

The Baton Rouge Room
East Baton Rouge Parish Library
COLLECTION DEVELOPMENT POLICY
June 2008

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Introduction:

The mission of the Baton Rouge Room Collection is collect, manage, preserve, and provide access to, items that represent significant historical actions of local governments, businesses, residents and institutions of the City of Baton Rouge and East Baton Rouge Parish. These items include but are not limited to photographs, manuscripts, documents, periodical publications, audiotapes and memorabilia.

The Baton Rouge Room is located in the River Center Branch of the East Baton Rouge Parish Library. Located on the fourth floor, the Baton Rouge Room has existed since the dedication of the library in 1980. It is the goal of the repository to accurately represent the history of Baton Rouge with out overlapping other long established archival collections in the Baton Rouge area.

This document will function as a written guideline for the continuing acquisition of materials that will inform researchers, community members and library patrons about Baton Rouge and East Baton Rouge Parish. In order for items to be added, they must provide a historically relevant picture of the geographic, cultural, economic, political and social life in the City of Baton Rouge and the Parish of East Baton Rouge. This guide will aid in defining the scope and nature of this collection for patrons and other repositories, as well as our public services co-workers within the East Baton Rouge Parish Library.

Targeted Users:

The unique primary source material of the Baton Rouge Room Collection is made available to all citizens of the City of Baton Rouge and East Baton Rouge Parish Louisiana. This includes the citizens of Baker, Zachary, and the surrounding unincorporated areas. Users of the collection include those interested in genealogy or historical research. Other users include library and parish government staff, students and educators, business persons, historic preservationists, journalists, and all other interested persons.

Scope of Materials:

The Baton Rouge Room seeks to collect materials containing information about relevant historical and important current events relating to Baton Rouge and East Baton Rouge Parish. Topics include residential life, geography, economic activity, government and business activities, cultural events, and educational institutions.

The Baton Rouge Room Collection contains materials in a variety of formats. The collection includes but is not limited to: books, blueprints, maps, manuscripts, municipal documents, oral histories, photographs, periodicals, pamphlets, and yearbooks. The Baton Rouge Room makes available the technology to access these materials on site.

Certain elements of the collection will be made available in digital format through the library's web site beginning in 2009. It will be necessary to develop digitization policies for this project. This Collection Development Policy will be amended when these policies have been written.

There is a small amount of historical artifacts in the collection. Artifacts found in the collection follow the principles put forth in the mission statement.

Items that are relevant to the historical background of this region are also included only if they contain significant information about residents, or because they illuminate important Baton Rouge events.

Collection Guidelines:

The following guidelines apply to all of the collection units whether the material is donated or purchased.

Multiple copies - no more than two copies of individual items are collected. Exceptions are made in the case of rare items or items which receive heavy use. Extra copies of Municipal Documents will be discarded according to the retention schedule.

Value - materials selected have either evidential value (documentation of the functioning of an organization or individual) or research value and should contain accurate information. Items that are unique or extremely rare will be considered for accession even if they are out of scope collection.

Language - English is the primary language of Baton Rouge Room Collection, although some items in French and Spanish are included.

Geography – Items that cover the geographical area of Baton Rouge and East Baton Rouge Parish are accepted.

*Items that contain relevant and supporting research value will be considered and their collection and retention are left to the discretion of the archivist.

Collection Units:

- a. Historic Manuscripts, Rare Books and Realia Collection
(Including collections of personal and professional papers from Baton Rouge residents)
- b. Map and Blueprint Collection

- c. Municipal Documents
- d. Oral History Tape Collection
- e. Periodicals and Newsletter Collection
- f. Photograph and Slide Collection
- g. Vertical File
- h. Yearbook Collection
- i. East Baton Rouge Parish Library Archives

a. Historic Manuscripts, Rare Books and Realia Collection:

