

Utah Division of State History

Library and Collections

Collections Development Policy

2013

Authority

§9-8-201. Division of State History -- Creation -- Purpose.

- (1) There is created within the department the Division of State History under the administration and general supervision of the executive director or the designee of the executive director.
- (2) The division shall be under the policy direction of the board.
- (3) **The division shall be the authority of the state for state history and shall perform those duties set forth in statute.**

§9-8-203. Division duties.

- (1) **The division shall:**
 - (a) **stimulate research, study, and activity in the field of Utah history and related history;**
 - (b) **maintain a specialized history library;**
 - (c) mark and preserve historic sites, areas, and remains;
 - (d) **collect, preserve, and administer historical records relating to the history of Utah;**
 - (e) **administer, collect, preserve, document, interpret, develop, and exhibit historical artifacts, documentary materials, and other objects relating to the history of Utah for educational and cultural purposes;**
 - (f) **edit and publish historical records;**
 - (g) **cooperate with local, state, and federal agencies and schools and museums to provide coordinated and organized activities for the collection, documentation, preservation, interpretation, and exhibition of historical artifacts related to the state;**

I. Mission Statement

The Library and Collections program promotes, encourages, and coordinates the collection, documentation and preservation of historical materials related to the history of Utah and its place in the West. We collect and care for relevant historical materials in order to foster and maintain an awareness and appreciation of our diversity.

II. Communities Served by the Collection

Materials in the collection serve a variety of researchers, including the media, state agencies, the Governor's office, state legislators, professional historians, writers, independent researchers, students (K-12, undergraduates, and graduates), educators, publishers, and the general public. The Library and Collections program promotes awareness of its collection through a variety of outreach programs. Together, these avenues support the Library and Collections Program's mission, satisfy its legislative responsibilities under Utah Code §9-8-203(1), and further the purpose of collecting historical materials.

A. Outreach

1. Website

In the current age and for the foreseeable future, the world wide web is the central portal for accessing information of every conceivable type. The Division of State History ("State History") and the Library and Collections program invests heavily in its website as a primary point of access by patrons and customers. Digital technologies shall be used both for hosting virtual exhibitions to feature and interpret materials from the collection as well as providing broader access to the collections for research purposes. It is a legislative requirement to make as much as possible these materials available to all of Utah's citizens.

2. Exhibitions

Although State History has limited space available for hosting exhibitions onsite, it does value featuring and interpreting materials from the collections. Therefore, the Library and Collections program shall consider requests to partner or loan unrestricted materials and facsimiles for exhibition to other institutions when the policies and facilities of those institutions meet acceptable standards and proper credit is given to State History. Library and Collections will occasionally create small-scale short-term exhibits to be presented onsite but does not intend to dedicate existing resources to large or long-term exhibiting capabilities.

3. Lifelong Learning

In order to promote lifelong learning and use of the collections, Library and Collections sponsors and engages in activities such as tours, workshops, lectures, brown bag luncheons, volunteer opportunities, State History Annual Meeting, and others. The intent is to draw on the Library and Collections unique materials to enhance these activities and stimulate learning.

III. Collections Accessibility

The materials cared for by Library and Collections connect the citizens of Utah with their past. The program recognizes the need to prioritize its efforts in addressing patron requests.

§9-8-203, the Division of State History is responsible to (1)(a)"stimulate research, study, and activity in the field of Utah history and related history," (d)"collect, preserve, and administer historical records relating to the history of Utah, and " (e)"administer, collect, preserve, document, interpret, develop, and exhibit historical artifacts, documentary materials, and other objects relating to the history of Utah for educational and cultural purposes."

The materials in the collection cover a variety of historical topics and have provenance. In order to make our collections available to the public, Library and Collections provides online catalogs, inventories, finding aids, digital materials, and the assistance of knowledgeable staff. Library and Collections values convenient and user-friendly information delivery services for its patrons. Library and Collections also cooperates with other institutions in order to connect patrons with additional resources.

