Archival Collections Management Policy
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I. Purpose- Collections Management Policy

This Collections Management Policy is intended as a public statement of the principles and procedures which underpin all aspects of collection care. The policy provides guidelines for the HMRC’s archival collections-related activities, insuring that these activities meet high professional standards. The HMRC collections policy is a public statement of HMRC’s commitment to care for and manage its collections properly.

II. Statement of Purpose- Houston Metropolitan Research Center

Houston Metropolitan Research Center (HMRC) encompasses the local history materials in the Julia Ideson Building, including the Texas and local history collections, the Archives and Special Collections departments. HMRC’s primary objectives include locating, preserving, and making available to researchers the documentary evidence of Houston’s history. Collection strengths include photographs, architectural drawings, personal and institutional records, oral histories, government reports, newspapers and clipping files, maps, and biographical information.

These collections are valuable historical resources, intended to be protected in perpetuity. Their care and preservation for the use of present and future generations is the principal responsibility of HMRC.

III. Scope of Collections

Historically significant materials relating to the City of Houston and the Gulf Coast region will be accessioned into the archival collections. Any item selected for any Houston Public Library collection, including the HMRC archival collections, must undergo assessment to determine whether or not it is appropriate for inclusion. Archival collections focus on materials with local, regional, state, national, and even international significance and enduring value. These archival collections represent the social, political, cultural, and economic history of the greater Houston and Southeast Texas regions.

The archival component of the HMRC collections will emphasize the papers of prominent city leaders, organizations and businesses that have had a significant impact on the city of Houston and its citizens. Selection of archival materials is assigned to the HMRC staff archivists. It is at the discretion of the Houston Public Library and HMRC staff whether or not materials will be added to the collections.

In its archival component, HMRC collects non-current records of area businesses, community and civic organizations, religious institutions, and other public or private groups which have influenced Houston's development.
The manuscript component consists of the private papers and records of persons who helped shape the city's history. On deposit are the collections of civic leaders, businessmen, educators, politicians, and professional people.

In addition to traditional manuscript and archival records, the collection includes non-textual materials documenting the area such as maps, photographs, films and tapes, and architectural drawings.

IV. Collecting Criteria

In general, the collection will be limited to images and documentary materials (both published and manuscript, as well as audiovisual) that support the study of the history of Houston and the surrounding areas. Artifacts and other objects will only be retained if they are deemed to have a significant relationship to other items in the collection, or are deemed integral to the study of the history of Houston, Harris County, and Texas.

Specific Collecting Criteria by Collection Category:

A. Manuscripts (correspondence, diaries, notebooks, etc.)
B. City Records (minutes, committee reports, departmental reports, etc.)
C. Architectural Plans
D. Maps
E. Photographs
F. Oral Histories

V. Collection Components

A. The African-American component
Documents Houston's substantial black community in the nineteenth and twentieth centuries and adds vital insight into the city's history. African-American collections emphasize prominent individuals, long-established families, churches, black newspapers, cultural groups, community institutions, and business/labor activities.

B. The Mexican-American component
Documents the explosive growth of Houston's Mexican-American community after 1910 and the preservation of a distinct cultural heritage and adaptation to life in the United States, through the records of community organizations, individuals and families, business and political activities, and social/cultural events.
C. Architectural Component
HMRC’s architectural collection consists of drawings, photographs, manuscripts, and some models and artifacts. The architectural component helps to document Houston's built environment, providing information about architects who practiced in Houston, and about extant and non-extant Houston buildings. Architectural drawings, which number approximately 125,000, comprise the largest segment of the component. Landscape, interior, and engineering plans, as well as architectural photographs, are also included. Highlights of the collection include drawings of historic Houston structures which have been razed, as well as many extant downtown buildings.

D. Photographic Collections
One of the most important components is historical photographs. Consisting of more than 4.5 million images of Houston from its nineteenth-century beginning to the present, the collection visually records all aspects of Houston's growth. HMRC builds this component through donations as small as one photograph and as large as the entire negative collections of longtime Houston area commercial photographers.

