

PRIAULX LIBRARY – ACQUISITION POLICY

INTRODUCTION

The Acquisition Policy aims to provide a policy framework for the collection-building activities of the Priaulx Library. It sets out criteria for the selection of material by the Library in support of its role as Guernsey's local studies centre.

LOCAL STUDIES

Books

- Works documenting social, cultural, economic and political life in the Bailiwick of Guernsey past and present, including pamphlets, theses and States of Guernsey publications.
- Works reflecting key aspects of Jersey's history and culture.
- Works on Brittany and Normandy that support understanding of the Channel Islands' geographic and historic relationship with France, with particular emphasis on common aspects of the regions' legal and cultural development.
- Works on Britain and the wider world that include substantial and significant content on Guernsey or notable Guernsey residents.
- A collection of fiction by local authors, reflecting the literary output and influence of Bailiwick residents.
- Literary criticism, where this includes substantial and significant treatment of the Bailiwick of Guernsey as an influence on, or subject of, a work of literature.
- A special collection of material on the development of the Norman language.
- Published research on Channel Islands genealogy.
- A supporting collection of reference works relating to family history research, including accessing and interpreting historical records and archival sources.

Periodicals

- Parish and church magazines for Guernsey and the Bailiwick.
- Magazines, newsletters and bulletins issued by charity, community and business organisations in the Bailiwick of Guernsey.

- Schedules and programmes for public events in the Bailiwick of Guernsey.
- Tourist brochures for the Channel Islands, with particular emphasis on Guernsey and the Bailiwick.
- Commercially produced magazines documenting aspects of Guernsey life, including politics, society and commerce.
- Locally-published newspapers, including ongoing acquisition of Guernsey Press.
- British Army and Navy lists, where these address gaps in the Library's existing holdings.
- Channel Islands directories and almanacs.

Cuttings

The Library maintains thematic files of Guernsey Press cuttings. Cuttings are selected, copied and arranged by subject by Library staff. In addition, the Library may occasionally acquire:

- Albums of cuttings on a specific local subject which is not adequately covered by the Library's existing files.
- Albums of cuttings on a specific local subject which pre-date the cuttings collected in the Library's file series.
- Albums of cuttings that form part of a personal or organisational archive and which reflect the thoughts or activities of that significant local person or body.

Maps

- Maps and charts of the Channel Islands and the Bay of St Malo.
- Plans of estates and other sites within the Bailiwick of Guernsey.
- Architectural plans of buildings within the Bailiwick of Guernsey.

Prints and photographs

- Images documenting the topography and architecture of the islands.
- Images documenting public events.

- Images documenting key aspects of island life (e.g. industry, leisure, costume).
- Images providing commentary on local news stories (e.g. satirical cartoons).
- Portraits of notable Guernsey residents.
- Portraits of unnamed individuals and groups where these offer insight into historic aspects of island life (e.g. industry, leisure, costume).

In deciding whether an image should be acquired, the historical information conveyed by an image is considered of greater importance than its artistic merit.

Donations of family photographs may be accepted where the subjects can be named and clearly identified, and where the image will serve to complement existing genealogical files and family papers held at the Library.

Manuscript and other unpublished records

The Priaux Library accepts non-current archives of local businesses, organisations and individuals relating to the Bailiwick of Guernsey. These may include:

- Administrative records emanating from businesses in the Bailiwick of Guernsey
- Records of local societies
- Manorial records
- Personal papers, including diaries and memoirs, only where these add significantly to our understanding of Guernsey and the Bailiwick.

The Priaux Library holds original registers of Town Church, St Peter Port.

The Library does not collect archival material emanating from the States of Guernsey.

Prior to acquisition, the Library will consider whether the archive material complies more closely with the acquisitions criteria of another local authority or specialist repository.

The Library accepts donations of unpublished research notes on Guernsey-based family history, to be made available to other researchers visiting the Library. Research notes on other local subjects may be acquired by donation, where this material adds significantly to content already held by the Library.

Artefacts

The Priaulx Library may occasionally acquire three-dimensional objects:

- Where they have strong associations with the Library's institutional heritage.
- To complement the Priaulx's core collections for exhibition purposes.
- Where an object is acquired as an integral part of a larger archive.

Audiovisual material

The Library may occasionally acquire audiovisual materials on physical carriers, including DVD and CD, as a complement to its core printed, archival and digital-born collections.

The Library will not acquire or retain audiovisual material in obsolete formats, unless it can secure the rights and means to transfer the content onto a current format that can be accessed by library users.

Surrogates

The Library maintains a collection of newspaper and civil, parish and cemetery records on microfilm, both to minimise handling of vulnerable collections and provide copies of relevant records held by other institutions.

The Priaulx Library is undertaking a programme of digitisation to create digital surrogates of items in its collection. It is intended that on-site digital access will, in the future, replace the Library's current microfilm provision.

Where existing surrogate copies require replacement, or new surrogates are being acquired, digital format will be preferred to microform.

GENERAL COLLECTIONS

- Army and naval histories that provide contextual information for the history of Guernsey men and women's service in the British Army (principally the Royal Guernsey Militia and Royal Guernsey Light Infantry), Royal Navy and Royal Air Force.
- Books with substantial content relating to military units with a Guernsey affiliation (for example, Squadron 201 and H.M.S. Daring).
- Non-fiction works in the areas of arts, social sciences, natural sciences and technology as required to provide context to the Library's Local Studies

collections, archives and special collections, with particular emphasis on subjects for which no reliable online reference source is readily identifiable or accessible.

- General reference works and professional literature as required by Library staff to support collection work, service management and other areas of organisational administration.

Policy revised 1 October 2019.

The Acquisition Policy will be reviewed in October 2020.