

## **Hagley Library’s Collections Development Policy**

This Collections Development Policy governs all aspects related to building the collections of the library (hereafter referred to as “the Library”) held by the Eleutherian Mills – Hagley Foundation (hereafter referred to as “Hagley”). This policy serves to guide staff in their collecting responsibilities and provides Hagley and its Board of Trustees with information about the materials and information the Library collects and preserves.

### **Mission of the Library**

Hagley Library collects, preserves, and interprets the unfolding history of American enterprise. The Library’s collections document the interaction of American business and innovation with cultural, social, and political processes since the late 18th century. The Library furthers the study of American business, technology, and industrial design.

Since its opening in 1961, the Library has assisted authors, historians, filmmakers, genealogists, students, organizations, hobbyists, journalists — a wide assortment of content creators as well as the general public — to learn more about this history.

### **Collecting Scope of the Library**

#### *Statement of Purpose*

The Hagley Library’s collections document the interaction of American business and technology with cultural, social, and political processes since the late 18th century.

The Library began with documenting the manufacturing and transportation industries associated with American industrialization in the mid-Atlantic region. This practice has evolved to include materials documenting a broader scope of activities in the history of business and technology on a more national, even international scale.

While we continue to build upon the core collection, we also seek to document the history of business and technology through records related to consumer and service industries, communication and energy sectors, as well as digital commerce and infrastructure.

Hagley will attempt to acquire collections of representative businesses and organizations to document interconnections across industries and sectors. We will not discriminate among large, medium, and small organizations when acquiring representative collections.

We collect the records of businesses, trade associations, non-profit organizations, and individuals.

Hagley will work to ensure that underrepresented voices are documented in our collections. We seek to remedy our relative lack of materials representing the roles of women, African Americans and other ethnic minorities, and the roles that these groups have played in American business and technology.

The Library seeks to document accounts of innovation as well as maintenance; change as well as continuity; success as well as failure; and institutional as well as personal experiences.

### *Subjects and Topics of Particular Interest*

We are particularly interested in documenting:

- Strategic decisions made by businesses and trade associations; details of initiatives in operations, research and development, marketing, and lobbying; and the relative success or failure of these efforts.
- The development of supply chains, whether regionally or globally, and their manifestation in economic organization, infrastructure, policy, and consumer behavior.
- Government regulation, trade policy, anti-trust policy, and workplace governance, including equal opportunity employer programs and compliance with related labor laws.
- Efforts of the business community to advocate on behalf of causes and issues, especially to support commercial and political objectives.
- Intra-firm connections (as in an industrial district) and the role of trade and professional associations.
- The workplace and its change over time, especially due to shifts in demographics, technology, skill, and management policy.
- The impact of businesses on the environment; environmental legislation, regulation, and remediation; environmental politics; efforts at “green capitalism;” and workplace health and risk.
- The role of business, technology, and industrial design in shaping the built environment, including commercial and industrial architecture, real estate development, and urban planning.
- The commercial production, dissemination, and consumption of media, especially as it relates to the advertising and marketing of goods and services and the promotion of ideologies.
- The evolution of concepts, products, and processes specific to industrial design and consumer culture, particularly as they relate to Universal Design and accessibility.
- The transnational impact of businesses and organizations originating in America on other areas of the world, and the reciprocal influences on business and society in the USA.

### **Types of Material**

The Library collects publications, personal papers, organizational and business records, audiovisual materials, electronic records and files, and ephemera. Hagley accepts paper-based documentation, photographic material, motion picture film and video, analog sound recordings, oral histories, and any accessible digital files. Formats collected will evolve to reflect future developments. The Library is committed to adapting its collecting scope to account for evolving formats.

Artifacts and 3-D objects are only accepted by Hagley Library under special circumstances if intellectually related to our collection. Please contact Hagley Museum for more information regarding donation of objects.

### **Collecting Policies and Procedures**

#### *Acquisition Methods*

Hagley Library acquires collection content via gift, bequest, exchange, transfer, or purchase.

Hagley also accessions collections on deposit whereby Hagley does not own the materials. All deposits are governed by agreements made by depositors and Hagley.

Hagley Library's goal is to facilitate the ideal placement for historically significant material in freely accessible research institutions. It is the responsibility of the Collections Development Team to develop congenial relationships with other institutions and to understand their collecting missions. When we are offered material outside our collecting scope, we will make every effort to suggest other options to potential donors.

#### *Parameters of Access*

All acquisitions and deposits are made for the purpose of their preservation and access related to historical research. Hagley will only acquire collections that will be made accessible for research immediately after acquisition or after a specified period from the acquisition date or record creation date. Embargo periods longer than twenty-five years are discouraged and will be made only with the approval of the Director, Library Services.

#### *Duplicates and Relation to Existing Collections*

Exact duplicates will only be accepted in cases where their purpose can be justified and documented. New acquisitions should broaden the research value and scope of the Library, rather than duplicate information already held.

#### *Condition*

Material must not be hazardous to people or property (e.g., items deemed chemically or biologically hazardous to researchers, staff, or other collections.)

Collection content (analog and digital) that requires a machine for access such as hard drives, video or audio tape, etc. will only be accepted if it can be reasonably digitized, migrated, stored, and/or preserved within Hagley's digital capabilities.

Exceptionally large or damaged items or any material that cannot immediately be made available for research due to its size, poor state of preservation, physical instability, risk to staff or other materials, etc., will be evaluated on a case-by-case basis, and provisions for the care and conservation of the materials will be taken into account before accepting the donation(s) or deposit(s).

#### *Title, Legal, and Ethical Considerations*

The Library will make every effort to ensure acquisitions have not been illegally imported into the United States or illegally collected within the United States and that donors have legal title to the donated material.

## **Terms and Conditions**

All gifts, bequests, exchanges, and purchases require owners to fully divest their material to Hagley. Hagley accepts collection material where the donor owns the physical property but does not own copyright. However, any intellectual property (copyright) held by the owner will ideally be transferred with the material. Content that is donated without immediately divesting copyright held by the donor must include a term limit so copyright will eventually be transferred to Hagley. Copyright term limits should not exceed twenty-five years. Term limits exceeding twenty-five years can only be approved by the Director, Library Services.

Hagley staff are prohibited from assigning monetary value to collections. Appraisers shall be accommodated by Hagley staff when such appraisers are commissioned by a collection donor or depositor concerning material in our custody.

Unless otherwise specified, donors shall be publicly acknowledged for their gifts.

## **Ongoing Review**

This policy shall be reviewed by Library staff on an annual basis and updated as needed. The Library reserves the right to change the policies without notification to depositors and successors as well as to donors, their heirs, or assigns.

The Library Collection Development and Management Policies were approved by Hagley's Board of Trustees on Monday, March 9, 2020.