

JOHN F. KENNEDY PRESIDENTIAL LIBRARY AND MUSEUM

COLLECTING POLICY AND PROCEDURES



THE JOHN F. KENNEDY
PRESIDENTIAL LIBRARY AND MUSEUM

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TABLE OF CONTENTS

I. AUTHORITY	3
II. MISSION STATEMENT	3
III. OBJECTIVE	3
IV. RESPONSIBILITY	4
Chief Archivist	4
Museum Curator	4
V. MATERIALS TO BE ACQUIRED	4
Archives	5
Museum	5
Printed Materials	7
Collection Strengths	7
Collection Gaps	8
VI. TERMS OF ACQUISITION	9
Limitations	9
Solicitation	10
Shipment and Receipt	11
Disposal	11
VII. AGREEMENTS	12
Deed of Gift	12
Deposit Agreement	13
Procedures for Completing Agreements	13
VIII. ACCESSIONS	14
Documentation	14
Procedures	15
IX. POLICY REVIEW	18
APPENDICES	20
Ernest Hemingway Collection Policy	20
Returned Peace Corps Volunteer Collection Policy	21
Printed Materials Collection Development Policy	23

I. AUTHORITY

In accordance with the provisions of law (44 U.S.C. 2101-2207 and 2301-2308 and Pub. L. 98-497) and the regulations for the public use of records (41CFR 10561), this manual sets forth policy and procedures for the acquisitions operation of the John F. Kennedy Presidential Library and Museum. It provides guidance on administrative, professional, and technical matters informed by local circumstances that are not defined in the Presidential Libraries Manual 1401.

II. MISSION STATEMENT

The National Archives and Records Administration serves American democracy by safeguarding and preserving the records of our Government, ensuring that the people can discover, use, and learn from this documentary heritage. We ensure continuing access to the essential documentation of the rights of American citizens and the actions of their government. We support democracy, promote civic education, and facilitate historical understanding of our national experience.

The John F. Kennedy Presidential Library and Museum is dedicated to the memory of our nation's thirty-fifth president and to all those who through the art of politics seek a new and better world.

Our purpose is to advance the study and understanding of President Kennedy's life and career and the times in which he lived and to promote a greater appreciation of America's political and cultural heritage, the process of governing, and the importance of public service.

We accomplish our mission by:

- preserving and making accessible the records of President Kennedy and his times;
- promoting open discourse on critical issues of our own time; and
- educating and encouraging citizens to contribute, through public and community service, to shaping our nation's future.

III. OBJECTIVE

The objective of the acquisitions program is to increase the research potential of the Library and Museum by collecting historical materials related to President John F. Kennedy, his work, his family, and his associates.

This collection policy establishes criteria and procedures for acquiring archival and artifact collections. Our objective is to balance the preservation and conservation needs of the holdings with the responsibility of providing public access to them for research,

educational, and exhibition purposes. The care and safety of the holdings will be paramount in determining their accessibility.

In addition, the John F. Kennedy Library and Museum acquires and maintains a selective and up-to-date collection of books and other printed items for the use of staff and researchers. The collection's primary purpose is to provide scholarly and professional source material that supports both research and archival practice.

IV. RESPONSIBILITY

The Director is responsible for developing and carrying out the Library and Museum's acquisitions program. In developing the program the Director will establish acquisition priorities in consultation with and approval from LP.

It is the Director's responsibility to ensure that the Archives and Museum's collections divisions carry out the functions set forth in this policy and in the NARA Organization and Delegations of Authority Manual.

Chief Archivist

The Chief Archivist communicates the LPJFK collection policy to potential donors as well as appraises collections and approves all new acquisitions and deaccessions. All incoming material must be accessioned by the Library Director, the Chief Archivist, or his/her designee.

Museum Curator

The Museum Curator communicates the LPJFK collection policy to potential donors, appraises collections, and approves all incoming materials as well as deaccessions. All incoming materials must be accessioned by the Library Director, the Museum Curator, or his/her designee.

V. MATERIALS TO BE ACQUIRED

The objective of the acquisitions program is to increase the research potential of the Library by acquiring historical materials related to President John F. Kennedy, his career, his family, and his associates.

Core Collection

Historical materials appropriate for acquisition by the John F. Kennedy Presidential Library and Museum consist of textual, audiovisual, graphic, machine-readable, and three-dimensional artifacts that have a topical or direct relationship to President John F. Kennedy, his public or private life, his family, and his associates.

Archives

Factors to be considered in establishing acquisition priorities include: the historical value of the materials; the relationship of the donor/creator to President Kennedy; and the donor/creator's role in significant historical events. Acquired materials may document all aspects of President Kennedy's life and need not be limited to his tenure as President.

