

## Collection Development Policy

### Springdale History Center Collection Development Rough Draft

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## Collecting Scope

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### Collection Strengths and Areas of Specialization

### Current Collecting Focus and Priorities

#### 1. Collecting Guidelines

1.1 The Springdale History Center is committed to a policy of responsible collecting to best serve the public and effectively allocate resources. Consideration is given to the available storage space, staff ability to process material, the preservation of materials, and the ability to grant access to materials. Additionally, the History Center will not accept archival materials collected primarily by other repositories without good cause. Donors will be directed to the appropriate collecting repositories.

1.2 The Springdale History Center provides access to its collections as an unaltered, authentic historical record to aid in the research and understanding of history, while acknowledging their impact on various peoples and groups. Some collection materials are reflective of past cultures and prejudices, including images or words that are inherently offensive, insensitive, and harmful. The History Center does not support, condone, or endorse these harmful ideas, behaviors, or attitudes, and they do not reflect the official opinion of the History Center.

#### 1.3 Subject Areas

##### 1.3.1 Subject and Emphasis Areas Collected

###### History of Springdale

- History of diverse cultures and growth related to people relocating within the geographically contiguous area of Springdale
- Family histories

###### History of Rockville

- History of diverse cultures and growth related to people relocating within the geographically contiguous area of Rockville
- Family histories

#### History of Grafton

- History of diverse cultures and growth related to people relocating within the geographically contiguous area of Grafton
- Family histories

#### History of Virgin City

- History of diverse cultures and growth related to people relocating within the geographically contiguous area of Virgin City
- Family histories

#### History of Shunesburg

- History of diverse cultures and growth related to people relocating within the geographically contiguous area of Shunesburg
- Family histories

History of diverse cultures, including Native American peoples, Latino and Hispanic communities, Latter-day Saints, various Mormon fundamentalist groups, other religious communities as pertains to above locations.

### 1.4 Formats Collected

#### 1.4.1 Published and Printed Materials (Selected and Limited)

- Biographies and autobiographies
- Books and pamphlets
- Directories
- Maps (limited by size)
- Memoirs and other primary sources
- Positive photographic film
- Photographs in all formats
- Sound recordings

#### 1.4.2 Unpublished and Archival Materials (Selected and Limited)

- Diaries, journals, and similar first-person accounts
- Ledgers and account books

- Business and organizational records
- Letters and correspondence
- Limited memorabilia
- Maps, surveys, and similar items (limited by size)
- Professional, personal, and family papers

#### 1.4.3 Audio/Visual

- Oral histories
- Note: Analog and digital formats present difficulties for preservation and access. The History Center weighs the value of the information contained against the challenges presented by the format preservation and access and will make decisions on a case-by-case basis.

#### 1.4.4 Electronic or Digital Material

- All electronic files should be organized prior to donation and in open or standard proprietary file format.
- Donation should be made with the understanding that the materials may be placed online.
- Electronic materials may be considered if the materials were created by the donor.

#### 1.4.5 Not Collected

- Ephemeral materials (such as newspapers, posters, and broadsides)
- Textiles/fabric materials, including clothing, bags, flags/pennants, etc.
- Three dimensional objects, such as statues, awards, historical artifacts. Exceptions may be considered for representative samples of key objects that document major periods, groups, or events in the subject area.
- Artwork
- Damaged materials that are deteriorated to the point that they cannot be used, materials with mold/mildew, or other condition that endanger other materials in the collection
- Note: Monetary value may be a consideration for either acceptance or refusal. Materials liable to loss or damage because of their physical format or condition may be considered for refusal.

## 2. Material Gift/Donations

### 2.1 Acquisitions and Donations

2.1.1 The Springdale History Center acquires and accepts donations that meet the criteria in the Collecting Guidelines section above.

2.1.2 Copies of items will be accepted as a last resort when an original cannot be obtained.

2.1.3 A donor should hold ownership rights and, where necessary, copyright for the material, if the material is not in the public domain, and will be asked to sign a release form transferring ownership and copyright to the History Center. The donor holds all responsibility for determining ownership and copyright of the material.

2.1.4 The History Center does not conduct appraisals of material for tax or other purposes.

2.1.5 An initial assessment of materials and their suitability for the collection will be conducted by the **Archivist** of the History Center and the **Collections Advisory Committee** prior to acceptance of any donation. The History Center reserves the right to decline donations.

2.1.6 The History Center actively seeks to obtain grants and also accepts monetary donations toward maintenance and processing of collections, transcribing oral histories, and projects to enhance access to the collections.

### 2.2 Ownership of Donations

2.2.1 Donation of materials may be accepted through deed of gift, bequest, or other legal documentation that transfers all physical and intellectual property rights to the History Center.

2.2.2 The History Center will not accept items or collections on “deposit” or “loan” or by any other means whereby the History Center does not become the owner of the items.

- Note: Items or collections meant for exhibit will be accepted by “loan.” Rotating exhibit items will not be considered a part of the permanent collection.

2.2.3 The History Center will not knowingly acquire items that have been stolen or illegally exported.

2.2.4 The History Center has the right to determine retention (in alignment with Utah Retention Schedules), location, cataloging treatment, and other considerations relating to the use or disposition of the material.

### 2.3 Restrictions

2.3.1 Under the direction of the History Center's **General Plan**, providing access to materials is an essential role. Restrictions to collections prevent full and equal access and should be kept to a minimum.

