

**THE LIBRARY OF VIRGINIA**  
**COLLECTION DEVELOPMENT**  
**AND COLLECTION MANAGEMENT GUIDELINES<sup>1</sup>**

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<sup>1</sup> Approved by the Library Board June, 11, 2007.

## PREFACE TO THE 2007 GUIDELINES

In January 2006 a group of twelve dedicated Library of Virginia staff members began meeting to revise the Library's *Collection Development Policy of the General Library Division*. The policy had last been revised in 1992 and no longer reflected the Library's organizational structure, its current level of collection-development funding, or the Library's significantly expanded public service mission. Group meetings were held monthly. Smaller groups also met frequently with many additional colleagues to discuss specific issues, departmental criteria, and other aspects of the policy. The Collection Development Policy Review Committee completed a final draft, *The Library of Virginia Collection Development and Collection Management Guidelines*, in November 2006.

The working group produced a flexible set of guidelines that reflect the current depth and scope of the Library's varied collections and established clear criteria for the continued growth of collections to support the Library of Virginia's research, reference, and educational services well into the 21st century.

The new guidelines include:

- A table of contents and nine appendices of explanatory detail
- A new definition of collection-scope terminology
- Archival collections, including state and local records and private papers
- Inclusive language to accommodate changing technological formats and programs
- Revised policy statements for collecting Virginia authors, Virginia state documents, and Special Collections

The policy review committee included:

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## **I. PURPOSE**

The Collection Development and Collection Management Guidelines of the Library of Virginia support the mission and vision statements of the Library and the legal responsibilities mandated by the *Code of Virginia*, by describing:

- the audiences served and their access to the collections
- the scope of the collections
- the programs for acquiring and managing the collections
- the types of materials acquired by the Library

### **Mission Statement**

The Library of Virginia preserves the legacy of Virginia's culture and history and provides access to the most comprehensive information resources for and about Virginia.

### **Agency Vision**

The Library of Virginia will be the commonwealth's leader in statewide library and archival services and the world's foremost research and educational institution dedicated to the history and culture of Virginia.

### **The Library and the *Code of Virginia***

The Library of Virginia is an educational institution and an institution of learning. Per the *Code of Virginia*, it is the library agency of the commonwealth, the archival agency of the commonwealth, and the reference library at the seat of government. The *Code of Virginia* outlines the responsibilities of the Library and the Library Board to the citizens of Virginia for the selection and collection of archival and library materials.

The *Code* authorizes the Library to purchase, receive through gift, and accept by official transfer collections of books, manuscripts, maps, newspapers and other periodicals, official state and local government records, and state and federal government publications, as well as other research and reference materials for the use of the people of the commonwealth as a means to promote knowledge and maintain an informed citizenry.

The scope of the Library of Virginia's collections is determined by the Library Board on recommendation of the Librarian of Virginia. The *Code* provides additional guidance for the collections of the Library, specifying that the collections of other libraries throughout the state should be considered when collection decisions are made (see Appendix 1).

## **II. ACCESS TO THE COLLECTIONS**

The Library of Virginia and its collections are available for use by the general public. The Library also participates in state, national, and international interlibrary loan agreements to meet the needs of patrons. Access to special collections and archival material is provided in designated areas according to established procedures and policies. Residents of Virginia who are at least 18 years of age may borrow circulating materials. Currently, no material printed prior to 1926 may circulate, but the items may be used in the Reading Rooms.

The Library provides reference, borrowing, and other services to state agencies, state employees, all other members of state government, and the general public.

## **III. SCOPE OF THE COLLECTIONS**

### **Levels of Collection Development**

The Library will acquire new materials and retrospectively develop collections at the following levels:

#### **Comprehensive**

A collection level that includes relevant published or publicly accessible material, including original source material, to document and record Virginia history and support in-depth research in all areas of Virginia history and culture. Primary examples include:

Virginia state publications (see Appendix 3)

Virginiana in the form of:

- Bibliographies
- Biographies
- Business and political ephemera
- Juvenile and young adult materials
- Literary works
- Local histories
- Special collections (including broadsides, sheet music, etc.)
- Theses and dissertations on Virginia history

Virginia authors (see Appendix 2)

Virginia-related manuscripts in the form of:

- County and municipal records
- Personal papers (including personal, family, organization, church, cemetery, and business records)
- State records from the executive, legislative, and judicial branches

**Extensive**

A collection level that supports the comprehensive areas of collecting by providing fundamental reference and related sources important in the study and documentation of Virginia history. Examples include:

- Contiguous states (primarily county histories and record abstracts)
- Genealogy (Virginia-related and contiguous states)
- Maps (Virginia and contiguous states)
- Newspapers and periodicals (primarily Virginia-related)
- Virginia law materials

Additional non-Virginia examples include:

- Federal documents (including Congressional reports, the Library of Congress, the Smithsonian, Department of the Interior, etc.)
- Library science
- Rare books (see Appendix 4)
- Reference sources (including subject encyclopedias, dictionaries, etc.)

**Basic**

A collection level of general materials that help place Virginia history and culture within a broader context including a wide range of basic works. Examples include:

- Contiguous states (general history and biography)
- Southern history and genealogy
- United States history (including presidential histories and papers, constitutional history, and biographies)

**Support**

A collection level intended to support research and reference needs of legislative groups, state government agencies, and programs. Material collected at this level may be technical, time sensitive, or outside the scope of the general collection.

**Minimal**

A collection level of low priority. Materials added at the minimal level will be considered examples of genres or subject matters only tangentially related to Virginia or the existing collections. Examples include:

Textbooks (Virginia history texts currently approved for school use or examples of early 19th-century textbooks by Virginia authors may be acquired or accepted.)

### **Out of Scope**

The Library will not collect the following:

General fiction and popular culture titles  
Entertainment  
Technical or highly specialized materials

(See Appendix 6 for detailed collection levels based on the Library of Congress classification ranges.)

## **IV. MATERIAL SELECTION**

### **Selection of Materials and Collection Development**

Selection of Library materials is the responsibility of professional Library and Archives staff. The following groups and individuals currently select and suggest materials for purchase:

- Selectors in the Library Reference section are assigned subject areas for collection development. Designated staff in Archives Reference and other Library branches may review and forward order requests to Technical Services.
- Archives staff may review and suggest archival, map, or manuscript items for purchase and facilitate accession of gift materials.
- The Collections Management Coordinator selects items from dealer catalogs or forwards catalog offers to the appropriate staff and coordinates acceptance of printed gift materials.
- Special Collections staff may review and suggest rare books, broadsides, ephemera, photographs, or other visual images for purchase. The staff also accessions gift materials.
- Library staff and patrons may suggest items to purchase by using the "Suggestion for Purchase" form on the Library's Web site. Suggestions are reviewed by the Collections Management Coordinator.

Selection of materials for the collections is based on published reviews, bibliographies, and publisher and dealer catalogs. In the case of out-of-print, rare, manuscript, and other special items, the decision to purchase is generally made after a hands-on inspection of the material. Exception to a hands-on inspection may be made if items are offered by a reputable auction house or online auction site.

