

**JONES MEMORIAL LIBRARY
2311 MEMORIAL AVENUE
LYNCHBURG, VIRGINIA 24501
(434)846-0501**

COLLECTION DEVELOPMENT POLICY

1. INTRODUCTION

Jones Memorial Library is a privately supported research library with a mission "to acquire, preserve, and make available for public use materials documenting the history and genealogy of the Lynchburg area." It receives no tax funds to support this work, relying on income from an endowment, donations from the public, grants, and gifts of materials.

It is necessary for the Library to take great care in adding materials to its collections, or in retaining materials it already owns. This policy is established to provide guidelines for the development of the Library's collections. It outlines the geographic areas to be covered and the subject areas of interest. By following this policy, the Library will be able to obtain the maximum value from its acquisitions funds and other resources, and will be able to return the greatest value to the Lynchburg area.

2. RESPONSIBILITIES

a. The Board of Trustees, through its Acquisitions Committee, is responsible for determining and approving this and all other policies for the development of the Library's collections, and for final decisions concerning the interpretation of these policies.

b. The Executive Director is responsible for interpreting this policy to the staff and public, for referring questions to the Acquisitions Committee of the Board of Trustees, and for ensuring that the policy and its interpretations are followed.

c. Members of the staff are responsible for understanding and abiding by this policy, and for suggesting revisions as seem appropriate.

3. COLLECTING AREAS OF INTEREST

As a general rule, the Library will collect actively (by purchase or gift) only materials falling primarily within two priorities. Collecting materials specific to these two priorities will normally be limited to acquisitions made by outright gifts in accordance with IRS regulations. The Library will not exchange goods or services for a contribution of materials; exceptions are approved by the Board.

The initial criterion by which materials are evaluated for inclusion in the collections is geographic. In most cases, materials accepted and retained will be limited to those with specific reference to the Lynchburg, Virginia region and people who have lived in the area.

The Library acquires and preserves printed and manuscript materials which contribute to documenting the history and genealogy of the Lynchburg area. A criterion for evaluating materials for inclusion in the collections is the degree to which they contribute to the Library's mission.

6. SPECIAL MATERIALS

Some of the Library's collections contain materials in categories which go beyond the general statements above. These special conditions are outlined below.

- a. Architectural Archives
- b. Local Organizations and Events
- c. Lynchburg Families
- d. Materials that document the physical area at a particular point in time (i.e., maps, surveys, and photographs)
- e. Genealogical and Historical Materials
- f. Periodicals

7. REVIEW AND REVISION

The Acquisitions Committee and Board of Trustees will review the provisions and operation of this policy annually. Suggestions for revision may be submitted to the Executive Director at any time for presentation to the Acquisitions Committee.