



Collections Policy

Mission:

The mission of The History Center is to collect, preserve, and make available the history of our region and its people for the educational use and benefit of present and future generations.

Geographically, this area includes but is not limited to Angelina and the immediate surrounding East Texas counties. The region is loosely defined by its forests and rivers, which have influenced its culture, settlement patterns, economy, industry, and history. This regional designation includes an interest in the founding families, towns, companies, industries, government agencies, organizations, and workers which were directly or indirectly related to the forest products industry. The Center is interested in records that tell Deep East Texas's natural and social history from its first peoples to the present day, as well as records of its economic, civic, educational, religious and family life. The Center's location in Angelina County, near the center of this unique Texas region that is dominated by three of Texas' National Forests, gives emphasis to collections from this county and those immediately surrounding it, as well as other communities with common ties to the families that settled here and then looked outward as their business, environmental, and civic interests expanded.

The History Center's collections include both published and unpublished materials. The Center actively collects written and printed records, photographs, oral histories, maps, charts, government records, video, microfilm, and digital records, as well as other media.

The History Center is a direct result of the generosity of local families and organizations. From its beginning as a repository for the records of the T.L.L. Temple family and the succession of companies that developed from Southern Pine Lumber Company, to its current position as an archival and educational institution dedicated to the preservation and dissemination of the history of this region, the Center has been and always will be grounded by the legacy of the Temples, the city of Diboll, and the people and institutions that built this strong community in the middle of the pineywoods.

The following guidelines are general. The Director has final say on the acceptance or rejection of collections.

General Collection Guidelines:

- **Language:** English, primarily, but Spanish is also accepted. Other languages will be considered with consideration given to the material's subject, patron interest, and staff abilities.

- **Chronological Guidelines:** No limits, although the area's settlement in the mid to late 19th century necessarily focuses the collection to that era and later. Records from earlier periods are rare but desired.
- **Geographical Guidelines:** Central East Texas, with a special emphasis on Angelina County, as well as Anderson, Cherokee, Houston, Jasper, Nacogdoches, Newton, Polk, Sabine, Trinity, and Tyler Counties. Other East Texas counties, with an emphasis on the forest products industry, will be considered secondarily. Related collections from other parts of Texas, Louisiana, Arkansas, Oklahoma, and the rest of the South will be considered on a subject basis.
- **Subject:** Subjects emphasized, but not limited to: East Texas, natural history, forest products industry, forest management, forest history, Texas Forest Service, United States Forest Service, National Forests in Texas, environmental history, conservation, natural resource management, manufacturing, health care, philanthropy, land ownership, transportation, railroads, education, community life, civic and social organizations, sports, families, local veterans, and religion.
- **Types of Materials:** Primary focus is original, primary sources, including but not limited to, photographs, manuscripts, maps, correspondence, office files, official business records, official government records, diaries, land records, oral history interviews (audio and transcript), videos, objects, archaeological artifacts and newspapers. Digital records are also accepted. Secondary sources are accepted when they support the primary sources in the collection or address one of the topics referenced above and if the Center does not already hold several copies. The Center will accept limited numbers of objects, dependent upon condition, size, storage needs, and subject.
- **Current Strengths:** Records of Southern Pine Lumber Company, Temple Industries, Temple Lumber Company, Temple Eastex, Temple-Inland, the Temple family, the Webber family, Diboll civic and social clubs, Lufkin Industries, land ownership, and Texas Southeastern Railroad. Also Oral History interviews focusing on life in a sawmill town and photographs of local industries.
- **Other General Considerations:** The History Center will work in concert with other local repositories and organizations to ensure collections are housed in an appropriate repository. These partnerships are informal and include but are not limited to The Texas Forestry Museum, The Museum of East Texas, Stephen F. Austin State University East Texas Research Center, Angelina County Historical Commission, Diboll Historical Society, and Angelina Genealogical Society.
- **Qualifications to Guidelines:** Materials that do not fit these previous guidelines will generally be directed to a more appropriate repository, but the archivists, under the direction and sanction of the Director may choose to accept unrelated collections due to subject, age, format, or civic or donor considerations.

