

SUBJECT: Local History
Archive Collection

LOCAL HISTORY 300.01

PURPOSE: Corpus Christi Public Libraries will collect, preserve and make available material that documents the history of Corpus Christi, Nueces County and immediate surrounding communities, not collected by other institutions.

POLICY: Material in the archives, some dating back to the late 1800s, was primarily acquired in the early 1900s through donations from area families. The collections consist of photographs, manuscripts, ledgers, diaries, business and personal correspondence, scrapbooks and minutes. Although the library does not actively seek to acquire collections it will accept donations if the material meets the following criteria. Material adds to our knowledge of the history and development of the area because of:

- a) The collector or owner of the material
- b) The subject
- c) The date
- d) Images over fifty years old will be accepted whether or not identified if it can reasonably be assumed that the subject pertains to Nueces County.
- e) Images less than fifty years old will be added based on the uniqueness and significance of the person, thing, place or event in the photograph, quality of the image and/or the significance of the photographer.

A Deed of Gift Form, which describes the material being donated, must be signed by the donor. The agreement serves to transfer any rights to the Library. Donors must understand that the material becomes the permanent property of the Library. Staff members are not authorized to appraise or otherwise place a monetary value on donations. Donors wishing to take income tax deductions must obtain an independent appraisal.

Collections consisting of artifacts, realia or other 3-dimensional objects, best suited to a museum, will not be accepted unless they are a small part of the overall collection. Also not accepted is material which is in poor physical condition, for example badly torn, moldy or water damaged material that is beyond repair. Donated material will be isolated until the collection is inspected for possible contaminants.

Preservation methods include but are not limited to scanning and digitizing material. The library does not have a trained archivist on staff; however, staff seeks expert advice on preservation methods and archival standards. Collections will be inventoried and housed in archival approved enclosures. Information on the collections is accessible through the library's online digital archives and the special collections inventory database.

The archive collections are non-circulating and can only be accessed by library staff. Material from the collections is available for private study, scholarship or research. Permission, from the library, is required when using material for publication. Archive material cannot be removed from the area designated by staff. Material must be handled with care and making markings of any kind is prohibited. Library staff may refuse to allow photocopying or handling of rare or fragile materials.

Reproductions from the Archive collection must be credited with the standard credit line: Courtesy of Corpus Christi Public Libraries. In authorizing the reproduction of works within its collection the Corpus Christi Public Libraries does not surrender its own right to publish or grant permission to others to do so.

Corpus Christi Public Libraries does not claim to control the copyright for material in its archives. The Library is not responsible for the improper or illegal use of any copies of materials from its archive collections. It is the responsibility of the user to comply with the copyright law of the United States (Title 17, U.S. Code).

The archive collections are organized in the following categories:

General Photograph Collection:

The General Photograph Collection contains over 7,000 photographs, covering the development of Corpus Christi beginning in the late nineteenth century and continuing well into the twentieth century. With over twenty subject categories the photographs range from street scenes to the destruction left behind by hurricanes such as the 1919 hurricane and Celia which hit Corpus Christi in 1970.

Doc McGregor Collection

In 1929 Dr. John Frederick "Doc" McGregor (1893-1986) arrived in Corpus Christi with his family. Although a practicing chiropractor the need to supplement his income during the depression and his love of photography led him to open a small photography business in his home at 1015 N. Chaparral. As a photographer for the Caller and Times newspapers he documented the daily news and events of the city. The collection consists of more than 3,000 photographs documenting the history of Corpus Christi during the 1930s and 1940s. An agreement form must be signed when using photographs from this collection and the following credit line must be used: Photo by Doc McGregor, Corpus Christi Public Libraries.

Louis de Planque Collection

It is believed that photographer Louis De Planque, a native of Prussia, came to Mexico with Maximilian's army and eventually set up studios in Matamoros and Brownsville. He arrived in Corpus Christi in 1868 where he established his home and studio. Louis De Planque traveled throughout the South Texas region photographing people, places and events.

Individual and Family Collections

There are over eighty Individual and Family collections. Documents in these collections include, but are not limited to maps, photographs, correspondence, newspaper clippings, brief biographies, minutes, invitations, journals, diaries, scrapbooks, notes, postcards, church papers and family group sheets. .

These documents have proven an invaluable source for researching early Corpus Christi residents.

Postcard Collection

This collection consists of over 300 postcards documenting the history of Corpus Christi and Nueces County.

City and County Records

The Cities and Counties Collection contains over 3,000 records in 51 collections. Historical records for City departments, such as the Police and Fire department, events such as the 1919 Hurricane and organizations which have impacted the economy of the area such, as the Port of Corpus Christi, are collections found under this category. Documents include but are not limited to correspondence, business letters, programs, legal records, newspaper clippings, minutes, and photographs.

Clubs and Organizations

There are forty-nine collections in this category. The collections contain photographs, newsletters, clippings, programs, scrapbooks, minutes and correspondence related to Corpus Christi clubs and organizations.

