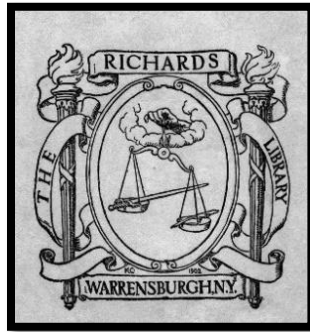


The Richards Library Policies



Archives Policy

The following are rules and regulations approved by The Board of Trustees of The Richards Library. These rules are effective 14 September 2021 and will be reviewed bi-annually.

The archives maintained by The Richards Library is mainly a repository of items (artifacts) and manuscripts/monographs (books, photographs, records and papers) collected by, or possessed by, the founders of The Richards Library, Miss Clara Richards and Mrs. Mary C. (Richards) Kellogg.

The archives also maintains other items and manuscripts related to the people and history of the local communities of Warrensburg and Thurman, New York. Additionally, the archives also houses artifacts and manuscripts/monographs related to a national or global memory or moment in history. Not to mention, artifacts and documents that pertain solely to the Library as an institution and its related administrative obligations and history.

With such diversity collected in a limited space as the Library's archives, it is necessary to establish some fundamental guidelines or rules for what may, or may not, be stored in The Richards Library's archives. It is therefore the obligation of the Board of Trustees of The Richards Library to develop and establish these guidelines and rules within this policy.

In order to understand what an archives is, it is necessary to define the term as it is interpreted by the Society of American Archivists (<https://www2.archivists.org/about-archives>):

- The word *archives* (usually written with a lower case *a* and sometimes referred to in the singular, as *archive*) refers to the permanently valuable records—such as letters, reports, accounts, minute books, draft and final manuscripts, and photographs—of people, businesses, and government. These records are kept because they have continuing value to the creating agency and to other potential users. They are the documentary evidence of past events. They are the facts we use to interpret and understand history.
- An *Archives* (often written with a capital *A* and usually, but not always, in the plural) is an organization dedicated to preserving the documentary heritage of a particular group: a city, a

province or state, a business, a university, or a community. For example, the National Archives and Records Administration in the United States, Bentley Historical Library at the University of Michigan, The Coca-Cola Company Archives, and The Archives of the Episcopal Church are all responsible for the preservation and management of archives.

- The word *archives* is also used to refer to the building or part of a building in which archival materials are kept, i.e., the archival repository itself.

During the course of this policy, the term “archives” will conform to the first and third definitions previously noted.

Since the archives within the Library is diverse in its holdings, this policy will delineate the various categories of holdings and what shall be maintained within each. It is noted that the current Library Director, will have some latitude in what he or she may add to these categories.

The Richards Sisters/Family Collection:

This collection contains monographs owned by the sisters, or donated by the sisters, to the Library and artifacts collected during the sisters’ world travels, which include, but are not limited to: pieces of art, such as paintings, pottery, tapestries, stereographic photos, pictures, vases, china (dishware), etc. Any items or artifacts, manuscripts/monographs that can be verifiably confirmed as being connected to the sisters, or any direct descendants, not including aunts, uncles and cousins, may be added to this collection. The Director will have latitude to determine what is added to the collection.

Local Historical Figures, History, Authors, and Historical Persons and Events:

This collection may contain monographs, pieces of art, newspaper articles, clippings, essays, photographs, yearbooks and related materials associated with people or persons from the local (Warrensburg, Thurman, county or state) area that have lived here or had a connection to the area. This collection may also include materials pertaining to other historical persons or events that mark a moment in history, either nationally or globally. The Director will have latitude to determine what is added to the collection.

Administrative and Historical:

This collection contains mostly documents related to the administrative operations of The Richards Library as well as any documents, monographs, photographs and artifacts related to the history of The Richards Library.

In this category, as it relates to the administrative history of the Library, certain documents/records must be maintained for certain periods of time. This being the case, determination of what is maintained in this collection will be determined by the Non-Circulating Materials Disposal Policy and Retention and Disposition of Records Policy which contains the following explanation:

The *Retention and Disposition Schedule for New York Local Government Records* indicates the minimum length of time that local government officials must retain their records before they may be disposed of legally. It consolidates and revises *Records Retention and Disposition Schedules CO-2, MU-1, MI-1, and ED-1*. It has been prepared and issued by the State Archives, State Education Department, pursuant to Section 57.25 of the Arts and Cultural Affairs Law, and Part 185, Title 8 of the *Official Compilation of Codes, Rules and Regulations of the State of New York*.

The purposes of this Schedule are to:

- 1) ensure that records are retained as long as needed for administrative, legal and fiscal purposes;
- 2) ensure that state and federal record retention requirements are met;
- 3) ensure that records with enduring historical and other research value are identified and retained permanently; and
- 4) encourage and facilitate the systematic disposal of unneeded records.

The archives will also maintain an area that houses certain reference materials that cannot be displayed in their usual Library location. These items may be added to and/or replaced as new and current information is added to the collection.

It is noted that not every Director will have an archiving background, so it shall be the responsibility of that Director to utilize his or her judgement when initiating best practices in accordance with the Non-Circulating Materials Disposal Policy and Retention and Disposition of Records Policy.

It is also noted that the Library archives will not be used to house artifacts, monographs, photos, and any object or document that is associated with the history of Warrensburg or Thurman, N.Y. These materials should be brought to the attention of the Town Historians of each community for determination if the material should be included in their collection.

IF and, only **IF**, the material is presented to the Director for determination, after the respective Town Historians, decide the material does not meet their prerequisites for inclusion in their collection, then the Director may utilize his or her discretion as noted under the Local Historical Figures, History, Authors, and Historical Persons and Events section of this policy, whether to include it in the Library's archive.

**Formatted and Approved by the Board of Trustees of The Richards Library
14 September 2021**