

# Special Collections Accession and Deaccession Policy

## Statement of Purpose

The Weymouth Public Libraries recognizes that the donation of art, artifacts or papers can enrich its special collections in documenting the human and natural history and cultural heritage of the Town of Weymouth. This policy addresses the scope of collecting for the Weymouth Public Libraries as well as what types of items will be considered for accession by the Weymouth Public Libraries and when items may be deaccessioned from its collection.

## Scope of Collecting

The Weymouth Public Libraries' special collections collects, preserves, arranges and describes materials of historical significance relating to Weymouth and its residents. It also serves as the repository of the Weymouth Public Libraries' own archival records. The mission of the collection is promoted by making these materials known and available and by conducting outreach activities.

The Weymouth Public Libraries will identify and collect materials regardless of format that are considered of enduring value. Archival materials may include, but are not limited to, non-current records and other materials created or collected by individuals, families, and organizations located in or associated with Weymouth.

## Criteria for Acceptance

The Weymouth Public Libraries' special collections seek to encompass as many aspects of Weymouth's history and culture as space and needs dictate, and welcome materials that fall within the scope of its collection development policy. This policy, along with the [Collection Development Policy](#) describes the purpose, scope of collection, and access standards guiding the development of special collections. In making acquisition decisions, the development policies and collections of other area institutions are also taken into account.

Gifts are accepted by the Weymouth Public Libraries with the understanding that they must be without restrictions unless formally accepted by the Director of Library Services and the Board of Library Trustees and may be displayed, loaned, retained, sold, or otherwise disposed of in any manner deemed appropriate by the Board of Library Trustees or the Director of Library Services. No conditions may be imposed on any gift after its accession. The Weymouth Public Libraries incur no obligation unless through restrictions formally accepted by the Director of Library Services and the Board of Library Trustees to retain materials as an integrated collection or in any donor-prescribed form.

The following conditions, among others, will be considered:

#### For Art:

- Relation of subject or artist to the Weymouth Public Libraries, the Town of Weymouth, or its environs
- Relation to the existing Weymouth Public Libraries collection
- Size, condition and media
- Reputation of artist
- Inclusion of copyright permission
- Provenance or other documentation

#### For Artifacts:

- Relation of object or creator to the Weymouth Public Libraries, the Town of Weymouth, or its environs
- Relation to the existing Weymouth Public Libraries collection
- Size, condition, and material composition
- Provenance or other documentation

#### For Papers & Records:

- Relation of subject or author to the Weymouth Public Libraries, the Town of Weymouth, or its environs
- Relation to the existing Weymouth Public Libraries collections
- Number, size, and condition
- Inclusion of copyright permission
- Provenance or other documentation

The Weymouth Public Libraries does not provide an appraisal or estimate of value on any tangible property for tax purposes. The Board of Library Trustees or the Director of Library Services will provide a letter acknowledging the gift and, upon request, describing the object donated for the donor's records. Donors wishing to have an appraisal of their gift for income tax purposes should have that done prior to donation.

#### **Standards of Care**

Given the limitations of a public library in regards to space, facilities, and staffing levels, we strive to uphold the following standards: The care and preservation of the archival materials is carried out by arresting deterioration and maintaining collections in as original condition as possible. Every effort will be made to provide the best possible environmental conditions, including control of temperature, humidity, lighting, and air quality. Provisions are to be made for the protection of collections from fire, theft, vandalism, natural disasters, and damage in transit. Established procedures are set up to handle emergencies. Materials will be housed in archival quality enclosures and stored in or on appropriate steel equipment. Materials may be reformatted for preservation and for access purposes.

#### **Accessioning of Materials**

All materials accepted by the Weymouth Public Libraries will be accessioned: assigned a unique identifying number, and described briefly. For larger groups of materials, a container list will be compiled as part of the Accession Record.

No materials should be sent/delivered without prior notification and approval. Contact the Director of Library Services to discuss the potential donation and whether the materials fit within the scope of this policy. The donor or his/her lawful agent must complete a Deed of Gift form before a gift can be accepted.

No gifts posing a danger or threat to patrons will be accepted (e.g. a metal sculpture with sharp, moving parts). No gifts that require extensive special care or conservation will be accepted. Donors should be aware that the Weymouth Public Libraries does not maintain separate insurance on donated works, and that library staff are not trained in the conservation of art, artifacts, or papers and records.

### **Deaccessioning of Materials**

Deaccessioning of materials in special collections shall be based on any of the following criteria:

- The material is outside the scope and objectives of the collection development policy, or it is no longer relevant to the purposes and activities of the Weymouth Public Libraries.
- The provenance or authenticity of the material has been disproved.
- The material is redundant, or a more complete example of the material has been acquired.
- The material has deteriorated to a degree that renders it no longer useful.
- The material is free of any restrictions that prohibit its removal from the collection.

Deaccessioned materials will be disposed of in an appropriate manner, which may include donating it to another institution. The Weymouth Public Libraries does not accept responsibility for notifying donors of the deaccessioning of materials.

*Approved by the Weymouth Public Libraries Board of Trustees May 1, 2019*