This collection should include manuscripts that are original primary source material. Materials included are letters, government documents produced before the Twentieth Century, diaries, log books, ledgers, minutes, contracts, etc. Rare books may have once been mass produced, but are no longer available because of their age. Realia selected will have a direct connection to Baton Rouge and the surrounding area.

b. Map and Blueprint Collection:

This collection should include maps and blueprints relevant to the development and history of Baton Rouge and the surrounding area. Some maps with a broader focus will be accepted if the material has evidential value to other materials in the collection. Blue prints will include buildings with historic significance or a relationship to the municipal development of Baton Rouge.

c. Municipal Document Collection:

The Baton Rouge Room will collect official documents relating to business and industry and the economic and political activities of and produced by the City Parish Government of Baton Rouge. State and Federal documents that relate directly to activities in the geographical collection area will be appraised and retained on a per-item basis.

d. Oral History Tape Collection:

The oral history collection should be considered active and the archivist will work to add new interviews to the collection whenever possible. Any future oral history collecting should follow the guidelines set forth in the mission statement.

e. Periodicals and Newsletter Collection:

Periodicals that are printed on a regular basis are included in the Baton Rouge Room Collection. Regional newspapers and magazines, and newsletters from organizations in the Baton Rouge area will be included. Publications that focus on other areas of the state will not be retained. Major newspapers and publications associated with the local universities will not be collected. Currently items will only be collected in print format. Two copies of each item shall be retained.

f. Photograph and Slide Collection:

This collection should include images of Baton Rouge and East Baton Rouge Parish from any time period. Photographs, slides, and negatives have a wide variety of content and capture not only important events, but every day activities and images that represent life in Baton Rouge.

g. Digital Archive:

The

Appraisal:

When determining if an item is appropriate to add to the collection, it is important to determine if the value of an item is proportionate to the time it will take to process and preserve it. It is important also to consider the item's relevance to the collection. If an archivist is unavailable for appraisal, staff is directed to consider the following points when appraising an item for addition to the collection.

1. Is the item relevant to the history of Baton Rouge and East Baton Rouge Parish and does it hold intrinsic or scholarly value for the Baton Rouge Room Collection?
2. Is the item a duplication of information already held in the collection?
3. Will the item maintain its informational value for years to come?
4. Is the material in usable condition? (Is it an out-dated computer or audio visual format, is the material beyond repair)

Accepting Donations:

The Baton Rouge Room will gladly accept donations of materials that are relevant to the collection. The archivist will determine if the material to be donated meets the criteria for collection. If donations are accepted that cannot be added to the collection, they may be discarded, sold, or given to other institutions. Materials that are in poor condition are duplicates of items or information already contained in the collection, or items that would be too expensive or time consuming to repair or maintain will are not suitable for addition to the collection.

When a patron contacts the Baton Rouge Room in order to donate an item or items, the archivist will first appraise the material and determine its suitability for addition to the collection. If the material is to be accepted, the donor will fill out a donation form and agree to the terms of donation. If a donor requests modification of the loan agreement (such as restrictions on use or keeping the collection closed for an amount of time) it is left to the archivist's discretion whether or not the donor's terms can be reasonably met. Once an agreement has been met, the donor and the archivist will sign the donation form which will be kept on file indefinitely in the Baton Rouge Room.

When items are accepted into the Baton Rouge Room Collection, future access and preservation responsibilities are transferred into the care and discretion of the East Baton Rouge Parish Library. Any items deemed beyond salvage or a threat to the whole collection due to their condition may be discarded.

When an item is added to the collection, the archivist must fill out an Accession Form (see appendix). Accession numbers are created by using the last two digits of the year the item is added to the collection and the number order in which it is received. Ex. 08.01, 08.02, etc. If an accession has more than one item the number should reflect this by adding another set of digits behind the number ex. 08.01.01, 08.01.02 etc. Keep all forms for each year in a separate file. Eventually there will be software to support this type of record keeping.

