

Archives Policy Statement

Mission Statement

The Archives will identify, preserve, and make accessible materials of enduring value relating to the City of Lafayette. The Archives will support the mission of the Lafayette Public Library to bring community, information, and ideas together by making historical information available and encouraging community engagement with the past.

Purpose

The Archives at the Lafayette Public Library serves as the repository for special collections materials relating to the City of Lafayette and supports research and education for the public whose work relies on primary source materials, including rare books, photographs, media, digital files, and archival records.

Collection Development Policy

The Archives will identify, preserve, and make available for research primary and secondary resource materials of potential enduring historical value relating to the City of Lafayette. Materials will be collected under the authority of the Lafayette Public Library staff in order to become a permanent part of the collection. The Lafayette Public Library will work cooperatively with historical societies and the local community to gather and preserve the history of the region without duplication or competition.

The Archives will collect primary and secondary resources in multiple media formats including paper, photographic, audio, moving image, and digital. The type of records may include, but is not limited to, correspondences, minutes, reports, newsletters, pamphlets, periodicals, maps, scrapbooks, published and unpublished printed materials, photographs, audio/visual recordings, or digital content.

Materials may be added by donation to the Archives, or any other transaction by which title passes to the Lafayette Public Library. The relevancy of the content to the scope of the collection and the condition of the materials being donated will be considered and evaluated before acceptance.

In order to maintain and improve the quality of the collection, materials may be deaccessioned due to irrelevance, lack of space, duplication, or irreparable condition. This will be done only with the approval of the Director of the Library.