Collections Processing Policy

The following are guidelines pertaining to the accessioning and processing of archival collections at The History Center. They are rough guidelines only and archivists and those they supervise will always handle and process material in accordance with accepted current professional archival standards.

Accessioning:

- Staff will accept collections from donors on a conditional basis until formal accessioning. Staff will complete a preliminary accessioning form and transfer the collection and completed form to an archivist.
- Collections will be appraised by an archivist, who will consult with the director if there is any question about whether to accept or reject a particular collection.
- Collections not accepted will be returned to their donor.
- Once accepted, the archivist, or another staff member at the direction of the archivist, will fully inventory the collection.
- The archivist will enter information from the preliminary accession form into the accession log and assign an accession number (the next number available).
- The archivist will enter the accession information into the control database.
- The archivist will send the donor a donor's form (Deed of Gift) and inventory to be signed and returned and placed in the Donor File.

Processing:

- Several factors will influence the level of processing any collection. The archivist will take into account:
 - Material type
 - Size of collection
 - Condition of collection
 - Scope of collection
 - Patron and researcher interest
 - Subject
 - Archival best practices
- Every collection will receive an accession number, will be recorded in the accession log and control database, will be cleaned, and will be rehoused in clean, appropriate containers and then placed in the vault, with the location recorded in the accession log and control database.
- Collections that will be processed more fully will be cleaned, rehoused in appropriate containers and arranged. Arrangement will be determined by: the principles of provenance and original order, material type (different types of materials need different types of containers and will be stored in appropriate areas of the vault), patron interest, and the archivist's time available.
- **Manuscript Collections:**
 - All materials cleaned with dry cleaning sponges and swept with a soft brush, if needed.
 - All materials removed from their original boxes and placed in new boxes, especially if there is evidence of mold, dirt, or insects.
 - Cleaning and rehousing will be accomplished before materials are brought into the vault – and may be accomplished before leaving the receiving area. Especially dirty collections will be stored in the receiving area until the archivist determines the risk of contamination has been abated.

- The archivist, or a staff member under the archivist's supervision, will do a first look at the collection, making note of the order, any conservation needs, or any special circumstances. The initial inventory upon accessioning can be considered the first look.
- Processing will then begin, and original order will be maintained or mimicked as much as possible. Any dramatic change in order must be fully explained and defended before rearrangement begins.
- Documents will be refoldered in acid free folders. Each folder is labeled with donor or collection name, accession number, and folder contents.
- Care will be taken to not overfill each folder.
- Fragile documents will be sleeved or encapsulated, at the archivist's discretion.
- Folders will be placed in an appropriate sized box and care will be taken to ensure folders do not warp or bend.
- The archivist will write a finding guide for the collection, including standard information and an inventory. Every inventory will be at least at the box level, but finding guides for small collections or collections that have the potential for heavy staff or patron use will include a folder or even an item-level inventory. The archivists, in consultation with the director, will decide on the inventory's level. If there is an especially large processing backlog or if there is an immediate need to open the collection, the collection can be processed minimally and then staff can make a more detailed inventory at a later date. Re-processing should be avoided if at all possible; the first processing effort should proceed as if it will be the final effort.
- Photos within manuscript collections are treated as photos, but kept within their manuscript collection unless their condition warrants different storage conditions.
- Other format materials within a collection will be processed as appropriate and if necessary, their location noted on the finding guide.
- **Photograph Collections:**
 - All materials will be cleaned as appropriate using soft brushes or PEC spray and pads.
 - Scrapbooks: Scrapbooks may be left together or taken apart and photos removed, dependant on condition, materials, and archivist's preference.
 - If scrapbook is taken apart, the archivist will record the original order and appearance before removing any objects. This can be by photocopying, photographing, or scanning each page, in order. Photos/objects can be removed using great care, only if they will not be damaged in the process.
 - If a scrapbook is not taken apart, it should still be copied, photographed, or scanned to record its original appearance due to the fragility of the object.
 - Taking apart a scrapbook immediately removes the principle of original order, so it should only be considered when the condition of the materials warrants it. However, the preservation of the photos may preclude the principle of original order. "Magnetic" pages, the presence of various plastics, glues, or acidic papers might indicate extreme conservation measures are necessary.
 - Once photos are removed, they should be treated like other photograph collections.

