

Indiana State Library
Collection Development Policy

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PURPOSE

The collection development policy of the Indiana State Library (the "State Library") specifies what types of materials will be acquired to fulfill the objectives and goals of the State Library as stated in the laws of Indiana and the State Library's mission statement. The purpose of this policy is:

- (1) To serve as a planning and working tool for State Library staff in the selection of materials;
- (2) To inform the public about the principles upon which selections are made and gifts are accepted; and
- (3) To provide guidelines for decision-making when a selection is challenged.

This policy reflects needs of the State Library's current users, and will be periodically reviewed and revised to reflect changing needs.

LEGAL RESPONSIBILITIES

The State Library is responsible for executing the Code of the state of Indiana (IC 4-23-7.1-2):

- (1) To develop and provide library service to state government, its branches, its departments and its officials and employees;
- (2) To provide for the individual citizens of the state those specialized library services not generally appropriate, economical, or available in other libraries of the state;
- (3) To encourage and support the development of the library profession; and
- (4) To strengthen services of all types of publicly and privately supported special, school, academic, and public libraries.

The State Library shall maintain, develop, and service a collection of books, periodicals, newspapers, maps, manuscripts, audiovisual materials, and other library materials for the purpose of (IC 4-23-7.1-3):

- (1) Meeting the informational, educational, and research needs of state government;
- (2) Preserving and making available for use, materials bearing on the history of the state;
- (3) Meeting the specialized library needs and interests of citizens of Indiana; and
- (4) Supplementing the reference and materials resources of the libraries of the state.

MISSION STATEMENT

The State Library is responsible for:

- (1) Developing and providing library services to state government, its branches, its departments and its officials and employees;

- (2) Providing for the individual citizens of the state those specialized library services not generally appropriate, economical or available in other libraries of the state;
- (3) Encouraging and supporting the development of the library profession; and
- (4) Strengthening services of all types of publicly and privately supported special, school, academic, and public libraries.

Through its history, the State Library has developed strong collections in the fields of Indiana history and culture, Indiana state government and United States government publications, Indiana newspapers, genealogy and family history resources on Indiana and the eastern United States, Braille, large print, and books on tape for the visually impaired, library science, and American history, politics, and economics. Its collections in these areas support research by state agency employees, scholars, genealogists, librarians, students, Indiana residents who are blind or physically challenged, and the general public. The Library Development Office works to improve and support the libraries of Indiana through assistance, training, and supervising the distribution of state and federal funds.

To fulfill our mission, we will:

- Provide excellent customer service
- Assist patrons in meeting their information needs
- Be aware of and utilize a wide variety of resources and technologies to increase the quality and efficiency of our work
- Continue to be the most educated and proficient researchers on the topics of Indiana history and genealogy
- Continue to have the most complete collections of federal and state documents in Indiana
- Stay ahead of the curve in utilizing new information resources by continuing to purchase new resources to better meet our patron's needs
- Track our services through quality control checks and conversations with users
- Develop new services and consistently re-evaluate existing services
- Demonstrate leadership within the library community by establishing a presence within professional associations and literature
- Commit to change when necessary and update our skills to accommodate those changes
- Utilize strategic alliances with other organizations to help us accomplish our goals
- Continue to maintain and circulate Indiana's most comprehensive collection of special materials for its citizens who have a visual or physical disability that prevents them from reading standard print
- Remain conscientious of these initiatives to help meet the mission of the State Library

COMMUNITY AND USER GROUPS DEFINED

In the past, the State Library has served a wide and varied set of users across the state of Indiana. However, an effort to re-focus the use of the State Library's resources has been brought about for three primary reasons. The first is the dramatic lack of growth in the State Library's materials budget and increase in cost of materials. Second, the cooperative statewide library network and the changing expectations of the library community with regard to State Library services. The latter reflects the belief that the State Library should focus on what it can do uniquely. And third, the changing technology with electronic access to full text material becoming readily available.

The revised mission statement places primary emphasis on the State Library's service to:

- (1) State government - officials, agencies, and their staff;
- (2) Historians and researchers of Indiana history;
- (3) Researchers of genealogical information;
- (4) Citizens of Indiana who are unable to utilize regular print materials due to a visual or physical disability or to institutions serving people with those disabilities;
- (5) As funds allow, the State Library will purchase materials unlikely to be available in other libraries due to their specialized nature beyond the scope outlined in areas listed above;
- (6) Citizens needing federal documents; and
- (7) Library professionals

RESPONSIBILITY FOR SELECTION OF MATERIALS

Librarians of the State Library have the primary responsibility for selecting materials for the State Library's collection. Citizens of Indiana, state employees, and state officials may also recommend titles, and those requests will be given consideration. The responsibility for the professional supervision of the selection of State Library materials rests with the division heads of the various departments.

ACCESS TO THE COLLECTION

The presence of an item in the State library does not indicate an endorsement of its content by the State Library. Access to library materials will not be restricted beyond what is required to protect materials from theft and damage. The physical facility's compact shelving and closed stacks presently limit physical access. Some gift material, primarily Manuscripts, may also have individual donor restrictions.

GENERAL GUIDELINES AND SELECTED CRITERIA

(1) General guidelines:

The State Library will collect material that support the following priorities:

- Material that supports the work of the General Assembly, State officials, agencies, and their staff;
- Material that documents and supports research of Indiana history and genealogy;
- Material produced by Indiana Authors;
- Publications produced by State agencies; and
- Federal documents

The State Library will not collect material generally appropriate or available in other libraries of the state; although, exceptions may be made for core material. For more information about detailed collection levels, see Appendix E.

(2) Criteria to Consider:

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 here).

Impartiality

Are all sides of a question presented fairly, or is there evidence of bias? Hidden bias or openly admitted bias?

Currency of data

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? 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 data 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 picture 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?

DEMAND

An added criteria would be the need or demand for the item by the user groups previously identified on page 3.

