

M. Virginia Web Memorial Maryland Room Collection Development Plan

For the Dorchester County Public Library

Abstract

Detailing the focus of the collection and the methods for management of the collection.

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1. Mission & Vision Statements

1.1. Dorchester County Public Library Mission

All patrons of the Dorchester County Public Library will receive accurate and appropriate information in various formats. This information will successfully address patrons' educational, recreational, and information needs.

1.2. M. Virginia Webb Memorial Maryland Room Vision

Through this collection, the Dorchester County Public Library makes resources pertaining to local history, culture, genealogy, and local government available to the public.

2. Collection Purpose & Scope

2.1. Purpose

The M. Virginia Webb Memorial Maryland Room Collection (MD Room Collection) is intended to provide the public with access to a number of resources pertaining to the history and culture of Dorchester County and its surrounding areas, while also serving as a repository for the preservation of some primary and secondary sources.

2.2. Scope

The MD Room Collection contains materials ranging from the creation of Dorchester County and its first settlers through modernity. Materials include microfilm/microfiche, yearbooks, photographs, maps, family histories, and local government documents. Materials in the MD Room are non-circulating and non-holdable.

2.3. Patron Needs Served

The MD Room is free and open to any patron of the Dorchester County Public Library for the use of research. The resources (up to 25 pages of copied physical or digital materials) of the MD Room are also available, by request, to those who are out-of-county.

Included in this collection is the Michie's Annotated Code of Maryland and local government documents for patron consultation.

The MD Room space is also available for the purpose of studying or small meetings. The computers are available for regular patron use.

3. Selection Guidelines

Decisions regarding the collection are made by the Head of Reference. Materials are selected for inclusion based off of content, subject matter, and needs of the community.

The following questions guide selection:

- Does the material support the current scope and vision of the collection?
- Is the material in a format that is accessible for all users?
- Will this material face obsolescence?
- What is the expected future use?
- Does the material need any special accommodations for preservation?
- Is the information provided by the material redundant due to other materials already included in the collection?

3.1. Focus of the Collection

The MD Room is primarily concerned with the history and culture of Dorchester County Maryland (the two branches of the Library focusing on the respective cities of Cambridge and Hurlock). This includes, but is not limited to general history, local businesses, individuals and families of significance, and historical land tracts.

3.1.1 Subjects

Materials belonging the MD Room Collection will include primary and secondary resources covering, but not limited to the following subjects:

- African Americans
- Church Records
 - Bible Records
 - Cemetery/Tombstone Records
 - Marriage Records
- Family Histories/Genealogies
- Historical Records
 - Census Records
 - County& City Directories
 - Land Records
 - Marriage Licenses
 - Rent Rolls
 - Wills
- Industry (example: canning, oystering, etc.)
- Military
- Native Americans (pertaining to the local tribes: Choptank, Nanticoke, etc.)
- Newspapers
 - Abstracts
 - Obituaries
- Organizations and Events (example: The Annual Outdoor Show)
- Sites/Locations Inventories
- Schools

- Board of Education Documents
- Yearbooks

3.1.2 Geographic Area

Understanding the transient nature of early settlers and the changeable nature of early county lines, the collection also includes materials concerning neighboring counties including Caroline, Wicomico, Worcester, Somerset, and Talbot.

Other geographic areas of concern includes, the entirety of Maryland's Eastern Shore, the Delmarva Peninsula, and the states of Maryland and Delaware.

3.1.3 Formats

The Library strives to make its collection accessible to all patrons in perpetuity, therefore, acceptable formats are those for which obsolescence is not an immediate concern.

- Print Materials (books, periodicals, maps, photographs, etc.)
- Microfilm/Microfiche
- CDs
- DVDs

3.1.4 Materials Not Acceptable for Collection

The Library will only accept materials for the MD Room that meet and support the collection's scope and purpose.

Materials will not be accepted whose subject is not related, at minimum, to the history of Maryland or Delaware.

