

**The John D. Rockefeller, Jr. Library**

**COLLECTION DEVELOPMENT POLICY MANUAL**

**The Colonial Williamsburg Foundation**

**Williamsburg, Virginia**

**1998**

## PREFACE

The Collection Development Task Force prepared this report as a cooperative effort. After examining several collection development policy manuals, the Task Force developed an outline that reflected the collection needs of the John D. Rockefeller, Jr. Library's staff.

Marianne Martin, the current Visual Resources Librarian, wrote the history of libraries at Colonial Williamsburg. The first three sections of the report were written and critiqued by members of the Task Force. Gail Greve, Special Collections Librarian, Associate Curator of Rare Books and Manuscripts is responsible for the Special Collections policy. The Visual Resources Library policy was primarily written by Mary Keeling, the former Visual Resources Librarian.

Each library staff member was interviewed by a Task Force person concerning his or her budget line and subject area for coverage, collection level, formats, language, collection development sources and any comments. In most cases, library coordinators consulted with departmental representatives concerning these topics.

The Task Force is grateful for the cooperation of the library staff and the departmental representatives, especially during a particularly busy period before the move to the John D. Rockefeller, Jr. Library. We thank Susan Berg, Library Director, for her support. The Chair of the Task Force would also like to thank Inge Flester, the department administrative secretary for her help in the formatting and layout of the text. While the library staff members listed below are responsible for the policy manual, the entire staff of the John D. Rockefeller, Jr. Library has contributed much to this project.

### Collection Development Task Force

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## **I. INTRODUCTION**

### **STATEMENT OF PURPOSE**

The collection development policy of the John D. Rockefeller, Jr. Library is intended to provide patrons and staff with an understanding of the purpose and nature of the Library's collections. The Library has responsibility for the Foundation's collections of books, periodicals, manuscripts, architectural drawings and visual resources. By defining a collection policy, the staff aim to provide the best in traditional library service to their users while taking advantage of sophisticated information technologies. The policy outlined in the following pages serves as a guide for librarians and departmental representatives assigned collection development responsibilities, Foundation administrators charged to allocate library funds, and employees of the Foundation as well as members of the general public who desire to know the principles guiding selection of library materials. It is designed to achieve the following objectives:

- to meet expressed and anticipated needs of the Foundation.
- to define parameters and scope of the collection.
- to identify existing collection strengths and weaknesses.
- to establish an empirical basis for budgetary requests.
- to facilitate cooperative arrangements with other libraries.

The focus of our collection development policy can be found in the Foundation mission statement, the Library mission statement and Library goals.

### **FOUNDATION MISSION**

To help the future learn from the past...

- by preserving and restoring eighteenth-century Williamsburg
- by engaging, informing, and inspiring people as they learn about this historical colonial capital, the events that occurred here, and the diverse peoples who helped shape our new nation.

## **JOHN D. ROCKEFELLER, JR. LIBRARY MISSION<sup>1</sup>**

The John D. Rockefeller, Jr. Library is established to serve the information needs of all Foundation employees and visitors. The Library supports the mission of the Foundation to restore, recreate, preserve, and interpret eighteenth-century Williamsburg; to teach the history of early America; and to provide visitors with hospitality and service. This is accomplished with a limited staff administering extensive resources.

### **JOHN D. ROCKEFELLER, JR. LIBRARY GOALS**

- To support and strengthen the educational and museum programs of the Foundation by providing the full range of services of a modern library.
- To extend competent and courteous service to all users of the library.
- To provide comprehensive access to the resources needed by Foundation staff and visitors for the study of colonial America and related topics.
- To make available all library facilities for study, research, teaching, and exhibitions.

The Library mission statement underscores the part that the John D. Rockefeller, Jr. Library plays in the long-range goals and objectives of the Foundation. By developing superior research collections and delivering excellent service, the Library contributes to the Foundation's objectives of improving the Colonial Williamsburg experience for visitors while informing them and new audiences of this experience. Its interests also lie in increasing organizational efficiencies and helping to build revenue through new ventures. The Library's role in maintaining research collections and providing up-to-date access to materials is vital in achieving these objectives.

Although the particular methods by which the John D. Rockefeller, Jr. Library supplies information to its researchers change constantly as technology finds new ways to deliver more information more quickly, the basic role of any special library--that of supporting and enhancing the operations of the parent institution--does not change. Thus, our collection development policy document is an evolving one to be revisited on a regular basis to reflect any changes.

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<sup>1</sup> The following section has been modified from *Colonial Williamsburg Foundation Library. Building Program.* (1993) p. 1-3.

## **COLLECTION DEVELOPMENT OBJECTIVES**

The main collection development objective of the John D. Rockefeller, Jr. Library is to acquire the necessary materials for use by the Colonial Williamsburg staff, researchers, visitors and other library users to support new and ongoing programs of the Foundation by direct purchase, electronic access, or cooperation with other institutions.

The primary collection methods are through purchases and gifts. Access and referral to new information resources are also becoming an important component of the library scene. The library staff is always looking for the most useful, least costly and most efficient methods of acquiring materials and information for our users. This may involve OPAC training, interlibrary loan, searching specialized databases, online services or other methods necessary. It also involves working with departmental representatives and other interested parties to implement the collections policy.

The John D. Rockefeller Jr. Library meeting rooms and exhibit area are open for study and research Monday through Friday. General library hours are from 10:00 a.m. to 5.00 p.m., with reference services from 10:00 a.m. to 3:00 p.m. For use of specialized collections, an appointment is recommended.

## **CLIENTELE**

The primary users of the John D. Rockefeller, Jr. Library are the Colonial Williamsburg Foundation staff. The Library provides major support for the research and education departments of the Foundation, including Historic Area Programs, Archaeology, Decorative Arts, Folk Art, Music and Architectural and Historical Research as well as the various museums. In addition, the library provides resource materials for use by the Products Division, the Marketing Department, School and Group Services and the Colonial Williamsburg Hotel Properties staff. Core collections also support the development of lectures and instructional materials for such events as the Antiques Forum, History Forum, Elderhostel, and the Williamsburg Institute programs.

The Library is open to the public and researchers and visitors are encouraged to use its collections. Retired employees, interns, students, and faculty at the College of William and Mary are among the many users. Those individuals interested in colonial history, architecture, decorative arts and archaeology also find materials to use.

Access to information can take many forms. Source materials such as manuscripts, rare books, architectural drawings and visual resources are available to the scholar. Secondary materials vary in intensity of collection depth with important collections in decorative arts, eighteenth-century American and English history, folk art, architecture and archaeology.

## II. COLLECTION OVERVIEW

### HISTORY OF THE LIBRARY

The Colonial Williamsburg Foundation's Library began informally in the early 1930s, when architects and historians involved in the Williamsburg Restoration purchased or acquired books, photographs, and manuscript materials to assist them in the restoration project. The first book accessioned was *The Charming Sally* in 1932. In 1936, John D. Rockefeller, Jr. donated the British Headquarters Papers to this growing library of research materials. This was soon followed by Dr. Norton Mason's gift of the John Norton and Sons Papers.

In order to provide better storage and access to these collections, the first library was formally organized by Genevieve Yost in 1938. During the forties and fifties, the Research Department oversaw the reconstruction of several eighteenth-century libraries, such as the library of Governor Botetourt for display in the Governor's Palace. In 1955, Library staff became involved in the Virginia Colonial Records Project, a joint project of the Virginia State Library, the University of Virginia, the Virginia Historical Society, and Colonial Williamsburg to acquire research material on colonial Virginia history from repositories abroad.

A library system gradually evolved as various research and educational departments within the Foundation developed collections to support their work. This system included the Architecture Department Library, the Audiovisual Library, the Department of Archaeological Research Library, the Department of Interpretive Education Library, the Historic Trades Library, the Folk Art Library, the Decorative Arts Library, and the Music Library. By 1985, the Colonial Williamsburg Foundation was supporting, in whole or part, fifteen separate and independent libraries primarily for use by staff members of individual departments.

