



## National Association for Interpretation Library Acquisition Policy

This document is designed to articulate the acquisition policy of NAI in the context of archiving official Association records, Media Competition Award winners, and interpretation-related books for the purpose of providing professionals and students of interpretation a central location in which they may do research on the field of interpretation, see examples of “best interpretive practices,” learn the history of the profession, of the Association and of its parent organizations, and find materials that influenced the careers of interpreters who have donated their libraries or portions of their libraries to NAI.

### Purpose

This Acquisitions Policy provides direction for making appraisal and acquisition decisions and allocating resources. It is the backbone around which NAI can acquire comprehensive holdings in a planned, coordinated, and systematic manner. It delineates the parameters of what archival records NAI is permitted to acquire or required to preserve and becomes the foundation for appraisal criteria, acquisition, de-accession, and related procedures. This Acquisitions Policy is a reference for staff when assessing potential acquisitions, Association records, and for donors looking for a suitable repository for personal library collections.

The policy identifies who has the authority to decide:

- Which records will be retained
- What fields of interest will be collected
- Policies toward non-traditional archival media (media samples, newspapers, artifacts)
- Staff responsibilities for the collections
- Acquisition methods
- Disposal methods

The Library aims to be international in scope.

### Role and Mission

The NAI Library serves NAI’s members, board, and staff by protecting information and archival records and materials of fundamental significance in establishing, maintaining, and developing Association decisions, transactions, identities, and collective knowledge which document the history of the profession of interpretation and may include select, influential materials from the personal libraries of those interpreters who have served in the profession.

### Policy

The Library is responsible for the safekeeping of essential primary records of NAI, which document board decisions, financial transactions and accountabilities, operational activities and performance, administrative and management policies, directions and decisions, as well as those records of historical value to the Association. The Library serves as a resource for members to view examples of excellence in interpretive media. The Library also systematically obtains selected gifts of unique and irreplaceable archival material that represents the aspirations and experiences that influenced professional interpreters in their careers.

### Scope of Mandate

“Record” means any kind of recorded information, regardless of the physical form or characteristics, without attempting to restrict those characteristics. Records may include books, pamphlets, periodicals and other printed materials as well as published resources in video, film, electronic media, or other resources.

NAI’s policy is to accept only gifts or donations that are relevant to the field of interpretation. If a donation includes a mixture of relevant and irrelevant materials, NAI reserves the right to dispose of any material that was surplus to the mission of the Library, in whatever manner is appropriate at the time.

Books and published materials from private collections will be acquired by the Library if they are special or compelling or there is a substantive reason to share the books with the Association’s membership, students of interpretation, or others interested in the history of the profession. Selection of private materials will give due consideration to the accuracy and the quality of the record and any overlap with other resources in the Library.

The Library will generally not acquire artifacts unless there are special or compelling reasons for them to accompany archival records.

All NAI and InterpPress publications will be collected. In most cases two copies will be held, but in the case of Legacy, ten copies will be held, when ten copies are available. Excess copies may be donated to the Association Store for sale to members.

1<sup>st</sup> place award winners from the annual NAI media awards competition will be collected and will be available as reference resources for members.

NAI accepts gifts (including publisher’s gift copies) for the Library that fall within the category of interpretive services.

Exceptions to some of the above criteria may be made where an item offers unique information or an opportunity for specialized research not otherwise available.

### Limitations On Scope

Notwithstanding intrinsic or informational value of records, acquisition of records will take into account the human and fiscal resources required to make the material available for research purposes and the extent and terms of any restrictions on the item, the legal rights of the donor to place the records in the Library, the relationship of materials to the strengths and weaknesses in the existing holdings, the availability of appropriate storage facilities, and the physical condition of the records in relation to the probability of staff being able to conserve them for a reasonable period of time.

Gift donations must meet the same selection criteria as purchased materials and must meet the following limitations:

- NAI retains unconditional ownership of any gift.
- NAI makes the final decision on the use or disposal of any gift.
- NAI reserves the right to decide on the conditions of display, storage, and access to gift materials.
- Gifts must be in excellent condition unless they are the first copy acquired.
- Monetary gifts to the collection are welcome and may be designated as honors or memorials.
- Monetary gifts may suggest subjects or titles to be acquired with their donation, but NAI reserves the right of final decision.

### Roles and Responsibilities

The associate director of the National Association for Interpretation approves acquisitions and acquisition strategies and practices which are carried out currently by the sales/events manager.

De-accessioning proposals will be brought forward to the associate director for approval or disapproval by staff or board members. A donated item will be disposed of when it falls outside NAI's acquisition criteria because the content is outside the scope of NAI's collections, the format is inappropriate for NAI's storage facilities, or it duplicates an item already in the collection (in which case we would retain whichever copy is in better condition—Note: an earlier edition does not constitute a duplication and in most cases would be retained).

Appropriate means of disposal include:

- Transfer or donation to another public collection, such as a University
- Sale to raise revenue for the NAI Library

### Operations

NAI's sales/events manager is responsible for daily management and operation of the Library.

No Library materials may be removed from the library premises without written authorization.

Access to the Library will be restricted to regular office hours of NAI unless otherwise previously arranged.

### Approval

This Acquisitions Policy was last updated and approved by the associate director on 7/21/04.