

AMERICAN HERITAGE CENTER

Collections Management Policy

MISSION

The American Heritage Center (AHC) is the repository for the University of Wyoming's (UW) special collections and archives, including the university's rare books library and one of the largest manuscript collections in the U.S. The American Heritage Center aspires to be widely acknowledged—by the University community, by the people of Wyoming, by scholars world-wide, and by our professional peers—as one of the nation's finest special collections repositories, bringing international distinction to the University of Wyoming by advancing scholarly research and education at the university and beyond. Our mission is to preserve a clearly defined set of primary sources and rare books—reflecting the written, image, and audio history of Wyoming, the Rocky Mountain Region, and **select** aspects of the American past—and to make those sources accessible to all. Our diverse collections support casual inquiry and international scholarship; most importantly, we play an active and creative role in the teaching, research, and service missions of the University.

INTRODUCTION

The AHC acquires and manages its collections in accordance with prevailing professional standards, state statutes, university regulations, and all relevant federal law. Specifically, The AHC collections management looks to standards and best practices defined by the Society of American Archivists, the American Library Association (and in particular its Rare Books and Manuscripts Section and Association of College and Research Libraries), the Association of Research Libraries, the American Association of Museums (particularly regarding deaccessioning), the Oral History Association, and the National Association of Government Archivists and Records Administrators. Particularly relevant university regulations are Regulations of the Trustees, Chapter IV, University Regulations 1 and 490. University records are governed by Wyoming Statutes 9-2-410 and 16-4-201.

For the purposes of this policy, the AHC is composed of three distinct collections: Manuscripts, Rare Books, and University Archives. For purposes of this policy, the Manuscripts collections encompass not only manuscripts as such, but sound and visual materials, oral history, maps, art,¹ and artifacts. Rare Books signifies the material collected and curated by the Toppan Library, which includes some non-book material. University Archives consist of those official records of the university deemed to have long-term historical value, and certain collections of private papers—such as the records of student organizations—with inextricable significance to the university's history. These three collections have separate collecting policies, acquisition procedures, and use policies, but share loan policies, and deaccession policies.

In all its collecting and collection management, the AHC cooperates with other collecting units on campus (particularly the UW Libraries and UW Art Museum), in the state (particularly the Wyoming State Archives and the Buffalo Bill Historical Center), in the region (particularly the major manuscript repositories in Colorado), and in the nation. Such cooperation not only fosters economy and efficiency in resource allocation, it should ultimately best serve the needs of students, scholars, and other researchers.

¹ Within the next five years, the AHC and the UW Art Museum are committed to developing a unified collection management policy for art on the university campus. Listing art as one of the material types in the AHC manuscript collections is merely a reflection of current reality and not a commitment to the future.

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MANUSCRIPT COLLECTIONS

At approximately 75,000 cubic feet, the AHC's manuscript collection is one of the largest in the United States. The Society of American Archivists' [A Glossary of Archival and Records Terminology](#) (2005) defines "manuscripts collection": "Although manuscript literally means handwritten, 'manuscript collection' is often used to include collections of mixed media in which unpublished materials predominate. They may also include typescripts, photographs, diaries, scrapbooks, news clippings, and printed works." Manuscripts collections may contain some printed/published material, but generally speaking printed/published material is collected and cataloged by libraries. Manuscripts collections include those created by individual and families, and those created by organizations such as businesses, fraternal groups, and non-profits. Manuscripts collections are also often referred to as "papers" (when discussing material generated by individuals and families) and "records" (when discussing material generated by organizations).

Collecting Policy

The collecting goals for this collection have varied greatly between the time of the AHC's founding in 1945 and this current iteration. The American Heritage Center accepts personal papers, the records of organizations, photographs, audio-visual materials, and other materials with likely value for research or teaching, across a specific set of geographical and topical categories. The collecting categories pursued by the AHC are defined in the Center's Manuscripts Collecting Policy, found at [http://ahc.uwyo.edu/documents/about/administration/AHC%20Collecting%20Policy%20\(3\)%20rev.doc](http://ahc.uwyo.edu/documents/about/administration/AHC%20Collecting%20Policy%20(3)%20rev.doc)

Acquisition Policy

The AHC accepts donations of as little as a single item and as large as hundreds of boxes. Material need not be organized; it need not be "old"; and it need not relate to a famous individual, event, or organization in order for it to be historically significant. Generally, however, we are more interested in a coherent body of material rather than individual items; photos, tapes, and films should be identified.