E. Oral History
An active oral history program complements the archival and manuscript collections by providing information not available through written sources. The collection consists of reminiscences and analyses of events from persons who have a firsthand knowledge of significant political, cultural, and economic events in the growth of metropolitan Houston. Use of some of the tapes is restricted by the interviewee. Access to the oral history collection is by appointment.

F. Jazz Component
The Texas Jazz Archive component consists of oral history interviews and photographs from jazz musicians native to Houston or elsewhere in Texas. The jazz component is open by appointment. Donors have placed user restrictions on some of the collections.

VI. Collections Care
A. Preventive Conservation
General principles for storage areas
- Good ventilation and air circulation is important to reduce the risk of mold growth.
- Books and archives must be supported on secure shelving, which should be adjustable. Books should be kept at a minimum of 10 cm from the floor level.
- Shelves should not be positioned against an outside wall.
- Make sure the storage areas and shelving are kept clean, in particular from dust.
- Books and archives should not be packed too tightly on the shelves.
- Volumes and boxes should not be allowed to lean at an angle or collapse on the bookshelf, as this will stress and weaken the bindings. They should be supported
by bookends which should have smooth surfaces and broad edges, to avoid damaging bindings.

- Bound volumes should not stand on their foreedges, as this will eventually lead to the text block separating from the binding.
- If possible volumes of similar size should be shelved together. Oversized and damaged material should be stored flat. It may be possible to support very large maps and plans by rolling them round an acid free tube and then bagging them.
- Cloth and paper bindings should not come into direct contact with leather bindings.
- Pressure tapes, metal or plastic fasteners such as paper clips and pins should never be used, and must be removed by trained staff.
- Long term exposure of the collection to strong light of any sort e.g. sunlight, spotlights, fluorescent light, should be avoided. Minimize any exposure to light as damage is cumulative. Storage enclosures should be of archival quality.
- Letters and documents should be unfolded by trained staff only and stored flat in acid-free folders.
- When not on exhibit, framed objects should be stored vertically.
- Padded pigeon holes or sliding storage racks (where metal grill panels are suspended from tracks) are appropriate storage methods for framed objects. Each compartment or pigeon hole should be cushioned at the bottom, and foamboard should be used between framed items within the compartments to prevent abrasion.

### B. Safe Handling

- Do not apply hand lotion or cream prior to handling archival records. After eating, wash and thoroughly dry hands before working with archival records.
- **ONLY PENCILS MAY BE USED TO TAKE NOTES.** The only exception is for Archives staff needing to sign documents with pens.
- Archival records should only be viewed on the table available in the research area. Please leave archival records flat on the table surface as much as possible. Avoid letting records overhang past the table's edge.
- Use the white cotton gloves (without tactile, grip surfaces), or nitrile gloves for handling records when they are provided. Gloves are required for use for photographic collections and non-encapsulated architectural drawings.
- Always handle archival records with both hands to ensure the safety of the record.
- Only one archival record should be handled at a time.
- Fragile, sensitive, or oversized materials may need to be carried on a carrying board (large piece of foam-core or cardboard) to prevent tearing, folding, or dragging, etc.
- Handle records carefully and deliberately. Never flip archival records like magazine or newspaper pages. Move the records by sliding them from one pile to another.
- Do not write on archival records. Avoid placing your note-taking pad on top of records or leaning directly on archival records. Tracing maps or other records, or the use of “post-it” or other self-sticking notes, staples or paper clips on archival records is not permitted.
• Avoid forcing volumes open to 180º so they lie flat.
• Certain types of archival records, such as rolled items, blueprints and glass plate negatives, have special handling needs, which should be researched prior to handling and making accessible for customers.
• Do not risk damaging framed objects by moving them any more than is absolutely necessary.
• If you must move the framed object, clear the pathway of furniture and obstructions and prepare a location to receive it.
• If the frame is massive or the picture is wider than your shoulders, ask someone to help you. If the framed object is of a manageable size, lift the frame with both hands by placing one hand in the center of each side.
• Always carry framed objects with the image side facing you.
• Remove jewelry, tie clips, belt buckles, or other clothing that might scrape the surface of framed objects.

