



DENTON PUBLIC LIBRARY
MUNICIPAL ARCHIVE COLLECTION DEVELOPMENT
OPERATING POLICY

Approved by the Library Management Team, Aug. 15, 2019
Reviewed by the Library Management Team, March 20, 2025

Purpose

This Policy will inform and guide the Archive and Library staff, Library Advisory Board, City of Denton administration, and general public of the scope of the archival collection and the principles and standards upon which selections are made.

Mission Statement

The mission of the Municipal Archive is to support the goals of the City of Denton and its residents by effectively documenting, preserving the history of the City of Denton and its residents, and making these documents, including municipal records accessible to the public.

Scope of Archives Collection

The Archives includes records and papers of City of Denton departments, community groups, and citizens that have been determined to have an ongoing usefulness or significance based on the administrative, legal, fiscal, evidential or historical information which can be used to interpret the social, economic, and political development of the City of Denton.

The Denton Municipal Archives only maintains department records of historical or evidentiary significance that have either reached the end of their retention period or are no longer in frequent and active use.

In general, museum objects (with or without provenance) are not collected unless as a part of a larger archived collection.

Goals

The goals of the City of Denton Municipal Archive are to:

- Identify, collect, preserve, and make accessible records, resources, and personal papers of enduring historical, legal, administrative, and fiscal value that document the social, economic and political development of the City of Denton.
- Analyze, develop, and provide written standards and procedures for the care and maintenance of city records, including those created and/or maintained in electronic format.

- Make the records accessible in order to meet the research and information needs of city staff, future decision makers, residents, students, genealogists, and researchers.
- Use the professional standards and ethics of the Society of American Archivists and the Academy of Certified Archivists to guide archives policies and procedures.

Acquisitions

The Archives will acquire, receive, evaluate and secure records of archival value from departments of the City of Denton *when those records are past their period of active use.*

The Denton Municipal archive *does not accept* any records that are still in active use. Departments should ensure that they have no frequent or current need for any records before transferal to the archives.

Municipal government records will be transferred to the Archives through authorized and scheduled archival dispositions via the City of Denton Records Management program. Because the Denton Municipal Archive operates under the purview of the generating agency (City of Denton) no transfer of title is required. Instead, a transmittal of records form is to be used. Once those records are transferred to the Denton Municipal Archives, they become a permanent part of the collection and *cannot* be recalled by the department or office that transferred them. Those records are still available for use by City of Denton employees and the public under the terms and conditions of the Denton Municipal Archive.

Guidelines for the transfer of materials to the Denton Municipal Archive may be found in Denton Municipal Archive Procedures manual.

Items may be unique or may be copies of information in other repositories that are not easily accessible and may be acquired by gift, purchase, transfer, or photo duplication/digitization.

Negotiation for the acquisition and/or return of City records which may have been previously removed from City of Denton control will take place when and if such records are identified.

The Archives recognizes that electronic records produced by The City may increasingly replace traditional paper records, microfilm or other types of records, and as such, demand special records management consideration.

Selection Criteria

The following guidelines are considered when accessioning materials into the Archives:

Subject matter and scope

- The document's archival value

- Historical relevance of the material, particularly as it pertains to the scope of the collection
- Clarity, accuracy, and logical presentation of information
- Comprehensiveness and depth of treatment
- Timeliness, currency, or popular demand for information
- Presentation of alternative viewpoints

Authority

- Professional knowledge including qualifications, significance, and reputation of the creator/author

Formats

- Permanence of the format
- Suitability for the needs of the user community

Lasting value

- Scarcity or relative importance of work when compared with other works on the subject
- Relative cost in relation to the budget and other available materials
- Future availability of materials
- Physical condition, presentation quality, and durability of materials
- Merits of a work in relation to the needs, interests, and demands of the community

Materials are accepted by the Denton Municipal Archive at the discretion of archive staff. Generally not accepted are duplicate copies, office supplies, receipts, photocopied checks, bills, bank statements, private personnel records or any material that may contain account information or social security numbers, and anything deemed by Special Collections staff to have no enduring historical or administrative value.

Access to the Archives

The Municipal Archives Collection is available for supervised use during normal library hours. Any person researching City of Denton Municipal history will be allowed to schedule an appointment with the Librarian/Archivist; a Denton Public Library Card is not a requirement for research. The Special Collections area is wheelchair accessible and all efforts will be made to accommodate users with disabilities. Archival users under the age of 14 must be accompanied by a responsible adult who remains with the child for the entire research process.

Users are required to complete a registration form and comply with the library's rules and regulations. Materials are requested in advance and will be served to the user by the Librarian/Archivist. Users are not allowed access to the archives storage area; a designated area is available for use when researching archival materials. The user will be responsible for scanning and photocopy fees as set by the library. A list of fees will be provided prior to any scanning or photocopy activity. Wi-Fi is available in the archives.

The Archives will maintain inventories, indexes, catalogs, and other finding aids or guides to facilitate access to the collections.

Resource Sharing

The Archives staff cooperates and collaborates with other local archivists and librarians, respecting their institutions' missions and collecting policies. As the majority of the items in the City of Denton Municipal Archives are rare or one-of-a-kind in nature, they are not available for inter-library loan.

The Archivist will maintain inventories, indexes, catalogs, and other finding aids or guides to facilitate access to the municipal archives.

Responsibility of Collection Development

Ultimate responsibility for selection rests with the Library Director. The Library Director delegates to the Assistant Branch Manager and Archivist who are responsible for collection development for the Archive, including the acquisition, cataloging, processing, and preservation and promotion of items concerning the City of Denton.

Policy Revision Statement

This collection development policy will be reviewed periodically by the Archivist and the Library Management Team.