

Paradise City College Archive

Collection Development Policy

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Purpose, Background, Responsibility for Collection Management

PURPOSE

This Collection Development Policy was created to guide the Paradise City Archive staff and inform its patrons of the fundamental reasoning behind our collection development plan which is for the stewardship of Archive resources and continued growth of the collection. By using this collection development plan as a guide, the strategic actions contained within will strengthen the PCC Archive Collection and thus ensure maximum service to the college and the city.

BACKGROUND

Community Profile

The Archive serves the faculty, staff, and the student body of Paradise City College and is also used by the greater Paradise City Community. Paradise City is the fourth largest city in the state with a population of 117,027. According to the U.S. Census Bureau, the major demographic groups break down as follows: Caucasian 70.2%, Black or African American 12.3%, Hispanic or Latino 10.1%, Asian 2.3%, 2 or more races 5.1%. The female student population is 51.2% and the male student population is 48.8% Median age in Paradise City is 38, the median household income is \$68,140, and just over 10% speak a language other than English in their homes.

Campus Profile

Paradise City College has a total enrollment of 28,046 and an undergraduate enrollment of 19,736 with students from all 50 states and 130 countries (fall 2023). 45% of students are African American, American Indian, Asian, Hispanic, Native Hawaiian/Other Pacific Islander, or multiracial. The gender distribution is 43% male students and 57% female students. At Paradise City College, 56% of the students live in college owned & operated housing, or PCC affiliated housing and 44% of students live off campus. The campus is 846 acres with the Student Union located at the center. The dorms are near the Student Union and are easily within a short walk to the 9 classroom buildings, the library, and the PCC Archive.

Archive Profile

The Paradise City College Archive was founded in 1958 as a support facility of the main campus library with the mission to preserve the historical records of both Paradise City and PCC. Over the decades, the Archive has served as a valuable resource for scholarly and public research. Its main function is to utilize its records management services to preserve the work and records of notable Paradise City residents, the Mayor and City Council, Paradise City College Departments, City and College organizations, and other entities associated with PCC and the City. The PCC Archive has an ongoing mission to collect and preserve materials and artifacts that will expand, enhance, and enrich this collection

RESPONSIBILITY FOR COLLECTION MANAGEMENT

Accessioning

According to the Online Dictionary for Library and Information Science, accessioning is “the formal act of accepting and documenting the receipt of records taken into custody, [and is] part of the process of establishing physical and intellectual control over them. In the case of donated items, a deed of gift may be required to transfer legal title” (Reitz, 2014). For the purpose of this policy, this is the definition that will be used for this section. The practice of accessioning is a vital Archivist responsibility for legal and ethical reasons. By documenting the receipt of documents and artifacts, it protects the PCC Archive from lawsuits, other court procedures, and legal actions. It is through the process of accessioning that allows the Archive to gain legal right to physical and intellectual control of the acquisition. It is the cornerstone of the Archive’s collection management service.

Archival Processing

Once the accession process is complete, the acquisition goes through a cataloging procedure called Archival Processing (The Experiment Station, 2022). Contrasted with a traditional library collection, most of the PCC Archive's collection is made up of public and personal items such as documents, art, film footage, photographs, mementos, and other non-traditional materials. Such items need to be identified, documented in the original order, and defined to properly catalog them.

Archival Processing is the combination of two separate procedures called arrangement and description. It is the responsibility of the assigned archivist to count items, review existing container labels, confirm the presence of expected items, notate damages, and identify related materials.

For clarity, the Online Dictionary for Library and Information Science will again be utilized to define these methods. Arrangement is "the process of putting records into order, following accepted archival principles, with special attention to their provenance and original order. If, upon careful scrutiny by the assigned archivist, the original order is found to be completely random, the archivist may, after carefully documenting the original sequence, substitute an impartial arrangement that is more convenient to use." Arrangement can be accomplished in two different ways. The first one is called "provenance" which basically means that the items in the collection are identified as being of differing origins and are kept separate to maintain their original meaning. The second technique is known as "original order". If the assigned archivist determines the collection has more meaning by maintaining the original order, that is what the archivist will do (Reitz, 2014).