C. Conservation
• Documents will be assessed by staff on accession, mold, insect infestation, and similar problems will be dealt with immediately, other conservation problems will be noted for future repair
• Fragile documents discovered in the existing collection will be brought to the attention of the Archivist who will decide on appropriate action, but the collection is too large for, and resources do not allow, a systematic conservation survey
• Documents are kept in appropriate acid free storage and checked for metal pins etc. on processing.
• Documents will be sent for repair based on condition and stability, expected levels of use, existence of copes, intrinsic historical value, and budgetary considerations.
• Conservation will be carried out by qualified staff at, or by commercial conservators.
• Conservation treatments will be sympathetic to materials, will not remove, diminish, falsify or obscure the evidential value of the document and will be as reversible as reasonably possible.
• Surrogates will be made available and used when documents are particularly fragile and in heavy demand.

D. Preservation
HMRC recognizes the need for adequate storage for all collections, based upon approved professional standards regarding temperature, light, and humidity levels. Every effort will be made to ensure that the conditions of storage, use, and exhibition are conducive to prolonging the life of the materials, consistent with the mission and institutional goals of HMRC. A staff manual which outlines the procedures for handling, care, and preservation of archival materials is available to all staff and volunteers who come in contact with the collection.

D. Hazardous Materials
Some items in the HMRC collections are made from components that are inherently toxic, dangerous, or hazardous or have the potential to become toxic, dangerous, or hazardous in time. Hazardous materials which may be found in the HMRC collections and in the Julia Ideson Building are detailed below.

Materials can be contaminated with asbestos from crumbling ceiling tiles and insulation. Staff with compromised immune systems can be adversely affected by mold and mildew from wet records. Other contaminants include animal and insect waste that can harbor viruses and bacteria.

Cellulose nitrate film begins to emit nitrogen oxide gases when breaking down. Besides being detrimental to surrounding collections, these gases are lung irritants and repeated exposures may result in chronic symptoms. Acute symptoms include eye irritation, rashes, sores, vertigo, nausea, and headaches. A sweet warning odor may be emitted. When burned it emits a gas that can be deadly. Cellulose ester films emit acetic acid that can cause irritation to the upper respiratory tract. They emit a vinegary odor when breaking down.

In general cellulose nitrate films undergo the following identifiable stages of deterioration:

1. Film base turns yellow-brown, accompanied by staining and fading of image.
2. Emulsion becomes soft and tacky, causing the film to stick to other surfaces.
3. Film base contains gas bubbles and emits nitric acid.
4. Film softens and welds to adjacent film and is frequently covered with a viscous froth.
5. Finally, film degenerates entirely or partially into a brownish acidic powder.

Storage of cellulose nitrate films:

Low temperature storage is required for these films, with a relative humidity below 40%. Storage areas are to be clean and well ventilated, and nitrate negatives should be stored in paper rather than plastic sleeves to discourage the build-up of decomposition gases. Envelopes and sleeves that have been used to store nitrate negatives should be considered contaminated and should not be re-used.

Controlling Exposure:

1. Inventory Hazardous Materials
   
   Inventory the collection to ascertain what items have the potential for hazard. Review donor files, databases, and finding aids for material types and lists of treatments. Visually inspect the collection for warning signs such as corrosion, bulging, strange odors, crystals, and other changes to the size, shape, appearance, and odor of an object.
2. Practice Good Storage, Labeling, and Handling Routines:
Use a storage method appropriate for the type of hazard, including hazardous materials storage cabinets, and cold storage. Ensure that others are aware of the nature of harmful materials. Label hazardous collection materials in the finding aide and database records as well as on or near the object itself. Mark items in a way that will not permanently damage them. Apprise local fire personnel of the location and extent of hazardous materials in the collection to ensure that they are familiar with the types of hazards they might encounter in the course of fighting a fire.

3. Follow proper handling guidelines:
Wear the proper type of gloves, donning smocks, lab coats, and other types of protective clothing as appropriate. Using a cart instead of carrying an object ensures not only protection of the object but protection of the individual handling the object as well. Keep storage and work areas clean and free of dust and debris that can harbor harmful materials. It is good not only for the object but for those working with the objects as well.

