Mid-Mississippi Regional Library System

Genealogy Collection

Acquisition, Development & Management
Policies and Procedures

I. Introduction

The Mid-Mississippi Regional Library System (MMRLS) Genealogy Collections are a source of knowledge, family histories, stories and memories of the people and the history of Attala, Holmes, Leake, Montgomery, Winston and surrounding counties.

Genealogy Rooms within MMRLS are the John D. Sanders & Zemuly Weeks Sanders Historical & Genealogical Room, Attala County Library; Carthage-Leake County Library; Samuel Jackson Foose, Jr. Civil War Studies Room; Lexington Public Library; the Jane Johnson Williams Genealogy & History Room, Walnut Grove Public Library; the Louis Taunton Genealogy Room, Winston County Library. Genealogy sections are shelved at the Duck Hill Public Library, Durant Public Library, Goodman Public Library, Kilmichael Public Library, Pickens Public Library, Tchula Public Library, West Public Library, and Winona-Montgomery County Library which reflect the local communities' history.

The collections are developed and managed as a resource to inspire, educate and inform the communities and visitors, and to contribute to the conservation of the history and heritage of the counties and the families of Attala, Holmes, Leake, Montgomery and Winston and surrounding counties.

This policy is a document that guides the management and development of the collection. It explains why, what, where and how materials are acquired, and how and why materials may be weeded and disposed.

II. Goals

- Collect and conserve important materials associated with the history of Attala, Holmes, Leake, Montgomery and Winston and surrounding counties, including but not limited to: family histories, photographs, oral histories, newspaper articles.
- Collect local photographs and other pictorial material illustrating the places and people of counties in Mississippi.
- In addition to the above, going beyond to collect photographs and genealogy related books from other states that have proved to be on a migratory route to Mississippi.
- Hold the materials in trust for future generations.

III. History of Collection

Since the establishment of the Mid-Mississippi Regional Library System and/or its branch libraries, MMRLS and its branch libraries have been collecting genealogy materials, photographs, oral history interviews, state records, newspaper articles, and other primary documents to preserve the history and culture of Attala, Holmes, Leake, Montgomery, Winston and surrounding counties and its people.

IV. Series Collection Locations

1. John D. Sanders & Zemuly Weeks Sanders Historical & Genealogical Room, Attala County Library
   - Thelma Murff Johnson Collection
   - Capt. William Van Davis Collection
   - Judge Jason Niles Diary
   - Joyce Williams Sanders Collection

2. Jane Johnson Williams Genealogy & History Room Walnut Grove Public Library
   - Jane Johnson Williams Collection

3. Louis Taunton Genealogy Room, Winston County Library
   - Mrs. Fred Ivy Collection
   - Reed Kennedy Collection
   - Louis Taunton Collection
   - Bobbie Hollis Livingston Collection

V. Collection Policy

Collection policies are statements of principle and commitments to good library practice. These policies guide the way the library acquires and uses the collection for public benefit.

1. MMRLS aims to build unique historical records about local people and places, themes and environments through the collection, related archives and associated projects.
2. Materials may be acquired as donations, bequests, purchases, transfers or commissions. Selection of materials will be the responsibility of the local branch librarian, genealogy clerk, System Acquisitions Coordinator and System Executive Director.
3. The collection will only acquire materials that can be properly stored, documented and managed.
4. Materials on microfilm will be selected for those branch libraries which have microfilm equipment by the local branch librarian, genealogy clerk, System Acquisitions Coordinator and System Executive Director. MMRLS provides community access to the collection of microfilm and microfiche.
5. MMRLS only acquires materials that help to interpret themes, places and people in the history of its counties and surrounding counties.
6. Where possible the library will interview the owner's memories of the materials in their original context. Documenting the owner's memories, the context and location of the object enhances its significance and interpretive potential.
7. No objects or collections will be acquired or accepted with conditions or restrictions on the way they might be used or displayed in the future; however, suggestions are welcome.
8. MMRLS accepts donations which are not copyrighted with the understanding that the owner of said donations has no objection to their material being copied.
9. Appraisal, collecting, management and interpretation of materials will be in accordance with MMRLS policy.

VI. Genealogy Weeding Policy and Procedures
Weeding is the process of removing an object from the collection for clearly stated reasons, and disposing of it in accordance with MMRLS' Material Disposal Policy and Procedures. Caution and transparency are essential in the weeding process.

