

Manitoba Crafts Museum and Library

LIBRARY COLLECTIONS POLICY



Revised: Spring 2022

Adopted: September 7, 2022

Responsibility: Board of Directors

To be reviewed: 1st quarter 2025

1.0 BACKGROUND

The Gladys Chown Memorial Library is part of the Manitoba Crafts Museum and Library (MCML). It was established in the 1930s under the Crafts Guild of Manitoba and renamed the Gladys Chown Memorial Library in 1948. It is a unique collection of resources dating to the late 19th century, with archival materials, manuscripts, books, periodicals, photos, patterns, CDs, DVDs and other paper or digital items relating to the history and practice of crafts. The Library is a lending library for eligible members of MCML and a research facility for the general public.

Gladys Evelyn Chown (1896-1948) was an accomplished pianist and weaver and excelled in dyeing, spinning, embroidery and rug hooking. She was noted for her artistic excellence and shared these gifts through her work as an executive member of the Crafts Guild.

2.0 INTENT

This policy establishes the guidelines and standards under which MCML administers and manages the materials in the Gladys Chown Memorial Library.

3.0 PURPOSE

The Library seeks to collect and preserve written and digital documents concerning the practice of crafts in Canada and, specifically, in Manitoba. The Library Collection shall reflect the history of crafts in Manitoba; contemporary Manitoba craftspeople; Indigenous people's crafts; and the history of crafts in general. In addition, the

Library shall reflect relevant world handcrafts and follow the principles found in the Diversity, Equity, and Inclusion Policy.

4.0 ADMINISTRATION

- 4.1 The Library is administered by the Collections Committee comprised of the Curator, a minimum of two other MCML members and the Volunteer Librarian, as an ex officio member. The committee meets at least twice per year.
- 4.2 An annual operating budget is allocated for the Library by the Board of Directors.
- 4.3 The Volunteer Librarian, Curator and other MCML volunteers shall follow the Procedures Manuals developed to manage the Library holdings.

5.0 APPOINTMENT AND SUPERVISION OF LIBRARY VOLUNTEERS

- 5.1 Appointment of the Volunteer Librarian shall be made by the Collections Committee. The Volunteer Librarian reports to the Collections Committee.
- 5.2 Appointments of Library volunteers will be made by the Volunteer Librarian in consultation with the Collections Committee, the Curator and/or the Board of Directors.
- 5.3 The Volunteer Librarian, when on-site, shall supervise work-experience and practicum students, volunteers and staff. In the absence of the Volunteer Librarian, the Curator shall supervise these individuals.

6.0 DONATIONS AND ACQUISITIONS

- 6.1 Books, periodicals, patterns, CDs, electronic materials, photos, DVDs and archival material will be accepted by donation, purchase, or exchange. The Volunteer Librarian and Curator may collect materials for the Library.
- 6.2 The Library shall accept only those donations:

- a. whose legal ownership by the donor can be authenticated; for example, by a receipt of purchase;
 - b. which are in good condition;
 - c. to which the Library will obtain clear title;
 - d. which are not objectionable to the culture of origin;
 - e. which can be properly maintained and preserved; and
 - f. which align with MCML's values
- 6.3 The donor must be made aware that donated material becomes the property of MCML to use, display, loan, retain or dispose of in an appropriate manner, as it sees fit.
- 6.4 An income tax receipt will be issued only if the donation is accompanied by a recent receipt of purchase.
- 6.5 The Volunteer Librarian and Curator shall decide whether a donation is suitable for accessioning into the Library collection.
- 6.6 Materials which are not deemed suitable, for example duplicate copies, will be sold if in good condition before accession.
- 6.7 The profits from selling items will go into general funds.

7.0 LIBRARY CIRCULATION

- 7.1 Eligible members of MCML are entitled to borrow books and periodicals, and have supervised access to the rare book collection. Eligible members are those who have paid their annual dues in the Individual, honorary, student, senior, special considerations and family categories. Affiliate and supporter/business members do not have borrowing privileges.
- 7.2 A member must check out materials in person. A maximum of 15 items may be on loan to a member at any one time. Materials may be borrowed for a three-week period and renewed by phone, e-mail or in person. If an overdue item has neither been renewed nor returned within six months, and the member has been notified, the item will be considered lost and will be deaccessioned. The member may be charged the replacement value for

the item. The replacement value shall be determined by the Collections Committee.

- 7.3 Researchers approved by the Collections Committee or the Curator may use the library holdings including the Rare Book Collection.
- 7.4 Members of the public may use the general book collection, reference books, periodicals and vertical file materials on site, but may not borrow materials.
- 7.5 Vertical file materials, rare books and reference books may not be checked out.
- 7.6 The Library may be closed to the public from time to time at the discretion of administration.

8.0 RARE BOOK COLLECTION

- 8.1 The Rare Book Collection is a valuable resource related to the handcrafting of items specifically in Manitoba and generally in Canada. The Collection includes those books, pamphlets, periodicals and patterns related to the history, use and creation of useful and decorative crafts. The Collection was formally established in 2000 as part of the Library when books of specific interest and books which were difficult to obtain were set aside by the Librarian as rare books. The Rare Book Collection is available to MCML members and researchers. This collection will be located separately from the general Library Collection and in a secure area where the temperature, light and humidity are controlled.
- 8.2 Books may be placed in the Rare Book Collection if they meet one or more of the following criteria:
 - 8.2.1 Publication and Availability
 - a) Books published before 1900
 - b) Books, pamphlets, periodicals and patterns which are difficult to acquire or no longer in print
 - c) Books having a monetary value of more than \$200.00 as determined by a reliable source

- d) Special collections as determined by the Librarian or Curator;
- e) Books designated for the Collection by agreement with the donor.

8.2.2 Physical Condition

- a) Books with exceptionally fine printing, binding, paper, etc.
- b) Books with unusual characteristics such as autographs, notes or marginalia, photographs or plates
- c) Fragile material which cannot withstand extensive handling or use
- d) Volumes or portfolios of finely printed, loose or tipped-in plates or pages
- e) Books with inserts such as fold outs, loose maps, charts or illustrations and other contents that are easily removed or damaged.

8.3 Rare books do not circulate and must remain in the Library. They are to be returned to Library staff for reshelving after use.

8.4 Caution must be used when handling rare books and photocopying is allowed only at the discretion of the Librarian or Curator

9.0 DEACCESSIONS

9.1 The Volunteer Librarian may decide to deaccession materials in the Library Collection, but must consult with the Collections Committee on all deaccessions. Materials may be deaccessioned if they are not relevant; are in poor condition; are duplicates of inferior quality to those in the Collection; or do not fall within the Collections Management policy.

9.2 Items in the Rare Book Collection may be deaccessioned only by agreement of the Collections Committee.

9.3 All library deaccessions must be approved by the Board of Directors.

9.4 o staff, volunteer, or board member may acquire deaccessioned materials

directly from the Library without paying a fair purchase price.

9.5 Deaccessioned material may be sold at fair market value, donated to charity, or destroyed.

9.6 The profits from selling items will go into general funds.

10.0 POLICY REVIEW

MCML shall review this policy on a regular basis, at least once every three (3) years.

President

Date