To protect and ensure the continued accessibility of materials in its custody, Library and Collections requires patrons to utilize all materials in accordance with the rules of the repository. In adherence to the American Library Association's Joint Statement on Access to Original Resource Materials, Library and Collections does not deny access to materials unless required by statute, institutional mandate, or acquisition stipulations. No materials shall be excluded from the collection because of unpopular opinion, race, religion, gender, sexual preference, political or social stance, or nationality.

IV. Collecting Scope

A. *Collecting Level*

Library and Collections seeks to develop and maintain a Research Level Collection as defined by the [International Federation of Library Associations and Institutions Section on Acquisition and Collection Development](#). In addition, Library and Collections extends the below statements to digital and web assets owned, licensed or pointing to other reliable institutions and websites that hold Utah history related materials.

The Library and Collections program's Research Level Collection is one that contains the major source materials required for independent or professional research, including:

- An extensive collection of general and specialized monographs and reference works.
- A widespread collection of general and specialized periodicals.
- A broad collection of specialized unpublished resources.
- Representative artifacts to support the Library and Collections' research mission.

The Collecting Scope is separated into three tiers: Geographic Regions, Chronological Periods, and Historical Themes. These three tiers are designed to allow for flexibility as well as to help identify those places where historical material's content causes these tiers to interlock. Historical material will be considered based on how its intellectual content fits within the relationships between the three tiers.

1. Geographic Regions Collected

The Geographic Regions section is designed to establish geographical relationships with the collection that move beyond geo-political boundaries, since Utah's boundaries changed over time. Instead this level emphasizes geo-environmental spatial relationships with the collection. Descriptions of the three major physiographic identifiers below were taken from Dean L. May's *Utah: A People's History* (1987).

a) Basin and Range Province

This region is characterized by numerous, nearly flat basin valleys separated by north-and-south-running ranges of mountains created by block faulting. It runs generally westward from the Wasatch Mountains and includes the Oquirrh, Stansbury, and Cedar chains. It is a semi-arid region with sparse vegetation.

b) Rocky Mountain Province – Middle Rocky Mountain Region

The Wasatch and Uinta granitic mountains cause prevailing westerly winds to scale them as they cross the continent. This area is rich in vegetation due to the height of the mountains, creating an ability to capture water from the upper air, store it as snow, and release it gradually to the valleys during the summer snow melt. The Rocky Mountain Province is located in the north-eastern part of present day Utah and contains the origins of three of Utah's most vital rivers: the Bear, the Weber, and the Provo. Its igneous intrusions have left rich deposits of silver, lead and gold as well as granite.

c) **Colorado Plateau Province**

This province includes the south-eastern part of present day Utah and northern Arizona. The underlying strata generally lies flat due to large, nearly level thrust faulting creating mountains that are more rounded, less jagged in appearance than the Wasatch, or often leaving summits as flat mesas. Erosion by wind and water plays a larger part in the surface appearance of the area, as do the sandstone sedimentary layers that erode at various rates and forms. The province includes the High Plateaus, Henry and La Sal mountains, Canyonlands and the Uinta Basin. Vegetation is sparse as the area is very arid, more so than the Basin and Range Province.

2. **Chronological Periods Collected**

The chronological periods outlined below are those time periods in the history of Utah during which a particular social paradigm or shift has taken place, with brief attempts to help further explain and identify those shifts:

- a) **Pre-contact before 1765**
- b) **Exploration, 1765-mid-1840s**
- c) **Settlement, 1847**
- d) **Territorial, 1850-1896**

NOTE: A variety of territorial boundaries were created and recreated before statehood. Therefore the place and chronology of an item within this time frame will be directly relevant to the collectability of it.

- e) **Early Statehood, 1896-1941**
 - Progressive Era
 - New immigration
 - Depression
 - Agrarian to Industrial Economy, including mining and railroad industries
- f) **Industrial, 1941-1976**
 - World War II and a switch from a colonial economy serving Wall Street to a colonial economy serving the federal government

- War industry brings diverse people to Utah

g) **Modern, 1976 to Present**

- Political movements
- Issues regarding local, state, and federal governments over land use and ownership (e.g., Sagebrush Rebellion, MX Missiles, national monuments, nuclear waste, BLM, drilling in national parks, etc.)
- Immigrants and refugees
- Local First economy
- Information age—technology

