



Collection Management Policy

Kinsman Historical Room

Approved May 10, 2022

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Statement of Purpose

Mission Statement

The mission of the Kinsman Free Public Library (KFPL) is to serve as the community's paramount source for connecting people to information, education and recreation. The Library values the residents of the Joseph Badger School District and Trumbull County and responds to their needs by providing free and safe facilities, by collecting and preserving well-organized and diverse collections, and by greeting visitors with friendly and dynamic staff who are committed to the Library's vision. KFPL is dedicated to bringing people together both in the building and out in the community by creating and contributing to quality programs and services designed to engage, enrich and enlighten.

The Kinsman Historical Collection of local history objects and archival materials is stored in and managed by KFPL staff. This specific collection is curated through systematic collection, acquisition, organization, and cataloging for the purpose of use in reference and research assistance, programming, and preserving the history of Kinsman, Ohio and surrounding areas.

Purpose of Collecting and Types of Collections

KFPL maintains its collections in perpetuity to preserve materials of the past so that they will be available to future generations. The Library collects and maintains a Permanent Collection, to the best of its ability and within its mission. The collection's purpose is for exhibition, education, and research, insofar as these functions do not interfere with preservation.

Collections Management

Scope of Collection

Maintaining the Kinsman Historical Collection at KFPL helps to fulfill the Library's mission by preserving, providing access to, and educating the community on local history, specifically pertaining to Kinsman and its people. The Historical Collection is a repository of primary and secondary source material; organized, cataloged, cared for, and administered by the Library Director and Reference staff. Appropriate usage will be determined by the Collection Management Policy approved by the Library Board of Trustees.

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Responsibility for the Collections Management Policy

The Reference Librarian is responsible for reviewing the Collection Management Policy every five (5) years and presenting an updated copy to the Board for approval.

Donations

Gifts of materials to the Historical Collection through KFPL will be accepted with the understanding, through the fulfillment of the Deed of Gift Agreement, that the donated items become the property of KFPL and may be stored, used, displayed, and deaccessioned according to the guidelines of the Collection Management Policy.

All potential donations will be presented to the Library Board of Trustees at the next regularly scheduled Board meeting for review based upon the Selection Criteria outlined below. The Library Director and Reference staff will advise and make recommendations as needed. Once approved by the Library Board, materials become the property of KFPL.

The Library, on a case-by-case basis, will accept items with restrictions, depending on the nature of the collection and the restrictions. If the donor and KFPL cannot agree on the restrictions, there will not be a gift. The donation cannot be accepted until the restrictions have been approved by the Library Director. The restriction(s) will be kept on file with the accession records.

Restrictions will be considered under the following criteria:

Unacceptable restrictions:

- That a whole collection will be kept intact
- That a donation will be exhibited permanently
- That a donation will be kept permanently

Acceptable restrictions:

- Donations which require restricted access for a set period of time, to be lifted after such time has expired. (For example, an item cannot be exhibited or used for research for 50 years.)
- Donations in which the donor retains all copyrights. Researchers must apply to the donor for permission to use copyrighted materials.
- KFPL may accept records which may have restricted access due to their sensitive nature, for example, hospital medical records. Access and usage of such records will be governed by KFPL Policy and any current legislation pertaining to such records.

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Selection Criteria

All donations and acquisitions to the Historical Collection will be accepted or denied by the Library Board of Trustees based on the following criteria:

- Relevance to the history of Kinsman, Ohio and surrounding areas
- Suitability of the subject to the Historical Collection
- Available space in the Historical Room to house materials
- Non-duplication of material within the collection
- Authenticity and completeness of record
- Quality of the physical form of material
- Ease of use for patrons
- Ability to store, display, or otherwise care for the item properly
- Cost to preserve, store and process
- Security requirements to store or display
- Restrictions by donor

Exceptions can be made by the Library Director with input from Reference staff.