Evaluation of materials for the collections may be based on, but not limited to, the following criteria:

- Authoritativeness
- Accuracy and appropriateness
- Impartiality
- Recency
- Scope and depth of coverage
- Organization and style
- Physical characteristics or technical aspects
- Usefulness and interest
- Cost
- Uniqueness

(See Appendix 5 for more complete descriptions of the criteria.)

### **Format**

The Library will acquire or provide access to materials in a variety of formats including printed works, microforms, digital databases, electronic resources, etc. Multiple formats, such as print, microform, or digital images of items, may be retained as appropriate for preservation and access.

The Library does not have a program for reformatting commercially available or privately created disk or tape formats. In most cases, outmoded, discontinued or dated formats will not be acquired.

## **V. COLLECTION DEVELOPMENT AND MANAGEMENT**

### **General Collection Guidelines**

The Library of Virginia will purchase, or accept as gifts, materials in multiple formats that will support the following priorities:

- materials that support the work of state agencies, the General Assembly, and other government constituencies
- materials that document and support research in all facets of Virginia history, culture, and genealogy
- materials produced by Virginia authors that fall within the scope of the collections and meet selection criteria (see Appendix 2)
- materials produced by state agencies (see Appendix 3)
- materials that affirm the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement (see Appendices 7-9)

The Library may participate in cooperative collection development arrangements with other research-level collections in Virginia. Exchange programs with other state libraries have been discontinued.

The Library will attempt to avoid duplication of technical or specialized material held by major libraries in the Richmond vicinity. The Library maintains only general collections in special subject areas such as medicine, law, the sciences, and technical fields of study.

The Library will not collect general interest, popular, or mass market materials typically held by most large public libraries.

The Library will attempt to acquire two copies of selected titles about Virginia or by a Virginia author. One copy will be designated in-library use only and the second circulating. Whenever practical, circulating copies of older materials will be acquired. Exceptions may be made if the material is deemed too ephemeral or too expensive.

Whenever possible, the Library will acquire variant editions of significant Virginia-related works. Acquisition of later printings or reprints that contain no textual additions or changes will be limited to replacement copies for worn or damaged items.

### **Archives, Manuscripts, and Records**

The Virginia Public Records Act designates the Library of Virginia as the commonwealth's official custodian and trustee for all public records of any kind, regardless of physical form or characteristics, that are transferred to it from any agency. As the state's official repository of public records, the Library assumes ownership and administrative control of such records on behalf of the Commonwealth of Virginia.

The Library will collect the archival records of the executive, legislative, and judicial branches of Virginia state government. Following established records retention schedules, state agencies, the governor's office, and other branches of government will transfer archival records to the Library for permanent retention as mandated by the Virginia Public Records Act.

The Library will collect Virginia-related materials, including manuscripts and records, that are of a private nature and that assist researchers in discovering more about the history and lives of Virginia's citizens. These private materials may be individual, family, or corporate in nature.

The Library will assist local officials as a repository for local and circuit court records.

The Library of Virginia does not accept materials on deposit. Some materials may be accepted with limited restrictions on use, such as duplication, or on access for a limited time period. Privacy restrictions may limit access to some state or local records for a predetermined and legally established time period.

## **The Library Development and Networking Division Library**

The Library Development and Networking Division maintains a professional library designed to meet the reference, information, and continuing education needs of librarians, library trustees, and Friends of the libraries, as well as to keep its own staff members informed on developments in the profession. The collection includes materials covering continuing education, staff development, library administration and operation, library automation, library research, intellectual freedom, and copyright.

The collection consists of books, serials, videos, and kits. American Library Association publications are acquired by standing order. Suggestions for purchase from the library community are welcomed. Although housed in a separate area of the building, the Library Development collection circulates to in-library users as well as interlibrary loan borrowers.

### **Maps**

Manuscript and printed maps of Virginia and its political subdivisions will be acquired. Preference will be given to manuscript maps, first editions of printed maps, and maps that reflect the development of the commonwealth. Maps of the southeastern and mid-Atlantic states, selected maps dating after 1900, U.S. Geological Survey topographic quadrangles of Virginia and contiguous states, and copies of unique Virginia maps from other repositories will also be collected. Gifts of historical maps including world maps, celestial maps, and various other types may be accepted.

### **Newspapers and Periodicals**

The Library of Virginia coordinates the preservation microfilming of approximately 130 local newspapers annually. In addition, the Library subscribes to, or accepts, periodicals from organizations, municipalities, businesses, state agencies, or other institutions in the commonwealth. The Library currently maintains nearly 800 current newspaper and periodical subscriptions. Access to electronic versions of serials is provided when available with the print subscription or for a reasonable charge.

The Library actively acquires issues of historic Virginia newspapers and periodicals in original format or in microform.

### **Reference Collections**

The Reference collections of the Library are non-circulating collections of materials designed to provide quick access to factual information. The collections are a combination of hard copy and electronic databases with strong emphasis in biography and history. In support of the Library's role as a reference and research service for state government, the Library will consciously support a strong and vital reference collection.

Among the types of materials included are:

- Dictionaries and encyclopedias, both general and specialized

- Handbooks, almanacs, and statistical compendia
- Directories
- Telephone directories
- Atlases and gazetteers
- Bibliographies, both subject and trade
- Indexes and guides
- Biographical dictionaries, general, professional, regional, or national in scope with both retrospective and current coverage
- Electronic reference and research resources

### **Special Collections**

The Special Collections Program will acquire, within its means, rare and important printed works in the same subject areas identified in this policy for the Library's general collection. Included in these works will be graphic materials such as photographs, portraits, posters, works of art on paper, and ephemera that illustrate the history and culture of Virginia (see Appendix 4).

### **Gifts**

The Library welcomes and generally accepts unrestricted gifts. The Library reserves the right to add gift materials to the collections or to dispose of the material in a manner that will benefit the Library.

Gifts are accepted on behalf of the Library by the Library of Virginia Foundation and acknowledged in writing by the Foundation. Appropriate records of the donation and the date of donation are maintained.

Library staff members do not provide estimates or valuations for donated materials. However, the letter of gift may be used for tax purposes by the donor and his or her accountant. Upon request, the Library may provide to donors the names of rare book dealers or appraisers in Virginia.

### **Weeding**

The Library of Virginia is a research institution that values the historical significance of its collections. Weeding projects will be carefully monitored by the appropriate managers. Selective weeding of the general collection may be done following these criteria:

- duplicate copies, if more than two copies are held, when there is evidence of little or no circulation (Note: Two copies of Virginia-related titles will be retained.)
- duplicate copies, if more than one is held, of outdated or superseded non-Virginia material (Note: One copy of non-Virginia-related titles will be retained except as described below.)
- incomplete runs of non-Virginia or foreign periodicals, if the subject is of marginal value to the overall collection

- damaged or brittle materials with no Virginia relevancy or provenance, if the subject is of marginal value to the overall collection

### **Replacements**

Replacement, or preservation copying/imaging, will automatically be made for any Virginia material that is lost or damaged beyond use. Exception may be made if the damaged or lost item is the circulating copy and the replacement cost for a circulating copy is deemed excessive. General interest, superseded, or outdated technical materials may not be replaced.

