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Maryville Public Library Policy

Section B: EXECUTIVE BOARD BYLAWS,
ADMINISTRATION

Subject 401.1: Preservation, Page 1 of 3

Adopted February 2023

Preservation of Archival Objects

In support of its mission, Maryville Public Library is committed to preserving historical objects that are of sufficient long-term research value to warrant the necessary space, labor, and expense required to both protect their integrity and make them available for research. Acquisition and deaccession decisions will be based upon the following factors, in alignment with current MPL policies on Collection Development, Gifts, and Surplus Property:

Criteria for tiering objects (*Adapted from Harvey and Mahard, p. 81*)

Tier 1: Meets all of the following criteria: Essential value to Maryville Public Library, City of Maryville, County of Nodaway, or State of Missouri; Few if any duplicates in other institutions; likely irreplaceable; Contains enough primary source informational content to be an essential research source for multiple powerful stories about MPL or the City of Maryville. Examples: Original objects, photos, and correspondence directly related to significant events, people, and objects in the history of MPL or the City of Maryville. Retention goal: Permanent

Tier 2: Meets all of the following criteria: Significant value to Maryville Public Library with strong provenance; Few if any duplicates in other institutions; Uncommon or difficult to replace; Contains enough reliable information to be used to tell a powerful story about MPL, the City of Maryville, the County of Nodaway, or the State of Missouri. Examples: Local history books, especially those that use and cite primary source material, out-of-print books with strong ties to the local community, local news content, and other published content citing first-hand sources and chronicling significant events in the history of MPL or the local community. Retention: governed by MPL's goals and collection development policy as applied by Library Director or designated support staff.

Tier 3: Meets any of the following criteria: Some value to MPL or the local community with limited provenance; Similar examples already in the collection(s) of MPL or other institutions; moderately difficult to replace; plays a supporting role in telling stories. Example: Standard published works that fit with the library's mission and collection development plan. Retention: As space allows and based on MPL's collection development plan as applied by designated library staff.

Tier 4: Value to other locations, but not to this institution or the City of Maryville; or already common in the collection of MPL or other institutions; In local storytelling,

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may play a supporting role or will illustrate a concept but is not the focus of the story. Handled in accordance with MPL’s Surplus Property Policy.

Tier 5: Limited or no value or provenance; Contains little informational content, Plays a minor role in local storytelling; Multiple identical copies already in MPL collection.

Preservation guidelines and procedures for items permanently retained

In general, all items intended to be preserved should be stored in a secure location, protected as much as possible from excessive handling, drastic fluctuations in temperature or humidity, and damage from water, fire, UV light, and pests.

<i>Object format</i>	<i>Reformatting if needed</i>	<i>Storage temperature</i>	<i>Relative humidity%</i>	<i>Containers and handling</i>
Paper	Ideal: Acid-free, lignin-free buffered paper (News clippings are especially acidic and should be reformatted.)	Good: 40° Better:55° Best: 68°	Good: 30 Better: 50 Best: 40	Archival files, boxes, or binders, avoid adhesive, protect from UV light, large formats store flat, Clean hands before handling.
E-documents	Print to Acid-free, lignin-free buffered paper	“ ”	“ ”	“ ”
Photos B/W (originals)	Scan to digital and print duplicates for exhibits	68 °-55°-40°	30 at 55° 50 at 40° Humidity control is a top priority	Same as paper. Polyester, polyethylene, or polypropylene sleeves may be suitable.
Photos Color (originals)	“ ”	55°- 40°- 32°	30 at 55° 40 at 40° Best 50 at 40° Humidity control is a top priority	“ ” After printing, allow ink 24 hours to dry before storing. Label with pencil.

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Books	Rebind if needed. Consider duplicates and new editions if available and authentic.	Good: 68° Better: 55° Best: 40°	Good: 30 Better: 50 Best: 40	Rare books: closed stacks (preserve same as paper). Others In regular or closed stacks.
Microfilm (master negatives)		Good: 68° Better: 55° Best: 40°	Good 30% at 55° Better: 20° at 40°	
DVDs, CDs		62°-70°	30-50%	Keep away from heat
Paintings		70°	45%-55%	Store framed items vertically as designed to hang, unless paint is flaking. Unframed items can be stored horizontally.

Sample Disaster Response Procedures for paper-based items:

1. Dry items: Remove from the affected area if environmental conditions cannot be addressed immediately.
2. Slightly damp items: Air dry, face up, using nitrile gloves. Plan to dedicate an extensive amount of shelf space to this process.
3. Wet materials: Freeze for up to a year. Do not freeze non-paper items.
4. In cases of severe warping during the drying process, seek the services of a conservator, depending upon the value of the item.