To define the archival term "Description as a Content Standard" (DACS), the Online Dictionary for Library and Information Science states: "Applicable to all types of archival materials at all levels of description, DACS can be used for any type of descriptive output". The assigned archivist's Description duties can be divided into three parts:

"Describing Archival Materials," "Describing Creators," and "Forms of Names" (Reitz, 2014)

Describing Archival Materials is accomplished by the archivist adhering to certain rules that ensure the creation of consistent, appropriate, and self-explanatory descriptions of collection pieces (The Council of the Society of American Archivists, 2013).

Describing Creators is equally important from the archival perspective. Simply naming creators is not enough. Additional information is required regarding the persons, families, and corporate bodies responsible for the creation, assembly, accumulation, and/or maintenance and use of archival materials being described. Only by going into detail about the creators of the collection along with their background and motivations can the archivist begin to define the historical context in the archival description (The Council of the Society of American Archivists, 2013).

Forms of Names consists of information about creating standardized forms for the names of persons, families, or corporate bodies associated with archival materials. These can be used in descriptive elements, archival authority records, or as index terms (The Council of the Society of American Archivists, 2013).

Finally, the DACS process concludes with the assigned archivist creating appendixes, a glossary, a list of companion standards to help contextualize and ensure a full understanding of the scope of the collection (The Council of the Society of American Archivists, 2013).

[Mission, Values, Goals, and Objectives for Paradise City College Archive](#)

ORGANIZATIONAL DIRECTION

The Collection Development Policy for the Paradise City Archive defines and supports the Archive's Mission, Values, Goals, and Objectives.

Mission

The Paradise City College Archive's mission is to hold and maintain City and PCC artifacts and records of significant legal, fiscal and/or historical value. It does so by providing records management services including the acquisition, preservation, and access to various collections of manuscripts, photographs, film, government records, maps, illustrations, and other miscellaneous archival material pertaining to Paradise City and the PCC campus. In addition to the physical collection, the Archive also maintains a digitized online archive of oral history accounts, photographs, and video accounts of historical events. Since its inception in 1958, the Paradise City College Archive serves as an educational resource encouraging public, administrative and scholarly research in its collections according to the policies and procedures established by the Archive Director and administration.

Values

- Accountability – The Archive is responsible for the stewardship of its various collections and for delivering on its commitment of continued service to the community.
- Excellence – The staff of the PCC Archive always strives to exceed the expectations of all of its patrons. We offer quality knowledgeable service to all customers through competent and professional actions.
- Freedom of Access – The Archive is free and open to all and treats every patron equally, with respect and compassion.
- Service – The PCC Archive is tireless in its efforts to better understand and be responsive to our customers and the community it serves.

Goals

- To maintain an archive collection with a focus of documents, artifacts, and records relating to both Paradise City College and the community of Paradise City.
- To catalog, preserve, and store all collections under our care and to make them available to researchers as quickly as possible following the acquisition process.
- To grow our online catalog by continuing to digitize our vast collection of records.
- Promoting access and use of our collections by students, faculty, academic researchers, and members of the public.
- To grow and evolve our collection by selecting contemporary material (such as newspaper and magazine articles) to add to the PCC Archive.
- To maintain our service ethics by identifying and limiting access to items which have been identified as being confidential in nature.

Objectives

- Become the primary source of academic, historical, genealogical, and personal research for PCC and the greater Paradise City community. To achieve this, the Archive will create and preserve collections of historic and regional interest.
- Enhance the community enjoyment of local art, literature, and music by allowing access to artistic works, manuscripts, and musical scores and recording demos of local artists, writers, and musicians.
- Play a significant role in fostering community pride and connection by becoming a major promoter of local history awareness at an early age. This will be done by fostering outreach

programs with local elementary schools. Staff will go to public schools and give guest lectures and encourage school administration to organize field trips to the Archive.

- Stay on the “cutting edge” of the latest Archival preservation techniques and technology. This will be achieved by encouraging Archive leaders to attend archivist conventions and conferences. By interacting with other archive professionals, the hope is to increase awareness of the PCC Archive leadership of emerging trends in the archive field.