3. **Subject Areas Collected**

The Subject Areas section helps to identify further those areas of collecting interests which help to reveal the unique history of Utah's peoples and their relationship to the land.

a) **American Indians – Prehistoric to Present**

- Trade, warfare, hunting, government, religion, villages, art, removal, reservations, allotment, Indian New Deal, relocation, self-determination, cultural adaptation, revival and self-definition

b) **Settlement Patterns**

- Environment/Cultural Ecology—why people settle in a location, how settlement in a place influences affects cultural identity, and how communities affect the landscape
- Social structures of the varying ethnic and religious groups, including their leadership and the dynamics of interaction with each other and with the economy
- Urban Development

c) **Economics**

- Agriculture
- Industry
- Technology
- Consumerism

- Social Economy—impact of self sufficiency goals, boycotts, the dynamics of ethnic and religious diversity
 - Local First economy
 - Heritage Tourism
 - Business
- d) **Labor**
- Unionization
 - Organization
- e) **Transportation**
- Railroads
 - Streetcars
 - Bicycles
 - Automobiles
 - Air travel
- f) **Environment**
- Natural Resources
 1. Mining: coal, copper, silver, uranium, gold, salt and others
 2. Water
 3. Natural gas, oil
 - National Parks
 - Conservation
 - Public health
 - Urbanization
- g) **Military**
- Indian Conflicts
 - Ft. Douglas, Camp Floyd
 - Utah “War”
 - WWI, POWs at Ft. Douglas
 - Topaz Japanese Internment Camp
 - WWII servicemen
 - Military depot
 - Nuclear testing and down winders
 - Hill Air Force Base
- h) **Social/Cultural**
- Arts and humanities
 - Religion and philosophy

- Recreation and tourism
- Immigration
- Sports
- Families and household
- Ethnicity
- Race
- Class
- Gender
- Sexual orientation
- Age
- Civil Rights

i) **Education**

- Public schools
- Private schools
- Home schooling
- Colleges
- Technical schools

j) **Built Environment**

- Architecture
- Folk architecture
- Landscape history
- Community histories

k) **Government and politics**

- Political campaigns
- Political movements
- Emerging municipalities and related issues
- Responses to regional, national, and international trends

B. Identified Strengths

Library and Collections identifies the following strengths within the chronological periods referenced above:

- Settlement Period
- Territorial Period
- Early Statehood
- Industrial Period

Strengths within historical themes include:

- Settlement patterns

- Economics
- Labor
- Transportation
- Natural resources
- Military
- A wide variety of social and cultural issues
- Women's history
- Education
- Architecture
- Government and politics

C. Means of Collecting

Historical materials may be acquired through purchase, gift, trade, transfer, field collection, loan, or abandonment. All purchases will adhere to the stipulations as outlined in the John William James Charitable Bequest Policy and Procedures, as well as state purchasing rules.

Items found in the collection or considered abandoned property may be accessioned into the collection according to the "Preserve Our Heritage Act," UCA 9-8-801 et seq.

According to UCA 9-8-203(5), the Library and Collections program is prohibited from acquiring "by purchase any historical artifacts, documentary materials, or specimens that are restricted from sale by federal law or the laws of any state, territory, or foreign nation." Library and Collections will reject any historical artifacts, documentary materials, or specimens that are known to have been illegally or unethically collected.

D. Collecting Priorities

In addition to building upon its existing strengths, State History seeks to develop its collections in the following areas:

- Reference Materials available at the Research Center
- Civil Rights
- Post-World War II international wars and conflicts
- Nuclear Testing and Down-winders
- Diverse educational approaches
- Later Industrial Period (1950s – 1975)

- Materials of the Modern Era (1976 – present), including:
 - Political movements
 - Issues regarding local, state, and federal governments over land use and ownership
 - Immigrants and refugees
 - Economic trends
 - Information age – technology

E. Forms of Materials Collected

Library and Collections maintains an integrated collection that acquires material in the following formats:

- Monographs
- Manuscripts
- Maps
- Photographs
- Architectural drawings
- Pamphlets
- Audio-visual materials
- Microforms
- Prints
- Machine readable records
- Newspapers
- Sheet music
- Oral history
- Selected objects and artifacts
- Born-digital materials

F. Languages Collected

Library and Collections will collect immigrant and first generation diaries, oral histories, and historical writings in their native languages, if these primary source documents help to illuminate the experience of Utah's diverse history. The program will also seek to provide an English translation.

