

MATERIALS SELECTION POLICY

Objectives of Selection:

The Ohio Genealogical Society seeks to build the best collection in the United States for researching Ohio genealogy, and to preserve and make accessible documents, manuscripts, and published works in any format that support Ohio genealogical research.

Responsibility for Selection of Materials:

The Board of Trustees of The Ohio Genealogical Society is responsible for all matters relating to the operation of the Society library. The responsibility for the selection of materials is delegated to the professional librarian employed by the board. The Library Advisory Committee will make itself available for advice and recommendations as requested by the librarian. Requests by members of the Society for purchase of materials are welcomed and will be acted upon if the requested materials fit the criteria for the Society library and if the budget allows such acquisitions.

Criteria for Selection of Materials:

The Society will:

1. Purchase Ohio genealogy materials in any format if not received as gifts as well as purchase essential materials of national and regional scope including general genealogical reference books.
2. Accept donated materials from publishers and individuals as outright gifts. The Society reserve the right to keep, sell or otherwise dispose of donated materials as best fits the development of the collection.
3. Accept donated family histories with or without an Ohio connection.
4. Seek donation of chapter produced materials, but purchase when necessary.
5. Adhere to the United States copyright laws.
6. Seek out and accept donations of manuscript collections in any format that have genealogical value and definite Ohio connections. Encourage monetary donations to assist the processing and preservation of these collections. Collections with reasonable restrictions upon their use will be considered for acceptance.

Lending Library Collection:

A loan collection will be established and shall include duplicate Ohio monographs, duplicate family histories, books on genealogical methodology, duplicate census microfilm, and audio tapes.

Withdrawal Policy:

The value of material in the collection may be reduced by acquisition of newer revised or better examples of the same topic. The librarian shall evaluate the collection for replacement, use in the loan collection, or discard on a regular schedule. Lists of single copies of materials which are determined to no longer meet the needs of the Society membership or of the library collection will be considered for removal from the collection. Annually a list of such titles will be provided to the Board of Trustees for its review.

Policy Review and Amendment:

This policy shall be reviewed and amended as needed at least every three years by the Library Advisory Committee and the librarian. A formal report of the review with recommendations for revision, if needed, will be submitted to the board for approval. Revisions may be made at any time by the Board of Trustees between these formal reviews as needed.

Adopted 1 Aug 1998