Target Audiences

The Paradise City College Archive serves the residence of Paradise City community and the students, staff and faculty of Paradise City College in accordance with the library’s stated mission and goals. The Archive is committed to adding content that is beneficial for students and faculty to utilize in their course work. The Archive is also committed to adding additional materials for the community to benefit and learn from. The Archive is committed to providing equal access for all patrons and users to information and materials. To ensure this, services include:

- Large print books and eBooks with adjustable font
- Audio books on digital and CD formats for visually impaired users
- Closed Caption DVD’s

In addition to meeting the needs of the college students, and faculty the staff at the Paradise City College Archive strive to bring the community content and materials that are helpful to them. These include:

- Elderly patrons who are often in need of special materials, services, or technological assistance to use and enjoy library resources.
- Foreign-language speakers or ESOL library users.
- Inviting K-12 schools from the community to visit and obtain library cards and take a tour of the facility.

Budgeting and Funding

The Paradise City College Archive receives its budget and financial assistance from the Paradise City Commission and County. For the fiscal year of 2021-2022 the library received \$800,000.00 for materials and collection acquisitions from Paradise City Commission. The Paradise City College Archive also receives additional funding from the State through Financial Aid and other scholarship programs that

students have access too. Grants are given to the library yearly to assist in the changing technology that they offer their patrons and The Friends of the Library dedicate time, resources and money to aid in the programs and events that are held weekly and monthly at the Paradise City College Archive.

Evaluation, General, and Specific Criteria

The Paradise City College Archive is always adding new content and materials to their organization. The library continues to develop and maintain its collection through the following ways:

- Proof of interest, need, or demand by faculty or the library community current and prospective.
- Relation to the existing collection
- Relevance to our students, faculty and community
- Accuracy and authenticity
- Professional reviews and awards
- Condition of materials
- Forma, accessibility, and ease of use
- Budget, cost and space for materials are considered
- Availability of content and information electronically and in the area
- Value of materials in relation to cost
- Merit of items compared to other materials in the field
- Duplication of information is also considered when adding content textbooks are most often the only books found in multiples to provide for our students

In addition to the above list, the Paradise City College Archive will evaluate specific content for students use that include:

- Textbooks that can be purchased for specific coursework and research content to be used in the classroom.
- eBooks and digital libraries that can be used in research and course work to prepare written papers.

- Basic materials such as dictionaries, encyclopedias, selected editions of important works, handbooks and periodical publications in different languages are also valuable to our students and community.
- Language selection will reflect the college students and community needs.

Analysis of Subject Fields

Category	Subject Description	CL	AC	PC	Collection Goal	Comments
Founders	Items within the collections that are directly related to the founders of Paradise City College and their families.	2	4	5	Preserve and provide users with content and materials that date back to the beginning of the city.	Continued collection of artifacts and content from the community and city allows more to be saved for future users
Early College	Materials relating to the early days of the College that are not explicitly related to the founders of the college.	3	4	4	Allow all users access to content about the school as well as preservation of materials and content that can be saved for future generations.	Materials are often circulated by students working on papers that may be about the city.
Modern College	Items that were created within the past 50 years of the college operation.	4	3	4	Preservation of content and materials for future users.	These items are rarely removed from the library and weeding out some content should be considered.
Paradise City History	Items that preserve the history of Paradise City ranging in all formats and materials.	2	3	3	To collect any materials from Paradise City to be preserved in our archive.	These items are often circulated between the community and the students;

						these items should be kept in the best condition if possible.
Florida History	Items that have been collected from different parts of the state ranging in all formats and materials	2	3	3	Preservation of content and materials collected for future users as well as weeding out any content that may be duplicated.	The items in this collection are frequently used and circulated within the community and the college for further education on the topic.
Notable Alumni	Yearbooks and other content saved from past students, staff and faculty.	2	4	3	Preservation of artifacts, yearbooks and other materials from previous students and staff saved for future use.	These items are rarely circulated by any patrons. Occasionally a staff member or previous student will come in to reminisce about the past.
Student Research	Students provide copies of their research and papers for other students to learn from or use as resources	1	4	3	Collection of students papers and research for future user's needs. Weeding out content	These materials are circulated often by students and staff. They are

					that may be duplicated here is necessary for the collection.	often used in more research.
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Note:

CL: Current Collection Strength

AC: Acquisition Commitment

PC: Preservation Commitment

Ranked 1-5, with one indicated lacking, 2 slightly weaker than average, 3 average, 4 slightly stronger than average and 5 strong.

