

## I. INTRODUCTION

The Cyrenius H. Booth Library ["library"] was established in 1932 through the bequest of Mary E. Hawley. In addition to funds for the construction and operation of the library, Miss Hawley's gift included a donation of books, documents, furniture, textiles and other historical artifacts related to the Hawley, Booth and Edmond families. These materials and objects comprise the foundation of the library's Historical Collections, which has grown over the years to become an extensive and varied collection of items representing all aspects of life in the community of Newtown, Connecticut, over three-and-a-half centuries. The following Collections Management Policy describes standards and procedures for acquisition, accession, deaccession, disposal, access, preservation and use of all materials in the Cyrenius H. Booth Library Historical collections.

## II. STATEMENT OF PURPOSE

The library, through its Historical Collections, organizes and preserves documents, artifacts and other Historical and Cultural items which promote an understanding of and appreciation for the history of the C.H. Booth library as an institution, and of the Town of Newtown, Connecticut, in order to make these collections available for research, education and public enjoyment.

## III. MUSEUM CODE OF ETHICS, COLLECTION COMPONENT

In keeping with the best practices and professional standards outlined by the American Alliance of Museums (AAM), the American Association for State and Local History (AASLH), and the American Library Association (ALA), the C.H. Booth Library seeks to maintain the highest ethical standards by ensuring that items within the collection meet the Library's mission and collecting parameters. The C.H. Booth Library will attain custody of items in a lawful manner with proper documentation to ensure proper ownership. Responsible and regulated access to its collections will be made available to the public at regularly scheduled times and upon request. Finally, the C.H. Booth Library will endeavor to ensure that the proceeds of de-accessioned items will be used for the purposes of expanding, preserving and restoring the Library's Historical collections.

## IV. SCOPE OF THE COLLECTIONS

The Historical collections are comprised of documents and artifacts preserved in physical and digital formats. The collections include, but are not limited to:

- Books, pamphlets and other print material;
- Non-print material including photographs;
- Furniture and other artifacts;
- Textiles including clothing;
- Scrapbooks;
- Framed artwork;

- Newspapers and other serials;
- Artifacts associated with library and/or town traditions or commemorating significant events or persons; and
- Administrative documents such as minutes, correspondence and financial records.

## V. RESPONSIBILITIES

The Board of Trustees and the Library Director have ultimate authority over and responsibility for the library, including its Historical collections. Primary management authority ["the Authority"] of the Archives Historical Collections including (but not limited to) decisions regarding accession, deaccession, loans and other changes to the contents of the Historical collection is invested in the Art and Historical Committee of the Board of Trustees, Assistant Library Director and in the Library Director, who, with the guidance of the curator, oversee the daily implementation of this policy by the Head of Reference Services in communication with the Arts & Historical Subcommittee.

## VI. ACQUISITION/ACCESSION POLICY AND OBJECTIVES

Development of the Archives Historical collections will be guided by the Statement of Purpose (see Section II). Both analog and digital materials are eligible for acquisition.

### A. Materials Relevant for Acquisition

The library will acquire materials that have historically significant value for the library as an institution and for the Town of Newtown, Connecticut. These materials may include: books, manuscripts, audiovisual materials, photographs, biofacts, artifacts, artwork, correspondence, and newspaper clippings. In order to prevent indiscriminate growth of the collection, any item considered for accession must undergo an assessment by the Authority to determine whether or not it is appropriate for inclusion. Such assessment will consider the following questions:

1. Is the item consistent with the stated purpose of the C.H. Booth Library's Historical Collections?
2. Can the item be given proper care?
3. Is the item an unneeded duplicate?
4. Is the provenance of the item satisfactory?
5. Is the item encumbered by conditions imposed by the donor?
6. Might the item present undue or excessive legal or financial liability to the Library?

### B. Method of Acquisition

**Gifts and Bequests:** Gifts and bequests may be accepted for the Historical Collections if they meet the criteria of this acquisition policy. Such gifts and bequests should make the item(s) the unconditional and unrestricted property of the C.H. Booth Library. Gifts or bequests of items with conditions or restrictions attached are strongly discouraged.

**Exchange:** Exchanges with other institutions may be made in accordance with collection objectives outlined in this policy.

**Purchase:** The Library may purchase items for the Historical Collections that accord with the Statement of Purpose. Items should not be purchased if an equivalent/comparable item is available at a lower price or by gift.

### C. Declining Acquisitions

Items and artifacts not conforming to Materials Relevant for Acquisition outlined above in section A will not be acquired by the library. Wherever possible, the library will direct the owner of materials declined for acquisition to another institution, archives or public collection.

### D. Library Discretion

The library will not accept any materials it has reason to believe were acquired by unethical or illegal means.

### E. Accessioning

Items selected for accessioning into the Historical collection will immediately be added to the Historical Collections inventory and the Accession Record.

