## SAMPLE DOCUMENT

<table>
<thead>
<tr>
<th>Type of Document:</th>
<th>Date:</th>
<th>2003</th>
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<td>Archive &amp; Library Management Policies</td>
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<thead>
<tr>
<th>Name of Institution:</th>
<th>Type:</th>
<th>Historic House</th>
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<tr>
<td>Hillwood Museum and Gardens</td>
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<table>
<thead>
<tr>
<th>Budget Size:</th>
<th>Budget Year:</th>
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<tbody>
<tr>
<td>$10 million to $24.9 million</td>
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<th>Governance Type:</th>
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<tbody>
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<td>Private, Nonprofit Organization</td>
<td>Yes</td>
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### Notes on strengths or special features:
- Access & Patron Use
- Computer/Internet Use
- Circulation and Overdue/Lost Materials
- Fees
- Food & Drink
- Finding Aids
- Hours
- Reference/Assistance
- Rights & Reproduction
- Acquisitions/Accessions
- Archive
- Authority
- Cataloging/Processing
- Appraisal
- Arrangement
- Description
- Preservation
- Provenance
- Original Order
- Other: Record Keeping and Inventory

- Categories of Collections
- Code of Ethics
- Conservation
- Deaccessioning/Disposal
- Definitions
- Digitization
- Equipment/Software
- Housekeeping
- Insurance & Risk Management
- Library
- Loans & Exhibitions
- Mission Statement
- Review/Revision
- Scope of Collections
- Storage & Handling
- Table of Contents
- Other: Collections Care Policy

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**USE STATEMENT & COPYRIGHT NOTICE**

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### Table of Contents

Library Mission Statement ........................................................................................................ 1

Description of Library Collection ........................................................................................................ 1

Collection Development Policy ........................................................................................................ 1

- Primary ........................................................................................................................................ 2
- Secondary ................................................................................................................................. 2
- Tertiary ....................................................................................................................................... 2

Collection Levels ................................................................................................................................. 2

- Primary ........................................................................................................................................ 2
- Secondary ................................................................................................................................. 2
- Tertiary ....................................................................................................................................... 2

Delegation of Authority ......................................................................................................................... 3

Criteria for all Accessions ................................................................................................................. 3

- Types of Acquired Materials ........................................................................................................ 4

Deaccession Policy ................................................................................................................................. 4

- Criteria for Deaccessions ............................................................................................................. 4

Loan Policy ........................................................................................................................................ 5

- Delegation of Authority .............................................................................................................. 5

Collections Care Policy ......................................................................................................................... 6

- Record Keeping and Inventory ...................................................................................................... 6
- Access to the Collection ................................................................................................................. 7

Rights and Reproductions Policy ......................................................................................................... 8

Insurance Policy ................................................................................................................................... 8
LIBRARY COLLECTION PHILOSOPHY AND POLICY

MISSION STATEMENT

Hillwood’s Library, in support of the museum’s vision statement, is to be a premier reference collection for Russian and western European decorative arts. To carry out this goal, the Library serves the research needs of Hillwood’s staff and volunteers as well as outside scholars, collectors, and other qualified researchers.

DESCRIPTION OF LIBRARY COLLECTION

The art library of the Hillwood Museum and Gardens is dedicated to the study of Russian and European decorative arts within a broad historical and social context. The reference collection is a valuable resource for those interested in the culture of pre-Revolutionary (specifically imperial) Russia and eighteenth-century (specifically French) western Europe.

The nucleus of the Library’s holdings focuses on the collection of Russian and French decorative arts assembled by Marjorie Merriweather Post. The Library now houses a collection of 16,500 monographs, 40 current serial subscriptions, 16,000 auction house catalogues, a large collection of pamphlets often published in small triages from the 1920s onward, and an extensive vertical clippings file. The Library also includes a small but significant collection of rare materials.

The Library maintains a small lending collection primarily for volunteer use. Mrs. Post’s personal collection of books on display in the Mansion is not part of the research library, but does fall under the responsibilities of the Librarian for care and maintenance.

COLLECTION DEVELOPMENT POLICY

In support of the Library’s mission, the acquisition of books is divided into the following hierarchical scheme:
Primary:
Artistic and cultural connections between Russia and the West as well as Russia and the East as it relates to the eighteenth and nineteenth centuries;

Collectors and the American lifestyle and culture as it relates to Marjorie Merriweaether Post;

Eighteenth-century French decorative arts, its general history, and all relevant social contexts; and,

Pre-Revolutionary Russian decorative arts, including general Russian history and all relevant social contexts.