On February 1, 1985, in an effort to consolidate library operations, a formal Department of the Library was created under the direction of Pearce S. Grove. This was soon followed by the opening on July 11, 1985 of a Central Foundation Library, incorporating the former Architecture, Audiovisual, Historic Interpretation, Museum Studies, and Research Libraries under one roof.

By 1990, this library facility had become overcrowded and inadequate for the needs of the Foundation. A generous gift from the Rockefeller family enabled construction

to begin on the John D. Rockefeller, Jr. Library. This new facility provides a centrally administered program of library services for the entire Foundation. All branch libraries formerly located in departments, except for the Folk Art Library, are merged under one roof at the John D. Rockefeller, Jr. Library.

## **COLLECTION SCOPE**

The John D. Rockefeller, Jr. Library houses the general book and periodical collections of the Foundation, emphasizing the social, cultural, political, and economic history of Williamsburg, Virginia, and the Chesapeake region in the eighteenth century. Relevant works on the colonial period in England and the Caribbean are also included. The Library also contains extensive collections of rare books, manuscripts, microforms, maps, and prints. Archival holdings of architectural drawings and related resources and a central repository of visual resource materials are also located in the Rockefeller Library.

Materials from the Department of Archaeological Research Library and the Decorative Arts Library have been merged into the collections of the John D. Rockefeller, Jr. Library. Archaeological materials include books on practical archaeology, methodology, and artifact identification, monthly reports, and unpublished site reports from the Tidewater and mid-Atlantic regions. Collections relating to the Decorative Arts include monographs, auction sales catalogs, and periodicals focusing upon English and American decorative arts from the seventeenth to mid-nineteenth centuries.

The Folk Art Library, the one remaining branch library, is located at the Abby Aldrich Rockefeller Folk Art Museum. It includes monographs, research files, auction catalogs, periodicals, and visual resources focusing upon American and European folk art, as well as nineteenth-century decorative arts, conservation, and museum studies.

## **ORGANIZATION OF COLLECTION DEVELOPMENT**

### Library Director

The Library Director is ultimately responsible for approving library selection decisions. While these selection decisions have been delegated to the library staff and departmental representatives, the Acquisitions Librarian and the Automation/Technical Services Librarian are responsible for spending budget allocations in a timely manner.

### Library Staff

Primary responsibility for selection of books is delegated by the Library Director to the library staff who are assigned collection development responsibilities for specific subject areas. Departmental representatives are also selected where appropriate and work

with library coordinators to provide effective selection of library materials The presently identified subject areas in the collections of the John D. Rockefeller, Jr. Library include:

- African-American Programs
- Archaeology
- Architecture
- Carter's Grove
- Conservation
- Decorative Arts
- Folk Art
- General
- Historic Trades
- Historical Research
- Information Technology
- Janice McCoy Memorial Collection
- Landscape
- Library Literature
- Library of Congress
- Literature/Literary History
- Museum Studies
- Music
- Reference Works
- Reference, Electronic
- Religion
- Reprography
- Theater Arts
- Visual Resources

Other areas may be added as the need arises. New initiatives will be recognized with a new allocation of funds or a transfer of funds from other budget lines, a percentage of gifts, grants, or allotted funds for the initiative and the appointment of personnel to guide the development of the library's collection.

The library will designate one staff member for the responsibility of a discrete subject area. This Library Coordinator will assume the responsibility for:

1. Library orientation and training of the subject area staff.
2. Regular communications with the personnel of that department or unit.
3. The on-going assessment of needs for library materials.
4. The interpretation of existing resources and services.
5. Acting as entrée to other collections and libraries outside the Foundation.

Special research materials, such as visual resources, manuscripts, prints, maps, architectural drawings, microfilm, and rare books, are acquired by the librarians assigned curatorial responsibility for them. The Special Collections Librarian/Associate Curator of Rare Books and Manuscripts has primary responsibility for acquiring new rare books, manuscripts, microfilm, photocopies and transcripts, and maps. The Associate Curator of Architectural Drawings acquires architectural drawings. Development of the library's collection of visual resources, including slides, photographs, transparencies, and digital images, is assigned to the Visual Resources Librarian.

## **BUDGET STRUCTURE AND ALLOCATION POLICY**

Separate budget lines are allocated for monographs and serials in the John D. Rockefeller, Jr. Library. From the monograph line, acquisition allocations will be made for subject disciplines and departments. Each staff member assigned discrete subject areas has a budget allocation for the subject areas at the beginning of each year. The library coordinators and departmental representatives are encouraged to spend funds cooperatively in a timely manner and are given monthly status reports detailing budget changes. Funds must be spent by December 31.

Changes in budget allocations are made in January of each year to reflect any Foundation increases or decreases in the operating budget or any change in priorities. Allocations are evaluated annually and changes are made in consultation with the Director, the Library Management Group and the coordinators and representatives of each of the affected areas. The periodicals budget is allocated and administered in a similar fashion.

### III. GENERAL COLLECTION MANAGEMENT POLICIES

#### Monographs

The majority of the library's general circulating collection consists of monographs. Hardbound books are preferred to paperback editions. Monographs in Special Collections are held in microformats also. (See chapter V. Special Collections of this document) The selection of monographs for the general collection, regardless of format, is guided by the scope and depth indicators specified in chapter V. Subject Collections. No attempt is made to acquire variant imprints of a title. New or substantially revised editions of a work will be considered after a complete reevaluation of the title. Up to five copies of a work may be acquired if appropriate and necessary. Replacement copies of a lost or damaged work are acquired only after reevaluation..

#### Periodicals

Periodical titles will be evaluated annually for their support of subject areas. Each title will have a specified period of retention and decisions concerning binding, retention and/or discarding titles will be made at this time. Because of space and budget needs, alternative forms of periodical acquisition will be investigated. Microform holdings for retrospective journals and document delivery are possible collection management policies.

#### Newspapers

Newspapers published during the eighteenth century in colonial America will be considered for purchase. Titles such as *The Virginia Gazette* and *The Pennsylvania Gazette* will be acquired when available in any format within budget constraints.

#### Textbooks

The Visual Resources Library acquires textbooks only if they feature images from the Colonial Williamsburg's image collection. Retention of textbooks varies and is evaluated on a case by case basis.

## Reprints

Monograph and serial facsimile reprints are purchased and added to the library collections as needed and as they fall into collection development guidelines. Offprints and reprints are added to the vertical file only. Significant reprints not in monographs or journals in the library collections will be evaluated for inclusion if they meet subject criteria.

## Dissertations and Theses

Dissertations and theses are added to the library collections if pertinent to a subject area. Preference is for print copies rather than microfilm from UMI. Microfilm copies are maintained by Special Collections.

## Microforms

Microforms, which meet subject criteria, will be processed and cataloged by Special Collections. (See Chapter V)

## Fiction

Fiction is collected at a minimal level and in specific subject areas such as Virginia, eighteenth-century England and the colonial period.

## Children's Materials

Eighteenth century children's materials are collected when they specifically relate to Virginia, Williamsburg, North America or England and support research, programs or are publications of the Colonial Williamsburg Foundation. Original materials and reprints are collected.

The Library maintains the Janice McCoy Memorial Collection for Youth. This is a circulating collection of materials about colonial life and history aimed at junior interpreters, school teachers and elementary and middle school students. Coverage is from pre-school to young adult.

## Pamphlets

Pamphlets with significant subject content that come within our collecting guidelines will be cataloged. Other items will be considered for the vertical file.

## Musical Scores

Original musical scores will be added to Special Collection if they pertain to the eighteenth century or earlier and were possibly played in Virginia. Reprints of such scores will be added to the circulating collection.

