



Regional History Center Collection Development Policy

RHC-COL-001

1. MISSION STATEMENT

- 1.1. The Uintah County Library Regional History Center preserves, protects, and provides access to the history of the Uinta Basin, honoring all people who have called this land home. We serve as a trusted resource for researchers, families, educators, and communities seeking to understand and connect with the region's history and preserve its future.

2. VISION STATEMENT

- 2.1. The vision of the Uintah County Library Regional History Center is to preserve Uinta Basin history with care, dignity, and professional excellence, where every voice and every era is represented.

3. PURPOSE

- 3.1. The purpose of a Collection Development Policy is to specify how the Uintah County Library Regional History Center (hereinafter, RHC) will continue to grow its collection, taking into consideration the subjects already included and any gaps. This policy will define the RHC's focus for accessions, deaccessions, loans, and the use of its collections.

4. AUDIENCE AND RESEARCH POLICIES/ACCESS POLICY

- 4.1. The RHC's primary audience includes all members of the public interested in the local history of the Uinta Basin. Use of research materials will be limited to use within the RHC; the RHC is not a lending library. Photos or photocopies of materials may be made for researchers' use. Photos taken (without flash) on a camera provided by the researcher can be used free of charge. There is a small fee for RHC staff to provide printed photocopies or digital copies via a method other than online transfer.
- 4.2. The RHC provides access to its collection through providing archival collections to researchers during open hours or by appointment, the biannual publication *The Outlaw Trail Journal*, the display case in the Uintah County Building, social media, and public programming. Members of the public are not to enter the back room of the RHC, where the collections are primarily stored, and the use of collection materials at the research tables in the RHC should be monitored by staff.
- 4.3. Access to the Cold Room, where environmentally sensitive collection materials are held, is

limited to RHC staff or to Uintah County Facilities staff, only when accompanied by RHC staff. Each time this room is accessed, this should be logged on the form affixed to the outside of the door. The temperature of the Cold Room should also be noted each time the room is entered.

5. SCOPE

- 5.1. The RHC serves as a repository for two-dimensional objects, including historical documents, books, maps, newspapers, public records, scrapbooks, photographs, negatives, paintings, magazines, electronic recordings, and more. The RHC also has some three-dimensional objects, though these are limited and not the archive's primary collection focus.
- 5.2. Three-dimensional objects in the collection include bottles, bricks, cameras, and other items, mostly from local businesses. The majority of three-dimensional objects offered for donation to the RHC should instead be directed to our partner institution, the Museum of Uintah County, which focuses on three-dimensional historical objects.
- 5.3. All donated objects should fit into the following two categories, as the RHC collection is limited in its scope.
 - 5.3.1. **Geographic location:** All donations should be relevant to the Uinta Basin or to the populations and businesses within it. This includes all of Uintah County, Utah, Daggett County, Utah and Duchesne County, Utah. Donations pertaining to Moffat and Rio Blanco Counties in Colorado, and Sweetwater County, Wyoming, may be accepted on a more limited basis.
 - 5.3.2. **Time Period:** All time periods are relevant to the RHC, and the RHC makes no restrictions on any additions to the collection based on time period.

6. ACCESSION AND DEACCESSION POLICY

6.1. Accession

- 6.1.1. The RHC can acquire objects for its permanent collection through donation, bequest, purchase, field collection, or transfer. A Deed of Gift form must be signed for each new accession, transferring legal ownership of the materials to the RHC. The RHC does not accept donations that include restrictions on use or ownership. Archival materials are accepted into the collection at the discretion of the Regional History Center Supervisor or the Collection Manager and Registrar.
- 6.1.2. The following criteria guide the decision-making process of the RHC Supervisor and Collections Manager:

- 6.1.2.1. **Relevance:** The RHC accepts only archival materials within the scope outlined in this document.
- 6.1.2.2. **Provenance and Documentation:** Collection priority will be given to archival materials that have a known history or chain of custody. Archival materials without this may still be accessioned into the collection on a case-by-case basis.
- 6.1.2.3. **Legal Ownership:** The donor must have the legal ownership of their donation and the ability to transfer title from themselves to the RHC legally. Objects with unclear titles should not be accessioned into the collection. Any property abandoned at the RHC without a clear transfer of title shall be dealt with according to Utah Code Title 9, Chapter 8, Part 8.
- 6.1.2.4. **Condition:** The archival materials should be in reasonable condition. Archival materials that are severely damaged or pose a risk to other objects (e.g., moldy materials) should not be accessioned into the collection under most circumstances.
- 6.1.2.5. **RHC Resources:** The RHC must properly care for any objects accessioned into its care. If proper care cannot be provided (e.g., due to space restrictions), the donation should be rejected.
- 6.1.2.6. **Interpretive potential:** As an institution serving the public, priority will be given to objects that help tell the story of the Uinta Basin and that RHC staff can use to further their mission of sharing local history with the public.
- 6.1.3. The RHC may also accept objects that do not meet the above criteria for use in the reference library. In this case, these items are not accessioned into the archival collection, but ownership is still transferred from the donor to the RHC.
- 6.1.4. Objects that do not meet these criteria should not be accessioned into the collection.
- 6.2. **Deaccession**
 - 6.2.1. Staff members of the RHC may propose objects for deaccession to the library board if it meets the following criteria:
 - 6.2.1.1. The object falls outside the Scope of the collection.
 - 6.2.1.2. The object is in irreparable condition. This includes any object that has deteriorated while in the care of the RHC, any unintentional destruction, and any object that poses a risk to the public, the RHC employees, or the other archival material held by the RHC.