Gift items may be used to replace materials found to be in poor condition unless a significant provenance or another unique attribute exists for the item in poor condition.

## **APPENDIX 1**

### **The Code of Virginia, Title 42.1**

#### **§ 42.1-1. The Library of Virginia.**

The Library of Virginia is hereby declared an educational institution and an institution of learning. The Library of Virginia shall be the library agency of the Commonwealth, the archival agency of the Commonwealth, and the reference library at the seat of government. It shall have the following powers and duties:

- (1) [Repealed.]
- (2) To accept gifts, bequests and endowments for the purposes which fall within the general legal powers and duties of The Library of Virginia. Unless otherwise specified by the donor or legator, the Library may either expend both the principal and interest of any gift or bequest or may invest such sums as the Board deems advisable, with the consent of the State Treasurer, in securities in which sinking funds may be invested. The Library shall be deemed to be an institution of higher education within the meaning of § 23-9.2;
- (3) To purchase and maintain a general collection of books, periodicals, newspapers, maps, films, audiovisual materials and other materials for the use of the people of the Commonwealth as a means for the promotion of knowledge within the Commonwealth. The scope of the Library's collections shall be determined by the Library Board on recommendation of the Librarian of Virginia, and, in making these decisions, the Board and Librarian of Virginia shall take into account the book collections of public libraries and college and university libraries throughout the Commonwealth and the availability of such collections to the general public. The Board shall make available for circulation to libraries or to the public such of its materials as it deems advisable;
- (4) To give assistance, advice and counsel to other agencies of the Commonwealth maintaining libraries and special reference collections as to the best means of establishing and administering such libraries and collections. It may establish in The Library of Virginia a union catalogue of all books, pamphlets and other materials owned and used for reference purposes by all other agencies of the Commonwealth and of all books, pamphlets and other materials maintained by libraries in the Commonwealth which are of interest to the people of the whole Commonwealth;
- (5) To fix reasonable penalties for damage to or failure to return any book, periodical or other material owned by the Library, or for violation of any rule or regulation concerning the use of books, periodicals, and other materials in custody of the Library;
- (6) To give direction, assistance and counsel to all libraries in the Commonwealth, to all communities which may propose to establish libraries, and to all persons interested in public libraries, as to means of establishment and administration of such libraries, selection of books, retrieval systems, cataloguing, maintenance, and other details of library management, and to conduct such inspections as are necessary;

- (7) To engage in such activities in aid of city, county, town, regional and other public libraries as will serve to develop the library system of the Commonwealth;
- (8) To administer and distribute state and federal library funds in accordance with law and its own regulations to the city, county, town and regional libraries of the Commonwealth; and
- (9) To enter into contracts with other states or regions or districts for the purpose of providing cooperative library services.

Wherever in this title and the Code of Virginia the terms "State Library" or "Library" appear, they shall mean The Library of Virginia.

(Code 1950, § 42-33; 1970, c. 606; 1984, cc. 389, 734; 1986, c. 565; 1987, c. 458; 1994, c. 64; 1998, c. 427.)

## **APPENDIX 2**

### **Virginia Authors Collection Policy**

Identifying, collecting, and preserving works by Virginia authors is a unique aspect of the Library of Virginia's mission and programs. The annual Literary Awards program, noon-time author talks, and the Virginia Authors Room browsing collection support the diversity and use of Virginia authors' works. Staff members from all Library divisions contribute to these worthwhile efforts. The definition of a Virginia author has evolved over time. The current definition and collecting scope of works by Virginia authors is described below.

A Virginia author is defined as:

- a native of the state whose life or work is easily identifiable in relation to Virginia
- a long-term resident of Virginia or an author whose works were written while maintaining a permanent address in Virginia
- authors previously identified by the Library as Virginia authors

The status of an individual as a Virginia author may be subject to change based on recommendation from the selectors, the Collections Management Coordinator, Technical Services, or other Library staff. Works produced prior to, or after, an author's residence in Virginia may not be acquired.

Works by Virginia authors, fiction and nonfiction, will be collected using the following criteria:

1. Two copies (one copy in-library use only, one copy circulating) of an author's work will be acquired if:

- the work is written on a Virginia subject, the South, United States history, or other nonfiction subject, and
- the work, fiction or nonfiction, is published by a recognized commercial publisher, or
- the work has been reviewed by recognized review sources, or
- the work incorporates material drawn from the Library collections

2. One copy (in-library use only) of an author's work may be acquired if:

- the work is written on a subject unrelated to Virginia, the South, United States history, or
- the work is nonfiction and only available from a print-on-demand source, or
- no reviews of the work can be found, or
- the work is mass-market fiction, romance, or another peripheral literary genre

In certain instances, particularly peripheral literary genres, the Library may choose to maintain a representative selection of an author's work rather than a comprehensive collection.

The Library cannot accept the responsibility of being a publishing agent for authors who choose to market their works using a print-on-demand source. The Library reserves the right to accept print-on-demand or self-published materials as gifts (no more than two copies). A second copy of local histories or other Virginia-related subjects that are self-published may be considered for purchase as approved by the Acquisitions Committee.

As noted elsewhere in this document, the Library will not collect the following:

- technical or research publications without a direct link to Virginia history or culture
- publications with moving, non-Virginia editorships
- study guidelines and current textbooks without a direct link to a Virginia subject
- medical or procedural publications without a direct link to the health and welfare of Virginians
- theses or dissertations from Virginia colleges or universities unless the subject is related to Virginia history and culture
- fiction or other literature that is self-published or only available from a print-on-demand source. Single copies of print-on-demand fiction may be ordered in extenuating circumstances as approved by the Acquisitions Committee.
- entertainment programs, calendars, and other forms of ephemera not deemed significant for artistic merit or in a Virginia context

### **The Virginia Authors Room Policy**

#### **General Statement**

The Virginia Authors Room is intended to serve as a general browsing and circulating collection for Library patrons. Books selected for the collection will be general interest titles that represent the full scope and range of work by Virginia authors. Books selected for the room will include standard classics by noted authors and works by currently active writers. Circulating copies from all Library of Congress class ranges will be selected for the room. The materials will complement the Main, Reference, or other collections.

#### **Criteria for Book Selection**

A Virginia author is a writer who is currently living and working in Virginia, a former resident of Virginia, or an author who has been designated a Virginia author in his or her authority record.

Authorship is intended to include editors, photographers, compilers, illustrators, etc. Contribution to the whole work should be obvious. Prefaces, short introductions, a single poem, or a single short essay in a collection will not qualify a book for the Virginia Authors Room.

Virginia Authors Room titles will be circulating copies of books for which at least one non-circulating copy is held by the Library. Typically the non-circulating copy will be in the closed stacks. However, the non-circulating copy may be located in the Main Collection or a non-public area.

General interest titles may be selected for the room from all Library of Congress class ranges.

If multiple editions of a title have been printed, the latest edition will be included in the Virginia Authors Room. Reprints may be acquired to replace worn, damaged, or lost copies.

