

## **Library Policies of the Mercer Public Library**

### **XXVI. Local History and Archives Collection Development Policy**

#### **Purpose**

The purpose of the Mercer Public Library Local History and Archives Collection (“Archives”) is to preserve information relevant to the history of Mercer and the Iron County, Wisconsin, area. Materials are collected to illustrate the development of Mercer and Iron County, its natural and man-made environment, and its culture. The Archives shall include a focus on important industries in the Mercer area including lumber, mining, and tourism, and shall strive to collect records from influential events and the people who lived, worked, and had an impact on the area.

Such records may include, but not be limited to: photographs, newspapers, family histories, public records, manuscripts, business records, maps, minutes, books, audio and visual recordings, and personal papers. The Archives will collect materials that illustrate life in Mercer and Iron County from all time periods, including the current era. Select materials on the history of Wisconsin, Michigan’s Upper Peninsula, and other areas may be considered for inclusion when such materials are deemed to provide further insight into the development of Mercer and the Iron County area.

#### **Goals**

The goals of the Archives are:

- To provide appropriate conditions for storage and access to archival materials;
- To provide reference services to individuals and organizations interested in the history of Mercer and the Iron County area; and
- To facilitate public awareness of the Mercer area and its residents.
- To educate and inspire a greater sense of history.

Materials in the Archives are arranged, described, and made available to the public through physical access and digital collections as appropriate based on the condition, age, copyright issues, or written agreements with the donor.

The presence of materials in the Archives does not indicate an endorsement of their content or views by the Mercer Library Board of Trustees, library staff, or Town of Mercer.

#### **Acquisitions**

Materials selected for inclusion in the Archives must be relevant to the mission of the Archives; must be in a usable condition that does not pose a risk of harm to Archives staff, volunteers, patrons or other collection materials; must not duplicate items already in the Archives; and must be of a size consistent with the Archives’ capacity. When selecting materials for inclusion, Archives staff may consider the resources required to retain the records, the records’ relationship to other records in the Archives, the availability of suitable storage facilities, and any rights or restrictions placed by the donor.

## Library Policies of the Mercer Public Library

The focus of collections in the Archive shall be on textual records, photographs and other visual records, maps, plans and architectural records, sound and visual recordings, and digital materials. Three-dimensional items may only be considered for collection in the case where such items are unique examples of important aspects of local history. Photographic images of three-dimensional items may be kept for the Archives' digital and print collections as appropriate.

The Archives will acquire materials by donation, bequest, purchase, or transfer. All acquisitions shall be recorded with a *Statement of Gift, Memorandum of Understanding, or Loan Agreement*. (See Appendix M.) Purchase will only be considered if the materials fill a critical gap in the collection as determined by the Library Director. The Archives will only accept materials on a permanent basis except when borrowing materials for short-term loans to reproduce or to include in displays or exhibits, or when establishing cooperative agreements with other organizations. (See *Cooperative Agreements*, below.)

The Archives retains the right to reproduce materials by mechanical, electronic, or photographic means for security, conservation, or research purposes.

Mercer Public Library and Archives staff are unable to provide financial appraisal of any archival records or artifacts, including those donated to the Archives. Donors may obtain an independent appraisal for tax purposes.

### Deaccessioning

Materials added to the Archives shall be held until such time that they are deemed to no longer fulfill the Acquisitions policy. Reappraisal and deaccessioning is an important part of archival practice and shall be conducted in a transparent manner, with full documentation retained in the Archives' records.

Archives staff shall use professional judgment when reappraising collections and shall take into consideration donor agreements, ethical issues regarding the disposition of collections, and resource allocation. The Archives shall not deaccession items at the request of a previous owner. Disposal of deaccessioned items will follow the following options:

1. Offer to return the deaccessioned items to the original donor by contacting them at their last known address.
2. Transfer the deaccessioned item to an appropriate nonprofit or educational organization that is capable of properly caring for the item.
3. Sell or dispose of the items following the Mercer Public Library *Disposal of Library Property* policy.

### Cooperative Agreements

In some circumstances, the Archives may work in partnership with other local organizations to house and maintain records on a temporary basis for exhibit, community access, digitization, preservation, or other purposes relevant to the Archives' mission. In such cases, a memorandum of understanding shall be signed to delineate the ownership of the records, the scope of the project, and the rights and responsibilities of all parties.

## Library Policies of the Mercer Public Library

### **XXVII. Credit Card and Purchasing Policy**

The library board may approve the issuance of a credit card under the name of the Mercer Public Library for the library director. The library director will be the only person authorized to use the credit card and will be responsible for the card's protection and custody. The library director shall immediately notify the appropriate financial institution and the library board if the credit card is lost or stolen or if fraudulent activity is suspected. The credit card is to be surrendered to the board of trustees immediately upon termination or resignation from the director's position.

