

**COLLECTIONS  
MANAGEMENT  
AND  
GENERAL  
POLICIES**

**TEBEAU LIBRARY OF FLORIDA  
HISTORY**

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**AUGUST 1, 1997**

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**COLLECTIONS MANUAL  
FLORIDA HISTORICAL LIBRARY  
435 BREVARD AVENUE  
COCOA, FL 32922**

**Joint Statement on Access to Original Research Materials in Libraries, Archives, and  
Manuscript Repositories by the American Library Association and the Society of  
American Archivists**

**General Statement of Responsibilities:**

It is the responsibility of any library, archives, or manuscript repository to make available original research material in its possession on equal terms of access. Since the accessibility of material depends on knowing of its existence, it is the responsibility of a repository to inform researchers of the collections and archival groups in its custody. This may be accomplished through a card catalog, inventories, and other internal finding aids, published guides or reports to the National Union Catalog of Manuscript Collections where appropriate, and the freely offered assistance of all members, who, however, should not be expected to engage in extended research.

**Commonly Imposed Conditions :**

To protect and insure the continued accessibility of materials in its custody, the Library or repository may impose several conditions which it should publish or otherwise make known to users, to wit:

1. The repository may limit the use of fragile or unusually valuable materials, so long as suitable reproductions are made available for the use of all researchers.
2. All materials must be used in accordance with the rules of and under the supervision of the repository. Each repository should publish and furnish to potential researchers its rules governing access and use. Such rules must be equally applied and enforced.
3. The repository may refuse access to unprocessed materials, so long as such refusal is applied to all researchers.
4. Normally, a repository will not send research materials for use outside its building or jurisdiction. Under special circumstances a collection or a portion of it may be loaned or placed on deposit with another institution.
5. The repository may refuse any access to an individual researcher who has demonstrated such carelessness or deliberate destructiveness as to endanger the safety of the materials.
6. As a protection to its holdings, a repository may reasonably require acceptable identification of persons wishing to use its materials, as well as a signature indicating they have read a statement defining the policies and regulations of the repository.

#### Proper Credit to be Given:

Each repository should publish or otherwise make available to researchers a suggested form of citation crediting the repository and identifying items within its holdings for later reference. Citations to copies of materials in other repositories should include the location of the originals, if known.

#### Copyrights:

Whenever possible, a repository should inform a researcher about known copyrighted material, the owner or owners of the copyrights, and the researcher's obligations with regard to such material.

#### Access to Collections:

A repository should not deny access to materials to any person or persons, nor grant privileged or exclusive use of materials to any person or persons, nor conceal the existence of any body of material from any researcher, unless required to do so by law, donor, or purchase stipulations.

#### Parallel or Complementary Research Information:

A repository should, whenever possible, inform a researcher of parallel research by other individuals using the same materials. With the written acquiescence of those other individuals, a repository may supply their names upon request.

#### Availability of Collections Materials on a Timely Basis:

Repositories are committed to preserving manuscript and archival materials and to making them available for research as soon as possible. At the same time, it is recognized that every repository has certain obligations to guard against the unwarranted invasion of personal privacy and to protect confidentiality in its holdings in accordance with law and that every private donor has the right to impose reasonable restrictions upon his papers to protect privacy or confidentiality for a reasonable period of time.

1. It is the responsibility of the repository to inform researchers of the restrictions which apply to individual collections or archival groups.
2. The repository should discourage donors from imposing unreasonable restrictions and should encourage a specific time limitation on such restrictions as are imposed.
3. The repository should periodically reevaluate its restricted materials and work toward the removal of restrictions when they are no longer required.

#### Fees Imposed:

A repository should not charge fees for making available the materials in its holdings. However, reasonable fees may be charged for the copying of material or the provision of special services or facilities not provided to all researchers.

Approved by the Board of Directors  
Florida Historical Library Foundation  
May 1, 1997

## COLLECTIONS MANAGEMENT PROCEDURES, PRACTICES, AND POLICIES

### Purpose:

The purpose of this collections policy is to ensure that all objects offered to the Florida Historical Library for inclusion in its collections are handled in a manner consistent with the BY-Laws of the Florida Historical Library Foundation and with the tenets of the national accrediting agencies.

### Public Disclosure:

An extract of the approved policies on acquisition and disposition of collection items may be made available to donors or other responsible persons on request.

In reply to responsible inquiry, the Florida Historical Library may make available the identity and physical description (less donor information and data on distinguishing characteristics) of collection materials acquired or deaccessioned. All other facts pertaining to the circumstances of acquisition, deaccessioning, and disposal shall be adequately documented in the Foundation and Library records.