#### Audio and Video Formats

Musical CDs are collected if they pertain to music that was possibly played in eighteenth-century colonial America. Commercial videos will be purchased and cataloged as appropriate to subject areas. Videos produced by the Colonial Williamsburg Foundation will be cataloged with programs such as Antiques Forum and History Forum as candidates.

#### Research Reports

Research reports, house histories, research query file letters, Colonial Williamsburg imprints and other research files created by Colonial Williamsburg Foundation employees will be added to the library collections. The attempt here will be comprehensive. These may also be catalogued and made available through electronic methods.

#### Expensive Purchases

In order to afford expensive purchases of library materials, cooperative efforts among library coordinators and departmental representatives from pertinent subject areas are encouraged to share costs of such items and make them available to all library users.

#### Restricted Access

Some materials in Visual Resources and Special Collection are restricted for use. See sections V and VI for these restrictions.

#### Acquisitions procedures affecting collection policies

Standing orders, blanket orders and approval plans must conform to collection management and development policies and to subject collection parameters

#### IV. SUBJECT COLLECTION DESCRIPTIONS

The subject collection descriptions listed in this chapter are those which the library has specific funding lines from the budgets for monographs and periodicals. These are examined annually and are updated as appropriate depending on funding. New subject collections are added as needed. For a definition of collection development levels, see chapter VII.

**African American Programs**--Slave life in colonial America and Williamsburg, Virginia in particular. The budget line covers those areas that affected the lives of Africans brought to America including religion, medicine, music, language, agriculture and social life and customs.

Geographic coverage: Africa with concentration on West Africa, Britain and Colonial America, Caribbean influences, Chesapeake region.

Chronological coverage: 1619-1831. Some material through the Civil War, especially first person accounts.

Collecting level: Information level to research level.

Formats: Books, videos, microformats.

Language: Primarily English.

Collection development sources: *Slavery & Abolition*, S&A annual bibliographical supplement. *Choice*, publisher and book dealer catalogs.

Comments: Primary sources and secondary materials are sought along with comparative studies.

**Archaeology**--Supports advanced independent study needs of archaeologists on staff. It encompasses works on theoretical approaches and methods of archaeology, environmental archaeology, landscape archaeology, historical archaeology, anthropological theory, identification and dating of artifacts (coins, glassware, pottery, weapons, metalwork, etc.), zooarchaeology, architectural building processes, dating technologies, and museum and archaeological curatorship.

Geographic coverage: Works collected on historical archaeology have a regional focus on the Mid-Atlantic United States. Works collected on theory and methodology, anthropology, artifacts, environmental and landscape archaeology can potentially concern

any geographic area.

Chronological coverage: No chronological parameters.

Collecting level: Information level to research level.

Formats: Monographs, serials, unpublished reports and papers.

Language: English.

Collection development sources: The Departmental Representative examines lists from the following publishers: James Currey, Ltd., Prometheus Books, Prehistory Press, *Archaeology*, UCLA Institute of Archaeology, New York University Press, Cornell University Press, Center for American Archaeology Press, Dios Orides Press, A.A. Balkema, Sage publications, Greenwood Press, Oryx Press.

Comments: Need more materials on anthropological theories.

**Architecture**--All phases of architecture, architectural history, construction, design and preservation.

Geographic coverage: Concentration on Virginia and the Chesapeake region, also European influences (especially British), African building.

Chronological coverage: Eighteenth-century colonial period, classical period, and earlier influences as they relate to eighteenth century construction and design, some nineteenth-century materials collected when applicable.

Collecting level: Basic level, research level and some subjects at the comprehensive level.

Formats: Monographs, microforms.

Language: Primarily English, if foreign language, the pictures are most valuable.

Collection development sources: *Journal of the Society of Architectural Historians*, book dealer and publisher catalogs.

Comments:

**Carter's Grove**--Covers the Colonial Revival period (the house), Civil War, plantation slave life, some twentieth century American social life and customs, landscape (minimal).

Geographic coverage: Primarily Virginia, specific focus on plantations.

Chronological coverage: Seventeenth through nineteenth centuries, some twentieth-century information where applicable.

Collecting level: Minimal level to information level.

Formats: Monographs

Language. Primarily English.

Collection development sources: Publisher and book dealer catalogs, Carter's Grove staff, Internet.

Comments: Need materials on plantation farming.

**Conservation**--Items relating to the conservation of museum material, which includes textiles, wood, paper, metals, ceramics, paint and paintings.

Geographic coverage: Materials published with American conservation methods most useful. Some British publications.

Chronological coverage: Current publications, especially dealing with the conservation of eighteenth-century materials.

Collecting level: Information level to research level.

Formats: Monographs, periodicals.

Language: English.

Collection development sources: Conservation Association lists of publications. Publisher catalogs.

Comments:

**Decorative Arts**--Identification of, production of, history of, consumption and ownership of, display of, care and conservation of, and market value of any fine or decorative art object appropriate for acquisition by the Colonial Williamsburg Foundation. Fine and decorative arts, material culture, genealogical resources sufficient to establish producers of and provenance of objects.

Geographic coverage: United States, Great Britain, western European countries, Asian countries engaged in export trade, Sub-Saharan Africa.

Chronological coverage: Early seventeenth century to the present.

Collecting level: Some information level, mostly research and comprehensive levels.

Formats: Monographs, microformats, videos and CD-ROMs.

Language: Primarily English, but any other as appropriate to subject area.

Collection development sources: Curator recommendations, periodical literature in the decorative arts, exhibition and book reviews, *B&T Link*, Internet, publisher and book dealer catalogs.

Comments: Increase financial support needed for new programs.

**Folk Art**--Non-academic, two- and three-dimensional art in all mediums; artists without formal training; local history as appropriate to study individual artists.

Geographic coverage: America.

Chronological coverage: Eighteenth to twentieth century, with the emphasis on the nineteenth century.

Collecting level: Information level, research level post 1950, comprehensive level for specific subjects.

Formats: Monographs, pamphlets, exhibition catalogs, microforms, videos and cd-roms.

Language: Primarily English, others as appropriate.

Collection development sources: Publisher and book dealer catalogs, gratis copies.

Comments: Closer coordination needed between library coordinator and departmental representative.

**General**--Anything pertinent to Colonial Williamsburg that does not fall under other collecting areas.

Geographic coverage: North America, America, Europe, and eighteenth-century maritime.

Chronological coverage: All periods--concentration on the eighteenth century.

Collecting level: Minimal to comprehensive level.

Formats: All formats

Language: English.

Collection development sources: *Library Journal*, *Choice*, printed pre-programs of the American History Association, Organization of American Historians, publisher and book dealer catalogs.

Comments:

**Historical Research**--Political, social, economic, biographical and military aspects of eighteenth-century life, including coverage of all socio-economic levels, all gender, racial, and age groups. Historiography.

Geographic coverage: Williamsburg, Virginia--all time periods. Virginia and Great Britain—seventeenth to early eighteenth century. American colonies, with greater emphasis on Maryland and North Carolina.

Chronological coverage: Seventeenth century to present.

Collecting level: Research to comprehensive level.

Formats: All formats; primarily books, pamphlets, microforms and CD-ROMs as appropriate.

Language: English.

Collection development sources: *Choice*, *America: History and Life*, Annual list of *Dissertations in History*, Publisher and book dealer catalogs, book reviews, *B&T Link*, Historical Research Department staff, suggestions of library users, discussion lists (Listservs), Internet.

Comments: Increase support needed for new programs.

**Historic Trades**--Technical, economic, historical and social aspects of trades and occupations in the eighteenth century, including but not limited to foodways, animal husbandry, metalwork, building trades, woodworking, medicine, leatherworking, textile and fashion trades, printing trades, agriculture and military.

Geographic coverage: Colonial American, Great Britain, Western Europe, and Africa.

