staff for the acquisition, description, use, and preservation of government information. Separate guidelines for the provision of publications and/or catalog records for government information products will be provided for the administration of the State Publications Depository Program.

The State Publications Program Collection Policy can be used by state agencies and institutions of higher education for guidance in the submission of publications to the Library of Virginia for its collections and for inclusion in the Depository Program.

It will be the policy of the Library of Virginia to collect and preserve, to the best of its ability, all publications of state government agencies, in the executive, legislative, and judicial branches of government as described in this policy. Publications selected for inclusion in the program will be at the agency level. The Library will not actively collect publications from local offices of state agencies. Materials will be selected for collection and preservation based on intellectual content, research and educational use, and long-term benefit to the citizens of the commonwealth. It will be the policy of the Library of Virginia to collect and preserve materials published by institutions of higher education that have particular interest to the citizens of the commonwealth in the administration and stewardship of Virginia state colleges, universities, and community colleges.

It will be the policy of the Library of Virginia and the State Publications Depository Program to collect and preserve all publications meeting these policy guidelines in the format in which they were primarily distributed to the public.

All publications selected will be accessible (either in hard copy or electronically) from the Library of Virginia, and will appear, at a minimum, in the Library of Virginia's catalog.

The Library of Virginia will collect the following types of materials published by state agencies, commissions, and boards:

- Annual reports
- Newsletters
- Research reports and studies
- Statistical compilations
- Employee newsletters
- Handbooks, manuals, and guides developed for the use of the public

In addition, the Library of Virginia will endeavor to collect the following materials published by state institutions of higher education in Virginia:

Descriptive course catalogs
Viewbooks
Commencement programs
Student art and literary magazines
Newsletters with statewide interest, such as *Horizons Water Resource Newsletter* (Virginia Tech), or published in cooperation with a state agency, such as *VCPN: Virginia Child Protection Newsletter* (James Madison University)
Law reviews, when published with state funds
Sports media guides

The Library of Virginia will not collect:

Schedules of events
Forms and applications
Flyers and announcements for specific events, such as performances and lectures
Dated materials
Internal agency working procedures
Press releases
Material that is readily available in other sources, such as excerpts from the *Code of Virginia* and *Virginia Administrative Code*
Regulatory announcements and public comment notices
Student newspapers
Schedules of classes
General and departmental college recruiting materials, such as posters
Publications with moving editorships
Study guides and workbooks
Sports schedules
Research publications funded by grants or private or federal funds without a direct link to Virginia history or culture
Medical research or procedural publications that do not have a direct connection to the health and welfare of Virginians

The Library of Virginia will not collect bills introduced in the General Assembly except in hard copy. Electronic copies will be available as long as they are maintained by the Division of Legislative Automated Systems.

APPENDIX 4

Special Collections Program Development Policy

The Special Collections Program acquires, catalogs, describes, preserves, and provides traditional and innovative access to rare and unusual library collections. These collections include the Picture Collection, Rare Books, and the state's art collection.

PRINTS AND PHOTOGRAPHS COLLECTION **Prints, Photographs, and Ephemera**

The Prints and Photographs Collection focuses on visual materials that document the people, landscape, and built environment of Virginia. From early engravings and lithographs to 21st-century digital photographs, the collection provides an abundance of primary material for researchers who depend on pictorial materials to illuminate the past.

Prints

The Print Collection of approximately 50,000 engravings, etchings, woodcuts, and lithographs is of significance to both local historians and to students of American printmaking. The collection's research strength lies in the pictorial documentation of the people and landscape of Virginia from its earliest times to the present. Portraits of individuals associated with Virginia and images relating to the American Civil War are strongly represented.

While the Library will continue to maintain and build on the strengths of its historical print collection, the staff will also pursue retrospective acquisitions to fill gaps and monitor the development of new research interests. Prints representing the significant achievements and contributions to Virginia history of certain ethnic and racial groups are especially desirable additions to the collection and will be purchased when available.

Photographs

The Photograph Collection, an estimated 150,000 items, includes photographic prints, negatives, and transparencies. The collection has a wide variety of images documenting Virginia architecture and social history. Strengths within the collection include portraits of noteworthy individuals, changing styles in architecture, and events of state, political, historical, or cultural interest prior to the 1950s.

