



PETERS TOWNSHIP
PUBLIC LIBRARY
OPENING BOOKS, DOORS AND MINDS

Archives Collection Development Policy

The Peters Township Public Library Archives acquires, preserves and makes available original unpublished materials documenting the history of Peters Township and its constituent villages of Donaldson's Crossroads, Bower Hill, Hackett, McMurray, Pleasant Valley, Thompsonville and Venetia.

Location

Because of their unique nature and special storage requirements, the library's archival materials are housed in the Local History Room and are available to the public only under the supervision of the archivist.

Access to Archives Materials

Materials in the archives will be made available to the public by appointment. Patrons must contact the archivist to schedule a visit. Prior to your visit, please review the *PTPL Archives User Registration & Agreement* form.

As time permits, more detailed descriptions of archival materials will be made available in print and online. Currently, digital copies of select PTPL archival materials can be viewed online via [PA Photos and Documents](#).

Selection Criteria

The Archives reserves the right to decide what materials it will acquire. Selection criteria include, but are not limited to, the materials' informational, evidentiary and intrinsic value, the physical condition of the materials, the Archives' ability to store the materials appropriately, and the resources required to make the materials available to the public.

The Archives collects both personal and organizational or business records in a variety of media including photographs, maps and plans, documents, bound volumes, scrapbooks, sounds recordings and moving images.

The Archives will generally not accept:

- Books or other published materials
- Copies of original materials
- Artifacts
- Duplicates of materials already in its collection
- Materials in poor physical condition
- Any materials with donor-imposed conditions on their use

Donations to the Archives will be accompanied by a *Deed of Gift form* transferring legal ownership of the materials to PTPL. The form must be signed by the donor and the archivist. Both the donor and PTPL will receive signed copies.

Deaccessioning Materials

PTPL reserves the right to reevaluate archival materials and to deaccession specific items from the collection in a manner consistent with professional archival standards. PTPL may decide to deaccession an item if any of the following conditions are met:

- The item no longer falls within the scope of the archives' collection policy.
- The item would be more appropriately housed in another repository.
- The item is not an original.
- The item has physically deteriorated so as to be unusable.
- The item is a duplicate of an item already in the archives.
- The item is made of hazardous materials or is actively decomposing in a manner that poses a risk to other archival items and/or the health and safety of PTPL staff and/or patrons.
- PTPL is unable to store the object in a manner consistent with professional standards.
- The item is subject to legal and/or ethical standards requiring its removal.

Materials weeded from a donation during processing will be offered back to the donor if so requested at the time of donation. If the donor does not want to reclaim the materials or the donor cannot be located, PTPL reserves the right to transfer the materials to another repository or to withdraw them from the collection. The Archives will maintain detailed records on all deaccessioned materials and their disposition.

Copy, Use and Publication of Materials

The archives will make copies in accordance with copyright law (Title 17, U.S. Code). Under certain conditions specified in the law, libraries and archives are authorized to provide a photocopy or other reproduction of copyrighted material. One of these specified conditions is that the reproduction is not to be "used for any purpose other than private study, scholarship, or research." PTPL reserves the right to refuse a copying request, if in its judgement, fulfillment of the order would violate copyright law.

The user is responsible for all copyright issues. If a user makes a request for, or later uses, a reproduction for a purpose in excess of "fair use", that user may be liable for copyright infringement. It is the recipient's obligation to determine and satisfy copyright or other use restrictions when using, publishing, or otherwise distributing copies of materials obtained from the PTPL Archives. PTPL is not responsible for the unauthorized use of any material in any format.

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