

**North Kingstown Free Library  
100 Boone Street  
North Kingstown, RI 02852**

**Collections Management Policy of the South County Room Collections**

**Purpose**

The purpose of the South County Room collections of the North Kingstown Free Library is to collect, preserve and make accessible the history of the Town of North Kingstown through the collection, organization and preservation of books, artifacts, artworks, documents, and other cultural objects, while providing regular research and educational opportunities to the public.

**Scope**

The South County Room of the North Kingstown Free Library collects materials dating from the founding of the Town of North Kingstown in 1674 to the present day, which have a significant historical, cultural or artistic significance to the Town of North Kingstown and that have potential value for the research and educational needs of the public.

The South County Room was first established at the library's original location on 55 Brown Street in 1956 as part of the library's expansion and renovation at that time. The materials comprising the collections have largely been donated by local residents, although there is little or no accession documentation existent for much of the collection. The original scope of the collection, implicit in its name, encompassed the greater area of South County and Rhode Island at large. Due to limits on financial resources and space, as well as to avoid duplicating the efforts of other nearby historical repositories, the Library has narrowed the scope of the South County Room collections to collect items that have a significant importance to the geographical area of the Town of North Kingstown.

The South County Room collections include books, genealogical collections, works by North Kingstown born or based authors and artists, scrapbooks, photographs, postcards, memorabilia, personal papers, business records, and artifacts, as well as the archival and administrative records of the North Kingstown Free Library.

**MATERIALS TO BE COLLECTED**

1. Printed Material related to the culture, people and history of North Kingstown
  - a. Books and pamphlets
  - b. Genealogies
  - c. Newspapers, periodicals and other serials
  - d. Maps, plans and charts
  - e. Ephemera such as news clippings, broadsides, flyers, and brochures
2. Unique archival materials including
  - a. Manuscripts
  - b. Memoirs, diaries, journals, and correspondence
  - c. Records of North Kingstown businesses and organizations
3. Audio/Visual materials, including

- a. Photograph prints, film, slides and negatives
  - b. Scrapbooks
  - c. Architectural drawings
  - d. Sound Recordings
  - e. Postcards
- 4. Cultural objects, including
  - a. Fine and decorative arts
  - b. Costume and textiles
  - c. Commemorative memorabilia
  - d. Artifacts
- 5. Records, publications and other papers of North Kingstown based institutions, clubs, or other organizations

## **ACCESSIONS**

Accession decisions are made by the Reference and Nonfiction Coordinator and Library Director, and, if needed, in consultation with the Town Historian, local history experts and other library/museum professionals.

### **A. Accession Guidelines**

Objects shall be considered for accession if they meet the following criteria.

- 1) The object fulfills the mission of the North Kingstown Free Library.
- 2) The object fulfills the purpose and scope of the South County Room collections.
- 3) The object possesses potential for research and scholarship, or has unique historical, cultural, or artistic significance relating to the Town of North Kingstown.
- 4) The object can be properly conserved, stored, protected, and preserved within the resources of the library or with a monetary donation specifically for those purposes.
- 5) The object has free and clear title and is preferably without any restrictions whatsoever as to its use or future disposition.
- 6) The Library may secure copyright license for the object, so that it may be able to grant rights to reproduce the object for commercial or non-commercial purposes.

## **DEACCESSIONS**

Decisions to deaccession objects are made by the Reference and Nonfiction Coordinator and Library Director, and, if needed, in consultation with the Town Historian, local history experts and other library/museum professionals.

### **A. Deaccession Guidelines**

An object shall be considered for deaccessioning if it meets one or more of the following criteria.

- 1) The object does not fulfill the mission of the North Kingstown Free Library.
- 2) The object does not fulfill the purpose and scope of the South County Room collections.
- 3) The object does not support the research, education, or exhibition uses of the North Kingstown Free Library and its users.
- 4) The object is redundant; it is a duplicate or near duplicate of another object in the South County Room collections.
- 5) The Library cannot reasonably conserve, store, protect or preserve the object.

- 6) The object has been proven to be a forgery or fraudulent in nature.
- 7) The object has deteriorated to such an extent that it cannot be stabilized or restored.
- 8) The object does not comply with laws and treaties governing cultural properties.
- 9) The object is requested for repatriation by a cultural group because it contains human remains or funerary or sacred materials of known lineal descent associated with that group.

#### **B. Disposition of Deaccessioned Objects**

When possible, staff will make all reasonable effort to transfer ownership of a collection item back to the donor or the donor's legal heirs. If staff is unable to locate or find a willing recipient related to the donor within 60 days, a deaccessioned object may only be:

- 1) Donated to another public institution that has a mission relevant to the deaccessioned object and that will adequately care for it and can assure public access.
- 2) Exchanged for another object or objects when independent appraisers determine that the fair market values of the object or objects to be exchanged are approximately equal
- 3) Sold to a suitable non-profit institution at approximate fair market value or at a public auction advertised to the widest possible audience. The proceeds of any such sale would be used for the housing and care of items in the South County Room collections.
- 4) Repatriated in accordance with NAGPRA policies, UNESCO treaties, and federal, state, and local law.
- 5) Destroyed, if the object cannot be repaired or conserved, or if it presents a physical danger to life or property.
- 6) Kept by the Library, but transferred to its reference or circulating collection.

#### **ACCESS AND USE**

In accordance with the purpose of the South County Room collections and the mission of the North Kingstown Free Library, the materials in the South County Room collections are accessible for the education and research needs of the public. Users of the South County Room collections must present photo identification and complete and sign a registration card before accessing material. Walk in requests to view items in the collections are acceptable, although certain items housed in archival storage may require an appointment in order to be viewed.

The North Kingstown Free Library follows the principles of the fair use doctrine in allowing the limited photoduplication of items in its collection for non-profit, research, study and educational purposes. Items may be photoduplicated for commercial or for-profit purposes only with the written consent of the North Kingstown Free Library and may be subject to a fee. It is the responsibility of the researcher to determine whether or not U.S. copyright law protects the material being reproduced and whether or not his or her use exceeds the limits of fair use. Fragile items should not be photoduplicated without the permission and assistance of library staff.

Staff is available at most times to retrieve items from the South County Room collections and assist in basic research. More in depth research assistance may be requested by appointment, but library staff is limited in the amount of time which can be dedicated to research requests.