

CITY ARCHIVES ACQUISITION POLICY

Collection building is fundamental to the development of the City of Deadwood Archives and the Deadwood Historic Preservation long-term success. City Staff will review and consider objects and/or collections for acquisition based on the following criteria: physical condition, duplication, legal title, potential use, provenance, relevance to pre-existing collections, size, volume and quantity of potential collection/objects, intellectual value as related to the City Archives mission statement, price, cost of conservation, storage, and maintenance, restrictions of use, and use in future exhibition and/or research.

The City's archival and archaeological collections grow as a result of gift, bequest, purchase, exchange or any other transaction by which title to an object/collection passes to the City of Deadwood. Under this transaction, all objects and/or collections become the City of Deadwood's exclusive property and, if unrestricted, may be displayed, loaned, retained, or disposed of in the best interests of the City and public it serves.

A. Governing Authority: The Archives Committee is a five person advisory board made up of one City Commissioner, two Historic Preservation Commissioners, the Deadwood Historic Preservation Officer and the City Archivist. The Archives Committee is responsible for reviewing, advising, and making recommendations on collections acquisition and accessions, collections de-accession and disposal, loans, documentation of collections, collections care, access and use of collections, and risk management. Recommendations for the aforementioned tasks will proceed to the Historic Preservation Commission and City Commission for final approval. The City Commissioner in the Archives Committee is the liaison between Archives Committee and City Commissions.

The City Archivist, under the guidance and recommendation of the Archives Committee, Historic Preservation Commission and the Deadwood City Commission, has the authority to accept all potential donations in behalf of the City. In the case of purchasing objects or collections, the City Commission has the final approval based on the recommendations of the Archives Committee, Historic Preservation Commission and Historic Preservation staff.

B. Guidelines for Acquisition: Under the recommendation of the Archives Committee, potential objects and/or collections are reviewed before being accepted into City's permanent archival/archaeological collections.

To be in compliance with this policy, the following concerns need to be addressed to insure that the object and/or collections fall within the City Archives mission.

1. Is the potential acquisition useful to the purpose and collecting goals of the City of Deadwood Archives, City of Deadwood and Deadwood Historic Preservation?
2. Does the potential acquisition possess the potential for research and scholarship, or contain historical/cultural significance to Deadwood, Lawrence County, in regards to the Archives mission?
3. Will the potential acquisition be useful for future research and exhibition purposes?
4. Can the acquisition, after careful examination, be conserved and stored within the financial resources of the City Archives?
5. The acquisition will only be accepted as an "unrestricted gift" wherein free and clear title shall be obtained without restriction as to use or future disposition. If the acquisition is acquired with limitations, the conditions will be stated clearly in an instrument of conveyance that will become part of the accessioned records of the object and/or collection.
6. Does the acquisition contain proper authenticity and provenance as related to the City Archives mission statement? Will the acquisition need to be authenticated based on appropriate documentation? Will this be at the City's expense or will it be provided at the time of acceptance?
7. Before consideration, will the City secure exclusive or non-exclusive copyrights on the acquisition? By securing this license, the City will retain the rights for reproduction and distribution of the object and/or collection.