



CITY OF KEENE

R-2009-02-A

In the Year of Our Lord Two Thousand and **Nine**

A RESOLUTION **Council Policy - Acceptance of Archival Gifts**

Resolved by the City Council of the City of Keene, as follows:

WHEREAS: It is the responsibility of the City Council to accept archival gifts for the City's collection and it is the responsibility of the City Clerk to manage the City's archival collection; and

WHEREAS: The Keene City Council welcomes archival gifts from the public for the purposes of developing and adding value to the City's archival collection; and

WHEREAS: Due to the high costs of maintaining and managing archives, all potential gifts will be evaluated by appropriate City staff in accordance with collection development criteria; and.

WHEREAS: The following general guidelines for archival gifts would warrant further consideration:

Gifts that are not in good physical condition, for example contain mold, mildew, tears, stains, water damage or are impaired in any way that are deemed to or pose a threat to the existing collection and require significant restoration, conservation treatment or unique storage, unless accompanied by adequate funding from the donor or by recommendation by appropriate City staff.

Archival gift in which the donor places restrictions that will negatively affect the City's ability to use the material.

Outdated media formats such as vinyl albums, audio cassettes, floppy disks etc...; and

WHEREAS: The City staff is authorized to reject any archival gift that is not appropriate or does not meet any of the collection development criteria set forth.

NOW, THEREFORE, BE IT RESOLVED THAT:


The Keene City Council hereby establishes the following collection development criteria to be used for acceptance of archival gifts:

- Historical value to Keene or surrounding area,
- Physical condition of archival gift,
- Uniqueness of archival gift,
- Gift adds to the depth and breadth of current archival collection,
- Relevance of the content,
- Supports research needs of individuals and/or the rights of the public.

PASSED


BE IT FURTHER RESOLVED THAT:

Upon final acceptance of an archival gift by the City Council that the City Clerk is authorized to determine the disposition of donated archival gifts.


Philip Dale Pregent, Mayor

Passed: January 15, 2009

A true copy; attest:



City Clerk