

# Collection Policy for the Local History Museum and Special Collections of the Olive Free Library

## Purpose of the Collection:

The Local History Museum and Special Collections of the Olive Free Library serve to collect artifacts directly related to the history of the Town of Olive and its inhabitants, with concentrations in the time of the town's settlement through the completion of the Ashokan Reservoir and early 20<sup>th</sup> Century.

## Scope of Collection:

The Local History Museum and Special Collections will collect historical materials in a variety of formats including but are not limited to:

- manuscripts, books and other written and printed materials;
- photographs, prints, paintings and other visual materials;
- tools, clothing, decorative arts, and other three-dimensional artifacts of the past

They must be relevant and consistent with the mission of the museum and archives. Objects that lack complete documentation and reproductions of documents may be collected as long as they contribute to a clearer understanding of the history of the Town of Olive and convey new, additional information.

## Function of the Collection:

The Local History Museum and Special Collections shall maintain two collection categories: Permanent and Education.

### 1. Permanent Collection

Contains all items of unique importance to the history of the Town of Olive. The permanent collection consists of original, irreplaceable historical artifacts to be preserved for future generations.

### 2. Education Collection

Contains items adapted into active use (used without restriction), hands-on demonstrations and educational functions. This collection consists of items without significant importance or lesser historic value to the Town of Olive. Use, wear, breakage and possible loss of these items is expected.

## Additions to the Collection:

The Special Collections will not seek collection donations or accretions to the current holdings.

In the case that collections are proffered, the Library Director may consider accepting them provided that the Olive Free Library Association possesses the necessary resources – employee dedication, finances, and storage to maintain the collection into the future. The director has a responsibility to ensure that proffered collections will not better serve the community in another local or state repository.

### Criteria for Deaccessioning:

The museum and archives will *not* preserve records or artifacts about or pertaining to:

- Communities outside of the Town of Olive and its hamlets and therefore outside the scope of the mission statement.
- Individuals, families or businesses with no obvious connections or contributions to the Town of Olive and its hamlets and therefore outside the scope of the mission statement.
- Mass-produced publications and newspapers that are available state-wide, nation-wide and world-wide.
- Duplicated items that are represented by a similar item in better physical condition.
- An item which has physically deteriorated so that it is no longer useful or has failed to retain its identity or authenticity.
- The item is of lesser historical significance and does not communicate informational values for research or exhibition purposes.
- The item has doubtful potential utilization in the foreseeable future or pertains to an obscure target audience.
- The item cannot be properly preserved or cared for by the Olive Free Library

Items shall be de-accessioned by the mutual agreement of the archivists and library director. The item may be disposed of in whatever manner is deemed appropriate and most beneficial to the Olive Free Library Association - whether by gifting to another archival or museum repository, destruction, or sale.

### Collection Governance:

The Library Director is responsible for ensuring the Local History Museum and Special Collections of the Olive Free Library Association adheres to the mission statement and collection policy. Taking into consideration the recommendation of the archivists, the Library Director will determine the appropriateness of future collection donations.

The Olive Free Library Association reserves the right to review and makes changes to the collection policy from time to time.