Guidelines for Lending Materials:

When a patron contacts the Baton Rouge Room in order to secure an item loan, the Archivist/Librarian will determine what the item will be used for, the risk factors involved and the reliability level of the borrower. The condition of the item must be stable if it is to be eligible for loan. If at any time it appears that the loan will be an unsafe risk, it is incumbent upon the Archivist/Librarian to refuse the loan.

If an item is very fragile and susceptible to damage through handling, it is not to be loaned. If possible a preservation copy can be made for loan. Preservation copies are subject to the same terms and conditions as originals and should be made by the archivist only. If possible, items should be photographed before being placed on loan.

Anyone wishing to loan items from the Baton Rouge Room must be 18 years or older and will be required to agree to the terms and conditions listed on the loan agreement form (located in Appendix 1). Failure of the borrower to agree to the terms and conditions of the loan agreement will result in a refusal of loan. Loan forms are located on the top shelf in a black binder labeled "forms" in the file cabinet in the Baton Rouge Room. Patron must also have a valid and current library card. All items are to be returned to the River Center Branch.

Procedure:

1. Have borrower read and sign loan form, make 2 copies. Keep one in loan file in Baton Rouge Room.
 2. Copy borrower's drivers license attach to loan form.
 3. When item is returned note the date and condition of item on the loan form on file.
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The East Baton Rouge Parish Library adheres to Copyright laws as set forth by Title 17 of the United States Code. Please refer to the Copyright Statement in the appendix portion of this document.

Cataloging Guidelines:

Most materials in the Baton Rouge Room will be non-circulating and this will be indicated with an asterisk (*) on the call number. Materials there will have "BR Room" above the call number. It has been decided to omit "La" in the call number even where all other copies have "La". Books labeled "La 796.332 V771L" at other branches and in the regular Louisiana collection at River Center Branch will be labeled "* BR Room 796.332 V771L" in the Baton Rouge Room at River Center Branch.

All Baton Rouge Room materials at River Center Branch are not automatically sent to the Baton Rouge Room. Most circulating material at RCB about BR will go in the regular La collection there. This way the Baton Rouge Room itself will be more research oriented and archival. Researchers will have easy access at the River Center branch to circulating materials in the regular Louisiana collection.

Processing Guidelines:

When materials have been accessioned into the collection, the next step in archival arrangement is to process them into the collection, organize them, and create a tool for access. This is called "processing" a collection. The following is a brief synopsis of how to process a collection of archival materials.

Before you start to process the collection take time to do a brief survey of the materials. DO NOT REORDER THE MATERIALS AT THIS TIME. Look for common threads that will eventually create your series, assess any items that are damaged, and organize the materials you will need to re-house the collection.

1. Identify and name the collection.

Usually collections are named after their creator if they come from individuals or families. These types of collections tend to come from day to day activities are generally referred to as "papers".

If the materials have come together or been created by the activities of a business, organization or institution, they are referred to as "records". Collections that are titled records are generally part of a still active body. A collection of records is named after the creating body with the term records attached. If the records are no longer active, the collection is referred to as "archives". The term "archives" can also refer to collections with mixed or related provenance. These types of collections can come from related family members, individuals whose activities reflect the functioning of an institutions, etc.

2. Establish a level of control

In archival processing there are different levels of intellectual control that can be established over a collection. For the purposes of the East Baton Rouge Parish Library and until such a time that levels of donation prohibit such a level, items will be processed down to the folder level.

Collection → Box → Folder → Item

a. The collection level identifies the creating entity, the provenance of the materials, the amount of materials, dates of creation, and the types of materials contained within the collection. Sometimes it is necessary to make note of languages used or special types of media contained within the collection in order to facilitate access. It is also important to make note of any significant individuals and subject headings addressed by the collection.

b. Box level generally divides the collection into series. A series groups materials into similar categories. For example: “correspondence” or “meeting minutes” identify groups of papers with similar content. When creating a finding aid, boxes will be identified by series and then by box number. (i.e. 1:1, 1:2...)

c. Folder level identifies the contents of the folder. In the Baton Rouge Room collection folders retain the titles they held during the time they were active. It is not necessary to arrange the individual items within the folders. There are times when materials may be jumbled or placed in folders in which they do not belong. Again, until such time that the amount of materials in the Baton Rouge Room restricts such activities, do your best to sort items into the correct folders.

