

# Northeast Harbor Library Archives Policy

## Mission Statement

The Northeast Harbor Library Archives acquires, preserves, arranges, describes, and makes accessible primary and secondary works relevant to the history of the Northeast Harbor Library, the town of Mount Desert (which encompasses the villages of Otter Creek, Seal Harbor, Northeast Harbor, Somesville, Hall Quarry, and Pretty Marsh), and Mount Desert Island.

## Collection Development Policy

### Purpose

The purpose of the Archives is to collect, preserve, and make accessible the documentary evidence of the history of the Northeast Harbor Library, the town of Mount Desert (which encompasses the villages of Otter Creek, Seal Harbor, Northeast Harbor, Somesville, Hall Quarry, and Pretty Marsh), and Mount Desert Island. The collections include architectural drawings, maps and atlases, newspapers and clippings, personal papers, manuscripts, business records, photographs, town records, genealogical materials, scrapbooks, books, and a few objects.

### Acquisitions

The Northeast Harbor Library archives are acquired mainly by donation. The library may accept donations that conform to the archive's mission statement. The Library Director and Archivist are responsible for the evaluation of material(s) to be included in the collection and those already in the collection. The Library Director may seek guidance from an ad hoc committee composed of Board of Directors members and other stakeholders when considering whether to accession an item or collection into the archives. Items under consideration will also be evaluated by weighing the costs of preservation and conservation, as well as the historic significance. 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

Deposit collections are collections that are housed in the archive, but not owned by the library. Access to these collections varies. There are two deposit collections and one deposit item in the Archives Room. Deposit collections and items are highly discouraged.

#### *The Records of the Town of Mount Desert*

There is a large collection of town records in the archive room. We do not own the records, but they are open to research via the Archivist or Library Director.

#### *The Garden Club of Mount Desert*

The records for the Garden Club of Mount Desert are housed in the archive room. They are open to research via the Garden Club archivist.

#### *The Great Harbor Maritime Museum*

There is one deposit item, a business ledger placed here by the Great Harbor Maritime Museum to be used in tandem with one owned by the library.

## **Deaccessioning**

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

### *Criteria*

- 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 is so damaged or deteriorated that it cannot be used or poses an unmanageable preservation issue

### *Post-Deaccession*

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 or may be sold at public auction with the proceeds used as recommended by the Library Director and approved by the board. 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. Under no circumstances may deaccessioned items be transferred to any library employee, trustee, or volunteer or their immediate family members.

## **Using the Archive**

### *Access*

The archives room is accessible by appointment only. The archivist will assist in locating materials of interest within the archives. All researchers must agree to the following use policies:

#### *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**

Photocopies and scans of materials legal-size and smaller can be made for research, study, and scholarship purposes. Photocopies will be made at current cost and scans are free. For digital copies of materials too large for our in-house technology, the Archivist can provide recommendations after consultation with the Director. Cost of travel for the Archivist or Library Director will be added to the reproduction cost.

The library only holds the ownership rights to materials, not necessarily the copyright. To determine the copyright status see [copyright.cornell.edu/resources/publicdomain.cfm](http://copyright.cornell.edu/resources/publicdomain.cfm). It is the user's responsibility to obtain the copyright holder's permission before using the material for any purpose other than private study, scholarship, or research.

**Loans**

Archival materials may be temporarily loaned to museums, historical societies, educational institutions, and libraries for exhibits or other educational purposes. 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

Updated May 22, 2013

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