



**Goshen Public Library & Historical Society
Local History Room Policies and Procedures**

Adopted and approved by the Board of Trustees on October 9, 2023.

Table of Contents

| | |
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| Purpose | 2 |
| Mission Statement | 2 |
| Statement of Authority | 2 |
| Scope and Description of the Collection..... | 2 |
| Acquisitions (Accessioning)..... | 3 |
| Disposal (Deaccessioning)..... | 5 |
| Loans | 6 |
| Criteria for Loans from the Library | 7 |
| Care of Objects..... | 8 |
| Security | 9 |
| Insurance..... | 9 |
| Collection Documentation, Records, and Inventories | 10 |
| Access to the Collection/Use of the Collection | 10 |
| Conflict of Interest and Ethical Considerations | 11 |
| Intellectual Property | 11 |
| Review/Revision..... | 12 |

Purpose

This document explains the intent governing the acquisition, use, and disposition of collections held by the Goshen Public Library & Historical Society (the “Library”) in its Local History Room. This document does the following:

- Establishes basic priorities and criteria for adding new objects and manuscripts to the collection (the accession policy).
- Affirms the highest ethical standards will be met by the Library and the Local History Room staff in all transactions, including avoidance of conflicts of interest.
- Affirms that staff will comply with all domestic and international laws and regulations governing the collecting of objects, the transfer of ownership of those objects, and the movement of objects and collections across political boundaries and borders.
- Assures that the standards of documentation for acquisitions and care meet generally accepted museum standards.
- Establishes the conditions and procedures for permanent removal of objects from the collection (the deaccession policy).

Mission Statement

The Local History Room of the Goshen Public Library and Historical Society provides access to its collection to inspire curiosity in history and historical research, foster community connections, and encourage engagement with historical information of the United States of America, the State of New York, the county of Orange, New York, and particularly the communities served by the Goshen Central School District, New York.

Statement of Authority

The Local History Room is a component of the Goshen Public Library and Historical Society, a 501(c)3 corporation granted an absolute charter in 1989 by the Board of Regents of the University of the State of New York and organized as a school district library. The Library is governed by an elected seven-member Board of Trustees.

Scope and Description of the Collection

The Local History Room holds a collection of thousands of primary source objects, archives, photographs, manuscripts, and library materials. This collection, key to our mission to inspire curiosity, foster community connections, and encourage engagement shall be for research, preservation, and interpretation.

The Local History Room collects and maintains materials that support and advance its mission. The following criteria inform the collection:

- Utility
 - Does the object bring value for public or academic research?

- Does the object tell a unique or compelling story about Goshen, Orange County, or New York?
- Does the object support exhibit or display interests?
- Logistics
 - Is the object in good condition?
 - Is there space to store the object?
 - Is the object unique to the collection?
 - Does the object provide a new interpretation or enhance an existing one?
 - Is the object replicated or duplicative of holdings in other local history collections?

The Local History Room maintains a non-circulating library of print materials and objects relating to the history of the Village of Goshen, the Town of Goshen, the county of Orange, and the State of New York. Materials may include periodicals, newspapers, published works and manuscripts, family history and genealogy files, marriage records, obituaries, records of community organizations, clubs, and religious organizations, records of local businesses, personal papers, correspondence, journals, and diaries, maps, deeds, blueprints, photographs, legal and case documents, works of art, and other archival documents.

Acquisitions (Accessioning)

The Local History Room of the Library acquires objects and archival materials by gift, bequest, donation, exchange, purchase, or any other appropriate transaction by which full and absolute title is effectively transferred to the Library. Only objects meeting the acquisitions criteria will be accepted.

The following criteria should/must be met:

- All acquisitions must be relevant to and consistent with the purposes and activities of the Library.
- The Library can provide for the immediate and future storage, protection, and preservation of the materials under conditions that ensure their availability for the Library's purposes and in keeping with professionally accepted standards.
- The present owner must declare in writing that he/she has clear title to the object and execute a written Deed of Gift, which should include a complete description of the property and its provenance.
- No acquisition will be accepted unless accompanied by full literary rights, property rights, copyrights, patents, or trademarks.
- Every effort should be taken to determine provenance before taking title and permanent possession.
- The Library shall not pay for an appraisal for the donor, nor shall any Library employee, volunteer or Board of Trustee member appraise a potential gift from or for a donor, for the purpose of establishing the tax-deductible value of gifts or purchases offered to the Library for the Local History Room. The U.S. Internal Revenue Service prohibits appraisals from recipient institutions that are involved in the transaction. Only appraisals from disinterested third parties will be accepted.

