



## **SPECIAL COLLECTIONS DEVELOPMENT POLICY**

*This policy is for application to the Lackawanna Public Library.*

### **I. STATEMENT OF POLICY**

The Lackawanna Public Library in support of its mission collects, preserves, and houses original manuscripts, books, artifacts, and other items that focus on local history. The Lackawanna Library is responsible for the items which are housed at the Lackawanna Library. The Lackawanna Library is committed to sharing these works with the public through display, exhibit, publication, and by other appropriate means.

### **II. SPECIAL COLLECTIONS**

Special collections of the Lackawanna Library including but not limited to manuscripts, scrapbooks, scored music, maps, genealogy resources, rare books, and certain reference and rare materials represent unique resources for research. Therefore special conditions may apply to the management of these collections as determined by the Lackawanna Library Board of Trustees.

### **III. RARE BOOK COLLECTION**

The rare book collection is housed in the Lackawanna Library's Historical Museum downstairs. The rare book collection is evaluated and maintained by the Lackawanna Historical Association under the guidance of the Board of Trustees of the Lackawanna Library.

## IV. COLLECTION DEVELOPMENT

### A. Acquisitions

1. The Lackawanna Library acquires items for its special collections, including the rare book collection, through:
  - a. Donations, solicited and unsolicited;
  - b. Purchase; and
  - c. Exchange with other repositories or collectors.
2. Items accepted will supplement existing collecting areas or strengthen areas that have been identified as areas of interest.
3. Efforts will be made to ensure that items accepted will be housed in appropriate containers and stored in secure, climate-controlled areas.

### B. Responsible Collecting

1. A responsible level of collecting will be maintained by staying within the constraints of available storage space, ability to process items within a reasonable amount of time, and ability to provide for the care, preservation of, and access to the items.
2. Consideration will be given to the best placement of the items.
3. Collected items must be in a condition that is stable for long-term storage and/or not detrimental to surrounding collections. Items must be free of mold or pests.
4. Lackawanna Library will make every attempt to avoid acquiring items known to be primarily collected by another institution, unless there is a strong connection with an existing Lackawanna Library special or rare book collection or another compelling reason exists to accept the items.
5. Lackawanna Library will not knowingly acquire items that have been stolen or illegally obtained.

### C. Nature of Ownership

1. Items may be accepted by deed of gift, bequest, and/or other forms of documentation by which full and absolute title is transferred to the Lackawanna Library.
2. The Lackawanna Library reserves the right to determine retention, location, cataloging, treatment, and other considerations relating to the use or disposition of the items. Any limitation on use must be approved by the Lackawanna Library Board of Trustees at the time of accession.
3. The Lackawanna Library may accept temporary deposits or loans for the purposes of exhibits/displays, research, or other, as deemed within the mission of the Lackawanna Library.
4. The Lackawanna Library may accept items on permanent deposit or loan if the intent is for the Lackawanna Library to become the owner of the items.
  - a. Permanent deposits and/or loans without the intent of the Lackawanna Library becoming the owner of the items require approval by the Lackawanna Library Board of Trustees.

### D. Deaccessioning

1. Items designated as special collections may be deaccessioned from the collection using standards as set in Section II.B. of Lackawanna Library's Collection Development Policy.
2. Items designated as rare books are intended to remain a permanent part of the Lackawanna Library collection.

a. Proposals regarding deaccessioning/exchange of materials in the rare book collection must be presented in writing to the Library Director and the Lackawanna Library Board of Trustees for review.

b. Any and all deaccessioning and/or exchange of materials from the rare book collection must be approved by the Lackawanna Library Board of Trustees.

Adopted July 21, 2016.

Amended September 19, 2019.