

Genealogy Collection

The Roy and Helen Hall Memorial Library will house the Helen Gibbard Hall Genealogy and Local History collection and the collection will not be duplicated at the other library location.

Scope of the Collection

The collection should encompass print and non-print materials including but not limited to indexes, abstracts, facsimiles and original documents with a heavy concentration from Texas and the following additional states. These states, or the territories which eventually formed these states, are shown to be on the migration trails to Texas. (migration trail maps attached) Alabama, Georgia, Illinois, Indiana, Kentucky, Louisiana, Maryland, Mississippi, Missouri, North Carolina, Ohio, Pennsylvania, South Carolina, Tennessee, Virginia, West Virginia, New Mexico.

Collin, Fannin, and Grayson Counties, TX are considered “local history” locations. Whenever possible, additional copies of materials on these areas will be purchased and made available for circulation to patrons.

Organization of the Collection

The collection is organized by the Dewey Decimal Classification system with some personal “judgment calls” for ease of patron research.

- Materials on cemeteries located in only one state are classified in that state. Materials on cemeteries located in regions or territories which cross more than one state are classified as 929.5.
- Town histories are classified in the state in which they are located.
- Materials on Texas towns located in Collin County are shelved together in an area separate from the remaining collection.
- Materials on McKinney are shelved together in an area separate from the remaining collection.
- Periodicals which are not specific to a particular state are shelved together, alphabetical by title, separate from the other print resources.
- Periodicals which apply to a particular state are shelved immediately following the other print resources for that state.
- A file cabinet is to be maintained with vertical files to include, but not limited to, files for each town in Collin County, donated pedigree charts of families showing a connection to Collin County, various genealogy society newsletters, and basic genealogy forms.
- Up-to-date instructional manuals should be maintained as part of a circulating genealogy collection. This collection may also include duplicate copies of other resources and audiovisual materials.

Foreign Language/ESL Materials.

Materials in languages other than English will be housed at RHHML. Materials to teach English as a Second Language shall be collected at each location. The size and variety of the collection will depend on the demographics of each location.

This policy will be reviewed once every year and revised every three years by the Director and selected staff members.
Last Revision: December 2008