

# Archive Collection Management Policy

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Policy Created: 8/2021

Policy Revised:

## Policy Purpose:

The West Liberty Public Library Archive aims to discover, collect and preserve, objects germane to the history of the West Liberty, Atalissa, Nichols, and the West Liberty Community School District (henceforward referred to as the surrounding area). The Archive collects artifacts, photographs, and archival materials that depict the history and development of the surrounding area, including its people, industries, businesses, and events from the past to the present.

## Collection Guidelines:

In general, the Archive shall restrict its collecting to those artifacts of cultural, historical, or technological significance, which can either:

- contribute to the documentation of the history of the surrounding area and its residents, or
- be used for research, exhibits, or educational purposes related to the West Liberty Public Library.

Only those artifacts and other materials that relate to the purposes of the surrounding area shall be considered for the permanent collection. The staff of the West Liberty Public Library retains the right to reject materials.

## Access to Materials

The Archive materials are available to the public upon request; access to the physical room is limited based on the availability of library staff. Archive materials do not circulate without approval from the Library Director. The act of photocopying damages certain materials, so that will be allowed on a case-by-case basis.

## Acquisitions and Selection Procedures

The archives will acquire historical material by donation, bequest, purchase, or transfer, regardless of medium, including, but not limited to: textual records; photographs and other visual documents; maps, plans, and architectural records; sound recordings or visual recordings; historical memorabilia and digital materials.

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- digital materials.

Materials may be added to the collection by means of gifts, bequests, purchases, exchanges, or any other transaction. Before accepting an item, the Library shall make reasonable efforts to ascertain that the donor, seller, or trader has legal title to the item.

## Collection Policies

The Archive will accept donated or gifted materials under the condition that the Library is free and clear to do what it deems best and necessary to preserve the materials. This includes restoration, maintenance, digitization, and potential deaccessioning. See Gift and Donation Policy for more details.

Unless expressly stated, all items in the Archive are accessible by library patrons, can be put on display, and can be digitized for online research by the public.

Notwithstanding the intrinsic, informational or historical value of materials, Library staff will consider the following:

- The resources required to make the material available for research purposes
- Any restrictions, legal rights, or requests of the donor
- The records' relationship to the strengths and weaknesses in the existing holdings
- The availability of appropriate storage facilities and the physical condition of the materials

Materials added to the Archive must meet the following criteria:

- Made in West Liberty, Atalissa, Nichols, or WLCSD (a.k.a. the surrounding area)
- Created by a person from the surrounding area
- Owned or used by a person of the surrounding area
- Has a direct and significant connection to a major event in the history of the surrounding area
- Relates to the history of the surrounding area.

## Collection Maintenance

Materials added to the Archive shall be held until it is deemed to no longer fit the collection. Library staff will use professional judgment when reappraising collections. Reappraisal and any subsequent withdrawal of materials is a responsible archival practice. This process should be transparent but may at times require discretion. The following are some considerations during the reappraisal process:

- Legal issues of ownership of collections (e.g., donor agreements)
- Ethical issues regarding the disposition of collections in a transparent manner
- Donor relations (i.e., being open and honest with donors when discussing the proposed withdrawal of their gift)
- Resource allocation (i.e., cost-benefit analysis before reappraising and withdrawing a collection)