As one goes through the collection it is necessary to re-house the materials according to archival preservation standards. Use only acid free, lignin free, buffered materials to house collections. Keep the contents of folders together. Re-house item and maintain folder names (if any). Any ephemera, photographs, audio or visual materials must also be housed according to archival standards. Remove rusted paper clips, rubber bands or other materials that can damage the papers. **ONLY THE ARCHIVIST SHOULD HANDLE DAMAGED OR FRAGILE ITEMS.** As you work, maintain a record of how the materials are arranged in order to effectively create the finding aid.

Once papers are sorted and arranged by collection, series, box and folder, and placed into the Baton Rouge Room storage area, it is necessary to prepare a finding aid. The finding aid will list the title, preface to the collection, creator, dates, quantity, and location. Next there will be a brief history of the person or organization, a description of the system of arrangement used, the scope and content of the collection, and then a list of the series, boxes and folders. In the future, these finding aids may be created using EAD so it is necessary to identify subject headings and related materials in the collection. This information should be added as an appendix. For examples of finding aides in the Baton Rouge Room, look at the LibGuide located on the Library’s web site.

APPENDIX

Loan Agreement

Accession Registration Form

Act of Donation

Donor Information Form

Branch Loan Agreement

Permission to Digitize

Digitizing Solicitation Letter

International Council on Archives Code of Ethics

Library Bill of Rights

Copyright Notice

BATON ROUGE ROOM LOAN AGREEMENT

Borrower: _____

Address: _____

Phone: (h.) _____ (w.) _____ (c.) _____

Email _____ FAX _____

Item to be lent: _____

Location: _____ Condition: Good Fair Poor

Purpose of loan: _____

Loan date: From: _____ To: _____

Conditions of loan:

1. If any of the items loaned are lost or damaged, the borrower will reimburse the East Baton Rouge Parish Library the appraised value of the item(s).

This item is valued at: \$ _____

2. Should any loss or damage occur, the library shall be informed in detail when the item is returned and the borrower will be held financially responsible for any repairs. The borrower agrees not to try to repair any damaged items him/her self.

3. A late fee of _____ per day will be applied to any past due items.

4. The object(s) shall bear labels indicating that they are on loan from the East Baton Rouge Parish Library. Unless otherwise agreed to in writing, no reproductions are permitted except photographic copies for private use and/or publicity uses related to the stated purpose of this loan.

5. The borrower is responsible for personally picking up the items and returning them to the Baton Rouge Room when the Archivist is present.

I have read and agreed to the terms and conditions of this loan:

Borrower _____ Date: _____

Archivist: _____ Date: _____

Attach a copy of borrower's ID

5/29/2008

BATON ROUGE ROOM ACCESSION REGISTRATION

Accession Number: _____ Title of Item: _____

Provenance: _____

Description: _____

Creator: _____

Date(s): _____ Quantity: _____

Access Conditions/Copyright ownership: _____

Notes: _____

Location of item in the Baton Rouge Room: _____

Is donation information confidential YES/NO (circle one)

Donor Name: _____

Address: _____

Telephone: _____ E-mail: _____

Donation Date: _____

When this form is complete please place in accession file.

11/04/2008

THE BATON ROUGE ROOM

ACT OF DONATION

The East Baton Rouge Parish Library gratefully acknowledges the gift of the material described below, and wishes to thank

(Name of Donor)

for this valued addition to the historical collections of the Baton Rouge Room Archives of the East Baton Rouge Parish Library, River Center Branch.

Description: _____

Conditions or terms of deposit:

It is understood and agreed that the materials donated shall become the exclusive and absolute property of the Baton Rouge Room as an office of the East Baton Rouge Parish Library, River Center Branch. I have read and understood the terms of the disclaimer in the Baton Rouge Room's Collection Development Policy.