Analysis of Collection by Format

The archive is an integral part of the Paradise City College System. It contains historical records, published materials, ephemera, and much more related to the founding of the school up to the present day. The collection features over 30,000 items and covers a wide range of subjects, including city historical resources such as blueprints and maps and records of historical value to the school, such as its academic departments, campus activities, and student life. It features a diverse range of materials, from school yearbooks to oral histories and historical literature, all of which include formats such as video, audio, photographs, artifacts, correspondences, and slides. Currently, a portion of the collection is digitized, and digitization is an ongoing process. The archive is open to students, faculty, staff, and approved researchers, and we strive to make the materials easily accessible to everyone.

The formats of the materials in the collection are Books, Artwork, Photographs, Artifacts, Correspondence, Video, Audio, Manuscripts, Newspaper, Maps, Artifact, Blueprints, Slides, Periodicals, Yearbooks, Special Collections, College Catalogs, Ephemera, and Student Research.

The collection features items from around and before the school was founded to items from the present day. The average age of these items is 70 years old, the oldest item 1823, and the most recent items coming from this past school year, 2022

Books

The collection contains 3,690 books. The books cover a wide range of subjects and genres ranging from Fantasy and Science Fiction to Memoirs and History. Like the entirety of the collections, the books held were primarily obtained via donations. A portion of the materials have been obtained through purchase. The materials that are purchased by the College are typically historical in nature, whether by subject or by age. Modern materials are considered based on the connection to the school. Books about Paradise City College history, city history, or state history in any capacity are generally approved and added to the collection. Materials that are also published by Staff, Faculty, and Students are also added into the collection regardless of subject or genre.

These modern materials can be in a physical format, hard cover or paperback. Many of these modern resources are also available in a digital format.

Yearbooks

Yearbooks are also featured within the book collection of the Archive. The Archive currently holds 86 years' worth of yearbooks that were created by Paradise City College. Yearbooks from early years of the college are also included within the Special Collections of the Archive. Only one copy is currently held for each yearbook. The Archive would like to acquire additional copies to give better access to these materials.

Periodicals

Periodicals come in many different formats from paper to digital content. We have weekly and monthly periodicals that are circulated often with our community members and faculty. Some of the periodicals available include journals, magazines, and newspapers.

Large Print Books

Books printed in text larger than 14-point type font are often sought after by our community members with visual impairments. The library continues to provide an assortment of titles and genres in this format.

Artworks

The Archive does hold pieces of art within its collection, 125 pieces in total. The artworks that are within the collection are mainly from the personal collections of the founders of Paradise City College and their families, as well as the personal collections of alumni. These materials have largely been acquired via donation, gifts, and bequests. A small percentage of artwork within the collection has been purchased by the College. The subject matter of these pieces is considered but is not a barrier. Many pieces from the personal collections are not of the subject matter often carried by the Archive; however, due to the connection of the previous owner of said pieces, they do fit into the mission of the Archive.

Photographs

Photographs make up the largest portion of the collection of the Paradise City College Archives with 8,750 and growing. These photos have a wide range of subjects and donors. Main topics include Founders, Early College, Modern College, Paradise City History, Florida History, and Notable Alumni. Photographs are the part of the collection that has the largest percentage of being digitized. Photographs are also one of the most requested formats amongst the patrons. The Archive is always accepting more photographs as they relate to the mission. The collection has received photographs from means such as gifts, donations, and bequests.

Artifacts

Artifacts are preserved and available for users to access through appointment only. Artifacts are often displayed in exhibits and are rotated frequently to ensure the quality of materials. Artifacts are added often, and we trade artifacts with other libraries to be displayed in our archive for short lengths of time.

Ephemera

Ephemera related to the history of Paradise City and Paradise City College is collected and included within the Archives. Ephemera is considered part of the Archive's permanent collection and is often used in exhibits relating to the history of the College. Access is restricted to appointments within the Archive's reading room.

Paper Materials

Paper Materials in our archive include books, pamphlets, ephemera, newspapers, journals, diaries, manuscripts, maps, blueprints, yearbooks, flyers, scrolls and more. Each of these

materials contains an array of genres, titles, topics and content for our readers. Our archive continues to add new content and materials often and to provide our users with what they need.