Types of material collected. With the important exception of the university's own records (see University Archives, below), the AHC collects only material created or collected by private individuals and organizations and not from units of government. Listed below are types of materials that are (and are not) often accepted as part of personal papers or organizational records. These lists are suggestive and not definitive. Additional information about types of material accepted and not accepted will be found in the descriptions of specific topical areas, below.

INDIVIDUAL AND FAMILY PAPERS

- letters
- memoirs/reminiscences
- diaries
- scrapbooks/photo albums
- professional papers
- family histories
- speeches/lectures
- business records
- final drafts of unpublished works
- legal documents
- visual materials produced by the donor such as posters, designs, blue prints, etc.
- publications, scripts, music, or other materials written by the donor.
- brochures and flyers
- photographs (labeled)-including digital

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- films/videos/audio tapes (labeled)
- emails
- personal websites and podcasts

Files relating to the individual's civic, business, religious, political, and social activities may also be of interest.

RECORDS FROM ORGANIZATIONS AND INSTITUTIONS

Many of the records produced by an organization have long-term value. The AHC is interested in the records that best illustrate the purpose, activities, and policies of an organization. Such documents usually represent an "end product"—a final report, for example, instead of a draft. Generally related groups of materials rather than individual items are of historical interest. Records should be inactive—that is, no longer regularly used for routine business.

- Annual financial records
- Architectural records
- Articles of incorporation, charters
- Audio recordings
- Budgets (annual)
- Bylaws and revisions
- Clippings (about the organization)
- Constitution and revisions
- Correspondence and email of officers
- Directories
- Handbooks
- Legal documents
- Memoranda
- Minutes of meetings
- Membership lists
- Motion picture film and videotape (labeled)
- Newsletters and other publications (generated by the organization)
- Organizational charts
- Pamphlets, brochures, fliers, etc.
- Photographs (labeled)-includes digital
- Planning documents
- Press releases
- Reports (annual, committee, etc.)
- Rosters
- Scrapbooks
- Speeches
- Topical files
- Websites and podcasts

The AHC, like most repositories, may not accept everything that is offered to it because of staff and space constraints. Even material in the categories above may be removed from collections at the time of accessioning or during processing, if AHC archivists judge the material not to have sufficient historical and research value to warrant retaining. In addition, there are several categories of material that will generally not be accepted (or will be separated from collections when found).

TYPES OF MATERIAL GENERALLY NOT COLLECTED BY THE AHC

While there may be exceptions, the following types of material are usually not accepted by the AHC as collections or parts of collections:

- Records of government entities (with the exception of the records of UW itself)
- Records of primarily genealogical value (including sacramental records from churches)
- Records of primarily scientific value (including mining and petroleum test records)
- Detailed engineering drawings.
- Duplicates
- General readership books, periodicals, or other printed material not written by the donor. The AHC does not acquire secondary sources to support research in its collections; such acquisitions are recommended to UW Libraries for their decision. **NB: Rare books or special collections of books, periodicals, or pamphlets of unique historical interest may be collected by the AHC's rare book library.**

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- Art and artifacts.
- Personnel time cards, payroll documents, and confidential files.
- Day-to-day financial records (particularly from the 20th century) such as bank statements, canceled checks, receipts, invoices, and daily balances.

Topical and Geographic Collecting Areas. UW's 2003 pre-planning document, *Moving Forward III*, notes that "the principal collection and preservation endeavors of the Center" will focus on Wyoming and West. However, as MFII also acknowledges, "UW still faces curricular challenges in counterbalancing the distinctive culture of the Mountain West with the rich array of cultures that characterize both the global community of scholars and the broader world that our students will enter," and to that end the AHC will also pursue judiciously select areas of national collecting.

Because the current state of Wyoming was part of various federal territories, and because even today family, social, cultural, political, natural resource, and business boundaries do not precisely follow state boundaries, this geographic focus is not precise. Within the general goal of documenting the history and peoples of Wyoming, the AHC collects broadly both in terms of types of material and in terms of topics/creators. The AHC is interested in documenting such topics as business (including but not limited to agriculture and ranching, transportation, mining, and petroleum); charitable, benevolent, and fraternal organizations; conservation and environmentalism; education; journalism; labor; military; arts, culture, and entertainment; politics, law, and public affairs; religion; race and ethnicity. This list is suggestive, rather than all-inclusive.