- Photos should all be labeled with the accession number in the bottom left corner using a photo pen or a soft lead stabilo pencil.
- Photograph identifications can be written on the back of each photo with a photo pen or a soft lead stabilo pencil. Care will be taken to ensure that the labeling process does not affect the emulsion of the photo. Alternately, the processor can photocopy each photo onto acid free paper (either in a photo page or individually) and then identify the photo on the copy. This is particularly useful with photos of large groups.
- Labeled photos should be placed in photo sleeves – small collections can all be housed in 8.5x11 single sleeves (each photo in its own sleeve). For larger photo collections, 5x7 and larger photos can be housed in the 8.5x11 single sleeves (each photo in its own sleeve) and smaller photos can be housed in appropriately sized sleeves on photo pages.
- Sleeved photos will be placed in acid free folders. Each folder is labeled with donor or collection name, accession number, and folder contents.
- Care will be taken not to overfill each folder.
- Folders will be placed in an appropriate sized box and care will be taken to ensure folders do not warp or bend.
- The archivist will write a finding guide for the collection, including standard information and an inventory. Every inventory will be at the box level, but finding guides for small collections or collections that have the potential for heavy staff or patron use will include an folder or even an item-level inventory. The archivists, in consultation with the director, will decide on the inventory's level. If there is an especially large processing backlog or if there is an immediate need to open the collection, the collection can be processed minimally and then staff can make a more detailed inventory at a later date. Re-processing should be avoided if at all possible; the first processing effort should proceed as if it will be the final effort.
- Photo collections are rarely processed at the item level unless they are small, of great importance, or are digitized.
- Photos within manuscript collections are treated as photos, but kept within their manuscript collection unless their condition warrants different storage conditions.
- **Other Format Collections:**
 - Collections that do not fall under the manuscript or photograph category will be processed according to standard archival principles.
 - Artifacts will be cleaned, labeled, and boxed to be stored with other artifacts.
 - Maps will be processed like manuscripts and housed in the map drawers if flat or in tubes on the oversized shelves if rolled.
 - Maps will be cataloged in the map database and given a map number in addition to their accession number.
 - DVDs, VHS tapes, CDs, audio cassette tapes are stored in appropriate containers with like objects. They may be copied onto the server if appropriate.
 - Digital collections will be processed according to current professional archival standards. Processing will include appropriate metadata. Storage of digital collections will be determined by the collection's size and format, with consideration given to The History

Center's digital storage capacity and expected frequency of access. When possible, collections will have redundant storage to ensure its preservation in the event of computer equipment failure. Collections stored on the server, which is backed up five times a week, may also be stored on removable storage devices such as separate hard drives or CD/DVDs. Collections not stored on the server will be redundantly stored as well, with multiple copies on CD/DVD or other similar arrangements, when possible.

- Other oversized objects will be housed in appropriate containers, labeled, and stored in oversize storage.
- The archivist will write a finding guide for the collection, including standard information and an inventory. Every inventory will be at the box level, but finding guides for small collections or collections that have the potential for heavy staff or patron use will include an folder or even an item-level inventory. The archivists, in consultation with the director, will decide on the inventory's level. If there is an especially large processing backlog or if there is an immediate need to open the collection, the collection can be processed minimally and then staff can make a more detailed inventory at a later date. Re-processing should be avoided if at all possible; the first processing effort should proceed as if it will be the final effort.