Blueprints

The Paradise City College Archives holds blueprints from the founding of the college to the modern day. The Archives has in its stewardship the blueprints of every major structure and building on the PCC campus. It also has many building plans of the notable houses and buildings of Paradise City including Paradise City Hall, the Landon Street Meeting Hall, the Philip John DeSouza Half Shell, and the Paradise City Free Library. In total, the Archive has 437 various blueprints of structures that are no longer in existence as well as several that still exist. It should be noted that some records may be missing or incomplete. This is especially true if you are searching for records that date back before 1920.

Video

Video recordings are available for viewing in a variety of storage formats. Most videos in a digital format are available through the Archives' digital collection. All videos that are not digitized require an appointment with the Archive to view. To view any material with age restrictions, user must show identification to Archive staff.

Audio

Audio recordings related to the history of Paradise City College as well as oral history projects are included in the archive. Most audio recordings are available through the digital collection. Some audio recordings may require an appointment to access due to either sensitive subject matter or fragility of the item that makes digitization difficult.

Slides

Slides related to Paradise City College are kept in the archives and can be accessed through an appointment. Slides related to college history, ceremonies, and significant presentations are available for viewing. The Paradise City College Archives slide collection is an amalgamation of many donors, both public and private. In total, there are currently 2,157 slides, all of which pertain to the college or city in some way. The majority of them can be traced back to the

1940's, the 1950's, and up to the end of the 1960's. Most slides are 35mm. Some are in black & white, but most are in color. The slides cover a broad range of subjects including noteworthy people and celebrities, events, PCC graduation ceremonies, construction projects, and historic landmarks.

College Catalogs

Course catalogs from previous academic semesters are available for viewing upon appointment with the Archive. Catalogs from the founding year of the college to the present year are stored within the archives, along with pamphlets advertising courses. Course catalogs are organized by department by year.

Student Research

Research conducted by students of Paradise City College is available through the Archive. This is primarily research articles written by students of the college that were published in academic journals. Recorded presentations of student research are also included.

Monographs

Monographs are acquired with the main priority given to the professors at Paradise City College whose monograph(s) aided in a major discovery or was an integral part of award-winning research. If the monograph was written by a private researcher or historian, the monograph content must pertain to some noteworthy aspect of Paradise City. As of 2023, there are 27 sets of monographs totaling 112 volumes acquired by the PCC Archives in support of its purpose and mission.

Selection Aids

Materials are acquired by the need, use and relevance of the content to the collection and in accordance with our collection development policy that includes user needs, quality of content and professional reputation. We continue to provide our patrons with quality content and encourage them to provide feedback so we can improve our services.

Intellectual Freedom

Paradise City College Archives aligns itself with the principles presented by the American Library Association in the [Library Bill of Rights](#), the [Intellectual Freedom Statement](#), the [Freedom to Read](#)

[Statement](#), and the [Freedom to View Statement](#). These statements center around the freedom of information as defined by the First Amendment. Paradise City College Archives understands and accepts the responsibility of providing free unbiased access to information from a diversity of views, which may include information related to sensitive or controversial topics. The objects in our collection or the information contained in them are not representative of the views or policies of Paradise City College Archives. The selection of materials for our collection will be based on the criteria presented throughout our Collection Development Policy. The race, gender, religion, age, nationality, orientation, and political views of a creator, as well as the presence of harsh language or controversial content will not result in items being included or excluded from the collection.

Complaints

Complaints or concerns regarding the inclusion or exclusion of materials from our collection will be submitted to the director. Details regarding why items are not included or have been removed from our collection are available by request. To submit a complaint please contact ParadiseCityCollegeArchives@email.com. Please allow 2 to 4 business days for a response.

Collection Maintenance and Deaccessioning

The collection held by Paradise City College Archives is maintained continually by the Paradise City College Archivists. The Archival Committee will, as needed, make recommendations and reports regarding any major changes to the collection, such as bequests and private loans, in respect that the ability to care for and maintain these items is impacted. The collection, which includes donated items, are held within the permanent collection. The Archive seeks to meet the professional standards of record-keeping and will create and maintain records for every item within the collection. (See Appendix; Accession Record) Documentation includes a description of the object, object history, provenance, and significance, a dated instrument of transfer such as a Deed of Gift, and accession numbers used, condition reports, history of usage, documentation on any conservation and restoration work, research, and if necessary, documentation of Deaccession and Disposal (See Appendix). (St. Augustine Lighthouse & Maritime Museum, 2016)