(3) Format:

The State library will acquire material in a variety of formats, including print, microforms, digital, and electronic resources. Multiple formats may be retained for preservation and access. Typically, outdated or discontinued formats will not be acquired.

INDIANA COLLECTION

The Indiana Division was originally formed to provide a location and environment for the collection of Indiana related materials within the State Library. Over the years, the scope of the collection has mirrored the variety of interests and experiences of Hoosiers from around the state. The division has traditionally collected in the post 1850 time period and covered all geographic areas of the state. Its strengths have been in areas of state government and related documents, history, literature, and newspaper holdings. Guidelines in recent years provided a more in-depth definition of the types of material collected by the division.

Indiana materials will be collected in accordance within the scope outlined in the Collection Development Policy of that division (Appendix A).

GENEALOGY COLLECTION

The primary purpose of this collection is to collect and preserve records that will assist patrons in their research to establish family connections. Although the larger aim is to meet the needs

of Hoosiers, the collection is not confined to people of this state. The emphasis of the collection is on Indiana and bordering states, as well as Eastern and Southern states.

The collection includes published and unpublished items, including family histories, indices to records, how-to books, cemetery transcriptions, family history magazines, and databases. State and local family history-related materials, military, ethnic records and resources, manuscripts, charts, and printed genealogies are also collected. Family "notes", unless organized are usually not accepted. Individual foreign genealogies are rarely considered. Some local histories of other states will be obtained.

Genealogical materials will be collected in accordance within the scope outlined in the Collection Development Policy of that division (Appendix B).

TALKING BOOK AND BRAILLE COLLECTION

The Talking Book and Braille collection serves as the Indiana Regional Library for the Library of Congress's National Library Service for the Blind and Physically Handicapped (NLS). The division maintains a circulating collection of federally supplied materials in recorded or braille format. The collection provided by the NLS represents a wide range of informational and recreational library materials. Other material in a recorded format of personal interest to eligible readers may be acquired to supplement the basic collection.

Large print materials are purchased to provide recreational reading material for those who find it difficult to read conventional size type. Fiction is the primary focus of this collection as the publication of non-fiction materials in this format is limited.

Large print materials will be collected at a level based on availability of material from publishers and budget established.

Materials are only available to citizens of Indiana with a certified application on file stating that they are unable to use standard print because of a physical disability or through interlibrary loan for large print.

RARE BOOKS AND MANUSCRIPTS COLLECTION

"Private" papers of individuals rather than "official" papers of office holders are housed in the Manuscript collection. The division relies heavily on donations; however, material may be acquired by purchase, if funds are available. Materials include personal letters, diaries, reminiscences, account books, broadsides, records of organizations, selected church records, personal papers and manuscripts of authors, historians, politicians, and citizens. Rare Books

and Manuscripts materials will be collected in accordance within the scope outlined in the Collection Development Policy of that division (Appendix C).

GENERAL COLLECTION

The General collection is material with a nation-wide scope, focusing on American history, politics, economics, and other non-fiction works relevant to a research collection. This collection includes material that support the Indiana and Genealogy collections but are not Indiana specific. The primary purpose of this collection is to provide material not generally appropriate, economical, or available in other libraries of the state in order to meet the specialized research needs and interests of citizens of Indiana, the General Assembly, State officials, agencies, and their staff. The General collection also supports the needs of Indiana State Data Center and Indiana's Federal Documents Light Archives agreement. The General collection includes the earliest holdings of the library. The majority of the collection development efforts within the General Collection are maintained with standing orders; however, exceptions are made on a case by case basis, considering the general availability, as well as the historical and research value of the material.

General collection materials will be collected in accordance within the scope outlined in the Collection Development Policy of that division (Appendix D).

REFERENCE COLLECTION

Standard works of reference are collected primarily in print form; however, various types of formats are considered. The reference collection includes, but is not limited to, encyclopedias, dictionaries, indices, periodicals, directories, bibliographies, and statistical works. The primary purpose of this collection is to provide specialized reference services not generally appropriate, economical, or available in other libraries of the state in order to meet the specialized reference needs and interests of citizens of Indiana, the General Assembly, State officials, agencies, and their staff.

FEDERAL DOCUMENT COLLECTION

The State Library has been a depository for federal government publications since its inception. It was designated a regional depository in 1963. Regional depositories must receive and retain at least one copy of all government publications made available under the Depository Library Program. Regionals may discard depository materials that have been authorized for regional discard by the Superintendent of Documents (Title 44, USC, Section 1912, and the Superseded List).

The responsibilities of the regional depository are shared by the Catalog Division and the Reference and Government Services Division. The Catalog Division is responsible for all technical services; the acquisition processes, bibliographic control (check-in and cataloging), processing, disposition of unwanted documents by selective depository libraries, and consultant service to selectives on questions or problems pertaining to technical services. The Reference and Government Services Division is responsible for the reference services and housing of the collection.

The depository collection is supplemented by resource materials which facilitate the use of this collection.

LIGHT ARCHIVES

In keeping with Indiana's Federal Documents Light Archives agreement, the Reference and Government Services Division will collect content for each federal agency for which they assume responsibility. As funds allow, the Division will collect print and electronic monographic and serial information resources providing substantive information about these agencies, their programs, and officials to enhance user understanding of these agencies' historical and contemporary evolution.

EXCHANGE MATERIALS

The Serial Section of the Catalog Division of the State Library is the Exchange Agent for the State Library, the Indiana Historical Bureau, and the Indiana Academy of Science.

Materials received from the distribution of publications from these agencies and organizations are added to the library's collections.

Materials received from the exchange program should be reviewed against the collection development policy or special collections prior to approval being made for cataloging.

ELECTRONIC FORMATS

Electronic formats will be acquired following the State Library Collection Development Policy for print materials of the same subject.

The State Library will subscribe to online databases at a level to support its research services. The State Library will provide broad access as funds and license agreements will allow.

Due to the fact that compact discs are not a permanent medium and changes in computer hardware and software may make information on CDs inaccessible, the State Library cannot

ensure that information on a CDs will be transferred or converted to another format. Donations of CDs should be accompanied by a print copy of the same material; although, exceptions will be made on a case-by-case basis.