The AHC's specific areas of national documentation, along with additional details concerning Wyoming-related collecting, will be found in the separate "Collection Development Plan." There is a long tradition of special collections—at both land grant and private universities—collecting nationally in well-defined areas.² "As one of the nation's premier research universities," UW should be part of this broad humanistic tradition.

Conditions governing material to be acquired by the AHC. There are professional standards governing the conditions under which repositories should and should not accept collections. The information immediately below is largely adapted from the Society of American Archivists' *A Guide to Donating Your Personal or Family Papers to a Repository* (<http://www.archivists.org/catalog/donating-familyrecs.asp>) and *A Guide to Donating Your Organizational Records to a Repository* (<http://www.archivists.org/catalog/donating-orgrecs.asp>).

1. The material must fit the current Collection Development Plan of the Center.
2. The donor must be the owner of the collection or be authorized by the owner to transfer title to the collection to the Center. **The donor must sign a deed of gift**, transferring title

² Just a few examples of national collecting areas at land grant universities: Minnesota (social welfare, history of computing, immigration, African American authors), Texas (media professionals, mathematics, literary figures, film makers, popular music, performing arts), Ohio State (polar exploration, cartoon art, theater), Illinois-Urbana (professional organizations--e.g. OAH, fraternities, marching bands, advertising, 3d Armored Division), Wisconsin (mass communication, social action, film and theater, labor), Michigan (radicalism, transportation, Revolutionary War, U.S. cultural and political history to 1920).

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to the physical property, within a reasonable period of time after receipt of the property by AHC. The AHC will also seek, but will not require, formal transfer of the owner's copyrights in the collection.³ The AHC can only invest materials and labor in the preservation of items that it owns. Therefore, we accept donations of collections, but will not accept such material on deposit or on loan.

3. The AHC is not able to promise that donated materials will be placed on exhibit or used in some other specific fashion as a condition of accepting the gift.
4. Material must undergo archival appraisal and will be retained only if it has research value, documented authenticity, and exists in reasonable physical condition. The material must be in a format that allows the Center to preserve it and make it available for research. Material may be rejected if conservation costs to restore material are excessive. Likewise, material may be rejected if the resources necessary to process, store, and/or make it accessible to researchers are beyond the AHC's capacity or outweigh the likely research value.
5. The collection must be free of legal encumbrances and not received with any undue restrictions. While the AHC desires to make all papers freely accessible to researchers, it will agree to **reasonable and equitable restrictions** for limited periods of time.
6. **AHC staff cannot give tax advice, nor are they permitted to appraise the monetary value of a collection.** In certain circumstances, it may be possible for a donor to take a tax deduction for the donation of a manuscript collection to a repository. Donors are encouraged to speak with their tax accountants or attorneys about this possibility. AHC staff may be able to provide a donor with a list of local manuscript appraisers who can (for a fee) make monetary appraisals for the donor. It is up to the donor to arrange for and bear the cost of any such appraisal.
7. The donor gives consent to the Center to digitally reformat the collection or migrate existing digital content to new technical environments as appropriate for preservation and/or access purposes. However, this is not a commitment to digitize the collection. The AHC does not have the resources to digitize collections, or significant portions of collections, for donors. Exceptions may be made in instances where the donor is able and willing to support additional resources for a digitization project, through donation of funds; such exceptions will be made on a case by case basis by the director.

Acquisitions Process

1 The AHC acquires manuscript collections in the following ways: 1) additions to already accepted collections; 2) donations; 3) purchases. Additions to existing collections (referred to internally at AHC as "accretions") are accessioned based on the professional judgment of the Manager of Archives Services, guided by the "types of material accepted" guidelines. Recommendations about new collections for donation or purchase are welcome from anyone. All proposed collections will be sent to the Center's Acquisitions Committee.

³ Assignment of copyright is often complex, and AHC staff will be glad to discuss this with donors. Generally, copyright belongs to the creator of writings and other original material (such as photos and music), but can be legally transferred to heirs or others. Moreover, ownership of copyright is separable from ownership of the physical item (the letter or photo). The AHC asks donors to donate not only the physical papers but also any copyright in them that the donor might own. This request is made to make it easier for researchers to use quotations from the papers in their work. However, the AHC will consider donation of the physical material without donation of copyright.

