Collections and Acquisition Policy

March 2009

Revised November, 2019
I. BRIEF HISTORY

The Daughters of the Republic of Texas Library was established in 1945 with the gift of the Texana library and manuscript collection of Dr. William E. Howard. Succeeding decades have seen the library develop into an important resource for historical research in Texas, as generous donors continue to add to Dr. Howard’s legacy.

The library collection is built entirely through donations of material and of funds for the purchase of material. Contributions from individuals and organizations are always sought and welcomed.

II. STATEMENT OF PURPOSE

The mission of the DRT Library is founded in the Constitution of the Daughters of the Republic of Texas which includes in its statement of objectives

To encourage historical research into the earliest records of Texas, especially those relating to the Revolution of 1835 and the events which followed.

The library fulfills this mission by acquiring, maintaining, preserving, and providing public access to its collections of Texas historical materials.

The emphasis of the DRT Library Collection is the Republic of Texas Period. However, realizing that the nature of history is constantly evolving, the collection will be flexible in its focus on historical time period if the material is deemed relevant to Texas History.

III. PATRONS SERVED BY THE COLLECTION

The policy of the DRT Library is to make its collections available to all researchers on equal terms, subject to the requirements of necessary and appropriate care and handling of the materials. Researchers include library staff, members of the Alamo staff, professional and lay historians, independent researchers, students, and genealogists. All researchers are required to provide proper identification and complete current reader registration forms prior to having access to the collections.

IV. PRIORITIES AND LIMITATIONS OF THE COLLECTION

The library collects material related to the history and development of Texas, including politics and government, social life and culture, folklore, and military activities.

*See Statement of Purpose.
Current acquisitions encompass the following areas:

A. GEOGRAPHIC AREAS COLLECTED

Texas, and adjacent states, Mexico, and other countries as they relate directly to the history, development, and culture of Texas.

B. HISTORICAL PERIODS COLLECTED

Primary focus: The Republic of Texas, 1836-1846

Texas:
Prehistory
Colonial periods
Early statehood
Confederacy
Post-Civil War Texas to the present, to include current events relevant to the cultural, economic and political development of Texas

C. FORMS OF MATERIAL COLLECTED

Include but are not limited to:

1. MAPS

World and North American maps which reveal changes in geographic knowledge and political relationships through 1865
Maps of Texas reflecting the growth and development of the Republic and State to present

2. NEWSPAPERS

Individual issues of newspapers from major cities outside Texas that provide contemporary information about Texas to 1900.
Texas newspapers to include current events that reflect Texas history.
Special historical issues of later dates

3. VERTICAL FILES

Texas subjects to the present, including biographical and Texas county files

4. MANUSCRIPT COLLECTIONS AND ARCHIVES

Manuscript collections and documents related to Texas, dating largely prior to 1900
The papers of historians, genealogists, and other researchers which contain significant information on the history of Texas
Organization and business archives as they contain significant material relative to the history and development of Texas
Literary manuscripts as they relate to the subjects collected and which provide information beyond the published versions or are unpublished.

5. PHOTOGRAPHS

Individual photographs and collections of photographs of Texas scenes, events, subjects, architecture, organizations, and people, generally to 1950, with emphasis on 19th century and early 20th century images.

Photographs that document the appearance of the Alamo buildings to the present.

6. GRAPHIC ARTS

Selective collecting of fine arts, fine art prints, and historical prints that document or reflect the history and appearance of Texas, primarily 19th century and early 20th century, with emphasis on paper-based material and on original art associated with existing collections.

Selective collecting of posters and commercial art prints documenting and related to the history of Texas and events, with emphasis on limited editions and relevance of subjects.

7. PERIODICALS

National, state, and regional historical journals in current subscriptions.
Regional genealogical periodicals with significant information related to the historical periods collected.
General interest periodicals with frequent articles related to Texas history
Individual copies of periodicals with relevant information, dependant upon their availability in other libraries.