GIFTS

Gifts are accepted with the understanding that the State Library reserves the privilege of deciding whether the material should be added to the collection based on the Collection Development Policy. If a gift is not added, the State Library will exercise the right to offer it to another library or otherwise dispose of the item.

Evaluation of gifts should include consideration of the physical condition and content of the material and the cost to the State Library in cataloging, maintaining, and preserving the materials.

WEEDING

Weeding will be done with the same thought and judgment used in acquiring materials, and the same criteria will apply. Items recommended for withdrawal will be reviewed by the Division Head of the appropriate division.

Materials may be weeded based on the following criteria

1. Content
 - a. Superseded editions, unless they contain valuable illustrations, bibliographic references, maps, etc., not found in later editions
 - b. Duplicate copies unless demand justifies two or more copies of a title
 - c. Outdated works, depending on the subject matter
2. No longer fits within collection development guidelines
3. Physical condition
4. Availability in alternate format
5. Space limitation

Certain categories of materials are not normally withdrawn:

1. Indiana material, unless there is excessive duplication
2. Books appearing in major indexes, unless they do not fit within collection guidelines
3. Most state documents that are Indiana related
4. Federal documents which the Superintendent of Documents has indicated must be retained
5. Books having a timeless value by virtue of research, historical content value, illustrations, illustrators, editors, translators or some unique characteristic of format

6. Rare materials
7. Special material that includes some Indiana related materials

Special factors that do not constitute criteria for weeding:

1. Lack of circulation or use will not necessarily determine retention of a title in research areas such as Indiana and family history as usefulness of a title cannot always be judged by circulation.
2. Works will not be withdrawn simply because they contain controversial or unpopular opinions or material.
3. One volume of a multivolume work will not be withdrawn, unless a copy in better condition is being added as a replacement. The complete set will be considered a whole and either all volumes retained or all discarded.
4. Replacement: An item lost or in poor physical condition will not automatically be replaced. The decision to replace such an item will be based on the priorities for collection development listed in the Indiana State Library Collection Development Policy.

Discarded material will be offered to other libraries prior to disposal or as federal and state laws allow.

APPENDIX A
INDIANA DIVISION
COLLECTION DEVELOPMENT POLICY

1. Objectives

- A. To collect, preserve, and make accessible material indigenous to the life and development of the state and its citizens; and
- B. To collect and maintain a collection of all Indiana literary award - winning titles.

2. Definition of Indiana Material

A. Indiana material includes:

- 1. State histories and records in published form;
- 2. County and local histories and records in published form;
- 3. Biographies of native Hoosiers;
- 4. Creative writings (fiction, drama, essays, poetry) of noted Indiana authors;
- 5. Humanistic, political, social, and technical material dealing with Indiana subjects;
- 6. Sports and recreation materials related to Indiana;
- 7. Films and other audiovisual materials related to Indiana;
- 8. Newspapers published from all parts of Indiana;
- 9. Indiana State documents as mandated by IC 4-23-7.1-25; and
- 10. Indiana authors.

3. The following material will not normally be considered Indiana material:

- A. Cookbooks, diet books;
- B. Light romantic novels;
- C. Textbooks; and
- D. Sermons and other religious tracts.

4. Collections within the Division, definitions:

- A. Indiana General Collection: This represents the vast bulk of the collection and includes the books, pamphlets, microforms, serials, histories, and non-cataloged items available for research and circulation. Materials are recommended for acquisition by the reference staff, state employees and the public.
- B. Indiana Reference Collection: The Reference Collection supports the activities of the reference staff in their service to state government and the public. Materials are added

to this collection based on the (1) factual quality of the material, (2) value as a reference tool, (3) standard reference quality. Reference materials should meet the same basic criteria for inclusion as other materials and are not restricted to traditional sources. The collection contains contemporary materials to provide statistical and current factual information about the state. Historical sources are used to aid the historical and genealogical researcher.

C. Newspaper Collection

1. Collection goals:

- a. To collect Indiana newspapers having substantial news content and/or local information.
- b. To make the collection as available as possible to patrons on microfilm and digitally.
- c. To ensure these newspapers survive for future generations.

The collection consists primarily of newspapers from all parts of Indiana. Paper and microform subscriptions are included for current subscriptions. Current and historic newspapers are filmed as much as the budget allows. Prioritizing budget for city and county local news, college campus newspapers are no longer being filmed for preservation. Back files of original and microform holdings are acquired through donation and cooperative ventures. If microform holdings are available the pulp paper issues will be discarded. Rag quality newspapers and historically significant newspapers will be retained in their original format as space permits.

Selection of titles is made by the division head on the recommendation of the newspaper staff. Newspapers published in the state but containing no Indiana content will not be selected. Newspapers that are "special interest" such as religious, organizational, topical, etc. may be cataloged and housed with the division general collection. (examples: Criterion, Indianapolis Business Journal)

Short run and single issue newspaper donations will be evaluated on a case-by-case basis.

- D. Vault Collection: Materials are added to this collection because they are sufficiently rare, valuable, and/or unique to warrant special care.
- E. Indiana State Documents: In order that all public documents of the State of Indiana are preserved and made available for use by the citizens of the state, the State Library is designated as the depository library for Indiana state documents. The State Library shall maintain a complete collection of all Indiana public documents. This collection shall be the official file of Indiana state documents (IC 4-23-7.1-25).

The State Library shall keep at least two (2) copies of each Indiana state document as permanent reference copies (IC 4-23-7.1-27a).

The Indiana Division is responsible for the acquisition of Indiana state documents, as well as the determination of which items and the number of copies to be cataloged.

- F. Maps: Maps of Indiana and previous to statehood, Indiana and Northwest Territory, may be collected. Maps may be added to the collection through donation or purchase, as funds allow. Maps that include the whole state or any portion thereof may be collected. County atlases are also collected and most of these are purchased as they are revised. Quadrangle maps of Indiana received as a part of the Federal Depository are cataloged to the Indiana Division collection rather than classed as documents.
- G. Other

Pamphlet collection: Unbound material, and small leaflets or booklets that are collected may become part of the pamphlet collection, and will be cataloged accordingly.

