

ARTICLE 11: KEN & ESTHER ALLEY LOCAL HISTORY & ARCHIVES COLLECTION

PURPOSE OF THE COLLECTION

The history and culture of Leon Valley are important to the Library and citizens of Leon Valley. The purpose of the Ken & Esther Alley Local History & Archives Collection is to preserve and document the history of Leon Valley. The Leon Valley Public Library will preserve and maintain these materials for future generations by using accepted preservation methods, digitizing materials where appropriate, and providing access to materials under safe and secure methods.

SCOPE OF THE LOCAL HISTORY AND ARCHIVES COLLECTION

1. **Physical formats.** Items collected and retained include, but are not limited to: books, family histories, club records & publications, other local records, scrapbooks, clipping files, photographs, microfilm, electronic formats, audio or video recordings, maps and other paper ephemera. New and emerging formats will be considered when appropriate. The Library is not a museum and will not retain or collect three dimensional items or realia. The collection will not contain government records, such as City Council meeting minutes, school board meeting minutes, day-to-day business records, or vital records. Other formats or restrictions on the collection will be determined by the Library Director.
2. **Local importance.** The collection shall include materials that preserve the histories of local clubs, organizations, schools, churches, businesses, institutions, local customs & culture, and important events & people.
3. **Geographic coverage.** Primary coverage will be of the City of Leon Valley, Texas and to a lesser extent the surrounding areas of San Antonio and Bexar County.
4. **Genealogy and family histories.** Genealogical records and family histories collected must pertain strictly to founders and/or pioneer families of Leon Valley. Materials that record the history and contributions of prominent individuals who have lived or served in the City of Leon Valley and surrounding communities may be included. This could include history of founding and/or pioneer families or individuals who were born or lived in Leon Valley but became prominent or leaders later in life.

Acquisitions of Material

The Leon Valley Public Library actively seeks donations of local history and archival material that fit within the scope of the collection. If appropriate, the Library Director may purchase original materials that fit within the collection.

1. **Donations with restrictions.** Donations with special restrictions or instructions will not be accepted. Once a donation has been made, the Leon Valley Public Library reserves

the right to decide how the donated item will be displayed or stored, how the item may be used by the public, and how long the item will be retained.

2. **Age & condition of materials.** All donated materials must be free of dirt, mold, moisture, and pests and should be in good condition. Scrapbooks or photo albums must be in archival quality albums or enclosures, all added materials properly secured, and photographs must be identified. The Leon Valley Public Library reserves the right to refuse offered gifts should the material be in poor condition.
3. **Deed of Gift.** The Leon Valley Public Library cannot accept donations of materials without a [Deed of Gift Form \(Attachment 27\)](#). The Library cannot accept donated materials for which the donor does not have clear title. Donations accepted by the Library are considered the property of the Leon Valley Public Library.

CARE AND KEEPING OF MATERIALS

1. **Preservation.** Materials in the Local History & Archives Collection will be preserved following best practices for archives when possible and employ preventative preservation measures such as appropriate storage, security and handling.
2. **Accessibility.** The Leon Valley Public Library will make available indexes and catalog records for materials in the Local History & Archives Collection. Library staff will continue to work through the backlog of unprocessed and uncatalogued materials as time allows.
3. **Digitization efforts.** The Leon Valley Public Library will continue to scan and digitize materials as staff time allows. The Library cannot provide scanning of Local History & Archives materials on demand.

USE OF LOCAL HISTORY AND ARCHIVES COLLECTION MATERIALS

The following conditions of use are designed to ensure public access to valuable historical assets while allowing for the preservation and proper administration of these historic materials.

1. **The Archives Room.** The Archives room is a dedicated room for local history research and is not available for other use unless approved by the Library Director.
2. **Registration.** All researchers must fill out a Request for Access form (Attachment 29) at the Circulation Desk to do research in the Archives Room. By signing the registration form, researchers agree to abide by the stated conditions of use. Other policies for patron conduct and use of the Library apply to the Archives Room. Violation of these rules, policies and staff instructions could result in loss of access to the Archives Room or expulsion from the Library.
3. **Materials.** The materials in the Local History and Archives Collection are considered reference materials and do not circulate. All materials must be used in the Archives Room under staff supervision.
4. **Access to material.** Library staff will access vertical files on behalf of researchers, and no more than one file folder will be accessed at a time. Researchers should not refile Archive Room materials. Library staff will refile all used materials in their proper place.