The number of books by a single author will be limited to the six most recently published titles.

The following items will NOT be included in the Virginia Authors Room:

- state or federal documents
- oversize materials (Note: Shelving in the room does not accommodate books measuring over 32 cm. in height or 26 cm. in width.)
- items in pamphlet binders
- electronic formats, videos, tapes
- maps and most atlases because of size
- dictionaries, general encyclopedias, or other reference materials
- family histories, genealogies, and county abstracts including census indexes, etc.
- technical or advanced scientific materials
- theses and dissertations or reprints of theses or dissertations

### **Selection Procedures**

Books for the Virginia Authors Room collection may be designated during the order process or during the new book review process by Reference staff. Each selector will have primary responsibility for materials that fall within his or her subject collecting area. Gift books may be considered by the selectors if two copies have been given to the Library. If only one copy of a gift book has been given to the Library, selectors may request that a second copy be ordered for the Virginia Authors Room.

Books will be clearly marked for the Virginia Authors Room collection during cataloging and processing.

Books may be removed from the Virginia Authors Room to replace lost or damaged in-library use copies. In most cases, lost or stolen books will not be re-ordered for the Virginia Authors Room collection but may be re-ordered for the stacks' circulating collection.

The Virginia Authors Room collection and policies may be reviewed and the collection weeded at the discretion of the manager of Reference Services and the head of the Research and Information Services Division.

## **APPENDIX 3**

### **State Publications Program Collection Policy**

The State Publications Depository Program Act of 2006 repeals, amends, and reenacts several sections of the *Code of Virginia* and provides new legislation to facilitate the acquisition, maintenance, and preservation of Virginia government publications, including materials in electronic format.

In order to use the new legislation to the maximum benefit of the Library and the citizens of the commonwealth, a collection policy for all Virginia government publications has been written to provide direction to Library staff for the acquisition, description, use, and preservation of government information. Separate guidelines for the provision of publications and/or catalog records for government information products will be provided for the administration of the State Publications Depository Program.

The State Publications Program Collection Policy can be used by state agencies and institutions of higher education for guidance in the submission of publications to the Library of Virginia for its collections and for inclusion in the Depository Program.

It will be the policy of the Library of Virginia to collect and preserve, to the best of its ability, all publications of state government agencies, in the executive, legislative, and judicial branches of government as described in this policy. Publications selected for inclusion in the program will be at the agency level. The Library will not actively collect publications from local offices of state agencies. Materials will be selected for collection and preservation based on intellectual content, research and educational use, and long-term benefit to the citizens of the commonwealth. It will be the policy of the Library of Virginia to collect and preserve materials published by institutions of higher education that have particular interest to the citizens of the commonwealth in the administration and stewardship of Virginia state colleges, universities, and community colleges.

It will be the policy of the Library of Virginia and the State Publications Depository Program to collect and preserve all publications meeting these policy guidelines in the format in which they were primarily distributed to the public.

All publications selected will be accessible (either in hard copy or electronically) from the Library of Virginia, and will appear, at a minimum, in the Library of Virginia's catalog.

#### **The Library of Virginia will collect the following types of materials published by state agencies, commissions, and boards:**

- Annual reports
- Newsletters
- Research reports and studies
- Statistical compilations
- Employee newsletters
- Handbooks, manuals, and guides developed for the use of the public

**In addition, the Library of Virginia will endeavor to collect the following materials published by state institutions of higher education in Virginia:**

Descriptive course catalogs  
Viewbooks  
Commencement programs  
Student art and literary magazines  
Newsletters with statewide interest, such as *Horizons Water Resource Newsletter* (Virginia Tech), or published in cooperation with a state agency, such as *VCPN: Virginia Child Protection Newsletter* (James Madison University)  
Law reviews, when published with state funds  
Sports media guides

**The Library of Virginia will not collect:**

Schedules of events  
Forms and applications  
Flyers and announcements for specific events, such as performances and lectures  
Dated materials  
Internal agency working procedures  
Press releases  
Material that is readily available in other sources, such as excerpts from the *Code of Virginia* and *Virginia Administrative Code*  
Regulatory announcements and public comment notices  
Student newspapers  
Schedules of classes  
General and departmental college recruiting materials, such as posters  
Publications with moving editorships  
Study guides and workbooks  
Sports schedules  
Research publications funded by grants or private or federal funds without a direct link to Virginia history or culture  
Medical research or procedural publications that do not have a direct connection to the health and welfare of Virginians

The Library of Virginia will not collect bills introduced in the General Assembly except in hard copy. Electronic copies will be available as long as they are maintained by the Division of Legislative Automated Systems.

## **APPENDIX 4**

### **Special Collections Program Development Policy**

The Special Collections Program acquires, catalogs, describes, preserves, and provides traditional and innovative access to rare and unusual library collections. These collections include the Picture Collection, Rare Books, and the state's art collection.

#### **PRINTS AND PHOTOGRAPHS COLLECTION Prints, Photographs, and Ephemera**

The Prints and Photographs Collection focuses on visual materials that document the people, landscape, and built environment of Virginia. From early engravings and lithographs to 21st-century digital photographs, the collection provides an abundance of primary material for researchers who depend on pictorial materials to illuminate the past.

##### **Prints**

The Print Collection of approximately 50,000 engravings, etchings, woodcuts, and lithographs is of significance to both local historians and to students of American printmaking. The collection's research strength lies in the pictorial documentation of the people and landscape of Virginia from its earliest times to the present. Portraits of individuals associated with Virginia and images relating to the American Civil War are strongly represented.

While the Library will continue to maintain and build on the strengths of its historical print collection, the staff will also pursue retrospective acquisitions to fill gaps and monitor the development of new research interests. Prints representing the significant achievements and contributions to Virginia history of certain ethnic and racial groups are especially desirable additions to the collection and will be purchased when available.

##### **Photographs**

The Photograph Collection, an estimated 150,000 items, includes photographic prints, negatives, and transparencies. The collection has a wide variety of images documenting Virginia architecture and social history. Strengths within the collection include portraits of noteworthy individuals, changing styles in architecture, and events of state, political, historical, or cultural interest prior to the 1950s.

While the Library will continue to maintain and build on the strengths of its historical photograph collections, areas targeted for development include photojournalism, photographic albums, 20th-century portraiture, and architectural photography. In addition to the traditional means of collection development through purchase and donation, efforts may also be made to strengthen specific areas by arranging to have works copied and photographs commissioned.

Special Collections does not currently acquire moving images, such as corporate and industrial films, amateur and home movie footage, educational films from social agencies, or promotional films from government agencies.

### **Ephemera**

Ephemera may be physically insubstantial but can include a significant amount of factual or descriptive information. An item can be equally notable for its graphic design elements or for its contribution to history and culture in Virginia. By its nature, such material is typically intended to be of only temporary interest, literally "for a day," and should be selectively retained for the permanent collections. Formats vary greatly in size (from trade cards to posters), sophistication (from engraved invitations to movie tickets), and format (from fruit crate labels to political buttons).

