

Selection Criteria

In selecting materials for the Boynton Beach City Library Archives and Local History Collection, the Librarian/Archivist will be guided by a sense of responsibility to present and future users and will choose materials to enrich the existing collections, striving to maintain an overall balance.

The *Floridiana Collection* consists of fiction, non-fiction, biographies, and local authors:

- Fiction – Criteria for selection are series and stand-alone books that take place in Florida and that shape Florida’s literary tradition.
- Non-fiction – Selection focus are books/videos that document the history, nature, politics, society, arts, and culture of the South Florida cities of Boynton Beach, Lantana, Ocean Ridge, and Delray Beach, although materials covering general Florida topics and the broader regions

and cities of South Florida are also collected to explain and define the context of local history in relation to the rest of the state.

- Biographies – Selection of biographies of those instrumental in shaping local history and the state of Florida.
- Local authors – There is often no selection criteria for this group, which consist of books by local authors who have given the book to the library as a result of a library program or simply out of generosity (these books are usually catalogued ARC-B).

The *Archives and Local History Collection* consists of materials that interpret religious, institutional, political, and social aspects of life in Boynton Beach and surrounding cities:

- The archives will represent all aspects of Boynton Beach society in an unbiased manner.
- The archives will attempt to locate materials from diverse sources representing as many viewpoints as possible.
- Selection criteria will support existing collections as well as locating sources for information about new local community groups.

The following guidelines will be considered when adding materials to both the *Floridiana Collection* and the *Archives and Local History Collection*:

- Subject matter and scope –
 - Historical relevance of the material, particularly as it relates to the needs of the Boynton Beach community and future users.
 - Clarity, accuracy, and logical presentation of information.
 - Comprehensiveness and depth of treatment.
 - Timeliness, currency, or popular demand for information.
 - Literary merit or artistic quality of the material.
 - Presentation of alternative viewpoints.
- Authority –
 - Professional knowledge including qualifications, significance, and reputation of the creator/author.
 - Positive reviews in professionally accepted reviewing sources and professionally prepared bibliographies.
- Formats –
 - Permanence of the format.
 - Suitability for the needs of the user community.
- Lasting value –
 - Scarcity or relative importance of work when compared with other works on the subject.
 - Relative cost in relation to the budget and other available materials.
 - Future availability of materials.
 - Physical condition, presentation quality, and durability of materials.

- Merits of a work in relation to the needs, interests, and demands of the Boynton Beach community.

Race, nationality, religion, gender, sexual orientation, and political/social views will not be used as criteria for exclusion of materials for the Boynton Beach City Library Archives and Local History Collection. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials.

Format Statement

The Boynton Beach City Library Archives and Local History Collection will acquire materials in a variety of formats.

For the *Floridiana Collection* hard cover books are the preferred format, however trade paperbacks and mass market paperbacks will be purchased when they are the only viable option. Books of all sizes and shapes are collected, including (but not limited to): oversized (gazetteers, art books, local government documents), manuscripts, pamphlets, homemade books, and directories. All are catalogued and shelved with the collection. Textbooks are generally not collected. DVDs that depict local or Florida history are collected; commercially available movies or documentaries are generally not collected.

The *Archives and Local History Collection* consists of a variety of formats, including (but not limited to): manuscripts, documents, photographs, negatives, slides, maps, microfilm, 16mm film, VHS video tapes, audio cassettes, vinyl records (all sizes and speeds), current and historic local city newspapers, periodicals, bound plat books, scrapbooks, and flags/banners. County, regional, and national newspapers are not collected. Vertical files of newspaper clippings and other ephemera as they apply to Boynton Beach are also kept with this collection.

Government Publications

The Boynton Beach City Library Archives and Local History Collection is not a repository for local government documents, as the majority of the City of Boynton Beach's records are available at the City Clerk's Office or digitally. Historic municipal records are collected when they are not available from the city in digital format. Courtesy copies of some city documents, such as city budgets or infrastructure reports are maintained in the *Floridiana Collection*. County, Florida State, and federal government documents are generally not collected unless they impact Boynton Beach.

Acquisitions

The Librarian/Archivist will search relevant profession literature to ensure that important works are included in the Boynton Beach City Library Archives and Local History Collection, particularly in the *Floridiana Collection*. The following are among the review sources regularly consulted as part of the materials selection process: *Publisher's Weekly*, *Library Journal*, *New York Times Sunday Book Review*, University Press of Florida catalogs, and relevant publisher's pamphlets.

The majority of the *Archives and Local History Collection* relies on other methods of acquisition including donation and exchange.