Three dimensional/physical objects will not be accepted.

Materials given with conditional needs will not be accepted.

3.2.Priorities

Due to the limited space available to the Library and the MD Room Collection, priority within the collection must be given to materials whose subject pertains directly to Dorchester County, its history, culture, and its people.

After Dorchester County, the following counties take priority in descending order: Somerset & Caroline, Worcester, Wicomico, and Talbot.

3.3.Allocation of Funds

When the purchase of materials is necessary for the MD Room Collection, funds will be allocated from the Reference Budget.

<i>FY20 Reference Budget</i>	
<i>Allocation from main budget</i>	\$5,000
<i>Donation from Friends of the Library</i>	\$3,000
<i>Standing Order – Reference Materials</i>	- \$1,500
<i>Budget Remaining for all Reference Materials (includes magazine and newspaper subscriptions)</i>	\$6,500

3.5 Gift Policy

The Library will consider gifts and donations from the public and organizations, however, the decision regarding materials' inclusion into the MD Room Collection is up to the discretion of the Head of Reference.

The preference is that the ownership of all materials be transferred to the Library.

Materials must meet the requirements outlined in sections 3.1-3.2.

The Library will not accept materials that require special accommodations where preservation is concerned.

Materials not meeting these requirements will be returned to the original owner.

3.5.1 Transfer of Ownership

Materials that are gifted to the Library may not be given conditionally; it is expected that the original owner surrenders all rights of ownership at the time of donation. The future of the gifted materials is up to the discretion of the Head of Reference and the Library, which includes disposition or destruction.

A Deed of Gift (Appendix A) must be completed at the time of donation.

3.5.2 Materials on Loan

The Library is open to displaying objects and materials on loan; materials on loan to the MD Room must meet the requirements outlined in sections 3.1-3.2 (the exception being, loaned materials may be three-dimensional/physical objects).

The Lender must understand and agree to the condition in which the materials will be kept.

A Temporary Loan Form (Appendix B) and a Temporary Loan Terms and Conditions (Appendix C) must be signed at the time the loan is agreed upon.

3.5.3 Cooperative Arrangements

At this time the Dorchester County Public Library has no active cooperative arrangements; past arrangements were made with the Dorchester Historical Society (DHS). A catalog of DHS' materials is still maintained within the MD Room.

4. Limitations & Restrictions

Due to the valuable nature of the MD Room Collection, no materials may leave the Library building.

The access of some materials may require the patron to surrender their identification card to Library staff for the duration of the material's use.

4.1. Copyright & Intellectual Freedom

4.1.1 U.S. Copyright Act

The Library does not hold the copyright for any materials within the MD Room.

Unpublished materials created prior to 1976 are not protected by copyright laws.

All materials (published or otherwise) created after 1976 are protected by the 1976 Copyright Act. The copyright of these materials remains with the author and their heirs for the lifetime of the author plus 70 years after the author's death.

According to the U.S. Copyright Act, the Library is permitted to make up to three copies of unpublished works for preservation purposes, to replace damaged copies, or to share with other libraries. Each copy must include a notice of copyright.

4.1.2 Fair Use

Fair Use permits the copying of copyrighted work in limited situations: educational, historical research, or criticism. It is up to the user to determine if they fall within Fair Use.

4.1.3 Intellectual Freedom

The Library actively opposes the censorship and exclusion of materials. Access to materials is granted to all patrons; the Library will not conceal the existence of any materials unless required to do so by law or institutional policy.

4.2. Resource Sharing Policy

No materials held as part of the MD Room Collection may leave the Library building. All consortium requests for materials from this collection will be cancelled.

For those who are not able to visit the Library, requests for research may be made to the Reference Department. Up to 25 copied pages may be sent (physically or digitally) for any purpose falling under Fair Use.

4.3.Preservation Limitations

Due to HVAC and space limitations, the Dorchester County Public Library cannot provide climate controlled space for delicate materials.

All materials are expected to be accessed and used by patrons with no prohibition, therefore, no materials with handling restrictions may be acquired.

