



Policy & Procedure Manual

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Pol. No.: COL-3

Public Library System

Scottsdale Heritage Connection Collection Development Guide

I. Introduction

The Scottsdale Heritage Connection, formerly known as the Southwest Collection and/or Scottsdale Collection is a physical and digital place containing materials related to Scottsdale area history, culture and traditions. The physical space is located at the Scottsdale Civic Center Library and the digital presence is accessed through the Library's webpage and catalog.

Adopted by the Scottsdale Public Library as a guide for collection decisions and to make information about the collection available to library patrons and staff, this policy shapes the collection's areas of emphasis and provides a framework for the direction and scope of the collection.

II. Vision and Mission

Scottsdale Heritage Connection Vision:

The Scottsdale Heritage Connection is community collaboration: a window to the past, celebration of the present and portal to the future.

Scottsdale Heritage Connection Mission:

The Scottsdale Heritage Connection collects, organizes, and makes accessible materials relating to the Scottsdale area's past, present and future; focusing on culture, geography, people, government and history. The collection engages, educates and entertains through physical and virtual resources, public programs and community partnerships.

III. Responsibility for the Collection

The Collection Management & Metadata Services staff is responsible for the Scottsdale Heritage Connection materials including selection and de-selection of materials as well as making selection decisions that are exceptions to this policy. A community advisory group provides regular input and feedback to library staff.

IV. Collection Access

All Scottsdale Heritage Connection materials will be included in the Library's catalog to facilitate discoverability and to provide descriptive information. When not restricted by copyright law, and as resources permit, materials will also be digitized.

V. Collection Priorities

The Scottsdale Heritage Connection collection provides a snapshot of Scottsdale's past and present to educate, entertain and inform our community. It is not intended to be an all-encompassing collection to meet every possible need. Instead, it is a well-rounded collection focused on historically interesting and relevant documents, photographs and materials related to Scottsdale, the City of Scottsdale municipality and, to a lesser degree areas within close proximity of Scottsdale such as the Town of Paradise Valley and the Salt River Pima-Maricopa Indian Community.

The collection focuses on unique characteristics and attributes of Scottsdale, in both print and digital materials, with an emphasis on the digital medium. The digital collection generally will only include items for which the Scottsdale Public Library or the City of Scottsdale owns the copyright or materials donated or lent to the Scottsdale Public Library permitting free public access.

Our preferred method for handling materials is to create digital access from loaned materials, recognizing that in some situations we will choose to retain ownership of the original items. Artifacts and other museum type materials are not collected nor are materials that require special archival handling and/or environmental conditions.

The collection has two overarching priorities:

- i. Photographs, audiovisual materials, books, local publications and documents regarding Scottsdale arts and culture, economy, people, civic infrastructure, architecture and natural geography
- ii. City of Scottsdale municipal history and milestones

Scottsdale Heritage Connection is not an official City archive. Although the staff responsible for the Scottsdale Heritage Connection collection will not generally solicit nor retain materials related to the day-to-day operations of City departments or the Scottsdale City Council, (such as meeting minutes, ordinances, resolutions, contracts and audit reports, which are maintained by the City Clerk's office) select City reports and informational documents and materials may be included in this collection for their historical significance.

VI. Retention Clause

The Scottsdale Heritage Connection began in 1973 as a collection of Southwest history. Since this regional historical collection began, the Library's collection philosophies, physical space limitations and the use of technology have changed, and the collection has evolved from a broad-ranging Southwest history collection to a collection focused specifically on Scottsdale area history. Items that were part of the Scottsdale Collection have been retained within the Scottsdale Heritage Connection collection (regardless of the format) if they document or record in some manner the specific demographics, physical character, cultural heritage and events, notable personalities or economic profile of Scottsdale and its immediate surroundings or have a direct bearing on the historic development of Scottsdale.

VII. Methods of Acquisition

A. City of Scottsdale Materials

City of Scottsdale materials will be collected based on two criteria:

- i. Historically relevant materials that are not retained by the City Clerk's office, which have research value and/or which document relevant topics of the City of Scottsdale's municipal history.
- ii. City of Scottsdale unique milestones and innovations.

B. Other Publications

The collection includes Federal, State, Maricopa County, local school district and commercial publications that provide specific and valuable information about Scottsdale. Documents and materials of historic interest from the Friends of the Scottsdale Public Library are also retained.

