

NEWBURYPORT PUBLIC LIBRARY ARCHIVAL CENTER

Mission Statement and Collection Policy



MISSION STATEMENT

The mission of the Newburyport Public Library Archival Center (NPLAC) is to collect, preserve, provide access to, and interpret historical, genealogical and cultural material relating to the City of Newburyport and the immediate surrounding area.

ABOUT

The NPLAC, located on the lower level of the Newburyport Public Library (NPL), is a repository for local history and genealogy. Its holdings consist of approximately 1,200 linear feet of books and archival material relating to all aspects of Newburyport history, from its early settlement as "Ould Newbury" in 1635 to the modern city it is today. The materials range from early Newburyport imprints and manuscripts to rare monographs, genealogical material, family papers, scrapbooks, newspapers, maps, plans, photographs, fine art, artifacts and ephemera. Like many New England towns and cities, Newburyport has played an important role in the early formation of our country. This rich history is documented in the early town records, many from the Revolutionary War period, which makes up the core collection of manuscripts at the NPLAC. The NPLAC also holds artifacts in its collections, ranging from Wolfe Tavern china and Towle silver to early apothecary bottles and the YMCA Time Capsule.

The NPLAC strives to engage library patrons near and far by providing research services, tours, lectures, educational programs and exhibitions. The vision of the NPLAC is to continue to provide exceptional services for its patrons, especially by providing access to materials; expanding educational outreach programs with the local schools; increasing the number of exhibitions of its special collections; fostering collaboration between local museums and institutions; and maintaining a safe and productive place for patrons to meet, do research and exchange ideas.

COLLECTIONS MANAGEMENT POLICY

The NPLAC collects materials that reflect the history of Newburyport and the surrounding areas. Including the following:

Municipal records
Personal papers
Deeds and Probate Records
Records of Organizations, Societies and Clubs
Institutional Records
Business Records
Photographs

Maps, Plans and Charts
Artifacts
Early imprints
Books
Ephemera
Genealogical material

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ACQUISITIONS

Books, archival material and artifacts may be added to the NPLAC collection by means of a gift, bequest, purchase, exchange, bargain sale, field collecting, or any other transaction by which rights to the materials or artifacts pass to the NPLAC. No materials shall be accepted or acquired that are known to have been illegally imported into, or illegally collected within the United States contrary to state, federal and international laws, regulations, treaties and conventions. As a general policy, all rights, title, and interest shall be obtained by the NPLAC for all acquisitions, without restrictions or limiting conditions. Any exceptions regarding restrictions or limitations on materials will be determined by the NPLAC Archivist and NPL Head Librarian and approved by the Newburyport Public Library Board of Directors.

Criteria for acquiring material for the NPLAC permanent collection include the following:

- The archival material must be documented, if possible, as to provenance by the donor, and have a clear title.
- The materials must be consistent with the mission of the NPLAC.
- The materials must be able to be used in an effective manner.
- The NPLAC must be able to care for the materials properly and in accordance with accepted archival and museum standards.
- The materials must not result in future expenses unreasonable in scope.
- The materials may be used for display, research or educational purposes.
- The materials must be free of donor-imposed restrictions.
- If a purchase is recommended, a fair market value for the proposed materials must be determined between the parties.

The NPLAC Archivist shall have the authority to accept donations to the NPLAC collections.

Gifts of money, given out right or as memorials, are accepted and can be designated for the NPLAC. Gifts of money can also be given to the Friends of the Newburyport Public Library and designated for the NPLAC. The NPLAC reserves the right to use these gift funds to purchase what it deems appropriate for the collection.

ACCESSION PROCEDURES

A Deed of Gift form is completed and signed by both the donor and NPL Archivist for each donation. Deed of Gift forms are kept on file by the NLPAC.

The NPLAC cannot appraise any materials or artifacts proposed as donations. Appraisals must be secured by a Donor prior to making the gift.

The Archivist will evaluate and determine the suitability of a donation for the collection.

The Archivist will acknowledge all gifts in writing on behalf of the NPLAC.

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DEACCESSION

The NPLAC reserves the right to withdraw materials from the collection. Books, artifacts and archival material may be considered for de-accessioning if the item no longer meets the mission of the NPLAC or if it has deteriorated beyond any preservation means to extend its usefulness. No de-accessioned archival material may be sold or given to any member of the library staff, Library Board of Directors or their representatives. The NPLAC Archivist will attempt to offer withdrawn materials to other institutions when possible.

Items to be deaccessioned will be determined by the NPLAC Archivist and approved by the Head Librarian.

DEACCESSION PROCEDURES

Once approval for deaccessioning is granted, the material will be removed from the collection by the following means:

- Transfer to another NPL department.
- By sale, exchange or gift to another library, museum or non-profit organization.
- By discarding.

The item will be removed from the online public catalog. A deaccession record of the item will be retained by the NPLAC.

ACCESS

NPLAC collections are available to the public for research, education, and exhibition, provided that the archival materials or artifacts will not be jeopardized by such use.

LOANS

The NPLAC does not loan materials; any exception must be reviewed by the Head Librarian and approved by the NPL Board of Directors.

Approved by the Newburyport Public Library Board of Directors on March 6, 2019