The Ephemera Collection provides important documentation in many areas of Virginia history: politics, women, education, professional organizations, public health and medicine, art and entertainment, transportation, agriculture, and advertising, as well as economic, religious, social, and maritime history. Recognized strengths within the collection include tobacco-related advertising, tax revenue stamps, art/artist announcements, bookplates, currency, political posters, and agricultural labels.

A continuing objective is to strengthen the existing collection by acquiring ephemera from under-represented geographical locations within the state and items documenting local circumstances, such as rapid political and social change. Ephemera may be produced by a wide range of special interest groups, including dissident political groups, human rights groups, environmental groups, ecumenical groups, labor or worker groups and movements. Efforts should be made to identify these organizations and selectively collect examples of related ephemera.

### **RARE Book COLLECTION Rare Books, Sheet Music, and Broadsides**

A rich research collection begun by the early British governors of Virginia forms the nucleus of the Rare Book Collection, including works on politics, religion, law, history, exploration, literature, agriculture, and other subjects. The Library of Virginia has been adding to this collection since its inception in 1823 by gift, donation, and/or purchase. The earliest record of the Library's collection is *A Catalogue of the Library of the State of Virginia* published in 1828.

### **Rare Books**

There are approximately 20,000 items in the Rare Book Collection. The collection dates from the 15th century to the present day. The strengths of the collection are: rare Virginiana (historical, political, literary, and official works), Civil War imprints, history, law, architecture, politics, agriculture, genealogy, and all other subjects relating to Virginia. Approximately one-third of the collection is made up of works recently transferred (within the last ten years) from the general stacks.

The Special Collections Department continues to collect in its areas of strength and also follows the classification for selectors for the general book collections, focusing on works printed prior to 1870. The department also seeks to purchase missing 1828 Library titles as they become available.

### **Sheet Music**

The sheet music collection numbers 4,650 sheet music titles, the majority of which are 19<sup>th</sup>-century Virginiana popular works. As an art medium and social commentary based on colorful cover art illustrations and/or lyrics, the titles convey more than just music. Some titles are bound as assembled collections, compiled by their original owners and retained this way in the collection. Others are loose pieces of music that have been cataloged individually.

The department collects Virginia-related sheet music, either by author, composer, publisher, title, subject, or theme, when it is available. The department also collects Civil War-period sheet music and song sheets.

### **Broadsides**

Broadsides are sheets printed on one side and often used in advertising. Broadsides typically contain a wealth of information: specific dates, exact descriptions, location, and the identities of key people, such as shop owners or the principal players in a theatrical production. The collection contains approximately 1,700 broadsides. The broadside collection overlaps certain parts of the poster and ephemera collections within the Picture Collection.

The department collects all Virginia-related themes (geographical, author, title, or subject area), including graphic-image broadsides of Virginiana and items published by the Henkel Press and other specialized printers when available.

### **STATE ART COLLECTION Paintings, Sculpture, and Original Art on Paper**

The art collection of the Commonwealth of Virginia is comprised of works created by artists working in Virginia or representing Virginia subjects and history makers. By Executive Order, the Library of Virginia is responsible for the curatorial oversight of state-owned works of art in the Capitol Square area. The collection is displayed in state-owned buildings in and around Capitol Square, such as the Library of Virginia, the Executive Mansion, the State Capitol, the General Assembly Building, the Patrick Henry Building, and the Supreme Court Building. The collection consists largely of paintings, sculptures, and original works of art on paper. The subjects are predominately portraits of political figures, Supreme Court Justices, Civil War generals, and members of prominent Virginia families dating from the 18th century to modern day.

The Library of Virginia proactively adds works of art to the collection that reflect the diversity and depth of Virginia history and culture.

## **APPENDIX 5**

### **Selected Criteria for Evaluating Library Materials**

Works to be added to the collection may be judged by the following criteria:

- Authoritativeness. What is the background and reputation of the author or creator? Of the publisher? Of the sponsoring body?
- Accuracy. How accurate is the information presented? (Expert opinion is usually needed.)
- Impartiality. Are all sides of a question presented fairly, or is there evidence of bias, either hidden or openly admitted?
- Recency of date. How up-to-date is the information? In revised editions, how much revision has been done?
- Adequate scope. Are all important aspects of the topic covered, or are some slighted or left out?
- Depth of coverage. Does the work go into enough detail, or is it superficial?
- Appropriateness. Is the work presented at a level (vocabulary, visual, etc.) that can be comprehended by the intended user? How suitable is the length? Will the user's attention span be overtaxed? How suitable is the medium for the presentation of this subject? Is the work suitable for group or individual use? Or both?
- Relevancy. Is the work relevant to the user's experience? How useful will the date be to intended users?
- Interest. Will the work hold the user's interest by appealing to the imagination, sense of curiosity, human needs, etc.? Does the work offer an intellectual challenge?
- Organization. Is the work developed in a logical fashion? Are all parts pertinent?
- Style. Is the style of presentation appropriate to the material? Is the style comprehensible to the intended user?
- Aesthetic qualities. Does the work offer a genuine artistic experience? Does the work exhibit imagination and originality?
- Technical aspects. For printed materials, how faithful to the original are the illustrations and what is the degree of clarity? In the case of audiovisual materials, is the work technically superior in terms of photography, sound and physical condition, and is the print clear and sharp with an undistorted soundtrack?
- Physical characteristics. Is the typeface well chosen and of the right size? Are the paper and binding of good quality? Is the work well designed? Attractively

packaged? How easy is it to use the work? To repair the work? How durable is the work?

- Special features. Are bibliographies, appendices, notes and guides to the material included?
- Library potential. How does this work fit into the collection that already exists? Does it balance another work of differing viewpoint or merely add more of the same? How frequently will this work be used?
- Cost. Is there a less expensive substitute that will serve the same purpose? What are the processing costs? The storage costs? How permanent is the content of this work? Will it soon become obsolete because of the visual matter or content?

These qualities may be determined by consulting reviews or by examining the work in question.

Excerpted from Richard K. Gardner, *Library Collections: Their Origin, Selection, and Development* (New York: McGraw-Hill, 1981), pp. 185-186.

## **APENDIX 6**

### **Selector Guidelines by Classification Range**

The following outline of the Library of Congress classification scheme indicates the current (2006) collection scope for each classification range and subject. The scope level for each range or subject is a goal and a suggested guide for selectors. Exceptions may be made based on an identified need or other extenuating circumstances. As a working tool for selectors the outline may be revised as necessary.

