

# East Granby Public Library

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## **Betty Guinan / Alice Newman Historical Room Collection Policy**

### **Mission**

The library will collect, preserve, and make accessible written, photographic, and oral history and current information of East Granby and of families with local roots for the benefit of present and future generations.

### **Scope of Collection**

The archivist actively collects written materials including books, manuscripts, diaries, correspondence, memoirs, scrapbooks, maps, account books, census records, photos, oral histories, town and organizational records, publications, and the like. Items pertaining to East Granby specifically or to the larger region, including related towns of Windsor, Simsbury, Granby, Windsor Locks, and North Bloomfield (old St. Andrews.) Items that illustrate Connecticut or American history and are representative of life and culture in East Granby are also included. Photocopies of original documents are welcomed.

The strengths of the collection include title searches of houses, photographs, Newgate Prison material, genealogies, newspaper clippings, and maps.

Current collecting goals are to enlarge and maintain the areas of strength and continue to add items with a direct connection to the history of the town.

### **Acquisition**

The Historical Room may acquire items by gift, bequest, purchase, transfer, etc. In accepting items, the staff assumes responsibility for preserving and protecting same.

All items should:

1. Fit into the scope of the collection
2. Be transferred with such written evidence of title as possible
3. Be free of restrictions that would hamper use or disposition

4. Not be illegally acquired or imported into the U.S.
5. Not duplicate other items unless there is a specific reason (i.e. condition, rarity)
6. Be in condition to be stored, protected, and preserved without undue cost

### **Acceptance Procedures**

The donor must read and sign the Gift Policy, giving the library sole ownership of any item(s). The archivist will make the final decision as to what to accept and has the right to refuse any gift or bequest, or any part thereof. No items will be accepted on loan, nor will permanent items be loaned out except with specific permission at the archivist's discretion. Not all items accepted from any donor will necessarily stay together but will be cataloged with like subjects.

Items put into the collection may also be sold at a later date, at the discretion of the archivist if the focus of the collection changes or a duplicate item in better condition is found.

No staff member or Board member may appraise an acquisition. Gifts are tax deductible to the extent allowed by law. It is the responsibility of the donor to ascertain a monetary value or to arrange for an appraisal.

Purchases can be made from the Betty Guinan / Alice Newman Historical Room fund at the discretion of the archivist. Funds spent from the Book Fund must be approved by a committee of three (see attached).

### **Care of the Collection**

The library will, to the best of its ability and within available resources, catalog, care for and preserve all items according to professional archival standards and in appropriate acid-free environments. Reasonable precautions will be taken to prevent theft, deterioration, or other damage.

### **Access to Collection**

The collection will be available to the public at certain specified times or by appointment. No one is to be allowed in the room without a staff member present.

## **Deaccession**

Deaccessioning permanently removes an already cataloged item from the collection. It should be done only after careful consideration. Items may be deaccessioned if a duplicate is acquired in better condition, the item does not fit into the collection scope as defined by the Collection Policy, or the item is in very poor condition and cannot be preserved or lacks provenance and/or is not authentic.

All proceeds from any sale must be used to benefit the collection. Items should be sold through a specialized dealer or by public auction. An item may be gifted or sold to other institutions with historical collections. Items may not be sold or given to an individual. No library employee or volunteer may acquire such items. An attempt should be made to inform the original donor, and a list of all deaccessioned items should be kept by the archivist.

## **Appendix A**

### **Special Town Meeting – July 15, 1986**

A motion was made and seconded to adopt the following resolution:

BE IT RESOLVED:

That funds remaining in the treasury of the historical committee along with any subsequent funds derived from the sale of history books be used for the acquisition, preservation, and storage at the East Granby Public Library and for the restoration and utilization of items pertaining to the History of East Granby such as books, documents, maps, audio tapes, photographs, films and photographic slides, not including artifacts.

Be it further resolved that the funds so designated be placed in the East Granby Historical Book committee fund of the East Granby Public Library and to be expended on the approval and majority vote of a committee of three members which shall comprise: a teacher in the public school system of East Granby to be named by the Superintendent of Schools, a representative of the Historical Society, and the Curator of the Alice Newman Room of the East Granby Public Library.

Motion carried.