

Archives, Art and Artifacts Policy

This policy establishes the purpose and management principals of the Skaneateles Library Archives, as well as the criteria and stipulations under which the library will accept gifts of art and artifacts not intended for the circulating collection.

Library Archives

The purpose of the library's archives is to:

- collect and preserve archival materials created by or pertaining to the Skaneateles Library Association, both before and after incorporation;
- arrange and describe these materials according to archival principles and make them accessible to the general public as is practicable; and
- provide adequate and appropriate conditions for the storage, protection and preservation of archival material.

Items that do not further the purpose of the library archives cannot be accepted. Items may also be refused based on condition, availability of appropriate storage or duplication of items already held.

Archives Management and Responsible Collecting

Management of the archives is the responsibility of the library director. The library will maintain a responsible level of collecting by remaining within the constraints of available storage space, ability to process materials within a timely manner and ability to provide for the care, preservation of and access to the material received.

Access for Researchers and the Public

The library will facilitate access to the archives, art and artifacts subject to staff and space availability. Images of art or artifacts may not be used by other organizations or individuals for commercial gain, except as allowed by law. The library may limit physical handling of items as necessary.

Deaccessioning

Items in the collection may be deaccessioned at any time. Deaccessioning is considered when items are:

- duplicates of other material in the collection in equal or better condition;
- of marginal use to the library, are outside the scope of the collecting policy or would be more appropriately housed at another institution;
- in such poor condition as to be unusable or threaten other collections or staff; or
- missing, with little hope of being found or recovered.

The library director will propose items for deaccessioning on an as-needed basis to the Board of Trustees for final approval.

APPROVED POLICY of the SKANEATELES LIBRARY ASSOCIATION

Deaccessioned items are removed from the collection by means of donation, sale or disposal. Proceeds from the sale of deaccessioned items benefit the Skaneateles Library.

Gifts of Art and Artifacts

Art or artifacts that are compatible with the library's needs and facilities may be accepted:

- to enhance the beauty of the facility;
- to record an aspect of library or community history or culture;
- to commemorate the contributions of individuals to the library; and
- for other purposes as defined by the Board of Trustees.

Donations are arranged through the library director. The library reserves the right to refuse offered items and to dispose of donations as appropriate. The donor or his/her lawful agent must complete a Deed of Gift form before a gift can be accepted.

All gifts to the library will be free of restrictions and conditions. The library will have absolute ownership of all donated art and artifacts, including but not limited to the management, display, conservation or disposition of said art and artifacts. It is recognized that unusual circumstances may arise where exceptions to this policy may be in the best interest of the library. Any such exceptions must be approved by the Board of Trustees.

To conform to the requirements of the Internal Revenue Service, the library cannot provide an appraisal of a gift for tax purposes. It is the responsibility of the donor to have donations appraised for tax purposes.

Non-archival housings acquired with donations, such as emptied frames, boxes, bags, plastic tubs and other non-archival containers, will be discarded or recycled unless otherwise specified by the donor.

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