

SECTION:	PS 1	ADMINISTRATIVE
SUBSECTION:	PS 1.9	GIFTS, DONATIONS, SPONSORSHIPS AND NAMING RIGHTS
POLICY:	PS 1.96	HISTORICAL MATERIALS & ARTIFACTS
REVISIONS:		10/2014; 3/17/2021

The Library Board of the Ashtabula County District Library affirms one of the purposes of the Library is to preserve the cultural heritage and history of the county. For its historical archive, the Library, at its discretion, will collect and preserve printed materials and manuscripts, phonographic records, tapes, videos, cassettes, films and photographic prints, digital and other media formats related to Ashtabula County, and will accept other historical gifts related to areas outside of the county on a case by case basis. These materials will be made available to researchers and the general public.

Acquisition and Acceptance of Historical Materials and Artifacts

The Board of Trustees has adopted the following policy guidelines on the acquisition and acceptance of historical materials and artifacts:

1. The Library welcomes gifts, including but not limited to, printed materials and manuscripts, phonographic records, tapes, videos, cassettes, films and photographic prints, digital and other media formats on the history of the community and the region.
2. Except for temporary exhibit purposes, the Library will not accept storage responsibility for historical documents, materials or objects owned or controlled by groups or individuals.
3. The Library will not accept as gifts any printed or manuscript items or any objects if the condition of acceptance requires permanent exhibition of the item or objects.
4. The Library's emphasis is on collecting printed materials and manuscripts, phonographic records, tapes, videos, cassettes, films and photographic prints, digital and other media formats. Due to space limitations, the Library rarely accepts objects or items not in the above categories.
5. The Library, through the Library Board or the Board's delegated authority, makes the final decision on the acceptance, use or other disposition of any gift and also reserves the right to decide any conditions of display, housing or access. The Library is granted unconditional ownership of each gift and the donor does not retain or obtain any property rights or interests based on their gift, unless otherwise noted on the deed of gift.
6. Historical materials are meant to be preserved for posterity. All gifts are accepted with the understanding that it may someday be necessary that they be sold, donated to another institution or disposed of in the best interests of the Library. The Library cannot commit itself to perpetually housing a donation.
7. The library will maintain an inventory of all donated archive materials.