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2 The Center's Acquisitions Committee will meet weekly. Representatives from the Center's reference, arrangement and description, accessioning, university archives, and administrative areas will serve on the committee. A representative from the rare books library will attend on occasion to present significant new acquisitions, when requested by the committee chair, or to propose a deaccession. Either the director or associate director will chair the committee.

3 The committee will make recommendations to the Center's director to accept or reject proposed acquisitions.

4 If a collection is accepted, a deed of gift will be sent to the donor; upon signature of the donor, the director or associate director of the AHC will countersign. The original deed of gift will be filed in secure storage, with a copy placed in the working donor files.

5 Because deeds of gift are binding obligations on the university, any proposed deed of gift with language that departs significantly from language already approved by UW Counsel, will be sent to UW Counsel for review prior to signature by the AHC.

Access and Use Policy

The collections of the American Heritage Center are available under the general archival principle of "equal access." In addition, the AHC abides by the "Joint Statement on Access to Original Research Materials" of the Society of American Archivists (SAA) and the Rare Books and Manuscript Section (RBMS) of the Association of College and Research Libraries (ACRL) of the American Library Association (ALA). The collections are available to University of Wyoming students, staff, and faculty, visiting scholars, and the general public with the following stipulations:

1. Material does not circulate (with the exceptions outlined in "Loan Policy," below).
Researchers may not take collection material outside the reading room, and must accept and follow all rules and procedures set forth in the "Reading Room Rules for Use of Materials."
2. Where donors have placed restrictions upon collections, those restrictions shall be observed for their duration.
3. Where collections are fragile and could be damaged by further use or examination, such material may be withdrawn, at the discretion of an appropriate AHC faculty member, until the material can be conserved or made available in another format. A copy or facsimile of the withdrawn material will be made available if the safety of the material will not be significantly jeopardized by the creation of such copy/facsimile. Appeals by researchers to review decisions to withdraw or deny access to fragile material may be made to the AHC Director.
4. The reference faculty has the authority and obligation to determine whether collection material is too fragile to be safely photocopied; in such instances, other means of reproduction may be safely available, but the additional cost of that reproduction must be borne by the researcher. Appeals by researchers of decisions to prohibit photocopying on grounds of fragility may be made to the AHC Director.
5. Requests for duplication of an entire collection, unless made by the original donor or a first generation heir, may be denied if the reference faculty has reason to believe that such a copy is intended for deposit in another repository, is intended for public distribution on the web or otherwise, or may violate copyright law. Any such denial may be appealed to the AHC Director.

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6. The reference faculty has the authority to stagger or postpone fulfillment of very large reproduction orders so as not to unduly delay fulfillment of smaller orders by other patrons. “Very large” and “unduly” are in the judgment of the reference faculty, taking in to consideration the current and expected quantity and size of other orders, and the work schedules of those who perform reproductions. Any such staggering or postponement of reproduction orders may be appealed to the AHC Director.
7. Access to unprocessed collections must be approved by the director or associate director, but normally will be granted unless the collection is extremely disorganized, physically unstable, or is likely to have within it the types of rare material usually retired to the vault.
8. Anyone violating these Access and Use policies or Reading Room Rules may be barred from further presence in the reading room and use of the collections.

TOPPAN RARE BOOKS LIBRARY

Mission: The Toppan Rare Books Library was created in 1994 through the generosity of Clara Toppan, to honor her husband Fred. As a department of the American Heritage Center, the Toppan Rare Books Library supports the AHC's vision and mission. In addition, as the University of Wyoming's repository for rare and special books, many transferred from Coe Library, it also supports the missions of the University Libraries and the University in general. The Toppan Rare Books Library is a teaching collection that also supports research. Materials are acquired to support small-group instruction for students-- UW graduate and undergraduate, community college, high school, and others--as well as to support research in the AHC's manuscript collections, research on the history of the book, and topical research in a number of subject areas. As a teaching collection, the Rare Books Library places great emphasis on making its holdings physically and intellectually accessible to students. The Toppan Rare Books Library also actively engages in service and outreach, bringing the content and the inspiring physical presence of its holdings to members of the public as well. In sum, the mission of the Toppan Rare Books Library is to preserve and provide welcoming access to old, rare, and historically important books.

Criteria: There is no universally accepted definition of a “rare book.” Most broadly, rare books have intrinsic importance or research value, and would be difficult to replace. Some general, but not exclusive, criteria for material to be acquired for the Rare Books Library are: books that are very old or fragile and require the extra protection of a closed-stack, non-circulating collection (i.e., pre-1850 imprints from the University Libraries are transferred to the Rare Books Library because of their physical fragility); true rarity, in the sense of being scarce and possibly irreplaceable should they be lost or damaged; significant monetary or research value, perhaps because they are first editions, are inscribed by their authors, or have some other unique characteristic.

