

Collection Policy for Historical Records & Manuscripts

The Guilderland Public Library acquires, preserves, and provides access to collections of:

- Manuscripts and archival records of the Town of Guilderland, the GPL and other local organizations
- Maps, blueprints, and atlases
- Broadsides and posters
- Newspapers
- Photographs and Ephemera
- Town of Guilderland Reports

Acquisitions are made at the discretion of the Director or the Director's designee. The decision to decline to acquire materials may be made for a variety of reasons, including, but not limited to, historical significance, fit with the collection, redundancy, availability elsewhere, space constraints, and costs of preservation or storage.

Some items in the collection may not fit this current policy of the Guilderland Library as they were acquired before the creation of this document.

Archives & Manuscripts

The archives, manuscripts, records and papers of persons, organizations, businesses, and private institutions of the Town of Guilderland that document the culture, society, life, and physical and human environment of the Town and county of Albany are collected. Because some Town of Guilderland persons and organizations have not limited their activities to the Town of Guilderland, the papers that are integral to those activities and that are necessary for the documentation of the person or organization are collected whether or not they are directly related to the Town.

Special Collections

Rare books, personal papers, cartographic materials, photographs, and ephemera related to the history of the Town of Guilderland are collected, as well as items that could strengthen current collections.

Official Records

The official records of the local government are not collected. The New York State Archives appraises and acquires the records of the state government. Local government offices are responsible for the records of their community.

Other Criteria

Non-Town of Guilderland materials: Materials concerned with other geographic regions (ie. Schenectady county) are accepted only if the storage, cataloging, and preservation costs are modest and do not exceed the research value of the collection.

Value: While autographic, monetary, artifactual or aesthetic value is important, the chief criterion for acquisition is the research value of the collections.

Processing & Storage: The evaluation of all potential acquisitions is whatever format includes a consideration of the likely and potential costs to the Guilderland Public Library for cataloging, storage, preservation, and providing researcher access. This evaluation should be executed by the Director or Director's designee.

De-accessions/Removal & Disposal of Items from the Collection: Items in the collection can be disposed of at the discretion of the Director or Director's designee.

Relationship to the Guilderland Historical Society Collections: Materials that complement the collections of the Guilderland Historical Society are collected. Staff from the Library and the Society work together to acquire collections that include items that should go to more than one institution. The review of potential acquisitions, particularly large collections, includes an assessment of whether or not the Guilderland Public Library is the appropriate repository for the collection. If the Historical Society is determined to be a better choice, the potential donor is referred to that institution.

Legal ownership: No action is required for purchased collections. When a donation is made and accepted by the Guilderland Public Library, an Unrestricted Deed of Gift form must be completed. All donations must be in the form of an unrestricted gift. This means the donor can not dictate how the items will be stored, exhibited, organized, or used in the research mission of the Guilderland Public Library. This form transfers legal ownership of the materials to the Guilderland Public Library , and establishes provisions for use, specifies ownership of intellectual property rights, and indicates disposition of

unwanted materials. Two copies of the form should be signed and dated by the director or their designee, and the donor.

Institutionally-Generated Digital Unmediated Content

Although not the primary mission of the Library, from time to time, the Guilderland Public Library may create digital versions of content with the intention that such content be made available to the general public via the internet without the mediation of membership in the library or being on the library's premises. This content can be derived from items in the library's collection, or be generated from material borrowed by the library from another institution as part of a digitization project. Such content is called "Institutionally-Generated Digital Unmediated Content" or for short, "Unmediated Content".

Request for Review/Removal: Any concerns related to the Guilderland Public Library's creation of Institutionally-Generated Digital Unmediated Content shall be evaluated per the Request for Reconsideration of Library Materials Form and Policy.

Why does the library digitize

1. Why/mission of making this available: The library digitizes to ensure equitable access to all materials no matter if the person is working in the library or outside of the library's premises or hours of operation.
2. Procedure for challenge/ removal and addressing concerns

GPL Historical Records and Manuscripts Collections
Unrestricted Deed of Gift Form

Name(s) of donor(s): _____

Address: _____

Phone: _____ Email: _____

TRANSFER

I own the materials described below and voluntarily give legal and physical ownership to the Guilderland Public Library (GPL) to become its permanent property and to be administered in accordance with established policies. The purpose and intent of this gift is to transfer and assign all rights, title, and interest I possess to these materials to the GPL. The GPL may use its discretion to dispose of material per the collection development policy. This deed will apply to any additions given at later dates, unless otherwise noted below.

Notes/Comments::

Donor's signature: _____

Date: _____

Accepted by: _____ (GPL Representative)