### F. Acknowledgement and Record-Keeping

All gifts and bequests will initially be acknowledged and recorded by a Temporary Deed of Gift. The Temporary Deed of Gift will act as record and receipt of the gift or bequest until such time as the Authority makes a final decision regarding acceptance or refusal of the item(s) at which time the permanent transfer of ownership will be recorded by a Deed of Gift. The Deed of Gift will be kept by the Library as a record of the legal acquisition of the donation and a copy of the deed will be given to the donor as a receipt.

All gifts to the collection will be acknowledged by the Library Director in writing in accordance with the Library Gift Policy. The Library Director will provide the donor with a copy of the Gift Policy.

### G. Appraisals

The library will not provide appraisal services to donors or other interested parties.

## VII. DEACCESSIONS

Although one of the primary purposes of the Historical collections are to preserve and maintain objects for the long-term use and enjoyment of researchers and the general public, it is occasionally appropriate to deaccession items in order to refine and improve the collections. Due to constraints of budget, staff time and space, the ability of the library to adequately care for all of its collections while providing for future growth must be taken into consideration. Deaccessioning may be considered when materials no longer contribute to the stated purpose and collection objectives of the library, when their retention violates the Collections Management Policy, or when they are in such seriously deteriorated condition that they have lost their research and education potential. An item proposed for disposal is considered on the basis of its documentation, attribution and provenance, condition, quality, research and education potential and restrictions of use. The presence of duplicate items in the collections will also be considered in making deaccession decisions.

### A. Initiating Deaccession

A written deaccession proposal will be made to the Authority. The proposal will include a statement of justification for recommending deaccession and the proposed method of disposal.

No object may be deaccessioned without the signature of the Library Director. The entire process will be documented using a Deaccession Form and permanent records will be kept in the library.

#### B. Methods of Disposal

The method of disposal will be determined on a case-by-case basis and must be approved by the Library Director. Preferred methods of disposal include but are not limited to the following (in order of preference):

1. Items will be offered back to the donor if the donor can be identified and contacted. The Library will make a good-faith effort to try to identify and contact the donor or their descendant for 3 months. If contact cannot be made with the donor during that time, it will be assumed that the donor is uninterested in taking back the item.
2. Items will be offered to other appropriate institutions (ie.: museums, historical societies, or libraries), if they can be found.
3. The item may be sold in a manner chosen by the Authority. It is recommended that items with an estimated value over \$500 be sold through public auction. All proceeds from sale of deaccessioned items will be reserved for the expansion, preservation, and restoration of the existing collections.
4. Items that cannot be disposed of by any of the above methods or that are of such deteriorated condition that they are deemed of little historical value may be thrown away.

#### C. Lost or Destroyed Items

Any items that are discovered to be missing or that have suffered irreparable damage or destruction will immediately be reported to the Library Director. Destroyed items will immediately be recorded using a Deaccession Form and removed from the inventory.

Lost items will not be deaccessioned until such time as the Authority determines that they are not likely to be recovered. They will remain in the Historical collection inventory but will be noted as currently missing from the collection. When they are deemed permanently lost, they will be removed from the inventory and a Deaccession form will be completed.

### VIII. LOANS

The Library will accept short-term loans of items and collections that accord with the stated purpose of the Historical Collections. The Library will also consider, on a case-by-case basis, outgoing loans from the Library's Historical Collection. For all loans, the following policies and procedures must be followed to ensure proper transport, storage, insurance, handling, treatment, and record-keeping of loaned items.

#### A. Incoming Loans

All incoming loans require both the consent of the Lender and the approval of the Authority of the Library in the form of an Incoming Loan Form. The Incoming Loan Form will be retained by the Library for its records and a copy of the form will be provided to the Lender as a receipt.

The Loan may be terminated at any time by either party.

All incoming loans shall include an acknowledgement that – after a period of six months has passed from the time the Library has first attempted to return the loaned item(s) and has been

unsuccessful in so doing, ownership of the item(s) shall vest in the Library and thereafter shall be eligible for treatment by the library as a regularly accessioned item under the Historical Collections Policy. At the conclusion of five months from the first attempt to contact the lender, the Library will notify the lender in writing that the library will be assuming ownership of the loaned item(s) if the lender makes no contrary claim before the end of the sixth month. The Library will maintain a record of its best efforts to locate and contact the lender and/or his/her descendants, and any relevant correspondence during the above-mentioned six-month period.

#### B. Outgoing Loans

In recognition of the trust placed in the Library by the donors that have contributed to the Library's Historical Collections, outgoing loans to other institutions will be considered on a case-by-case basis by the Authority and the library reserves the right to deny outgoing loan requests for any reason. Outgoing loans will not be made to individuals. If a loan request is denied, the library will make its best effort to make the items in its Historical Collections accessible to the inquiring party in accordance with the section of this policy below titled "Access." All outgoing loans require the consent of the Authority in the form of an Outgoing Loan Form.

### IX. ACCESS

The library is committed to making research materials available to users on equal terms of access. This is in accordance with the standard professional policy on access adopted by the Society of American Archivists and the American Library Association.