Loan Policy

Incoming Loans:

- It is The History Center's policy to accept loans only rarely. Due to the problems inherent with accepting the care and storage of collections but not ownership of those collections, the preference is for outright donation of the physical object and the copyright of the objects in the collection. Indefinite loans are strongly discouraged.
- Loans are only accepted with approval of The Director, who will use his discretion to decide on the appropriateness of the loan. Loans will be most common in regards to exhibits, when donors wish to have their collections included in a specific exhibit but do not wish to permanently donate their collections to The History Center.
- In the event of a loan, a loan form, including an extensive inventory, including the condition of each item) will be completed by the archivist and signed by the director (or an appointed representative) and the donor. The loan form will specify the exact conditions of the loan, including time limit, conditions of storage, exhibit potential and liability, as well as who is approved to retrieve the loan (usually the donor but they may specify others). The inventory will note any irregularities or special conditions of the physical objects. Each object or group of objects may be photographed to record their condition and the extent of the loan.
- When the loan period has expired, the donor or their approved representative will acknowledge receipt of the loan and its condition by signing the donor form under a new inventory. The director or an appointed representative will also sign over the loan to its donor. Each object or group of objects may be photographed to record their condition at the end of the loan period.

- The History Center may, upon approval of the History Center Committee and the Director, enter into a loan agreement with a government agency to house and care for agency collections. These loans would transfer custody of the collections to The History Center. The History Center would abide by all principles of the agreement in housing, handling, and providing access to the loaned collection.

Outgoing Loans:

- Due to the unique nature of The History Center's collections, outgoing loans will be necessarily rare. Special circumstances for an outgoing loan may include but are not limited to a special exhibit by a partner institution or donor. Artifacts will more commonly be loaned than photographs or manuscripts since The History Center can make good quality reproductions of 2 dimensional objects. Only the director may approve outgoing loans.
- Items to be loaned will be carefully inventoried by an archivist, with special note made of any irregularities in condition. Each object or group of objects will be photographed to record their condition. Each object will be clearly labeled with their accession number, and if possible, The History Center's name and address.
- The director or an appointed representative will complete and sign paperwork that includes the detailed inventory and specifies the receiving institution's responsibilities.
- When loans are returned to The History Center, the director or an appointed representative will carefully inventory each item, noting its condition and address any irregularities with the other institution's representative. When all items are returned and all conditions satisfied, both The History Center representative and the borrower's representative will sign the loan forms acknowledging the object's return.

Deaccession Policy

- Every Deed of Gift allows each donor to designate their wishes should all or part of their donation be deaccessioned. Those wishes will be followed by the archivist and if that is not possible, every effort will be made to contact the donor to allow them to take back deaccessioned material.
- In the event that a donor did not sign a form or did not indicate their wishes, the archivist will follow all current professional standards for determining which materials should be deaccessioned and their ultimate disposal.
 - If items no longer meet The History Center's collection goals, effort will be made to find an appropriate repository to house and make the collection available.
 - Duplicate items will be kept unless the archivist or director feels there are too many copies. The archivist will then try to find someone who would want these items.
 - Items to be discarded will be handled with care. Sensitive information such as, but not limited to, personal data, social security numbers, tax and banking information, and financial records will be shredded when appropriate.

- Since collections or items on loan are not accessioned into The History Center’s collections, these items will not be deaccessioned and The History Center will not make any changes to such collections without approval from the collection owner.

Access Policy

- The History Center’s mission includes broad access to its collections – “collecting, preserving and making available” the region’s history.
- Collections are rarely restricted. Instances of restricted access are, but are not limited to, the fragile condition of the collection, donor restrictions, state or federal law (HIPPA, social security numbers, etc). The director may decide to restrict access to a collection for another reason not stated.
- Upon donation of a collection, History Center staff will discourage donors from placing access restrictions on their collections but will not refuse to honor such wishes.
- Archival and book collections must be used in the Reading Room and may not be removed from the Reading Room except by a staff member.
- In order to gain access to book and archival collections, patrons must complete the conditions of use form and agree to conduct their research according to the proscribed standards.
- Children may only access collections in the presence of a responsible guardian.
- Unless otherwise prohibited by donor restriction, The History Center will permit researchers to photograph materials for personal reference under the following conditions:
 - Only hand-held portable cameras are allowed, using only available light (no flash). No copy stands, tripods, or scanners are allowed.
 - No extraordinary measures allowed (such as standing in chairs or removing items from the reading room). Researchers will abide by the handling agreement and will not place materials in jeopardy. Researchers will defer to reading room staff directions for handling materials.
 - Researchers using cameras will not disturb others.
 - Researcher accepts full responsibility for complying with copyright law.
- The History Center director reserves the right to refuse access to collections but will not do so in a discriminatory manner. The History Center does not discriminate on the basis of race, age, sex, religion or socioeconomic status.
- The History Center and its staff will abide by any access restrictions from loan agreements made with government agencies.

