

## **Deaccession Policy for the Haverford College Quaker & Special Collections - Draft 6/14/09**

### **Introduction**

The deaccession of materials in special collections is governed by different principles from those for general research collections. Because of the primacy of preserving special collections materials in their original format and, concomitant with that, the role of special collections as repositories for cultural history, Haverford College Quaker & Special Collections will carefully assess all materials before accepting them to lessen the likelihood of deaccession. This said, there are valid reasons why materials in special collections may be deaccessioned.

Acknowledging these points, The Rare Book and Manuscripts Section of the Association of College and Research Libraries included a lengthy set of guidelines for deaccession of materials in Standards for Ethical Conduct for Rare Book, Manuscript, and Special Collections Librarians, with Guidelines for Institutional Practice in Support of the Standards, 2d edition, 1992. The following policy for deaccession of materials from the Haverford College Quaker & Special Collections incorporates and upholds the standards established by RBMS for the ethical deaccessioning of materials from special collections.

### **Guidelines for the Deaccession of Materials**

- In the deaccession of rare books and manuscripts, Special Collections will weigh carefully the interests of the public for which it holds the collections in trust, the interests of the scholarly and cultural communities, and Special Collections' own mission.
- Special Collections will consider any legal restrictions, the necessity for possession of valid title, and the donor's intent in the broadest sense.
- Procedures for the deaccession or disposal of materials will be at least as rigorous as those for purchasing and should be governed by the same basic principles. The decision to dispose of materials must be made only after full and scrupulous consideration of the public interest and the needs of researchers; the process of deaccession will be carried out in as open and public a manner as possible.
- Mandatory restrictions on disposition which accompanied a donation will be observed unless it can be shown clearly by appropriate legal procedures that adherence to them is impossible or substantially detrimental to Haverford College. When statements of donor's preferences accompany an acquisition, any departure from them will be carefully considered and negotiated with the donor or the donor's heirs or settled by appropriate legal procedures.
- Responsibility to the needs and reputation of Special Collections requires that, in preparing for and accomplishing any deaccession, Special Collections will take care to define and publicly state the purpose of the deaccession and the intended use of monetary or other proceeds of the deaccession, to avoid any procedure which may detract from Special Collections' reputation for honesty and responsible conduct, and to carry out the entire process in a way which will not detract from public perception of its responsible stewardship.

- The following points must be taken into consideration:
  - Special Collections will ensure that the method of deaccession will result in furthering the agreed purpose of the deaccession, whether this be monetary gain or more appropriate placement of scholarly resources.
  - Special Collections will disclose to the potential new owner or intermediary agent any action, such as the retention of a photocopy of the material, which may affect the monetary or scholarly value of the material.
  - To the fullest extent possible, Special Collections will make public information on the disposition of deaccessioned materials.
  - Special Collections will not allow materials from its collections to be acquired privately by any library employee, officer, or volunteer, unless they are sold publicly and with complete disclosure of their history.
  - Due consideration should be given to the library community in general when disposing of items. Sales to, or exchanges between, institutions will be explored as well as disposal through the trade.
  - Monetary gains received through deaccessioning will be applied to the further growth and care of the Collection.
- In practical terms, material may be considered for deaccessioning from Special Collections for the following reasons:
  - The object or material is beyond the scope of the collecting mission of Special Collections.
  - The object or material is redundant or is a duplicate and as such does not enhance teaching, research or study.
  - The object or material is unduly difficult or impossible to care for or store properly.
  - The object or material is damaged or deteriorated to such a degree as to be unusable, a threat to other items in the collection, or a danger to the staff.
  - The object or material was acquired illegally or unethically, is requested for repatriation by aboriginal groups or foreign governments, or another person or entity is shown to be the rightful owner.
  - The object or material has been identified as missing or stolen from the Collection.

- The object or material was given by a donor with the express understanding that it may be sold or given away.

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