

THE MONTAUK LIBRARY ARCHIVE COLLECTION

COLLECTION POLICY

Mission Statement: The Montauk Library Archives collects, preserves, exhibits, and makes available materials documenting the history and culture of Montauk and its surrounding communities. The collection is open by appointment and aims to connect the general public, researchers, students, and genealogists with rich primary source material and community-contributed recollections chronicling Montauk's history.

Scope of the Collection: The Montauk Library Archives collects and preserves materials relevant to the history, culture, and community members of Montauk. This includes materials related to archaeology, architecture, artists, businesses, clubs, churches, development, genealogy, government, natural history, organizations, schools, recreational activities, writers and more. The materials in the collection date from the 1800s through the present day. The Archives aims to preserve the diverse voices represented in the Montauk community, including Montauk's original Indigenous communities, founding settlers and developers, resident families, and seasonal workers and visitors.

The Archives preserves formats including, but not limited to, books, manuscripts, photographs, letters, diaries, reports, maps, personal papers, oral histories, audiovisual media, cookbooks, scrapbooks, brochures/fliers, ephemera and memorabilia. The materials should be derived from and relevant to the history and culture of Montauk and its surrounding communities.

Guidelines for Collecting: The Montauk Library Archives welcomes donations that fall within the scope of the collection policy and align with the mission statement. The donor must sign a *Deed of Gift Form* transferring their property over to the Montauk Library Archives. The Montauk Library Archives is committed to organizing and preserving donations and will be responsible for associated costs and labor for storing, rehousing and digitizing donated collections.

The Montauk Library Archives will not accept:

- Materials that do not align with the mission statement or fit within the scope of the collection.
- Donations or loans with special conditions for retention or access restrictions.
- Materials needing major conservation treatment, containing mold or water damage.
- Photocopies or digital reproductions of materials donated to another library or archive.
- Duplicate materials already represented in the archives' collection.
- Materials in which the donor's ownership is in question or can be disputed.
- Personal libraries of published materials and encyclopedias not relevant to Montauk.

Exceptions may be made in rare circumstances; however approval for accepting such donations must be obtained by the Director of the Montauk Library.

The Library Director and the Archivist will evaluate and appraise the donations. The appraisal will be based on how the material fits with our existing collections, who made the record, what kind of information the record offers, the potential use and limitations of the collection, and whether the library will be able to preserve and make the collection accessible. If the collection does not fit our mission or scope, we urge donors to retain materials we cannot accommodate or search for a more appropriate institution to house them.

Donating Digital Surrogates: The Montauk Library Archives prefers to collect physical media formats, but on a case by case basis will accept collections of digital surrogates when donors prefer to keep original collections. Digital surrogates include scans of photographic materials, digitized audio and video. This can include scans of personal photography and family film collections. Scans can be made by the Archivist or the donor according to our specific digitization guidelines. The donor must own the copyright to the material. We do not accept scans of published material, materials where the copyright is in question or have been transferred to another institution. Donors of digital collections must sign the *Deed of Gift Form* and transfer the property and copyright over to the Montauk Library. Montauk Library must be the only repository of the digital surrogates. Digitized collections will be primarily made accessible on New York Heritage Digital Collections, YouTube, and in the Local History Exhibit Center. Digitized collections will be used and accessed according to the same guidelines as physical collections.

Reappraisal and Deaccession Policy: The Montauk Library will reappraise the collection regularly. At these times, we may deaccession materials. If applicable, the Archivist will contact original donors to pick up materials or transfer materials to a more appropriate repository or institution.

Access: Archival materials will be cataloged in our online catalog or finding aid database at the discretion of the Archivist. The collection will be made available to historians, writers, scholars, students, genealogists, and members of the general public. Photographic collections of interest may be digitized and made available on New York Heritage Digital Collections. Please review the *Montauk Library Archive Collection Access and Use Policy* for information about how the collections will be accessed and used.

Methods of Collecting: The Archives will be active in procuring donations that support the mission statement, build upon the existing collections, reflect and meet the needs of the user community. The Archivist will identify gaps in the collection and determine subjects, topics, and

formats as collecting priorities. We will actively seek papers from local authors, artists, community organizations, clubs, businesses, etc. We will promote our efforts through the media, community outreach programs and public relations campaigns. Inquiring donors are encouraged to contact archives@montauklibrary.org to speak with the Archivist about their collections.