

DRAKE COMMUNITY LIBRARY
LOCAL HISTORY & ARCHIVES POLICY

Purpose

Drake Community Library recognizes the obligation to preserve and make available a collection of local history materials. Through the Local History Collections (“the archives”), the library will collect, preserve and make accessible materials which illustrate the history of Grinnell, Iowa and the general vicinity. Without endorsement or preference, and in service of the public good, the archives should reflect and honor the community’s rich cultural heritage and strengthen its collective memory.

The Local History and Archives Policy outlines the key criteria for the acquisition, access and de-accessioning of archival materials. Materials will be preserved according to archival principles and will be made accessible to the general public. As much as possible, descriptions will be made available in print and online to aid in locating materials. Selected materials will be digitized and made available online. Public access will include staff supervised access to the library archives and digital access when possible.

The ultimate responsibility for the management of the archives is with the Library Director acting in accordance with the general policies established by the Library Board. In practice, this authority is delegated to the designated staff person in charge of the Local History and Archives Collections.

Material Selection Criteria

All donations to the archives are curated for historical value. The archives will collect and house materials in a variety of formats that reflect Grinnell’s history, with its varied and diverse civic, social, cultural, and physical features and components, spanning from its early history into recent years. The archives may also maintain special collections of items that hold historical value, support our educational mission, or provide other value to the collection. Special collections may expand the parameters of focus on the community of Grinnell, providing a greater understanding of the community’s place and interactions within the state and national culture at large. Records and materials must be authentic and trustworthy, with copies and facsimiles acceptable whenever they add to the archive’s role in the preservation and maintenance of local history.

Acquisition Considerations:

The archives will acquire historical material by donation, bequest, purchase, or transfer, regardless of medium, including: textual records; photographs and other visual records; maps, plans and architectural records; sound recordings or visual recordings; historical memorabilia and digital materials as per the collection mandate. Generally, we will not accept three-dimensional objects or artifacts.

The Local History and Archives department will only accept material on a permanent basis, except when borrowing material for short-term loans to reproduce or to include in displays or exhibits.

Limitations of Acquisitions:

Drake Community Library reserves sole discretion in making all decisions about what materials will be accepted and housed in its Archives. Considerations for what will be accepted and retained will include the following:

- the resources required to preserve, secure and make the material available for research purposes in a reasonable period of time;
- the records' relationship to the strengths and weaknesses in the existing holdings, including duplication in other collections;
- the availability of appropriate storage facilities and the physical condition of the records in relation to the probability of being able to conserve them in a reasonable period of time;
- the extent and terms of any restrictions, the legal rights and/or requests of the donor to place the records in the Archives;
- the acquisition mandates of other institutions.

The Archives retains the right to reproduce materials by mechanical, electronic, or photographic means for security, conservation, or research purposes.

Methods of Acquisition

- Archival materials are generally acquired by donation and not by purchase. The archives may determine to acquire material by purchase if it fulfills a critical gap within the collection with the approval of the Library Director.
- Archival materials of private donors are accepted by gift, bequest, or transfer from another archival institution. A signed Deed of Gift is completed to transfer ownership and negotiated rights such as copyright of the records from the donor to Drake Community Library.
- In some circumstances, the library works in partnership with local organizations or individuals to allow copies to be prepared for community access and digitization. In these circumstances, copyright is retained by the individual or partner organization. A statement of agreement or memorandum of understanding is signed defining the scope of the project and the rights and responsibilities of all parties.
- Donors are responsible for arranging and paying for any appraisals of donations if an appraisal is required for the purposes of tax deductions. Library staff cannot provide donors with an appraisal of donated materials.

Storage and Access

Due to the rare and fragile nature of the archive collections, access is limited and requires staff assistance and proper supervision to ensure the safe care and handling of materials.

Physical access to collections housed in the archives is limited to patrons 14 years of age and older unless other arrangements have been made and authorized by the library staff.

REGISTRATION FOR USE OF MATERIALS All researchers must register on their initial visit to the Archives. During subsequent visits they must sign in each time they use the Library's Archive holdings.

We strive to use recognized archival, digitization and metadata standards to support physical and digital access to the archive collections and materials. We support the use of Creative Commons Licenses and the principle of open access with regard to digitization initiatives while upholding the terms of existing donor agreements, copyright and applicable law and legislation.

Barring the extent and terms of any restrictions, the legal rights and/or requests of the donor, no person shall be prevented from using archival materials unless there is concern for the material condition and preservation.