- The Library is a non-profit, tax-exempt charitable organization under section 501(c)3 of the Internal Revenue Code of 1986 (or corresponding provisions of any future Federal tax code). Donations are tax deductible as allowed by law and donors should be advised to consult with their personal tax advisor.
- No objects or materials shall be knowingly or willfully accepted or acquired for the collection which are known to have been stolen, or illegally collected in the United States contrary to state law, federal law, international law, regulation, treaty and/or convention, or whose recovery involved unscientific or intentional destruction of or damage to historic or cultural sites, buildings, habitats, districts, or objects. Every effort will be made before acquisition to determine that the object has a clear and legitimate provenance. If the question of legal acquisition exists, the Library should err on the side of caution. The following is a list of object types that may require special scrutiny but should not be considered all-inclusive.
 - **Native American objects subject to NAGPRA (Native American Graves Protection and Repatriation Act):** The Library shall not acquire any repatriatable Native American object without the related tribal consent. The Library shall not acquire any illegally obtained Native American object. The Library shall confer with the National NAGPRA office before accepting any Native American object to ensure it does not fall under NAGPRA. The Library shall also confer with and inform the New York State Office of Parks, Recreation, and Historic Preservation (the “NYSHPO”) and the New York State Museum of the potential gift and comply with all information requests from NYSHPO (e.g., description of object, image, etc.). Unless required otherwise by law and to the extent reasonably possible, the Library shall maintain the anonymity of the donor. Human remains will only be accepted by the Library as a conduit for repatriation and/or reburial.
 - **Animals:** The Library shall not acquire any animals, bird or parts or remains of animals or birds that violate the Endangered Species Act, the Marine Mammal Protection Act, the Lacey Act, the Bald and Golden Eagle Protection Act, the Migratory Bird Act, or any other related law or treaty.
 - **Nazi-Confiscated Art:** The Library shall not acquire any art that is suspected of being confiscated by the Nazis during the Holocaust-era and associated wars.
 - **Exported Objects:** The Library shall not acquire any object that has been illegally exported from a foreign country.
 - **War Trophies:** The Library shall not acquire any objects suspected of being war trophies without the written consent of the appropriate branch of the U.S. military.
- Acquisitions must be free of donor-imposed restrictions. All donations of objects or materials are considered outright and unconditional gifts to be used at the discretion of the Library.
- Objects or materials found in the collection with no accession number shall be researched to determine if any documentation exists. If no documentation is found, the Library may acquire the title in accordance with the Museum Disposition of Property Act and applicable New York laws.

- Materials left anonymously in the custody of the Library will be evaluated for inclusion in the collection. If accepted, the Deed of Gift will describe the circumstances of the gift and be signed by the President of the Board of Trustees of the Library or their designee.

Disposal (Deaccessioning)

Deaccessioning is the process of permanently removing accessioned objects from the primary collection. Because the Library holds its collections in the public trust, the deaccession process shall be deliberate, cautious, and completed with the utmost integrity.

Deaccessioning shall be undertaken only as a means of strengthening and benefiting the historical collections of the Local History Room and to focus on items that are integral to the mission. The deaccessioning process shall follow accepted museum standards.

Criteria for Deaccessioning:

In general, objects shall have permanence as long as:

- They continue to be relevant to the stated mission of the Local History Room's collection.
- They are not duplicates, or if duplicates, there is no educational, historical, or collection purpose to retain the duplicate.
- They can be properly stored, maintained, and used.
- They retain their authenticity.
- They retain their identity.
- They retain their physical integrity.

Process for Deaccessioning:

No items may be deaccessioned until a good faith effort to notify the donor, if alive, or his/her heirs or assigns, of the intent to deaccession if the item were accessioned within the previous three (3) years. If the object is returned to the donor in this manner and the donor claimed the fair market value of the donation as a tax deduction at the time of gift, the return of the object may have significant tax consequences, and the recipient should be advised to consult with their personal tax advisor.

Materials shall be deaccessioned only upon the approval of the Board of Trustees of the Library at a duly called meeting of the Board. The minutes of the meeting shall reflect the decision.