Supporting Collections

Additional materials should be sought from:

- The Kennedy family and close friends of President Kennedy;
- Associates of President Kennedy in business, political, and government activities;
- Organizations to which President Kennedy belonged and political and citizens groups that were established in response to administration initiatives or other relevant social, economic, diplomatic, or political events/milestones during President Kennedy's tenure;
- Political adversaries of President Kennedy who have materials relevant to the President's activities and interests; and
- Authors who have accumulated primary-source documents relating to President Kennedy and his activities including annotated drafts of their own writings about the President and events in which he was involved.

Collateral Holdings

The Library creates photographs and sound and audiovisual recordings of important persons and events and retains these materials if in the opinion of the Director they are relevant to the holdings of the Library.

In addition, the Library is the repository for the Ernest Hemingway Collection. The Library acquires textual, audiovisual, graphic, machine-readable, and three-dimensional artifacts that have a topical or direct relationship to Ernest Hemingway, his public or private life, his family, and his associates. Materials created by third parties during Hemingway's lifetime that address Hemingway's life and/or work(s) will be considered for inclusion at the discretion of the Hemingway Curator. Materials created after Hemingway's lifetime will not be considered for inclusion in the permanent holdings with the exception of scholarly monographs, graduate theses, and dissertations. Please see Appendix A for the Ernest Hemingway Collection policy statement.

Museum

Factors to be considered in establishing acquisition priorities include: the historical value of the materials; the relationship of the donor/creator to President Kennedy; and the donor/creator's role in significant historical events. Materials may include artifacts relating to the following:

Permanent Collection:

On February 25, 1965 Jacqueline B. Kennedy, Robert F. Kennedy and Edward M. Kennedy acting as Executors and Trustees of the Last Will and Testament of John Fitzgerald Kennedy signed a deed of gift donating the Permanent Collection of artifacts to the United States Government for the purpose of deposit in the John F. Kennedy Presidential Library and Museum. This is considered the Museum's core collection and will be maintained to the highest degree of collection care, accountability and documentation. This core collection includes:

- Gifts sent or presented during the White House period to President Kennedy, his wife and children from Heads of State, various civic, cultural, military and business organizations, and private citizens of the U.S. and foreign countries.
- Personal property of President Kennedy and the Kennedy Family.
- Historic artifacts associated with the Kennedy Administration and the White House

Post Presidential Collection:

Accessioned materials assembled by the Kennedy Family and NARA for exhibition for the John F. Kennedy Presidential Library and Museum opening in 1979. Some of these artifacts were collected by the Kennedy Family after the Library opening. This material is related to the Kennedy Family as well as to the First Family.

In addition to this, artifacts donated by individuals wishing to contribute to the Library continued to be accepted for accession into the collection for a number of years. These later unsolicited gifts have little relevance to the overall Museum collecting goals.

Memorial Collection:

Materials paying tribute to or commemorating John F. Kennedy sent to Mrs. Kennedy as well as to other members of the Kennedy family after President Kennedy's death by private citizens or corporations as memorial memorabilia. This material is accessioned, but the majority was acquired as undocumented gifts. The Museum would like to retain a sampling of this collection as part of the Permanent Collection, but has slated a portion of this collection as consideration for de-accessioning.

Courtesy Storage:

Material the Library holds from the Kennedy Family under a repository agreement that is not owned by the Library. This material is non-accessioned and non-curated. The current strategy is to convert long standing courtesy deposits to gifts and to dispose of artifacts that, once deeded do not fit into acquisition criteria.

Printed Materials

The Library's foundational collection of published materials consists of items given by President Kennedy's family and works originally acquired by the National Archives before the establishment of the present Library.

The Library continues to acquire books, periodicals, and other published materials in the following categories:

- a. Published materials created by President Kennedy, members of his family, important figures in his administration and career, Ernest Hemingway, and those of donors of papers to the Library, provided that the JFK Library is the main repository for that donor's papers;
- b. Published, authoritative materials relating to the life and administration of President Kennedy;
- c. Significant publications that deal with the period of President Kennedy's administration even if they are not directly related to the activities of the Federal Government;
- d. Selected published materials relating to collections or special fields of interest to the Kennedy Library;
- e. Any published or unpublished works (including theses and dissertations) based wholly or in part on research done using material from the Kennedy Library;
- f. Standard reference works required in any special library and major publications in the fields of archival, library, audiovisual, museum administration, and museum interpretation that are required for the professional activities of the library staff. In evaluating acquisitions in this field, the Library will consider availability online; and
- g. Professional development resources that support the work of staff.

Collection Strengths

Artifacts

- President Kennedy's personal ship model and scrimshaw collections
- Head of State Gifts
- First Lady Jacqueline Kennedy Clothing collection and artifacts associated with the work of the First Lady
- Artifacts associated with the Oval Office
- Artifacts associated with President Kennedy's naval career
- Political campaign memorabilia
- Personal items of the President and Kennedy Family: clothing, golf clubs, golf cart, furniture, drawings, baby items, awards, medals etc.

