

Pendleton District Commission Research Room and Special Collections

Collecting Policy

Mission Statement

The Pendleton District Commission (PDC) Research Room and Special Collections collects, preserves and promotes the history of Anderson, Oconee and Pickens counties.

Areas of Emphasis: the Research Room

The PDC Research Room is a non-circulating reference library containing both original and supporting materials relating to the PDC mission. Topics include general state and regional histories, county and town histories pertaining to Anderson, Pickens, and Oconee counties, published and unpublished family histories, and local and state genealogical resources. Reference file topics include specific people, places, photographs and news clippings from the three county region.

Areas of Emphasis: Special Collections

The PDC Special Collections consists of personal papers, images, organizational records and objects that document the history of Anderson, Oconee, and Pickens counties from the pre-colonial era to the present. The contents of the PDC Special Collections are rare or unique and fit with the mission of the Pendleton District Commission.

Collecting Guidelines

The continued expansion of the PDC Research Room and Special Collections will be directed towards South Carolina in general and Anderson, Oconee and Pickens counties in particular.

Formats Collected

Formats in the PDC Research Room and Special Collections include reference books, genealogical compilations and family histories, photographs, the personal papers of individuals, organizational records, and objects pertaining to Anderson, Oconee and Pickens counties.

The PDC will not accept formats that it cannot provide access to, such as obsolete computer or audiovisual formats.

Acquisitions

The PDC Research Room and Special Collections accepts materials primarily through donation, but may also collect materials by purchase or exchange, when possible. The Collections may also contain documentation produced by PDC staff.

Materials will not be accepted if they do not fit with the PDC's collecting goals, cannot be adequately cared for by the PDC, or are duplicates of existing materials.

Title to all objects acquired for the collections must be obtained free and clear, without restrictions or conditions as to use or future disposition. The PDC does not accept items or collections on deposit or loan.

Deaccessioning Materials

Due to limited space and resources, the PDC cannot, and will not accept materials that do not fit its mission. Current holdings that do not fit with the PDC's mission may only be deaccessioned by the curator, with approval given by the executive director. Reasons for deaccessioning may include duplication, deterioration of items beyond usefulness or the PDC's ability to care for them, or subject coverage that does not meet the requirements of the PDC's mission. Items or collections recommended for deaccession may be transferred to another repository, sold, or disposed of.

When deaccessioning items or collections, justification for deaccessioning must be given in writing on the accession record. Any pre-existing conditions identified in the deed of gift or other ownership documentation must be taken into consideration. Reasonable effort will be made to notify the donor(s) of the PDC's intent to deaccession materials. If no donor(s) can be found, the PDC reserves the right to deaccession the materials after a reasonable effort to locate the donor(s).

Access Policy

The PDC will provide equal access to all researchers. The PDC reserves the right to deny further access to any researcher who, in the judgment of the staff, fails to follow published guidelines, mishandles collections, or is disruptive to the functioning of the facility.

Please note that students aged 14-17 may be subject to collection access restrictions. Children under the age of 14 must be accompanied by a parent, guardian, or other designated adult.

Access to collections and permission to copy from them depend upon the condition of the material, legal restrictions, considerations of confidentiality and privacy, and donor requirements.

By providing photocopies, photoreproductions, digital images, and electronic copies, the PDC does not convey the right to publish or reproduce materials. Permission to publish must be obtained in writing from the PDC. Permission to publish may be denied if the use would compromise the integrity of the collection or violate donor requirements, copyright law, or the privacy of a living individual.

Policy Review

This policy shall be reviewed and updated annually.
Last reviewed: ESJ September 2010