Chronological coverage: Eighteenth century, medieval through seventeenth century.

Collecting level: Comprehensive for the eighteenth century. Information to research level for other time periods.

Formats: Monographs, microforms, videos and cd-roms.

Language: Primarily English, but any others as appropriate.

Collection development sources: *Choice*, *Library Journal*, Winterthur accessions lists, *Technology and Culture*, *ESTC*, living history publications. Historic Trades employees, publisher and book dealer catalogs, *B&T Link*, discussion lists.

Comments: More input from Historic Trades staff, use more online collection development resources, increased awareness of military, Native American and African resources. Need for increased support for Becoming Americans program and other new programs.

**Information Technology**--Material specifically to support current and future information technology software and hardware products. Microsoft Office, latest version of Windows used at Colonial Williamsburg, Windows NT, Internet, and e-mail.

Geographic coverage: United States.

Chronological coverage: Current publications.

Collecting level: Minimal level to information level.

Formats: Monographs, CD-ROMs, and videos.

Language: English.

Collection development sources: Computer journals, publisher catalogs, and Information Technology staff.

Comments: Up-to-date materials needed; weeding needs to be accomplished more often than in most other collection areas.

**Janice McCoy Memorial Collection**--Children's materials relating to Virginia, Williamsburg, North America or England; materials that support research, programs or are publications of the Colonial Williamsburg Foundation. Material aimed at the elementary and middle school level. Some teacher level materials.

Geographic coverage: Colonial America, Great Britain, and Africa.

Chronological coverage: Eighteenth century, twentieth century.

Collecting level: Basic level.

Formats: Books.

Language: Primarily English

Collection development sources: *B&T Link*, publications of the Colonial Williamsburg Foundation, school media specialist review publications.

Comments: Intended for use by junior interpreters, schoolteachers, elementary and middle school students.

**Landscape**--Landscape, garden history, horticulture, plant history, garden design, plant diseases.

Geographic coverage: Concentration on Virginia and the Chesapeake region; also the areas influencing it such as England and the European continent; materials reflecting African traditions.

Chronological coverage: Focus on eighteenth century, with some earlier coverage along with coverage through the twentieth century.

Collecting level: Information level to research level

Formats: Monographs.

Language: Primarily English.

Collection development sources: Publisher and book dealer catalogs, advertisements in other books, landscape design books, *Journal of Garden History*, garden literature.

Comments:

**Library Literature**--Topics include library administration, management, education, planning, personnel, automation, special collections, access, technical services, reference, public services.

Geographic coverage: United States

Chronological coverage: Current, with some historical works concerning libraries.

Collecting level: Information level, some research level.

Formats: Monographs, serials, electronic.

Language: English.

Collection development sources: *Library Journal*, *American Libraries*, publisher catalogs, Listservs.

Comments:

**Literature/Literary History**--Original literary works, fiction, poetry, belles lettres produced during the eighteenth century. Critical works covering various aspects of history of literature during this period. Some literary biography and linguistic studies for interpretation of primary source work.

Geographic coverage: The American colonies, Great Britain, France.

Chronological coverage: Seventeenth to early nineteenth century with primary emphasis on the eighteenth century.

Collecting level: Research level

Formats: Monographs, microforms.

Language: Primarily English.

Collection development sources: University, publisher and book dealer catalogs, LC classification of fiction authors.

Comments:

**Museum Studies**—Up-to-date materials on visitor use, museum attendance, administration, conservation, staffing, finances, registration, accreditation, techniques, educational aspects, management, ethics.

Geographic coverage: United States, United Kingdom.

Chronological coverage: Current with some historical background of specific museums.

Collecting level: Information level, research level.

Formats: Monographs, serials, videos

Language: English.

Collection development sources: ABPR, *Museum News*, *Museum Management*, *Museum International*. AAM, AASLH and other publisher catalogs..

Comments: Concerted effort needed to define collecting field and collect what is needed.

**Music**--Music history or theory pre-1850.

Geographic coverage: North America England, Europe.

Chronological coverage: 1700-1850.

Collecting level: Information level with research level in specific areas.

Formats: Monographs, music CDs.

Language: English.

Collection development sources: Cynthia Stiverson's book, *Colonial Williamsburg Music*. Publisher and book dealer catalogs, *B&T Link*.

Comments:

**Reference**--Books for which there is a need for ready access, including but not limited to: museology, history relating specifically to colonial Virginia and/or colonial America, bibliographies, indexes, catalogs, directories, finding aids, encyclopedias and dictionaries, genealogical resources to identify eighteenth-century Americans. Reference materials support all subject areas in collaboration with library coordinators.

Geographic coverage: America, Great Britain, Western Europe.

Chronological coverage: Eighteenth and twentieth centuries.

Collecting level: Minimal level to comprehensive level.

Formats: Monographs, CD-ROMs.

Language: English.

Collection development sources: *Choice*, *Library Journal*, *Reference Quarterly*, *ARBA*.  
Publisher and dealer catalogs, discussion lists, Internet.

Comments: Better way needed to keep up with superseded materials, standing orders need review. Items purchased every one to five years need better review process for renewal.

**Reference, Electronic**--See **Reference** subject area for coverage.

Formats: Acquire when electronic format is less expensive or information is more readily accessible than in book format.

Comments:

**Reprography**--Items relating to the study of eighteenth-century colonial Virginia.

Purchase of materials from other repositories.

Geographic coverage: Virginia, Williamsburg, Jamestown.

Chronological coverage: Seventeenth and eighteenth centuries.

Collecting level: Research to comprehensive.

Formats: Microfilm, microfiche, photographs, photocopies.

Language: Primarily English.

Collection development sources: Lists supplied by Research Publications, Inc., other companies putting out microfilm sets. Requests for materials from the Library of Virginia, specific requests from staff members.

Comments:

**Standing Orders**--Reference titles, series, conference proceedings, Technical Services documentation.

Geographic coverage: N/A.

Chronological coverage: N/A.

Collecting level: N/A.

Formats: Print, CD-ROMs.

Language: Primarily English.

Collection development sources: Publisher catalogs, *Choice*.

Comments:

**Theater Arts**--Theater arts and history.

Geographic coverage: England, British North America, Europe.

Chronological coverage: Eighteenth century, ancient, classical, Greek.

Collecting level: Information level to research level.

Formats: Monographs, journals, electronic, video.

Language: English.

Collection development sources: Publisher and book dealer catalogs, Internet.

Comments:

**Auction Catalogs**--Catalogs from companies that sell fine and decorative arts items, books and manuscripts.

Geographic coverage: United States, Great Britain, Western Europe, Asia, Africa.  
Chronological coverage: Primarily eighteenth century to early nineteenth century.  
Collecting level: Major American auction houses, single sale catalogs from lesser companies as appropriate.

Formats: Catalogs.

Language: English.

Collection development sources: Advertisements from auction houses found in the periodical literature.

Comments:

**Memberships**--Institutional memberships in organizations relative to the subjects, interpretations and research being done at the Foundation with the intent of acquiring the journals, newsletters, directories and other publications that benefit the programs of the Foundation.

Geographic coverage: United States, Europe.

Chronological coverage: N/A

Collecting level: N/A

Formats: Monographs, journals.

Language: Primarily English.

Collection development sources: Staff recommendations.

Comments: Determine if all memberships should be in library name only, or if there is an advantage to subscribe on behalf of a staff member.

**Periodicals**--Serials which support interpretive and research efforts of Colonial Williamsburg staff, serials used as selection aids and professional reading for library staff, membership publications, local newspapers.

Geographic coverage: United States, Europe.

Chronological coverage: N/A

Collecting level: Varies depending on subject area, from minimal level to comprehensive level.

Formats: Print, electronic, microform.

Language: Primarily English, some French, German.