#### **Class A – General Works**

AC1-999	Collections. Series. Collected works	<b>OUT OF SCOPE</b>
AE1-88	Encyclopedias	<b>BASIC</b>
AG2-600	Dictionaries, other general reference works	<b>BASIC</b>
AI1-21	Indexes	<b>BASIC</b>
AM1-401	Museums. Collectors and collecting	<b>BASIC</b>
AN	Newspapers	<b>N/A</b>
AP1-230	Periodicals	<b>BASIC – GENERAL COMPREHENSIVE - VA</b>
AS1-945	Academies and learned societies	<b>BASIC</b>
AY10-2001	Yearbooks. Almanacs. Directories	<b>BASIC</b>
AZ101-999	History of scholarship, learning. Humanities	<b>OUT OF SCOPE</b>

#### **Class B – Philosophy. Psychology. Religion**

B1-5802	Philosophy (General)	<b>BASIC - REF</b>
BC1-199	Logic	<b>OUT OF SCOPE</b>
BD10-701	Speculative philosophy	<b>OUT OF SCOPE</b>
BF1-990	Psychology	<b>BASIC - REF</b>
BH1-301	Aesthetics	<b>OUT OF SCOPE</b>
BJ1-1725	Ethics	<b>BASIC - REF</b>
BL1-2790	Religion. Mythology. Rationalism	<b>BASIC - REF</b>
BM1-990	Judaism	<b>BASIC - REF</b>

BP1-610	Islam. Bahai Faith. Theosophy, etc.	<b>BASIC - REF</b>
BQ1-9800	Buddhism	<b>BASIC - REF</b>
BR1-1725	Christianity	<b>BASIC - REF</b>
BS1-2970	The Bible	<b>BASIC - REF</b>
BT10-1480	Doctrinal Theology	<b>OUT OF SCOPE</b>
BV1-5099	Practical Theology	<b>MINIMAL - REF</b>
BX1-9999	Christian Denominations	<b>BASIC – REF COMPREHENSIVE – VA</b>
BX800-4795	Catholic Church	<b>BASIC COMPREHENSIVE - VA</b>
BX5800-5995	Protestant Episcopal Church in the United States of America	<b>EXTENSIVE - SOUTH COMPREHENSIVE - VA</b>
BX6101-9999	Other Protestant denominations	<b>EXTENSIVE – SOUTH COMPREHENSIVE - VA</b>
BX6201-6495	Baptists	<b>EXTENSIVE – SOUTH COMPREHENSIVE – VA</b>
BX6480-6490	Individual Baptist churches	<b>COMPREHENSIVE – VA</b>
BX6493-6495	Biography	<b>COMPREHENSIVE – VA</b>
BX7451-7493	Evangelical and Reformed	<b>BASIC COMPREHENSIVE - VA</b>
BX7580-7583	Free Congregations	<b>BASIC COMPREHENSIVE – VA</b>
BX7601-7795	Friends. Quakers	<b>BASIC COMPREHENSIVE – VA</b>
BX7850-7865	German Evangelical	<b>BASIC COMPREHENSIVE – VA</b>
BX8001-8144	Lutheran Churches	<b>BASIC COMPREHENSIVE - VA</b>
BX8101-8144	Mennonites	<b>BASIC COMPREHENSIVE – VA</b>
BX8201-8495	Methodism	<b>EXTENSIVE - SOUTH</b>

**COMPREHENSIVE – VA**

BX8901-9225 Presbyterianism

**BASIC  
COMPREHENSIVE - VA****Class C – Auxiliary Science of History**

C1-51	Auxiliary Sciences of History	<b>MINIMAL</b>
CB-482	History of Civilization	<b>MINIMAL</b>
CC1-960	Archaeology	<b>BASIC</b>
CD1-6471	Diplomatics. Archives. Seals	<b>BASIC</b>
CE1-97	Technical Chronology. Calendar	<b>MINIMAL</b>
CJ1-6661	Numismatics	<b>BASIC</b>
CN1-1355	Inscriptions. Epigraphy	<b>MINIMAL</b>
CR1-6305	Heraldry	<b>BASIC</b>
CS1-3090	Genealogy	<b>COMPREHENSIVE</b>
CT21-9999	Biography	<b>BASIC - SOUTH COMPREHRNSIVE - VA</b>

**Class D – History (General) and History of Europe**

D1-2009	History (General)	<b>MINIMAL</b>
DA1-995	History of Great Britain	<b>MINIMAL</b>
DA300592	England, Modern, 1485-	<b>BASIC</b>
DC1-947	History of France	<b>MINIMAL</b>
DD1-901	History of Germany	<b>MINIMAL</b>
DE1-100	History of Greco-Roman world	<b>MINIMAL</b>
DF10-951	History of Greece	<b>MINIMAL</b>
DG11-999	History of Italy	<b>MINIMAL</b>
DH1-925	History of Low Countries	<b>MINIMAL</b>
DJ1-411	History of Netherlands (Holland)	<b>MINIMAL</b>
DJK1-77	History of Eastern Europe (General)	<b>MINIMAL</b>

DK1-949.5	History of Russia. Soviet Union	<b>MINIMAL</b>
DL1-1180	History of Northern Europe. Scandinavia	<b>MINIMAL</b>
DP1-402	History of Spain	<b>MINIMAL</b>
DQ1-851	History of Switzerland	<b>MINIMAL</b>
DR1-2285	History of Balkan Peninsula	<b>MINIMAL</b>
DS1-937	History of Asia	<b>MINIMAL</b>
DT1-3415	History of Africa	<b>MINIMAL</b>
DU1-950	History of Oceania (South Seas)	<b>MINIMAL</b>

#### **Class E-F – History: America**

E11-143	America	<b>BASIC</b>
E151-889	United States	<b>BASIC</b>
E186-199	Colonial history (1607-1775)	<b>EXTENSIVE</b>
E201-441	Revolution	<b>EXTENSIVE</b>
E441-453	Slavery	<b>EXTENSIVE</b>
E456-655	Civil War	<b>EXTENSIVE – VA/SOUTH BASIC – Other US</b>
E660-738	Late 19 <sup>th</sup> century	<b>BASIC</b>
E838-889	Later twentieth century, 1961-	<b>BASIC</b>
F1-975	United States local history	<b>BASIC</b>
F1-15	New England	<b>BASIC</b>
F106	Atlantic coast. Middle Atlantic States	<b>BASIC</b>
F176-190	Maryland	<b>EXTENSIVE</b>
F206-220	The South. South Atlantic States	<b>BASIC</b>
F221-235	Virginia	<b>COMPREHENSIVE</b>
F236-250	West Virginia	<b>EXTENSIVE</b>
F251-265	North Carolina	<b>EXTENSIVE</b>

F266-280	South Carolina	<b>BASIC</b>
F281-295	Georgia	<b>BASIC</b>
F296-301	Gulf States	<b>BASIC</b>
F381-395	Texas	<b>BASIC</b>
F396	Old Southwest	<b>MINIMAL</b>
F406-420	Arkansas	<b>BASIC</b>
F431-445	Tennessee	<b>EXTENSIVE</b>
F446-460	Kentucky	<b>EXTENSIVE</b>
F461-475	Missouri	<b>BASIC</b>
F476-485	Old Northwest. Northwest Territory	<b>BASIC</b>
F590.3-596.3	The West	<b>BASIC</b>
F721-722	Rocky Mountains	<b>BASIC</b>
F786-790	New Southwest	<b>BASIC</b>
F850.5-851.5	Pacific States	<b>BASIC</b>
F1001-1145.2	British America	<b>MINIMAL</b>
F1201-3799	Latin America. Spanish America	<b>MINIMAL</b>