While the Library will continue to maintain and build on the strengths of its historical photograph collections, areas targeted for development include photojournalism, photographic albums, 20th-century portraiture, and architectural photography. In addition to the traditional means of collection development through purchase and donation, efforts may also be made to strengthen specific areas by arranging to have works copied and photographs commissioned.

Special Collections does not currently acquire moving images, such as corporate and industrial films, amateur and home movie footage, educational films from social agencies, or promotional films from government agencies.

Ephemera

Ephemera may be physically insubstantial but can include a significant amount of factual or descriptive information. An item can be equally notable for its graphic design elements or for its contribution to history and culture in Virginia. By its nature, such material is typically intended to be of only temporary interest, literally “for a day,” and should be selectively retained for the permanent collections. Formats vary greatly in size (from trade cards to posters), sophistication (from engraved invitations to movie tickets), and format (from fruit crate labels to political buttons).

The Ephemera Collection provides important documentation in many areas of Virginia history: politics, women, education, professional organizations, public health and medicine, art and entertainment, transportation, agriculture, and advertising, as well as economic, religious, social, and maritime history. Recognized strengths within the collection include tobacco-related advertising, tax revenue stamps, art/artist announcements, bookplates, currency, political posters, and agricultural labels.

A continuing objective is to strengthen the existing collection by acquiring ephemera from under-represented geographical locations within the state and items documenting local circumstances, such as rapid political and social change. Ephemera may be produced by a wide range of special interest groups, including dissident political groups, human rights groups, environmental groups, ecumenical groups, labor or worker groups and movements. Efforts should be made to identify these organizations and selectively collect examples of related ephemera.

RARE BOOK COLLECTION **Rare Books, Sheet Music, and Broadsides**

A rich research collection begun by the early British governors of Virginia forms the nucleus of the Rare Book Collection, including works on politics, religion, law, history, exploration, literature, agriculture, and other subjects. The Library of Virginia has been adding to this collection since its inception in 1823 by gift, donation, and/or purchase. The earliest record of the Library’s collection is *A Catalogue of the Library of the State of Virginia* published in 1828.

Rare Books

There are approximately 20,000 items in the Rare Book Collection. The collection dates from the 15th century to the present day. The strengths of the collection are: rare Virginiana (historical, political, literary, and official works), Civil War imprints, history, law, architecture, politics, agriculture, genealogy, and all other subjects relating to Virginia. Approximately one-third of the collection is made up of works recently transferred (within the last ten years) from the general stacks.

The Special Collections Department continues to collect in its areas of strength and also follows the classification for selectors for the general book collections, focusing on works printed prior to 1870. The department also seeks to purchase missing 1828 Library titles as they become available.

Sheet Music

The sheet music collection numbers 4,650 sheet music titles, the majority of which are 19th-century Virginiana popular works. As an art medium and social commentary based on colorful cover art illustrations and/or lyrics, the titles convey more than just music. Some titles are bound as assembled collections, compiled by their original owners and retained this way in the collection. Others are loose pieces of music that have been cataloged individually.

The department collects Virginia-related sheet music, either by author, composer, publisher, title, subject, or theme, when it is available. The department also collects Civil War-period sheet music and song sheets.

Broadsides

Broadsides are sheets printed on one side and often used in advertising. Broadsides typically contain a wealth of information: specific dates, exact descriptions, location, and the identities of key people, such as shop owners or the principal players in a theatrical production. The collection contains approximately 1,700 broadsides. The broadside collection overlaps certain parts of the poster and ephemera collections within the Picture Collection.

The department collects all Virginia-related themes (geographical, author, title, or subject area), including graphic-image broadsides of Virginiana and items published by the Henkel Press and other specialized printers when available.

