

ARCHIVES COLLECTION POLICY

Shelby Community Library

Approved September 10, 2019

Archives Mission Statement

The mission of the Shelby Community Library is to collect, preserve, and make available materials in print and electronic form to serve the recreational, informational, and educational needs for the overall betterment of our community. The Shelby Community Library is committed to promoting the use of these resources and to respond to community needs through its services and programs.

Purpose

The purpose of this policy is to provide a framework for the development and maintenance of the library archives collection and to define: 1) the scope of the archives, 2) gifts policy, 3) access to materials in the collection and 4) collection categories.

Scope of Collection

Materials of historic interest to the town of Shelby will be collected, subject to the limitations of the library facility for storage, preservation and protection of said materials. Materials of historic interest will be collected actively and on an ongoing basis from town agencies, organizations, individuals and collections as they become available.

Gifts Policy

The Library director and or the Library Board Directors will determine if materials offered for inclusion in the archives collection fits within the scope of the collection.

Materials accepted for the archives collection become the property of the Shelby Community Library. Material will not be accepted on a loan basis.

Materials irreparable damaged or infested by insects or mold will not be accepted.

Duplicate material is subject to disposal unless the donor specifically requests that duplicate items be returned to them.

If a donor requests a tax deduction for materials donated, the donor must obtain a certified appraisal and provide a copy to the library.

In certain circumstances, the donor may be required to demonstrate proof of ownership of materials being donated. Once accepted, a deed of gift, transferring ownership, may be required.

Where substantial cataloging, storage or preservation costs are likely to be incurred as a result of accepting materials, the donor(s) may be asked to contribute toward these costs.

Access to Materials

Materials contained in archive collection are available for review only with the assistance of the library staff.

Materials are non-circulating. They must remain in the library and may not be checked out.

Photocopies of materials must be completed by library staff. (Fees may apply).

Fragile books and documents must be handled with care. Staff and patrons handling such items might be required to wear gloves.

Some materials may not be duplicated in any form due to donor restrictions and/or copyright restrictions. Researchers are responsible for understanding and observing copyright law.

Collection Categories

Materials will be organized into the following categories to facilitate access to materials:

- 100 American History
- 200 Businesses
- 300 Churches
- 400 Families
- 500 Maps
- 600 Miscellaneous
- 700 Obituaries
- 800 Organizations
- 900 Periodicals
- 1000 Schools
- 1100 Sports
- 1200 Town History/Celebrations

Additional categories will be added as the collection expands.

Approved December 8, 2014