

## Historical Room Collection Development Policy

### Purpose

The purpose of the Historical Room Collection of the Johnson County Public Library is to:

- Preserve and make available materials that document the history and genealogical information of:
    - Johnson County
    - Some surrounding\* counties
    - The state of Indiana in general
    - Other states whose history and population influenced the development of Johnson County and its inhabitants
  - Preserve and make available material by Johnson County authors and other prominent Indiana authors
  - Preserve and make available rare and valuable materials considered unsafe on the open shelves
- \*surrounding areas include the adjacent counties of Marion, Morgan, Brown, Bartholomew and Shelby. Other counties or areas may also be included.

### Scope and Format

Primary Goal - To comprehensively obtain historical and genealogical resources pertaining to Johnson County, including but not limited to:

- Historical accounts of the County
- Historical accounts of various entities in the County, such as cities or areas, organizations, churches, schools, cemeteries, etc.
- Indexes to primary sources and secondary sources documenting genealogical information
- Family histories of significance to the County
- Local publications, including the Daily Journal newspaper
- Vital statistics relating to the County
- Local maps, both current and historical
- Yearbooks of Franklin College and the public high schools in the Library's district
- Works and records documenting the history of the Johnson County Public Library

Secondary Goal - To obtain:

- Histories of the state of Indiana and notable Indiana entities (i.e., companies, events, organizations)
- Vital statistics relating to Indiana
- The Indiana Magazine of History
- Publications of the Indiana Genealogical Society
- Publications of the Indiana Historical Society
- Histories of surrounding\* counties
- Genealogical resources for surrounding\* counties
- Literary works by Johnson County authors or prominent Indiana authors
- "How-to" works on basic areas of genealogical research which are suitable for use as an in-house reference

\*surrounding areas include the adjacent counties of Marion, Morgan, Brown, Bartholomew and Shelby. Other counties or areas may also be included.

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Tertiary Goals - To obtain:

- Basic histories of various regions in Indiana, especially those in migration pathways to Johnson County
- Basic histories and basic genealogical information of central and southern Indiana counties, especially those in migration pathways to Johnson County
- Basic histories and basic genealogical information of other states, especially those in migration pathways to Johnson County. These include, but are not limited to:
  - Kentucky
  - Tennessee
  - Ohio
  - Pennsylvania
  - Virginia
- To house and make available records from selected local organizations

### Formats

Included –formats that are collected and maintained include, but are not limited to:

- Bound printed material, including monographs and serials
- Audiocassettes and audio compact discs
- Data CD-ROMs
- VHS tapes and DVDs
- Oversized flat printed material, such as maps
- Microforms, including 35 mm, 16 mm and fiche
- Artwork (two-dimensional)
- Loose-leaf printed material (for inclusion in vertical files)

Not included – the following formats will not be collected, with exception made for items to be used for display or other approved purposes:

- Three-dimensional artifacts
- Photographs or slides
- Clothing or costumes
- Ephemera

### Loans

Items from the Historical Room collection do not circulate and must be used in the Room. They cannot be borrowed via InterLibrary Loan. Any exceptions must be expressly approved by the Director.

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
1.0	Adopted	JCPL Board	01-10-1986
2.0	Changes Accepted	JCPL Board	08-08-1989
3.0	Changes Accepted	JCPL Board	06-15-1993
4.0	Changes Accepted	JCPL Board	08-21-2007