STATE ART COLLECTION Paintings, Sculpture, and Original Art on Paper

The art collection of the Commonwealth of Virginia is comprised of works created by artists working in Virginia or representing Virginia subjects and history makers. By Executive Order, the Library of Virginia is responsible for the curatorial oversight of state-owned works of art in the Capitol Square area. The collection is displayed in state-owned buildings in and around Capitol Square, such as the Library of Virginia, the Executive Mansion, the State Capitol, the General Assembly Building, the Patrick Henry Building, and the Supreme Court Building. The collection consists largely of paintings, sculptures, and original works of art on paper. The subjects are predominately portraits of political figures, Supreme Court Justices, Civil War generals, and members of prominent Virginia families dating from the 18th century to modern day.

The Library of Virginia proactively adds works of art to the collection that reflect the diversity and depth of Virginia history and culture.

APPENDIX 5

Selected Criteria for Evaluating Library Materials

Works to be added to the collection may be judged by the following criteria:

- Authoritativeness. What is the background and reputation of the author or creator? Of the publisher? Of the sponsoring body?
- Accuracy. How accurate is the information presented? (Expert opinion is usually needed.)
- Impartiality. Are all sides of a question presented fairly, or is there evidence of bias, either hidden or openly admitted?
- Recency of date. How up-to-date is the information? In revised editions, how much revision has been done?
- Adequate scope. Are all important aspects of the topic covered, or are some slighted or left out?
- Depth of coverage. Does the work go into enough detail, or is it superficial?
- Appropriateness. Is the work presented at a level (vocabulary, visual, etc.) that can be comprehended by the intended user? How suitable is the length? Will the user's attention span be overtaxed? How suitable is the medium for the presentation of this subject? Is the work suitable for group or individual use? Or both?
- Relevancy. Is the work relevant to the user's experience? How useful will the date be to intended users?
- Interest. Will the work hold the user's interest by appealing to the imagination, sense of curiosity, human needs, etc.? Does the work offer an intellectual challenge?
- Organization. Is the work developed in a logical fashion? Are all parts pertinent?
- Style. Is the style of presentation appropriate to the material? Is the style comprehensible to the intended user?
- Aesthetic qualities. Does the work offer a genuine artistic experience? Does the work exhibit imagination and originality?
- Technical aspects. For printed materials, how faithful to the original are the illustrations and what is the degree of clarity? In the case of audiovisual materials, is the work technically superior in terms of photography, sound and physical condition, and is the print clear and sharp with an undistorted soundtrack?
- Physical characteristics. Is the typeface well chosen and of the right size? Are the paper and binding of good quality? Is the work well designed? Attractively

packaged? How easy is it to use the work? To repair the work? How durable is the work?

- Special features. Are bibliographies, appendices, notes and guides to the material included?
- Library potential. How does this work fit into the collection that already exists? Does it balance another work of differing viewpoint or merely add more of the same? How frequently will this work be used?
- Cost. Is there a less expensive substitute that will serve the same purpose? What are the processing costs? The storage costs? How permanent is the content of this work? Will it soon become obsolete because of the visual matter or content?

These qualities may be determined by consulting reviews or by examining the work in question.

Excerpted from Richard K. Gardner, *Library Collections: Their Origin, Selection, and Development* (New York: McGraw-Hill, 1981), pp. 185-186.

APENDIX 6

Selector Guidelines by Classification Range

The following outline of the Library of Congress classification scheme indicates the current (2006) collection scope for each classification range and subject. The scope level for each range or subject is a goal and a suggested guide for selectors. Exceptions may be made based on an identified need or other extenuating circumstances. As a working tool for selectors the outline may be revised as necessary.

Class A – General Works

AC1-999	Collections. Series. Collected works	OUT OF SCOPE
AE1-88	Encyclopedias	BASIC
AG2-600	Dictionaries, other general reference works	BASIC
AI1-21	Indexes	BASIC
AM1-401	Museums. Collectors and collecting	BASIC
AN	Newspapers	N/A
AP1-230	Periodicals	BASIC – GENERAL COMPREHENSIVE - VA
AS1-945	Academies and learned societies	BASIC
AY10-2001	Yearbooks. Almanacs. Directories	BASIC
AZ101-999	History of scholarship, learning. Humanities	OUT OF SCOPE