Audiovisual

- Photographic images, moving images, and sound recordings made by U.S. government personnel during the Kennedy Administration (1961-1963); and
- Photographic images, moving images, and sound recordings documenting the lives and careers of Robert F. Kennedy, other members of the Kennedy family, and Kennedy family friends, associates, and notable contemporaries.

Textual

- Papers of John F. Kennedy, Robert F. Kennedy, Rose Fitzgerald Kennedy, Joseph P. Kennedy, and Edward M. Kennedy;
- Personal papers and White House staff files documenting the careers and activities of President Kennedy and his administration (officials and key staff), as well as Kennedy family members, friends, associates, and notable contemporaries;
- Personal papers of early Returned Peace Corps Volunteers (RPCVs);
- Oral history interviews with individuals associated with the lives, careers, and legacies of John F. Kennedy and Robert F. Kennedy; and
- Papers documenting the life and literary career of Ernest Hemingway and his family and close associates.

Collection Gaps

Artifacts

- Artifacts relating to the Cuban Missile Crisis and cold war
- Artifacts relating to the Civil Rights Movement
- Mass produced commercial artifacts

Audiovisual

- Televised nightly news broadcasts from 1960-1963 (NBC and CBS);
- Materials documenting John F. Kennedy's congressional and senatorial careers and presidential campaign;
- Materials documenting Robert F. Kennedy's senatorial career and presidential campaign;
- Materials documenting Jacqueline Kennedy Onassis's life and career before and after her marriage to John F. Kennedy; and
- Sound and moving image materials documenting Ernest Hemingway's life and career.

Textual

- Personal Papers of Robert McNamara and Tazewell Shephard;
- Personal papers of various second-tier Kennedy administration officials; and
- Materials documenting the Kennedy White House as a “functional” unit.

VI. TERMS OF ACQUISITION

Limitations

No item may be added to the permanent manuscript, audiovisual, or museum collections which cannot be documented, stored, protected, and preserved under conditions that ensure its availability for research or exhibit purposes and in keeping with accepted professional standards.

Materials may be placed in a Library’s non-holdings collection developed specifically for reference (e.g. books, vertical files), display (e.g. ‘props’) or educational purposes with the prior permission of the donor, and with the understanding that these collections are subject to gradual deterioration due to use.

No item may be acquired with a commitment that it will be exhibited or that any special manner of exhibit or other use will be followed unless prior approval is obtained from the Executive for Legislative Archives, Presidential Libraries, and Museum Services.

Unsolicited donations will be evaluated in the context of the collections policy and the relationship of the material(s) to other holdings in the Library. Unsuitable materials will be returned to the donor with a suggestion of a suitable institution for deposit. Unsolicited donations sent to or left at the Library without contact information or authorization will be regarded as voluntarily abandoned property after a holding period of 30 days. Further disposition of such materials is at the Library’s discretion. If materials inconsistent with the Library’s collecting policy are received by the action of a will, the Library will work through NARA’s legal counsel to return or dispose of the item(s).

Artifacts must have historical value, aesthetic merit, or possesses potential for exhibition and research.

No artifact may be acquired without clear title. The Museum seeks copyright license on all acquisitions.

The authenticity and provenance of an artifact must be acceptable to the Director and Curator. Full documentation attesting to provenance shall be maintained by the Registrar and disclosed by the Museum. All documentation pertaining to the artifact shall be kept by the Registrar as part of the permanent accession files in the Museum Collections Management database.

The Kennedy Library does not appraise materials for monetary value or sell materials in its holdings though will furnish donors with lists of local and national appraisers upon request. Staff members also do not offer tax advice. If requested, the Chief Archivist or the Museum Curator or their designees may send donors Form 8283, Noncash Charitable Contributions.

Solicitation

The Director of the Kennedy Library is responsible for ensuring that the solicitation program does not conflict with those of other Presidential libraries.

The Director works with the Chief Archivist and Museum Curator to assess acquisition and solicitation plans before their implementation. The Director or his/her designee is the only person who can accept donations of historical materials. The Kennedy Library Director has appointed the Chief Archivist as the designee for archival materials and the Museum Curator as the designee for museum materials. Donors must contact the Chief Archivist or the Museum Curator in advance to discuss a potential donation and to assess its relevance to the Library's acquisition policy.

The Kennedy Library seeks original historical materials and generally does not accept copies of documents, mass-produced items, readily available publications, or the like. However, if a donor chooses to divide the collection between two or more Presidential libraries, the Kennedy Library may acquire copies of pertinent originals that it does not receive.

The Kennedy Library staff provides assistance to prospective donors and reviews personal papers to determine their appropriateness for the Library. In some cases, it may be prudent to accept material of little historical value along with items of great historical significance in order to facilitate negotiations and to ensure that the historical record is as complete as possible.

