



**WALS**  
FOUNDATION



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## **Reuther-Wheeling Library & Labor History Archive (Archival Policy)**

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### **Collection Development Policy**

The Wheeling Academy of Law & Science (WALS) Foundation recognizes an obligation to preserve and make available a Local Labor History Collection (LLHC). The purpose of this collection is to preserve materials that document the history of Labor, Labor Unions, and Workers and their Industries in Wheeling and the Upper Ohio Valley region and to make these materials available to researchers and the general public.

The Reuther-Wheeling Library (RWL) was founded as a research and study center on the life, times, and thought of Wheeling's native son, labor leader and human rights activist, Walter Reuther. An important part of the library's mission is to promote the literary works of local authors about the heritage, history, and culture of the city of Wheeling and the state of West Virginia. The library also contains numerous titles related to economics, politics, labor history, social justice, human rights, education, and the environment.

The Reuther-Wheeling Labor History Archive (RWLHA) was added in May, 2017, and is dedicated to collecting, maintaining, preserving, digitizing, and making accessible to educators and researchers, photographs, documents, books, ephemera, media, and other artifacts related to the life and work of Walter Reuther and the Reuther family, as well as such material related to the history of organized labor, unions, and the working class in Wheeling and the Upper Ohio Valley region.

Because of their unique nature and also because of the housing and organizing problems they present, these materials will be housed in the RWLHA Archives and Special Collections, a secure room located in the WALS Office. This area is off limits to the public and only authorized staff will have access to archival materials.

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#### **Access to RWL Materials**

Materials in the RWL will be made available to the general public. The RWL is located in the State Cellar in the basement of the First State Capitol at 1413 Eoff Street. It is accessible during regular business hours. Books cannot be removed from the premises without the written permission of the WALS Executive Director.

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#### **Access to Archival Materials**

These materials will be represented in the RWLHA Accession Log, available in the Archive Room. A digital version will be made available at [walswheeling.com](http://walswheeling.com). Originals will be available to examination by researchers by appointment

only. Such appointments will be made at the convenience of the WALs Executive Director and will be based upon when and where supervision is possible.

As much as possible, more detailed descriptions of archival materials will be made available in print or online, and selected materials may be digitized for online access.

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## **Material Selection Criteria**

WALS reserves sole discretion in making all decisions about what materials will be accepted and housed in its LLHC. Selection criteria will include, but may not be limited to, how the material fits into the existing collection, what kind of information the record offers, relevance to non-duplication of materials, cost to preserve and store, and security requirements.

Material donations will be accepted only when accompanied by a signed Deed of Gift form that legally transfers ownership of the materials to WALs. Forms must be signed by the donor and an authorized staff member of WALs. Both the donor and WALs will receive signed copies.

Donors are responsible for arranging and paying for any appraisals of donations if an appraisal is required for the purposes of tax deductions. Library staff cannot provide donors with an appraisal of donated materials.

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## **Deaccessioning Materials**

WALS reserves the right to periodically reevaluate materials in its collections and to carefully and judiciously deaccession certain items from its collection in a manner consistent with professionally accepted standards. Deaccessioning is a serious undertaking, and all such actions will be cautious, deliberate, and scrupulous.

WALS may decide to deaccession an item if any of the following conditions are present:

- The item is not relevant to the WALs mission and purpose.
- The item would be more appropriately housed in a different archival repository.
- The item has deteriorated beyond its usefulness.
- The item is void of inherent exhibition, research, or educational value.
- The item is a duplicate of objects or records already in collections.
- The item is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other items and/or the health and safety of the staff and/or visitors.
- WALs is unable to continue to provide care and storage for the object in keeping with professionally accepted standards.
- The item is subject to legal and ethical standards requiring its removal.

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Deaccessioned collections and items weeded from collections during processing will first be offered to the original donor or his/her agent if so requested at the time of donation. If the donor wishes not to reclaim the material or cannot be located, WALs reserves the right to transfer the material to another more appropriate archival repository or scholarly institution. Where appropriate, preference will be given to local institutions.

Complete records will be maintained on all deaccessioned items and their subsequent disposition.

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## **Cooperative Agreements**

Occasionally, WALs enters into cooperative arrangements with other organizations in order to preserve historical materials and/or make them more widely available.

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## **Publication of Materials**

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## **Adoption of the Collection Development Policy**

The Reuther-Wheeling Library & Labor History Archive Collection Development Policy and collecting priorities have been adopted by the WALs Board of Directors on \_\_\_\_\_.