### **Class G - Geography, Anthropology, Recreation**

G1-922	Geography (General)	<b>BASIC – REF COMPREHENSIVE - VA</b>
G1000-3122	Atlases	<b>BASIC – REF EXTENSIVE - VA</b>
G3180-9980	Maps	
G3290-5668	America. Western Hemisphere	<b>BASIC - REF</b>
G3300-5184	North America	<b>SUPPORT</b>
GA1-1776	Mathematical geography	<b>OUT OF SCOPE</b>
GB3-5030	Physical geography	<b>BASIC - REF</b>
GC1-1581	Oceanography	<b>MINIMAL - REF</b>
GE1-350	Environmental sciences	<b>BASIC - REF</b>

GF1-900	Human ecology. Anthropogeography	<b>MINIMAL - REF</b>
GN1-890	Anthropology	<b>MINIMAL - REF</b>
GR1-950	Folklore	<b>EXTENSIVE -VA/SOUTH BASIC - REF</b>
GT1-7070	Manners and customs (General)	<b>EXTENSIVE - VA/SOUTH BASIC - REF</b>
GV1-1860	Recreation. Leisure	<b>EXTENSIVE - VA/SOUTH BASIC - REF</b>

### **Class H – Social Sciences**

H1-99	Social sciences (General)	<b>MINIMAL</b>
HA1-4737	Statistics	<b>MINIMAL</b>
HB1-3840	Economic theory. Demography	<b>MINIMAL</b>
HC10-1085	Economic history and conditions	<b>MINIMAL</b>
HD28-9999	Industries. Land use. Labor	<b>MINIMAL</b>
HE1-9990	Transportation and communications	<b>MINIMAL</b>
HF1-6182	Commerce	<b>MINIMAL</b>
HG1-9999	Finance	<b>MINIMAL</b>
HJ9-9940	Public finance	<b>MINIMAL</b>
HM401-1281	Sociology (General)	<b>MINIMAL BASIC - VA</b>
HN1-995	Social history and conditions. Social reform	<b>BASIC -REF</b>
HQ1-2044	The Family. Marriage. Women	<b>BASIC - REF</b>
HS1-3371	Societies: secret, benevolent, etc.	<b>BASIC - REF</b>
HT51-1595	Communities. Classes. Races	<b>BASIC - REF</b>
HV1-9960	Social pathology. Social and public welfare. Criminology	<b>BASIC - REF</b>
HX1-970.7	Socialism. Communism. Anarchism	<b>BASIC - REF</b>

## **Class J – Political Science**

J1-981	General legislative and executive papers	<b>BASIC EXTENSIVE - VA</b>
JA1-92	Political science (General)	<b>BASIC - REF</b>
JC11-605	Political theory	<b>MINIMAL</b>
JF20-2112	Political institutions and public administration	<b>MINIMAL</b>
JF1338-2112	Public administration	<b>BASIC - REF</b>
JF2011-2112	Political parties	<b>BASIC - REF</b>
JK1-9993	Political institutions and public administration	<b>BASIC</b>
JK1012-1432	Congress. Legislative branch	<b>BASIC - REF</b>
JL1-3899	Political institutions and public administration	<b>BASIC - REF</b>
JN1-9689	Political institutions and public administration Europe	<b>MINIMAL</b>
JQ21-6651	Political institutions and public administration	<b>BASIC - REF</b>
JS39-8500	Local government. Municipal government	<b>SUPPORT - VA</b>
JS300-1583	United States	<b>SUPPORT</b>
JV1-9480	Colonies and colonization. Emigration and Immigration. International migration	<b>MINIMAL</b>
JZ5-6530	International relations	<b>OUT OF SCOPE</b>

## **Class K – Law**

K1-7720	Law in general. Comparative and uniform law. Jurisprudence	<b>BASIC - REF</b>
KDZ1-4999	America. North America	<b>BASIC - REF</b>
KF KFV2401-2999	Law of the United States Virginia	<b>MINIMAL EXTENSIVE - REF</b>
KFZ8501-9199	Confederate States of America	<b>EXTENSIVE</b>

### **Class L – Education**

L7-991	Education (General)	<b>BASIC</b>
LA5-2396	History of education	<b>BASIC</b>
LB5-3640	Theory and practice of education	<b>BASIC</b>
LC8-6691	Special aspects of education	<b>BASIC</b>
LD12-7501	Individual institutions	<b>EXTENSIVE - VA</b>
LD13-7501	United States	<b>MINIMAL</b>
LE3-78	Individual institutions	<b>OUT OF SCOPE</b>
LH1-9	College and school magazines and papers	<b>EXTENSIVE - VA</b>
LJ3-165	Student fraternities and societies	<b>MINIMAL</b>
LT6-501	Textbooks	<b>MINIMAL (Va. history only)</b>

### **Class M – Music**

M1-5000	Music	<b>BASIC - REF</b>
ML1-3930	Literature on music	<b>MINIMAL BASIC - SOUTH</b>

### **Class N – Fine Arts**

N1-9165	Visual arts	<b>MINIMAL COMPREHENSIVE - VA</b>
NA1-9428	Architecture	<b>MINIMAL COMPREHENSIVE - VA</b>
NB1-1952	Sculpture	<b>MINIMAL</b>
NC1-1940	Drawing. Design. Illustration	<b>MINIMAL</b>
ND25-3416	Painting	<b>MINIMAL</b>
NE1-3002	Print media	<b>MINIMAL</b>
NK1-9955	Decorative arts	<b>MINIMAL</b>
NX1-820	Arts in general	<b>MINIMAL</b>

**Class P – Literature**

P1-1091	Philology. Linguistics	<b>MINIMAL -REF</b>
PA1-199	Classical philology	<b>MINIMAL - REF</b>
PC1-5498	Romantic	<b>OUT OF SCOPE</b>
PE1-3729	English	<b>OUT OF SCOPE</b>
PN1-6790	Literature (General)	<b>BASIC - REF</b>
PQ1-3999	French literature	<b>OUT OF SCOPE</b>
PR1-9680	English literature	<b>BASIC - REF</b>
PS1-3576	American literature	<b>BASIC – REF COMPREHENSIVE - VA</b>
PS700-3626	Individual authors	<b>EXTENSIVE – SOUTH</b>
PS700-893	Colonial period (17 <sup>th</sup> and 18 <sup>th</sup> centuries)	<b>EXTENSIVE - SOUTH</b>
PS991-3369	19 <sup>th</sup> century	<b>EXTENSIVE – SOUTH</b>
PS3500-3549	1900-1960	<b>EXTENSIVE – SOUTH</b>
PS3550-3576	1961-2000	<b>EXTENSIVE – SOUTH</b>
PS3600-3626	2001-	<b>EXTENSIVE – SOUTH</b>
PZ1-90	Fiction and juvenile belles letters	<b>COMPREHENSIVE - VA</b>
PZ5-90	Juvenile belles letters	<b>COMPREHENSIVE - VA</b>