The Library's collection development policy forms the basis for determining the acceptance or refusal of archival materials. Any queries or offers of donations MUST be directed to the Chief Archivist and under no circumstances should be accepted or negotiated by other archival staff. Staff, however, may be solicited to assess whether there are sufficient resources (space, staff, NARA regulations, etc.) to accept new materials. Archival staff should be notified of incoming donations in a timely manner so that they are prepared to receive, shelve, and accession them.

The Library's collection development policy forms the basis for determining the acceptance or refusal of historical (three dimensional artifacts) materials. Any queries or offers of three dimensional artifact donations MUST be directed to the Museum Curator and under no circumstances should be accepted or negotiated by other archival or museum staff. Staff, however, may be solicited to assess whether there are sufficient resources (space, staff, NARA regulations, etc.) to accept new materials. Museum staff

should be notified of incoming materials in a timely manner so that they are prepared to receive, shelve, and accession them.

Shipment and Receipt

Archives

Shipment of archival materials to the Library should be arranged without cost or inconvenience to the donor and at the discretion of the Chief Archivist and/or Director. For small quantities of solicited materials, this may be done by sending self-addressed, franked labels for the donor's use in mailing the materials. LP personnel will pick up solicited materials from donors who live in the Washington, D.C. metro area and then ship them to the Library at the Library's expense. Unsolicited materials will not be paid for by the Library.

Museum

Shipment of three dimensional artifacts to the Library should be arranged through the Museum Registrar at the discretion of the Museum Curator and/or Director. Shipping method and costs will be determined by the size/needs of the artifact. Unsolicited material will be returned to the donor at the donor's expense or discarded.

Disposal

Disposal of materials donated to or purchased by the Kennedy Library is subject to the approval of the Archivist of the United States (AOTUS), except as noted below.

Requests for authorization to dispose of holdings are submitted in writing by the Director (via LP) to the AOTUS. After approval by the AOTUS, disposal of historical materials will be carried out in accordance with the terms of the donor's deed of gift.

The Archivist of the United States may dispose of deeded artifacts determined by the Archivist to have no permanent value or historical interest, to be surplus to the needs of the Library, or to have deteriorated beyond repair, provided that prior to any such disposal reasonable efforts are made to notify the donor and offer return of the artifact.

Archives

The Director has authorization to dispose of superseded published materials, unwanted back files of periodicals and newspapers, exact duplicates of historical materials in the library's custody, and materials of no historical, evidentiary, or display value.

The Chief Archivist coordinates disposal of non-historical archival materials and may consider recommendations from archives staff members before making the final decision.

Collection appraisal/disposal workflow is as follows:

- Survey the collection and evaluate its historical relevance;
- Identify and confirm materials to be disposed of;
- Contact relevant institutions to explore and negotiate potential transfer;

- Complete and file all appropriate paperwork;
- Create an inventory of materials to be disposed of and send copies to receiving institution(s) and file in-house copies;
- Coordinate the physical disposal/transfer of materials with archival staff;
- Document the deaccession in the accessions log; and
- Ensure new acquisitions are properly appraised to avoid unnecessary, costly disposal later on.

Museum

The Director has defined deaccession candidates within the sub collection categories of Memorial and Post Presidential Material. These are primarily artifacts not associated with the Kennedy Administration, Kennedy Presidency or Kennedy Family, are duplicative, commercial, and mass produced items or material not relevant to the Museum's core collection. NARA guidelines for the deaccessioning of these artifacts will be followed.

The Museum Curator coordinates disposal of non-historical materials and considers recommendations of disposals or acquisitions from the museum registrar, making the final decision. All aspects of the condition and circumstance of the deaccession and disposition of artifacts will be documented by the Registrar and will be recorded and retained in the Museum's collection permanent records.

Summary of workflow:

- Title and Restrictions – The museum's clear and unrestricted title to the artifact shall be verified by the Registrar
- Notification to the Donor- reasonable effort will be made to notify the donor or family of the donor and offer return of the artifact.
- Determine Manner of Disposition- Return to donor, transfer to another institution, or disposal. The Museum does not approve the sale of an artifact as a method of disposition.

VII. AGREEMENTS

Deed of Gift

The deed of gift is intended to: 1) transfer title of donated historical materials to the United States, and 2) establish the terms of access to the materials. All donated materials (except for very small donations) must show proof of donor intent and be accompanied by a deed or a courtesy storage (deposit) agreement.

The Chief Archivist ensures that all staff members are aware of un-deeded materials and the appropriate manner of working with them.

Deposit Agreement

A deposit agreement is created only when a potential donor is unwilling to yield title to materials of great historical significance at the time they are transferred to the Library's custody. A deposit agreement must:

- Document mutually agreed-upon conditions of deposit, including place of deposit, processing plans, conditions of use, and restrictions on access and copying;
- Include a statement exonerating the United States of liability for loss or other damage to the deposited materials due to deterioration, fire, or other catastrophe; and
- Document the depositor's intent to donate the materials to the Library at a designated future time.