Online Collections

- As part of The History Center’s fulfillment of the mission to collect, preserve, and provide access to the history of its region, the website will increasingly be used to deliver digital collections.
- Digital collections on the website may include photographs as exhibits, oral history transcripts, finding guides, and digital objects, among other items.
- Digital collections are free to access.

- The History Center asks that all use of its digital collections be limited to personal and educational purposes. Publication of photographs or sections of manuscripts in any way is strongly discouraged without permission from The History Center.
- Photographs are generally uploaded at a size useful for viewing on a computer monitor but may not reproduce well in print. The History Center is happy to provide images at higher resolution for publication. Reproduction and publication policies follow in the next section.
- Materials in The History Center's collections may be protected by U.S. Copyright Law (Title 17, U.S. Code), which governs reproduction, distribution, public display, and certain other uses of protected works. Please contact staff for any available copyright information or for specific questions. However, the patron assumes the burden for observing applicable laws of copyright, literary right, property right, and libel and will not hold The History Center, Diboll, Texas, or any of its staff, trustees, or agents responsible for any breach thereof.

Reproduction and Publication Policy

- The History Center welcomes requests to duplicate its historical materials, but places certain conditions on duplications. The History Center does not sell reproductions, rather any fee paid by patrons is charged exclusively for services and materials expended in photo duplication. Reproductions made from The History Center's materials may not be sold, loaned or in any way transferred to any organization, library, or individual, nor may eventual permission for their use as source materials for citation be transferred to any other author or scholar. All duplication requests will be handled in the order they are received.
- Materials in The History Center's collections may be protected by U.S. Copyright Law (Title 17, U.S. Code), which governs reproduction, distribution, public display, and certain other uses of protected works. Please contact staff for any available copyright information or for specific questions. However, the patron assumes the burden for observing applicable laws of copyright, literary right, property right, and libel and will not hold The History Center, Diboll, Texas, or any of its staff, trustees, or agents responsible for any breach thereof.
- In order to publish a reproduction of any of The History Center's materials, patrons must ask permission by completing a permission to publish form. Only the Director or an authorized representative may grant permission to publish. Upon granting permission, the History Center authorizes the patron to publish or use in facsimile reproduction the material identified in the form for one-time use only. In authorizing the publication or use of this material The History Center does not surrender its own right to publish it, or to grant permission to others to do so. Nor does this authorization by The History Center remove the author's and publisher's responsibility to guard against infringement of rights that may be held by others.
- The History Center makes a distinction between for-profit and not-for-profit publishing requests. Requests for publishing History Center materials may incur a use fee based on the intended use of the materials, in addition to the duplication fee.

General Collections Care Policy

Collections Storage

- All collections, once cleaned, will be stored in the climate controlled vault in appropriately sized containers with like materials.
- The vault will be climate controlled at a temperature of 68 degrees, with a possible variance of + or - 2 degrees, and at a humidity of 40% with a possible variance of + or - 5%.
- Only trained staff and volunteers will handle archival materials.
- Library books may be used by patrons in the Reading Room but may not be checked out or otherwise removed from the reading room.
- All patrons will read and sign a conditions of use form that instructs them on the proper handling of archival materials. A trained staff member will supervise all patrons using archival materials.