Rare Books often have special artifactual characteristics, such as fine bindings; valuable prints or original photographs; early publishers' bindings; extra-illustrated volumes; decorated endpapers; fine printing; parchment, vellum, or high quality linen rag pages; portfolios containing unbound plates; valuable maps or plates; material requiring security (e.g., books in unusual formats, erotica); miniature books (10 centimeters or smaller); 20th century literary works with intact dust jackets. Dust jackets frequently contain important information (e.g., text, illustrative design, and price), and their presence greatly affects both the market and research value of 20th century books.

Some books are not rare or particularly valuable as individual volumes, but are part of a special collection. A special collection is a collection of great depth in a narrowly focused subject area. Examples of special collections in the Rare Books Library are fly-fishing and early publications of

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the Church of Jesus Christ of Latter Day Saints. Finally, some books not particularly rare are acquired and cataloged by the Rare Books Library because they support the teaching function of the library and the rare books curator: for example, reference books about books, and facsimiles of unobtainable originals (i.e. ancient scrolls or early Medieval manuscripts).

Copies that are badly worn, much repaired or rebound, are not generally included in the Rare Books collection, unless the age of the material preempts condition as a criterion. Nor is all the material in the Rare Books Library encompassed by a definition of “book.” The collection includes newspapers, magazines, broadsides, manuscripts, pamphlets, and other materials, though the printed codex predominates by far.

Ultimately, the determination of whether a book or other material belongs in the Rare Books Library is a matter of the professional judgment and expertise of the rare books curator. The curator will be informed by national guidelines developed by the Rare Books and Manuscripts Section of the Association of College and Research Libraries, a division of the American Library Association: *Guidelines on the Selection of General Collection Materials for Transfer to Special Collections*. 2nd Edition (Rev), 1999, and will consult when appropriate with academic faculty, faculty of the University Libraries, and the AHC Acquisition Committee. .

Procedures: *Acquisitions.* The Rare Books Library acquires material in the following ways: 1) transfers from the University Libraries (based on written agreements or mutual consent); 2) donations; 3) purchases. The “Conditions that must be met for material to be acquired by the AHC,” for the manuscript collections, above, apply. Decisions to accept transfer and donated material for Toppan are based on the professional judgment of the Rare Books Curator, guided by a collection development plan. Purchase recommendations are made by the Rare Books Curator to the Associate Director of the AHC; the Associate Director may consult with the Director and/or the Acquisitions Committee at his/her discretion, for single purchases of up to \$1,000. Recommendations for purchases of more than \$1,000 must be approved by the Director.

Deaccessions. Deaccession procedures are those of the AHC generally, below.

Access and Use Policies: Access and use policies are those of the manuscript collections, above, with reading room rules specific to the Rare Books Library.

UNIVERSITY ARCHIVES

Mission: The University of Wyoming Archives serves as the official repository for the permanent records of the University of Wyoming. Its primary purpose is to serve the administrative, teaching, research, and public service needs of the university and other user communities. However, it is also responsible for assisting the University to fulfill its legal obligations under Title 9, Chapter 2, Article 4 (governing public records) of Wyoming Statutes. In order to fulfill its purpose and responsibility, the University Archives acquires official (public) records generated by the University, and also collects (through donation) private records and papers. Hence the University Archives is the repository for some records mandated by law and records and papers that have enduring value to documenting the history of the University of Wyoming, its administration, programs, services, and members of its community. The University Archives preserves these records and makes them available for researchers. Public records in the University Archives are accessible under applicable state statutes; the accessibility of private records and papers is governed by deed of gift, though the University Archives works with donors to make such material quickly and freely accessible.

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Criteria: The University Archives seeks to document the University of Wyoming community, which includes the administration, faculty, students, alumni, and staff. In assessing records appropriate for permanent retention, the University Archives attempts to collect the documentation produced from the conduct of university business. There are seven functions common to the operations of most academic institutions: convey knowledge; advance knowledge; confer credentials; foster socialization; maintain and promote culture; sustain the institution; and provide public service.