4. Practice good hygiene:
Wash lab coats, gloves, and other protective clothing frequently. Do not wear home clothing that has been contaminated, as hazardous materials can be passed along to your family. Wash your hands and face often and shower if necessary. Do not smoke, eat, drink, apply lipstick or balm, or contact lenses near toxic materials as the toxic materials are more easily introduced through the mouth and mucous membranes. Keep your tetanus shot up-to-date. Be aware of personal habits (licking fingers to turn pages, putting thread in your mouth, chewing on pencils or fingernails, etc.) that can facilitate the transmission of toxic materials.

5. Wear Appropriate Personal Protective Equipment (PPE):
There is no universal type of PPE that can protect from all types of hazards associated with collections. Masks, gloves, safety glasses, smocks, respirators, and other PPE should not be considered the main source of protection from hazardous materials. They are not acceptable substitutes for good preventive methodology and should be relied upon for short-term projects or emergencies only.

6. Maintain Material Safety Data Sheets (MSDS):
Materials safety data sheets for known hazardous materials in the HMRC collections are displayed in the Texas Room workroom and may be found in the appendices of this policy. These sheets are provided by the manufacturer of toxic and hazardous materials to explain the possible hazards of a substance and the measures required to use and handle it. Although not standard in format, each sheet contains the same information.
VII. Acquisitions

A. Acquisition sources
Materials may be acquired via purchase, commission, gift, bequest, exchange, transfer, or abandonment. No materials shall be knowingly or willfully accepted or acquired which are known to have been illegally obtained.

B. Acquisition considerations
Donations which carry stringent donor restrictions may not be accepted. The archivist will determine that the donor has, in fact, the right to make the donation, and that the donation is not encumbered by ethical and legal problems. All donations must be represented on a legal donor form which includes a description of the materials; name, address, and signature of donor; date of donation; description of any restrictions attached with the donation, and signature of archives representative accepting the donation.

Archival materials shall not be accepted or otherwise acquired for the permanent collection unless the following conditions have been met:

1. The materials are relevant to and consistent with the purposes and activities of the HMRC as outlined in the Statement of Purpose.
2. HMRC can provide proper storage, protection, and preservation of the materials in keeping with accepted professional standards.
3. The materials shall retain permanency in the collection as long as they retain their identity and authenticity, and as long as they remain useful for the purposes of the HMRC and the Houston Public Library’s mission.
4. The materials are in reasonably good physical condition or can be conserved within HMRC’s resources.
5. All rights, title and interest can be obtained, free and clear, by HMRC for all potential acquisitions without restrictions as to use or future disposition.

The following considerations may warrant rejecting a particular donation. These parameters must be used to evaluate whether or not a donation is appropriate for acquisition:

1. Material falls outside the collecting scope of HMRC (wrong subject, geographic area, etc.). HMRC may provide the prospective donor with a list of archives, museums, or special collections which might be interested
2. Duplicate(s) is/are already in the collections. HMRC may provide the prospective donor with a list of archives, museums, or special collections which might be interested
3. Poor condition. Donations which consume considerable space and conservation resources may be rejected. In some cases, we may seek funding for conservation before accepting the gift.

4. Large size. Space resources including storage and display space must be considered when evaluating a donation. Donations which cannot be properly stored or displayed should not be accepted.

5. “Conditional gift” and “Permanent loans”. HMRC shall avoid acquiring donations with “conditions” (although exceptions can be made on a case-by-case basis).

C. Appraisal of Donations
Under no circumstances will representatives of HMRC provide appraisals of donated materials made to HMRC. The staff, if requested, may provide contact information for local appraisers in compliance with the Internal Revenue Service. The staff may appraise, or seek appraisals for materials for internal accounting, insurance, and deaccessioning purposes only.

D. Unprocessed collections
Unprocessed collections may contain sensitive information that is not to be made public, or may contain fragile items requiring special housing and handling, and, as such, must be treated with care. It is the general policy of HMRC that unprocessed collections are not available for patron use. However, it is possible to get special permission to access unprocessed collections, on a case-by-case basis, as decided by the archivist.

An unprocessed collection may be opened to researchers only if the collection is unrestricted by the donor and the condition of the materials allows it. Collections with a preliminary inventory and in a usable order are more likely to receive approval.