Procedures for Completing Agreements

Before new archival materials are acquired, archival staff must check all existing donor files to determine the correct legal documents needed to complete the donation.

For artifacts, the donor must submit a letter of intent to donate to the Museum Curator; this letter must be acknowledged by the Museum Curator.

All deeds of gift must:

- Be approved by the Library Director or his/her designee and by the Archivist of the United States or his/her designee;
- Be fully completed before being sent to LP for signatures;
- Follow formats and guidelines established by LP including all necessary forms created by LP; and
- Be signed both by the donor and by the Archivist of the United States or his/her designated representative. Two copies should be signed, one to be retained by the Library, the other to be returned to the donor. An electrostatic copy will be retained by LP.

Archival staff must update the in-house deeds database to track the status of every newly-created deed, i.e., when it was created, mailed to the donor for signature, mailed to LP for signature, and when final copies are filed in-house and mailed to the donor. Processing staff are then notified when deeds are completed so that collections can be added to the processing queue.

The Museum Division maintains a Collections Management database that documents all incoming artifact acquisition candidates.

VIII. ACCESSIONS

Documentation

All materials transferred to the Kennedy Library must be accompanied by appropriate legal documentation, i.e., deed of gift, will, deposit agreement, or letter. At the discretion of the Director, a deed may not be required for unrestricted, unsolicited small numbers of items; for copies of unrestricted materials from donors or from other repositories; or for gifts consisting solely of printed or published items that are not unique. Materials produced by other repositories (see sub par. 3c(3) above) and items received by provisions of law (e.g., Presidential Records Act [92 Stat. 2523 (44 U.S.C. 2201)] et seq.) do not require legal documentation.

Most museum artifacts acquired are covered by the same law or deed covering the papers. When museum artifacts are received that are covered neither by Federal law nor a deed of gift, the Director must determine if a deed is required. Categories of museum materials which must be covered by a deed or other appropriate documentation include items of obvious artistic, numismatic, philatelic, intrinsic, or historical value; items owned by the former President or his immediate family; all firearms and weapons; all currency and coins; all sterling silver, vermeil, and gold serving pieces; all sterling silver jewelry and jewelry stamped 14K gold and above; all sterling silver and gold wash and/or plate cutlery; all foreign decorations, medals, and head of state gifts; all photographic and electrical equipment; and any other item containing gold, silver, or other precious metal or gems. Museum artifacts acquired by provisions of law (see sub par. 7a, above) do not require a deed, but do require a letter of acknowledgment from the Museum Curator before they can be accepted as Museum holdings.

Archives

Archival staff members maintain a complete and permanent record of archival acquisitions, accessions, deaccessions, courtesy storage deposits, incoming and outgoing loans, and the locations of all holdings in the Archives' custody. The Archives' collections management database documents all information pertaining to archival materials in the Library's custody regardless of their legal status. The database contains an Accessions table for documenting all new accessions; entries are made chronologically as materials are received and are numbered in sequence of receipt. The Accessions table consists of the collection number, control number (accession number), date of receipt, name of donor, brief description of the materials, their inclusive dates, approximate volume, and title status. All materials are accessioned within 30 calendar days of receipt.

Museum

The Museum Registrar maintains a complete and permanent record of artifact acquisitions, accessions, de-accessions, courtesy deposits, incoming and outgoing loans, and the location of all artifacts in its custody. The Museum artifact collection is inventoried and documented on a regular basis by the Museum staff with the goal of

maintaining intellectual control. All accession documentation is maintained electronically in a Collections Management database (TMS) as permanent record.

Procedures

Archives Accessions and Initial Control

As mentioned above, all archival donations are accessioned in the collections management database within 30 days of receipt. Materials are then transferred to relevant units as necessary only after they have been formally accessioned.

Summary of Archives accessioning workflow:

- Create new accession record and document all necessary information;
- Designate appropriate collection to which new material belongs or create new collection (if necessary) in the Collections table;
- Update deed status in the deeds database;
- If no deed is received, the Chief Archivist determines whether one is necessary based on the nature of the donation;
- Create or update deed, donor, and/or processing files, as necessary;
- Transfer the materials to the closed stacks and update the master shelf list, accordingly;
- Update PMRS and At-Risk databases;
- Inform Declassification unit about new material, as necessary;
- Box list the materials as soon as possible and when necessary send the box list to the Declassification unit; and
- Add materials to processing queue once approved by the Declassification unit.