1. To weed an object from the Genealogy Collection, assess the item against MMRLS' mission, the collection policy, and the assessment criteria.
2. The criteria for weeding the Genealogy Collection include but are not limited to:
   - Little or no significance to the county's or surrounding counties' history.
   - Poor condition and lack of provenance
   - Duplication
   - Inability to safely store and manage the item
   - Lack of relevance to the collection and policy
   - Lack of relevance to the library's mission and purpose
3. In identifying priority items for weeding, the library will give priority to larger items that take up storage and display space, items in poor condition, items that are hazardous or that create particular problems for management or visitors.
4. Weeding will follow MMRLS' weeding policy.
5. Methods of disposal will following MMRLS' Material Disposal Policy

VII. Security Planning

1. Researchers must sign-in before entering the genealogy room. The sign-in sheet should be completed with the date and researcher's name, address, telephone number and family name for which research is being conducted.
2. Persons disruptive to the research of others may be asked to leave.
3. Small children must be supervised at all times. They will not be allowed to touch machines or computers, nor be allowed to take books from the shelves.
4. Upon staff request, researchers must allow staff to inspect items upon entering and leaving the genealogy room.
5. When finished with materials, researchers should not re-shelve or re-file, but leave the materials on the tables or book carts.
6. Library staff will assist researchers as time allows. The Attala County Library is the only MMRLS library with a designated Genealogy Clerk.
7. No bags, backpacks, purses, briefcases or outer coats are allowed in the genealogy room.
8. **No scanners, cameras or personal copiers are allowed in the genealogy room.**
9. Personal laptops are allowed, but laptop cases are not.
10. Researches may use the library's copier to make copies of material.
11. Organizations or others may not leave computers, laptops, etc., at the library for members to use for research.
12. Researchers may not use staff computers in the genealogy rooms for research, but may use designated public access computers in genealogy rooms where available.
13. No corrections can be made on worksheets or other materials housed in the genealogy room or section. Corrections or additions may be added on a separate sheet, along with the name and address of the donor.

14. Microfilm and microfiche must be loaded on the reader/printer located in the genealogy room by a library staff member.
15. Only one folder per customer may be pulled at a time to prevent contents of folders getting placed into another folder.
16. No genealogy materials, except for those being copied on library copiers, may be removed from the genealogy room without special permission from the branch librarian or genealogy clerk.
17. MMRLS has posted notices concerning copyright laws. The researcher accepts full responsibility for the duplicated materials and agrees to indemnify MMRLS from any damages as a result of said duplicated materials being made available to any person, organization or business without appropriate authorization of MMRLS and/or copyright holder(s).
18. Additionally, the duplication and/or use of some items may be restricted by gift agreements with donors.
19. It is unlawful for any person to willfully mutilate library materials.

VIII. Charges, Fees and Payment

Legal residents of Mississippi; not-for-profit organizations chartered in Mississippi; state, county, and municipal agencies in Mississippi; and federal agencies; and out-of-state individuals performing on-site research will not be charged use fees; unless the intended use is a product that will be distributed for a price. The above will be charged copy and printer fees.

For-profit entities and all individuals living outside the State of Mississippi requesting research may contact the Attala County Library Genealogy Clerk and will be charged an *hourly fee for research, plus the cost of copies and postage. Payment is required in advance with the hourly fee being charged whether or not information is found. This is due to the fact that time is required whether or not the information exists. The Attala County Library Genealogy Clerk only does this type of research on her personal time. Library staff at other MMRLS branch libraries may also refer out-of-state requests to locally known genealogists.

Research, copy and printer fees:

*Out-of-state research fee	Hourly rate to be determined by the Attala County Genealogy Clerk or to be determined by other locally known genealogists. (Neither MMRLS nor any of its branch libraries profit from this research fee.)	
Photocopy, per page	$.20	8 ½ x 11 – Black ink
	$.25	8 ½ x 14 – Black ink
	$.30	11 x 17 – Black ink
	$1.00	Color ink
Computer print-out per page	$.20	8 ½ x 11 – Black ink
	$1.00	8 ½ x 11 – Color Ink
Microfilm print, per page	$.25	8 ½ x 11
	$.30	11 x 17