(Signature of Donor and Date)

Accepted thankfully on behalf of the East Baton Rouge Parish Library by:

(Signature of Archivist and Date)

5/28/2009

Donor Contact Information

Name: _____

Address: _____

Phone: _____

e-mail _____

**Baton Rouge Room
Branch Loan**

Branch: _____

Department: _____

Library representative: _____

Phone: _____

Email: _____ FAX: _____

Event/Reason for loan: _____

Loan date: From: _____ To: _____

Item Description: Condition: Good Fair Poor

Borrower _____ Date: _____

Archivist: _____ Date: _____

Items Returned on: _____

Borrower: _____ Archivist: _____

5/31/2008

Permission to Digitize Materials

I _____ give the East Baton Rouge Parish Library my permission to digitally reproduce and display online the items/items from _____. By signing this form, I confirm that I am the rightful holder of the intellectual property rights to this material. I understand that I am not surrendering the intellectual property rights to this work but allowing broader access to the material.

My digitized material continues to be copyright protected. Use of materials from this collection beyond the exceptions provided for in the Fair Use and Educational Use clauses of the U.S. Copyright Law may violate federal law. Permission for the public user to publish or reproduce is required from the current copyright holder independent of the library.

Signature _____ Date _____

Librarian _____ Date _____

August 4, 2008

Dear _____

The East Baton Rouge Parish Library is currently seeking items digitize and display online items [to add to our on line historical collection from the Baton Rouge Room Archives] / [to add to our Overdrive Library]. Your _____ has been identified as material that would enhance our collection a great deal. Please visit the East Baton Rouge Parish Library's web site at: <http://www.ebr.lib.la.us/> for more information about these collections.

We are asking you to consider giving the East Baton Rouge Parish Library permission to digitize _____. Please read and sign the attached form if you consent to participation in this project.

For questions about copyright please visit the United States Copyright Office at: <http://www.copyright.gov>.

Thank you,

August 4, 2008

Permission to Use Materials from the East Baton Rouge Parish Library

The East Baton Rouge Parish Library gives _____ permission to reproduce and/or display the following items/items:

By signing this form, I confirm that the East Baton Rouge Parish Library or holds the intellectual property rights to this material.

After my use, these materials continue to be copyright protected. Use of materials from this collection beyond the exceptions provided for in the Fair Use and Educational Use clauses of the U.S. Copyright Law may violate federal law.

As a condition of use, the East Baton Rouge Parish Library will be given full credit for the items.

Signed: _____ Date: _____

Archivist: _____ Date: _____

INTERNATIONAL COUNCIL ON ARCHIVES CODE OF ETHICS

1. Archivists should protect the integrity of archival material and thus guarantee that it continues to be reliable evidence of the past.
2. Archivists should appraise, select and maintain archival material in its historical, legal and administrative context, thus retaining the principle of provenance, preserving and making evident the original relationships of documents.
3. Archivists should protect the authenticity of documents during archival processing, preservation and use.
4. Archivists should ensure the continuing accessibility and intelligibility of archival materials.
5. Archivists should record, and be able to justify, their actions on archival material.
6. Archivists should promote the widest possible access to archival material and provide an impartial service to all users.
7. Archivists should respect both access and privacy, and act within the boundaries of relevant legislation.
8. Archivists should use the special trust given to them in the general interest and avoid using their position to unfairly benefit themselves or others.
9. Archivists should pursue professional excellence by systematically and continuously updating their archival knowledge and sharing the results of their research and experience.
10. Archivists should promote the preservation and use of the world's documentary heritage, through working co-operatively with the members of their own and other professions.

ALA 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

Copyright Notice:

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain circumstances, permitted by law, individuals are allowed to make copies (print, digital, or otherwise) for personal use, private study, scholarship, or research. If used for purposes other than those specified by law, or in excess of what constitutes "fair use", the individual may be liable for infringement of copyright.