Before the HMRC can provide access to an unprocessed collection, staff must review it for sensitive and private information such as social security numbers and medical or academic records, as well as for materials covered by donor-imposed or legal restrictions. Small unprocessed collections can be quickly scanned for sensitive information, and HMRC Staff are encouraged to do so upon request, time permitting. The collection should then be marked as sanitized in the collections guide. Larger collections will require some period of time (depending upon collection size, but generally within two weeks) to be analyzed. Researchers are encouraged to give sufficient advance notice if they wish to view unprocessed collections.

If there is a legitimate research need for documents containing sensitive information, photocopies may be made available to the researcher at the archivist’s discretion.
VIII. Deaccessioning

Collection donors should understand upon signing the donor agreement form that materials may be found to be inappropriate for the HMRC’s collections during the processing phase. In such cases the said materials may be sent to another institution, destroyed or returned to the donor.

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 University Archives Librarians, with Guidelines for Institutional Practice in Support of the Standards*, 2d edition, 1992. The following policy for deaccessioning upholds these standards and conforms to the policies of the Houston Public Library.

1. Responsibility to the needs and reputation of HMRC requires that, in preparing for and accomplishing any deaccession, HMRC will take care to define and internally state the purpose of the deaccession, to avoid any procedure which may detract from the Library’s 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:

2. HMRC will insure that the method of deaccession will result in furthering the agreed purpose of the deaccession.

3. HMRC 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.

4. HMRC 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.

5. 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.

6. 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 HMRC. 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.

7. Procedures for deaccession of "materials found in collection," for which no record of the gift or its terms exist, shall be governed by county and state regulations for unclaimed property. Thus, "materials found in collection" become the property of the archives after fifteen years of documented continuous ownership. *Tex. Prop. Code Ann. Section 80.001 et. seq.* (see appendix).
A. Deaccessioning criteria
When possible and if appropriate, efforts will be made to ensure that the items disposed of remain in the public domain. Archival staff will regularly review the archival collections and will make the recommendation that items be considered for deaccession based on the following criteria:

1. The materials are no longer relevant and useful to the purposes and collecting scope of HMRC.
2. The status or title to the materials must be changed based upon the requirements of a governmental agency.
3. The materials are under a contractual obligations or restrictions, which HMRC can no longer reasonably uphold.
4. The materials have deteriorated or become physically unstable to the point in which they are no longer useful for research or exhibit.
5. It is doubtful that materials may be useful in the foreseeable future of research or display (i.e. ephemeral materials).
6. Materials are redundant, or duplicates of the materials exist in the collection.
7. There is a need to improve or strengthen another area of the collection in order to further the goals of HMRC.

B. Deaccessioning procedures
An inventory of all materials will be completed as the initial step to processing each collection to reflect which items were originally donated.

If after review, it is concluded that de-accession is appropriate, a Deaccession Form will be completed, and submitted to the HMRC Manager/Assistant Manager for approval. The HMRC Manager and the archival staff will recommend the appropriate procedure for the disposal of the materials.

C. Disposal of Deaccessioned Materials
HMRC may dispose of deaccessioned materials acquired by the department if a clear title has been transferred to HMRC either by way of Donor Form, documented evidence of donor consent, or if the material is subject to the Texas Abandoned Property Code and the proper procedures have been followed to establish ownership. When possible, the following priorities should be observed in determining the most appropriate means of disposal:

1. Notify donor, and offer back if indicated in the donor file. The donor may be contacted as a matter of courtesy; however, unless indicated in the donor file, the HMRC is not required to notify donors of prospective deaccessions.
2. Transfer to another “like-institution” (recipient shall be responsible for shipping and/or transportation costs).
3. Exchange with another “like-institution”. The Gregory School and the Clayton Genealogical Library will have first priority.
4. Offer to HPL Friends for sale.
5. Destruction of the materials. This should be approved and directed only after recommendations by archival staff and after other methods of disposition have failed. Some materials with little or no monetary, historical, or comparative value may not be considered for all methods of disposition. Items which have been destroyed much contain Deaccession Form in donor file indicating this course of action.