### 2.4 Archival Collections - Donor Restrictions

2.4.1 Donor restrictions must be made at the time of donation and may only be made by the creator of the material.

2.4.2 All donor restrictions must be approved by the Archivist of the History Center or the Collections Advisory Committee before a collection is accepted.

2.4.3 The only restriction donors may designate is to limit access for a specified number of years. This restriction may be placed on an entire archival collection, a portion of the collection, or an individual item. Restrictions will only be implemented if they are clearly identified (i.e. a specific number of years rather than the donor's lifetime).

2.4.4 Restrictions cannot be imposed by the donor, family of donor, community, or any other person, after the transfer of physical and intellectual property to the History Center has occurred.

2.4.4.1 The only exception to this is if the creator of the work did not donate the material and later learns of the donation. In which case, the creator may ask for a restriction for a specified number of years.

### 2.5 Oral History Collections - Donor Restrictions

2.5.1 Narrator restrictions should be noted at the time of signing the Oral History Release Form or during editing/review process before the final transcript has been created, and must be made by the interviewee.

2.5.2 Narrators have three options for restricting oral histories, including:

- The narrator may choose to have their name redacted
- The narrator may choose to not have the interview available on the Internet

- The narrator may choose to close the interview to research for a specified number of years

2.5.3 Restrictions cannot be imposed by the donor, family of donor, community, or any other person, after the transfer of physical and intellectual property to the History Center has occurred.

2.5.4 Retroactive donor release forms submitted by nearest kin does not allow for the nearest kin to ask for a restriction or deaccession/destruction of oral history without substantial reason. All requests must be written and submitted for approval by the Archivist or the Collections Advisory Committee.

## 2.6 Restrictions by History Center Staff

2.6.1 Access may be restricted due to the material's fragile condition, which may cause irreparable harm to the material itself.

2.6.1.1 Fragile condition includes, but is not limited to:

- Fragile and brittle paper
- Pencil, chalk, charcoal, or other medium which may smudge
- Cracking, flaking, or vinegar syndrome of emulsion or film
- Poor condition of book bindings
- Broken glass plate negatives
- Unprocessed collections

2.6.2 Staff may grant use to fragile materials for verified and approved research if proper handling procedures as directed by staff are used (handwashing, gloves, book rests, supports, etc.)

2.6.3 Restrictions placed to meet federal and state privacy laws, including but not limited to:

- GRAMA
- FERPA
- HIPPA
- Due to the nature of our collection, it is not always possible to anticipate the location of such private information, and the researcher is held responsible for the inappropriate or unlawful use of any such information they encounter during their research.

### 3. Accession and Deaccession

#### 3.1 Accession

3.1.1 All materials approved for permanent addition to the collection must have all appropriate gift forms and a description of the materials' provenance completed before accession. Each acquisition will be assigned an accession number, and all paperwork related to the acquisition of the items will be maintained permanently in the History Center's accession files and collection management system.

#### 3.2 Deaccession Procedures

3.2.1 Deaccession is the official removal of accessioned materials from the History Center collection.

3.2.2 Materials may be deaccessioned due to loss of items by theft or other means. Deteriorated materials beyond repair and mold/mildew/pest infected/or other issues that threaten the stability of the entire collection, will be deaccessioned and destroyed. Materials outside the collecting scope or multiple copies will be deaccessioned and disposed of through transfer/exchange with other historical repositories or by sale at public auction. Materials that have met state mandated retention periods may be deaccessioned and disposed of as directed under state laws.

3.2.3 Deaccession does not apply to items removed or discarded in the course of regular archival appraisal and processing of collections or materials that have not been accessioned.

#### 3.3 Criteria for Deaccessioning

3.3.1 Items may be deaccessioned when:

- They duplicate other materials in the collections which are in equally good or better condition.
- They are of marginal use, are outside the collection policy scope, or would be more appropriately housed at another institution.
- They are in such poor condition as to be virtually unusable, or threaten other collections or staff.
- They are missing for at least two years and there is little hope of their being found or recovered.

#### 3.4 Procedures

#### 4. Copyright, Reproduction, and Use

4.1 In-house digitization services are designed for access purposes, and publication quality files cannot be guaranteed. Users are responsible for any post-digitization clean-up work that is needed for publication purposes.

4.2 In receiving a reproduction or licensing use agreement, the user assumes all responsibility for infringement of copyright or other rights in the use of the material. The user must agree to defend, indemnify, and hold harmless the History Center, its stakeholders, and staff from and against any and all liabilities, losses, demand, penalties, costs, expenses, attorneys' fees, lawsuits, fines, judgments, or causes of actions, including but not limited to claims relating to infringement of copyright, trademark, invasion of rights of privacy or publicity, or libel that arise either directly or indirectly from any use by the requester of the images and/or materials provided by the History Center.

##### 4.3 Copyright

4.3.1 All reproduction, photocopying, and scanning must be done by History Center staff. Materials must be kept in original folders and described on the Reproduction Request form. Reproduction of materials is subject to staff approval and is not allowed if it would damage the material, violate copyright laws, or if the material is restricted.

##### 4.3.2

##### 4.4 Reproduction

##### 4.4.1 Reproduction Standards

##### 4.5 Use

##### 4.6 Attribution

#### 5. Addenda

##### 5.1 Policy #

##### 5.2 \*Link to Forms\*