Clipping files: Newspaper clippings on various relevant Indiana subjects will be collected and filed by subject. Also found in the clipping files are items of one or a few sheets and small pamphlets which will not become a part of the cataloged pamphlet collection.

City, county directories: City and county directories will be collected for Indiana cities and counties only. County directories are produced approximately every three years and an attempt is made to secure all of these. For cities in which a directory is published every year, an attempt is made to purchase these every 2-3 years. Indianapolis directories will be purchased for every year available.

Yearbooks: High school and college yearbooks are acquired through donation, only, and at the discretion of the collection supervisor. Large state university yearbooks are generally not accepted as these are duplicated at the university archives. Small city/town high school yearbooks and defunct college yearbooks are generally accepted.

- H. Indiana Authors Room

The Indiana Authors Room at the State Library honors fiction written and published by Indiana authors. These guidelines are followed in determining when an item should be added or moved to the Indiana Fiction Authors collection:

1. Indiana Connection: Materials should be about Indiana, have a significant portion of their content be set in Indiana, or be by an Indiana author. An Indiana author is someone who fulfills at least one of the following criteria:

- a. A native of Indiana during their formative years
- b. A long-term resident of Indiana

In addition, the living author must maintain an on-line presence via a personal website or social media.

Limited representation to those of national fame will be given with the following considerations:

- a. The author lived here for brief periods and has a book or books with an Indiana-focus. For example, Ben Winters lived in Indianapolis a few years and wrote a book set in Indianapolis.
 - b. The author began their writing career while living in the state. For example, John Jakes graduated from DePauw University with a four-year degree in creative writing.
 - c. Only the author's most popular work(s) will be added at the discretion of the Indiana division manager.
2. Collection Development and Donations: Additions and donations to the Indiana Authors collection are handled according to the Indiana State Library's Donation Policy (<http://www.in.gov/library/2443.htm>) for Library Materials:
- a. The State Library currently collects only print materials for the fiction collection.
 - b. Priority will be given to first edition copies signed by the author.
 - c. The State Library will collect the Winners of the following awards:
 - i. Indiana Authors Award winners and finalists
 - ii. Best Books of Indiana from 2005-2012
 - d. Content must be of high quality as befitting of the State Library collection.
 - i. Content is chosen by the manager of the Indiana Division.
 - ii. Content may be required to have a favorable review in a reputable journal or review source such as Kirkus, Publisher's Weekly, Library Journal, or Booklist.
 - iii. Currently self-published works are not considered for addition into the Indiana Authors collection except at the discretion of the manager of the Indiana Division.
3. Relation to the Indiana Young Readers Center: The Indiana Authors Room is the primary location in the ISL for fiction books written by Indiana authors for adults with the catalog classification of 813. The IYRC has limited space for older books with a youth audience written by Indiana authors and so in some cases, those are housed

in the Indiana Authors room. If a book falls into one of these categories, it may be housed in the Indiana Authors Room instead of in the IYRC:

- a. Items published before the year 2000.
- b. Items with a teen audience.
- c. Items published in the Bobbs-Merrill series, Childhood of Famous Americans are generally housed in the Indiana Authors Room because of lack of space in the IYRC.

I. Indiana Young Readers Center

The State Library is home to thousands of items written and published with a youth audience in mind. Many of those items with an Indiana connection are housed in the Indiana Young Readers Center (IYRC). The ISL has many youth items that are also not housed in the IYRC. To determine if an item should be added or moved to the IYRC, follow these guidelines:

1. Audience: Materials should be targeted to a youth audience (birth – young adult)
2. Indiana Connection: Materials should be about Indiana, have a significant portion of their content be set in Indiana, or be by an Indiana author/illustrator. An Indiana author/illustrator is someone who fulfills at least one of the following criteria:
 - a. A native of Indiana
 - b. A long-term resident of Indiana
3. Genre: Content should be fiction for the most part. This includes picture books, chapter books, young adult materials, graphic novels, comics, myths, legends, and other fairy tales.
 - a. Nonfiction content should only be selected if it can fulfill one of these guidelines:
 - i. The material is about Indiana or about prominent Hoosiers.
 - ii. The material is by an Indiana author who also writes fiction. These books might be selected to provide a broad range of materials by these established Indiana authors who write for children.
 - iii. The material might be of use in a program or in storytime, and is also by an Indiana author.
 - b. Poetry content is generally housed in the IYRC only if it is in picture book format and if it has been published after the year 2000.
4. Quality: Content must be of high quality as befitting of the State Library collection
 - a. Content is chosen by the IN Young Readers Center Librarian.

- b. Content may be required to have a favorable review in a reputable journal or review source such as Kirkus, Publisher’s Weekly, School Library Journal, or Booklist.
 - c. Currently self-published works are not considered for addition into the Young Readers Center collection except at the discretion of the IN Young Readers Center Librarian.
5. Format: Currently the IYRC is only collecting materials in book format.
6. Braille: A limited number of braille books are housed in the IYRC to showcase the ISL’s services to the blind and visually impaired. Braille books in the IYRC should have an Indiana connection and are non-circulating except at the discretion of the IN Young Readers Center Librarian
7. Awards: The Young Readers Center will collect the Winners of the following awards:
- a. Indiana Early Literacy Firefly Award – two copies of each the nominees and winners will be collected because the award is administered by the ISL. One copy circulating.
 - b. Indiana Young Hoosier Book Award (picture, intermediate, middle) – winners only, two copies is encouraged with one copy circulating
 - c. Eliot Rosewater Indiana High School Book Award – winners only, two copies is encouraged with one copy circulating
 - d. Indiana Authors Award winners and finalists, youth audience only, two copies is encouraged with one copy circulating
 - e. National Book Festival Selections, two copies is encouraged with one copy circulating
 - f. Best Books of Indiana from 2005-2012– Only the Children’s Literature Winners and Finalists will be added to the IYRC collections. Two copies is encouraged with one copy circulating.
8. Location: Materials will go in one of four places
- a. Closed stacks in balcony of IYRC behind the first curtain – Primarily the only material in the balcony is the **Richard and Harriet Thomas Collection** and works signed by the author.
 - i. Thomas Collection: <https://www.in.gov/library/thomas.htm> These materials are classic children’s works with no clear Indiana connection. They are non-circulating and can be pulled for research and display only. In the catalog they are listed as IYRC Thomas Collection.
 - ii. Books signed by the author – we have a small collection of works that are mostly contemporary that are signed by the author. These books were