Acquisitions

The Chief Archivist, with guidance from the Library Director and LP, is responsible for developing and carrying out a program for the acquisition of historical materials in accordance with the guidelines in this manual. In addition, the Chief Archivist communicates LPJFK's collection development policy to potential donors as well as appraises collections and approves all donations and deaccessions. Only the Library Director, Chief Archivist, or their identified designees may formally accession new materials.

- With the exception of small donations, all offers of donations should be accompanied by a list of offered materials, preferably at the folder (or other logical file-unit) level.
 - The Chief Archivist reviews the list in conjunction with relevant Archives colleagues. If items require closer inspection, the Chief Archivist will arrange for an onsite visit or request that digital facsimiles be furnished.
 - Before accepting large donations, Archives staff members should be consulted to ensure adequate storage space.

- The Chief Archivist makes all final selections, with guidance from the Library Director.
- The Chief Archivist facilitates the delivery of incoming donations (shipment methods, cost sharing, etc.) and notifies relevant staff in advance of delivery.
- When materials arrive, Archives staff members check the contents against any furnished inventories, confirm receipt with the donor, and recommend materials for retention (particularly in cases where unexpected materials are received). All final recommendations go to the Chief Archivist for approval.
 - Items that do not meet collection development criteria should be returned to the donor via the Chief Archivist.
- All accepted materials should be accessioned following the guidelines provided above.
- For large donations, or any donation with restrictions: A deed of gift or appendix to an existing deed is created by the Chief Archivist or his/her designee using the most current LP template.
 - Any limitations on access should be clearly spelled out in the deed.
- For small donations (few folders or less): The Chief Archivist or his/her designee sends a formal letter of acknowledgment to the donor.
- All paperwork should be filed in the appropriate deed, donor, and processing files.

Cataloging and other procedures. Procedures standard to special libraries will be used in the cataloging and processing of the Kennedy Library's published materials. Materials will be catalogued as soon as possible, following Library of Congress classification standards.

Priorities. In processing published materials, priority will be given to materials that are useful to staff members and to library researchers in their work.

Published items of special value. Rare items of special value, such as books autographed by notable persons, will be given special attention. Items of high monetary or intrinsic value or that may be used for exhibition will be shelved separately from other published materials and will be accessible only to members of the library staff (except by permission of the Director); these materials will not be marked in any way that is irreversible and/or may reduce their value.

These and other unique items of value, such as those owned by the President, will be handled with particular care and will not be loaned or taken from the library building except as approved for special exhibits. Of note, an autograph does not necessarily confer special value to an item as many books given to the President or to the Library are autographed by authors who never become well-known.

Declassification Review procedure

The Chief Archivist is responsible for ensuring strict adherence to the Declassification review process. According to LPJFK procedures (approved by NAS and implemented in February 2005), the Chief Archivist or his/her designee must notify the Declassification unit of newly donated historical materials (textual, audiovisual, artifactual) requiring

declassification review before processing work begins. Based on the nature of the collection, the Declassification unit will decide whether it needs to be transferred immediately to the SCIF or whether it can be box listed by appropriately cleared Processing staff.

Once the initial inventory or box list is completed, Declassification staff will review the list and identify any folders, boxes, or items that need formal review. Those materials are then transferred to the SCIF for storage or immediate evaluation. The Archives maintains an inventory of all unprocessed collections requiring declassification review before processing; this information is also documented in a collection's processing file. The review process is guided by a comprehensive list of "red flag" terms that may indicate the existence of sensitive information within a collection (see Appendix). During the review, Declassification staff members create withdrawal sheets (most current template) for any materials that must be pulled for agency review.

Artifact Accessions and Initial Control

The Museum Curator communicates the Library collection policy to potential donors, appraises collections, and approves all incoming materials as well as de-accessions. All incoming materials must be accessioned by the Library Director, the Museum Curator, or his/her designee. Artifacts may be added to the collection by means of gift, bequest, purchase, or transfer. When artifacts arrive at the Library, they must be accessioned within 30 days.

Summary of Museum Collections accessioning workflow:

- Once an artifact is approved by the Director and the Curator for donation, purchase, or transfer, a temporary record is created in the Collections Management database (TMS). The artifact is assigned a temporary accession number (TL number). An incoming record along with core identification fields (object name, title, maker, date made, dimensions, material, an identifying description, piece count, location, owner/donor name, donor address), and the legal status of the artifact as an Acquisition Candidate is documented and maintained in the database (TMS).
- The Museum Registrar should facilitate details of incoming donations (shipment methods, any assistance with cost, etc....) and notify staff in advance of arrival. Upon receipt, Museum staff should compare the physical artifact to the database description, make notes of the artifacts condition (incoming condition report and risk assessment), and a documentation photograph should be taken of the artifact and linked to the database.
- The Museum Registrar generates the incoming receipt and sends a copy to the donor
- Once the Deed of Gift is fully executed, the artifact(s) should be accessioned. The temporary accession number (TL) is updated to the permanent accession number reflecting year of gift and donation sequence, the legal status is changed to Permanent Collection, and the artifact is fully cataloged in the database (TMS)

- to include accession information. A new storage shelf location is updated in the database and inventory information should be entered.
- All paperwork should be filed in an artifact accession file.