Collection development sources: *Library Journal* reviews, *Choice*, *RQ*, publisher catalogs, Internet, requests by patrons,

Comments: Need to evaluate and weed current holdings, involve subject representatives and coordinators more, need to determine the role of document delivery, ILL.

## V. SPECIAL COLLECTIONS POLICY

### MISSION

The Special Collections area of the John D. Rockefeller, Jr. Library builds collections of primary resources in sufficient depth to encourage and support research, study and general inquiry by all employees of the Foundation and visiting scholars. It seeks to acquire, through gift, purchase, or transfer, primary research materials that will contribute to understanding life in Williamsburg from settlement to 1865. In addition, it seeks to support the exhibition and research programs of the Foundation with contemporary printed sources from early Virginia, other colonies, and Europe.

### TYPES OF PROGRAMS SUPPORTED

**1. Research:** The Special Collections section supports post-graduate level research conducted by Foundation employees in the Research, Collections, Products and Education Divisions.

**2. Exhibits:** Exhibits of rare books, manuscripts, architectural and landscape drawings, currency, and maps drawn from the Special Collections section are mounted two to three times per year in the library's exhibition room. In addition, Special Collections materials are exhibited in room displays in Historic Area buildings and in exhibits at the Abby Aldrich Rockefeller Folk Art Center and the DeWitt Wallace Decorative Arts Gallery.

**3. Outreach:** Colonial Williamsburg employees use Special Collections materials as a component of workshops, lectures, and classes offered to both employees and

members of the general public. Significant programs supported each year include the Antiques Forum, Elderhostel, the Garden Symposium, and the Williamsburg Institute.

**4. Publications:** Reproductions of Special Collections materials are used to illustrate Colonial Williamsburg guidebooks and research publications, training materials, tavern menus, advertising brochures, and exhibit catalogues. In addition, they provide a source for the development of facsimiles of 18th-century newspapers and broadsides by the Printing Office.

**5. Products:** Materials from the Special Collections section are used by the Products Division to develop new products for Colonial Williamsburg retail outlets.

## **CLIENTELE**

**1. Foundation Employees:** The Special Collections section attempts to supplement the primary resource material needs of the Foundation's historians, architectural historians, archaeologists, curators, craftsmen, interpreters, architects, conservators, educators.

**2. General Public:** The Special Collections section is also available for reference use by visiting scholars and outside researchers preparing publications, lectures, and course materials. Members of the general public also frequently consult primary source materials as part of their genealogical research or study of Virginia history and architecture.

## **COLLECTING PARAMETERS**

The Special Collections Section acquires materials in the subject areas and formats defined below:

### **1. Basic Collecting Areas**

Williamsburg, York County, and James City County to 1865: books printed in and about these areas.

Virginia to 1865: most Virginia or Tidewater imprints.

Biography of Anglo-Americans significant to Virginia history to 1800.

The Chesapeake region to 1865.

Anglo-American social, economic, and mercantile development to 1865.

Anglo-American imperial administration, particularly as it relates to Virginia.

The American Revolution, particularly in Virginia.

Works on African-Americans in colonial Virginia and America.

Women and the family in colonial Virginia and America.

Early American law, medicine, science, agriculture, industrial and domestic crafts; appropriate European works on these subjects.

American theater to 1800.

Conduct and manners; also instruction for servants to 1800.

Dance, 1650-1800.

Travel accounts of Virginia to 1865, especially those dealing with Williamsburg, James City County, and York County.

Dress and fashion in colonial America.

Significant examples of early American printing and binding, especially that of Virginia.

Books shown by documentary evidence to have been sold in colonial Williamsburg or of known significance to colonial Virginians.

Books with bookplates or inscriptions of colonial residents which provide concrete evidence of eighteenth-century reading patterns.

Books, playbills, broadsides, legal documents, etc. printed in 18th-century Williamsburg.

Books bound in 18th-century Williamsburg.

Genealogical records relating to 18th-century Williamsburg residents.

Examples of colonial currency and coins.

Architectural and landscape drawings and photographs relating to the restoration of Colonial Williamsburg and to 18th-century Virginia architecture and gardens.

Photographs, field notes, and research notes compiled by Colonial Williamsburg architectural historians during the process of reconstructing Colonial Williamsburg buildings.

20th-century research materials relating to historical, archaeological, and architectural research conducted by Foundation employees.

Relevant 20th-century research in microformat (film, fiche, and card), such as theses and dissertations.

## **2. Formats**

A. Printed works such as books, pamphlets, journals, and periodicals, newspapers, broadsides, playbills, and other printed material.

B. Archival materials, including original manuscripts as well as photocopies, transcripts, and microfilms of manuscripts in other repositories. Also, more recently, archival collections of former employees and scholars in fields related to Foundation research.

C. Graphic arts reproductions of the 17th through the 19th century.

D. Cartographic records, original and reproduced, including atlases, charts, maps, plats, and surveys.

E. Architectural and landscape records, original and reproduced, including site plans, elevations, sections, and details.

F. Archaeological records, original and reproduced, including site plans and artifact drawings.

G. Currency and coins.

H. Research Reports and House Histories.

I. Archival copies of Colonial Williamsburg publications.

J. Virginia Colonial Records Project surveys and microfilm.

## **3. Collecting Levels**

Three categories are used to describe the depth of collecting activity in each format and subject area:

Comprehensive: all appropriate materials available

Selective: available materials most relevant to the educational goals of Colonial Williamsburg

Highly selective: limited to the best available treatments appropriate to the subject

A. Original Manuscripts:

Williamsburg, York County, and James City County to 1800--comprehensive; Virginia to 1800--selective. Examples of original manuscripts are letters, diaries, account books, and other business and family papers, leases, deeds, and other public records, original poetry, and prose.

B. Printed materials of the seventeenth and eighteenth centuries:

Contemporary descriptions of Williamsburg, York County, and James City County to 1825--comprehensive; descriptions and accounts of Virginia to 1800--comprehensive; books printed in Williamsburg or books known to have been available in Virginia to 1825--comprehensive; the American Revolution in Virginia--comprehensive; politics and government in Virginia to 1780--comprehensive; Anglo-American relations to 1783--comprehensive; the Chesapeake region to 1800--selective; slavery and the slave trade, African-Americans in colonial America--selective; women and the family in colonial Virginia and America--selective; early American medicine, agriculture, industrial, and domestic crafts--selective; early American law--highly selective; early American science--highly selective; American theater, dance, and music to 1800--highly selective; conduct, manners, dress, and fashion in early American--highly selective. Examples of printed materials in this category include books and magazines, newspapers, broadsides and playbills, pamphlets and almanacs, and microforms of these items.

C. Microforms and photocopies of original manuscripts:

Williamsburg, James City County, and York County to 1825--comprehensive; Virginia to 1800--comprehensive; America and Great Britain to 1800--selective.

D. Maps:

Virginia to 1800--comprehensive. Paper copy and microfilm only.

E. Architectural drawings:

Drawings of buildings in Williamsburg and the surrounding area, 1607-1935--comprehensive. Drawings of Virginia architecture, principally the Tidewater and Piedmont areas which influenced design in Williamsburg--selective.

F. Colonial Williamsburg Research:

Research reports and house histories--comprehensive.

G. Colonial Williamsburg Publications:

Comprehensive.

#### **4. Authority for Selection**

The Special Collections Librarian/Associate Curator of Rare Books and Manuscripts, in consultation with colleagues within the Foundation, is responsible for the identification and ordering of rare books, manuscripts, maps, graphic arts, photocopies, transcripts, and microfilm for the John D. Rockefeller, Jr. Library. In the event of the Special Collection Librarian's absence, the Associate Curator of Architectural Drawings and Research Collections will serve as a back-up selector.