If it is determined that sale is the appropriate action with respect to a specific deaccession, HMRC staff and their immediate families may not seek to purchase the object for sale. The individual responsible for the appraisal of the materials (if applicable) shall be subject to the same restrictions.

IX. Loans

A. Loan Criteria
A loan may be proposed by a member of the HMRC staff, by another like-institution, or a member of the business community. Loans to the business community will only be granted for exhibition in a space accessible to the public.

HMRC reviews loan requests on an individual basis. Factors that will be addressed include:
1. The type of institution requesting the loan
2. Condition of the materials requested
3. Environmental and security conditions of exhibition venue
4. Number of items requested
5. Value of the materials requested
6. Duration of exhibition and number of venues
7. Materials may not be available for loan if they are too fragile or valuable, if they are currently required for research purposes, or if they are scheduled for in-house exhibition or a pending loan request. Items approved for loan are generally limited to six months total exhibition time, or less, as determined by the HMRC loan authorization representative.

B. Loan Documentation
A loan file will be created for each outgoing and incoming loan in, which will be stored in the archives antechamber. The loan file will include the following:
1. An Incoming Loan Agreement/Outgoing Loan Agreement will be completed prior to executing the loan to outline the conditions and details of the loan.
2. A loan receipt form shall be completed upon receipt of loan materials or prior to the transfer of loaned materials to the borrower.
3. Appropriate insurance documentation should be provided, as necessary, and copies should be included in the loan file.
4. Conditions reports completed prior to loan transfer and upon return for outgoing loans; upon arrival and upon return for incoming loans.
C. Outgoing Loans

The costs of outgoing loans, including insurance, will be born by the organization making the request, unless otherwise approved by the HMRC Manager/Assistant Manager.

1. While on loan, materials must be afforded the same level of care and protection as provided by HMRC. For this reason, loans are made only to other similar institutions including special collections libraries, museums, and archives. Loan of materials to individuals is prohibited.

2. The loan period is one year, with an option to renew. All returned loans will undergo inventory and evaluation before being loaned again.

3. When possible, exhibits staff or a designated staff member will monitor the security and environment of an exhibition on loan to another institution. Monitoring on a regular basis will be required of all loans to local private business firms.

4. When the loan is returned to HMRC, all materials will be examined for changes in condition by a designated staff member. Any damages will be reported to the insurance company and the borrowing party will be notified.

D. Incoming Loans

1. Materials may be on loan to HMRC only for the purpose of exhibition and/or comparative research.

2. No materials will be accepted on loan for which HMRC knows to have been acquired by illegal and unethical means. Loan objects can be received only from the legal owner or authorized agent.

3. The loan period is one year, with an option to renew. No materials shall be on exhibition loan for longer than two years unless otherwise approved by the HMRC Manager/Assistant Manager.

4. The staff member responsible for executing the loan agreement will be responsible for the supervision of all incoming loans.
X. Ethics

All members of the HMRC staff are expected to conform to the standards of performance of the professional community in which they participate with respect to ethical behavior.

Staff shall abide by the Code of Ethics established by the American Association of Libraries and the ACRL Code of Ethics for Special Collections Librarians.

XI. Collections Access

A. General Access

HMRC shall make it a general policy to promote broad use of its collections. Catalogs and other finding aids will be developed to ensure easy access to materials. In rare cases where information is deemed confidential by the staff, every effort will be made to extract or copy relevant non-confidential information from the document.

Pursuant to Texas Room use procedures all stack areas where collections are housed will be secure and open only to HMRC staff, HMRC volunteers and Houston Public Library employees. Researchers planning to use the archival collections will register in the Texas Room and provide photo identification. No collection materials are allowed to be taken from the Texas Room. Customers wishing to study a large volume of material are encouraged to make advance arrangements for use.

The holdings of HMRC shall not circulate. Photocopying of materials will be permitted except where restrictions are in place or where photocopying might damage the materials being copied. The HMRC will consider requests for photocopying of materials when such duplication can be done without harm to the materials and does not violate copyright restrictions. Supplying a photocopy is not an authorization to publish or distribute the information.