Secondary:
The arts of Far East Asia, as they relate to the museum’s collection;

Russian fine art, architecture, and twentieth-century decorative arts;

Textiles, as they relate to the museum’s art and material collection; and,

Western European decorative art, fine arts, and architecture of the eighteenth and nineteenth centuries.

Tertiary:
Horticulture, Conservation, Museum Education, Museology, and Technology.

COLLECTION LEVELS:
The above-mentioned subject areas correspond to the following levels of collecting:

The PRIMARY areas are collected at the research level, i.e., the major published source materials required for independent research;

The SECONDARY areas are collected at the instructional support level, i.e., adequate to impart and maintain knowledge about a subject in a systematic way; and,

The TERTIARY areas are collected at the same secondary instructional support level but focus primarily on the Museum’s departments outside the main collecting focus.
DELEGATION OF AUTHORITY:

Acquisitions valued less than $5,000 will be made by the Deputy Director of Collections/Chief Curator and Librarian. Acquisitions valued between $5,000 and $25,000 will also require the approval of the Director. Acquisitions with a value greater than $25,000 will be presented by the Librarian to the Collections and Programs Committee. Committee members may approve recommendations by a simple majority vote. All significant acquisitions will be reported to the full board at their regularly scheduled quarterly meetings.

CRITERIA FOR ALL ACCESSIONS:

Accession means the formal transactions by which title to purchases, gifts, bequests, exchanges, or other incoming materials are passed to Hillwood.

1. Acquisitions must be consistent with the mission of the Library and the collections development policy described above. The Library relies mainly upon the expertise of the Librarian, curators, and Collections Division staff in determining acquisitions.

2. Acquisitions should be of the size, medium, and condition that the Library can provide proper care and handling.

3. Acquisitions must be accompanied by legal instruments of conveyance from the persons or institutions selling, trading, or donating works to the Library.

4. Acquisitions will be accepted only on the basis of unrestricted ownership.

5. Every effort will be made to determine clear provenances for objects acquired.

6. The Library shall be a repository for all books, regardless of whether or not it relates to the collection philosophies of the Library, in which images supplied by Hillwood appear. The Librarian will work with the Manager of Archives and Visual Resources to convey these books to the Library.
Types of Acquired Materials:

The Library acquires materials in a variety of different formats, including monographs, exhibition catalogues, rare books and prints, hand books of museum and private collections, conference proceedings, theses, dictionaries, directories, indices and abstracts, auction catalogues, periodicals, and ephemera. Rare materials are collected for their research rather than their intrinsic value and relate specifically to the study of Russian or European decorative arts. Ephemeral materials, such as pamphlets, newspaper clippings, and articles, with particular regard to primary areas of collection interest, will be added to vertical files whenever appropriate or useful. Microfilm and microfiche documents, especially of rare or difficult to obtain books and periodicals, are also purchased.

DEACCESSION POLICY

Deaccession means the formal process used to permanently remove accessioned materials from the collections.

Hillwood considers the Library’s collections permanent collections. Collections will be retained if they continue to be relevant and useful to the purposes and activities of the museum and if they can be properly stored, preserved, and used. Therefore, the disposition of objects will be infrequent and will require rigid examination by the Librarian and/or the appropriate Collections Division staff members.

CRITERIA FOR DEACCESSIONS:

Hillwood may consider deaccessioning for the following reasons: objects’ relationships to the collection and museum’s mission; quality; size, medium, or physical condition that affects storage or exhibition; and duplication in the collections.

In considering materials for deaccession, the following conditions must be satisfied:

1. Disposal of collections through sale or trade is solely for the advancement of Hillwood’s mission.
2. Those materials that came to Hillwood under the auspices of the Smithsonian Institution shall be offered to that institution before proceeding with public disposition.\(^\text{[1]}\)

3. Permanent removal and disposition of materials from the collections shall be done in an ethical and legal manner.

4. The manner of disposition shall represent the best interests of Hillwood, its public, the public trust it represents in maintaining and preserving its collections, and the scholarly and cultural communities it represents.

5. All deaccessions will be fully documented by the Librarian and approved by the Executive Director.

**LOAN POLICY**

Hillwood’s Library is a non-lending institution. However, interlibrary or other loan requests of general collection books are considered on a case-by-case basis. Loans of rare books will be treated as collection object loans, subject to the criteria specified in the Hillwood Art and Material Culture Collections Management Policy, and managed by the Collections Manager with copies of and/or the original documents deposited in the Library.