The Librarian should not only seek out and cultivate rare book and manuscript dealers specializing in these fields, but also employ bibliographic resources to identify specific titles. Standard subject bibliographies, the National Union Catalog of Manuscripts online, *Eighteenth-Century Williamsburg Imprints*, auction catalogs, and other resources should be consulted to identify titles suitable for the rare book collection. In addition, the librarian should also consult probate records, inventories, letters, diaries, and advertisements in the *Virginia Gazette* to gain an understanding of the reading habits of 18th-century Williamsburg residents.

The Associate Curator of Architectural Drawings and Research Collections is responsible for overseeing the integration of all new sheets produced by the Architecture & Engineering Departments into the library collections. In addition, the Associate Curator of Architectural Drawings and Research Collections actively solicits donations of collections of architectural drawings, photographs, and papers related to the restoration of Colonial Williamsburg and to architecture in the Tidewater area.

The Special Collections Librarian/Assoc. Curator of Rare Books and Manuscripts and the Associate Curator of Architectural Drawings and Research Collections will follow established guidelines concerning the appraisal of rare books, manuscripts, and architectural drawings offered as gifts. (See Appendix 2 for Appraisal Policy)

#### **5. Acquisitions Procedures**

The Special Collections section acquires materials in the following ways:

- A. Active solicitation of materials from donors and benefactors.
- B. Purchase from recognized publishers and dealers of books and manuscripts.
- C. Transfers from other departments at Colonial Williamsburg.
- D. Unsolicited gifts within collection development guidelines.

Acquisition procedures are followed in accordance with the guidelines outlined for curators in the 1994 edition of Colonial Williamsburg Foundation's *Educational Policies and Procedures*. When considering whether to purchase materials or accept a donation or transfer, the Special Collections staff will follow the selection guidelines outlined in Appendix 3 and the Gift/Transfer Policy outlined in Appendix 4.

## **6. Deaccessioning**

Deaccessioning of rare books, manuscripts, maps, graphic arts, transcripts, photocopies, and microfilm should be carried out according to the long-range plans of the Foundation. Nothing should be deaccessioned without checking with curators and researchers in appropriate departments. The Special Collections Librarian/Associate Curator of Rare Books and Manuscripts should make a reasonable effort to ascertain that the deaccession will not affect major research projects.

Guidelines for deaccessioning are outlined in *Educational Policies and Procedures*. A deaccessioning form should be completed and reviewed with Collections curators, library staff, and appropriate individuals in the Research and Education Divisions. (See Appendix 1 for Deaccessioning Policy)

## **7. Resource Sharing Policy**

The Special Collections section participates in preservation microfilming programs in order to share its own resources and provide researchers with greater access to relevant collections elsewhere in the United States and abroad. It serves as one of four repositories for survey reports and microfilm generated by the Virginia Colonial Records Project. In addition, the section allows portions of its collections to be filmed for such commercial microfilm series as *William Blathwayt Papers at Colonial Williamsburg*. Microfilm holdings are also available to other institutions via inter-library loan.

## **8. Procedures Affecting Collecting Policy**

**A. Conflict of Interest:** Special Collections section staff should not acquire materials for a personal collection if such acquisitions would conflict with the Foundation's collecting policies.

**B. Cooperation with Local Repositories:** As a general rule of practice and as a matter of library and archival ethics, the section should not compete with other Virginia institutions for the purchase and/or donation of original manuscripts and rare books that do not have a direct bearing upon Williamsburg, James City County, or York County. It is far more appropriate and archivally more sound to direct prospective donors of such materials to other repositories such as the Virginia Historical Society, the College of

William and Mary, the University of Virginia, and the Library of Virginia. Bids will not be placed at auction on pieces which other local repositories already plan to bid on. In addition, if a local repository has already expressed an interest in purchasing a piece from a dealer, the Section will not pursue purchase of the piece.

### **9. Procedure for Monitoring and Reviewing Policy**

Policies and procedures for collection development in the Special Collections section will be reviewed each year to determine if the mission is being met and to incorporate modifications in response to new initiatives within the Foundation.

## **APPENDIX 1**

### **DEACCESSIONING POLICY**

The goals of deaccessioning are:

1. to strengthen the collections;
2. to eliminate material no longer in our collecting areas;
3. to reduce unneeded duplication of materials;
4. to provide for the purchase of rare books and manuscripts.

The Special Collections Librarian/Associate Curator of Rare Books and Manuscripts may either sell or trade deaccessioned items.

The Special Collections Librarian/Associate Curator of Rare Books and Manuscripts will observe the following guidelines when deaccessioning materials:

1. All proceeds from deaccessioned materials are to be applied toward the purchase of rare books and manuscripts, and will be deposited in the Accessions Reserve Fund;
2. The inferior copy will be sold when deaccessioning duplicate items;
3. Colonial Williamsburg will honor the conditions of past bequests and donations when known; materials associated with Virginia will be retained;
4. Whenever possible, deaccessioning will emphasize out-of-scope material and items that fall outside our collecting areas as defined in the collection development statement of 1996;
5. Deaccessioned materials must be submitted for final approval to the Director of the Library.

## **APPENDIX 2**

### **APPRAISAL POLICY FOR DONATIONS**

In keeping with the recommendations of professional archival and library associations, the Special Collections staff observes the following guidelines for appraising donations of rare books and manuscripts:

1) The Special Collections staff will provide prospective donors with the name(s) of certified appraisers of manuscripts and rare books.

2) The Special Collections staff will provide donors with a range of values for donated materials if the estimates of the material equal \$200 or less, or if the tax benefits to be derived by the donor are \$200 or less.

3) The Special Collections staff cannot pay for third-party appraisals of material that will be donated to Colonial Williamsburg's research collections.

Although Colonial Williamsburg cannot perform tax appraisals of material that may be donated to the Foundation, staff may perform tax appraisals as private individuals for materials that fall outside the collection guidelines of the Foundation. In addition, they may advise a patron as to whether it is suitable to obtain an appraisal.

**APPENDIX 3:**  
**SELECTION GUIDELINES**

When considering whether to accept a donation or transfer or whether to purchase special collections materials, the Special Collections staff will analyze the materials according to the following factors:

1. Evidential value: do the materials reflect the function of a particular research department within the Foundation and have continuing reference value to this department and the Foundation as a whole?
2. Informational value: do the materials contain information which will be of value to current and future research projects at the Foundation and also of value to a wide variety of outside researchers?
3. Conformance to collecting parameters: do the materials fall within the topical, chronological, geographical, and format categories outlined in the Collection Development Policy?
4. Usefulness in relation to other material within the Section: will the materials fill in gaps or extend coverage of a particular topic?
5. Scarcity or abundance of known material on the subject: are materials on this subject unavailable at other Virginia repositories?
6. Physical condition: are the materials legible and in a useable condition or would extensive preservation measures be required?
7. Quantity: will the section have adequate storage space to accommodate the materials?
8. Completeness: do the materials thoroughly document a particular event, person, or subject?
9. Potential for use or known need: will the materials be useful for an upcoming research initiative or a project currently in progress?
10. Literary or artistic merit: do the materials have literary or artistic significance along with providing important historical data?
11. Price: is the price for the materials reasonable?
12. Format: are the materials in an easily accessible format or are they difficult to use and in need of reformatting?

13. Processing requirements: how much time and fiscal resources will be needed to process the materials?

14. Donor requirements: are there any restrictions on access or use of the materials?

## **APPENDIX 4**

### **GIFT/TRANSFER POLICY**

1. Donated or transferred material must fall within the collecting parameters outlined in the Collection Development Policy; otherwise, a recommendation will be made as to a more suitable repository.

2. Donations must be documented through a transfer of legal title via a Deed of Gift. Transfers must be documented through an Instrument of Transfer.

3. Agreements concerning literary rights, access, and use of donated or transferred materials should be recorded in the Deed of Gift or Instrument of Transfer.