Class B – Philosophy. Psychology. Religion

B1-5802	Philosophy (General)	BASIC - REF
BC1-199	Logic	OUT OF SCOPE
BD10-701	Speculative philosophy	OUT OF SCOPE
BF1-990	Psychology	BASIC - REF
BH1-301	Aesthetics	OUT OF SCOPE
BJ1-1725	Ethics	BASIC - REF
BL1-2790	Religion. Mythology. Rationalism	BASIC - REF
BM1-990	Judaism	BASIC - REF

BP1-610	Islam. Bahai Faith. Theosophy, etc.	BASIC - REF
BQ1-9800	Buddhism	BASIC - REF
BR1-1725	Christianity	BASIC - REF
BS1-2970	The Bible	BASIC - REF
BT10-1480	Doctrinal Theology	OUT OF SCOPE
BV1-5099	Practical Theology	MINIMAL - REF
BX1-9999	Christian Denominations	BASIC - REF COMPREHENSIVE - VA
BX800-4795	Catholic Church	BASIC COMPREHENSIVE - VA
BX5800-5995	Protestant Episcopal Church in the United States of America	EXTENSIVE - SOUTH COMPREHENSIVE - VA
BX6101-9999	Other Protestant denominations	EXTENSIVE - SOUTH COMPREHENSIVE - VA
BX6201-6495	Baptists	EXTENSIVE - SOUTH COMPREHENSIVE - VA
BX6480-6490	Individual Baptist churches	COMPREHENSIVE - VA
BX6493-6495	Biography	COMPREHENSIVE - VA
BX7451-7493	Evangelical and Reformed	BASIC COMPREHENSIVE - VA
BX7580-7583	Free Congregations	BASIC COMPREHENSIVE - VA
BX7601-7795	Friends. Quakers	BASIC COMPREHENSIVE - VA
BX7850-7865	German Evangelical	BASIC COMPREHENSIVE - VA
BX8001-8144	Lutheran Churches	BASIC COMPREHENSIVE - VA
BX8101-8144	Mennonites	BASIC COMPREHENSIVE - VA
BX8201-8495	Methodism	EXTENSIVE - SOUTH

COMPREHENSIVE – VA

BX8901-9225 Presbyterianism

**BASIC
COMPREHENSIVE – VA****Class C – Auxiliary Science of History**

C1-51	Auxiliary Sciences of History	MINIMAL
CB-482	History of Civilization	MINIMAL
CC1-960	Archaeology	BASIC
CD1-6471	Diplomatics. Archives. Seals	BASIC
CE1-97	Technical Chronology. Calendar	MINIMAL
CJ1-6661	Numismatics	BASIC
CN1-1355	Inscriptions. Epigraphy	MINIMAL
CR1-6305	Heraldry	BASIC
CS1-3090	Genealogy	COMPREHENSIVE
CT21-9999	Biography	BASIC – SOUTH COMPREHENSIVE – VA

Class D – History (General) and History of Europe

D1-2009	History (General)	MINIMAL
DA1-995 DA300592	History of Great Britain England, Modern, 1485-	MINIMAL BASIC
DC1-947	History of France	MINIMAL
DD1-901	History of Germany	MINIMAL
DE1-100	History of Greco-Roman world	MINIMAL
DF10-951	History of Greece	MINIMAL
DG11-999	History of Italy	MINIMAL
DH1-925	History of Low Countries	MINIMAL
DJ1-411	History of Netherlands (Holland)	MINIMAL
DJK1-77	History of Eastern Europe (General)	MINIMAL

DK1-949.5	History of Russia. Soviet Union	MINIMAL
DL1-1180	History of Northern Europe. Scandinavia	MINIMAL
DP1-402	History of Spain	MINIMAL
DQ1-851	History of Switzerland	MINIMAL
DR1-2285	History of Balkan Peninsula	MINIMAL
DS1-937	History of Asia	MINIMAL
DT1-3415	History of Africa	MINIMAL
DU1-950	History of Oceania (South Seas)	MINIMAL