C. Gifts & Donations

Gifts and donations are accepted based on the following criteria:

- i. The materials are specific to the Scottsdale area
- ii. Items fit within the priorities of this policy
- iii. When applicable, items to be added to the physical and digital collection must include copyright permission
 - A. Some material types will only be accepted in digital format
- iv. Library staff has the ability and resources to add the materials to the collection in a reasonable period of time, generally within 12 months or less.
- v. Donors must complete and agree to the conditions of the Scottsdale Public Library Donation/Lending Form, see Appendix A.

D. Purchases

The Library purchases materials such as books, local periodicals/publications, directories, audio-visual materials, microfilm etc. that are specific to Scottsdale and align with the collection priorities.

VIII. Collections & Format

A. Digital Collection

i. Audiovisual

Audiovisual material is collected as it relates to Section V. Collection Priorities. Priority is given to materials created by City of Scottsdale departments.

ii. Documents

Documents are collected as they relate to Section V. Collection Priorities. Large collections of printed items and/or items that are an ongoing gift (such as periodicals/newsletters still in print) should be donated in digital format. Materials that cannot be digitized will be accepted on a case by case basis based on relevancy and space available.

City of Scottsdale documents are collected if they are historically relevant and/or of general interest and if they are not retained by the City Clerk's office. Examples may include reports, posters/brochures and plans.

iii. eBooks

eBooks are considered for inclusion if on a relevant Scottsdale topic and if the publisher/author gives permission for inclusion on the library's website.

iv. Ephemera

Ephemera, such as advertisements, brochures, and event programs on a case-by-case basis will be accepted, and only with copyright permission.

v. Photographs

Photographs are actively collected as they relate to Section V. Collection Priorities. Images may be in a variety of formats: black and white or color prints or negatives, 35mm slides, transparencies or high resolution digital files. Photographs of events such as City holiday parties, retirements etc., are collected if the photograph captures a significant Scottsdale person or the photograph reflects an important aspect of City of Scottsdale culture. Photographs must include copyright permission.

B. Physical Collection

i. Artifacts

Artifacts (e.g. three-dimensional historic objects, artwork, clothing/accessories, etc.) are not collected.

ii. Audio Visual

Audio visual materials such as CDROMs, VHS tapes, CDs, DVDs, and film of historically relevant Scottsdale events or activities or oral history events will be considered on a case-by-case basis.

iii. Books

Books related specifically to Scottsdale are collected. Items related to the Phoenix metropolitan area are not collected, nor are items related to Arizona or the Southwest without significant reference to Scottsdale. Scottsdale City directories are collected; city directories for other cities in the Phoenix metropolitan area are not collected unless they include Scottsdale information.

iv. Maps

Scottsdale related maps are collected based on importance and historical value.

v. Microform

Microform (microfilm and microfiche) related to Scottsdale is collected based on importance and historical value.

vi. Newspaper Clippings, Brochures and Other Ephemeral Items

Newspaper clippings are not actively collected, items may be added to the collection as resources allow if deemed historically significant. Historically relevant or interesting brochures and other ephemeral items are collected particularly if created by City of Scottsdale departments. Other examples are historic Scottsdale resort and tourism brochures, signature event programs, historic Scottsdale business reports, etc.

vii. Periodicals & Newspapers

Physical periodicals and newspapers directly related to Scottsdale are collected as space permits. Whenever possible, periodicals will be bound. Periodicals and newspapers from other Arizona cities, and/or the Phoenix metropolitan area are not collected.

viii. Photo Albums

Photo albums are generally not collected; see Photographs listed under Digital Collection for information regarding individual photographs. In rare cases of extreme historic significance, exceptions may be made.

ix. Scrapbooks

Scrapbooks are generally not collected unless deemed by staff as historically significant and relevant to a wide spectrum of the Scottsdale community.

x. Yearbooks and Other School Publications

Yearbooks and other school publications from past and present high schools located in Scottsdale are collected. Yearbooks and other school publications from neighboring school districts outside of Scottsdale's municipal boundaries, and historic yearbooks of significant Scottsdale related organizations will be considered on a case-by-case basis.

IX. Collection Maintenance

Evaluation of materials and the potential removal of items from the Scottsdale Heritage Connection will not follow the same guidelines as those used for the library's circulating and reference collection. The library reserves the right to remove or redistribute materials that are no longer appropriate for the collection.

X. Copyright and Reproduction Policies

The copyright law of the United States (*Title 17, U.S. Code*) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One such condition is that the photocopy or other reproduction is not to be "used for any purpose other than private study, scholarship or research."

Library patrons can request the use of Scottsdale Heritage Connection materials for purposes other than fair use by agreeing to the terms established by the Library. See Appendix B Digital Image Order Form for other conditions governing the use of Scottsdale Heritage Connection Materials.