During the presentation of bills at the monthly board meeting, the library director shall provide documentation of each credit card transaction detailing the date of purchase, merchant name, goods/services purchased, and cost.

Under no circumstances are personal purchases or cash advances permitted on the credit card. The credit card shall not be used to make payments on invoices or statements owed by the library. Any rewards such as purchase points or cash-back incentives earned through purchases on the library credit card shall be the property of the library and used only for library-related purposes.

Any library employee using a library credit card in violation of this policy shall be subject to disciplinary action, including loss of use privileges, suspension, or termination as may be deemed appropriate by a majority of the library board. The library employee shall reimburse any unauthorized purchases to the library board by personal check or salary deduction within sixty days of the unauthorized purchase(s). The library board shall have authority to revoke the use of any credit card issued.

The Library Director is authorized to spend up to \$500.00 in connection with board-approved or library-related activities within the applicable budget guidelines. Such purchases may be made with the library credit card, on account with a library vendor, or with the library's checking account. Purchases for over \$500.00 that are not part of the library's regular operating budget should be approved in advance by the library board. Purchases that will be reimbursed by grant funds, donations, or support organizations such as the Friends of the Library may be exempt from this policy.

*Policy approved by the Mercer Library Board of Trustees – June 12, 2023*

**Library Policies of the Mercer Public Library**

***M. Local History and Archives Collection Statement of Gift, Memorandum of Understanding, and Loan Agreement***

**Mercer Public Library Local History and Archives Collection**

*Statement of Gift*

I own the materials described below and voluntarily donate them to the Mercer Public Library Local History and Archives Collection (“Archives”) to become its permanent property and to be administered in accordance with established policies. These materials shall become the exclusive property of the Mercer Public Library Archives, and I hereby transfer and assign all rights, title, and interest I possess to these materials to the Library, except as specified below. The Archives may use its discretion to dispose of material inappropriate for its collections, unless instructions to return unwanted materials to the donor are stated below.

**Description of Materials/Records:**

**Restrictions on the use of these materials:**

\_\_\_\_\_  
Signature of Donor or Agent

\_\_\_\_\_  
Library Representative

\_\_\_\_\_  
Donor or Agent Name

\_\_\_\_\_  
Library Representative Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Donor Address:

\_\_\_\_\_

Donor Phone:

\_\_\_\_\_

Donor Email:

\_\_\_\_\_

**Library Policies of the Mercer Public Library**

**Mercer Public Library Local History and Archives Collection**

*Memorandum of Understanding*

The Mercer Public Library Local History and Archives Collection (“Archives”) occasionally works in partnership with other local organizations and individuals to house and maintain records on a temporary basis for exhibit, community access, digitization, preservation, or other purposes relevant to the Archives’ mission. \_\_\_\_\_ wishes to enter such a partnership with the Archives. This memorandum of understanding shall be used to delineate the ownership of the records, the scope of the project, and the rights and responsibilities of all parties.

**Description of Materials/Records:**

**Rights and Responsibilities of the Archives:**

**Rights and Responsibilities of the Donor:**

\_\_\_\_\_  
Signature of Donor or Agent

\_\_\_\_\_  
Library Representative

\_\_\_\_\_  
Donor or Agent Name

\_\_\_\_\_  
Library Representative Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Donor Address:

\_\_\_\_\_

Donor Phone:

\_\_\_\_\_

Donor Email:

\_\_\_\_\_

**Library Policies of the Mercer Public Library**

**Mercer Public Library Local History and Archives Collection**

*Loan Agreement*

I own the materials described below and voluntarily loan them to the Mercer Public Library Local History and Archives Collection (“Archives”) for the purposes of duplication. The Archives may reproduce any or all of the described materials for any purposes which support the educational/research objectives of the Archives. I understand that the Archives may include reproductions of these materials in digital or physical exhibits, and if I possess any copyrights to these materials I hereby grant my permission for these reproductions to be used in such exhibits and other Archives’ activities. It is the responsibility of the Archives to ensure compliance with any further copyright restrictions on these materials.

**Description of Materials/Records:**

**Restrictions on the use of these materials:**

\_\_\_\_\_  
Signature of Lender

\_\_\_\_\_  
Library Representative

\_\_\_\_\_  
Lender Name

\_\_\_\_\_  
Library Representative Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Lender Address:

\_\_\_\_\_

Lender Phone:

\_\_\_\_\_

Lender Email:

\_\_\_\_\_

\_\_\_\_\_  
I hereby acknowledge the safe return of the material described above:

\_\_\_\_\_  
Signature of Lender

\_\_\_\_\_  
Date