Record Types and Formats:

A. Official records of the University of Wyoming. These records (which give evidence about the functions, policies, and decisions of the university), are governed by state statute, and include material (described below) created and received by administrators and staff in conducting University business. Records created or received by faculty in administrative and University committee capacities are also official University records. University records are the property of the University and not of the administrators, faculty members, or staff who create them or to whom they are entrusted. University records are not to be destroyed or otherwise disposed of except in accordance with procedures and schedules established by the University Archives through its records management program.

University records include, among many different forms, correspondence, reports, minutes, directives, announcements, publications, architectural and building plans, electronic files, and any other material produced by the University in pursuance of its functions. The University Archives also works with the University Libraries to manage the publications, newsletters, or booklets distributed by University of Wyoming including dissertations and theses. Audiovisual records documenting the development of the university such as photographic prints and negatives, slides, motion picture film, oral history interviews, audio and video tape, discs, and recordings are solicited. The University Archives will work with departments to manage their electronic data files generated for conducting university business in cooperation with Information Technology, including electronic mail and Web sites. The University Archives will consider retaining selected artifacts relating to the history of University of Wyoming.

B. The Papers of University of Wyoming Faculty. As an important part of its mission of documenting the life of the University of Wyoming community and placing it in a broader social context, the University Archives actively seeks to acquire (through donation), organize, and make available the personal and professional papers of select University of Wyoming faculty. Faculty papers offer insight into the history and operation of the University that otherwise may be lost by relying only on official administrative records. They reveal professional interests and opinions that frequently clarify matters mentioned in the official records of the central administration. Faculty papers document the academic life of the University and relate one's academic career to his or her total interests, thereby constituting an important record and providing a full compliment of perspectives regarding the historical activities of University of Wyoming.

The following types of documentation reflect and illuminate the careers of the University of Wyoming faculty and are sought by the University Archives: official, professional, and personal correspondence; biographical material; photographs; class syllabi, including online classes; research files; departmental or committee minutes and records (which may be official University records); single copies of articles, books, and reports written; diaries; and scrapbooks. **N.B.: Papers relating to those aspects of a faculty member's life and career not related to the University of**

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Wyoming may be considered for acquisition, but as part of the manuscripts collection rather than university archives.

C. Records of Student and Affiliated Organizations. Because the intellectual development of students does not occur in a vacuum, documenting student life means going beyond the limits of the classroom. The University Archives collects (through donation), preserves, and makes available materials documenting student involvement in fraternities, sororities, student government, religious associations, publications, social events, athletics, and other activities that contribute to the total student experience in higher education, including activities after graduation.

Procedures:

A. Transfer of Official University Records. The University Archives will only accept University records that are scheduled for permanent retention and will not accept records that are scheduled for destruction. University records considered for transmittal to the University Archives for permanent retention must be reviewed and appraised by the University Archivist prior to transfer acceptance. All transfer of records must be placed in acid-free records cartons (available at the UW Bookstore) and accompanied by a listing of the contents in electronic form. The University Archives will only accept records based upon retention schedules approved by the Wyoming State Records Committee, and accompanied by an official transfer of records form signed by the Director of the American Heritage Center and the administrator from the transferring office.

B. Donation of Faculty or Student Papers. All material considered for donation to the University Archives for permanent retention must be reviewed and appraised by the University Archivist in consultation with the AHC Acquisitions Committee prior to donation acceptance. While content lists and acid free boxes are not required, as for University Records, they are greatly appreciated. The University Archives will not accept materials without a legal transfer of title through a deed of gift, which must be signed by the Director of the American Heritage Center and the donor.

C. Access and Return of Records. Once in AHC custody, university records are available for use during normal business hours, subject to the manuscript collections "Access and Use" policies (above) and any restrictions by federal or state statute, or as specified in the deed of gift. If however, the donating unit requires that the records be returned to them for a specified period of time or longer, the AHC will make arrangements for the records transfer. The unit requesting the transfer assumes responsibility for care of these records and assures their return to the University of Wyoming Archives within a reasonable period of time.

D. Closed Collections. University records may be open records, and are subject to state (and in some cases federal) freedom of information laws. Specific records that contain personally identifiable information will be closed to protect individual privacy. The closure of university records is subject to compliance with applicable federal and state laws. Faculty and student papers may be donated with explicit provisions to restrict access for a limited period of time; such restrictions must be specified in the deed of gift.