G. Exclusions

Natural history specimens, prehistoric and historic specimens from archaeological contexts, and prehistoric American Indian ethnographic objects offered to the Library and Collections program will be referred to the Utah Museum of Natural History or other appropriate repository. As there is no official repository for historic archaeological findings, any materials of this kind will be assessed on a case-by-case basis. Fine arts objects will be referred to the Utah Division of Fine Arts. Government records will be referred to the Utah State Archives, the National Archives, or another appropriate government archives. All official records of The

Church of Jesus Christ of Latter-day Saints will be referred to the LDS Church Historical Department.

Doctrine and theological materials will not be pursued in and of themselves, unless such items help to illuminate and interpret the effect of the differing world views upon the lives and experiences of the peoples of Utah.

State History recognizes the value and significance of Family Histories to the citizens of Utah and will pursue partnerships with other collecting institutions to ensure that they are properly cared for and accessible.

Historical materials that fall outside of our collecting scope will be referred to another appropriate repository.

H. *Collections Management Committee*

The Collections Management Committee will meet every 30-45 days to assess recent temporary acquisitions. The Committee is comprised of the Director of State History, two members of the Board of State History, the Library and Collections Coordinator, and Library and Collections Curators. With the Director's approval, the Library and Collections program may also consult with outside specialists to assist in committee functions. The Committee will use the criteria as outlined in the Collection Scope (Geographic Regions, Chronological Periods, and Historical Themes) to guide decision making. In addition, the Committee will consider the condition, size, and preservation needs of materials donated. Donors whose items are not accepted into the collection will receive recommendations for other possible repositories.

Library and Collections' curatorial staff can make acquisitioning decisions should offered materials clearly fall within the collecting scope. Also, those materials that require immediate decisions may be handled by curatorial staff. Staff will then report all such acquisitions to the committee in the next meeting.

V. Policies Affecting the Collections Development Policy

The following policies are interrelated with the Collections Development Policy:

- **John William James Charitable Bequest Policy**
This policy relates to the charitable bequest on behalf of the John William James Family: John Williams James, Georgia Williams James, John Williams James, Jr., Dorothy Marion Wells James, and Richard Williams James. In 2002, the Utah State Historical Society ("Society") received a generous charitable bequest of \$75,000 ("Funds") on behalf of the John Williams James Estate. The bequest directs use of the funds for "the primary purpose of making acquisitions for the library."

- **Deaccession Policy**
Library and Collections has a continuing obligation to review and evaluate the strengths and weaknesses of its existing collections, and in light of such evaluation, to reformulate and restate in writing its overall collections policies.
- **Collection Lending Policy**
Library and Collections lends its collections to public and non-profit institutions for exhibition, educational, photographic, and research purposes.
- **Digitization Policy**
As technology becomes an integral part of the success of cultural institutions, the Library and Collections can stay current through digitization efforts. Just as Library and Collections has a collecting policy for physical items, the same concepts of discretion and judgment apply to the creation of digital collections.

VI. Review

The Collections Development Policy will be reviewed and reevaluated as needed.

VII. Relationships and Partnerships with Other Institutions

The Library and Collections program collects and cares for historic documentary materials, records and artifacts, and can act as a coordinator of efforts with respect to them. The program will work with other organizations to develop a system of collection and care for historic materials that provides the best possible documentation, preservation, interpretation, and exhibition of our state's history.

Some of the tools State History may employ in cooperation with other organizations include:

- Developing a system of communication and coordination within the community that will allow for identification of areas of expertise that can be made available to assist those in need. It may also develop means for matching strengths and weaknesses to encourage the best care for historic objects and documents.
- Serve as an advocate for available collections, seeking to place those objects with the best-suited organization, and ensuring that the objects are given the best long-term care.
- Participate with other agencies to assist in accomplishing these goals.