

# Park County Local History Archives Collections Policy

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## Mission Statement

The Park County Local History Archives is dedicated to the acquisition and preservation of material primarily deriving from and relevant to the cultural and natural history of Park County. This includes but is not limited to: photographs, newspapers, family histories, public records, manuscripts, business records, maps, minutes, books, and personal papers. The Park County Local History Archives shall be used for research and educational purposes.

## Collection Focus

The Park County Local History Archives (PCLHA) will collect materials that are consistent with its mission statement from all time periods, including the current era. PCLHA will accept a limited amount of material relating to the general history of Colorado for the benefit of its patrons. Acceptable materials include but are not limited to all paper-based documents as well as selected audiovisual media including

cassette tapes, film, compact discs, microforms, digital media, and other types of recordings. PCLHA will not collect objects or artifacts.

## Acquisitions

Park County Local history Archives will collect materials that are consistent with its mission and collection focus and that it can responsibly care for and use. PCLHA will only acquire materials for its collection via donation and may not accept loaned items. PCLHA will not acquire materials through purchase except for readily available publications used for reference. PCLHA will adhere to its Acquisition Criteria and follow proper Accession Procedures, as outlined in this document. Any deviation from the established criteria and procedures will require a majority vote by the Collections Committee. No representative of PCLHA shall offer appraisals of the monetary value of materials to donors for the purpose of establishing a fair market value of gifts offered to PCLHA. Donors desiring to take an income tax deduction must obtain an independent appraisal. No representative of PCLHA shall make any claim to the long-term exhibition or availability of donated materials. PCLHA reserves the right to refuse any donation.

## Acquisition Criteria

- **Content:** Materials must be relevant to and consistent with the purposes and activities of PCLHA and within the scope of the stated Collection Focus.
- **Condition:** Materials must be in a usable condition that can be properly maintained by PCLHA. If potential donations are in a condition that may cause harm to PCLHA members, patrons, or collections they will not be accepted.
- **Restrictions:** Materials with restrictions will not be accepted, including but not limited to loans, time-sensitive restrictions, and access restrictions.
- **Documentation:** PCLHA will not accept materials lacking a clear ownership history or having a doubtful source of origin. No items shall be knowingly or willfully accepted that are known to have been illegally collected or items where there is cause to believe that the circumstances of their collection involved needless destruction of natural or cultural resources.
- **Storage:** Materials must be of a size consistent with current storage capacity. If PCLHA does not have existing storage space for an item, it will not be accepted.
- **Duplicates:** Materials in poor condition that are duplicative of items already in the PCLHA collection will not be accepted. Duplicate materials in good condition may be accepted at the Archivist's discretion.

## Accession Procedures

1. All potential donors will be directed to the Executive Director or President to discuss their donation. Donors shall provide documentation of the potential donation's ownership history to the best of their knowledge. The Executive Director and President may take up to two weeks to consider the donation using the Acquisition Criteria, unless it requires review by the Collections Committee. PCLHA will not take possession of the materials during this review period.

2. If the Executive Director and President choose to accept a donation, they will provide the donor with a Deed of Donation (attached) that must be completed in its entirety. The Executive Director and President's decision to accept or refuse a donation may be appealed to the Park County Local History Archives Board of Directors.
3. The Archivist will process the donation by returning any irrelevant materials to the donor, documenting the donation in a central database, and selecting an appropriate storage location for the materials, as described in the Care & Maintenance section.
4. The Archivist will provide a report on the donation's accession and storage location at the next regularly scheduled meeting of the Park County Local History Archives Board of Directors.

## **Deaccessioning**

If it is found that an item currently in the Park County Local History Archives collection does not meet the established Acquisition Criteria, then it may be deaccessioned. PCLHA will not deaccession items at the request of the previous owner. Deaccessioning requires a majority vote by the Collections Committee and the completion of an Item Deaccession form (attached). Disposal of deaccessioned items will follow a prioritized list of options:

1. Offer to return the deaccessioned item to the original donor by contacting them at their last known address. If a response is not received within 60 days, PCLHA will proceed to option two.
2. Transfer the deaccessioned item to an appropriate educational or non-profit entity that is capable of properly caring for the material. If the Collections Committee cannot locate such an entity, PCLHA will proceed to option three.
3. Sell the deaccessioned item using the PCLHA website, listserv, or events with a price agreed upon by majority vote of the Collections Committee. Members of the PCLHA Board of Directors are not eligible to purchase deaccessioned items. If no buyer can be found, PCLHA will proceed to option four.
4. Dispose of the deaccessioned item using an environmentally responsible method.

