

Northeast Harbor Library Archives Policy

Mission Statement

In accordance with the mission of the Northeast Harbor Library, the mission of the Northeast Harbor Library archives is to preserve and make available historical and cultural information relating to the towns of Mount Desert and Cranberry Isles, Mount Desert Island, and the State of Maine, in that order of priority.

Collection Development Policy

Purpose

- (1) To establish operational guidelines for the development of an archival collection that meets the research needs of scholars and interests of the public at large.
- (2) To encourage the collection of papers, documents, and other records pertinent to the library's mission.
- (3) To provide information services that will assist in the continued use of and access to archival records.
- (4) To implement records management that will ensure the collection and preservation of the archive collection.
- (5) To provide adequate facilities for the preservation of materials.

Description of Collection

The archival collection includes:

Architectural drawings

Deposit collections

Genealogical materials

Maps and atlases

Newspapers and clippings

Historical objects within the library

Personal papers and manuscripts

Photographs

Publications

Special collection books

Town records

Acquisitions

The Northeast Harbor Library archives are acquired mainly by donations. The library encourages donations that conform to the archives mission statement. We do not actively search for collections due to financial constraints and limited space.

The Library Director, or his/her appointee, is responsible for the evaluation of material to be included in the collection and will weigh the focus and research value to the materials, those in the existing collection and those potentially acquired. The Library Director may seek guidance from the Archives Committee and/or an ad hoc committee composed of Archives Committee members, Board of Directors members and other stakeholders

when considering whether to accession an item or collection into the library's archives collection. Items under consideration will also be evaluated by weighing the likely costs of preservation and conservation, as well as the historic value. The library reserves the right to reject any item for any reason.

A deed of gift will be completed that includes information describing the donation, name and address of the donor, and any other information that is pertinent to the provenance of the donation.

Deposit Collections:

These are special collections owned by others which are housed in the archives subject to treatment under current Board of Director's Policy at the discretion of the Library Director and are managed and opened to the public. A deposit agreement form and a brief inventory of these records is required. These records may be removed at the Library Director's or owner's behest. The Library Director will report to the Executive Committee of the library's Board of Directors his/her decisions concerning acceptance of deposit collections. The library will not insure the property of others. Restricted access deposits are discouraged but may be maintained in the archives at the Library Director's discretion in consultation with the library's Archives Committee and/or the Executive Committee.

Deaccessioning

Deaccessioning of materials will be done based on specific criteria and under the direction of an ad hoc committee including members of the library's Archives Committee and the Library Board of Directors appointed by the Library Director and the library's Archivist. Removal of materials will only be done under special circumstances without detriment to potential donors and researchers.

Criteria:

Material is free of restrictions prohibiting its removal from the archives

Material does not fit the scope of the mission statement, is redundant, or duplicates materials already in the archives (in the case of duplicate materials the archives will retain the material that is most stable from a preservation perspective)

Material's authenticity has been disproved

Material is so damaged or deteriorated that it cannot be used

Post-Deaccession:

Another educational or historical institution having a mission demonstrably appropriate to the deaccessioned item(s) may arrange to accept such items under circumstances likewise deemed appropriate by the Library Director. The donor, donor's immediate heir, or assign (if identifiable by reasonable means) shall have right of first refusal of deaccessioned items. If no such recipient exists, deaccessioned material is disposed of according to standard withdrawal criteria or may be sold at public auction with the proceeds to benefit the library. Under no circumstances may deaccessioned items be transferred to any library employee, trustee, or volunteer or their immediate family members.

Using the Archive

(1) Access

The archives room is to be locked at all times when it is unoccupied. Patrons will be accompanied by the Library Director or the library's Archivist. In the event that both are absent, any permanent library employee may escort a patron to the archive.

(2) Use Policies

All visitors must sign in upon entry

Hands must be washed and free of lotions and creams

No food or drink allowed in the archives room

Only pencils permitted when working with archival materials

The Library Director or library's Archivist will approve materials to be removed

The Library Director or library's Archivist will approve reproductions to be made

Reproduction of Archival Material

Reproductions will be made if time and resources allow and at current costs. All reproductions must be acknowledged in print as coming from the library. Material which cannot be reproduced in the library may not be removed without a review of the circumstances and permission of the Library Director.

Loans

Archival materials may be temporarily loaned to museums, historical societies, educational institutions, and other educational/historical organizations for exhibits or other educational purposes. The Library Director or Archivist may allow individuals to borrow archival materials for reproduction or exhibition. Materials eligible for loan must have no pre-determined restrictions and be able to withstand travel, handling, and climate changes.

A written request for materials and a loan agreement signed by both parties is mandatory.

Amendments to Policy

This policy may be revised or amended by a majority vote of the Board of Directors, upon written proposals from the Library Director.

Adopted by Board of Directors February 19, 2011

Updated May 13, 2013

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