Though the Library allows reproduction of an item from its collection at the user's request, the Library staff is unable to conduct copyright searches or grant copyright clearance. Neither can the Library staff waive copyright as it applies to the collection. In addition, Library staff cannot provide counsel to researchers in the application of copyright law.

Appendix A



Scottsdale Public Library Donation/Lending Form

Donor/Lender Contact Information

Date	
Name	
Email	
Address	
City, State, Zip	
Phone	
Is Public Acknowledgment of Donation/Loan Permitted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name for Acknowledgment: _____	

Grant of Permission

I, the undersigned, hereby give to the City of Scottsdale /Scottsdale Public Library and service areas within (the "City") my permission to use the documents or images ("Work") described below.

1. Scope of Permission. This permission extends to the City's use of the Work, in whole or in part, as described below:
 - a. To make the Work publicly available in print, online, and in any other media available now or in the future.
 - b. To digitize, publish and/or place the Work on the Internet for use in producing publications, displays, multi-media presentations, broadcasts, Internet web page content or other informational media on behalf of the City.
 - c. To copy and maintain in perpetuity copies of the Work in the collections of the City.
 - d. If donated, to dispose of the Work in the City's sole discretion.
2. Perpetual. This permission is a non-exclusive, non-revocable, royalty-free license given to the City in perpetuity.
3. Credits. Any use of the Work should carry the following credit line in proximity to use of the Work:

" _____ "

(individual or organization)

4. Certification of Authorship.

I represent and warrant that I have full authority to grant to the City the permission set forth in this document. I also acknowledge that, to the best of my knowledge, these materials are not protected by any copyright or subject to the ownership interests of any other party.

Individual or Organization:

Please print clearly

Signature: _____

Date: _____

Digitization Authorization

The documents/image(s)/collection described in this form is being donated to the Scottsdale Public Library and may be used as the Library deems appropriate.

The documents/image(s)/collection described in this form is being loaned to the Scottsdale Public Library for the purposes of digitization. I understand that the original(s) will be returned to me at a later date. The City will use its best efforts to protect loaned materials from loss or damage; the City does not assume risk of loss of loaned materials.

Donor/Lender Signature: _____ Date: _____

Inventory of donation materials (documents, images, etc.):

Donation information (dates, persons, places, events, etc.)

Access Restrictions: YES ____ NO ____ (If YES then please specify)



Digital Image Order Form

Please use this form to submit an order request for reproducing high-resolution digital files of images from the Scottsdale Public Library Digital Collections. Please allow 10-20 business days for the normal delivery and processing of your request. Large or complex orders may take longer.

The low-resolution images available from the Scottsdale Public Library website may be copied by individuals or libraries for personal use, research, teaching or any "Fair Use" as defined by copyright law. Low resolution images can be downloaded by right-clicking with your mouse on the full image and saving to your computer.

Scottsdale Public Library Conditions Governing Use

- Granting permission to reproduce materials does not absolve requesters from securing permission from the copyright holder... Any authorized publication or exhibition of the photographs must include a credit to the Library... Digital materials may not be published or exhibited without the advance written authorization of the Scottsdale Public Library... Digital materials files are provided for one-time use... Digital materials may not be resold, duplicated, or placed on deposit with another archive, collection, or library... Digital materials may not be used out of context or modified in any way that affects the historical integrity of the image... Digital materials may not be used to promote or represent a commercial product... Special requests for uses not specifically mentioned above will be considered on a case-by-case basis.

Digital Materials Will Be Used For:

Personal Collection Public Display Publication Research Other

Please describe the intended use of materials:

Empty rectangular box for describing the intended use of materials.

Requested Image Files:

I hereby request your permission for the nonexclusive right to reproduce the following material from the Scottsdale Public Library:

Identifier #	Item Description

Delivery

Once your request has been approved and processed, a disk with image file(s) can be picked up at the Civic Center Library or be mailed on request. Normal delivery and processing of your request is 10-20 business days. Large or complex orders may take longer.

Support the Library

Although the Library does not currently charge a fee for this service, we encourage you to show your support by making a financial [donation](#) to the Library. Your contributions will help us to continue to enhance the digital collection along with other library services.

Please print clearly:

Name: _____ Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

I acknowledge that I will comply with all the conditions of use stated above.

Signature _____ Date: _____

Please email the completed form to: LibraryDigitalCollection@scottsdaleaz.gov

If you have any questions, please call (480) 312-7876

Scottsdale Public Library Staff Only

Date Application Accepted: _____ Date Materials Supplied: _____

Authorized Library Signature:

Name: _____ Position: _____