

## Collection Policy and Donor Information

The Cincinnati State Technical and Community College Archives was established to collect, describe, display, and preserve the organized body of permanent records created or received in connection with the transaction of College affairs.

Collections and manuscripts are selected for preservation in the Cincinnati State Archives primarily because of their historical research value. Materials accessioned will generally document the history of Cincinnati State, its community, and activities. Historical collections and manuscripts accessioned by the Cincinnati State Archives may include memorabilia, records, printed documents, photographic images, maps, graphic materials, and other historically significant materials in other physical forms. The historical resources of the College Archives are available for public use on the premises during regular business hours, unless otherwise specified in the donor agreement.

Unless otherwise restricted by copyright or by the donor and agreed to by the Cincinnati State Archives at the time of acquisition, all literary rights are conveyed to the Cincinnati State Archives. All donor access and use restrictions and conditions will be specified in the donation agreement. The Archives can assume no responsibility for abuse of literary or copyright restrictions by users of research materials.

Gifts to the College Archives are considered outright donations to be used in the best interest of the Cincinnati State Archives. Donations become the sole and irrevocable property of the College Archives.

Usually, accepted gifts are considered extremely important or the best historical resources available at the time acquired. However, no individual or institution can predict or govern the changing attitudes of future generations, nor guarantee permanency beyond the best available preservation procedures. The Archives reserves the right to reevaluate and reappraise historical material in its holdings and to deaccession them when appropriate. Deaccessioned collections and items weeded from collections during processing, due to duplication, irrelevance, limited use, or deterioration, will be offered to the original donor or his agent if so requested at the time of donation. If the donor wishes not to reclaim the material or cannot be located, the College Archives reserves the right to offer the material to other depositories or discard the items. Any material declared expendable must be approved by the College Archivist.

Donations of historical material to a public research facility may be tax deductible. However, the Cincinnati State Archives cannot appraise donations for tax purposes. For the protection of the donor, it is recommended that such appraisals be done by a disinterested third party and before title to the material is conveyed to the Cincinnati State Archives.