DIGITAL ARCHIVES

The following criteria is used to identify the priority level of an item:

- a) Does the item have historical value pertaining to Corpus Christi, Nueces County or the South Texas Region?
- b) What is the condition of the item, if it is fragile is access to it at risk of being lost unless it is digitized?
- c) High use items should be digitized to provide greater access to researchers and minimize damage due to wear and tear.
- d) Priority will be given to items dated prior to 1950 and to rare and unique items.
- e) All photographs of scenes pertaining to the area will be digitized. Photographs of individuals, whether clearly identified or not, will be digitized.
- f) Rare books pertaining to local history and which are in the public domain will be digitized, whether they are made available online will be determined based on copyright. An example of book which will be digitized is "Education in Corpus Christi, Texas 1846-1900" by Gladys Gibbon, 1941.
- g) Only one copy of duplicate digital images will be inputted into the Digital Archives database; however, the record will indicate how many copies of the image exist in the collection.
- h) Sensitive material or material where copyright is in question may be digitized, for preservation purposes, but not placed online. An inventory record will be available through the Special Collections database.
- i) After selection process is complete item will be scanned at a 300-dpi resolution and saved as a JPEG/TIFF file. A Collection folder will be created and a copy of the file will be saved on an external hard drive and some images are also transferred to DVD/CDs. The digital image will be then be uploaded into ContentDM.

Deed of Gift
Corpus Christi Public Libraries Archives
805 Comanche
Corpus Christi, Texas 78401
Transfer of ownership

I hereby donate the historical materials described below to the Corpus Christi Public Libraries for Local History Archives. I am the owner of these materials and now give and assign to the library, without restriction, the legal title, property rights, and all rights of copyright which I have in them, including the rights to reproduce, publish, and display the materials.

Provenance: History of ownership. Please write below who assembled, and how you came to be in possession of, this donation.

Disposition: Material in this donation which does not fit the Library's collection policy will be disposed of. Please indicate your preference below:

I wish to be notified of any materials that are not kept, and will retrieve these materials within three months of notification. Date donor is contacted _____.

I do not need to be notified before materials are disposed of.

Donor's name (please print) _____ Date _____

Address _____

Telephone Number _____ Email _____

Donation given on behalf of _____

Signature of Donor _____

Signature of Library Representative _____

Library Director

SUBJECT: Local History
Corpus Christi Reference

LOCAL HISTORY 3 0 0 . 0 2

PURPOSE: To acquire and make available material relating to Corpus Christi and Nueces County for research purposes.

POLICY: Corpus Christi Public Libraries will collect, preserve and make available material which documents the history of Corpus Christi, Nueces County and immediate surrounding communities, not collected by other institutions.

- A. The geographical area of concern is Corpus Christi and Nueces County. Material on other counties may be included because of boundary changes, migration and economic patterns and/or proximity.
- B. The Library will identify and acquire published and/or commercially available items which support the purpose of the collection.
- C. Other materials not available for purchase will be acquired through donation or copying with permission.
- D. Donated materials will be evaluated by the library staff to determine its value and appropriateness to the collection.
- E. There is no time limit on publication date of material; however, a greater selectivity is exercised on items published within the past fifty years because of the volume of material and the duplication of information.
- F. Subject content rather than standard selection criteria governs selection for this collection.
- G. Types of material added on a routine basis are:
 - 1) Published manuscripts. Includes most books published on local topics, general histories, biographies, histories of businesses, churches, schools, organizations.
 - 2) School yearbooks. Includes all school districts in Nueces County.
 - 3) Corpus Christi telephone and city directories.
 - 4) Corpus Christi Caller-Times. The primary newspaper in the county dating back to 1883, is maintained on microfilm. Newspaper clippings on subjects specific to Corpus Christi and Nueces County is maintained in a vertical file collection. A database of abstracts pertaining to births, deaths, marriage reports, divorces and early black history from 1883 to 1903 is accessible through an online database. The obituary index, which is also maintained online, currently dates back to the 1940s.
 - 5) Other newspapers may be added depending on:
 - i) Content. Must contain unique coverage of regional subjects. Unique coverage is defined as:
 - a) More extensive coverage of a limited subject or neighborhood (e.g. *Flour Bluff Sun*)
 - b) Coverage from a different point of view (e.g. *Corpus Christi Sun*)

- ii) Date. Coverage of regional subjects over a time period where *Caller-Times* or other local publications are lacking
 - iii) Other factors. The individual significance of the publisher, editor or purpose of publication will affect the decision to obtain or preserve a newspaper.
- 6) Maps
- a) Maps showing Nueces County in all or in part are acquired.
 - b) Street maps of Corpus Christi, showing land ownership, landmarks, and settlements which no longer exist and/or places which have changed names are important research tools.
- 7) Periodicals, advertising and other ephemera
Items will be examined and evaluated for historical significance and uniqueness of contents.
- 8) No fiction will be added unless the historical significance of the publication, content or author is such that inclusion will enhance the research integrity of the collection.