requested when the Young Readers Center was first being developed in 2015 and 2016. They were mostly donations from the authors themselves. In the catalog there is a note: Copy signed by The Author.

- b. Locked glass cabinets – for older materials by an Indiana author or about Indiana that are not easily replaced; older than 20 years, first editions, in fragile condition, non-circulating; research and display only.
 - c. Open stacks – for newer materials that are easily replaced and are most likely still in print, duplicates are ordered as circulating copies, first copies are generally non-circulating and will stay in the permanent collection
 - i. Chapter books will be coded with a C and shelved accordingly.
 - ii. Picture books will be coded with a P and shelved accordingly.
9. Donations: Donations to the IYRC collection are handled according to the Indiana State Library's Donation Policy (<http://www.in.gov/library/2443.htm>) for Library Materials:
- a. The State Library welcomes library materials (books, periodicals, microform, manuscripts, etc.) for addition to its collection. The State Library accepts donations in accessible condition only: items must be dry, clean, and free of mold and pest infestation. Gifts of materials are accepted with the understanding that the State Library reserves the right to determine whether the material should be added to the collection based on the State Library's Collection Development Policy and physical condition. If you have questions or concerns about the condition of items you would like to donate or how they might fit into our Collection Development Policy, please contact us for more information before bringing in your donation. If materials are accepted but not added to the collection, the State Library will exercise the right to offer them to another library or otherwise dispose of the item(s). Items will not be returned to the donor if accepted as a donation but not added to the collection.
10. Relation to the Indiana Authors Room: The Indiana Authors Room is the primary location in the ISL for fiction books written by Indiana authors for adults with the catalog classification of 813. The IYRC has limited space for older books with a youth audience written by Indiana authors and so in some cases, those are housed in the Indiana Authors room. If a book falls into one of these categories, it may be housed in the Indiana Authors Room instead of in the IYRC:
- a. Items published before the year 2000.
 - b. Items with a teen audience.
 - c. Items published in the Bobbs-Merrill series, Childhood of Famous Americans are generally housed in the Indiana Authors Room because of lack of space in the IYRC.

APPENDIX B
GENEALOGY DIVISION
COLLECTION DEVELOPMENT POLICY

INDIANA STATE LIBRARY
JUNE 2016
Rev. AUGUST 2019

Mission

The mission of the Genealogy Division of the Indiana State Library is to foster interest in family history, serve residents and genealogists in their efforts to establish family connections, and to collect and preserve such materials to this end.

Policy Purpose

The purpose of the Collection Development Policy is to provide guidelines for acquisition and withdrawal decisions, resource allocation, and long-range planning of collection needs in accordance with the Genealogy Division's mission.

Responsibility

Responsibility for material ultimately falls upon the Supervisor of the Genealogy Division. Recommendations for purchases are made by the Subject Specialists in their respective areas of specialty.

Scope

The Genealogy Division houses materials in a variety of formats including, but not limited to, books, periodicals, discs, microfilm, microfiche, pamphlet files, photographs, manuscripts, and maps. The collection has developed over time to become one of the largest collections of family history information in the Midwest. The collection includes more than 40,000 print items, as well as military pension information. The emphasis of the collection is on Indiana and bordering states, as well as Eastern and Southern states. The collection also includes published and unpublished items, including family histories, indices to records, how-to books, cemetery transcriptions, family history magazines, and databases. The primary focus is state and local family history-related materials, military, and ethnic records and resources.

I. DEVELOPMENT PLAN

A. FORMAT

The collection consists of books, digital images, periodicals, discs, microfilm, microfiche, pamphlet files, photographs, manuscripts and maps. In addition, in-house access to vendor databases is provided, as well as remote access to databases developed by the Indiana State Library. The Genealogy Division will select appropriate databases that meet genealogical research needs.

B. SELECTION CRITERIA

The Genealogy Division strives to develop a collection of permanent value based on the merit of each individual item being considered, support of the mission, contribution to the existing collection, need based on current services, and the needs of patrons. The collection comprehension level varies, depending on geographic relevance and subject area.

Collection Level indicators are as follows (see Appendix 1 for definitions of Collection Level):

- 5 = Comprehensive Level
- 4 = Research Level
- 3 = Support Level
- 2 = Basic Information Level
- 1 = Minimal Information Level
- 0 = Out of Scope

1. Geographic Relevance

The collection encompasses the continental United States from the colonial period forward, with emphasis on Indiana and its contiguous states. Limited resources for doing research in England, Scotland, Ireland, Germany and other European countries are also collected. Collection concentration should begin with material pertaining to Indiana and its counties, branching out to bordering states, and states along the migration patterns leading to Indiana. Geographic relevance collection comprehension levels are divided into the following priority categories:

- a. Level 5
Indiana
- b. Level 4
Illinois
Kentucky

Michigan
Ohio

c. Level 3

Connecticut
Delaware
Maine
Maryland
Massachusetts
New York
North Carolina
Pennsylvania
South Carolina
Tennessee
Virginia
West Virginia
England
Germany
Ireland
Poland
Scotland

d. Level 2

Alabama
Arkansas
Georgia
Kansas
Louisiana
Minnesota
Mississippi
Missouri
Nebraska
New Hampshire
New Jersey
North Dakota
Oklahoma
South Dakota
Texas
Vermont
Vermont
Wisconsin

e. Level 1

Alaska
Arizona
California
Colorado
Florida
Hawaii
Idaho
Iowa
Montana
Nevada
New Mexico
Oregon
Utah
Washington
Wyoming

f. Level 0

Other geographic regions are generally considered outside of the collection scope, and will not be purchased except under unusual circumstances. Exceptions may be made on a case-by-case basis.