Collections and General Security

- The History Center is secured by deadbolt locks and a monitored security system
- Only full-time staff members have a key to the outside and interior doors and a security access code.
- The History Center contracts with a security monitoring company to ensure that its facilities and collections are always protected from fire and criminal activity. Alarms will notify the monitoring company and the appropriate emergency responders. The monitoring company will then notify staff of the emergency.
- The monitored security system contains 4 types of sensors:
 - Magnetic sensors on all outside doors
 - Glass break sensors
 - Motion detectors
 - Cameras
- Archival collections are stored in the vault when not in process. Archival collections are never left over night in the reading room or any public areas.
- The vault is secured by a separate key and only authorized personnel are allowed inside the vault. Only full time staff members have a key to the vault. The vault door automatically locks from the outside upon closing, but can always be opened from the inside.
- Patrons or visitors may tour the vault only when accompanied by a staff member.
- When possible, reproductions of original items will be used in exhibits, but when that is not possible, original documents or artifacts will only be exhibited in locked exhibit cases. The exhibit room sliding doors are locked every evening.

Facility Maintenance

- Pest control is regularly performed by Baker Pest Control at least 6 times a year. Pest Control personnel visually inspect inside and outside the facility, treating public and staff areas and inspecting and changing silverfish traps in collections storage areas.
- HVAC system is monitored by Ferrara's Heating and Cooling personnel and History Center staff and temperature and humidity levels are maintained at agreed upon levels in all zones. The vault is maintained at a temperature of 68 degrees, with a possible variance of + or - 2 degrees, and at a humidity of 40% with a possible variance of + or - 5%. Public, staff, and processing

areas have guidelines specific to their zone designed for collection integrity and staff and public comfort.

- Facilities are cleaned by a professional janitorial service once a week during staff hours. Janitorial personnel use only dry cleaning methods (dusting and sweeping) in collections processing areas. Since the vault's collections are clean and the room is air tight, vault shelves and floors are dusted and swept by staff less frequently, but staff monitors conditions and corrects when necessary.
- Landscaping is maintained by a professional landscaping service twice a week.

Recordkeeping Policy

Collections Records:

- The archivist will record each donation in the accession log and the control database. These records will contain information on the donor and collection, as well as the collection's storage location. These records will be updated regularly, monthly at the least. Digital files are stored on The History Center's server, which uses a redundant array of internal hard drives, and is backed up to an external hard drive 5 times a week. The external hard drive is rotated weekly.
- All forms, including accession forms, inventories, deeds of gift, and loan forms as well as all donor correspondence are kept in donor files in the fire safe filing cabinet.

Business Records:

- The History Center maintains appropriate financial and operating records. Each year's records are archived in the vault at the start of the next year.
- Financial records are internally reviewed biweekly with payroll. They are also internally reviewed monthly through a monthly report and a year to date report. Accountants review all financial records quarterly.
- All financial records are audited or reviewed every year by an independent outside auditor. Results are reported to The History Center Committee and the Library Board upon completion.

Emergency Procedures

- In the event of an emergency that comes with any advance notice, i.e. hurricane, all staff members will ensure that all collections, even ones in process are stored in the vault. Display cases will be moved into the vault or other storage room. The vault will be closed and will not be opened except to check conditions until power is fully restored.
- In the event of an unexpected emergency, staff will first ensure the safety of all patrons and other staff members. If possible, every effort will be made to remove collections from damaging conditions, i.e. clearing collections from a room with a water leak, etc. Patron and staff safety is, however, the number one priority.
- Every staff member has an emergency contact list so that all staff can be immediately informed of any disaster. Staff on scene at a disaster will contact all other staff members to begin the mitigation process as soon as safety permits. The archivist updates this list at least annually or after staffing changes to ensure all contact numbers are current.

- The emergency contact list also includes the contact information for fire, police, and security services, insurance agents, utility companies, plumber, electrician, IT support, janitorial services, city offices, principal board members, and mutual aid partners.
- After a disaster, staff, with the aid of volunteers and partner institutions will be on site as soon as safety permits and will begin to remit the damage according to professional standards. Partner institutions will be asked to help house collections if necessary. Staff will use community connections to mitigate any damage.

Insurance

- The History Center facilities are fully insured.
- The History Center carries appropriate liability and worker's compensation insurance, as required by law.