

ORANGE PUBLIC LIBRARY
LOCAL HISTORY COLLECTION DEVELOPMENT

*Adopted by Orange Public Library Board of Trustees on October 15, 2001
Revised: 11/20/2006; 12/12/2012; 6/30/2015*

Statement of Purpose:

The Local History Collection was established in 1988 under a Library Services and Construction Act Grant. The purpose of the collection is to appraise, collect, organize, describe, preserve and make available to the general public a variety of materials which document the history of the City of Orange and surrounding environs. It is the responsibility of the Library to make historical materials available to patrons of the collection and to hold these in trust for future generations.

Clientele Served:

The general public includes, but is not restricted to, students, researchers, history “buffs,” genealogists, historians, authors, artists, County and City personnel, journalists, and business persons.

Types of Programs Supported by the Collection:

General Information/Reference
Research
Library Exhibits
Publications
Outreach (Community organizations, schools, etc.)

Scope of the Collection:

- **Geographic Area:** The major emphasis of the local history collection is the City of Orange and surrounding areas within the Orange Unified School District. Material covering larger geographic areas are added only if they include important information on Orange City history or provide significant insight into the development and growth of Southern California communities.
- **Chronological Period:** No limitations. Spans the period from the native inhabitants to the present. Contemporary materials are considered of equal significance as earlier materials.
- **Languages:** Primarily English, with some Spanish language material, particularly those relating directly to the Spanish/Mexican settlement period.
- **Material Forms:** Books (Monographs)
Periodicals

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Serials
Maps
Government Publications
Manuscripts
Photographs
Newspapers
Architectural Records
Printed Ephemera
Video and Audio Tapes
Microfilm
DVDs
CDs
Digital files and images

- Artifacts (3 dimensional objects) and works of art will be collected on a very limited basis (See “Form Collections Policies” later in this policy for specific criteria.)
- Subject Areas: Materials covering the social, economic, and political history and development of the City of Orange will be collected. Major subject areas include but are not limited to:
 - Agriculture
 - Architecture
 - Business
 - Citrus Industry
 - Community Service/Philanthropic Organizations
 - Culture/Arts
 - Description and Travel
 - Education
 - Ethnic Groups
 - Government
 - Historic Preservation
 - Mayors of Orange
 - Medical History
 - Native Americans
 - Natural History
 - Politics
 - Railroads
 - Religion
 - Science and Technology
 - Spanish/Mexican Missions and Ranchos
 - Water Rights/Water Resource Development
- Biographies dealing with important Orange City and County citizens and those individuals who have had a significant influence on the development of the area (i.e.,

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Henry E. Huntington, whose expansion of the Pacific Electric Railway Company contributed to the “boom” in Southern California after WWI).

- Family histories and genealogies of City of Orange citizens who have significantly contributed to the Community’s development and history (ex: Ainsworth, Armor, Blasdale, Chapman, Ehland, Grote, Glassell, Hart, Hewes, Pixley, Royer, etc.).
- Works by Orange City writers including literary works.
- Fiction by Orange County authors with City of Orange settings.
- City and County histories.
- Regional and state histories based on the Zamorano Eighty, a bibliography of significant California histories.
- City and County directories; telephone directories.
- Reference collection items consisting of archival management handbooks and guidelines, preservation and disaster planning information, local history research guides, basic genealogy guides, inventories and guides to collections in other repositories, dictionaries and style manuals.

FORM COLLECTION POLICIES

Books (Monographs): Books are collected within the subject areas and other criteria stated above.

Periodicals: Subscriptions are maintained for periodicals that publish articles dealing directly with aspects of the history, development and contemporary life in the City of Orange as detailed under the subject areas listed above.

Subscriptions are also maintained for more general periodicals that, on a regular basis, publish articles relating to the City of Orange.

Also collected are trade, business and professional publications; City employee publications; and in-house publications of local organizations and institutions.

Excluded: Periodicals published in Orange County that do not deal directly with the County.

Microfilm, microfiche, or materials in digital format will be purchased whenever possible for public use.

Manuscripts: All non-published print materials dealing with the subjects defined under Subject Areas for the City of Orange shall be considered manuscript materials. This

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includes: Business, private and personal correspondence; financial records; diaries; literary manuscripts; family papers; and historical documents.

Photographs: Persons; geographic areas; landscapes; buildings; economic, vocational and avocational activities within the City of Orange, including annexed towns and areas (i.e., El Modena, Olive, McPherson, etc.) will be the primary focus. Images depicting significant Orange County people, places and events that influenced the development of the City of Orange will also be collected.

Preferred: Professional quality, artistic presentation, display-type photos. Black and white processes rather than color for contemporary views.