**Class Q – Science**

Q1-390	Science (General)	<b>MINIMAL – REF EXTENSIVE - VA</b>
QA1-939	Mathematics	<b>OUT OF SCOPE</b>
QB1-991	Astronomy	<b>OUT OF SCOPE</b>

QC1-999	Physics	<b>OUT OF SCOPE</b>
QD1-999	Chemistry	<b>OUT OF SCOPE</b>
QE1-996.5	Geology	<b>EXTENSIVE - VA</b>
QH1-278.5	Natural history (General)	<b>EXTENSIVE - VA</b>
QK1-989	Botany	<b>EXTENSIVE - VA</b>
QL1-991	Zoology	<b>EXTENSIVE - VA</b>
QM1-695	Human anatomy	<b>BASIC</b>
QP-801	Physiology	<b>OUT OF SCOPE</b>
QR1-502	Microbiology	<b>OUT OF SCOPE</b>

### **Class R – Medicine**

R5-920	Medicine (General) (Consumer health)	<b>BASIC - REF</b>
RA1-1270	Public aspects of medicine	<b>BASIC - REF</b> <b>EXTENSIVE - VA</b>
RC31-1245	Internal medicine	<b>OUT OF SCOPE</b>
RD1-811	Surgery	<b>OUT OF SCOPE</b>
RE1-994	Ophthalmology	<b>OUT OF SCOPE</b>
RF1-547	Otorhinolaryngology	<b>OUT OF SCOPE</b>
RJ1-570	Pediatrics	<b>OUT OF SCOPE</b>
RK1-715	Dentistry	<b>OUT OF SCOPE</b>
RL1-803	Dermatology	<b>OUT OF SCOPE</b>
RM1-950	Therapeutics. Pharmacology	<b>MINIMAL - REF</b>
RS1-441	Pharmacy and material medica	<b>MINIMAL - REF</b>
RT1-120	Nursing	<b>OUT OF SCOPE</b>
RX1-681	Homeopathy	<b>BASIC - REF</b>

### **Class S – Agriculture**

S1-946.5	Agriculture (General)	<b>BASIC - REF</b>
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SB1-1110	Plant culture	<b>MINIMAL</b>
SB387-399	Grape culture. Viticulture	<b>BASIC</b>
SB450.9-467.8	Gardens and gardening	<b>BASIC</b>
SB469-476	Landscape gardening. Landscape architecture	<b>BASIC</b>
SD1-669.5	Forestry	<b>MINIMAL</b>
SF1-1100	Animal culture	<b>OUT OF SCOPE</b>
SF277-360.4	Horses	<b>MINIMAL</b>
SH1-691	Aquaculture. Fisheries. Angling	<b>MINIMAL</b>
SK1-664	Hunting sports	<b>MINIMAL</b>

### **Class T – Technology**

T1-995	Technology (General)	<b>MINIMAL</b>
TA1-2040	Engineering (General).	<b>OUT OF SCOPE</b>
TA800-820	Tunnels	<b>MINIMAL</b>
TC1-978	Hydraulic engineering	<b>OUT OF SCOPE</b>
TC203-380	Harbors, lighthouses, etc	<b>MINIMAL</b>
TC530-537	Flood control	<b>MINIMAL</b>
TD1-1066	Environmental technology. Sanitary engineering	<b>OUT OF SCOPE</b>
TE1-450	Highway engineering. Roads and pavements	<b>MINIMAL</b>
TF1-1620	Railroad engineering and operation	<b>MINIMAL</b>
TG1-470	Bridge engineering	<b>MINIMAL</b>
TH1-9745	Building construction	<b>MINIMAL</b>
TJ1-1570	Mechanical engineering and machinery	<b>MINIMAL</b>
TJ1480-1496	Farm machinery	<b>MINIMAL</b>
TJ1501-1519	Sewing machines	<b>OUT OF SCOPE</b>
TK1-9971	Electrical engineering. Electronics. Nuclear Engineering	<b>OUT OF SCOPE</b>
TK9900-9971	Electricity for amateurs	<b>OUT OF SCOPE</b>

TL1-4050	Motor vehicles. Aeronautics. Astronautics	<b>OUT OF SCOPE</b>
TN1-997	Mining engineering. Metallurgy	<b>OUT OF SCOPE</b>
TP1-1185	Chemical technology	<b>OUT OF SCOPE</b>
TR1-1050	Photography	<b>MINIMAL</b>
TS1-2301	Manufactures	<b>MINIMAL</b>
TS2200-2283	Tobacco industry	<b>BASIC</b>
TT1-999	Handicrafts. Arts and crafts	<b>OUT OF SCOPE</b>
TX1-1110	Home economics	<b>OUT OF SCOPE</b>
TX642-840	Cookery	<b>BASIC</b> <b>EXTENSIVE - VA</b>

### **Class U - Military Science**

U1-900	Military science (General)	<b>MINIMAL</b>
U430	Virginia Military Institute	<b>COMPREHENSIVE</b>
UA10-997	Armies: Organization, distribution, military situation	<b>MINIMAL</b>
UB1-900	Military administration	<b>BASIC</b>
UC10-780	Maintenance and transportation	<b>MINIMAL</b>
UD1-495	Infantry	<b>BASIC</b>
UE1-500	Cavalry. Armor	<b>BASIC</b>
UF1-910	Artillery	<b>BASIC</b>
UG1-620	Military engineering	<b>MINIMAL</b>
UH20-910	Other services	<b>MINIMAL</b>

### **Class V – Naval Science**

V1-995	Naval science (General)	<b>BASIC</b>
VA10-750	Navies: Organization, distribution, naval situation	<b>MINIMAL</b>
VB15-345	Naval administration	<b>MINIMAL</b>

VC10-580	Naval maintenance	<b>MINIMAL</b>
VD7-430	Naval seamen	<b>MINIMAL</b>
VE7-500	Marines	<b>MINIMAL</b>
VF1-580	Naval ordnance	<b>MINIMAL</b>
VG20-2029	Minor services of navies	<b>BASIC</b>
VK1-1661	Navigation. Merchant marine	<b>BASIC</b>
VM1-989	Naval architecture. Shipbuilding. Marine engineering.	<b>BASIC</b>

**Class Z – Bibliography, Library Science, Information Resources (General)**

Z4-115.5	Books (General). Writing. Paleography	<b>BASIC</b>
Z662-1000.5	Libraries	<b>BASIC</b>
Z665-718.8	Library science. Information science	<b>EXTENSIVE</b>
Z719-725	Libraries (General)	<b>BASIC</b>
Z998-1000.5	Booksellers' catalogs. Book prices	<b>MINIMAL</b>
Z1001-8999	Bibliography	<b>BASIC</b>
ZA3040-5185	Information resources (General)	<b>BASIC</b>

## **APPENDIX 7**

### **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.

- I. 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.
  - II. 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.
  - III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
  - IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
  - V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
  - VI. 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.
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Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

## **APPENDIX 8**

### **The Freedom to Read Statement**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound

responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested.

Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

## **APPENDIX 9**

### **Freedom to View Statement**

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

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Endorsed January 10, 1990, by the Council of the American Library Association.