Disposition

The method for disposition of the deaccessioned materials shall be recommended by the Board of Trustees of the Library. The methods for disposition of deaccessioned materials include the following methods:

- Exchange with other institutions to strengthen the historical collections of the Local History Room;
- Donation to another institution which may make the materials generally accessible to the public;
- Sale at public auction or other appropriate means; or

- Destruction.

A complete record of the conditions and circumstances under which items from the collection were deaccessioned and disposed of shall be retained as part of the Local History Room's permanent collection records.

All funds received through the sale of materials from the collection will be used only for care, conservation, and acquisition of objects for the Library's History Collection. The proceeds from the sale of deaccessioned objects may not be used for capital purchases or operating funds.

Conflict of Interest

The staff, volunteers, members of the Board of Trustees of the Library, and their immediate families are prohibited from acquiring objects deaccessioned from the collections except at public auction.

Disposition of non-accessioned materials

Non-accessioned materials are those items donated to the Library for the collection. If these items outlive their ability to meet the objectives of the library, the object shall be destroyed upon approval by the Board of Trustees of the Library of a recommendation from the Historical Society Committee.

Loans

Incoming and outgoing loans further encourage a love of history and historical research and greater exposure of historical objects to the public at large. Incoming and outgoing loans are a means of supplementing and enhancing the Library's collections and reputation as an important community resource.

The Library may wish to borrow objects from institutions or individuals to fulfill an exhibition, programmatic, or educational objective. Other public institutions may wish to borrow objects from the Local History Room's collection for similar objectives. Loans to and from the Library are subject to the approval of the Board of Trustees of the Library. All loans to and from the Library must be documented by a loan agreement signed by all the parties (the "Loan Agreement").

Loans to the Library

Loans to the Library shall be accepted from individuals or institutions for purposes of exhibiting or current relevant research. The Library cannot store, maintain, or insure objects belonging to others that are not required for exhibition or display. Items loaned to the Library will only be approved for specified exhibits and for a specified length of time, not to exceed one (1) year, but may be renewed if requested in writing. If the loan to the Library is intended to be a donation and is later canceled, the owner shall pay the return insurance, packing, and transportation costs and be advised to consult with their personal tax advisor regarding the tax consequences of a canceled donation.

Criteria for Loans to the Library

The following criteria must be met before the Library will accept a loan of an object:

- The individual or organization offering the object for loan must provide a signed written declaration that they are the legal owners of the property.
- The duration of the loan shall be for a specified period and stated in the Loan Agreement, but not to exceed one (1) year. If agreeable to all parties, the loan may be renewed at the end of the period with a written extension signed by all parties.
- The loan may be terminated by either party with thirty (30) days written notice sent as directed in the Loan Agreement.
- All objects loaned to the Library shall receive the same care as the objects in the Library collection. No cleaning, repair or alteration, including re-matting and remounting, will be undertaken by the Library unless directed in writing by the owner. All written directions shall state the work to be done and acknowledge the cost of the work shall be borne by the owner. No conservation work will be done on the borrowed object unless there is an emergency, and the object requires immediate treatment to prevent further damage or complete destruction. In that event, the Library shall make every effort to obtain verbal permission before treatment is begun and shall request a written confirmation.
- The Library shall provide insurance coverage for the object based on appraisals supplied by the object's owner, unless insurance is waived by the object's owner and a waiver of subrogation is obtained.
- Responsibility for and standards for packing and transportation of objects shall be clearly stated in the Loan Agreement.

In the event of the death of a lender, the Library will attempt to identify the lender's legal representative and provide written notice of the loan. If the object is still in the possession of the Library and there is no response to written notice to the owner's legal representative within six (6) months, the object shall become the property of the Library.

Loans from the Library

No object may be taken from the premises for any reason, without approval of the Board of Trustees of the Library, or the Library Director, as their designee. Materials may be loaned to other museums or institutions only after careful consideration regarding the stability of the object and the ability of the borrowing institution to provide proper care, environment, security, and safe transport for the object. At all times, the security of the object shall be the priority.

All loans must be accompanied by a signed Loan Agreement. Insurance provisions will be reviewed prior to loan approval and stated in the Loan Agreement. Loan duration will be determined on an individual case basis, but shall not exceed one (1) year, subject to renewal. Loans will not be made to individuals.