Incoming and Outgoing Loans

The use of both incoming and outgoing loans will allow the Kinsman Historical Collection to build a wider audience, promote research, expand awareness of community history, enhance goodwill, and further educational programming. At the discretion of the Library Director and Reference staff, KFPL may accept incoming loans or lend items from the Kinsman Historical Collection to other official organizations. Outgoing loans will not be made to individuals, staff members, or Board members.

All loans will require a Loan Agreement form signed by both parties; the lender/borrower and KFPL Reference staff outlining the conditions, duration, purpose, and arrangements for the return of items. Loans will only be approved for a set timeframe with a maximum of two (2) years, no permanent loans will be approved. KFPL reserves the right to terminate a loan at any time. Additionally, unless otherwise notified in writing by the lender, KFPL may photograph or reproduce the image of borrowed objects for education, publications, and/or publicity purposes.

KFPL agrees to exercise the same care with respect to loans as it does for its own collection.

Outgoing loans will be granted only to organizations that make the same guarantee including, but not limited to, not mounting a KFPL object with tape, glue, pins, staples, wires, or materials that will alter in any way the original state of the object. Items requested for a loan must be free of any restrictions in the original Deed of Gift Agreement prohibiting a loan.

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Access

The Historical Collection is housed and displayed in the Historical Room on the lower level of the Library. Visitation and usage of materials is available as staff and time allow during regular Library hours. It is therefore strongly recommended that patrons contact the Reference Department to make an appointment before coming to use the Historical Collection. Researchers who cannot come to KFPL may also contact the Reference Department for research assistance.

Access and use of the collection is subject to special rules and regulations designed to ensure the integrity of the collection and continued usefulness of items in the collection. Violation of rules and regulations laid forth by Library staff may result in restriction or denial of access.

Objects and archival materials will not leave premises except for educational purposes with direct permission of the Library Director with advice from the Reference staff. Photocopies can be made with permission and assistance from Reference staff for a small fee per page.

Reproductions of materials can be limited or refused based on copyright claims and/or the item might be harmed during duplication.

Appraisals

Kinsman Free Public Library has been determined to be a non-profit government organization. Gifts to KFPL are tax deductible, subject to certain limitations and special rules. According to the 1984 Tax Reform Act, a museum/donee is recognized as an interested party and is disqualified from the appraisal process even for objects not intended for donation. Prospective donors will be advised that they are responsible for appraisals to determine the value of the items(s) and should refer to their own attorney or accountant for advice on this matter. KFPL shall not give appraisals of items as a service for members or visitors.

Deaccession

Reasons for Deaccessioning

From time to time the Historical Collection will be reviewed by the Library Director and Reference staff, and items may be deaccessioned if it meets the following criteria:

- It does not fall within the Library's mission.
- It lacks provenance.

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- It cannot be salvaged, even with conservation, because of advanced deterioration.
- It is not authentic.
- A better example exists in the collection.
- The Library is unable to maintain it.
- It poses a threat to the safety of the public or other collections.
- It is subject to a legislative mandate, ex. repatriation.

Process of Deaccessioning

Any restrictions that have accompanied an object at the time of its accession will be honored. Additionally, no donated object(s) shall be deaccessioned for any reason until two years after the date of its acquisition. [See U.S. Tax Reform Act of 1984 and IRS regulations.]

Furthermore, no Director, staff member, volunteers, or members of their immediate families, or agent for Director or staff shall acquire or personally benefit from objects sold from the Historical Collection.

Following best practices, no persons employed or associated with the Library will be able to purchase any deaccessioned items. In addition, all proceeds from the deaccessioned materials are to be used for the purchase of materials for the collection or collection's conversation.

The deaccessioning process will start with the Reference Staff compiling a list of items to be deaccessioned; the list will be presented to the Library Director for approval. The Director will then present the items to the Board for final approval.

Methods of Disposal

Disposal of materials will be by one of the following methods:

- Gift, sale or exchange to other local historical or educational institutions
- Sale, preferably by public auction or specialized dealers
- Destruction and disposal in a sensitive manner

Review

The Library Board of Trustees will review the Collection Management Policy every five (5) years in order to assess its function and continued usability. The Library Director and Reference staff will provide input as needed.

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