SOUTH BETHANY HISTORICAL SOCIETY
REPOSITORY GUIDE AND MANUAL

Introduction: The purpose of the South Bethany Historical Society is to preserve and promote the history of South Bethany. Toward this end, the Society collects items associated with the history of South Bethany and seeks to preserve the items to the extent feasible given limited resources. The decision to accept a gifted item is made on a case-by-case basis.

Collection Scope: The scope of the Society's collection shall include but not necessarily limited to:

1. <u>Archival Materials</u>. In general, the Society accepts archival materials in the following formats:
    - Correspondence
    - Diaries, minutes, and proceedings
    - Printed materials
    - Financial documentation
    - Photographic materials
    - Legal documentation
    - Creative works
    - Scrapbooks
    - Reports
    - Audio and electronic recordings

2. <u>Artifacts.</u> Objects of historic significance related to South Bethany's past will be accepted to the extent feasible.
3. <u>Books</u>. The Society will accept books, if feasible, that relate directly to the history and culture of South Bethany.
4. <u>Newspaper Articles</u>. Articles that report on matters of importance to South Bethany will be considered. The Society will seek to avoid duplicates of articles.

Access to the Collection: Request for access to the collection for any reason shall be submitted in writing to the President of the South Bethany Historical Society. The request shall describe the item(s) that are of interest and the reason that access is needed. If permission is granted, a mutually convenient date and time will be determined. Materials may only be copied by a member of the Preservation Committee or others acting on behalf of the Society.

Dismantling the Collection: If, for any reason, it becomes necessary to dismantle the collection, it will be transferred to a non-profit organization with a mission compatible with that of the South Bethany Historical Society, or it may be returned to the donor if feasible.