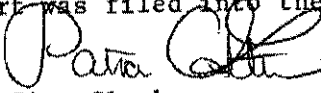


City of Keene
NEW HAMPSHIRE

60B1

January 8, 2009

In City Council January 15, 2009
The report was filed into the record.

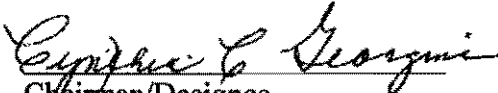

City Clerk

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM**: R-2009-02: Council Policy – Acceptance of Archival Gifts

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of R-2009-02-A.


Chairman/Designee

Background Notes:

Ms. Little stated that this is a new Council policy for the Committee's consideration. She indicated that this matter came out of the Committee's discussion regarding the county map that was recently gifted to the City and stated that this is the first attempt to put into place a policy regarding the acceptance of archival gifts.

She indicated that the Resolution states that the City welcomes archival gifts but also points out that there is a high cost for maintaining such gifts and that the Council through the adoption of the Resolution has established an evaluation system. She indicated that this policy would establish a guideline that would have any restoration or maintenance costs identified prior to the acceptance of the archival gift.

Ms. Little went on to say that however, before staff brings an item before the Committee for acceptance, an estimate for restoration would be obtained should the gift require restoration. She further stated that the policy also establishes criteria for what types of artifacts the City might like to add to its collection. Such as historical value to Keene, uniqueness of the archival gift, whether it adds to the depth and breadth of the City's current collection, whether it supports the research needs of the staff or the public. Finally, the policy states that upon acceptance of the archival gift the City Clerk is authorized to determine the long term disposition of the archival gift such as whether it should ever be put into a different format or whether it should be turned over to the Historical Society of Cheshire County.

Councilor Stout referred to the last phrase under the fourth WHEREAS which talks about outdated media format and asked whether this means that staff would be compelled not to accept such gifts. Ms. Little stated that this language would alert staff to the fact that there is maintenance the City needs to be aware of. Councilor Stout stated that he will support this as long as it does not compel someone to reject a gift, but added that he left this up to the Clerk's discretion. Ms. Little suggested deleting the word "inappropriate" and changing the language to read as follows:

"The following are general guidelines for archival gifts that would warrant further consideration:"

Mayor Pregent encouraged adoption of this Resolution as soon as possible and commended the City Clerk for her work on it.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of R-2009-02-A.

Nine

Council Policy - Acceptance of Archival Gifts

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:

Deleted: types of archival gifts are considered inappropriate

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.

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



CITY OF KEENE

Nine

In the Year of Our Lord Two Thousand and

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 types of archival gifts are considered inappropriate:

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