8. EPHEMERA

Ephemera related to Texas subjects
Ephemera that complements material in existing library collections

9. ARTIFACTS

Selective collecting generally limited to artifacts within collections and to pieces of limited size related to Texas subjects
10. POSTCARDS

Postcards depicting subject matter and historical periods included in general guidelines
Texas postcards dating up to 1950

11. GENEALOGICAL CHARTS

Texas families associated with existing collections or with general historical relevance

12. STAMPS

Stamps commemorating Texas and Texas events, with emphasis on first day of issue covers.

13. NUMISMATICS

Coins and paper money unique to Texas dating from the historical periods described
Commemorative coins and medals related to subjects of the general collection

14. MUSIC

Sheet music and manuscript scores related to Texas subjects or composed by Texans, with emphasis on the Republic period, 19th century, and early 20th century.

15. MONOGRAPHS

Monographs containing subject matter from the historical periods collected
Selective works that place modern events in the context of historical periods
Family histories and genealogies containing significant material from historical periods

16. ARCHITECTURAL DRAWINGS

Architectural plans of 19th and early 20th century structures in Texas with associated textual records

17. DIGITAL FORMATS AND MICROFORMS

Digital forms and microforms of any of the above material.
D. TYPES OF MATERIAL COLLECTED

Published material emphasizing scholarly historical research, particularly that which provides new or expanded information on people, places, and events associated with the historical periods collected

Local histories of counties or communities

Selective fiction, poetry, essays, and humor incorporating historical areas or subjects.

Selective juvenile material that meets the academic needs of students

Published and unpublished material useful in genealogical research, such as compilations of vital records and family histories relevant to Texas

Unpublished material including individual documents, family papers, and organization and business records that provide significant information on the activities of people in Texas.

E. LANGUAGES COLLECTED

Primarily English, with material also in Spanish and German, and with additional material in languages other than English within the context of collections

D. DUPLICATION

The DRT Library attempts to minimize duplication of the collections of other libraries and repositories in San Antonio and the surrounding region and may refer potential donors to other repositories that might provide more appropriate sites for the material. Any archival material offered to the DRT Collection must be brought before the Library Committee for consideration.

E. EXCLUSIONS

The DRT Library generally does not accept partial manuscript collections if major portions of the collection are in another repository.

The library does not accept collections of materials that are closed to public access in perpetuity.

V. STATEMENT OF ACQUISITIONS POLICY
The DRT Library acquires materials through donations and through purchases made with donated funds and with income from endowments received as donations. Donations of materials and funds are essential to maintaining and developing the collections and are consistently sought. Grant funding may be sought for special projects that contribute substantially to the acquisition, processing, preservation, and public access of the collections. These vital donations and grant funding/writing are essential parts of collection development and are the primary responsibility of the Archival Librarian. The Librarian on a regular basis should communicate progress in these areas to the Library Committee.

VI. STATEMENT OF DE-ACCESSIONING POLICY

Duplicates and materials outside the collecting areas of the DRT Library may be de-accessioned, subject to the terms of acquisition, and offered to other more appropriate institutions or the donor or donor's family. The DRT Library maintains the right to sell de-accessioned material. Proceeds of such sales must be placed in the acquisitions fund (IRS Code) and used to purchase new library collection material. The Archive Librarian is responsible for reporting De-Accessioning to the Library Committee.

VII. PROCEDURES AND FORMS

A. Deed of Gift

The DRT Library accepts materials solely by legal transfer of title, deed of gift or deposit, or other official acknowledgement. See attached Deed of Gift Form.

B. Loans and Deposits

Materials loaned to or deposited with the DRT Library are accepted only in extraordinary circumstances and usually with the understanding that the materials are intended to be donated at a later date. If materials are deposited or loaned, the DRT Library reserves the right to include in any deposit agreement provisions for recovering processing and storage costs for materials that are later returned to the depositor.

The DRT Library as a research facility does not lend material in its collection to individuals, other organizations, or sites except in extraordinary circumstances with the approval of the DRT Library Committee and Board of Management. The Archival Librarian is responsible for insuring that the Loan Policy forms approved on Sept, 2019 by the DRT Board of Management are completed in detail and submitted for approval to the Library Committee and the DRT Board of Management. See Attached Loan Policy.