

DAVENPORT PUBLIC LIBRARY

RICHARDSON-SLOANE SPECIAL COLLECTIONS CENTER COLLECTION

DEVELOPMENT POLICY

STATEMENT OF PURPOSE

The primary mission of the Richardson-Sloane Special Collections Center at the Davenport Public Library (hereafter referred to as Special Collections) is to collect, organize, preserve, and provide access to a non-circulating collection of primary and secondary sources that document the history of the City of Davenport, its inhabitants, government, environment, businesses, institutions, and organizations. Materials related to the history of Scott County, its surrounding communities, and Iowa will also be maintained in cooperation with other historical, genealogical, archival, and library collections in the area. Materials are selected on the basis of future interest and research potential, as well as current interest and demand. The Local History collection is a research level collection. The materials acquired support research, teaching, and learning.

COLLECTING FOCUS

LOCAL AND REGIONAL HISTORY

Local History of Davenport and Scott County

Special Collections collects materials representing, documenting, or describing Davenport and Scott County in any format including digital, with preference for materials in their original formats.

Local History of the Quad Cities Region

Special Collections also collects materials related to the cities and counties composing the Quad Cities region. These materials will be selected based on connections to existing materials in the collection in addition to their relevance/connection to Davenport and Scott County. Additional partnerships may influence the collecting in this area.

Local History of Eastern Iowa and the State of Iowa

Materials from the fourteen counties in the Southeast (Appanoose, Davis, Des Moines, Henry, Jefferson, Keokuk, Lee, Louisa, Mahaska, Monroe, Muscatine, Van Buren, Wapello, and Washington) and from Iowa in general are collected on a selective basis. Major factors considered in their selection are their value in providing background information for researchers interested in Davenport history and patron demand.

GENEALOGY

Personal and Family Histories

Special Collections acquires, on a selective basis, materials documenting personal and family histories in Davenport and Scott County. Personal and Family genealogies will be accepted if they meet these criteria:

- Organized collection of research and primary source materials
- Identifiable source documentation
- Original copies of family records and archives including: vital records, photographs, letters, etc.

Special Collections has a particular preference for genealogical collections relating to early settlers of Scott County and Davenport as well as families who have lived in the area for two or more generations.

Genealogical Histories and Resources

Special Collections acquires, on a selective basis, materials which help patrons trace their ancestors in Davenport, Scott County, and Iowa. Materials which cover other states on the Iowa migration routes, as well as bibliographies and research guides, will be collected to the extent the budget allows.

SELECTION CRITERIA

The following criteria are used to select items for inclusion in the local history and genealogical collection:

- Relevance to Davenport and Scott County history and genealogy
- Authenticity of record
- Suitability of the subject to the collection
- Non-duplication of material within the collection, or within other area archives
- Condition of material
- Ease of use for patrons
- Cost to preserve, store, and process
- Security requirements to store and/or display
- Restrictions by donor

ACQUISITION OF MATERIALS

Special Collections acquires materials through gift, bequest, purchase, or transfer. Materials are acquired primarily through donation. Transfers may come from other departments of the Library or the City of Davenport Archives or City Departments.

GIFT OR DONATION

Gifts and bequests of local history and/or genealogy materials will be accepted with the understanding that they will be judged on the basis of the selection criteria above. Special Collections reserves the right to refuse an offered donation. Donors of all in-kind donations must sign a Deed of Gift agreement which transfers their rights to the material to the Davenport Public Library. For more information on gift donations and restrictions, please refer to [Gift Acceptance Policy](#).

REAPPRAISAL AND DEACCESSIONING

Ongoing evaluation and review of Special Collections materials is necessary to maintain a viable

collection that meets the Library's needs. At the discretion of the Special Collections Supervisor, materials and duplicates that do not reflect the subject areas or types of materials collected by Special Collections may be deaccessioned according to established guidelines. Other criteria for deaccessioning include physical deterioration and duplication. Superseded and/or obsolete materials may also be replaced or removed.

All deaccessioning decisions will be made by the Special Collections Supervisor. After the Library purchased materials have been deaccessioned, the materials will be offered to the FRIENDS of the Davenport Public Library or discarded. If the deaccessioned materials were donations, they may be discarded or offered to the Scott County Iowa Genealogical Society or another appropriate institution.

COOPERATIVE AGREEMENTS

The Davenport Public Library is fortunate in having the Scott County Iowa Genealogical Society (SCIGS) collection housed in the Library. While every attempt is made to avoid duplication of items in the SCIGS collection, some items are so fundamental to any genealogical collection that the Richardson-Sloane Special Collections Center will purchase an additional copy in the event that SCIGS ever decides to remove their collection from the Library.

Occasionally, the Davenport Public Library will make a long-term loan agreement with an owning institution allowing an appropriate collection to be housed in the Richardson-Sloane Special Collections Center. This will be arranged at the discretion of both the Library Director and the Special Collections Supervisor.

Original policy adopted by the Library Board of Trustees: December 1996

Reviewed: 11/99; 11/02

Revised: 8/05; 11/15/11; 4/15/14; 5/15/18; 10/19/21