IX. POLICY REVIEW

The Library will review this policy every five years and update it if necessary. The review will assess:

- Changes to NARA's or the Library's mission statements.
- New audiences and needs or other factors that have evolved since the last policy review.
- A fresh 'gap analysis' and collecting plan to be operational from now forward

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SAA Museum Archives Section Working Group Example

APPENDICES

Ernest Hemingway Collection Policy



John F. Kennedy Presidential Library and Museum

Columbia Point Boston, Massachusetts 02125

Ernest Hemingway Collection

COLLECTION POLICY

The Ernest Hemingway Collection at the JFK Library and Museum collects original documents and archival materials created and/or received or collected by Ernest Hemingway during his lifetime. These include, but are not limited to, manuscripts, drafts, articles, correspondence, photographs, and objects. Alternately, the Hemingway Collection seeks to acquire copies of original documents in order to preserve and make available the informational content of such documents to researchers.

In accordance with the provisions of law (44 U.S.C. 2101-2207 and 2301-2308 and Pub. L. 98-497) and the regulations for the public use of records (41CFR 10561), The Director is responsible for developing and carrying out a program for the acquisition of manuscript materials. In developing this program, the Director will establish priorities for solicitation of manuscript in consultation with the Ernest Hemingway Curator. Among factors to be considered in establishing these priorities are the historical value of the materials and the donor/creator's role in significant historical events.

Material created during Hemingway's lifetime by third parties, that deals with Hemingway, his life, and/or work(s) will be accepted into the collection at the discretion of the Hemingway Collection Curator on a case-by-case basis. Such material, if accepted, will be accessioned into the Hemingway Reference File, Vertical File, or Miscellaneous Accessions File.

Material created after Hemingway's lifetime will not be collected by the Hemingway Collection with the exception of scholarly monographs as well as graduate thesis and dissertations. Exceptions may be made at the discretion of the Hemingway Collection Curator. Contact the Hemingway Collection Curator to discuss such an exception.

Unsolicited donations accepted by the Hemingway Collection will become the sole property of the National Archives and Records Administration (NARA) and the Hemingway Collection; such unsolicited donations will be dealt with at the discretion of the Hemingway Collection Curator within the guidelines of this collection policy. Unsolicited donations declined by the Hemingway Collection will be offered back to the donor. If the donor refuses the items the Hemingway Collection Curator will deal with the items at her/his discretion.

The John F. Kennedy Library and Museum, as a federal repository, does not purchase material for the Ernest Hemingway Collection. The Friends of the Hemingway Collection has on occasion purchased items for the collection.

Curator

Susan Wagner

Date

2/7/08

Chief Archivist

Alan B. ...

Date

2/12/08

Director of John F. Kennedy
Library and Museum

G. J. ...

Date

2-20-08

National Archives and Records Administration

Returned Peace Corps Volunteer Collection Policy



John F. Kennedy Presidential Library

Columbia Point
Boston, MA 02125-3398
617-514-1600
www.jfklibrary.org

John F. Kennedy Presidential Library and Museum Returned Peace Corps Volunteer Collection Collection Policy

The Returned Peace Corps Volunteer (RPCV) Collection at the John F. Kennedy Library and Museum (JFKL) collects original documents and archival materials created and/or received by Returned Peace Corps Volunteers during their official time of duty. The focus of this collection is for the years 1961-1963, the years of the Kennedy Administration. Materials include, but are not limited to: letters, photographs, official and draft reports, articles and, memoirs, and Oral Histories created as part of the Kennedy Library RPCV OH program.

In accordance with the provisions of law (44 U.S.C. 2101-2207 and 2301-2308 and Pub. L. 98-497) and the regulations for the public use of records (41CFR 10561), the Director is responsible for developing and carrying out a program for the acquisition of manuscript materials. In developing this program, the Director will establish priorities for solicitation of Returned Peace Corps Volunteers related materials in consultation with the general John F. Kennedy Library Collection Policy and the Chief Archivist. This collection policy additionally provides guidance on administrative, professional, and technical matters directed by local circumstances which are not defined in the Presidential Libraries Manual 1401.

