

# Westminster Archive Center

## Scope of Collections

### Guiding Mission Statements

- **City of Westminster**
  - Westminster's purpose is to provide core services and foster economic resilience to give our community the opportunity to thrive.
- **Parks, Recreation, Libraries Department**
  - Together we create exceptional opportunities for a vibrant community with a commitment to nature, wellness, and literacy.
- **Westminster Public Library**
  - Westminster Public Library is a gateway to discovery, lifelong learning, and a welcoming community for all.
- **Westminster Archive Center**
  - Westminster Archive Center preserves and provides access to materials of enduring value connected to the rich and diverse history of the City of Westminster.

### Westminster Archive Center

#### **Purpose**

The Westminster Archive Center serves as a repository for physical and digital materials relating to the history of Westminster, Colorado and is intended to support research, education, and community engagement. The archive upholds the individual choice of its patrons in seeking information and supports their freedom to read, view, and listen at their discretion.

#### **Collection Scope**

The Westminster Archive Center is a newly established part of Westminster Public Library. Archive staff will work in collaboration with other City of Westminster departments and partner organizations invested in historical documentation, i.e. the Westminster Historical Society, to expand access to valuable and locally relevant resources. The archive will grow strategically, starting with a narrow collection scope and growing over time as resources become available, prioritizing new acquisitions in the following order:

- Beta Collection: Westminster Public Library historical collections
- Parks, Recreation, and Libraries historical collections
- City of Westminster governmental historical collections
- Westminster community historical collections

The archive collects primary and secondary source materials, in both physical and digital formats, that pertain to the history of Westminster, Colorado, including pre-colonization, European settlement, incorporation in 1911, through today. Examples of types of materials that may be included in the archive:



- Manuscripts, diaries, letters, scrapbooks, yearbooks
- Business and school records
- Photographs, negatives, and slides with known subjects and dates
- Books
- Magazines and newspapers
- Maps
- Microfilm and microfiche
- Artifacts
- Audiovisual media
- Art, including paintings, photographs, fiber craft, and sculpture

Special consideration will be given to historical collections that represent ability, age, ethnicity, faith, gender identity, language proficiency, race, sexual orientation, social or economic status, and more.

Current collections include, but are not limited to:

- City of Westminster Articles of Incorporation and Home Rule Charter
- Westminster Public Library collection
- Westminster Fire Department collection
- Parks, Recreation, and Libraries Administration collection
- Westminster Presbyterian Church collection

The archive does not collect the following types of materials:

- Duplicates copies of items already in the collection
- Blank forms
- Personnel files/Membership forms
- Records that include sensitive information, such as tax/ financial records, account numbers, social security numbers, medical information
- Periodicals/newsletters/etc. published by organizations other than the City of Westminster, the Westminster Legacy Foundation, The Friends of the Library, and The Westminster Window
- Moldy or damaged items
- Direct mail or mass mailings
- Voluminous clippings of old newspapers or magazines
- National or widely available publications
- Unidentified photographs, audio-visual material, or music
- Awards, plaques, trophies
- Excessively large or cumbersome collections or items
- Materials already easily accessible to the public through other organizations

The Westminster Archive maintains the right to turn away any materials at the discretion of archive staff.



## **Accessioning Statement**

Materials obtained through regular business practices by the archive will be assessed on their enduring value and condition for accession into the Westminster Archive Center once they are deemed nonessential by the City of Westminster's records retention policy. Items are currently focused on physical and digital materials specific to the Parks, Recreation, and Libraries Department, which fit within the Collection Scope. However, materials from other City of Westminster departments and the wider community are being considered further as the initial archive is established and long-term resources are secured. All transfers of material from City of Westminster departments must be accompanied by an Archive Record Transfer Form, to track incoming collections and adherence to the City of Westminster retention schedule.

The same assessment will be given to materials donated by community members. All donations must be accompanied by a Deed of Gift, and officially become the property of the City of Westminster and the Westminster Public Library, including a transfer of copyrights.

All relevant paperwork includes:

- Archive Record Transfer Form – tracks the transfer of material between City of Westminster departments to the Archive, and ensures adherence to the City's retention schedule.
- Temporary Deposit Form – designates the non-permanent deposit of material to the Archive Center for temporary use, which can include staff appraisal for possible donation to the Archive.
- Deed of Gift – the final paperwork designating a donation of the material to the archive, incorporating it into the Archive's permanent collection. Material may still fall under the terms of the Archive's deaccessioning policy, as stated below.
- Oral History Release Form – Oral histories donated to the Westminster Archive Center will possess their own form, designating transfer of ownership and license to the Archive.

## **Deaccessioning Statement**

Materials in the Westminster Archive Center may be considered for deaccessioning when one or more of the following criteria are met:

- Does not meet the scope of the collection
- Has minimal research value
- Damaged/deteriorated beyond a useable degree and/or pose a threat in the deterioration of other materials in the collection
- Poses unavoidable health hazards to staff and patrons
- Duplicate copies are preserved and accessible, or readily available elsewhere
- Not owned by the City of Westminster

Materials that are chosen for deaccessioning from the Library's collection may be considered for another archive or museum collection if condition is acceptable and content fits within the proposed collection's scope.

Donors who are on file with the archive and chose to be notified upon deaccessioning will be contacted by staff and offered the option of retrieving donated materials once the deaccessioning process is complete.



## **Loan Statement**

The Westminster Archive Center may on certain occasions take in items on loan for various purposes in line with its mission. These purposes can include research, exhibition, programming, reproduction, donation appraisal, or other uses as indicated by the owner and depositor of the item(s).

All incoming loans and deposits must be accompanied by a Temporary Deposit Form, with depositors and owners of loaned materials adhering to its terms and conditions. Loans do not constitute a transfer of ownership to the Westminster Archive Center, and must be picked up within sixty days of the completion of any agreed loan period or be disposed of by staff, as outlined on the form terms. All loaned items will be cared for with the same respect as the Archive's own permanent collections while in its custody.

The Westminster Archive Center does not currently facilitate the outgoing loan of its collection material while it is in the process of growing its collections and operations. Policy on outgoing loans will update as resources become available and the Archive develops strategically.