E. Deaccessioning. University records in AHC custody can be subject to a reevaluation of earlier appraisal decisions. Such periodic reappraisal of collections is a legitimate and necessary part of development in archives and manuscript repositories, and allows the identification of materials that would not be accepted today or are no longer appropriate to the institution's mission. An important

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part of a collections management policy is deaccessioning and any reappraisal of university records will follow the AHC's deaccessioning procedures.

LOAN POLICY

General. The AHC follows the RBMS/ACRL's "Guidelines for the Loan of Rare and Unique Materials" and "Guidelines for Borrowing and Lending Special Collections Materials for Exhibition." The AHC may lend material from the collections to qualified institutions upon receipt of a formal loan request and satisfactory completion of a facility report (indicating that the facility is in all relevant respects capable of safely storing and exhibiting the material). All loans are subject to conditions specified by the AHC.

Organization and Business Donors. In recognition of the generosity of those organizations and businesses who donate historical material for research use, the special needs of such donors to celebrate milestones and occasionally for litigation, and the widespread though informal willingness of repositories across the country to accommodate such needs when possible, the AHC will consider short-term loans (usually not exceeding 30 days) back to such donors. However, such loans will not be made if the AHC has reason to believe that the physical integrity or historical authenticity of the material will be compromised by such action. Such loans will occur only with the written consent of the AHC Director, accompanied by an item list of material, and a written acknowledgment from an appropriate officer of the borrowing organization or business that the material in question remains the property of the AHC and will be returned by the date specified. An absolute minimum of three weeks notice is required for such loan requests.

University of Wyoming and UW Foundation. In certain circumstances, items may be allowed out of the AHC for teaching purposes. This is only possible for UW classes, and an AHC faculty member must transport the material and be present during all such uses to ensure the care and security of the materials for the period of the loan. In addition, there may be unusual circumstances where AHC collection material can be of such significant assistance to the university or to the UW Foundation that its use outside the AHC for a presentation or event may be warranted. Again, an AHC faculty member must transport the material and be present during all such uses to ensure the care and security for the period of the loan. All such loans, for teaching or other uses, will occur only with the written consent of the AHC Director, accompanied by an item list of material, so requests must be made at least three weeks in advance of need.

DEACCESSIONING

Cultural institutions' missions and collecting areas change with time, making it necessary to have in place a mechanism which allows for re-evaluating earlier appraisal decisions. Such periodic reappraisal of collections is a legitimate and necessary part of development in archives and manuscript repositories, and allows the identification of materials that would not be accepted today or are no longer appropriate to the institution's mission. An important part of a collections management policy is deaccessioning.⁴

⁴ The U.S. archival profession has nothing official to say about deaccessioning—either as policy or procedure. The AHC instead follows the recommendations and ethical standards of the museum community. See the American Association of Museums, *Code of Ethics for Museums* (Washington, D. C.: American Association of Museums, 1994), 8-9. See also, International Council of Museums (ICOM), *ICOM Code of Professional Ethics* <http://icom.museum/ethics_rev_engl.html>; American Association of Museums, Curators Committee, "Code of Ethics for Curators," *Museum News* 62:3 (February 1983): 38-40; American Association of Museums, Registrars

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The American Heritage Center may under certain circumstances and under carefully controlled conditions deaccession collections from its holdings. By adhering to the principles below, the Center will more efficiently fulfill its mission to preserve and make available its resources to UW students and faculty, visiting scholars, and the general public who wish to use the Center's collections.

Deaccessioning is considered only for material that meets one or more of the following conditions:

- 1) it is no longer relevant and useful to the mission of the AHC
- 2) it cannot be properly stored, preserved, or used
- 3) it no longer retains its physical integrity, identity, or authenticity
- 4) it is unnecessarily duplicated in the collections
- 5) it is part of a larger collection other portions of which are owned by another repository that makes its holdings accessible to the public

In addition, deaccessioning can occur only when the item is clearly owned by the AHC. This includes ownership by provision of Wyoming Statute 34-23-101 as it relates to undocumented material.

The AHC always considers the donor's intent in the deaccessioning process. Express or specific restrictions relating to AHC custody accompanying the original donation are followed unless adherence to such restrictions is no longer possible or would be detrimental to the collections or the repository. When the acquisition includes a restrictive statement regarding custody, the AHC will consult the donor or donor's heirs before proceeding to deaccession. If necessary, however, the AHC may seek relief from such restrictions through legal action.