It is uncommon to depose of items held within the permanent collection, the Paradise City College Archive reserves the right to discard any items that are no longer considered to be within the scope of the Mission for the Paradise City College Archive. (Stetson University duPont-Ball Library, n.d.) Items that are no longer considered to relate to the Mission of the Paradise City College Archive will undergo

the procedure of Deaccession. The process of Deaccession is defined as “the process by which an archives, museum, or library permanently removes accessioned materials from its holdings.” (Society of American Archivists, n.d.) Any removal of items from the permanent collection is not taken lightly. Objects that are found to maintain authenticity, physical integrity, and usefulness within the mission of the Archive will remain a part of the collection. (St. Augustine Lighthouse & Maritime Museum, 2016)

Gift Policies and Procedures

The Paradise City College Archive cordially welcomes and accepts monetary gifts and artifact/material donations from on-campus Students, Faculty, and Staff as well as from the community on an individual basis. Items pertaining to the history of Paradise City College as well as limited items relating to the general history of Paradise City and the State of Florida. Any monetary gifts are handled and maintained by the Paradise City College Associate Dean of the Library. (Stetson University duPont-Ball Library, n.d.)

The Paradise City College Archive is in partnership with The Friends of the Library who continue to contribute time, money and assistance to co-creating events, programs and other collaborations for the library and community.

Any items received as gifts to the Archive will be appraised in the same manner as materials purchased by the Paradise City College Library. Any artifact, item, or other material, once donated to the Archive does become Archive property. The acquisition and accession of materials and/or artifacts fall under the guiding principles of accession into the Archive Permanent Collection. (See Appendix; Accession Recommendation Sheet) The value of these materials determines the level of authority needed in the process of acquisition. (St. Augustine Lighthouse & Maritime Museum, 2016). For objects valued at under \$1,000, with written approval from the Paradise City College Library Director, the archival staff will decide on the acquisition. For objects between \$1,000-\$5,000 in value, the item(s) will be considered via a vote from the Collections and Acquisitions Team. For objects with a value of over \$5,000, the Collections and Acquisitions Team will make a recommendation that will be forwarded to the Library Director and then through the Paradise City College Board of Trustees. (St. Augustine Lighthouse & Maritime Museum, 2016)

The Library and Archival staff cannot legally perform appraisals of any gifts. Recommendations or guidance for resources on appraisals may be given to the patron by the Associate Dean.

Donations may be at the circulation desk of the library or at the front desk in the Administration Office. For large donations, donors will be put in contact with the Head Archivist and/or the Associate Dean,

who will then be able to make arrangements to obtain the donation. For any gifts made, a Deed of Gift form (See Appendix) will be completed by the donor and one copy will be held by the Donor and one copy will be held by the Archive.

Replacements

Items that are damaged during viewing times by patrons will incur a fee that will be billed to the individual. Fees may be applied up to the full value of said damage. This can include any soft cost acquired for staff handling and any shipping fees for professional restoration. Due to the fragile nature of many items held within the Archive, special care must be taken with the materials and items are only to be handled under the direct supervision of the Paradise City College Archives Archivists. The Archivists will determine the level of supervision of each researcher. (St. Augustine Lighthouse & Maritime Museum, 2016)

Special Collections

Paradise City College Archives houses a considerable special collection, including main subject lines being:

Founders of Paradise: A variety of materials, including artifacts, photographs, ephemera, and correspondence, amongst others. These materials pertain to the Founders of Paradise City as well as the Founders of Paradise City College.

Professional and Personal Materials from Prominent Faculty, Staff, Alumni: Books, audio and visual materials, research, correspondence, journals, and additional esteemed records that were created by Faculty, Staff, and Alumni.

Student Life and College History: This collection includes resources relating to the student experience at Paradise City College throughout the years, including student newspapers, various materials from student clubs and organizations, student government minutes, yearbooks, and photographs. Additional materials involved with the College history include items such as course catalogs, school year calendars, and major milestones of the college.

Social Activism: Materials of student, faculty, staff, and alumni involvement that relate to a variety of social issues including elements featured in journals, signs, videos, newspapers, and more.

Appendices

Accession Recommendation Sheet

Paradise City College Archive

Name and Type of object: _____

Source(s) or Donor(s): _____ Current Location: _____

How was the object acquired?

