

# **Scott County Library System Iowa Special Collections Policy**

## **Mission**

The mission of the Scott County Library System's Iowa special collection is to curate, protect and provide access to a collection of manuscripts and documents specific to rural Scott County life and history (outside the city limits of Bettendorf and Davenport).

## **Primary collecting areas**

- Scott County and Scott County town histories excepting the municipalities of Bettendorf and Davenport.
- Works by Scott County authors associated with rural areas or towns outside the municipalities of Bettendorf and Davenport.
- Scott County cookbooks
- Publications of North Scott Schools
- Scott County newspapers published outside of Bettendorf and Davenport
- Scott County atlases

## **Acquisitions**

The Scott County Library System will acquire materials for its Iowa special collections in order to provide public access to local materials. SCLS special collections accepts gifts of books, atlases, other printed materials, and some archival materials. The library welcomes gifts fitting within this collection development policy and plan. Gifts must also follow criteria in the SCLS materials selection policy, which is updated regularly. In making acquisition decisions, the library takes into account the development policies and collections of other area institutions as well as space and storage available at branch facilities. Acquisitions decisions are made by degreed librarians tasked with local history projects. Final acceptance or rejection of material is subject to review by the Board of Trustees of the Scott County Library System. Materials may be declined if they do not fit the scope of this policy or there are space and storage concerns. In that case, Scott County librarians will make an effort to find an appropriate local or state facility to accept the donation.

When acquiring unpublished materials, the library requires donors to complete a deed of gift, which includes the name of the donor, a description of the acquisition, the provenance of the donation, and special rights information. This deed transfers legal ownership of the donation to the library and allows the library to keep track of donors and record the history of the donation. Donors' names will not be released to the public unless the donor agrees to be identified.

## **Deaccessioning of Materials**

No accessioned material shall be removed from special collections except by strict guidelines and under the supervision of the deeded librarian tasked with local history projects and with the permission of the director. Deaccessioning shall be based on any of the following criteria:

- The material is free of any restrictions that prohibit its removal from the collection
- The material is outside the scope of the Mission statement and primary collecting areas or is no longer relevant to the purposes and activities of the institution by the direction of the Board of Trustees
- The provenance of authenticity of the material has been disproved
- The material is redundant, or the library acquires a better or more complete example of the material
- The material has deteriorated to a degree that renders it no longer useful
- The library will dispose of any deaccessioned materials in a thoughtful manner

## **Accessing special collections items**

**Access:** Special collections materials are available to the public during library hours. Materials must stay in the library building and returned to a staff desk by closing time. Special appointments to access materials are not needed, although users may call ahead to speed up service.

**Security:** No more than 3 items from special collections may be used by one patron at one time. Library staff must sign out the items and users may be asked to provide a library card or photo ID as collateral. Items must be viewed in view of a staff person if possible and returned to a staff desk.

**Preservation:** Users may only use pencils to make notes while viewing special collections items. No marks may be made on the items themselves. Nothing should be stacked on top of the special collections items.

**Copyright:** Users may use the public copiers provided at library locations to make copies if the condition of materials will allow it and normal copy charges will apply. Users of materials at the Scott County Library System accept full legal responsibility for observing the copyright law.

**Storage:** The Scott County Library System is not a true archival facility. While every effort will be made to protect the materials, they will not necessarily be stored in areas which follow the Society for American Archivist's guidelines on temperature, humidity and storage. Library markings such as barcodes and spine labels may be placed on items.

**Digitization:** Digital reproductions may be created at the judgment of library staff, if proper permissions were obtained via the deed of gift.

## **Outgoing loans**

Loans may be made to museums, historical societies, educational institutions or for educational purposes for a short-term period. A written request for the loan is required and all parties must complete and sign it. The library may decline requests for loan. The borrowing institution assumes responsibility for materials while in their possession.

This policy drew on published policies from the following institutions: Gleason Public Library, Vanderbilt University, Claremont Colleges, Society for American Archivists, Iowa Women's Archives.

Approved by the Board of Trustees  
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