Deaccessioning Procedures

When the conditions for deaccessioning have been met, any AHC faculty or staff may recommend deaccessioning to the Acquisitions Committee. The Acquisitions Committee will make a recommendation regarding deaccessioning to the director. In some special cases the director will ask the Board of Faculty Advisors for their advice, but the final decision will be made by the director.

The basis upon which the Acquisition Committee makes its recommendation will be recorded in the committee minutes, a copy of which will be placed in the relevant accession and donor files. A formal document, indicating that all necessary recordkeeping has been accomplished, and signed by the director, will further document the decision and process. Documentation of the disposition of deaccessioned materials is also maintained as part of the AHC's permanent records.

Committee, "A Code of Ethics for Registrars," *Museum News* 64: 3 (February 1985): 42-46; Association of Art Museum Directors, "A Code of Ethics for Registrars," *Professional Practices in Art Museums* (New York: Association of Art Museum Directors, 1992), 8, 17-22. The American Library Association does not mention deaccessioning in its code of ethics, but its Office for Intellectual Freedom created a *Workbook for Selection Policy Writing*, <http://www.ala.org/alaorg/oif/workbook_selection.html>, which notes that policies for "reevaluation (weeding)" are an essential part of a selection policy. The Rare Books and Manuscripts Section of ALA, however, has a full statement on deaccessioning as part of its ethics document—see www.rbms.nd.edu and click on "standards."

American Heritage Center Collection Management Policy

Disposition of Deaccessioned Material

The decision about method of disposition is separate from the decision to deaccession. That is, material will not be deaccessioned for the purpose of a specific disposition.

As a first principle, the AHC endeavors to ensure continued scholarly and public access to the deaccessioned material, though this is only true regarding original material in sound condition. In practice, material to be deaccessioned may be transferred to other repositories, returned to the donor, offered for public sale, or destroyed. Destruction is entirely appropriate for deaccessioned collections that are duplicated in another repository, physically unstable, illegible, or simply too fragmentary or insignificant to be of use to another repository. Appropriate staff and the director will determine the method of disposition jointly. Disposition of material with substantial research value will be governed by the following considerations:

- a. Material will be offered to other University of Wyoming units, particularly the UW Libraries, if the material falls within the content and material types collected by that unit.
- b. Material will be returned to the donor (or heirs) only if the deed of gift requires this
- c. With the possible exception of instances where the deaccessioned material has significant monetary value, a good faith attempt will be made by AHC faculty/staff to identify a repository to which the material can be donated. The repository must be accessible to scholars and the public, with an interest in the material and the resources necessary to catalog, store, and make the material accessible.
- d. In instances where deaccessioned material has (or likely has) significant monetary value, good faith consideration will be given to offering it for sale at a discount to an appropriate repository, so that the material may remain accessible to researchers.
- e. Unless offered at a discount to a repository, sales of deaccessioned material will be by public auction or through a process of sealed bids.
- f. All proceeds from the sale of deaccessioned material will be used solely for the acquisition or direct care of the AHC's collections.
- g. Materials will not be given or sold to UW employees or trustees, or their immediate families.

ETHICS STATEMENT

A possibility for conflict of interest exists whenever an employee of the AHC collects items of a type collected by the AHC. When collecting, those individuals should always consider the interests of the AHC over their own personal interests.

An employee considering the acquisition of historically significant material that may be within the AHC's collecting goals (as identified in the Collection Management Policy and the Collection Development Plan) should bring the intended acquisition to the attention of the Acquisitions Committee in a timely manner to determine whether or not the AHC is interested in acquiring the material for the collections (and has funds available for purchase, if relevant). If the AHC does not intend to acquire the item, the individual may then proceed with his/her acquisition. If it is not possible to consult the Acquisition Committee in advance, the individual may acquire the item but should then inform the Acquisition Committee—and be prepared to donate or sell (as applicable) the acquisition to the AHC, if the committee recommends such action.

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AHC employees may not use their institutional affiliation to promote their own or their family members' personal collecting or business activities. No employee may participate in any dealing (buying or selling for profit as distinguished from occasional sale or exchange from a personal collection) in material similar or related to material collected by the AHC.

Information of a sensitive and/or confidential nature that an employee might acquire in the course of performing his/her duties must be treated as proprietary to the AHC and should not be used for personal advantage or for the purposes of damaging the AHC or UW. No person associated with the AHC may use confidential information outside the scope of his/her assigned duties without the prior permission of the AHC Director.

Adopted January 2003

Revised May 2007

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