Unconditional Donation

Bequest

Purchase/Cost \$

Loan – Terms of:

Other:

If a donation, does the donor have clear title to the object? Yes: No: Please attach proof.

Collection: _____ Object Name: _____

Description/impact: (Include size, materials, administrative, travel and conservation costs)

Is it original? Yes No

Or is it an appropriate duplication/model from an original source? Yes No

If yes, describe: _____

How does the object fit the Archive mission, statement of purpose and long-range plans?

What is the intention for this object? Exhibition and Interpretation Research Both

How does the object fit the scope of the collection? _____

What is the educational value of the object? _____

Does the object have visual or emotional impact? _____

Does the object have aesthetic significance, artistry or craftsmanship? If yes, describe.

Has the object been substantially restored or altered so that its historic value is lost? Yes No

Are there similar objects in the collection already? Yes No

If yes, then are these objects higher or lower quality than proposed accession? _____

If yes, then why should the Archive retain the object? _____

Can the Archive properly preserve, conserve, and store the collection/object? Yes No

List any special needs the object might have.

Is the collection/object restricted in any way? Yes No (Include any copyrights)

If yes, then how is it restricted? _____

Who is the associated staffer or volunteer in contact with the donor/seller? Please provide a full name and phone with extension if applicable: _____

Any Additional Information: _____

FINAL DECISION: _____

Signature of Head Archivist: _____

Signature of Division Director: _____

Signature of Associate Dean: _____

Signature of College President: _____

Deed of Gift

Paradise City College Archive

Donor Name: _____ Date: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

I own the personal property described below and desire to give said personal property to the Paradise City College Archive. I do hereby irrevocably and unconditionally give and transfer to the Archive all rights, title, and interest, including all copyright, trademark, and related interests, in and to the following described property. The Archive also reserves the right to dispose of or de-accession objects at its unrestricted discretion as is relevant to the mission statement and current collections policies. No object will be de-accessioned for reasons inconsistent with Archive collections policies.

Please sign this Deed of Gift form and return to the Collections Division of the Paradise City College Archive. You will receive a formal acknowledgment and a copy of the signed Deed of Gift.

Description of gift: _____

By my signature below I accept the foregoing conditions and acknowledge reading any attached information. This gift is given in memory/honor of: _____

Date: _____ Donor/Agent: _____

Gift described above is accepted for the Archive by: _____

Name: _____ Title: _____ Date: _____

Witness: _____ Date: _____ Witness: _____ Date: _____

Accession Record

Paradise City College Archive

For Internal Use Only

Accession #: _____

Object ID #: _____

Collection in which object shall be held: _____

Make up/ materials/ process: _____

Description: _____

Provenance: _____

Function: _____

Dimensions in inches: Height _____ Width _____ Depth _____

Donor: _____

Photographed, Yes or No _____ If yes, date of/who performed photography: _____

Is Photograph in Collections File: _____

Location of object and date (include exhibit use): _____

Recorded by: _____ Date: _____

Notes: _____

Deaccession and Disposal Record

Paradise City College Archive

This form is for internal use only. Please use this form for both deaccession and disposal. Work with other Archive divisions and Archive committees to complete this document. Do not leave any section of this form blank; if not applicable or none, write "NA" or "none". Deaccession should be taken seriously because the Archive should not accept an object without the intention to hold it safely in perpetuity.

SECTION ONE: OBJECT INFORMATION

Name of Object: _____

Accession Number: _____ Date Acquired: _____

Is the previous owner of the object known? Yes / No (Circle one).

Has the previous owner given other objects or donations to the Museum? Yes / No (Circle one).

Is the Donor Likely to give objects or donations in the future? Yes / No (Circle one).

Is the Previous Owner of the Object Deceased? Yes / No (Circle one)

Name and Address of owner and/or the owner's heirs: (If unidentified, write "unknown").

Name(s): _____

Address: _____ City: _____

State: _____ Zip: _____

Telephone- Home: _____ Cell: _____ Work: _____

Email or Other: _____

Type of Gift Transaction: Donation, Bequest, Purchase, Transfer, Exchange, Abandoned, Other. (Circle one; if other explain briefly).

If object was purchased please give the purchase price:

Source of Funding for Purchase: (Circle one: Donor, Archive Operations, Other. (Please explain other).