Donor data or distinguishing characteristics shall be provided to outside individuals or institutions for *compelling reasons only*.

### Definitions of Acceptable Terms to be Used to Describe the Collection and Collections Management:

1. Accession: An accession is all of the specimens received from one source at one time.
2. Accessioning: The formal process used to accept and record an object as a collection item.
3. Archival Management: The appraisal of records from the point of view of enduring value and the management of non-current records of enduring value.
4. Archives:
  - A. The permanently valuable records, in whatever form, that have been created or received by a governmental entity for its official purposes and made a part of its official documentation.
  - B. The records so created or received by a corporation, firm, church, or other organization.
  - C. An agency established to preserve and make such records available for use.
  - D. A building in which such records are kept.
5. Arrangement:
  - A. The placement of records in order in more or less gross lots (as by record groups, subgroups, and series) so as to reflect an appropriate logic-hierarchical, subject matter, or other common



sense order, and the provision of corresponding guideposts (as labels), to control them and to facilitate finding them.

- B. The restoration of any pre-existing order among records, document by document, so as to reflect their original and officially significant relationships.
  - C. The creation of an order that makes possible or facilitates the use of records while adhering as closely as possible to their supposed original and officially significant system of relationships.
6. **Book:** All monographs, festschrift, and printed materials not including serials/periodicals.
7. **Catalog:** A list of books, maps, recordings, coins, and any other medium that composes a collection. Collections catalogs may be arranged by alphabet, by number, or by subject. Catalogs may be in the form of cards, books, computer output microform, on-line computer data, or any other medium that is easily accessible by researchers.
8. **Cataloging:** The process of describing an item in the collection and assigning a classification number. There are two general types of cataloging:
- A. *Descriptive:* A simple identification and description.
  - B. *Subject:* The assignment of a classification number and of subject headings.
9. **Collection:** Papers, records, and memorabilia gathered together from various sources and maintained as a single entity.
10. **Deaccession:** The formal process used to permanently remove an object from a collection.
11. **Description:**
- A. The preparation of inventories, catalogues, and other finding aids.
  - B. A records description tool, such as a file scheme, and index, a list, or an archival finding aid such as a guide, and inventory, or a calendar.
12. **Document:** Any writing, book, or other single instrument for the communication of information, including maps or photographic materials; the smallest record or archival unit (it may consist of a page, a sheet, image, or any number of pages, etc.) needed to continue or complete the communication.
13. **File:** A body of papers that has been given some degree of orderliness or system. An inexact term that, according to context, may refer to:
- A. An aggregation of papers that have been accumulated in connection with a single transaction, subject, matter of business, etc. (often better conceived of as a case file or dossier):

- B. A larger aggregation of such papers representing the business of an official or an office (often better conceived of as a series).
14. **Finding Aid:** Any written product, descriptive or analytical with respect to some body of records, having the purpose of clarifying the nature and organization of the records in order to make them more readily available and comprehensible, either to archivists or to researchers.
15. **Guide:**
- A. A finding aid describing and analyzing records that is primarily designed to assist the user of the records rather than to account for the records.
- B. A heavy card, usually pressboard, with a tab for caption, used to subdivide the contents of file drawers, as an aid to finding, filing, and supporting papers.
16. **Loans:** Temporary transfers of collection items from the institution, or temporary transfers of similar items to the institution for purposes that are designated and agreed to in writing by both parties (exhibition, copying, insurance, etc.). The transfers do not involve a change of ownership.
17. **Manuscript:** A work written by hand; a typescript; the copy of all or part of an author's work before it is printed.
18. **Monograph:** A complete bibliographic unit; it may be issued in successive parts at regular or irregular intervals but it is not intended to continue indefinitely. It may be a single work or a collection of works that do not constitute a serial.
19. **Periodical:** A publication with a distinctive title, which appears in successive numbers or parts at stated or regular intervals and which is intended to continue indefinitely. Usually each issue contains articles by several contributors. Newspapers and memoirs, proceedings, journals, etc. of corporate bodies primarily related to their internal affairs are not included in this definition.
20. **Records:** Organic materials of primary character, with a collective significance in relation to activity and heterogeneous in subject matter. Usually refers to material produced by corporate bodies or government agencies.
21. **Serials:** Publication in successive parts at regular or irregular intervals and intended to continue indefinitely. Included are periodicals, newspapers, proceedings, reports, memoirs, annuals, and number monographic series.