Materials from the archives should generally not leave the premises. When deemed appropriate, items may be loaned to other institutions or organizations only under the following circumstances:

- authorization is obtained from the Library Director or a staff member designated for this role by the Director;
- written documentation is created to track the loan;
- the borrower ensures adequate care and handling of the material on loan.

Deaccessioning of Materials

The library reserves the right to periodically reevaluate materials in the archive collection and to carefully and judiciously deaccession certain items in a manner consistent with professionally accepted standards. Deaccessioning is a serious undertaking, and all such actions will be cautious, deliberate, and scrupulous.

The library may decide to deaccession an item if any of the following conditions are present:

- The item is not relevant to the library mission and purpose.
- The item would be more appropriately housed in a different archival repository.
- The item has deteriorated beyond its usefulness.
- The item is void of inherent exhibition, research, or educational value.
- The item is a duplicate of objects or records already in the archive collections.
- The item is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other items and/or the health and safety of the staff and/or visitors.

- DCL is unable to continue to provide care and storage for the object in keeping with professionally accepted standards.
- The item is subject to legal and ethical standards requiring its removal.

Deaccessioned collections and items weeded from collections during processing will first be offered to the original donor or his/her agent if so requested on the Deed of Gift. If the donor wishes not to reclaim the material or cannot be located, the library reserves the right to transfer the material to another repository or dispose of the item. Where appropriate, preference will be given to local institutions.

Material to be deaccessioned must be identified by archive staff and approved by the Library Director. Complete records will be maintained on all deaccessioned items and their subsequent disposition.

Publication of Materials

Many images in our archive have been scanned as a part of the Poweshiek History Preservation Project and are available for viewing and download in Digital Grinnell.

Under the fair use clause of the 1976 Copyright Act, use of digital reproductions of archival items is permitted for non-commercial, personal, or research purposes only. Any other use, whether by electronic means or otherwise, requires prior written permission of Drake Community Library.

Credit must be given to "Drake Community Library, Grinnell, Iowa" and the creator of the item (e.g. the author or photographer) if known. Images may not be digitally enhanced or digitally changed in any way. Any use of an image other than as a straightforward reproduction of the image received must be cleared, in writing, with the Library director or their designated appointee.

If archive materials are used in published work, Drake Community Library is to receive one complimentary copy of the publication (or notification of web site address) containing the material(s) listed on the permission form.

Adopted 3/22

REGISTRATION FOR USE OF ARCHIVAL MATERIAL

Drake Community Library
930 Park Street
Grinnell, IA 50112

Name (Please print) _____

Address _____

Phone _____

Description of topic being researched:

Purpose of research (e.g. personal interest, article, book, etc.):

In consideration of my being granted permission to examine materials on the terms set forth below, I agree to indemnify and hold harmless the Drake Community Library, its officers, employees and agents from and against all claims and actions arising out of my use of the materials. I also warrant that I have read the policies listed below governing the use of the materials and I agree to abide by them. Failure to comply with these rules may result in the denial of access to the collection.

(Signature of Researcher and Date)

(Signature of DCL Archivist or Designated Person and Date)

See other side for Guidelines of Use

GUIDELINES FOR USE OF ARCHIVAL MATERIALS

1. Items must be used under supervision of library staff and may not be moved from the area designated for viewing without staff approval.
2. Researchers must not rearrange the order of materials. Items in folders and boxes should be returned in the same order in which they were received.
3. Researchers are responsible for the safeguarding of any archival materials made available for their use.
4. Do not mark on materials in any way. Photocopies can be provided by staff for 15 cents per page (b&w).
5. You may take photos of items for personal use. You must receive permission to use any image or any kind of publication.
6. For archival items that have already been digitized by the library, staff can provide digital reproductions if requested.
7. Eating and smoking are prohibited in any area of Drake Community Library.
8. Drake Community Library reserves the right to inspect all research material and all personal articles before a patron leaves the premises.

ARCHIVE USER LOG

1. User must have a *Registration for Use of Archival Materials* form on file. Forms are sorted alphabetically in the next section in this book.
2. Please log each time the archives is used by entering name and topic of research on this sheet.

Date	Name	Topic being researched

DEED OF GIFT

I/We _____, hereby donate the materials described below to the Drake Community Library to become its permanent property and to be administered in accordance with its established policies.

Description of materials:

I understand that any items hereby donated, which are not retained by the Drake Community Library, shall be

Returned to donor__ Transferred__ Sold__ Destroyed__

Donor signature: _____ Date: _____

Donor name (please print): _____

Address: _____

Telephone: _____ Email: _____

Drake Community Library hereby accepts the above-mentioned property under the conditions specified.

Dated: _____ Signed: _____

Position: _____