

## **Blossburg Memorial Library Policy for Accepting Historical Materials**

### **Purpose**

To preserve and promote an appreciation and understanding of the history and heritage of our local area – namely Blossburg, Arnot, Covington, and Morris Run, including Tioga County in general.

Dedicated to acquiring and preserving materials including, but not limited to books, manuscripts, photographs, letters, diaries, business records, reports, minutes, maps, and personal papers to be used for research, educational purposes, and exhibition.

### **Guidelines**

1. Will not accept any donation that has special conditions as to retention or treatment. Exceptions may be made in rare circumstances with Library Board approval.
2. Donor must sign a deed of gift transferring his or her property to the Blossburg Memorial Library. Donor must specify if he or she wishes items returned if the Library cannot use them or if they would be more appropriate in another institution.
3. Will not make monetary appraisal for donors.
4. The librarian or designated board member will make the decision of what is acceptable based on how items fit the existing collection and the ability of the library to conserve, preserve and make such items accessible.

### **Reappraisal and Deaccessioning**

The library will re-evaluate and re-appraise the collection on a regular basis. At these times, the library may withdraw materials. The library will offer the items to a more appropriate institution or return them to the donor based on the requirements stipulated in the **Donor's Deed of Gift**.

Approved by the Blossburg Memorial Library  
Board of Trustees on January 21, 2008