



Monroe County Historical Association Research Library Collection Development Policy

Purpose:

The Monroe County Historical Association (MCHA) Research Library is dedicated to collecting, preserving, organizing, and providing access to materials that document the rich history and genealogy of Monroe County, Pennsylvania. The collection serves as an essential resource for researchers, historians, genealogists, students, educators, and the general public interested in exploring the county's past.

Scope:

The MCHA Research Library collection comprises primary and secondary source materials that represent all aspects of Monroe County's civic, social, religious, cultural, political, and economic life, both historically and currently. The collection includes, but is not limited to, books, documents, maps, photographs, postcards, newspapers, business records, personal papers, and oral histories that focus on the families, activities, events, places, organizations, businesses, and services that have shaped the county's history. The library does not serve as a legal repository for official government documents.

Collection Priorities:

The library prioritizes acquiring materials in the following areas:

- **Local History Materials:** Core to the collection are materials that provide insight into the development of Monroe County, including: published histories of the county, its townships, and boroughs; personal papers, diaries, letters, and memoirs of residents; records and archives of local businesses, organizations, and institutions; maps and atlases; newspapers and periodicals published within the county; and ephemera, such as fliers, brochures, programs, and catalogs, documenting daily life and events.
- **Genealogical Resources:** A significant focus is placed on resources that aid in tracing the lineage and heritage of Monroe County families. These include: compiled family histories; census records; birth, marriage, and death records; church records; and obituaries, cemetery records, and funeral home records.
- **Audiovisual Materials:** Visual and auditory documentation of the county's past is vital. The library collects photographs, slides, films, and oral histories that capture the changing landscape, people, and events of the area.

Preservation and Conservation:

MCHA is committed to the long-term preservation and conservation of its collections. The library strives to adhere to professional archival standards for storage, handling, and environmental control, maintaining materials in a manner that ensures their longevity and accessibility for future generations.

Acquisition Guidelines:

- **Relevance:** Items considered for acquisition must have a clear and direct connection to Monroe County or its residents.
- **Condition:** Preference is given to materials in stable physical condition that can be stored without immediate, intensive conservation needs. Exceptions may be made for rare, unique, or exceptionally significant items regardless of condition.
- **Duplication:** Duplicates are generally avoided unless the material is heavily used, needed for a research copy versus a preservation copy, or is a unique variant edition.

Donations:

MCHA welcomes and encourages donations that align with its collection priorities and acquisition guidelines. Prospective donations must be reviewed by MCHA staff, either in person or through detailed descriptions or photographs. Upon acceptance, donors must sign a Deed of Gift transferring all physical ownership of the materials to MCHA. MCHA reserves the right to decline items that do not meet its criteria.

Deaccessioning:

Materials may be deaccessioned if they fall outside the scope of the collection policy, are duplicates with no added value, or are in poor condition and beyond repair. Deaccessioned items may be offered to other institutions, sold, or otherwise disposed of in a manner consistent with MCHA's organizational standards and professional best practices.

Review and Revision:

This policy will be reviewed and revised as necessary to reflect the evolving needs of our community and the historical landscape of Monroe County.

Conclusion:

The Monroe County Historical Association Research Library is committed to building a collection that honors the past while actively serving the needs of present and future generations. Through careful curation, professional preservation, and managed access, we aim to support a deep and meaningful understanding of Monroe County's unique history and heritage.