## **Collections Committee**

The Collections Committee shall consist of the Park County Local History Archives Board of Directors. The Collections Committee shall review any acquisitions that differ from the established Acquisition Criteria as well as all items being considered for deaccession.

## **Care & Maintenance**

The care and maintenance of the collection is primarily the responsibility of the Archivist. The Archivist is responsible for managing all aspects of the collection as well as its associated records. In all matters, the Park County Local History Archives will strive to adhere to the standards, guidelines, and best practices approved by the Society of American Archivists governing Council. Document preservation beyond the scope of general maintenance shall be at the discretion of the Archivist, if financially feasible.

## Archivist Job Description

- Organize and classify archival records
- Provide reference services and assistance for users needing archival materials
- Locate new materials for acquisition
- Help prepare information for website
- Identify materials needing repair and conservation
- Preserve maps, books, photos, documents, oral histories, and any other archival materials
- Supervise archives staff and volunteers
- Perform any other function necessary to the operation of a historical archive

## Storage

The collection of the Park County Local History Archives will be stored in a single location whenever possible to ensure public access to all materials. When portions of the collection are not able to be stored at the central archives facility, they should be stored in a secure, dry location with some form of climate control. An inventory of items stored at off-site locations will be maintained by the Archivist.

## Risk Management

Park County Local History Archives shall maintain two digital backups of its computer files at off-site locations. Digital backups will be created on a weekly basis unless no new material has been accepted or created. PCLHA will strive to digitize its collection to decrease the risk of a complete loss. PCLHA will work to develop and adopt a Disaster & Emergency Procedures Plan by 2014.

## Access & Use

Access to the Park County Local History Archives collection is open to the general public during normal operating hours or by appointment, provided that patrons adhere to the policies set forth by the Park County Libraries and PCLHA. Food, drinks, and backpacks are not allowed in the archives and patrons may only use pencil during their visit. Patrons must complete and submit a Research Request Form (attached) in order to use the archives. Collection materials can only be retrieved by members of the PCLHA Board of Directors, and archives patrons may only receive one item at a time. Use of personal cameras is allowed in the archives free of charge provided that no materials are damaged. Scanning and copying of documents is allowed per the adopted Fee Schedule but may only be performed by a member of the PCLHA Board of Directors. PCLHA will adhere to all applicable copyright laws when making copies or scanning and use of collection materials without written consent from PCLHA is prohibited. Items from the PCLHA collection may not leave the archives facility except for digitization or preservation purposes and the Archivist must document any removal.

## Fee Schedule

Members of the Park County Local History Archives Board of Directors are exempted from this fee schedule, except for image use fees. Non-Profit organizations and current PCLHA members shall be entitled to a 50 percent discount on all fees.

### Copy Fees:

Copier: \$0.15 per page

Scanned Document :

\$1.00 per page up to 10

\$0.50 per page after 10 pages

### Photo Fees:

Copier: \$0.15 per page

Digital print: 4 x 6

\$2.00 600 dpi

Digital print: 5 x 7

\$4.00 600 dpi

Digital print: 8 x 10

\$6.00 600 dpi

Scanned photo:

\$1.00 per scan at 600 dpi (CD free if requested)

### Shipping & Handling

\$6.00 U.S.

\$15.00 International

### Image Use Fees:

*Donors will not be charged for the use of images that they donated to the Park County Local History Archives.*

Book	\$5 per image	<i>Plus credit acknowledgement and 1 complimentary copy</i>
DVD/Video	\$2 per image	<i>Plus credit acknowledgement and 1 complimentary copy</i>
Broadcast TV	\$2 per image	<i>Plus credit acknowledgement and copy of broadcast</i>
Merchandise	\$2 per image	<i>Plus credit acknowledgement</i>
Magazine	\$2 per image	<i>Plus credit acknowledgement and copy of publication</i>
Website	\$2 per image	<i>Plus credit acknowledgement</i>
Newspaper	No fee	<i>Plus credit acknowledgement and copy of publication</i>

### Research Fees:

First 30 minutes free, then \$15 per hour.

## **Records & Reporting**

The Archivist is responsible for maintaining the records of the Park County Local History Archives collection. All acquisition, accession, deaccession, document transfer, use agreements, inventories, and patron records will be stored at the primary archives facility and will be accessible by the PCLHA Board of Directors. The Archivist, or designated board member, will make a report of all acquisitions, deaccessions, document transfers, and recent patrons at the next regularly scheduled Board of Directors meeting.