



Jackson County Historical Society Archives and Library Collection Development Policy

Introduction

The Jackson County Historical Society Archives and Library is the repository of the Jackson County Historical Society. The Jackson County Historical Society is a non-profit, non-government organization dedicated to preserving the written, oral, and physical legacy of this county. We do this by maintaining physical collections and promoting the study, appreciation, and interpretation of local and regional history. Our roots can be traced to 1909 when a group of citizens interested in history first started meeting. In 1940 the group formally organized and in 1958 officially incorporated as The Jackson County Historical Society to celebrate our rich, unique story. Their first order of business was to save the 1859 Jail in Independence. One of the archives' first collections was donated by William H. Wallace Jr. in the 1950s, and included correspondence dated 1850 to 1866 from the mercantile firm Chiles and Garrison. Since then, the JCHS Archives and Library had been accepting donations to preserve, and provide access to Jackson County History.

Purpose

The Collection Development Policy outlines the ways that Jackson County Historical Society will collect and preserve collections based on the rich history of Jackson County. The policy will define the scope of the collections of the Jackson County Historical Society Archives and Library. By defining the collection, this policy will focus on areas of growth in the collection and serve as a guide for accession and acquisition goals for Jackson County Historical Society. JCHS Staff may consider acquisitions that are outside of these goals in response to new exhibit or program planning. This will also serve as a guide for public donations to the museum and how to access JCHS materials for research.

Audience and Research Policies

The Jackson County Historical Society Archives and Library is open to all researchers without discrimination. The collection serves academic and non-academic researchers. The collection has been useful to many genealogical researchers and those interested in history of local homes and buildings. Jackson County Historical Society Archives collection focuses on the greater Jackson County area. However, the collection does have great resources for Independence based research. Other local institutions have the focus area of their locality, for example, Missouri Valley Special Collections has a Kansas City focus to their collection.

When a researcher is interested in the JCHS Archives and Library collections, they should email or call about research inquiries before visiting the archives. The Archivist will respond to research requests within a week of the date it was received. Appointments must be



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made with the Archivist before a researcher can visit the archives. Each researcher will fill out a Use of Manuscripts form the day of appointment and follow the policies of onsite research.

Scope

Format and Types of Materials

The JCHS Archive and Library houses 2D materials including documents, books, maps, scrapbooks, newspapers, and photographs. The photograph collection, housing paper photographs and negatives, is the largest part of these holdings and the most requested research materials in the collection.

JCHS Archives houses 3D objects, but these are small and specialized collections. Many of the objects in the collection are from local organizations and businesses, including the Kimport dolls, official seals, or local political campaign buttons.

JCHS will accept collections that have a few objects relating to Jackson County, Missouri history pertaining to residents, businesses and events. All 3D objects must first be approved by the Archivist or Executive Director. Donor must contact the Archivist to schedule a meeting before donating any 3D object. JCHS Archives and Library is no longer accepting scrapbooks, newspapers, clothing or textiles at this time. The JCHS Archives does not collect clothing or textiles and does not have the resources to preserve these types of materials. Newspapers and scrapbook are a strength of the JCHS Archives collections. However, the JCHS Archives will not accept any more newspapers or scrapbooks because of spacing limitations and the preservation maintenance standards for these types of materials.

Geography

Our collection is very narrowly focused on housing collections from or about Jackson County, Missouri. This would include collections from residents, businesses, or organizations of Jackson County or materials about the region. JCHS Archives and Library will only be accepting donations that fit these criteria.

Time Period

The JCHS Archives and Library does not restrict its collections based on time period. The Archivist may accept any donations from any time period, as long as they meet the acquisition policy and development goals.



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Subject Areas **Strengths**

JCHS Archives and Library has many local organizational records which we are keeping updated with donations from these organizations. The Civil War era is also a strength of the collection and many local historical institutions and researchers use the collections for Jackson County Civil War history. Other collections of note are the Barbara J. Potts Mayoral Collection, Albert Schoenberg Realty and Investment Company Collection, and the Armour Meat Packing Collection. The abstract collection for property history is a frequently used collection by researchers and continues to grow with donations. JCHS Library is also a strength of our holdings. The Library houses local schools' yearbooks, historical research on Jackson County and Missouri, and books of ordinances and laws of Jackson County and Missouri. This collections continues to grow thanks to the donations from local authors and public contributions.