- 6.2.1.3. The object has been missing for an extended period, and there is little hope of recovering it.
- 6.2.1.4. The object is a duplicate of another object in the collection, and the other object is a better example.
- 6.2.1.5. The RHC is no longer able to care for the object in accordance with professional standards.
- 6.2.1.6. Objects accessioned into the collection must not be deaccessioned for two years unless other exceptions apply.

7. CONSERVATION AND CARE

- 7.1. The RHC will care for the archival collections in accordance with recognized archival standards of care and ethics. This includes proper storage conditions, temperature, relative humidity, pest control, conservation, handling of objects, disaster planning, and location inventories.

8. INVENTORIES AND DOCUMENTATION

- 8.1. RHC staff must ensure that all proper documentation is received, recorded, and kept in a safe location for all donated objects. This includes Deeds of Gift, accession records, catalog records, loan documentation, condition reports, and deaccession files.
- 8.2. RHC staff shall complete a random sample inventory of 10% of all objects in its collection annually. Any discrepancies in collection and documentation should be noted, and any missing objects should be reported to the Regional History Center Supervisor for inclusion on a list of known missing objects. If missing objects are not located after a 100% inventory is completed, that object may be eligible for deaccession.
- 8.3. If the random-sample inventory error rate exceeds 5%, a 100% inventory should be conducted to identify and correct all existing discrepancies.
- 8.4. If items are found in the collection without their associated documentation, those items may be cataloged as “Found-in-Collection” if the staff has a reasonable belief that the item is not a missing object (known or unknown).

9. LOAN POLICY

- 9.1. Lending archival material to other institutions enhances the accessibility of the RHC’s holdings to broader public audiences beyond our local area. Any loans must be temporary

and meet the following criteria:

9.2. Outgoing Loans

- 9.2.1.** Loans to other institutions may be granted for the purposes of research, exhibition, or other purposes on a case-by-case basis.
- 9.2.2.** The standards of care by the accepting institution must be the same or better than RHC's standard of care, ideally demonstrated by an AAM facilities report or a similar document.
- 9.2.3.** The accepting institution must provide insurance on all loaned material
- 9.2.4.** A loan form must be signed by both the accepting institution and the Regional History Center Supervisor or another designated person of their choice.
- 9.2.5.** The borrowing institution must pay for all costs associated with the transfer between institutions, in both directions.
- 9.2.6.** Appropriate credit must be given to the RHC if the loaned material is placed on exhibit or used in publications.
- 9.2.7.** The borrowing institution may not alter the borrowed materials in any manner.
- 9.2.8.** Loans must be temporary and may not exceed one year without a renewed loan agreement. Loan agreements may be renewed indefinitely.
- 9.2.9.** Objects on loan may not be transferred to a third institution without the permission of the RHC.
- 9.2.10.** The RHC will complete a condition report of the object before it is temporarily transferred, and another upon its return. The borrowing institution should also complete a condition report of the object on receipt of the object, and when it returns the object to the RHC. These documents should be provided to the RHC.

9.3. Incoming Loans

- 9.3.1.** The RHC may seek incoming loans for research, exhibitions, or other purposes.
- 9.3.2.** All incoming loaned materials must be handled with the same standard of care as the RHC's own collection.
- 9.3.3.** Incoming loans are accepted for up to one year. Loans may be renewed at that time.
- 9.3.4.** The RHC will undertake all requirements of insuring and shipping any materials they seek as a temporary loan.

10. INTELLECTUAL PROPERTY

- 10.1.** The RHC does not necessarily own the copyright to all materials in its collection. Researchers are responsible for determining the copyright status of images or objects and obtaining necessary permissions before use.
- 10.2.** The RHC retains full copyright to any images and objects in its collection for which it holds copyright. Individuals or organizations seeking permission to use these images or objects may complete a Photo Collection Order and Use Permission Form.
- 10.3.** For images and objects that the RHC possesses but does not hold the copyright to, individuals and organizations will be directed to the copyright holder to seek permission to use them.

11. POLICY REVIEW

- 11.1.** This policy shall be reviewed every five years to ensure that the information it contains remains accurate and appropriate for the collections held at the Uintah County Library Regional History Center.

This policy supersedes all previous versions and will be reviewed every five years or as needed.

Approved by the Uintah County Library Board of Directors.

Reviewed and amended by the Uintah County Library Board of Directors, June 17, 2026.