

ORANGE PUBLIC LIBRARY

LOCAL HISTORY DISPOSITION

*Adopted by Orange Public Library Board of Trustees on September 17, 2001
Revised on 06/30/2015*

Deaccessioned Material: Disposition of all materials proposed for deaccession will be decided by the Orange Public Library Board of Trustees, with a 30-day waiting period to allow for City Council review.

Such materials may include donations which are inappropriate for permanent incorporation into the Local History Collection. When such material is accepted, it will not be cataloged. Instead the following steps will be taken:

- 1) It will be considered for inclusion in the general Library collection. If deemed unsuitable, it will be:
- 2) Offered to an appropriate repository, such as another library, local history collection, historical society, special collection, etc. If an appropriate repository cannot be located or the material is rejected and the donor does not wish returned, it will be:
- 3) Given to the Friends of the Orange Public Library to be sold at their book sale.

Materials that were part of the established collection which are later deemed inappropriate will be deaccessioned according to the procedures outlined above.

When deaccessioning material, the Local History Librarian will mark the accession records maintained in the Local History Room to indicate which material is being deaccessioned, the nature of disposal (including the new location if applicable), and the date.

Lost or Stolen Material: Materials stolen from the Local History Collection must be reported to the Senior Librarian in Adult Services, the Library Director, and the appropriate law enforcement agency as soon as their disappearance becomes known. All legal means of recovery should be used immediately.

Local History staff may detain a person for a reasonable time for the purpose of conducting an investigation in a reasonable manner whenever staff has probable cause to believe the person to be detained is attempting to unlawfully remove or has unlawfully removed archival materials from the premises of the Library. Upon surrender or discovery of the item, the person detained may be requested, but not required, to provide proof of identity (Penal Code Section 490.5). If the items are not recovered, the accession records should indicate all pertinent facts.

Items not located during the course of normal inventory procedures must be noted in the online catalog or other archival database so that appropriate searches can be conducted or replacement considered. Accurate locations for the materials should be maintained on the database.