2. Subject Area

a. The following subject areas are collected. The Collection Level of material in the subject areas below that pertain to certain states remains consistent with the Geographic Relevance Collection Level in Section 1. Material pertaining to the subject areas below not related to a particular state will be considered based on their value with respect to support of the mission.

- i. Vital records
- ii. County material, including county record indices, cemetery books
- iii. Land records
- iv. Military
- v. Immigration and Naturalization
- vi. Ethnic
- vii. Lineage societies
- viii. Family histories
- ix. Religion
- x. Pedigrees and family group sheets

- xi. Census records
- xii. Adoption
- xiii. Maps

- b. Items of general genealogy reference and material for a professional collection may also be purchased. These subject areas are collection at a Level 3.

C. GIFTS AND DONATIONS

Gifts and donations are significant to supplementing the collection. The Genealogy Division will accept gifts that fall within the collection scope and support the mission.

1. Donations are evaluated by Subject Specialists, and the Subject Specialist will make a recommendation on acceptance of the donation. Selectivity is crucial to the maintenance of the collection and consistency in support of its core research areas.
2. Acceptance of a resource in electronic format does not guarantee the permanency of the information. Because of the changing nature of computer formats, the Genealogy Division cannot ensure that the information in an electronic format will be transferred, recopied, or converted to another format. Textual information in electronic format should be in Microsoft Word or PDF format. Images will not be accepted in an electronic format.
3. All donations of material in an electronic format should be accompanied by a printed copy of the material, including an index.
4. The Genealogy Division will not accept any material in an electronic format with restrictions on its use other than standard copyright restrictions.
5. All donated materials become the sole property of the Genealogy Division, and final disposition of all gifts is reserved to the Genealogy Division. The Genealogy Division will not appraise books or other material for tax purposes.

D. DESELECTION CRITERIA

1. Recommendations for deaccessioning are made by the Subject Specialists in their respective areas of specialty.

2. The following will be taken into consideration when evaluating material for deaccessioning:
 - a. Date of material
 - b. Condition of material
 - c. Relevance to collection
 - d. Number of copies

3. Responsibility for deaccessioning falls upon the Supervisor of the Genealogy Division

APPENDIX B(1)

CONSPECTUS COLLECTION LEVEL INDICATORS

Level 5: Comprehensive Level

Provides all of Level 4 and encompasses the full range of use for public library patrons, from introductory works for acquiring general knowledge to primary resources for conducting research. Librarians acquire all significant and available current and retrospective works for comprehensive coverage of a defined and limited field. Weeding rarely occurs. Up to three copies of material at this level will be collected.

Level 4: Research Level

Provides all of Level 3 plus broad, current, in-depth and retrospective coverage to meet an extensive range of use by public library patrons. Includes the available substantive works on the subject with an emphasis on currency. Librarians acquire all important reference works, a wide selection of specialized books and an extensive collection of journals. The collection is weeded based on significance of title, usage, and maintenance of existing collection strengths. Up to two copies of material at this level will be collected.

Level 3: Support Level

Provides all of Level 2 plus general coverage and understanding of a subject. Encompasses a wide range of representative works including some advanced titles per topic. Librarians acquire reference works, bibliographies and secondary works relating to the particular subject. The collection is weeded based on significance of title, maintenance of existing collection strengths, and changing use. Typically, only one copy of material at this level will be collected; however, there may be exceptions made.

Level 2: Basic Information Level

Provides an introductory overview. Includes basic genealogy materials, selected editions of important works, handbooks and a few major periodicals. The collection is weeded continually based on relevancy, currency of information, and use. Typically, only one copy of material at this level will be collected; however, there may be exceptions made.

Level 1: Minimal Information Level

This material is rarely collected, and may include basic genealogy materials and selected editions of important works. Only one copy of material at this level will be collected.

Level 0: Out of Scope

This material is not collected.

APPENDIX C

Rare Books and Manuscripts Collection Development Policy

Clientele Served by Collection

The policy of Rare Books and Manuscripts (RBMS) is to provide access and preserve materials for researchers, subject to the appropriate care and handling of the materials by the researcher. Researchers include legislators; state agency employees; independent researchers; faculty; students; and the general public. Individuals under the age of eighteen may use selected materials when accompanied by a parent or guardian.

All researchers must produce proper identification and fill out or have on file current registration information.

Priorities/Limitations of Collection

RBMS actively collects material related to Indiana's people, places and events. Collections reflecting aspects of Indiana life are most heavily sought. RBMS will not collect material focusing on non-Hoosier events except those dealing primarily with a Hoosier's experience in lieu of the event. RBMS will not accept material from a collection found in other repositories. Collections over ten cubic feet require approval of the Rare Books and Manuscripts Supervisor.

Strengths

The collection includes over 3 million manuscripts; 4,400 collections, ranging from the late 1600s to present day. Among the collection's strengths are Civil War-era letters and diaries, family papers, and the records of many political figures from the Hoosier state.

Weaknesses

The collection currently lacks resources in regard to business and industry of Indiana due to past collection development policies and resources.

Statement of Resource Sharing Policy

Loans of manuscript material are made only in the rarest of occasions. Usually, these loans are to another state or historical agency. All such loans must be approved by the Rare Books and Manuscripts Supervisor and the Deputy Director of the Indiana Historical Bureau.