## **DUTIES AND RESPONSIBILITIES OF THE COLLECTIONS COMMITTEE**

The Chair of the Board of Directors of the Florida Historical Library Foundation shall appoint a Collections Committee (hereinafter referred to as the Committee) which shall consist of the Chair, Executive Committee, Director of Collections, and four other Directors or other individuals. The Committee serves the following functions, to:

1. Supervise the expenditure of any moneys for the purchase of collection items.
2. Review items referred to the Committee by any of its members for possible inclusion in the collection by virtue of a gift, donation, or bequest.
3. Review and act upon recommendations for deaccessioning items from the collection.
4. Review funding requests for additional moneys above the funds allocated through the normal budgeting process, to identify funding sources and to make recommendations to the Executive Director and the Board of Directors for purchase.
5. Recommend policies to the Board of Directors for publications of items from the collection, or their replication, reproduction, or other commercial use.
6. Periodically review and revise the Collections Manual of the Library.
7. Periodically review donations or new acquisitions as to their conformity with the stated mission of the Library.
8. Develop new areas of collecting for the Library.
9. Review the acquisition of large collections or items and to make recommendations for its placement.

## **PROCEDURES FOR THE PURCHASE OF ARTIFACTS/DOCUMENTS**

In keeping with commonly accepted library practices, periodic purchases of new collections materials may be made. When such purchases are made, the following procedures will be followed:

1. The purchase of any or all new documents or artifacts shall be made from account funds specifically designated for that purpose or through funds appropriated by the Board of Directors for that purpose.
2. The Executive Director of the Florida Historical Library Foundation shall have sole signature authority for acquisitions by purchase.
3. The signature limitation for a single item purchase is \$500.00. Items in excess of this amount may be purchased with the approval of the Board of Directors, pursuant to the recommendation of the Collections Committee .
4. Discretionary purchases by the Executive Director shall not exceed funds budgeted for such a purpose by the Board of Directors.
5. All purchases must:
  - A. Be documented thoroughly by the Executive Director in keeping with the established purchase procedures of the Foundation.
  - B. Include documents which reflect identification of the seller, satisfactory proof of seller ownership, proof of the seller's right to dispose or sell item(s), any correspondence concerning negotiations, a signed receipt or bill of sale, and an adequate description of the objects involved along with any limitations or conditions of the sale.
6. All records pertaining to the purchase of any object, along with signatures, photographs, drawings, and other pertinent materials will be included in the provenance of the object and all such records shall be maintained by the Director of Collections.



## CRITERIA FOR ACCEPTANCE OF ITEMS

### Specific Criteria:

In order to be accepted for the collection, each item must satisfy the following criteria (to the greatest possible extent):

1. The item is consistent with the Library stated mission, purpose, and collection policies. (Mandatory)
2. The item is so unusual that it presents an exceptional opportunity for the promotion of the Library and its goals, and thus should be included in the collection.
3. The item is not duplicated or comparable to other items contained in the collection, unless in sufficient quantity as to constitute a separate or specialty collection.
4. The item is in such condition that the Library can reasonably provide proper care for the use and display of such item. Due consideration should be given to the amount and kind of restoration/conservation work required and the economic considerations of performing such work.
5. The item or object will be utilized for exhibition or study purposes and not merely held in storage.
6. The provenance of the item/object has been established and recorded, precluding, insofar as is practical, subsequent claims by other owners or charges of adverse possession or theft.
7. There are no unreasonable restrictions, encumbrances, or conditions imposed as a condition for acceptance of items/objects for use by the Library, its staff, or patrons. This includes "intellectual property rights (copyright, patent, trademark, or trade secret). Any and all exceptions to this provision shall be considered by the Collections Committee and its recommendations forwarded to the Executive Director, who shall forward this recommendation, along with his/her own, for final action by the Board of Directors.

### General Criteria:

When received by the Florida Historical Library, each individual item/object and its provenance is to be reviewed for eligibility for inclusion into the collection. Items/objects found to be beyond reasonable restorative or relative use for exhibit or research purposes will be identified and discarded or deaccessioned, with the approval of the donor(s). Items deemed to be acceptable, along with those items deemed unacceptable, should be brought to the donor(s)'s attention prior to the finalization of an acceptance agreement between the Library and the donor(s). The donor(s) should have the option of agreeing to the conditions of acceptance of the entire collection or of withdrawing the donation.

Once agreement is reached, the entire donation will be evaluated, documented, and catalogued, with copies of such actions made to the donor(s), before the donated items are fully accessioned to the collection.

The Director of Collections will provide the donor(s) with a written statement of the items received, but under no condition, will any monetary value be placed on the collection nor any monetary tax credit information supplied to the donor(s) since this is a violation of federal law.

