

## Collection Development Policy for Museum X

The Museum X Library and Archives will have holdings that support Museum X and its programming. Specialized materials relating to history, professional development and education will also be available to staff members and the public.

More specifically, the Museum X Archive will contain ephemera, journals, photographs, paintings and architectural plans that relate to American history. Museum X will not accept negatives, video recordings, or sound recordings since they do not have the necessary storage facilities. However, Museum X will work to make arrangements to use this type of material from other collections in specific exhibits. The focus of the collection will be on the daily life of Americans in the northeast. Special emphasis will be placed the arrival of various ethnic groups. The time period examined will be from roughly 1860 until 1990. This time frame will be expanded every ten years to include later dates as the outcome of events becomes clearer.

The Museum X Library will include books, journals and access to databases, which will help support the further development of the Museum and its staff. Subjects that would be useful would be materials related to museum exhibit development, education methods, design, public speaking, fundraising, membership retention and basic management. Museum X should maintain membership in the appropriate professional organizations and have subscriptions to online services so that they can receive more detailed and up-to-date information.

The library will also include books related to the teaching of history in order to support local teachers by providing them with recent materials. A special emphasis will be placed on materials that give sound suggestions for using methods that can spread knowledge of history through a variety of methods. The materials should cover the full age spectrum from early childhood to retirement, not only elementary students.

Gifts to the Archives will be accepted if they pertain to Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, or Vermont. The gifts should also relate to daily American life between circa 1860 and 1990. Gifts relating to immigrant groups are encouraged. When possible the museum should obtain rights to the materials being donated. A committee of staff, librarians, and experts will review gifts of more than a few small papers or items before accepting donations. Space limitations and future conservation needs will be taken into consideration. Museum X should be permitted to dispose of donations through sale at a later date if the money from the sales goes to purchase museum pieces or support the preservation of archival and museum pieces as is the accepted procedure in the museum field. A committee consisting of staff and experts will evaluate the collection every ten years. They will determine what areas of the collection need to be expanded and what needs to be disposed of in order to support the mission of Museum X.

The Library collection will be built based on the recommendations of staff, patrons and librarians. Librarians will work with other staff members to ensure that materials related to upcoming exhibits are available to the public served by the library. This collection will be reviewed every five years by the library staff with a committed of educators and museum

experts. Materials that are considered dated or no longer relating to the Museum's mission will be disposed through sales, gifts, or trades.