An agency wishing to borrow manuscript items should submit the request in writing at least four weeks before the material is needed. This request should include:

- List of material requested
- Explanation of why the request is being made

- Length of time involved
- How the material will be safeguarded

Short term loans for duplicating or photographic reasons will be decided on a case by case basis. The Rare Books and Manuscripts Supervisor and Deputy Director of the Indiana Historical Bureau will then review the request and approve/disapprove the request based on a number of factors. These include:

- Physical condition of material
- Length of time away from collection
- Exhibition/storage condition

If the request is approved, a loan form must be completed and the borrower must provide the name of the insurer and the policy number.

Statement of Deaccessioning Policy

The Rare Books and Manuscripts Supervisor must provide justification as to why the collection should be deaccessioned. Any pre-existing conditions identified within the deed of gift or other documentation giving ownership to the library must be verified. All deaccessions must be approved by the Deputy Director of the Indiana Historical Bureau.

Deaccession options include the following:

- Transfer as a gift to public or non-profit in-state institution
- Transfer as a gift to public or non-profit out-of-state institution
- Sale from best offer received from public posting upon list serve(s)
- Priority consideration will be given to the first option

Every effort should be made to contact the individual who donated the collection. If the individual is not living and the item was obtained within the last ten (10) years, the Indiana State Library shall make a good faith effort to notify the heirs or assigns of the decedent. If the heirs or assigns cannot be identified or located, the library shall give notice by publication in the newspaper having the greatest circulation in the county where the individual last resided, and in Marion County if the place of last known residence is outside Indiana.

Materials not wanted by other heirs, assignees or institutions will be disposed of by established means within the guidelines of the State Government Center Complex.

Procedures Affecting Collecting Policy

Deed of Gift

All materials donated to RBMS become the property of the library. A Deed of Gift form must be signed and returned to the Indiana State Library within 30 days of acceptance

by the library. Failure to return a Deed of Gift will result in the material being returned to the donor.

- An inventory of material received by RBMS will be supplied to the donor within 180 working days of receipt of the Deed of Gift
- No restrictions or disposition of materials may be stipulated by the donor.
- RBMS may charge for reproduction of material, either by photocopy or microfilm, for use by the public
- No special housing or shelving may be requested
- Appropriate storage space must be available

Restrictions

Material is accepted primarily as gift with no permanent restrictions. The section reserves the right not to accept collections with unreasonable restrictions.

Deposits

Material will be accepted on deposit only with a guaranteed date of permanent transfer to the appropriate Division. Depository agreements require the approval of the Division Supervisor.

Exhibitions

RBMS reserves the right to include materials in exhibitions, in accordance with the normally accepted conservation standards and procedures.

Deaccessioning

See: Statement of Deaccessioning Policy

Revision of Policies

RBMS reserves the right to change the preceding policies without notification to heirs of donors.

APPENDIX D
REFERENCE AND GOVERNMENT SERVICES DIVISION
(GENERAL COLLECTION)
COLLECTION DEVELOPMENT POLICY

1. Objectives

- A. To collect, preserve, and make accessible non-Indiana focused material, not generally appropriate, economical, or available in other libraries of the state in order to meet the specialized research needs and interests of citizens of Indiana, the General Assembly, State officials, agencies, and their staff. The General collection also supports the needs of Indiana State Data Center and Indiana's Federal Documents Light Archives agreement.

2. Definition of Material

A. General material includes:

- 1. General American histories;
- 2. Other State histories in published form;
- 3. Biographies of Americans of national prominence; and
- 4. Humanistic, political, and social, material dealing with United States subjects

3. Collections within the Division, definitions:

- A. General Collection: This represents the vast bulk of the collection and includes the books, pamphlets, microforms, serials, histories, and non-cataloged items available for research and circulation. Materials are recommended for acquisition by the reference staff, state employees and the public. The majority of the collection development efforts within the General Collection are maintained with standing orders; however, exceptions are made on a case by case basis, considering the general availability, as well as the historical and research value of the material.
- B. Reference Collection: The Reference Collection supports the activities of the reference staff in their service to state government and the public. Materials are added to this collection based on the (1) factual quality of the material, (2) value as a reference tool, (3) standard reference quality. Reference materials should meet the same basic criteria for inclusion as other materials and are not restricted to traditional sources.

- C. Federal Documents Collection: The State Library has been a depository for federal government publications since its inception. It was designated a regional depository in 1963. Regional depositories must receive and retain at least one copy of all government publications made available under the Depository Library Program. The depository collection is supplemented by resource materials which facilitate the use of this collection as agreed to in the Indiana Light Archives Agreement.

- D. State Data Center Collection: The State Data Center is a cooperative agreement between the states and the U.S. Census Bureau. The Indiana State Data Center makes the Census as well as other federal and state statistics on such topics as demographics and economics available through a statewide network of affiliates located in state agencies, universities, libraries, local planning agencies, small business development centers, and non-profit organizations. The State Data Center collection includes government documents provided by the Department of Commerce and commercially produced books that support statistical analysis.

- E. Maps: Maps and Atlases of the United States and territories. Maps and Atlases may be added to the collection through donation or purchase, as funds allow.

- F. Pamphlet collection: Unbound material, and small leaflets or booklets that are collected and useful for historic research may become part of the pamphlet collection, and will be cataloged accordingly.

- G. Browsing Collection: The Browsing Collection located in North Room of the library is stocked with books highlighting the General, Indiana, and Talking Books collections. These books circulate and must fit those Collections' criteria and are purchased as funds allow.