SUBJECT: Local History
Texas Reference

LOCAL HISTORY 300.03

PURPOSE: To acquire and make available research materials relating to Texas history, specifically South Texas.

POLICY: The collection will focus on the history and development of Texas with an emphasis on South Texas.

- A. The Texas Reference Collection primarily contains published manuscripts relating to the social and natural history of Texas.
- B. Published material on the history of South Texas and major reference works on Texas history in general are collected.
- C. Unpublished material will not be collected unless:
 - 1. Directly related to South Texas
 - 2. Of exceptional historical interest
 - 3. Contains information not available elsewhere
- D. Unpublished material will be retained in some form other than archival original such as photography, binding, microform, digital.
- E. Maps of the state before 1900 will be added. Others will be added only if they document the development of South Texas in a significant way.
- F. Microfilmed copies of nonlocal newspapers may be added on the basis of dates covered, the area of news coverage, and historical significance. Special consideration is given to newspapers which might document activity in the Corpus Christi area during periods not covered by the *Corpus Christi Caller-Times*.
- G. A collection of Texas County records is maintained on microfilm and microfiche.
- H. Free online resources will be evaluated and placed on the library's website. Subscriptions to online resources will be evaluated and obtained if funding permits.

SUBJECT: Local History
Genealogy Reference

LOCAL HISTORY 300.04

PURPOSE: To acquire and make available Genealogy resources and information for research purposes.

POLICY: The collection consists of national and international genealogical resources, with an emphasis on Texas and the South.

- A. Although there are no geographic limits to the general genealogy collection, emphasis is given to those areas of the world of highest interest to regional genealogist or those which are significant because of the ethnic heritage of the community.

Priorities for selection in rank order:

1. Major sources which cover a wide geographic area or subject of general interest to genealogists including indexes, how-to books, inventories, bibliographies, directories.
 2. Material relating to Texas.
 3. Materials on specific geographic areas important to regional researchers.
 4. Materials specific to geographic areas of lesser importance to local researchers.
 5. Published family histories if warranted by regional interest.
- B. The United States Federal Census on microfilm is available for select states, primarily Southern and Eastern, through 1920. The Census collection for Texas is complete through 1930, purchases for Texas will continue as funding permits. A link will be placed on the library's website to the US National Archives 1940s census.
- C. A very limited map collection is maintained. Maps other than atlases will be purchased only if they cover an area deemed important or fill a specific need such as showing areas which have changed boundaries or names, or which locate places of major interest as cemeteries or small communities.
- D. Genealogy periodicals are obtained on subscription basis. In addition, periodicals are obtained by gift subscription or by donation of individual issues. Most current issues are kept on periodical shelves. Noncurrent issues may be retained in bound and cataloged format if the content is of sufficient value; others are kept in boxes or binders if incomplete or of marginal value for a time period determined on a case by case basis.
- E. A significant percentage of the additions to the Genealogy collection are gifts and donations. Although the decision to add a donation is made on the basis of appropriateness and available space, the priorities for purchase will not be applied. Family histories and source records from any area may be added based on potential user interest and condition.
- F. A microfilm and microfiche collection of historical records is maintained for Texas Counties. The collection consists of birth, death, marriage and divorce records, tax rolls, probate minutes, deed and will records, cemetery records, district court criminal minutes, family histories, declaration of intentions, naturalization records, passenger lists and newspapers.

- G. A microfilm and microfiche collection of historical records is maintained for select states. The collection consists of marriage and death records, deeds and will abstracts, state census, periodicals, family histories, Native American records, official records of the Union and Confederate armies, Civil War regimental histories.

- H. Free online resources will be evaluated and placed on the library's genealogy website. Subscription resources, identified as having significant value, will be obtained if funding is available.

SUBJECT: Local History
Hispanic Genealogy Collection

LOCAL HISTORY 300.05

PURPOSE: To acquire and make available resources and information for Hispanic genealogy research.

POLICY:

A. A genealogy collection of resources, in Spanish or English, relating to Spanish and Mexican genealogy will be maintained. Both source material and general reference works will be collected relating to the following:

1. Pre-Republic Texas (before 1836)
2. Mexico, primarily the states of Tamaulipas, Nuevo Leon and Coahuila.
3. Spain, primarily relating to New World immigrants.
4. Genealogies of Hispanic families.

B. A microfilm collection of historical baptismal, birth, death and marriage civil and church records is maintained for Texas and Northern Mexico.

C. A collection of periodicals and newsletters, published by Hispanic genealogy organizations, is maintained.

D. Free online resources will be evaluated and placed on the library's Hispanic genealogy website. Subscription resources, identified as having significant value, will be obtained if funding is available.