#### A. Physical Access

The Historical collection will be open to researchers for reference use by special appointment. The Reference Services Department staff will assist researchers in the use of catalogs and finding aids and retrieve items as requested.

The library reserves the right to restrict use of materials which are exceptionally fragile. Duplicates such as photocopies, typescripts, or digital surrogates may be supplied in place of original materials. The library reserves the right to charge a fee for the duplication of any historical materials to compensate for associated costs.

The library is under no obligation to facilitate access to the Historical collections for purposes that are inconsistent or in conflict with its commitment to preservation, education and public enjoyment.

#### B. Restrictions to Access

The library strives to promote broad use of all of its collections. Catalogs and other finding aids will be developed to ensure easy access to historical materials. In rare cases where information is deemed confidential by the staff, every effort will be made to extract or copy relevant non-confidential information from the document.

### X. RIGHTS AND REPRODUCTIONS

The library is responsible for safeguarding and preserving the physical and intellectual integrity of all of its collections. All requests for images or reproductions of items in the Historical

Collection will be considered on a case-by-case basis. The Head of Reference Services will provide photocopies or digital scans of materials which are suited to these processes, within any limits determined to be necessary to protect the originals from damage.

#### A. Application for Reproduction

Requests for permission to publish any image or reproduction of items in the Historical Collection must be submitted in writing to the Library Director. Applications may be denied for any reason including but not limited to:

- The proposed use for the reproduction is not in line with the stated mission of the Library or the Historical Collections
- Restrictions placed on use of the item and its image by the donor
- Inability to provide images or reproductions due to poor condition of or potential damage to the item.

#### B. Responsibility for Compliance with Intellectual Property Laws

The library does not hold copyright on all materials in its collections. Users are responsible for obtaining permission to publish from any other copyright holders. The user assumes all responsibility for complying with libel, privacy and copyright laws. The Library assumes no responsibility whatsoever for claims against the user by copyright holders, and the user agrees to indemnify the Library and hold it harmless against any and all such claims and associated costs arising as a result of the user's reproduction of the material.

Where the Library does control copyright, rights for reproduction will be granted for a single publication. Permission must be sought again for any subsequent edition or reprint of the published material. Any reproduction must be accompanied by a complete credit line giving credit to "Cyrenius H. Booth Library, Newtown, CT."

#### C. Reproductions for Library Use

All reproductions for Library use must be approved by the Library Director. In making reproductions for its own purposes, the Library will make a good-faith effort to identify and contact any holders of copyright. If copyright holders cannot be identified or contacted, the Library will make a good-faith effort to determine if Fair Use applies.

#### D. Ownership of Reproductions

Any approved request to reproduce items or images of items in the Historical collections does not entail a transfer of ownership. The Library or the appropriate copyright holder maintain all ownership rights including the right to approve further reproductions of items and images.

#### E. Documentation

Documentation of all steps in the reproduction process will be maintained by the Library. These documents include, but are not limited to: Agreements and conditions of reproduction, written permission (both applications and approval) for use and reproduction signed by the Library Director, written records of research conducted to locate copyright holders, copies of correspondence or attempted correspondence with copyright holders, and written record of justification for Fair Use determination.

All requests and approvals for reproduction and use of items or their images will be recorded in a central record (spreadsheet) for future reference.

#### F. Fees for Reproduction

The Library Director and the Arts & Historical Committee of the Board of Trustees will have authority and responsibility to determine a fair and reasonable fee structure for reproduction of items or their images.

### XI. MISCELLANIOUS

#### A. Collections Care

The library recognizes the need for adequate storage for all collections, based upon approved professional standards regarding temperature, light, and humidity levels. Every effort will be made to ensure that the conditions of storage, use, and exhibition are conducive to prolonging the life of Historical materials, consistent with the mission and institutional goals of the library.

#### B. Insurance

The library building and contents are covered under the property coverage section of the library's insurance policy through the Town of Newtown. The Authorities will schedule appraisals of the Historical collections as needed to aid in the estimate of necessary coverage. Additions/deaccessions that affect value estimates will be reported as requested by the Library Board of Trustees. Should they warrant, specific items may be individually insured as determined by the Authority.

#### C. Records and Documentation

The Library Director shall oversee the establishment and updating of any inventory, catalog or finding aid pertaining to the collections of the Archives. All records regarding the acquisition, accessioning and deaccessioning of historical materials will be maintained and retained according to the regulations of the State of Connecticut.

### XII. CONCLUDING STATEMENT

The Cyrenius H. Booth Library Historical collections exist to provide access to unique, irreplaceable and culturally valuable materials that reflect the long and vibrant history of the library and its community. Any eventuality or circumstance not addressed in this Collections Management Policy will be informed by the principles of preservation and by an enduring commitment to retaining and preserving the historical heritage of the library and of the Town of Newtown, Connecticut, through its historical records and artifacts.