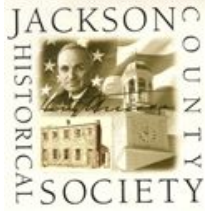
Gaps

JCHS will be looking to strengthen the collection through donations or purchases in a few key categories:

- Materials about or from the founding of Jackson County, Missouri
- Materials from or about Jackson County, Missouri in the early to mid-late 20th century
- Materials about Jackson County, Missouri homefront activities during World War I
- Materials from or about Jackson County, Missouri during the Depression
- Materials from or histories about minority organizations or residents in Jackson County, Missouri
- Materials about Women's history or from Women's Organizations in Jackson County, Missouri

Acquisition and Deaccession Policy

Permanent donation of materials to the JCHS Archive and Library is the only method of acquisition of materials. The Archivist or Executive Director's approval is necessary for accessioning materials into the JCHS Archives and Library. Donated materials will be kept as part of the permanent collection unless deaccessioned at a later date. Only three copies of any item will be kept in the collection when donated to the Archives and Library. This policy also applies to items donated by other donors. The archive will only house a maximum of three copies of any item. This policy has exemptions for items based on popularity, age, condition or rarity. JCHS Archives and Library will not accept photocopies of original documents,

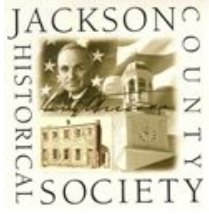


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photographs, or art. However, donations of this kind can be added as reference material to the JCHS Library, but this will be under the approval of the Archivist or Executive Director. In the event of donor's questionable ownership of donation, JCHS Archives and Library can refuse the donation. Donors must be able to describe provenance of item, or the Archivist or Executive Director can refuse the donation. The transfer of items outside of the collection policy and goals will be agreed upon with donor at time of donation in the Deed of Gift form. Donors may request Archivist to handle transfer of items to Archivist's best judgement. This method will also be implemented when donated items have no Deed of Gift. When donation is accessioned into the collection, the donor will receive a letter, which will include the accession number and description of donation. Once materials are donated to JCHS, the items use in displays and exhibits is decided only by the Archivist and Executive Director. Donors cannot place restrictions on donations detailing exact use or placement in JCHS exhibits and displays. JCHS can refuse donations with these types of restrictions. Placement and use of archival materials in exhibits and displays will be decided by the Archivist and Executive Director.

JCHS Archives and Library will only accept temporary loans of archival materials under Archivist's or Executive Director's approval. JCHS will only approve temporary loans for exhibits or educational programs. JCHS will not accept unsolicited loans. The Archivist and Executive Director will approve of temporary loan and create an loan agreement with the lending repository or donor. Temporary loans will housed for a maximum of 6 months. JCHS will loan archival materials to other repositories with approval by the Archivist and Executive Director. The Archivist and Executive Director will approve any loan agreements for JCHS archival materials. Purchasing collections will be under approval from the JCHS Staff and Board. Acquisition of both donated and purchased collections will meet the same criteria of fitting into the mission and scope of JCHS Archives and Library.

The Archivist or Executive Director may select materials for deaccession based on condition, duplicate material, or if the item is outside of collection policy. All deaccessions will be approved by the Archivist, Executive Director, and JCHS Board. The Archivist and Executive Director will bring selected materials for deaccession to board for approval with all the records available, including accession record or deed of gift. JCHS cataloged records will be used when deeds or accession records are absent. If materials are approved by the JCHS Board, the Archivist will deaccession the records and transfer materials to appropriate location. A deaccessioned item may be returned to donor or transferred to another organization. The Jackson County History Society Archives and Library has accepted the policy that materials or objects in our ownership will not be disposed by sale. Exemptions to this rule in extenuating circumstances are agreed upon by the Jackson County History Society Staff and Board. The donor will indicate in the Deed of Gift what method is preferred for deaccession. If a transfer of



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the deaccessioned item to another organization cannot be obtained, materials will return to donor. If there is no Deed of Gift or donor had no preference for deaccession, the Archivist or Executive Director will use best judgement in the transfer of the item.

Policy Review

The Collection Development Policy will be reviewed every 5 years to update the collection's needs and focus. The next scheduled review will be in 2023.