

Weymouth Tufts Collection Policy

Statement of Purpose

The Weymouth Tufts Collection represent part of the Weymouth Public Libraries' non-circulating local history collection. In addition to widely distributed resources, it contains unique archival materials. The mission for the Weymouth Tufts Collection is to promote the research, study, dissemination, publication and recording of the history of the Town of Weymouth, preserving and making known the rich heritage bequeathed to us by our forbearers in this place. The Weymouth Public Libraries will appraise, collect, organize, preserve, and make accessible those materials that have continuing value.

Scope of Collecting

The Weymouth Tufts Collection 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. Offers of personal papers and organizational records are welcome, provided that the Weymouth Public Libraries incur no obligation to retain such material as an integrated collection or in any *donor*-prescribed form.

Appraisal and Accessioning

The Weymouth Public Libraries is responsible for the appraisal and accessioning of the materials. No materials should be sent/delivered without prior notification and approval. Contact the Head of Reference and Adult Services to discuss the potential donation, and whether the materials fit within the scope of the collections policy. Rare or unique materials will require a Deed of Gift that the Weymouth Public Libraries will provide. The Weymouth Public Libraries cannot offer or pay for monetary appraisals of gifts that a potential donor may desire for tax purposes.

All materials accepted for the Weymouth Tufts Collection 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.

Standards of Care

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 all 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.

Arrangement and Description

The Weymouth Public Libraries will arrange and describe the materials it receives according to standard archival methodology and techniques. Finding aids or series descriptions for collections that are open to all users will be available at Tufts Library and online. Selected materials from the collection also may be available online.

Access Standards

Materials that have been accessioned but not yet fully arranged and described may be used by the libraries' staff to answer inquiries. Others will not have access, but may apply for access to the materials.

In addition, there will be restrictions on some materials based upon the donor's wishes. Such restrictions shall be recorded in the Accession Record and Deed of Gift. If at all possible, the Weymouth Public Libraries will use a rolling date system.

Access to original materials may be limited because of their condition or fragility. Such restrictions will be clearly described for each group of records and noted in the appropriate collection description.

Rules for the handling of archival materials shall be provided to all in-person researchers. Researchers are requested to contact the Reference staff in advance of a visit to discuss when they wish to visit and their inquiry or research topic. The Weymouth Public Libraries will provide access to unrestricted collections to an external researcher after that individual has read and signed a permission to use form. Requests for photocopies or other reproductions will require completion of a separate request form.

Reference staff will retrieve archival materials and supervise their use. Any photocopying will be done by a Reference staff member. External researchers must apply for permission to publish. They shall observe conventions of credit in acknowledgments and footnotes.

Approved by the Weymouth Public Libraries Board of Trustees on April 12, 2017.