Criteria for Loans from the Library

The following criteria must be met:

1. The duration of the loan shall be for a specified period and stated in the Loan Agreement, but not to exceed one (1) year. If agreeable to all parties, the loan may be renewed at the end of the period with a written extension signed by all parties (See Exhibit C, attached hereto).

2. The loan may be terminated by either party with thirty (30) days written notice sent as directed in the Loan Agreement.
3. Borrowing institutions may not transfer objects to a third party without the written consent of Library.
4. Borrowing institutions must demonstrate appropriate security as approved by the Library. The Library reserves the right to inspect the loaned object on the premises of the borrower. Acceptable security measures are as follows:
 - Small objects must be displayed in locked cases.
 - Prints, maps, and other flat material must be displayed in locked cases or mounted in an appropriate archival manner, according to the specifications outlined in the Loan Agreement.
 - Large items and costumes, not displayed in cases or behind glass, must have barriers sufficient to keep the public at a distance from the objects.
 - Where feasible, photographs shall be duplicated by color copy or by creating a negative for display purposes.
5. Any damage, breakage, or loss must be reported immediately to the Library by the borrower.
6. The borrower must provide a certificate of insurance for the borrowed object. The coverage must in effect for the duration of the loan, including the transit to and from the borrower and while on the borrower's premises.
7. Loaned objects will be used only for the purpose stated in the Loan Agreement and may not be copied, photographed, or reproduced except to record and publicize the exhibit. No borrowed object may be used for any commercial purpose whatsoever.
8. Objects shall bear labels indicating that they were loaned courtesy of the Goshen Public Library & Historical Society, Goshen, New York. All publications and press releases must also include the credit line.
9. Approved transportation by the borrower unless otherwise arranged and stated in the Loan Agreement. All insurance, packing, and transportation costs shall be the responsibility of the borrower. Packing and return transportation must be in the same manner and means as the original shipping. Only persons approved by the Library shall be permitted to handle, move, or pack borrowed objects.
10. The Board of Trustees of the Library reserves the right to refuse a loan for any reason whatsoever.

Care of Objects

The Library will apply professionally accepted methods of storage, treatment, care, preservation, conservation, and use. Every effort consistent with professional standards and ethics and within the financial resources of the Library will be made to ensure the preservation of the material. Treatment of objects will be carried out only as necessary and must respect the historic and artistic integrity of the object. Professional conservators may be contracted to perform treatments that cannot be performed in-house. Such treatments will be in accordance with the ethical standards established by the American Institute for the Conservation of Historic and

Artistic Works (AIC). All conservation treatments will be fully documented, and the records of such work will be maintained as part of the Permanent Collection files.

Security

The collections of the Local History Room and Library are its most important asset and security measures should be in place to protect these collections. These may include smoke detection system, security and/or motion alarms, fire suppression system, temperature and humidity controls, light exposure, pollutants, abrasive particulate matter, vermin, and other pests.

Insurance

The Board of Trustees of the Library, upon the advice of the Historical Society Committee, Library Director and its insurer will determine the level of insurance protection the objects and collection of the Local History Room will carry. It shall be sufficient, at a minimum, to provide full protection of the collection against theft, fire, damage and destruction, or loss of value in keeping with generally accepted museum practices.

The Library Board, as the governing entity of the Local History Room, will develop and maintain an active risk management program and a disaster plan to ensure protection of the collection of the Local History Room. Said plans shall be reviewed periodically by the Board of Trustees to guarantee adequacy of coverage.

The following factors shall be considered when determining insurance policy requirements:

1. Appraisal value and condition of the collection.
 - a. Where appropriate, appraisals will be done by a certified appraiser.
 - b. The valuation of an object, and the date of the valuation, will be retained as part of the object's record.
 - c. The Board of Trustees will determine at what market level collections will be insured.
2. Physical location and storage.
3. Possible shipment of objects, deaccessioning, destruction, and other physical changes to the collection of the Local History Room.
4. Loans of objects to and from the Local History Room.
5. Replacement possibilities.

Objects in custody of the Local History Room or the Library shall be considered the property of the potential donor and should be insured by the same until such time as a Deed of Gift is executed in favor of the Library.

The value of the collection of the Local History Room may be subject to appraisal, certified, if possible, at the discretion and approval of the Board of Trustees of the Library. Valuations of holdings and objects to the extent known shall be included with their accession recorded in the Past Perfect database (or future database).

