



NATIONAL CITY PUBLIC LIBRARY

1401 National City Boulevard National City, CA 91950

## **NATIONAL CITY PUBLIC LIBRARY KILE MORGAN LOCAL HISTORY ROOM**

### **STATEMENT OF COLLECTING POLICY**

#### **SCOPE OF COLLECTION**

The National City Public Library Kile Morgan Local History Room actively encourages the donation of objects, documents, photographs, and literary and artistic works that illustrate the history of National City and environs. The Library will provide for the preservation of all donated material and for its availability to all those who wish to see and study it. The following criteria shall provide a guideline for acquisition:

- A. Collections having a documented history of creation or use within the geographical boundaries of National City will be given top priority. The historical significance of a collection depends upon its documented history, its physical condition, and its association with a historic period or event.
- B. Collections will reflect the social, economic, and cultural changes that have affected the city of National City during its historical occupancy.
- C. The Library recognizes the need to preserve worthwhile material other than items of historical importance and may, at its discretion, accept collections which do not fit the above criteria.
- D. Donations will also be accepted which may be used in the efficient operation of the National City Public Library Kile Morgan Local History Room, whether monetary or material.

#### **POLICY**

- 1. Acceptance of items for the collection shall be made by the appropriate Library staff persons.
- 2. Donations to this Library are tax deductible. However, the responsibility of appraising all donations remains with the donor. The Library is not allowed to provide written appraisals for income tax purposes.
- 3. Since the law favors clear title, all donations must be obtained free and clear without restrictions as to use or future disposition.
- 4. The Library has a policy of changing the material on exhibit in order to present more of its collections to the public and to preserve the material from the destructive effects of light, air-borne pollutants, and insects. For these reasons, no donations can be considered on exhibit permanently.



## **DEACCESSIONING**

1. Donations shall be retained permanently in the collections as long as they retain their physical integrity, identity and authenticity and as long as they remain relevant and useful to the purposes and activities of the Library. Deaccessioning of donations may be considered when these conditions no longer prevail or if the Library should receive similar items in better condition.
2. Donations shall be deaccessioned only upon the recommendation of the appropriate Library staff person, and then by vote of the Library Board.
3. The manner of disposition shall be in the best interest of the Library, the public it serves, the public trust it represents in owning the collections, and the scholarly and cultural communities it represents.
4. Consideration shall be given to placing the donations (through gift, exchange, or sale) in another tax-exempt public institution wherein they may serve the purposes for which they were acquired initially by the library.
5. An adequate record of the conditions and circumstances under which donations are deaccessioned and disposed of shall be made and retained as part of the Library's collection records.

## **LOANS**

1. Long-term loans will be accepted in accordance with the Library's policy of preserving and making available for study materials illustrating the history of National City and environs.
2. Complete inventories will be maintained of all materials loaned to the National City Public Library Kile Morgan Local History Room.
3. All loans to the National City Public Library Kile Morgan Local History Room are subject to approval by the Library Board.
4. National City Public Library will provide appropriate and reasonable physical security against fire, theft, or vandalism.
5. The lender will assume liability for any material loaned to the National City Public Library Kile Morgan Local History Room that is lost, stolen, or damaged.
6. Credit will be given to lender while items are on display, or in publicity about materials.