

Jacob Leisler Institute for the Study of Early New York History
Library and Archives Collection Development Policy

I. Statement of purpose:

The Jacob Leisler Institute for the Study of Early New York History is an independent, not-for-profit study and research center devoted to collecting, preserving, and disseminating information relating to the life of Jacob Leisler (1640–1690), his immediate family, and the people, culture, and history of colonial New York under English rule between 1664 and 1773.

II. Governance:

The Jacob Leisler Institute is governed by a Board of Trustees.

III. Types of programs supported by the Institute:

- A. Research
- B. Exhibitions
- C. Community outreach
- D. Publications

IV. Clientele served by the collections:

- A. Scholars and other professionals
- B. Students
- C. General public

V. Scope of the collections:

- A. Languages: Materials are collected in all major European languages with the majority of the manuscripts (and associated copies) in German, Dutch, French, English, and Latin.
- B. Chronological Period: Materials relating to Jacob Leisler, his immediate family, and colonial New York and East Jersey between 1664 and 1773, are collected from the sixteenth century to the present.
- C. Geographical Area: Materials are collected from the region that included colonial New York, the American and French colonies of North America, Europe, and areas of the world that were a part of seventeenth- and eighteenth-century European colonial expansion and trade.

VI. Types of materials:

The Institute collects and holds original, digital, or paper copies of primary source manuscripts, books, maps, and illustrative materials, as well as secondary resources providing scholarly and historical context.

- A. Books
- B. Manuscripts
- C. Maps
- D. Prints
- E. Genealogical vertical file materials
- F. Serials
- G. Ephemera and memorabilia
- H. Institutional materials

VII. Related collections:

Holland Society of New York

- A. Publications of the Holland Society (from 1885)
- B. Files related to the publication of *de Halve Maen* (from 1922)

VIII. Management of the collections:

Materials considered for acquisition are evaluated by the Collections Committee in consultation with the Director and Board of Trustees. They are accessioned and cataloged by appropriate staff. They may be removed from the collection only through the deaccession process described in this policy.

IX. Accession and deaccession procedures:

Collection items may be acquired by purchase, commission, bequest, gift, specified purpose, or loan. Collection items may be acquired only in accordance with this policy and only when consistent with applicable law and professional ethics. When acquired, items are accessioned at the recommendation of the Director and the Collections Committee, and by resolution of the Board of Trustees.

In the event that questions are raised regarding the authenticity or provenance of an item (or items) in the collection, a deaccessioning review will be conducted by the Director and the Collections Committee. The deaccession process shall be cautious, deliberate, and scrupulous. The Director and Committee will report to the Board of Trustees for a consideration of the matter. If it is decided to deaccession, their recommendation will be presented to the board. The board will draw up a resolution and vote on deaccessioning the collection item. The deaccession process will be

thoroughly documented and undertaken in accordance with current professional standards and ethics. Records of the deaccessioning process and the object deaccessioned will be retained.

X. Preservation of the collections:

To ensure consistency, the Collections Committee, in consultation with the Director and Board of Trustees, will issue general guidelines for the care of the collection. It is the responsibility of Institute staff to inform interns, volunteers, researchers, and consultants about these policies, procedures, and guidelines, and ensure that they are followed.

XI. Access to collections:

The Institute supports research using collections and collections documentation, subject to any existing legal limitations and limits on the availability of staff and resources.

During normal operating hours, the collections and collections documentation shall be accessible for legitimate research and study by responsible individuals, subject to procedures necessary to safeguard the objects and to restrictions imposed by limitations of space and facilities, exhibition requirements, and availability of appropriate staff.

The Institute expects that all researchers who make use of collections will adhere to any legal or ethical restrictions on research imposed by their institutions, and that they will operate in accordance with the generally accepted ethical standards of the field in which they are working.

The Institute may make collections data and images available for research and publication in print and electronic media, in accordance with procedures established by the Collections Committee in consultation with the Director and Board of Trustees.

XII. Procedures for reviewing this policy and its implementation:

The Director and Board of Trustees will initiate review of the Collections Management Policy when deemed necessary.

6 February 2021