

VERMONT ROOM COLLECTION POLICY

RUTLAND FREE LIBRARY

MISSION OF THE VERMONT ROOM

Provide a resource for research, study and understanding of Rutland area and Vermont history.

GENERAL STATEMENT

The Vermont Room Collection is a non-circulating collection of historical and genealogical materials pertaining to the state of Vermont, its history, geography, industries, transportation, arts, crafts, culture, customs, and people. Emphasis in all of our acquisitions is placed on Rutland City and county as well as southern Vermont.

This policy works with the overall Collection Development policy. In areas not covered by this policy, please refer to the larger policy as the governing document.

COLLECTION MAINTENANCE CRITERIA

Items chosen may generally be expected to provide permanent value to the collection;

- The possibilities and limitations of resources available through technology may be taken into consideration when discarding or adding materials;
- Physical characteristics of the item (i.e. size or storage requirements, overall condition, etc.)
- Weeding may be considered primarily when materials have been duplicated with free, publicly accessible copies on the internet.

LOCAL HISTORIES

The library may endeavor to collect published histories of Vermont towns. Highest priority may be given to Rutland City and Town with next highest accorded to other service towns,

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then Rutland County towns, followed by communities in adjacent counties of central and southern Vermont.

GENEALOGY

The library may support the efforts of those researching their Vermont ancestors and family trees by providing access to vital records, cemetery inscriptions, military and war records, authoritative family histories, religious institution histories, regimental histories, passenger and immigration lists, newspaper extracts and other materials needed in this pursuit, according to the geographic priorities for the collection. Genealogical materials relating to other New England states and Middle Atlantic states may be collected if they can be shown to contain substantial material bearing on Rutland County and south central Vermont. As genealogical researchers are making increasing use of online resources, we shall endeavor to maintain subscriptions to useful online databases such as Heritage Quest and Ancestry.com.

FAMILY HISTORIES

The library may consider adding authoritative histories of individual families only if they involve a substantial connection to Vermont and in particular Rutland and adjacent counties.

RELIGIOUS INSTITUTIONS HISTORIES

The library may collect histories relating to Rutland City and county religious institutions.

HIGH SCHOOL YEARBOOKS

Yearbooks are available digitally online through the Rutland Historical Society for Rutland High School, MSJ, West Rutland, Proctor, Mill River, and College of St. Joseph. The library may maintain the printed versions.

PERIODICALS

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The library may maintain in its historical collection bound volumes of important Vermont periodicals and journals such as *Vermont History*, *Vermont Genealogy*, and the *Rutland Historical Society Quarterly*.

CITY AND TOWN REPORTS AND PUBLICATIONS

The collection may house the annual reports of Rutland City, and tax-supporting towns. Publications dealing with city planning and community development efforts in Rutland County may be added to the collection.

GOVERNMENT YEARBOOKS AND DIRECTORIES

The Vermont Room may contain important Vermont yearbooks and directories such as the *Vermont Year Book*, *Vermont Legislative Directory*, *Vermont Business Directory*, and the *Hill-Donnelly Rutland*, *Vermont Cross Reference Directories*.

MAPS

At this time, we have a collection of survey maps that are not available anywhere else.

CHILDREN'S AND YOUNG ADULT BOOKS

Because the Vermont Room is primarily intended as a research collection to be used by adults and students, children's and young adult books dealing with Vermont history or other topics are not normally considered.

FICTION

Some fiction by 19th and early 20th century Vermont authors such as Julia C. R. Dorr and Dorothy Canfield Fisher has been collected over the years and continues to be housed in the library. Current fiction is generally not considered for inclusion in the collection, even if set in Vermont or containing Vermont plots and themes.

POETRY AND LITERATURE

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General collections of Vermont poetry, particularly if the product of 18th, 19th, or early 20th centuries, are a part of the collection, as well as literary collections or collections of essays of a historical nature. Contemporary poetry is generally not considered for inclusion in the collection.

ART, ARCHITECTURE, AND CRAFTS

Books in these categories particularly dealing with 19th century landscape painting, early architectural styles, and handicrafts from earlier eras pertaining to Rutland city or county are considered.

MICROFILM

We may maintain the physical microfilm collection and machine for as long as is viable; as well as providing access to these records online as currently provided by the State.

PAMPHLET FILES

The pamphlet file contains mostly unbound articles and documents of local interest. New items are only rarely added to this portion of the collection. Primary documents and photos are not included.

SWAN COLLECTION

This consists of original copies of cemetery records and family genealogies compiled by Mrs. Marvel Swan of Rutland. They are being digitized at this writing; once that is complete, the originals may be preserved to the best of our ability in a secure space for reference only as needed.

DIGITIZATION AND MAINTENANCE OF DIGITIZED MATERIALS

Adopted 1/17/2024

One-of-a-kind, out-of-copyright materials may continue to be considered for digitization, following the models of the Swan Collection and the yearbook collaboration with the Rutland Historical Society. Factors considered regarding the digitization of materials include access, copyright, ownership, obsolescence of format, longevity, maintenance requirements and redundancy, and digital security.

REVIEW

The Collection Development Policy will be reviewed and updated every three to five years or sooner if needed by the librarians, the director, and the library board.

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