

# **Itasca Community Library Archives Policy and Donation Guideline**

## **Mission Statement**

The Itasca Archives exists to collect, preserve, and make available for research materials reflecting the history of Itasca, Illinois and its residents.

## **Purpose**

The Itasca Archives seeks to preserve the rich history of Itasca, Illinois, from its founding in the mid-19<sup>th</sup> century by Elijah J. Smith to present day.

The Itasca Archives is under the direction and care of the Itasca Community Library. Documents and other small items are housed at the Itasca Community Library and larger, three-dimensional items are housed at the Itasca Depot, which is under the supervision of the Itasca Park District.

## **Scope**

The Itasca Archives contains documents related to the Village of Itasca, the Itasca Garden Club, family letters and personal documents, photographs, books, maps, and items related to Peacock Middle School, Saint Luke's Lutheran School, and other local organizations.

The Itasca Archives contains several books, maps, and items related to DuPage County, Illinois.

## **Policy**

Due to limited capacity and staff availability, only small artifacts and two-dimensional objects can be accepted at this time.

Large, three-dimensional objects will be accepted after a consultation with the Itasca Depot, which is under the supervision of the Itasca Park District.

The Itasca Archives reserves the right to decline donated items related to neighboring towns or items not directly associated with Itasca, Illinois.

## **Conditions of Acceptance**

Items must be relevant and in keeping with the mission and purpose of the Itasca Archives. All accepted materials become the property of the Itasca Archives upon integration into the collection and may be used at the Archive's discretion.

Under no circumstances, does the Itasca Archives provide appraisal for antique or rare items. Donations to the Itasca Archives may be tax-deductible. Please consult a legal advisor for more information.

## **Procedures for Acceptance**

Those who donate to the Itasca Archives will receive a Deed of Gift form stating the items donated and their incorporation into the collection.

The donated items will receive a unique identification number (accession number) and be formatted into the collection using the archival standards of provenance and original order. Items may undergo various preservation techniques to preserve their integrity. These techniques include basic mending and repair, digitization, and digital formatting.

Items will be added to the archival finding aid, which is available on the Itasca Community Library's website.

## **Deaccessioning Items**

Deaccessioning is the deliberate, careful, and conscious removal of donated items from the archival collection.

An item may be removed if it is in poor condition, does not fit into the Itasca Archives' mission statement and purpose, can no longer be properly cared for, or redundant of other items in the collection.

If known, the donor will be contacted regarding the removal of their donation and given a copy of the deaccessioning form.

The removed item(s) will then be returned to the donor (if explicitly requested), transferred to another local history collection, or purged according to proper archival standards.

## **Loans**

The Itasca Archives reserves the right to accept or decline artifact loans from individuals or organizations.

## **Accessing the Collection**

The Itasca Archives is not open to public viewing at this time. Researchers, residents, and other individuals may call the Itasca Community Library or email [adultservices@itascalibrary.org](mailto:adultservices@itascalibrary.org) to request access to specific materials.

Individuals may request to view a collection under supervision of library staff.

Users may not remove original documents from the building without express permission from the library staff.

## **Accepted Materials**

All materials must be in good condition.

Photographs (including, but not limited to: polaroids, slides, negatives, microfilm/fiche, glass plates, and digital images).

Videos (including, but not limited to: DVD, VHS, and CD/CDROM).

Sound recordings (including, but not limited to: cassette tapes, MP3/4 files, and CD/CDROMs).

Family materials (including, but not limited to: genealogy records, letters, diaries, correspondence, and scrapbooks).

Itasca Village and Library documents (including, but not limited to: letters, correspondence, memorandums, posters, flyers, announcements, scrapbooks, newspapers, pamphlets, maps, and meeting minutes and agendas).

Itasca clubs, groups, and societies papers and related items.

Items deemed acceptable by the Itasca Library and Itasca Archives.

The Itasca Archives reserves the right to decline donations as seen fit.

## **Not Accepted Materials**

Extremely fragile and brittle papers.

Objects in poor condition from mold, decay, insects, and the like.

Perishable items.

Items which violate the Itasca Archive's mission statement and purpose.

At this time, we are not accepting the following books and booklets:

*The History of Itasca* by John Fridlund

*The History of Itasca* by Miriam Greenblat

*The Lutheran Church of St. Luke* by Gerald Danzer