APPENDIX E

CONTENT AND SCOPE OF THE COLLECTION

The State Library strives to develop a collection of permanent value based on the merit of each individual item being considered, support of the mission, contribution to the exciting collection, need based on current services, and the needs of patrons. The collection comprehension varies. Collection level indicators are as follows:

- A. Out of Scope - The State Library does not collect in this area. (Level 0)

- B. Minimal Information Level – This material is rarely collected, and may include selected important works. One only copy of material at this level will be collected. (Level 1)

- C. Basic information level - A selective collection of materials that serves to introduce and serve as ready reference resources and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, bibliographics, selected editions of important works, historical surveys, handbooks, and a few major periodicals. The collection is frequently and systematically reviewed for currency of information. Only one copy of material at this level will be collected. (Level 2)

- D. Intermediate Information Level - A collection that is adequate to impart and maintain knowledge about a subject in a systematic way but a level of less than research intensity. The collection includes a wide range of basic works in appropriate formats, a significant number of classic retrospective materials, complete collections of the works of more important writers, selections from the work of secondary writers, a selection of representative journals, access to appropriate machine - readable data files and the reference tools and fundamental bibliographical apparatus pertaining to the subject. The collection is systematically reviewed for currency of information and to assure that essential and significant information is retained. Typically, only one copy of material at this level will be collected; however, there may be exceptions made. (Level 3)

- E. Research Information Level - A collection that includes the major published source materials required for independent research, including materials containing research reporting, new findings, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Weeding rarely occurs. Older material is usually retained for historical research and actively preserved. Up to two copies at this level may be collected. (Level 4)

- F. Comprehensive Level – Provides all of Level 4 and encompasses the full range of use for library patrons, from introductory works for acquiring general knowledge to primary resources for conducting research, particularly with regard to Indiana history. It is intended to acquire all significant and available current and retrospective works for comprehensive coverage of a defined and limited field. Weeding rarely occurs. Older material is retained for historical research and actively preserved. Up to three copies at this level may be collected. (Level 5)

SUBJECT AREAS AND COLLECTION DEVELOPMENT LEVELS

Classification Schedules

	Divisions and Categories	Collection Levels	Comments
A	General Works		
AC	Collections, Series, Collected Works	1	
AE	Encyclopedias	2	
AG	Dictionaries and Other Reference Works	2	
AI	Indexes	2	Related to Indiana - 5
AM	Museums(General)Collectors and Collecting(General)	1	Related to Indiana - 5
AN	Newspapers	1	Related to Indiana - 5
AP	Periodicals	1	Related to Indiana - 5
AS	Academics and learned societies	0	Related to Indiana - 5
AY	Yearbooks, Almanacs, Directories	1	Related to Indiana - 5
AZ	History of Scholarship and Learning	1	Related to Indiana – 5
B	Philosophy	0	
BC	Logic	0	
BD	Speculative philosophy	0	
BF	Psychology	0	
BH	Aesthetics	0	
BJ	Ethics, Social usages, etiquette	0	
BL	Religion (General); Hinduism; Judaism; Islam	1	Related to Indiana – 5
BQ	Buddhism	1	
BR	Christianity	1	Related to Indiana – 5
BS	The Bible	1	
BT	Doctrinal theology	1	
BV	Practical theology	1	

BX	Christian denominations	1	
C	Auxiliary sciences of history		
CB	History of civilization	0	
CC	Archaeology	1	
CD	Diplomatics, Archives, Seals	1	
CE	Technical chronology, calendar	0	
CJ	Numismatics	1	
CN	Inscriptions, Epigraphy	1	
CR	Heraldry	2	(See section on Genealogy)
CS	Genealogy	5	(See section on Genealogy)
CT	Biography	1	(For biography associated with a particular subject, see the subject)
D	History (General, Europe, Russia, Asia)	1	
E	History (of Americas, Military and naval, political and diplomatic)	3	Related to Indiana – 5
F	United States Local History		Related to Indiana – 5
	By state (Midwest/Contiguous)	3	
	Indiana	5	
	America (General)	4	
G	Geography (General) Atlases, Maps	2	Related to Indiana – 5
GB	Physical geography	2	Related to Indiana – 5
GF	Human ecology, anthrogeography	1	
GN	Anthropology	1	
GV	Recreation leisure	1	
	Outdoor life	1	
	Physical education and training	1	
H	Social Sciences		
HA	Statistics (United States)	4	
HB	Economics	4	
HC	Economic history and conditions	4	
HD	Industries. Land use. Labor	2	Related to Indiana – 4
HE	Transportation and communications	2	Related to Indiana – 4
HF	Commerce	2	Related to Indiana – 4
HG	Finance	2	Related to Indiana – 4
HJ	Public Finance	2	Related to Indiana – 4
HM	Sociology	1	Related to Indiana – 4

HN	Social history, social problems, social reform	3	Related to Indiana – 5
HT	Communities, Classes, Races	3	Related to Indiana – 5
HV	Social pathology, social & public welfare, criminology	2	
J	General legislative and executive papers		Related to Indiana – 5; as supported for the Federal Depository Program
JA	Collections and general works	2	
JC	Political theory, theory of the state	3	
JF	Constitutional history and administration	3	
JK	State Government (public administration)	3	
JS	Local government	2	
JV	Colonies and colonization. Emigration and Immigration. International migration	3	
K	Law (general)		Related to Indiana – 5
	(Ready reference resources)	3	
	(Indexes to Federal Documents)	3	
KF	Laws of the United States	3	
L	Education (general)	2	Related to Indiana – 4
LB	Theory and practice of education	3	
LC	Special aspects of education	3	
M	Music	1	
N	Visual Arts	1	Related to Indiana – 4
NA	Architecture	1	Related to Indiana – 4
P	Language and Literature	0	Related to Indiana – 4
Q	Science (general)		Related to Indiana – 4
QH	Natural history (general), Biology (general)	0	Related to Indiana – 4
R	Medicine(Ready reference resources)	0	Related to Indiana – 4
S	Agriculture	0	Related to Indiana -- 4
SD	Forestry	1	
T	Technology (General)		Related to Indiana – 4
TD	Environmental technology, sanitary engineering	1	
TE	Highway engineering. Roads & pavements	1	
TF	Railroad engineering	1	

TG	Bridge engineering	1	
TH	Building construction	1	
TK	Electronics	1	
TL	Motor vehicles	1	
TS	Manufactures	1	
U	Military science (general)	3	Related to Indiana – 5
N	Naval science (general)	3	Related to Indiana – 5
Z	Bibliography, Library Science, Information Resources		
	Books (General)	1	
	Library science	3	
	Bibliography	1	
	Information resources	1	