

- 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- Any published or unpublished works (including theses and dissertations) based wholly or in part on research done using material from the Kennedy Library.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.