

Herschell Carrousel Factory Museum Archives

Acquisition Policy

PURPOSE

This document is designed to articulate the acquisition policy of the Herschell Carrousel Factory Museum Archives.

ROLE AND MISSION

The Archives serves the populations of the Greater Buffalo-Niagara Region, amusement industry historians and scholars, and the general public by protecting and making available information and archival media of significance documenting the amusement industry and its affects in North Tonawanda, New York.

POLICY

The Archives is responsible for the safe-keeping of essential primary records of the Tonawanda Engine and Motor Company, Armitage-Herschell Company, Herschell-Spillman Company, Herschell-Spillman Motors, Allan Herschell Company, and the Spillman Engineering Corporation. The Archives is also responsible for the safe-keeping of primary records of employees of the above companies, as well as family members of their founders. The Archives is responsible for the safe-keeping of documentation of the amusement industry and its affects in North Tonawanda, New York.

The Archives is responsible for the safe-keeping of essential primary records of the Herschell Carrousel Factory Museum and its sponsoring organization, the Carousel Society of the Niagara Frontier.

SCOPE OF MANDATE

“Record” means any kind of recorded information, regardless of the physical form or characteristics, and without restricting the generality of the foregoing, includes correspondence, files, registers, indexes, bound volumes, maps, plans, drawings, diagrams, photographs, slides, negatives, films, paintings, advertisements and other marketing materials, customer records, pictorial and graphic works, microforms, sound recordings, video tapes, and machine readable records received or created, or deposited, on file and held by any organization or person, public or private.

PRIVATE RECORDS

The Archives may acquire by gift, bequest, loan, trade, or purchase any record, regardless of physical form or characteristics, which has any bearing on the amusement industry in North Tonawanda, New York through negotiation with the persons giving, bequeathing, lending, or selling the records. Acquisitions from these sources will be approved by the Museum Director, upon consultation with the Curator and Education Committee.

LIMITATIONS ON SCOPE

Notwithstanding intrinsic or informational values of records, acquisitions of records will take account of the authorized mandates of other archival institutions, resources required to make the materials available to research purposes in a reasonable period of time, the extent and terms of any restrictions, the legal rights of the donor to place the records in the Archives, their relationship to the strengths and weaknesses in the existing holdings, the availability of appropriate storage facilities and the physical conditions of the records in relation to the probability of being able to preserve them for a reasonable period of time.

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ROLES AND RESPONSIBILITIES

Museum Director

The Herschell Carrousel Factory Museum Director approves acquisitions upon consultation with the Curator and Education Committee, is responsible for the execution of the archives' mission, seeks grants and other funding sources for the execution of the archives' mission, promotes the use of the archives, and organizes archives' volunteers.

Curator

The Curator consults with the Museum Director and Education Committee regarding new acquisitions, and assists in the execution of the archives' mission, specifically accessioning, arrangement, and description.

Carousel Society of the Niagara Frontier

The Carousel Society of the Niagara Frontier, sponsoring organization, approves policies, provides support and oversight in the execution of the archives' mission, and promotes the use of the archives.

Education Committee

The Education Committee consults with the Museum Director and Curator regarding new acquisitions.

Archives Volunteers

Archives volunteers will work to execute the archives' mission according to professional standards under the guidance of the Museum Director and/or Curator.

CONFLICT OF INTEREST

Staff members and Board Trustees wishing to collect archival material which falls within the collection scope of the archives and museum, through trade or purchase for their own personal use, enjoyment, or profit require the written permission of the Museum Director.

In the case of windfall opportunity where this permission cannot be obtained in a timely manner, the articles must first be offered to the Archives at the same costs as the staff member or Trustee incurred.

AVAILABILITY OF ACQUISITIONS POLICY

Copies of this acquisition policy will be made available to all staff, members of the Carousel Society of the Niagara Frontier, and on request, to other interested organizations and individuals. A copy will be placed on the museum's website.

APPROVAL

This acquisition policy has been approved by the Carousel Society of the Niagara Frontier's Board of Trustees on

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