

# 2<sup>nd</sup> Air Division Memorial Library Collection Development Policy



## COLLECTION AREAS

Reference

2<sup>nd</sup> World War

The American Perspective

American Culture and Life

## HISTORY

The Memorial Library was founded through the financial support from the members of the 2<sup>nd</sup> Air Division of the USAAF who, beginning in 1945, subscribed to support a Library for the people of Norfolk. The Library serves as a memorial to the 6,700 members of the 2<sup>nd</sup> Air Division who were killed in the War. The collection, founded in 1963, supports the study of the 2<sup>nd</sup> Air Division, World War II, the United States and American life and culture. Virtually all non-archival material in the collection was destroyed in a fire in 1994. The collection has since been reformed to fit the mission outlined below.

In addition to the historical collections on the 2<sup>nd</sup> Air Division and the Second World War, the Library collects in disciplines pertaining to American life and culture, with the exceptions of literature and law. A basic collection size of between 4,000 and 5,000 volumes and the designation of these volumes to titles, which are of interest to the general reader, are the primary collection development factors.

There is a formal comprehensive collection development mission to collect information about the 2<sup>nd</sup> Air Division in the 2<sup>nd</sup> World War. The Library collects strongly in topics related to the 8<sup>th</sup> Air Force, military aviation, and American military history. This military aspect of the collection represents approximately one fourth of the collection total. The Library is not, strictly speaking a military library although it does have a program history of supporting local, national, and international research concerning the activities of the 2<sup>nd</sup> Air Division in the 2<sup>nd</sup> World War.

All published materials are housed in the Memorial Library or the four "Wing Collections" which are housed in Norfolk System Branch Libraries in East Dereham, Sprowston, Long Stratton and Attleborough. Each of these "Wing Collections" contain book stock on the United States and the Second World War which is provided from the Memorial Library and are integrated into the branch collections.

## **GENERAL PURPOSE**

The collection serves the information needs about the United States for a broad spectrum of users from East Anglia, which includes the Norwich and Norfolk community, guest borrowers, and patrons affiliated with the 2<sup>nd</sup> Air Division. It brings together the handbooks, encyclopedias, dictionaries, directories, biographies, general works, periodicals, newspapers, statistical compilations, and aids of various sorts, which are most often needed by both staff and patrons. Since patrons represent a wide variety of demands, and as our mission about the United States is necessarily broad; resources not directly related to the United States are not provided. The subject coverage is primarily of the social sciences and humanities, plus general reference works though, for convenience, the collection includes some basic volumes for subjects otherwise out of this scope. Materials of both an academic and popular nature are collected.

Our various collection priorities are funded from a common budget and are really parts of a whole. The collection has to balance a quick, informational type of use and a circulating collection of culture related materials with the support of scholarly/enthusiast research about the 2<sup>nd</sup> Air Division and military aviation that requires preservation of historically significant material.

## **GENERAL SUBJECT BOUNDARIES**

In addition to general materials the major subject areas covered from an American perspective are:

- history
- biography
- geography (including travel)
- anthropology
- psychology
- religion
- economics (business and economics are housed in the Business Library)
- sociology
- government and public affairs
- fine arts and crafts (e.g., quilting, photography, painting, cookery)
- popular culture (supported by the purchase of selected periodicals)
- education
- recreation

Duplication of American resources, especially within Norwich, is kept to a minimum. The Memorial Library is recognized as a part of the larger library system in providing material about the United States, which would be expected in a British public library. Often the materials, which are collected in the Memorial Library, will be in greater depth than those of other British public libraries of similar size will.

## **LANGUAGE**

English is the primary language of the collection; however, foreign-language publications may be acquired as appropriate.

## **GEOGRAPHIC AREAS**

The collection is restricted to a particular geographical constraint: materials must be about the United States or the role of the United States in the world, particularly World War II.

Some regions of the United States are more heavily documented than others as a response to need of the user population and the availability of appropriate material.

## **TYPES OF MATERIAL COLLECTED**

The collections include monographic works and serials, non-print materials and electronic resources. In addition, unpublished material photographs, ephemera, and official records comprise an archive, which is primarily housed in the Norfolk Record Office.

Among the serials are yearbooks, encyclopedias, and directories, travel guides, biographical dictionaries, periodicals, newspapers and statistical compilations. None of these serials are acquired on an automatic basis. An annual decision is made on each title given the needs of the collection.

## **FORMAT OF MATERIALS COLLECTED**

Printed books and serials have traditionally composed the largest part of the collection though an increasing percentage of material is now available in other formats. There been a significant shift, where possible, to provide reference material, for instance, from the World Wide Web, CD-ROM or online subscriptions. Electronic resources are likely to comprise a larger and larger proportion of the collection as time goes on. A small collection of microfilm is used for a set of bomb group records.

Video has become a significant part of the collection primarily as relates to the 2<sup>nd</sup> World War but recent acquisitions include other aspects of American History and may be further expanded to include travel and other topics in the future. Film has not been actively collected although our sister organization, the East Anglia Film Archive, is prepared to accept our films on deposit and to provide us with a video use copy.

An archive of material of personal papers, printed documents and related memorabilia of the 2<sup>nd</sup> Air Division in the 2<sup>nd</sup> World War, of 2<sup>nd</sup> Air Division Association materials, and of materials of the Memorial Trust of the 2<sup>nd</sup> Air Division are also a part of the collection. These materials constitute a special collection and are on deposit in the Norfolk Record Office.

## **OTHER RESOURCES AVAILABLE**

The 2<sup>nd</sup> Air Division Memorial Library website and the use of web search engines, provide Internet access to an ever growing number and variety of relevant resources from the United States, the United Kingdom and around the world. The 2<sup>nd</sup> Air Division Memorial Library has the ability to use email to transmit queries to its contacts and request information or material that may not be available otherwise, i.e. from reference books.

Referral is sometimes made to the collections of the other library departments within the Norfolk county system and beyond. These referrals may be for books and journals not in our collection as well as for reference consultation. In addition, queries are made to individuals, organizations, official agencies, etc. for information not found locally, as appropriate.

## **OTHER RELATED COLLECTION POLICIES**

Government Documents - The Memorial Library contains a number of public documents but is not a depository. Some of these materials are purchased and others are received as donations based on collection needs. Documents of the United States Government and the states of the United States are collected and either integrated into the Dewey Decimal collection or housed separately in special areas.

### **Creation Date**

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