

Boynton Beach City Library Archives and Local History Collection Development Policy

Purpose

The purpose of this Collection Development Policy is to guide the Boynton Beach City Librarian/Archivist and staff. This Policy will:

1. inform the Library staff, Advisory Board, City of Boynton Beach administration, and general public of the scope of the archival and local history collection, the thinking behind collection development decisions in the past, and the plan for its continuing and future development;
2. provide the Library Archivist with guidelines for acquiring items for the collection and deselecting items from the collection, as well as to inform all stakeholders of the principles and standards upon which these decisions were made.

Background

The City of Boynton Beach is located 13 miles south of West Palm Beach and 65 miles north of Miami in coastal Palm Beach County, with a population of over 68,000. The city's history of library development started in 1910 with a lending library in the local post office. Shortly thereafter, the Boynton Woman's Club housed an informal library which grew to over 3,000 circulating books by the late 1950s. The city commissioners agreed to pay the librarian's salary in the mid-1950s, and in 1960 the city purchased a building to house the growing library and assumed all administrative functions. In 1968, the members of the newly-formed Boynton Beach Historical Society dedicated a new Florida Room addition in the library. It was created to house items chronicling local history and was manned by volunteers from the Historical Society. With Boynton Beach's residents continued demand and use, the library outgrew the small structure and in 1974 a new library was built which included a special department for Florida and Local History. After 30 years of growth and expansion the library again out-grew its building, and in 2004 plans were drawn up for a new complex. Totalling 63,000 square feet, the new library includes a new two-story addition as well as the renovated original facility. The new facility houses a 1,500 square foot climate controlled Archives and Local History Collection, dedicated to the documentation, collection, and preservation of Boynton Beach history.

Responsibility of Collection Development

Ultimate responsibility for selection rests with the Library Director. The Library Director delegates to the Assistant Library Director and the Librarian/Archivist who are responsible for collection development for the Archives and Local History Collection, including the acquisition, cataloging, processing, and preservation of items promoting the local history of Boynton Beach, Palm Beach County, and the State of Florida.

Mission Statement

The Boynton Beach City Library enhances our community's pursuit of life-long learning, information, and leisure by providing the highest quality services and resources. The mission of the Boynton Beach City

Archives and Local History Collection is to identify, collect, preserve, and make accessible records, resources, and personal papers of enduring historical, legal, administrative, and fiscal value that document the social, economic and political development of Boynton Beach, Palm Beach County, and the state of Florida.

Goal

The goal of the Boynton Beach City Library is to satisfy the diverse reading needs and interests of the residents of Boynton Beach. The goal of the Boynton Beach City Archives and Local History Collection is to continue acquiring archival materials; make them accessible to meet the research needs of residents, students, genealogists, and researchers; and to preserve archival materials for future generations. Professional standards and ethics of the Society of American Archivists and the Academy of Certified Archivists will be used to guide the Archives policies and procedures.

Scope of Archival Collections

The Boynton Beach City Library Archives and Local History Collection comprise a unique body of materials containing information of permanent historical, administrative, legal, and fiscal value. There are two areas of archival collection:

1. The *Floridiana Collection* is a non-circulating comprehensive collection comprised of monographs, serials, reports, studies, reference materials, fiction, videos/DVDs, biographies, and books by local authors.
 - Non-fiction books and videos/DVDs represented include: history and historiography of Florida, geography and ecology of the state, local history of South Florida communities, governance and development of the City of Boynton Beach, local art and cultural institutions, Florida tourism, local publishing imprints, and biographies of those instrumental in shaping the state of Florida.
 - The fiction collection is a representation of books and writers that shape Florida's literary tradition. These items are acquired by gift, purchase, transfer, or photo duplication.
 - The Floridiana Collection will not generally acquire gardening or landscaping books, children's books, books written by Florida authors without Florida content, or duplicates.
 - The exceptions to this are books catalogued ARC-B, which consist of books by local authors with non-Florida content, whose authors have given the book to the library as a result of a library program or simply out of generosity. These books can be re-cataloged into the circulating collection should there be enough interest to warrant it.
 - More information about the Floridiana Collection is available in the Library's online catalog.

2. The *Archives and Local History Collection* includes records that interpret the social, economic, and political development of Boynton Beach and surrounding communities; Palm Beach County history; and Florida history particularly the history of South Florida.
 - These items may be unique, or may be copies of important information in other repositories that is not easily accessible (such as maps of Boynton Beach located in the Library of Congress). These items are acquired by gift, purchase, transfer, or photo duplication.

- In general, museum objects (with or without provenance) are not collected.
- Native American sacred objects, grave goods, funerary objects or human remains, and items of cultural patrimony are not collected.
- More information about individual collections is available in finding aids available in the Archives (see Appendix A for a shelf list of collections in the archives).