

Company of Fifers & Drummers

Archives Acquisition Policy

V1.1- April 15, 2023

Mission and Scope

The Archives of the Company of Fifers & Drummers (hereafter, the Company) is housed at the Museum of Fife & Drum in Ivoryton, CT. The Archives exists to:

1. Collect, catalog, and store items of value and/or historical interest to the preservation and promotion of Fife & Drum as an art form and community activity, in line with the Mission of the Company.
2. To arrange and display relevant items in the Museum of Fife & Drum.
3. To make materials available for reference or research to individuals, organizations, or other groups interested in the activities of the Company, unless access is restricted by legal requirements or through written agreement with the donor.
4. Provide adequate and appropriate conditions for the storage, protection, and preservation of materials.

The Archives manages physical and digital artifacts pertaining to Fife & Drum, including but not limited to:

1. Musical Instruments (emphasis on Fifes, rope-tensioned Snare and Bass Drums, drumsticks) and objects used in the construction thereof
2. Photographs and other Visual records
3. Musical, Video, and Oral recordings in a variety of media
4. Sheet Music (published and manuscript)
5. Books on relevant topics
6. Newspaper clippings and other published written materials
7. Unpublished personal writings
8. Uniforms and other visual accessories (flags, maces, swords, banners)
9. Corps paraphernalia and other esprit items (jackets, mugs, patches, buttons, souvenirs)
10. PR & Advertising items (posters, brochures, signage)
11. Items pertaining to organizations and activities of Corps (State organizations, contests, parades, other events, commemorative items)
12. Digital records

Acquisition Policies

The Archives will accept historical material in any of the forms listed above. The Archives will accept books, printed material, artifacts, and electronically stored data at the discretion of the Archives Committee.

Persons or organizations interested in donating material to the Archives should:

1. **First** contact the Archives Committee through the contact info provided at the end of this document, detailing the contents of their proposed donation.
2. **In general, unsolicited donations (ie, “drop offs”) are to be avoided whenever possible.**
3. The Archives Committee will assess the value, desirability, and condition of material in the proposed donation.
4. The Archives Committee **reserves the right to refuse** any material in a proposed donation.
5. Arrangements will then be made to transfer the donation to the Company.
6. The donor will receive a Deed of Gift detailing the contents of the donation, and a thank you letter from the Archives Committee on behalf of the Company.
7. Material acquired by the Archives shall become the permanent property of the Company.

The Archives will only accept material on a permanent basis, except when borrowing material for short-term loans to reproduce or to include in displays or exhibits.

Access and Use Policies

Research requiring access to Archives material may be undertaken **via written request** and with the oversight of a member of the Archives Committee. Approved researchers shall not be prevented from accessing Archives material unless it is determined that the materials will be physically abused or used in a libelous or illegal manner.

The Archives retains the right to reproduce materials by mechanical, electronic, or photographic means for security, conservation, or research purposes. The Archives retains the right to charge for any reproduction or other research service. A schedule of fees will be made available to researchers upon request.

Deaccessioning Policies

If the Archives Committee deems materials no longer relevant to the Archives or Museum, or if their return is requested by the donor, they may be deaccessioned.

1. Deaccessioning shall require the approval of both the Archives Committee and the Executive Committee.
2. The donor shall retain right of first refusal for the return of any deaccessioned material.
3. If the donor cannot be contacted or has declined return of the material, the Company reserves the right to dispose of the material as it deems appropriate.
4. All information pertaining to the deaccessioning and disposal of material will be retained in the Archives' records.

Loan Policies

Materials from the Archives may be loaned to other institutions or organizations under the following circumstances:

1. Written authorization is obtained from the Archives Committee.

2. The Archivist provides written permission for the loan, including out-going and in-coming condition reports.
3. The borrower ensures adequate care and handling of the material on loan.
4. Loans shall be for an agreed-upon and specified time period.

If at any time the Archives determines that material on loan is not being cared for adequately, the Archives Committee may cancel the loan and request the immediate return of the material.

Review Policies

These policies shall be reviewed by the Archives Committee every three (3) years, and any proposed changes brought forward to the Executive Committee in due course for approval and ratification.

These policies shall be in effect from January, 2022, via ratification by the Executive Committee of the Company.

V1.1 ratified April 15, 2023.

Archives Committee
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