

**TOWN OF BUCKFIELD
ZADOC LONG FREE LIBRARY DEPARTMENT
ACCESSION AND DEACCESSION POLICY**

The Town of Buckfield is grateful for accessions donated to the Zadoc Long Free Library Department and its' collection has been enriched by such. However, due to limited storage space, display space, and the lack of climate control in the Library building, the Town reserves the privilege of enacting this Accession and Deaccession Policy.

Definitions

For the purposes of this Policy, the following definitions shall apply:

Accession shall mean an item added to the existing collection of books, art, or artifacts. Said item may be acquired through purchase, donation or bequest.

Appraisal shall mean an expert estimate of value, as for sale, assessment, or taxation.

Art shall mean the expression or application of human creative skill and imagination, typically in a visual form such as a painting, sketch, or print created by a Buckfield resident and/or is a replica of something previously or presently located in Buckfield.

Artifact shall mean an object made by a human being and specific to Buckfield's culture or history.

Book shall mean a written or printed work consisting of pages glued, sewn, or stapled together along one side and bound in covers.

Deaccession shall mean to officially dispose of books, artwork, or artifacts.

Dispose shall mean to get rid of by throwing away, give away, or sell.

ACCESSION CRITERIA

The following criteria shall guide the accession acceptance. If at least one criteria is met, the accession shall not occur.

Books:

1. The book is a duplicate of which the Library has a sufficient number;
2. The book is outdated - ie interesting but of sufficient present reference or circulating value to the Library; and/or
3. The book is in poor condition – ie would not justify the expense of cataloging and preparing it for circulation.

Art:

1. The art is specific to Buckfield and in good taste;
2. The art can be properly displayed in the Library building without changing the use or character of the building; and/or
3. The art would not be better served under the jurisdiction of the Buckfield Historical Society or other suitable agency/organization/museum.

Artifact:

1. The artifact is specific to Buckfield and in good taste;
2. The artifact can be properly displayed in the Library building without changing the use or character of the building; and/or
3. The artifact would not be better served under the jurisdiction of the Buckfield Historical Society or other suitable agency/organization/museum.

Appraisal:

Prior to making the donation, the donor shall be responsible for obtaining an appraisal of the item(s), if it is desired for tax purposes. It shall be at the Town's discretion to appraise item(s) for its' own purposes.

Accession Acceptance Authority:

Accession donations or bequests with a value of \$5,000.00 or less shall be accepted by the Town Manager acting in the best interest of the Town.

Accession donations or bequests with a value of \$5,000.00 or more shall be accepted by the Board of Selectmen acting in the best interest of the Town.

Display and Term of Accession:

It shall be at the discretion of the Town Manager, after consult with the Library staff and Library Committee as to the where the accession(s) will be displayed and the term of such.

DEACCESSION CRITERIA

Deaccessioning is a necessary and appropriate tool in collections management and a way for the Library to refine its collections.

The following criteria shall guide deaccession.

Books:

1. The book is a duplicate of which the Library already has a sufficient number;
2. The book is outdated – ie interesting but not of sufficient present reference or circulating value to the Library;
3. The book is in poor condition or has deteriorated beyond usefulness – ie would not justify the expense of repairing it;
4. The book can no longer be suitably stored and cared for;
5. The book is not subject to any donor agreement or other legal terms/conditions;
6. The book would not affect public access to information;
7. The book would be more useful to a scholar, historian, and the like if the item was under the jurisdiction of the Buckfield Historical Society or other suitable agency/organization/museum.

Art:

1. The art does not meet the above definition;
2. The art cannot be properly displayed in the Library building due to the lack of space;
3. The art can no longer be suitably stored and cared for;
4. The art is not subject to any donor agreement or other legal terms/conditions; and/or
5. The art would be better served under the jurisdiction of the Buckfield Historical Society or other suitable agency/organization/museum.

Artifact:

1. The artifact does not meet the above definition;
2. The artifact cannot be properly displayed or stored in the Library building due to the lack of space;
3. The artifact can no longer be suitably stored and cared for;

4. The artifact is not subject to any donor agreement or other legal terms/conditions; and/or
5. The artifact would be better served under the jurisdiction of the Buckfield Historical Society or other suitable agency/organization/museum.

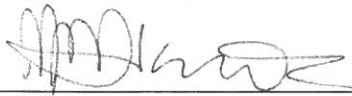
Disposal:

1. The donor, if known and available, shall have the right of first refusal.
2. If the method of disposal is to donate any given item to the Buckfield Historical Society or other suitable agency/organization/museum, a recommendation to do so must be submitted to the Board of Selectmen from the Library Committee after deliberation with the Town Manager and Library staff.
3. If the method of disposal is to sell any given item, a recommendation to do so must be submitted to the Board of Selectmen from the Library Committee after deliberation with the Town Manager and Library staff. In the event the Board of Selectmen accept the Library Committee's recommendation, the Town Manager shall conduct a standard bid process with the results presented to the Board of Selectmen at a duly called meeting for action. Any and all proceeds from a sale shall be deposited into the existing Library Reserve Fund.

This Policy was accepted by the Board of Selectmen at their duly called Meeting on November 1, 2016.



Warren G. Wright, Selectman

Maida Demers-Dobson, Selectman


Michael Iveson, Selectman