Class E-F – History: America

E11-143	America	BASIC
E151-889	United States	BASIC
E186-199	Colonial history (1607-1775)	EXTENSIVE
E201-441	Revolution	EXTENSIVE
E441-453	Slavery	EXTENSIVE
E456-655	Civil War	EXTENSIVE – VA/SOUTH BASIC – Other US
E660-738	Late 19 th century	BASIC
E838-889	Later twentieth century, 1961-	BASIC
F1-975	United States local history	BASIC
F1-15	New England	BASIC
F106	Atlantic coast. Middle Atlantic States	BASIC
F176-190	Maryland	EXTENSIVE
F206-220	The South. South Atlantic States	BASIC
F221-235	Virginia	COMPREHENSIVE
F236-250	West Virginia	EXTENSIVE
F251-265	North Carolina	EXTENSIVE

F266-280	South Carolina	BASIC
F281-295	Georgia	BASIC
F296-301	Gulf States	BASIC
F381-395	Texas	BASIC
F396	Old Southwest	MINIMAL
F406-420	Arkansas	BASIC
F431-445	Tennessee	EXTENSIVE
F446-460	Kentucky	EXTENSIVE
F461-475	Missouri	BASIC
F476-485	Old Northwest. Northwest Territory	BASIC
F590.3-596.3	The West	BASIC
F721-722	Rocky Mountains	BASIC
F786-790	New Southwest	BASIC
F850.5-851.5	Pacific States	BASIC
F1001-1145.2	British America	MINIMAL
F1201-3799	Latin America. Spanish America	MINIMAL

Class G - Geography, Anthropology. Recreation

G1-922	Geography (General)	BASIC – REF COMPREHENSIVE - VA
G1000-3122	Atlases	BASIC – REF EXTENSIVE - VA
G3180-9980	Maps	
G3290-5668	America. Western Hemisphere	BASIC - REF
G3300-5184	North America	SUPPORT
GA1-1776	Mathematical geography	OUT OF SCOPE
GB3-5030	Physical geography	BASIC - REF
GC1-1581	Oceanography	MINIMAL - REF
GE1-350	Environmental sciences	BASIC - REF

GF1-900	Human ecology. Anthropogeography	MINIMAL - REF
GN1-890	Anthropology	MINIMAL - REF
GR1-950	Folklore	EXTENSIVE –VA/SOUTH BASIC – REF
GT1-7070	Manners and customs (General)	EXTENSIVE – VA/SOUTH BASIC - REF
GV1-1860	Recreation. Leisure	EXTENSIVE – VA/SOUTH BASIC - REF

Class H – Social Sciences

H1-99	Social sciences (General)	MINIMAL
HA1-4737	Statistics	MINIMAL
HB1-3840	Economic theory. Demography	MINIMAL
HC10-1085	Economic history and conditions	MINIMAL
HD28-9999	Industries. Land use. Labor	MINIMAL
HE1-9990	Transportation and communications	MINIMAL
HF1-6182	Commerce	MINIMAL
HG1-9999	Finance	MINIMAL
HJ9-9940	Public finance	MINIMAL
HM401-1281	Sociology (General)	MINIMAL BASIC - VA
HN1-995	Social history and conditions. Social reform	BASIC -REF
HQ1-2044	The Family. Marriage. Women	BASIC - REF
HS1-3371	Societies: secret, benevolent, etc.	BASIC - REF
HT51-1595	Communities. Classes. Races	BASIC - REF
HV1-9960	Social pathology. Social and public welfare. Criminology	BASIC - REF
HX1-970.7	Socialism. Communism. Anarchism	BASIC – REF

Class J – Political Science

J1-981	General legislative and executive papers	BASIC EXTENSIVE - VA
JA1-92	Political science (General)	BASIC - REF
JC11-605	Political theory	MINIMAL
JF20-2112	Political institutions and public administration	MINIMAL
JF1338-2112	Public administration	BASIC - REF
JF2011-2112	Political parties	BASIC - REF
JK1-9993	Political institutions and public administration	BASIC
JK1012-1432	Congress. Legislative branch	BASIC - REF
JL1-3899	Political institutions and public administration	BASIC - REF
JN1-9689	Political institutions and public administration Europe	MINIMAL
JQ21-6651	Political institutions and public administration	BASIC - REF
JS39-8500	Local government. Municipal government	SUPPORT - VA
JS300-1583	United States	SUPPORT
JV1-9480	Colonies and colonization. Emigration and Immigration. International migration	MINIMAL
JZ5-6530	International relations	OUT OF SCOPE