5. **Research Assistance.** If a researcher requires staff assistance for research in the Local History and Archives Collection, an appointment must be booked through the Library Director. Assistance depends on staff availability.
6. **Remote research requests.** Out-of-town individuals with requests for research assistance will be aided depending on staff availability. Broad or lengthy research will not be conducted by Library staff. Obituary requests must have death date, full name and other pertinent information. The Library Director will determine the scope of research via remote requests, as well as how any resulting findings or information are conveyed to remote researchers.
7. **Request to access locked collections.** In compliance with the Texas Public Information Act (Texas Government Code, Chapter 552), all processed materials, records & collections are available for research. Viewing and handling of original images, maps, etc., require special consideration. The Library Director or his/her designee must be present during such use. Special instructions will apply according to the materials request. An appointment must be made with the Library Director at least 1 week in advance, with submission of a Request for [Access form \(Attachment 29\)](#). Appointments will be made per availability of the Library Director or designee.

REPRODUCTION OF ARCHIVE ROOM MATERIAL

1. **Photocopying.** Researchers requesting photocopies of materials will be charged according to City Fee Schedule. All photocopying will be done by Library Staff. Use of a personal camera is permitted to record information.
2. **Materials in Publication.** Researchers who wish to use images or copies of archive materials in a publication, display, or other permitted uses as determined by the Library Director, must submit [Photographic Services Request Form \(Attachment 28\)](#) to the Library Director for approval. Library staff will assist in such requests as time and staff availability allows.
3. **Copyright.** Generally, patrons of the Leon Valley Public Library may make reproductions of archival materials within the Fair Use and other provisions of U.S. Copyright Law (title 17, U.S. Code, section 107). The Leon Valley Public Library does not grant or transfer any copyright or other intellectual property rights for any local history or archival materials. Copies in any format may not be further reproduced, sold, shared, or given to another person, company, or institution for any purpose.

ATTACHMENT 27: DEED OF GIFT

Leon Valley Public Library Deed of Gift for Archives

Donor(s): _____ Date Item Received: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email _____

I/We the undersigned, hereby unconditionally and irrevocably convey, donate, give and deliver the item(s) listed and/or described below or on the attached page to the Leon Valley Public Library, Leon Valley, TX. I/we release & relinquish all present and future right, title, interest, and claims, now known or unknown in the listed items. This gift includes all present and future copyright, trademark, reproductions and associated rights to the listed item(s). I/We acknowledge this is an unrestricted gift and that the Leon Valley Public Library will use it in any manner that is deemed to be in the best interest of the Leon Valley Public Library and the item(s) will be handled and processed in accordance with Leon Valley Public Library policies on collection development, gifts and donations. I/We affirm that I am/we are the only legal and lawful owner(s) of the item(s) listed below or on the attached pages and that to the best of my/our knowledge I/we have good and complete right, title and interests to give. I/We acknowledge actual delivery of the item(s) below to the Leon Valley Public Library.

Items:

1. _____
2. _____
3. _____
4. _____

Donor Signature _____ Date _____

Donor Signature _____ Date _____

Gift Accepted for the Leon Valley Public Library

Name _____ Title _____ Date _____

ATTACHMENT 28: REQUEST FOR PHOTOGRAPHIC SERVICES

Leon Valley Public Library Request for Archival Photographic Services

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Please copy complete photo description and when possible, the photo ID# of the items you are requesting. To publish or publicly display any reproduction, written permission must be obtained from the Leon Valley Public Library. Copies in any format may not be further reproduced, sold, shared, or given to another person, company, or institution for any purpose without written permission from the Leon Valley Public Library.

Credit must be given to the Leon Valley Public Library for any reproductions used.

Photo ID#	Photo Description	Photo ID#	Photo Description

Total # of photos: _____

Please provide as much information as possible as to how the reproduction will be used (i.e., author and title, production name, exhibit name, etc.)

Dates of proposed use: _____ Name: _____ Signature: _____

To be completed by Leon Valley Public Library

Permission to use the indicated reproductions for the above stated publication or use is granted, subject to any conditions listed.

Library Director: _____ Date _____ Comments _____

ATTACHMENT 29: REQUEST FOR ACCESS TO COLLECTIONS

Leon Valley Public Library Request for Access to the Local Archives

Name(s): _____ Date: _____

Organization/Institution & Title(s): _____

Address: _____
Street City State Zip Code

Phone: _____ Email: _____

Materials Requested: _____

Subject/Purpose of Research: _____

I have read the rules for Use of Local History & Archives Collection Materials and I agree to abide by the rules set forth.

Signature(s): _____ Date: _____

Internal Use Only: Time In: _____ Time Out: _____ Total Time: _____

Books Used: _____

Files Used: _____

#Copies Made: _____ Comments: _____

Staff Initials _____