Format: All forms and processes of photographic images regardless of size, including daguerreotype, calotype, platinotype, cyanotype, ambrotype, tintype, collotype, albumen prints, cartes de visite, cabinet cards, stereograph views, panoramas, slides, glass negatives, and digital images.

Maps: Maps of Orange City and County, as well as pre-1889 Los Angeles County (before Orange County incorporated).

Format: All forms of maps regardless of size, including street, topographic, plat, insurance, "birds-eye-views", zoning, geological, recreational, political, economic, aerial photomaps and historic landmark maps.

Serials: Old editions of commercially or privately published Orange City and County reference sources, including directories and statistical sources, as well as selected California sources are transferred to the local history collection when superceded by new editions.

Serials dealing specifically with Orange City or County history are added directly to the local history collection (i.e., Proceedings of the Conference of Orange County History and Orange Countiana).

High school annuals ("yearbooks") are also added directly to the collection.

Government Publications: Old editions of all Orange City publications are transferred to the local history collection when superceded by new editions. This includes directories, budgets, newsletters, reports, etc.

Old editions of selected State of California publications are transferred to the local history collection when superceded by new editions. Includes: Annual Report of the Metropolitan Water District of Southern California and the annual report of the Orange County Grand Jury.

Newspapers: Copies of newspapers currently published in the City of Orange are collected and retained until microfilmed for public use. Selective copies of newspapers are retained in the boxed storage collection (i.e. Orange Post, Orange Tribune, Orange Daily News, Orange Union High School Reflector 1921-1991, etc.

Microfilm of historic Orange city newspapers not owned by the Library will be purchased whenever such microfilm becomes available (i.e. Orange Post, Orange Star, etc.).

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Subscriptions are maintained for newspapers that deal directly with the development of, and contemporary life in, Orange County, including the Orange County Register. Database subscription to the Orange County Register is maintained.

Architectural Records: Floor plans, elevations and other architectural records for City buildings, historic properties, and pre-1945 buildings in the City of Orange. Includes: City of Orange Historic Survey and Inventory. Other architectural records will be considered on a case-by-case basis.

Printed Ephemera: As defined by the Ephemera Society, ephemera are “printed or hand-written items produced specifically for short-term use and, generally, for disposal.” This includes posters, business cards, programs, organizational reports, brochures, pamphlets, handbills, funeral announcements, etc. Ephemera generated by Orange civic organizations, schools, government, political campaigns, etc., are collected.

Audio-Visual Materials: Videotapes, audiotapes, DVDs, CDs, and other audio-visual formats of programs dealing with the history of the City of Orange may be included on a case-by-case basis. This includes oral history interviews, Orange Community Historical Society programs, significant events in the City of Orange, Centennial programs, “home movies” of historical value transferred to videotape, etc. Professionally produced materials are preferred.

Artifacts and Works of Art: Artifacts (3 dimensional objects) and works of art (painting, sculpture, etc.) are accepted at the discretion of the Local History Librarian. The following criteria will be used:

- Relevance to the collection: Does the object relate to and/or aid in the further interpretation of material already in the collection?
- Suitability: Is the item suitable for library exhibits or does it more properly belong in a museum facility which can better store and exhibit materials such as clothing, rock collections, machinery, farm implements, etc.? (Size is an important consideration.)
- Uniqueness: Does the item provide the only documentation of an Orange City person, place or event (i.e., signs from local orchards; paintings of people, places or events which were not photographed, etc.)?
- Costs: Will a disproportionate amount of funding need to be devoted to the storage and preservation of the item?

ACQUISITION & SELECTION

Local history materials will be acquired in two ways: By donation from the public or private sectors; and by purchase from authors, dealers and vendors.

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Selection of materials will involve the following criteria in analyzing the usefulness of an item in documenting local history:

1. Intrinsic value: To have intrinsic value, the material must have contextual and physical value to researchers and the Library. For example, documents may be preserved in their original form as evidence of technological development (glass negatives, early stone-lithographed citrus labels, etc.). Value in both form and content may of course overlap. Or, they may simply be retained due to unique and valuable content, i.e., letters of a pioneer Orange family.
2. Relevance to the history of the Orange area: Does the item illuminate the lives, hopes, dreams, successes and failures of Orange area residents and visitors? Is a physical record of the City's commercial and business growth presented? Are the City's social life and customs documented in some way? These are among the key criteria in determining relevance to the collection.

COLLECTION MANAGEMENT:

A variety of general and specific policies will govern the ways in which the collections are managed:

- All materials collected will be Library property and will be handled in accordance with correct archival principles and procedures.
- Permanent loans will not be accepted by the Library.