The objective of the RPCV collection policy is to ensure that original records are collected that document the personal experience and work of volunteers in the years of the Peace Corps directly relating to its inception and to the years it was active during the Kennedy Administration, 1961-1963. Materials created and gathered after 1963 will be accepted only subject to approval of the John F. Kennedy Library Director. Historical materials appropriate for acquisition into the Returned Peace Corps Volunteers Collection include: reports, letters home, original newspaper articles written by or about a volunteer about their work, project plans, staff reports, training materials, slides, original negatives, and/or prints, film, videocassettes or audiovisual records so long as they related directly to official Peace Corps duties. Materials that relate to social events, trips, and other personal activities outside of official Peace Corps duties are not accepted. Items such as scrapbooks or diaries, which mix official and non-official records, will be considered on a case-by-case basis. Printed materials should be limited to memoirs that describe a

RPCV's Peace Corps experience. Photos of large groups of volunteers should be limited to a single representative item. The John F. Kennedy Library will not accept donations of over 50 audiovisual items.

Oral Histories must be created in accordance with the official NLJFK RPCV Oral History program, using the guidelines and procedures established by the RPCV OH coordinator. Oral Histories created outside of the NLJFK RPCV OH program will only be accepted at the discretion of the Director.

If materials are donated that do not meet the above guidelines, they will be returned to the donor. The JFK Library will not accept unsolicited materials into the RPCV collection. Exceptions will be evaluated by the Director or Chief Archivist on a case-by-case basis. Unsolicited donations will be returned to the donor. If the donor refuses the items the Chief Archivist will deal with the items at his/her discretion.

The John F. Kennedy Library and Museum, as a federal repository, does not purchase material for the Returned Peace Corps Volunteer Collection.

Chief Archivist

Date

Director of the John F. Kennedy
Library and Museum

Date

Printed Materials Collection Development Policy

In accordance with the John F. Kennedy Presidential Library and Museum Mission Statement and National Archives and Records Administration (NARA) Presidential Libraries manual, the Printed Materials Collection of the John F. Kennedy Presidential Library and Museum advances the study and understanding of President Kennedy's life and career and the times in which he lived. It also promotes a greater appreciation of America's political and cultural heritage, the process of governing and the importance of public service primarily by preserving and making accessible the records of President Kennedy and his times.

Printed materials include books, periodicals, serials, government publications, newspapers, clippings, theses, dissertations, conference papers, microforms, commercially available CDs, DVDs, as well as other types of AV materials. The initial collection of printed materials consists of items donated to the National Archives by the estate of President Kennedy in 1965, and those items acquired by the National Archives prior to the establishment of the John F. Kennedy Presidential Library in 1979.

While the Kennedy Library seeks to be the repository of first resort for archival materials, this is not the case with secondary sources. Printed materials are collected primarily to serve as resources to support 1) researchers, and 2) staff use in reference, processing, education, declassification, exhibits, and events. In acquiring books and other printed materials by gift or purchase, the Library concentrates upon those subject fields that relate to its principal collections of papers, keeping in mind the purpose is to serve as a resource for research.

The Library will attempt to acquire a core collection of authoritative printed materials focused on President Kennedy, his administration, and Ernest Hemingway. The Library will acquire other publications related to President Kennedy (i.e. books on Viet Nam, civil rights, general studies of the period, etc.) as deemed necessary for research or not available at other libraries in the Boston area. Following these guidelines, printed materials will be acquired in the following order of preference:

- Published materials created by President Kennedy, members of his family, important figures in his administration and career, Ernest Hemingway, and those of donors of papers to the Library, provided that the JFK Library is the main repository for that donor's papers.
- Published, authoritative materials relating to the life and administration of President Kennedy.
- Significant publications that deal with the period of President Kennedy's administration even if they are not directly related to the activities of the Federal Government.

- Selected published materials relating to collections or special fields of interest to the Kennedy Library.
- Any published or unpublished works (including theses and dissertations) based wholly or in part on research done using material from the Kennedy Library.
- Standard reference works required in any special library and major publications in the fields of archival, library, audiovisual, museum administration, and museum interpretation that are required for the professional activities of the library staff. In evaluating acquisitions in this field, the Library will consider availability online.
- Professional development resources that support the work of staff.

Terms of Acquisition

Limitations

No item may be added to the printed material collection at the John F. Kennedy Library which cannot be stored, protected, and preserved under conditions that ensure its availability for research and that are in keeping with accepted professional standards. If the Chief Archivist determines that a publication, subsequent to acquisition, can no longer be properly stored or preserved or is harmful to other objects in the collection, he should take appropriate action, including copying, disposal, or return of the item.

Items generally not accepted include:

- Duplicate copies of materials already in the collections
- Newspapers or items on newsprint
- Any item with a commitment that it will be exhibited
- Personal libraries from donors other than President Kennedy or members of his family

While the Kennedy Library strongly encourages donations of new printed materials, it does not purchase materials from individuals, will not appraise materials for monetary value, or sell materials in its holdings. Unsolicited donations will be disposed of at the discretion of the Chief Archivist.

Solicitation

Any offers of printed material donations must be directed to the Chief Archivist or her designee.

Disposal

The Chief Archivist oversees disposal of non-historical materials in consultation with library staff, but has the final authority in all decisions.