Periodic review of the insurance coverage and policy, and audit and inventory taking of the collection of the Local History Room shall be scheduled at the direction of the Board of Trustees of the Library.

Collection Documentation, Records, and Inventories

Collection records shall be maintained according to generally accepted practices of similar institutions. These records include accession, loan, and deaccession records in addition to provenance and donor information. A periodic inventory of the primary condition shall be conducted.

The Local History Room shall maintain the insurance, financial, tax, and appraisal records, and other collection information as confidential, as well as records and information declared confidential by the donor.

Access to the Collection/Use of the Collection

The Local History Room of the Library has important and unique documents pertaining to the history of Goshen and surrounding areas.

During operating hours, the collection shall be accessible for research and study subject to procedures necessary to safeguard the collection and objects.

Patrons using the collection must comply with the following:

- Walk-ins are welcome during certain hours designated by the Library Board. Appointments can be made when the Local History Room is not open.
- All visitors must sign the registration log.
- Requests from on-site researchers take precedence. Research requests received through the mail, by phone, or email will be handled as time and staffing allow.
- Items from the Local History Room are non-circulating and may not be taken outside the Local History Room.
- Staff or volunteers will locate and bring the requested materials to researchers using the Local History Room when possible.
- Use only pencils. Do not use self-adhesive post-it notes, paper clips, pens, highlighters, *etc.* No tracing is allowed. Archival materials must not be marked, damaged, or altered in any way.
- Patrons may be asked to use archival gloves when handling fragile documents.
- Photographing may be done with cellphones or professional apparatus, or with the help of staff.
- When objects from the collection are reproduced in any print publication, electronic publication or format, or audio visual work (for example, CD, DVD, website, video, film or other) or exhibited, preferred citation includes identifying the item, the collection name, name of the Library and location. A License Agreement shall be completed outlining the terms and conditions of use
- When using the manuscript collection, papers must be kept in the order that they are filed. Only one folder at a time may be used.

- Food or drink is not allowed in the Local History Room.
- Microfilm reader/printer available when the Local History Room is open.
- In-depth research by staff and other research costs will be determined annually by the Library Board of Trustees. These costs will be shared and confirmed prior to the start of any research.

No objects may be taken from the premises for any reason without the approval of the Library Director or Library Board. All loans must be accompanied by the appropriate paperwork (See “Loans” above). Materials may be loaned to museums or institutions subject to the institution’s ability to ensure the protection, safe transport and return of the objects, insurance provisions will be reviewed prior to loan approval. Loan duration will be determined on an individual basis, but shall not exceed one year, subject to renewal. Loans will not be made to individuals unless approved by the Library Director or Library Board.

Conflict of Interest and Ethical Considerations

The Library endorses the Statement of Standards and Ethics of the [American Association for State and Local History](#). The Board of Trustees, staff members (employees) and volunteers working with the collection are expected to abide by these standards.

Library employees and Trustees are prohibited from having collections concurrent with the mission of the Library to eliminate the potential conflict of placing particularly valuable objects in private collections rather than in the Library’s collection.

The Library complies with the Native American Graves Protection and Repatriation Act (NAGPRA) regarding human remains and objects of a sacred or ceremonial nature.

The Library does not consider its accessioned collections financial assets since they are to be held, for all practical purposes, in perpetuity.

Intellectual Property

The Library will make all reasonable efforts to protect the intellectual property in its collection. This includes protecting the intellectual property rights over its collection, as well as upholding the intellectual property rights of others.

Copyright. The Library will make every reasonable effort to obtain copyright information for all collection items. Due to the nature of historical collections this may not always be possible, but a record of attempts to identify the copyright status of an item will be maintained. Where copyright is unclear or restricted, notations will be made available to the public denoting this status.

Fair Use. The Library reserves the right to distribute and utilize its collections under the doctrine of Fair Use. The doctrine of Fair Use allows limited use of copyrighted material without permission from the copyright holder. Fair use includes comment, news reporting criticism, teaching, research, and scholarship. All other uses require written permission. Requestors are responsible for obtaining copyright permission before using copies for any purpose other than those defined as Fair Use.

Review/Revision

The policies and procedures that govern the Goshen Public Library & Historical Society will be reviewed annually by the Historical Society Committee and recommendations made to the Board of Trustees of the Library. The policies and procedures may be amended by the Board of Trustees at a regular meeting or special meeting.