Value: At time of acquisition:

Current market value:

How was current value determined? (Circle one: appraisal or comparable market pricing).

Name of Appraiser: _____ Value: _____

Name of Appraiser: _____ Value: _____

Object Description:

Please provide a brief object description; include the following information:

Physical description, size, color, and any damage;

Reason acquired by the Archive;

Current location and storage status.

Has the object been reproduced under any reproduction or merchandising program of the Museum or by an independent entrepreneur, or appeared by illustration or reference in any published materials?

Give a brief history of the exhibition and use of the object by the Archive.

Provide the Provenance of the object.

Collections Manager

Signature: _____ Date: _____

SECTION TWO: ABILITY TO DEACCESSION

Title Confirmation and Notice

Title Confirmation

Does the Paradise City College Archive hold clear title to this object (Circle one: yes or no)?

How is ownership documented? (Circle one: deed of gift, bill of sale, signed donation record, abandonment, title document.)

Attach the following: photographs or copies of photographs of object, gift record; proof of value; any other file materials; proof of title or ownership.

If owned by abandonment or if the object was given to Museum by bequest, then the Executive Director (ED) must sign to allow process to continue process:

Executive Director

Signature:

Date:

Donor Notice

The Museum has the ethical responsibility to contact the donor to let them know about the deaccession and disposal.

Fill out all	Name, Contact phone and/or email and reason for contact	Date Notified
Original Donor		
Donor's Heirs		
Tribe (Name and Individual)		
Artist or Author		
Other		

Individual providing notice for the Archive: _____

Name (print): _____

Signature of individual that notice has been given: _____

Date: _____

SECTION THREE: RECOMMENDATIONS OF CURATORIAL TEAM

Disposal Or Destruction

Reasons of Destruction or Disposal of Object: (Check all that apply).

___ The object is of danger to human or animal life:

Describe in what way: _____

___ Object is of danger to the collection and other objects.

Describe in what way: _____

___ Object is damaged to the point of loss of value, and it also cannot be repaired.

___ Object has been found to be a fraud and is not useful as an example of fraud or model or in another way.

___ Other-Explain:

____ The object is better suited to another non-profit institution's collection.

____ The object is a duplicate in the collection and will be transferred to the Prop Collection.

____ The object has never been used by the Museum and is unlikely to be used in the future.

____ The object has deteriorated and is too expensive to repair.

____ The object falls under the Native American graves protection and repatriation Act.

____ The object has been claimed by a foreign nation, a State or federal government agency, or other similar entity under maritime law or other associated laws, bill of transfer rights, rules or regulations.

____ The object cannot be adequately cared for or conserved by the Museum.

____ The object is outside of scope of collections and/or the mission of the Museum.

Method of Disposal Recommendation: (check all that apply)

Public auction: _____

Internet sale (under \$50) _____

Exchange for/from: _____

Transfer to: Prop Collection _____

Transfer to: another non-profit: _____

Transfer to government entity or tribe: _____

Destroy (must justify): _____

Repatriation: _____

Other: _____

Explain: _____

Additional elaboration, notes or justification:

For Additional Consideration

Is any outside assistance required for disposal or destruction?

Yes or No (Circle one).

If yes list what help is needed:

Is the object being transferred to another non-profit institution or government agency or tribe?

Yes or No (Circle one).

If yes, then list contact information for assisting organization or individual:

Name of organization: _____

Name of individual contact: _____

Address: _____

Telephone(s): _____

Email: _____ Fax: _____ Web Site: _____

Is insurance required? Yes or No (Circle one.)

Is a contract to be signed? Yes or No (Circle one.)

Is appropriate notice being provided of the reason for any sale?

SECTION FOUR: APPROVALS FOR DESTRUCTION OR DISPOSAL AS REQUIRED

Recommendation: (disposal, destruction or Other/explain)

Chief Curator Signature: _____ Date: _____

Division Director Signature: _____ Date: _____

Executive Director Signature: _____ Date: _____

SECTION FIVE: FINAL ACTIONS

Date of Disposal or Destruction: _____

Signatures of Witnesses to Disposal or Destruction: _____

For the Archive, Witness I.

1. _____ Date: _____

For the Archive, Witness II

2. _____ Date: _____

For other agency, Witness I

1. _____ Date: _____

For other agency, Witness II

2. _____ Date: _____

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