4. Special Collections staff consider it unethical to accept collections that cannot receive required storage, processing, and preservation treatments within a reasonable amount of time.

## VI. VISUAL RESOURCES LIBRARY POLICY

### STATEMENT OF PURPOSE

The Visual Resources Library constitutes a special section within the John D. Rockefeller, Jr. Library. Its mission is:

- To acquire still photography to support and record the Foundation's research, curatorial, interpretive, business, and communications programs.
- To organize, store, and catalog still photographs to allow for fast and easy retrieval.
- To provide friendly and competent reference service to patrons using the Library's visual materials.
- To work with Colonial Williamsburg Productions to deliver duplicates in a timely manner.
- To promote and manage the use of Colonial Williamsburg images in monographic publications.
- To support the long-term preservation of the Foundation's visual record.

### CLIENTELE

The Visual Resources Library provides services to the following types of researchers:

1. **Colonial Williamsburg Foundation employees:** the primary users of the library are Foundation employees who need visual resources to conduct research, educate visitors about Colonial Williamsburg, inform donors and board members about how resources are being used, and develop new products and services.
2. **Scholars:** the library collections are also available for reference use by researchers preparing publications, lectures, and course materials.
3. **Publishers:** through contractual agreements, the library also makes its visual resources available for use as illustrations in books, magazines, and other types of publications.

4. **Graduate and Undergraduate Students:** the collections are available for reference use by students from colleges and universities who are working on research projects.

5. **General Public:** members of the general public are welcome to use the collections for reference and research purposes.

## DESCRIPTION OF COLLECTIONS

The Visual Resources Library contains over five hundred thousand items, including slides, black and white photographs, large format transparencies, digitized images, and negatives. Its collections emphasize images of Colonial Williamsburg, its buildings, landscapes, development, programs, collections, personnel, and related materials on Virginia and the Chesapeake Bay area. All of the images are for reference use only and do not circulate. However, patrons may request duplicate copies of slides, photographs, transparencies, and digital images from the Foundation's Photographic Services.

The print collection of more than one hundred fifty thousand photos includes images of Colonial Williamsburg, its many activities, and an extensive collection of photographs of early American buildings in Virginia and on the East Coast. There are pre-restoration views of Williamsburg and individual building files documenting the evolution of a site from pre-restoration and excavation to completion.

The slide collection, numbering more than one hundred thousand, includes images of the Foundation and its activities, as well as of objects in the Foundation's decorative and folk art collections. Art slides from the Colonial Williamsburg Foundation collections and other repositories include portraits, Revolutionary-era events, eighteenth-century occupations, and social gatherings.

In addition, the Visual Resources Library serves as the repository for negatives and original color transparencies of museum collections objects.

Images are created using film and traditional photographic processes. Items which are scanned to create a digital file include:

- all new color photography created by Photographic Services in 35mm large format transparencies
- existing items in black and white or color which are selected for publication in the *Colonial Williamsburg Journal*.

As staff and funding are available to scan and create full textual documentation, it is desirable to scan portions of the rest of the collection in stages. The following priority order is suggested:

1. Current large format transparencies (see discussion of "current" in Section IVA, Appraisal Guidelines and Weeding Procedures) of people, places and events in the Historic Area.

2. All unique curator transparencies.

3. Current slides of people, places, and events in the Historic Area.

4. All images which have been used in the Colonial Williamsburg Foundation publications to which CWF owns copyright and for which permission to scan has been obtained.

5. Historical images, artwork, and documents.

## **SCOPE OF COLLECTIONS**

### **1. Journalistic Photography**

All pictures in the following files shall reflect the current state of buildings, gardens, programs, and other activities in the historic area and other museum programs. Although there is no automatic cut-off date, generally the most recent five years shall be considered current.

Changes in the Historic Area that render photographs out of date include major tree removal or other significant landscape changes, change in paint color, or changes in architectural features. Although costume and hairstyles figure prominently in determining whether photographs are current, personnel changes in Historic Area programs do not necessarily make pictures obsolete.

### **A. THE ENVIRONMENT - BUILT AND NATURAL**

Aerial Views

Architecture

(Williamsburg buildings are arranged in Block & Building number order; selected views of Virginia Buildings are kept here for lecture purposes)

Gardens

General Views

Hotels

Jamestown

Modern Aspects

Mood

Museums

Restaurants

Seasons  
Signs  
Streets  
Visitor Center  
Williamsburg Modern

## **B. PEOPLE AND PROGRAMS**

Animals  
Costumed People  
Crafts  
Entertainment-Living History  
Militia  
Personnel  
Products  
School Groups  
Special Events  
Sports & Amusements  
Tours  
Transportation  
Visitors

### **2. Objects**

This category consists of publication-quality images of all objects in Colonial Williamsburg museum and research department collections. Photographs in this category generally stay current, unless visible conservation treatment is performed on the object pictured. In addition, when objects are deaccessioned, photographs and slides of them are removed from the active files and forwarded to the Registrar for the Collections Object Curatorial files.

AARFAC Objects  
Archaeological Artifacts  
Architectural Artifacts  
Collections Objects

### **3. Study Collection**

This category consists of images of two-dimensional artwork that demonstrate daily life in the eighteenth century, historic events, and historic people. In addition, it encompasses images of objects in the Library's Special Collections section photographed on demand. Photographs in this category generally stay current.

Artwork  
Books

Drawings  
Maps  
Manuscripts  
Seals and Crests

#### **4. The Archival Collection**

Every five years, a complete review of the contents of Category A is undertaken. Pictures are reviewed and assessed for historical and informational value. Historical and informational value is difficult to assess, but the appraisal guidelines shown in Appendix A shall be applied to all series of photographs. Pictures may be weeded at this point, following established weeding guidelines found in the Visual Resources Collection Procedures Manual. Images to be kept are marked "inactive" and physically moved to "record" files. In some cases, new photography is automatically filed in INACTIVE/ARCHIVAL as received. These categories are indicated below with an asterisk (\*).

#### **A. THE ENVIRONMENT - BUILT AND NATURAL**

Aerial Views  
\*Accidents  
\*Archaeology-excavations  
Architecture  
(Williamsburg buildings are arranged in Block & Building number order. Research photographs made by the Department of Architectural Research are automatically filed here)  
  
\*Construction  
Gardens  
General Views  
Hotels  
Jamestown  
Modern Aspects  
Mood  
Museums  
Pre-Restoration  
Restaurants  
Seasons  
Signs  
Streets  
Visitor's Center  
Williamsburg Modern

## **B. PEOPLE AND PROGRAMS**

Animals  
\*Architectural Research & Conservation  
\*Awards  
\*Charts  
\*Community Activities and Civic Groups  
\*Conventions and Committee Meetings - Not CW  
Costumed People  
Crafts  
\*Crime  
\*Curator Storage-Damage  
Entertainment-Living History  
\*Entertainment-Special Programs  
\*Exhibits  
\*Films & Video  
\*Gifts and Givers  
\*Lectures  
Militia  
\*Models  
\*Personalities  
Personnel  
Products  
\*Publications  
School Groups  
\*Special Events  
Sports & Amusements  
\*Television & Radio  
Tours  
Transportation  
Visitors  
\*Visitors-Distinguished

### **5. Special Collections**

Collections of photographs which are purchased or received as gifts to the collection, if of significant size, are maintained as collections in their original order, and processed as archival collections. Where such photographs have heretofore been filed by subject (particularly Dementi and Layton photographs of Colonial Williamsburg buildings), these will remain in the subject files, with the log standing as a record of the original collection. As time and funding permit, these sets may be reconstructed in the photographer's original order.

Similarly, if only a few photographs are received as a "collection," these may be filed by subject with appropriate documentation in the collection file.

