Special Collections Deaccession Policy

While infrequent, the proper maintenance of the Archives and Special Collections unit may necessitate the deaccessioning of items. Conditions that might warrant such action include lack of space, irrelevance due to changing collection priorities, duplication, or damage beyond the capabilities of the unit to repair. The following principles will guide such decisions.

1. The library will observe legal restrictions and/or conditions documented in the gift deed.
2. Consideration will be given to the donor’s intent.
3. In cases of “materials found in collection,” for which no record of the gift or its terms exist; the decision to deaccession shall be governed by county and state regulations for unclaimed property. “Materials found in collection” become the property of the archives and special collections after seven years of documented continuous ownership.
4. Special Collections will not allow materials from its collections to be acquired privately by any library employee, officer, or volunteer, unless they are sold publicly and with complete disclosure of their history.
5. When disposing of items, due consideration will be given to the library community. Sales to, or exchanges between, institutions will be explored as well as disposal within the archival community.

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