Class K – Law

K1-7720	Law in general. Comparative and uniform law. Jurisprudence	BASIC - REF
KDZ1-4999	America. North America	BASIC - REF
KF KFV2401-2999	Law of the United States Virginia	MINIMAL EXTENSIVE - REF
KFZ8501-9199	Confederate States of America	EXTENSIVE

Class L – Education

L7-991	Education (General)	BASIC
LA5-2396	History of education	BASIC
LB5-3640	Theory and practice of education	BASIC
LC8-6691	Special aspects of education	BASIC
LD12-7501	Individual institutions	EXTENSIVE - VA
LD13-7501	United States	MINIMAL
LE3-78	Individual institutions	OUT OF SCOPE
LH1-9	College and school magazines and papers	EXTENSIVE - VA
LJ3-165	Student fraternities and societies	MINIMAL
LT6-501	Textbooks	MINIMAL (Va. history only)

Class M – Music

M1-5000	Music	BASIC - REF
ML1-3930	Literature on music	MINIMAL BASIC - SOUTH

Class N – Fine Arts

		BASIC - REF
N1-9165	Visual arts	MINIMAL COMPREHENSIVE - VA
NA1-9428	Architecture	MINIMAL COMPREHENSIVE - VA
NB1-1952	Sculpture	MINIMAL
NC1-1940	Drawing. Design. Illustration	MINIMAL
ND25-3416	Painting	MINIMAL
NE1-3002	Print media	MINIMAL
NK1-9955	Decorative arts	MINIMAL
NX1-820	Arts in general	MINIMAL

Class P – Literature

P1-1091	Philology. Linguistics	MINIMAL -REF
PA1-199	Classical philology	MINIMAL - REF
PC1-5498	Romantic	OUT OF SCOPE
PE1-3729	English	OUT OF SCOPE
PN1-6790	Literature (General)	BASIC - REF
PQ1-3999	French literature	OUT OF SCOPE
PR1-9680	English literature	BASIC - REF
PS1-3576	American literature	BASIC – REF COMPREHENSIVE - VA
PS700-3626	Individual authors	EXTENSIVE – SOUTH
PS700-893	Colonial period (17 th and 18 th centuries)	EXTENSIVE - SOUTH
PS991-3369	19 th century	EXTENSIVE – SOUTH
PS3500-3549	1900-1960	EXTENSIVE – SOUTH
PS3550-3576	1961-2000	EXTENSIVE – SOUTH
PS3600-3626	2001-	EXTENSIVE – SOUTH
PZ1-90	Fiction and juvenile belles letters	COMPREHENSIVE - VA
PZ5-90	Juvenile belles letters	COMPREHENSIVE - VA

Class Q – Science

Q1-390	Science (General)	MINIMAL – REF EXTENSIVE - VA
QA1-939	Mathematics	OUT OF SCOPE
QB1-991	Astronomy	OUT OF SCOPE

QC1-999	Physics	OUT OF SCOPE
QD1-999	Chemistry	OUT OF SCOPE
QE1-996.5	Geology	EXTENSIVE - VA
QH1-278.5	Natural history (General)	EXTENSIVE - VA
QK1-989	Botany	EXTENSIVE - VA
QL1-991	Zoology	EXTENSIVE - VA
QM1-695	Human anatomy	BASIC
QP-801	Physiology	OUT OF SCOPE
QR1-502	Microbiology	OUT OF SCOPE

Class R – Medicine

R5-920	Medicine (General) (Consumer health)	BASIC - REF
RA1-1270	Public aspects of medicine	BASIC – REF EXTENSIVE - VA
RC31-1245	Internal medicine	OUT OF SCOPE
RD1-811	Surgery	OUT OF SCOPE
RE1-994	Ophthalmology	OUT OF SCOPE
RF1-547	Otorhinolaryngology	OUT OF SCOPE
RJ1-570	Pediatrics	OUT OF SCOPE
RK1-715	Dentistry	OUT OF SCOPE
RL1-803	Dermatology	OUT OF SCOPE
RM1-950	Therapeutics. Pharmacology	MINIMAL - REF
RS1-441	Pharmacy and material medica	MINIMAL - REF
RT1-120	Nursing	OUT OF SCOPE
RX1-681	Homeopathy	BASIC - REF