### RECORD KEEPING

#### Preliminary Steps in Accessioning :

1. All acquisitions will be assigned a permanent and unique number (or some other identification mark) for the purposes of recording and tracking said acquisitions.
2. All acquisitions will be permanently marked with the assigned number.
3. All acquisitions will be recording in the permanent Accessions Records.
4. A Receipt of Gift, Deed of Gift, or other appropriate form will be prepared. The donor(s) will receive one copy and one copy will be retained permanently by the Library.

#### Library Records:

1. Library records will include the current location of all items/objects on loan to or owned by the Florida Historical Library Foundation that are of a historical or cultural nature.
2. Library records will include the current status of all loans to or from the Florida Historical Library Foundation and/or its collections.

#### Catalog Entries:

Catalog entries of all collection items/objects shall include (as far as is practical):

1. A summary of all information assembled on an item/object.
2. A detailed description of the item/object.
3. A summary of the provenance of the item/object.



## LOAN POLICY OF THE FLORIDA HISTORICAL LIBRARY

### Loans From the Florida Historical Library Collection

All loans made from the Library collections must be in accordance with the statement of purpose of this organization: to promote an awareness and appreciation for the history and heritage of the State of Florida and its peoples. Any use of materials on loan from the collections of the Library must be used in good taste and in a manner that will increase, rather than lessen, the public's respect for the Library.

No property, having been accessioned for the Society collections, will be removed to, loaned to, borrowed by, or given to any individual, organization, or institution not in compliance with the applicable sections of this Policy Statement.

Unless specifically exempted by the Board of Directors, all use of Library material must be credited by statement, sign, label or oral mention with additional credit being given to specific collection names in certain instances.

The name of the Florida Historical Library Foundation will not be associated with controversial situations, products, or groups as determined by the Executive Director, Director of Collections, or the Board of Directors meeting in regular or extraordinary session.

Unique items/objects in the Library collection will be loaned after a determination is made by the Director of Collections that no damage possibility exists to the item/object while in transit or whenever the said item/object is outside the immediate jurisdiction of the Library.

In keeping with the definitions and standards set forth by the American Association of Museums and their *Standards for Museum Accreditation*, each borrower must:

1. Provide satisfactory security in the form recommended by the Library staff.
2. Provide a climate controlled environment to ensure "...a minimization of damage and deterioration."
3. Provide insurance (wall-to-wall) at a value set by the Library's Director of Collections.
4. Certify that items loaned will not be used in direct advertising or commercial promotions, as distinct from public relations or indirect advertising solely for the benefit of the receiving institution.
5. Purchase solicitations or item/object value will not be used in connection with loaned items/objects on display.
6. Use Artifacts/objects in a positive manner in keeping with the mission, goals, and stated objectives of the Florida Historical Library Foundation.
7. Ensure that commercial media outlets use pictures, copies or recordings of loaned objects as a substantial part of any program, public service announcement, or other public service activity and will not be used for advertising or commercial promotions.
8. Pick up and return loaned objects/items at specified times, according to contractually agreed upon terms and conditions.

9. Pay a stated fee for cleaning or refurbishing of items/objects after each use. No such repair or cleaning shall be undertaken by the loan recipient except with the express written consent of the Executive Director of the Florida Historical Library Foundation.
10. Guarantee that all items/objects of clothing, jewelry, or other items/objects of human use will not be worn.
11. Provide assurances that items/objects loaned by the Library will not be loaned to other, non-contracted entities without the express written consent of the Foundation Executive Director. Secondary recipients of all loaned items/objects must meet the same conditions as are imposed on principal recipients of loaned materials.
12. Provide a caption or credit line stating that the items/objects are on loan from the Florida Historical Library Foundation must appear with any item/object exhibited or reproduced.
13. Photograph or copy any item/object on loan solely for record and publicity purposes and for reproduction in publications expressly approved in writing by the Executive Director of the Florida Historical Library Foundation.

Loans of Items/objects Made to the Florida Historical Library:

The Library will give to objects deposited on loan to its collection the same care and security they would receive if they were the property of the Library.

The Library, however, assumes no responsibility for the loss or damage to any item/object on loan to its collection as a result of war, invasion, rebellion, armed hostilities, natural disaster, defects in the object or other such calamities except as are provided for in the insurance policy provided for the said object(s).

The Florida Historical Library Foundation subscribes to the International Council of Museums' *Joint Professional Policy on Museum Acquisition* and on the UNESCO *Convention on the Means Prohibiting and Preventing the Illicit Export, Import, and Transfer of Ownership of Cultural Property*.

General Convention Governing Loans To and From Libraries and Museums:

The lender reserves ownership of all copyright, whether under common law or statute, in the objects lent. Subject to this reservation, the lender authorizes the borrower to undertake all such activities as are normally associated with an exhibit, research project, or other cultural or scholarly activity, subject to the conditions and restrictions listed above.