GSWC Library Collection Development Policy
Submitted 8 May 2017 by Barbara Snow, GSWC Librarian

The purpose of the GSWC library is to provide a collection that will meet the needs of local genealogists through purchase or donation. We want to acquire materials to achieve the following levels:

1. A comprehensive collection of:
    a. Source material specific to Washtenaw County families
    b. Washtenaw histories pertinent to genealogy research
2. A strong collection of:
    a. Manuals and how-to books that cover research methodology
    b. Specialized sources and information specific to research in states, counties and foreign countries
    c. Source materials for the adjacent counties of Wayne, Monroe, Livingston, Lenawee, Jackson, Oakland and Ingham, as well as some other Michigan counties
3. A basic collection of:
    a. Michigan research materials relevant to the whole state or state regions
    b. Research guides for other states and countries
4. Records, publications and materials of the Genealogical Society of Washtenaw County, including a full run of the Family History Capers and copies of all cemetery indexes compiled by the GSWC.
5. Material other than described above if it meets these criteria:
    a. Is predominately genealogical in content
    b. Covers a whole of significant portion of a state or country
    c. Stands alone; is not a portion of a series or multivolume set
    d. Published genealogies
    e. Manuscript genealogies that are well organized and indexed, with a title page and statement of authorship
6. Newsletters and quarterlies from Michigan genealogical societies, received on exchange are added to the collection as they arrive. Newsletters are kept for 3 years. Quarterlies are retained permanently.

GSWC Guidelines for Donations of Library Materials & Funds

The library will accept:

1. Washtenaw County material that contains significant information of interest to the family researcher
2. Copies and transcriptions of Bible records, maintained by the GSWC Bible Record Committee
3. Pedigree charts for members, maintained by the Ancestor Chart Committee
4. Source material specific to the United States and foreign countries is accepted with some exceptions; the GSWC Library will **not** accept the following items:
    a. Published census records, which are readily available online
    b. Material that is primarily historical in nature
    c. Material that is specific to jurisdictions smaller than counties for states (other than Michigan) or the country of Canada
    d. Material that is specific to a jurisdiction smaller than a province for other foreign countries
    e. Family Bibles
    f. Material in the following format:
        i. Photocopied material that violates copyright
        ii. Periodicals or parts of multivolume sets except when we can use those volumes to fill a gap for a title already in the collection
        iii. CD, DVD, and VCR materials
        iv. Unbound, loose papers
        v. Books that do not have intact bindings
        vi. Notebooks, scrapbooks or binders that that are not well organized and/or indexed
        vii. Photo albums and personal scrapbooks
        viii. Computer software
        ix. Pedigree charts, oversize family charts that are not maintained by the Ancestor Chart Committee
        x. Artifacts and ephemera
        xi. Most large, multi-volume sets even if complete (due to lack of shelf space)

Material may be accepted, but later withdrawn to create added shelf space. Materials not accepted or accepted but later withdrawn will be disposed of by the GSWC.

Donation of funds can only be earmarked to purchase items that fit the GSWC Library Collection Development Policy.

For genealogical materials not covered here, please consider the following places for your donation:

- Bentley Historical Library
- Library of Michigan
- Ann Arbor District Library
- Archives of Michigan
- Manchester Historical Society
- Pittsfield Township Historical Society
- Salem Area Historical Society
- Saline Area Historical Society
- Washtenaw County Historical Society
- Ypsilanti Historical Society & Archive