## **6. Authority for Selection**

Primary responsibility for overseeing the acquisition of new photography, for accepting transfers of photographic materials from other departments, for accepting donations of photographic materials, and for purchasing archival collections of photographs rests with the Visual Resources Librarian. However, the Visual Resources Librarian will seek input regarding photographic needs from employees throughout the Foundation.

The Visual Resources Librarian will work with members of departments to insure that their "working" collections of visual materials are eventually transferred to the Library for safe housing and as an archival record of Foundation activities. In addition, the Visual Resources Librarian will consult with members of the Research and Education Divisions, as well as with the Special Collections Librarian, regarding possible donations and purchases of collections of archival photographs, slides, negatives, and transparencies.

## **ACQUISITIONS PROCEDURES**

### **1. Orders for New Photography**

Responsibility for initiating orders for new photography rests with librarians, curators, and program planners. The Foundation shall support the balanced documentation of its programs and activities through adequate staff and funding. Emphasis shall be on creating a usable stock of publication-quality images that can support advertising, publication, communication, and teaching needs. The long-term visual record of Colonial Williamsburg's activities shall be selected from this stock.

### **2. Transfer of Custody**

In order to preserve a record of the activities of the administrative units of Colonial Williamsburg, inactive/archival photographs and other visual materials will be regularly transferred from units to the Visual Resources Library according to standard records management policies. A transmittal form will be used to document the transfer and any restrictions on access and use will be noted on an accompanying form.

The transferred materials will be maintained as series within record groups. The record group may be defined as the department or unit which is responsible for a certain action or interpretation, but it may also be defined by building, program, or other entity, particularly if the photographs document the activities of more than one department.

### **3. Donation**

The Visual Resources Librarian will accept donations of slides, photographs, negatives, and transparencies which fall within the collecting parameters outlined above.

Legal transfer of title will be documented in a deed of gift, deposit agreement, or other form of official acknowledgment. Any restrictions on access and copyright will be documented at the time of donation.

#### **4. Purchase**

Occasionally, the Visual Resources Library will purchase archival collections of visual materials which provide a different perspective, such as a tourist's or resident's viewpoint, on Colonial Williamsburg buildings, landscapes, programs, collections, and personnel. In addition, slide sets and archival collections may be purchased which illustrate daily life, events, and persons of the eighteenth century.

## APPENDIX 1

### APPRAISAL GUIDELINES

Purpose: To provide general guidelines for assessing the enduring value of the photographic record of Colonial Williamsburg.

#### **Factors to consider in appraising photographic collections:**

##### **1. AGE**

###### **Favor retention of pre-1940 black and white photographs.**

Rationale: these are usually professional format and higher-quality images; the 1930s were the formative years of CWF.

###### **Favor retention of pre-1960 color.**

Rationale: these images are relatively rare.

###### **Keep all pre-1928 images.**

Rationale: these images show Williamsburg prior to the major changes of the restoration.

##### **2. SUBJECT MATTER**

###### **Favor broad coverage.**

Rationale: use of photographs changes over time. There is need for many kinds of photographs in collections.

###### **Maintain documentation of "trivial and mundane" events.**

Rationale: photography is well suited to documenting everyday life, which is often overlooked by the written record.

###### **Topical areas include the following:**

###### **People:**

Prefer photographs of upper class, lower class, and minority residents; the middle class is often over-documented; photographs of distinguished visitors are often over-valued.

Prefer candid views to studio portraits.

Prefer work activities.

### **Events:**

Prefer spontaneous and informal gatherings; sample parades, athletics, club picnics, funerals, weddings, holiday celebrations.

Develop a list of events that should be documented throughout the year and a schedule for covering these regularly on a two-year cycle.

### **Buildings/Natural Phenomena:**

Retain ample coverage.

Consider carefully the utility of construction progress photographs. Consider sampling; consider maintaining complete record of important buildings, and less extensive record of reconstructed residences.

### **Curatorial Objects:**

Retain ample coverage.

Include documentation of the use of objects in exhibition buildings as well as studio photography.

## **3. UNIQUENESS**

**Preserve the original negatives or transparency as the record document.**

Rationale: this is the archival medium in photography, from which the best-quality duplicates can be made.

**Provide a "use" copy for each image in the collection.**

Rationale: this ensures the preservation of the archival document. The use copy may be in the form of a print, a transparency, or computer-readable file.

**Verify uniqueness.**

Rationale: this ensures that the collection does not duplicate other collections.

## **4. IDENTIFICATION**

**Secure complete identification.**

Rationale: Photographs rarely stand alone; users require substantial textual documentation.

**Prefer collections with ample identification of subjects.**

Rationale: Information is very difficult to acquire.

## 5. QUALITY

**Prefer images with proper focus, exposure for full tonal range, composition, color balance.**

Rationale: Researchers will almost always require publication-quality photographs. In addition, the researcher may need to enlarge images to view details.

**Consider the instability of color as a factor.**

Rationale: Color-shift is inevitable, but some color films are more stable than others.

**Consider the condition of negatives, monitoring the condition of nitrate, cellulose diacetate, and color films.**

Rationale: Conservation and preservation of film is costly. It is far less expensive to prevent problems by providing adequate housing and temperature and humidity controls.

## 6. QUANTITY

**Maintain some duplication of views to allow sampling and comparison of views over time.**

Rationale: Researchers usually want to compare and select from many views. Many researchers require statistically large samples from which to draw their conclusions.

## VII. COLLECTION DEVELOPMENT LEVELS

The following collection levels have been adapted from those in the *WLN Collection Assessment Manual*. They apply to the general library collection.

0. OUT OF SCOPE: The library does not collect in this subject.
1. MINIMAL LEVEL: A subject area in which few selections are made beyond basic works. A collection at this level should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information are withdrawn. Can support fundamental queries.
2. BASIC INFORMATION LEVEL: A selective collection of materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, access to appropriate bibliographic databases, selected editions of important works, historical surveys, bibliographies, handbooks and a few major periodicals which serve to introduce and define a subject. The collection is frequently and systematically reviewed for currency of information. This level is sufficient to support the basic informational reading needs of a highly educated patron.
3. RESEARCH LEVEL. This level provides resources adequate for imparting and maintaining knowledge about the primary and secondary topics of a subject area. The collection includes a significant number of seminal works and journals on the primary and secondary topics in the field; a significant number of retrospective materials; a substantial collection of works by secondary figures; works that provide more in-depth discussions of research, techniques, and evaluation. This collection is adequate to support independent study and most learning needs of the clientele of this special library. The collection is systematically reviewed for currency of information and to assure that essential and significant information is retained.
4. COMPREHENSIVE LEVEL. A collection that includes the major published source materials required for independent research, including materials containing research reporting, new findings, scientific results, 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. Pertinent foreign language materials are included. Older material is usually retained for historical research and actively preserved. A collection at this level supports original research.

## VIII. STATEMENTS AND POLICY GUIDELINES

### 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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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  
Amended February 1, 1961, June 27, 1967, and January 23, 1980,  
by the ALA Council.

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## **American Library Association Code of Ethics**

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public, the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies, equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

IV. We recognize and respect intellectual property rights.

V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our

institutions or the provision of access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted by the ALA Council  
June 28, 1995

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## **Challenged Materials**

### **An Interpretation of the LIBRARY BILL OF RIGHTS**

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the LIBRARY BILL OF RIGHTS, and which is approved by the appropriate governing authority.

Challenged materials which meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The LIBRARY BILL OF RIGHTS states in Article I that “Materials should not be excluded because of the origin, background, or views of those contributing to their creation,” and in Article II, that “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure.

Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Adopted June 25, 1971; amended July 1, 1981; amended January 10, 1990, by the ALA Council.

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## **COPYRIGHT GUIDELINES**

The John D. Rockefeller Jr. Library adheres to all provisions of the U. S. Copyright Law (17 U. S. C. section 107). It also promotes compliance by the Foundation staff.

## IX. BIBLIOGRAPHY

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