**DELEGATION OF AUTHORITY:**

Decisions about loan requests, incoming or outgoing, other than for rare books will be made by the Librarian. Decisions about rare book loans will be made by the Librarian, Deputy Director of Collections/Chief Curator, and the Executive Director unless the value is greater than $25,000, in which case such requests will be presented to the Collections and Programs Committee. Committee members will approve recommendations by a simple majority vote. The full board will be informed of all rare book loans at their regularly scheduled quarterly meetings.

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\(^{[1]}\) On December 19, 1977, Hillwood and the Smithsonian Institution agreed that those books or materials donated to Hillwood, anticipating its inclusion in the Smithsonian Museums, will be offered as a donation to the Smithsonian before disposal.
COLLECTIONS CARE POLICY

Hillwood is committed to ensuring adequate climate control, security, and fire protection for its Library to ensure proper care and conservation of all valuable collections.

1. The Librarian will periodically review the Library’s facilities and plan for increasing space needs.

2. The Librarian will periodically review the Library’s collections and make recommendations for conservation treatments.

3. A plan for the care of the Library collections during a disaster or emergency will be maintained by the Preservation and Exhibitions Manager, Collections Manager, and Librarian as part of Hillwood’s Collections Emergency Plan.

4. Rare-book handling privileges for visitors and researchers will be granted at the discretion of the Librarian.

5. Whenever possible, the Library will attempt to acquire works in hardcover or other suitable format for long-term retention.

RECORD KEEPING AND INVENTORY

The Librarian is responsible for record-keeping and inventories of the Library’s collections.

1. All decisions concerning the Library’s collections shall be deposited in the permanent records.

2. The Librarian will conduct an annual inventory of all objects in the Library during the month of January or other month when the institution is closed to the public. The inventory will be a physical check of objects with appropriate documentation. To adequately perform this inventory, all library materials must be returned to the Library in a timely manner. Spot checks will be made throughout the year on an ad hoc basis at the discretion of the Librarian.
3. The Librarian will also be responsible for conducting an inventory and maintaining a shelf list, in coordination with the Collections Manager, of books held in the Mansion.

4. Before an employee’s last day of employment with Hillwood, all library materials must be returned. If such materials are not returned, it will be the responsibility of the employees’ departments to reimburse the Library for replacing the items. Cost will be determined by fair market values of the materials as well as staff time to locate replacement copies.

ACCESS TO THE COLLECTION:

1. Hillwood’s Library is accessible by appointment for legitimate research and study. Scholars must contact the Librarian to schedule appointments.

2. The Librarian will maintain an updated list with security that allows only Collections Division staff and essential maintenance personnel to enter the Library when the Librarian is not on-site. When staff wants to use the Library at such times, they should inform the Librarian as soon as possible.

3. The Library is operated as a rare book collection with closed stacks for all but approved full-time staff. Readers may enter the stacks only if accompanied by approved staff members.

4. Staff may have at any one time a maximum of 75 general collections books, excluding office reference volumes, checked out in their name. Library books are borrowed for on-site use only. With the direct permission of the Librarian, certain exceptions can be made for general collections materials to be taken off-site for two days maximum. Rare books cannot be removed from the Library except for photography or other unique situations—and only with the explicit permission of the Librarian. Rare materials allowed out of the Library must be returned within 24 hours.

5. All staff and volunteers may borrow from the lending library.
RIGHTS AND REPRODUCTIONS POLICY

The Library adheres to the copyright law of the United States (Title 17, United States Code) that governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish photocopies or other reproductions. One of these specified conditions is that photocopies or reproductions are not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, photocopies or reproductions for purposes in excess of “fair use,” that user may be liable for copyright infringement.

The Library reserves the right of refusal when accepting copying requests if, in its judgment, fulfillment of such orders would involve violations of copyright law.

Visitors are strictly prohibited from photographing library materials. However, permission to use Hillwood’s images of library materials may be granted by the Manager of Archives and Visual Resources, respecting current laws relating to copyright controls.

The Library also adheres to any laws regarding digital copyright issues.

INSURANCE POLICY

Objects in Hillwood’s Library collections are insured under a fine arts policy with conditions that are reviewed regularly by the Collections Manager with the approval of the Executive Director and Deputy Director of Collections/Chief Curator.

1. Books or objects brought to Hillwood for examination or study must be insured by owners.

2. Any damage or loss to the Library’s collections, whether owned by Hillwood or lending institutions or individuals, must be immediately reported to the Librarian, Deputy Director of Collections/Chief Curator, Collections Manager, Preservation and Exhibitions Manager, and Executive Director via the Hillwood Museum Incident Report. All losses to non-Hillwood objects will be reported in a timely manner to the owners of the objects.

3. Records pertaining to collections insurance are maintained by the Collections Manager.