Two photocopy machines are available for use in the Texas Room. Staff members are available to assist in the use of the copy machine, however unless the photocopying is left with a photocopying request order, it is expected that patrons will make their own copies.

B. Rights and Reproductions

HMRC does not hold copyright on donated photographs and other copyright restricted materials. Researchers are responsible for obtaining the appropriate permission and are responsible for conforming to the laws of libel, copyright, and literary property rights.

Reproduction for the purpose of publication is subject to the approval of a completed application to reproduce/publish form by the HMRC. Researchers may be asked by HMRC
staff members to submit an application form for other uses if the item to be copied is rare, if distribution of the reproduction is of concern, or simply for documentation of the collection activity.

Photo or digital reproduction of the archival collections is done onsite. Both types of reproduction are subject to fees. The photo lab staff can give general time periods for a projected date of completion of orders, however deadlines for orders are not permitted. Tapes or compact discs to be duplicated are outsourced for this purpose. All fees, restrictions and completion dates for these formats are determined by the outsourcing agency. Reproduction of materials, whether it is photographic, digital, or tape duplication, may be subject to approval of a completed application form.

C. Exhibit of Collections
The archival collections will periodically be on exhibit in order to promote community awareness of these materials facilitate their use. Occasionally the HMRC materials will be placed on exhibit at other academic or cultural institutions in Houston. An HMRC staff member must pack, deliver, handle and document all steps in the process of offsite exhibition. Offsite exhibits require an agreement between the HMRC and the institution preparing the exhibit documenting environmental conditions, length of time and what measures the other institution would take to insure the safety of the HMRC materials. Whenever possible, reproductions must be used in place of originals for both onsite and offsite exhibits.

XII. Policy Review
This Collections Management Policy is intended to facilitate achievement of the goals of HMRC, and should be an ongoing process. Its effectiveness will be re-evaluated in conjunction with periodic review of the Society of American Archivists and American Library Association’s professional standards and best practices. Interim revisions by authorized HMRC staff may occur, as necessary, to ensure compliance and to meet the changing needs of the institution, but no less than every five years. HMRC reserves the right to change the preceding policy without notification to donors or donors’ heirs.
Houston Metropolitan Research Center
Archival Collections Management Policy - Definitions

Acquisition- the act of gaining legal title to a collection item or group of items.

Accessioning- the formal process of incorporating a collection item or group of items into the permanent holdings of HMRC and recording or the addition into the appropriate collection category.

Cataloging- the process of making entries for a catalog; additionally it may cover all the processes involved in preparing books for the shelves, or simply the preparation of entries for the catalog.

Collection- group of related materials acquired for the purpose of historical research. It may be materials collected by or about a certain person, institution, or event.

Container list- a listing of materials by container, meant to facilitate retrieval. A container list usually includes the title of the series or file, the portion of the file contained in each container, and the inclusive dates of the materials contained therein. A container list may also include shelf locations for each container.

Deaccession- the process of formally removing or separating a collection item or group of items from a collection.

Disposition- the physical disposal of a collection item or group of items which have been deaccessioned.

Loan- the temporary transfer of possession of materials without a transfer of title. Loan agreements are made for specific periods of time and specific purposes.

Original order- the organization and sequence of records established by the creator of the records.

Processing- the series of steps required after records are accessioned to prepare them for public use. Processing may consist of, but is not limited to, the following actions: (1) discarding duplicates or those records having no significant or lasting value, (2) arrangement into series, (3) refoldering in new acid-free file folders with new descriptive file folder headings and identifying information, (4) rehousing in new acid-free boxes, (5) inventoring or making a list of the file folder headings for each container of records, and (6) drafting a finding aid for the described records.

Separation- the act of removing items, folders, or series from an accession when they are not integral to the accession or are unrelated to the purpose for which the accession was acquired.

Series- the general categorization of the type of materials.
Houston Metropolitan Research Center Archival Collections
Management Policy- References:


http://vernonmuseum.ca/archives/index.php#rules_guidelines

http://lib.lbhc.cc.mt.us/archives/policyfull.php#18

http://www.presby.edu/library/about/archives_collectionmanagement.html
