

IN THE ADIRONDACKS

Lake Placid Public Library

2471 MAIN STREET
LAKE PLACID, NEW YORK 12946

Collection Management Policy Lake Placid Public Library Archives

I. Collections Designees:

The Library Board shall appoint designees who will recommend items for accession to, and deaccession from, the collections of the Library Archives.

The designees shall include in deliberations, whenever deemed necessary, the advice of professionals with the goal of making well-considered and timely acquisitions, and may require prior consent from the Library Board.

The final decision to accession, to acquire without accessioning, or to deaccession items to or from the collections of the Library Archives shall rest with the designees, and with written notification to the Library Board. (More specific deaccession steps are itemized below.)

II. Acquisition:

A. Scope: The following items are to be considered for acquisition:

Manuscript materials, maps, photographs, postcards, motion picture film, video and audio tapes (oral histories), which were created or used in the Village of Lake Placid, the town of North Elba or are otherwise relevant to the history or life of the community or the subject matter of the repository. Items not included for acquisition are artifacts, which will be kept with the North Elba Historical Society, and any **additional** Olympic-related materials, which are the realm of the Lake Placid Olympic Museum. (See consultant Joseph Swinyer, DHPRegional Roundtable recommended step: "The concept is that we can all become proficient in our area of expertise). The aim is to minimize redundancy.

B. Guidelines: Acquisitions to the Library's collections by purchase, loan, gift, bequest or other means shall accord with the following rules:

- i. The owner must have clear title and must sign a **DEED OF GIFT**, transferring title to the Library. In the case of a bequest, the donor must also have had clear title.
- ii. A **transfer or ownership file** containing gift agreements and other proofs of the Library's legal ownership of acquisitions shall be maintained.
- iii. Acquisitions by purchase shall not exceed the annual budget for such purchases unless additional proper financing has been arranged.
- iv. No acquisition shall be appraised by a trustee, staff member, or any other person closely associated with either.
- v. The Library must be capable of housing and caring for the proposed acquisition according to generally accepted professional standards.
- vi. Proposed acquisitions shall be **free of donor-imposed restrictions**, unless such restrictions are agreed to by the Library Board.
- vii. Approved acquisitions shall be promptly accessioned upon

receipt.

- viii. Donors and prospective donors, whenever deemed appropriate, may be asked whether they would be willing to provide funds for the full or partial cost of accessioning and subsequent maintenance of materials gifted to the Library.
- ix. Potential donors are encouraged to contact the Library prior to delivery of donations. A Library brochure may be created to list this request as will an information sheet dealing with gifts. Sometimes, this is impossible as the donor is on site, may have come from a distance, and may be impatient. In this case, get the Deed of Gift signed so copyright passes to the Library and follow up later with a registered letter stating the extent of the gift with a copy for the donor to sign and return. Do not process the collection or remove from the containers in which received until the donor returns the estimate of extent of the gift.

III. **Care and Preservation:**

The Library realizes its obligation to protect its collections which are held in the public trust. Therefore, the Library shall act to the best of its ability, according to the following guidelines:

- a. A stable environment for items in storage or on display shall be maintained by protecting them from excessive light, heat, humidity and dust. The environmental needs of different materials shall be considered.
- b. All materials shall be protected against theft, fire, and other disasters by a security system and by a written disaster plan.
- c. When possible, paper materials shall be copied on microfilm, photocopied on acid-free paper, or otherwise made redundant and stored in a separate location.
- d. When deemed necessary, conservation of materials shall be undertaken with the advice of a trained conservator.
- e. Records shall be kept using appropriate forms for documentation: i.e., temporary receipt form, deed of gift, accession forms, relevant correspondence, conservation reports and deaccession records.
- f. Inventories and location records shall be kept up to date to facilitate public access and to prevent loss.

IV. **Public Access:**

- a. Inventories, relevant files and the assistance of a staff member or trained volunteer shall be available to users.
- b. A **registration form** listing rules for usage shall be read, filled out and signed by all researchers.
- c. The Library may limit the use of fragile or unusually valuable materials.
- d. Hours of operation may be by designated hours or by appointment, depending on the availability of staff or trained volunteers.
- e. Photographic and xerographic reproduction:
 1. A **Request for Copies form** containing a notice of copyright restriction shall be signed by each user before copies are made.
 2. Copies may not be used "for any purpose other than private study, scholarship or research". (United States Copyright Law, Title 17)
 3. Reproduction in no way transfers either copyright or property rights, nor does it constitute permission to publish or to display materials.
 4. All prices for copying shall be determined by the Library.

5. In some cases, the Library may refuse to allow copies to be made because of the physical condition of the materials, restrictions imposed by the donor, copyright law, or right-to-privacy statutes.
- f. A fee may be charged for research work done to meet requests: the amount shall be set by the Library.
- g. The Library may refuse access to an individual researcher who has demonstrated such carelessness or deliberate destructiveness as to endanger the safety of the materials.
- h. In addition, the Library is committed to bringing to the public information culled from its documents, photographs, oral histories, etc. and publishing newsletters, pamphlets, and guides to the collections, whenever appropriate.

V. **Deaccession:**

- a. A **deaccession recommendation** shall be prepared, whenever necessary. Professional advice, whenever deemed appropriate, may be sought before an item is deaccessioned.
- b. The decision to deaccession should be cautious and deliberate and follow generally accepted museological standards. One of the following criteria must be met:
 1. The material is not relevant to the mission of the Library.
 2. The material has failed to retain its identity or has been lost or stolen and is not recovered.
 3. **The material duplicates other material in the collection of the Library and is not necessary for research or educational purposes.**
 4. The Library is unable to conserve the property in a responsible manner.
- c. No donated material shall be deaccessioned for two years after the date of its acquisition. (See U.S. Tax Reform Act of 1984 and Internal Revenue Service regulations relating to the act.)
- d. A complete record of deaccessions shall be kept. A copy of this record shall be retained permanently.
- e. Proceeds derived from the deaccessioning of any property from the collection of the Library shall be placed either in a temporarily restricted fund to be used only for the acquisition, preservation, protection or care of collections, or in a permanently restricted fund the earnings of which shall be used only for the acquisition, preservation, protection or care of collections. In no event shall proceeds be used for operating expenses or for any purpose other than acquisition, preservation, protection or care of collections.
- f. Disposal may be by exchange, donation or public sale with scholarly or cultural organizations as the preferred recipients.
- g. Materials deaccessioned shall not be privately sold, given or otherwise transferred to the Library's staff or trustees.

This policy was formally approved and adopted by the members of the Board of Lake Placid Public Library on June 17, 2008.