5. Collection Evaluation and Maintenance

5.1.General Principles and Guidelines

To ensure that the MD Room Collection meets the needs of the Library patrons and requirements set forth by this plan, regular weeding will be undertaken to determine materials that may need to be withdrawn, deaccessioned, or disposed.

This process will rely on the professional judgment of the librarian.

Items considered for deaccessioning will include those that are worn beyond mending or repair, those whose retention period has expired, and those that do not support the collection's focus and scope.

5.2.Retention Schedule

The following retention schedule (though not exhaustive) will be used to determine how long materials are to be kept – unless otherwise stated on the material. The retention of local government documents is up to the discretion of the Library as they are considered nonofficial materials.

Material	Description	Minimum Retention Period	Disposition
Print Materials	All historical and cultural materials held as part of the MD Room collection.	Indefinite	N/A <i>Please consult section 5.3 for methods of withdrawn materials.</i>
Microfilm	Newspaper, Sanborn Fire Insurance Maps, Assessment Records, etc.	Indefinite	N/A
Dorchester County Council Documents	Council Minutes and other legal documents.	10 years	Material will be recycled.
Dorchester County Code	Laws and regulations of Dorchester County.	Until replacement documents are provided.	Material will be recycled.
Cambridge City Council Documents	Council Minutes and other legal documents.	10 years	Material will be recycled.
MD Annotated Code	Laws and Codes of Maryland.	Until replacement copies are provided.	Material will be recycled.
All other legal documents	Miscellaneous documents provided by various governmental organizations, such as the DNR, or Board of Education.	10 years (unless otherwise stated by the document)	Material will be recycled.

5.3.Method of Deaccessioning

No materials will be removed due to age, only due to relevance and condition, unless otherwise stated in the Retention Schedule (5.2).

Regular print or microfilm materials that are withdrawn from the MD Room Collection will be considered for the following:

- Addition into the regular, circulating collection.
- Donation to another local organization.

- Donation to a library for which the material will have more relevance.
- Return to the original owner, if known.

If a material is withdrawn due to condition, the Library will first consider making a copy as allowed by the U.S. Copyright Law (see section 4.1.1). If this is not a viable option, the material will be recycled.

Appendix A – Deed of Gift

I own the materials described below and voluntarily donate them to the Dorchester County Public Library to become its permanent property and to be administered in accordance with established policies. The purpose and intent of this gift is to transfer and assign all rights, title and interest I possess to these materials to the Library, except as specified below. The Library may use its discretion to dispose of materials inappropriate for its collections, unless instructions to return unwanted materials to the donor are stated below.

Description of materials:

Restriction on the use of and/or access to these materials:

Signature of Donor or Agent

Library Representative

Date

Date

Donor Name:

Donor Address:

Donor Phone:

Appendix B – Temporary Loan Form

This form acknowledges that the items listed below are to be temporarily loaned by the owner to the Dorchester County Public Library.

Loan reference number: _____

Description of materials loaned:

Loan start date: _____

Loan end date: _____

Reason for loan:

Lender: _____

Tel. #: _____

Address: _____

E-mail: _____

Signature of Lender

Library Representative

Date

Date

Appendix C – Temporary Loan Terms and Conditions

The following will be understood between the Lender and the Library at the time that a Temporary Loan Form is completed.

1. The Lender will inform the Library of any changes, including, but not limited to change of name or address.
2. The Lender understands the conditions in which the material(s) will be kept. No materials lent will be allowed to leave the Library building.
3. The Library will inform the Lender of the loss of the material(s) or of any damages of whatever nature including any discovered on first receipt/delivery.
4. The Lender reserves the right to recall the material(s) from the loan. In this event, the Lender must give the Library two week written notice.
5. The Library will provide reasonable access to the material(s).
6. All third-party requests relating to the materials will be referred to the Lender, including, but not limited to copyright.

Signature of Lender

Library Representative

Date

Date