



## **SPECIAL COLLECTION POLICY**

The mission of the library's Special Collections is to collect and/or preserve historical resources that represent the heritage of Stillwater and Payne County and to make them available to the public for education, research, and enjoyment.

### **Statement of Authority**

The Library Director, operating under Library Board approval, is responsible for the selection of library materials. The Director, in turn, will delegate the primary responsibility for the day-to-day selection of Special Collections materials to the Adult Services Librarian who will serve as the Collections Manager. Acceptance and deselection of material should be made with the advice of at least one other staff member or experienced volunteer.

### **Collection Scope**

The Special Collections shall include printed matter such as books, scrapbooks, newspapers, documents, and maps, photographs, and audio visual material. Objects may be added to the collection if they are related to the Stillwater Public Library or the City of Stillwater government. Other objects may be accepted if space permits, but the collection of objects is highly limited.

The subject of the collection is focused on Stillwater and Payne County history, data, and work by local authors. The collection also contains material on Oklahoma, but may be limited due to space.

### **Criteria for Acceptance**

Material must be in a reasonably good state of preservation, and the library must be able to properly store the material. Items in a state of deterioration may be accepted for digitization, but should be a limited part of the collection. All objects entering the library collection must be in a condition that they will not cause injury or damage to other objects in the collection, storage or display facilities, or individuals working at or visiting the library.

Generally all objects entering the library's collection shall be without restrictions, conditions, or encumbrances. The library reserves the right to use all gifts in the manner which best serves its mission. Material with restrictions, conditions, or encumbrances may be accepted only with approval of the Library Director.

Donors of material must sign a deed of gift that also includes the transfer of digital rights. Deeds of gift shall be retained indefinitely by the library.

The library cannot provide an appraisal for material.

Material may be temporarily accepted for loan for digitization. A loan agreement will be approved and filled out by the Collections Manager or a designated representative with a description of the material and date by which the material should be returned.

**Conservation**

The library will make reasonable attempts to preserve and store material in the Special Collections; however, it cannot guarantee repair or restoration of material.

**Deaccession**

Material in the collection may be removed from the collection by the Collections Manager in consultation with at least one other staff member or experienced volunteer, for any reason, including deterioration of the material or lack of space and resources with which to store it.

If the object for disposition is of local and historical value, then it shall be first offered to an institution in the material's local area, then to an entity within the state. If no institution is interested in obtaining the object, then the object may be sent to the Friends of the Library for sale.

**Ethics**

The Special Collections may address a wide variety of social, political, artistic or scientific issues - all to be approached objectively and without prejudice.

No library employee or volunteer may compete with the library in any personal collecting activity or use a library affiliation to promote their personal collecting activities. Persons affiliated with the library will not acquire objects from the collections owned or controlled by the library unless such transactions are offered at public sale and have followed the rules stated in the policy for disposition of objects.

**Public Access**

The library maintains a secure environment to protect the collections; however every attempt will be made to allow the public access to the collections. Material from the collection is generally not available for check out. The Collection Manager or Library Director may make loans on a case by case basis.

Material may be viewed in the library designated Special Collections viewing area. Researchers shall fill in the research log and provide a driver's license for holding until materials are returned. An adult services librarian or designated representative must approve and monitor all granted requests for access.

Material may be restricted from viewing or reproduction if it is in a fragile state.

Researchers are advised that it is their responsibility to obtain copyright clearance to publish or otherwise reproduce or distribute archival material.

Disagreements concerning any aspect of this policy may be appealed to the Stillwater Public Library Board.

Approved 11/29/16  
Re-affirmed 5/22/18