

Little People of America – Archive Policy

1. The Mission of the Archive

The Mission of the Little People of America Archive, hereafter referred to as “The Archive” is to document the history of Little People of America, Inc. (LPA), and to document the history and issues relative to persons of short stature.

To fulfill this mission, the Archive, shall:

- a. Develop and preserve a comprehensive collection of materials produced by Little People of America or materials produced by others which addresses issues or matters relating to persons of short stature.
- b. Make these materials accessible to authorized persons.

2. Acquisition Guidelines

When accepting material, the Archive shall:

- a. Maintain the materials, ensuring accepted practice for preservation and security, preparing the materials for research use through professional arrangement and cataloging, and supplying them to any interested researcher on an equal basis during regular business hours.
- b. Ensure that all material containing confidential information is restricted from all use in accordance with the explicit instructions of the donor as long as the restriction is "reasonable" and affects all potential users equally. The Archive cannot accept collections that are restricted indefinitely or for which the restriction cannot be enforced equally or with reasonable effort.
- c. Make decisions about preserving and preparing collections consistent with professional archival practice to best serve the material itself, researchers, and LPA.
- d. Secure legal documentation for every gift that makes clear the terms of the transfer and any instructions of the donor. The Archive will accept a deed of gift that transfers title to LPA. Donors may retain copyrights in their donation to themselves or transfer these rights to the Archive. The Archive will honor all agreements with the donor. (See: Deed of Gift attached.)

The Archive cannot:

- a. Provide appraisals of the monetary value of gifts. The Archive will provide the names of appraisers, without recommendation, to donors who wish to have material appraised.
- b. Accept liability for loss or damage of materials due to deterioration, fire, or other natural disasters.

3. Collection Focus

The Archive collects records in paper and digital format including administrative documents, personal papers, photographs, scrapbooks, films, and sound recordings.

The Archive acquires materials by transfer, gift, bequest, or other transactions that pass title of the materials to Little People of America, Inc.

The Archive shall accept materials produced by:

- a. Little People of America, Inc.;
- b. The Districts and Chapters of LPA;
- c. Other organizations and individuals which relate to issues and matters of concern to persons of short stature; or,
- d. Materials offered to Little People of America, Inc. which relate directly to LPA, its members, or issues and matters relating to persons of short stature.

Documents of administrative value to Little People of America, Inc. will be retained in the archive according to schedules maintained by the Executive Committee of LPA.

Materials will be removed from the archive if the records do not fall within the collecting scope of the program. The Historian will make a recommendation for removal of material. The Board of Directors will approve or reject the recommendation for removal. When records are removed, the Historian will offer the materials to other organizations before destroying them.

The Archive will accept materials on loan from Districts and Chapters

The Archive does not loan its materials, except by action of the Board of Directors.

4. Preservation and Access

The Archive shall:

- a. Ensure the long-term preservation of archival materials in all their formats, (paper, electronic, photo, sound, film and video recordings);
- b. Ensure standardized archival description of materials according to national standards;
- c. Promote access to the collections through:
 - Provision of reading facilities
 - Copying of selected materials
 - Finding aids developed to facilitate searching and retrieval; and
- d. Ensure that electronic materials are stored in an accessible format.

5. Awareness

The Archive shall promote public awareness of the historical importance of its archive collections, using a broad-based multimedia approach.

6. Use of Archive Materials

The use of the archive is intended to be as generous as possible with due consideration given to the needs of requestors, restrictions imposed by LPA, donors, laws concerning literary property rights, the nature of the materials, and the physical preservation of the documents. Materials are available for examination without restriction beyond due care and consideration in handling. Reproduction of materials is allowed subject to issues of copyright and other permissions and according to procedures outlined in this policy.

a. Persons requesting or making copies for publication must first provide information on their project(s) and agree to conditions on the "*Agreement to Conditions for Use of Photographs, Print Materials, Audio-Visual Works*" form. (Available from the Historian.) Completed Agreement forms shall be retained by the Archive.

b. Any person may make written application to the LPA Historian for permission to examine, or have examined, the Archive. Permission, subject to restrictions on access imposed by the donor, or LPA, will be granted at the discretion of the LPA Historian. In the absence of the Historian, permission may be granted by the Senior Vice President. An appeal from denial of access may be made in writing to the LPA Executive Committee.

c. Staff of the LPA Headquarters office and individual members of the LPA Executive Committee, District Directors, and Committee Chairpersons, during their tenure, shall be exempt from the permission requirement, but shall notify the Historian, when they wish to examine and/or copy material. Staff and others may not examine or copy materials which have specific restrictions attached.

d. Non-commercial/personal requests: Requests for usage must be submitted to the LPA Historian for evaluation. The Historian will generally grant approval for reproduction of materials for noncommercial/personal purposes with the understanding that the materials will not be used out of the context in which they were created.

Subject to Approval, requesters may either:

1) bring their own equipment to reproduce the requested materials
(or)

2) request that the materials be copied. A fee will be charged in accordance with a published schedule for reproduction of materials.

e. Permission to examine or copy archival material does not convey the right to publish, display, perform, or broadcast (hereafter any or all of these activities are referred to as publish) the material except for publication under the "fair use" provisions found in section 107 of the Copyright Act. Permission to publish may be secured by joint authorization of the LPA President and the holders of any literary rights, his/her legal representatives or assigns.

f. Commercial or other distributed and non-personal Uses of materials: The general parameters as outlined in Section 7. b will apply with the following additional guidelines:

1) Materials that are to be reproduced and distributed must be approved for quality control prior to their production or dissemination.

2) The Archive will receive a copy of the material in the requestor generated format (e.g., book, tape, photographic negative, or scanned image on disc/cd/dvd.)

3) The Archive will assess a handling user fee of \$5 per item. This fee may be negotiated depending upon the needs of the unit the number of items, or other considerations.

4) The requesting patron will provide a copy of the final publication to the Archive for inclusion in their holdings.

5) All materials will be restricted to a one time use as agreed upon in this document. Further usage of these materials requires that an additional request be submitted for approval.

g. Requestors who cannot come to the Archive may request photocopies of documents through the Historian. Reasonable photocopying and service charges may be assessed the

applicant. The Historian reserves the right to refuse a request if it is adjudged that photocopying might damage the material, or if the request is so broad as to require unreasonable amounts of staff time.

h. Whenever Archive materials are used in a publication, public presentation, or other product, each item must be properly credited to "Little People of America Archive" in a format compatible with that used in the final product. This may be a credit line with the item stating: "Courtesy of Little People of America Archive" or credit on a photo credits page.

7. Role of the Historian/Archivist

The Role of Archivist/Historian shall be to:

- a. Maintain the Archive Policy of LPA;
- b. Ensure the integration of print and electronic collections;
- c. Define archival procedures;
- d. Catalog archive materials according to international archiving standards;
- e. Advise Districts and Chapters on best archive practice.
- f. Provide access to the archive by researchers and the general public.

8. Archive Policy Review Procedure and Dates

This policy will be reviewed and approved periodically by the Board of Directors.

Approved:

Draft of Dec. 5, 2005 Rev. Feb. 28, 2006 Rev. June 9, 2006

Approved by BOD July 2006