Class S – Agriculture

S1-946.5	Agriculture (General)	BASIC - REF
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SB1-1110	Plant culture	MINIMAL
SB387-399	Grape culture. Viticulture	BASIC
SB450.9-467.8	Gardens and gardening	BASIC
SB469-476	Landscape gardening. Landscape architecture	BASIC
SD1-669.5	Forestry	MINIMAL
SF1-1100	Animal culture	OUT OF SCOPE
SF277-360.4	Horses	MINIMAL
SH1-691	Aquaculture. Fisheries. Angling	MINIMAL
SK1-664	Hunting sports	MINIMAL

Class T – Technology

T1-995	Technology (General)	MINIMAL
TA1-2040	Engineering (General).	OUT OF SCOPE
TA800-820	Tunnels	MINIMAL
TC1-978	Hydraulic engineering	OUT OF SCOPE
TC203-380	Harbors, lighthouses, etc	MINIMAL
TC530-537	Flood control	MINIMAL
TD1-1066	Environmental technology. Sanitary engineering	OUT OF SCOPE
TE1-450	Highway engineering. Roads and pavements	MINIMAL
TF1-1620	Railroad engineering and operation	MINIMAL
TG1-470	Bridge engineering	MINIMAL
TH1-9745	Building construction	MINIMAL
TJ1-1570	Mechanical engineering and machinery	MINIMAL
TJ1480-1496	Farm machinery	MINIMAL
TJ1501-1519	Sewing machines	OUT OF SCOPE
TK1-9971	Electrical engineering. Electronics. Nuclear Engineering	OUT OF SCOPE
TK9900-9971	Electricity for amateurs	OUT OF SCOPE

TL1-4050	Motor vehicles. Aeronautics. Astronautics	OUT OF SCOPE
TN1-997	Mining engineering. Metallurgy	OUT OF SCOPE
TP1-1185	Chemical technology	OUT OF SCOPE
TR1-1050	Photography	MINIMAL
TS1-2301	Manufactures	MINIMAL
TS2200-2283	Tobacco industry	BASIC
TT1-999	Handicrafts. Arts and crafts	OUT OF SCOPE
TX1-1110	Home economics	OUT OF SCOPE
TX642-840	Cookery	BASIC EXTENSIVE - VA

Class U - Military Science

U1-900	Military science (General)	MINIMAL
U430	Virginia Military Institute	COMPREHENSIVE
UA10-997	Armies: Organization, distribution, military situation	MINIMAL
UB1-900	Military administration	BASIC
UC10-780	Maintenance and transportation	MINIMAL
UD1-495	Infantry	BASIC
UE1-500	Cavalry. Armor	BASIC
UF1-910	Artillery	BASIC
UG1-620	Military engineering	MINIMAL
UH20-910	Other services	MINIMAL

Class V – Naval Science

V1-995	Naval science (General)	BASIC
VA10-750	Navies: Organization, distribution, naval situation	MINIMAL
VB15-345	Naval administration	MINIMAL

VC10-580	Naval maintenance	MINIMAL
VD7-430	Naval seamen	MINIMAL
VE7-500	Marines	MINIMAL
VF1-580	Naval ordnance	MINIMAL
VG20-2029	Minor services of navies	BASIC
VK1-1661	Navigation. Merchant marine	BASIC
VM1-989	Naval architecture. Shipbuilding. Marine engineering.	BASIC

Class Z – Bibliography, Library Science, Information Resources (General)

Z4-115.5	Books (General). Writing. Paleography	BASIC
Z662-1000.5	Libraries	BASIC
Z665-718.8	Library science. Information science	EXTENSIVE
Z719-725	Libraries (General)	BASIC
Z998-1000.5	Booksellers' catalogs. Book prices	MINIMAL
Z1001-8999	Bibliography	BASIC
ZA3040-5185	Information resources (General)	BASIC

APPENDIX 7

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

APPENDIX 8

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound

responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

APPENDIX 9

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the Council of the American Library Association.