

# AOIAL Collection Policy

## American Organ Institute Archives and Library

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(405) 325-7829

Hours: by appointment only

[www.aoi.ou.edu](http://www.aoi.ou.edu)

[organarchive@ou.edu](mailto:organarchive@ou.edu)

### Collecting Focus/Scope (including Reference Library)

The following types of organ-related materials collected by AOIAL include, **but are not limited to**:

- Books, periodicals, theses, and sheet music, both in and out of print
- Artists'/performers' and enthusiasts' notes, recordings, photos, correspondence, contracts, programs, scores, drafts, transcripts, lectures, interviews, sheet music, cue sheets, personal arrangements, biographies, etc.
- Organ builders' and technicians' plans, blueprints, stoplists, contracts, correspondence, engineering documents, business documents, photos, and specifications of organ installations
- Materials related to the history of organ building in the United States and abroad
- Various forms of organ memorabilia and ephemera
- Media formats including but not limited to: phonographic records (all sizes), reel-to-reel, cassette tapes, DAT tapes, CD's, digital files such as Mp3, AAC, WAV, Mp4, PDF, Jpeg, gif, TIFF, etc., Beta tapes, VHS, DVD, Blue Ray Discs, roll player rolls

Materials relating to Theatre Organs may be specified for inclusion in the American Theatre Organ Collections at AOIAL.

### Donations

AOIAL is happy to accept donations that fall within the scope of its collection policy. Any collection accepted commits the AOIAL to the task of organizing and preserving it, which involves skilled labor and costs for archival supplies. Donors are encouraged to include a monetary donation to fund the cost of processing and preserving their materials. Due to limited staffing, budget, and space, all donations or gifts are subject to review and may be declined. All gift materials received by the AOIAL become the property of the AOIAL (see copyright below for more details).

AOIAL reserves the right to decline any objects or collections for the following reasons:

- Inability of the Archives to provide suitable space, staffing, supplies and equipment. While the lack of one or more of these does not constitute a compelling reason for refusing archive or reference library materials, deficiency in one or more may constitute grounds for a temporary delay in their acquisition.
- Inability of the Archives to provide sufficient support to preserve and provide access to archival records.
- A collection contains materials that do not fit within the scope of AOIAL. (see Collecting Focus/Scope above)
- Photocopies of materials donated to another repository will not be accepted.
- Materials irreparably damaged or infested by insects or mold will not be accepted.
- Materials in which the donor's ownership is in question or is disputed will not be accepted.
- Duplicate materials will not be accepted due to lack of space and may be returned, donated, or subject to other means of disposal.
- The Archives will not accept permanent loans of materials and will not assume liability for materials that are not owned by AOIAL.

Upon acceptance of a donation, a deed of gift must be signed by the donor specifying the materials to be donated. This deed of gift will be negotiated between the donor and AOIAL staff. Special conditions may be requested by the donor, but the Archives may refuse any donation in which it deems the conditions of use are overly restrictive.

Donors are welcome to make arrangements to examine the material that they have donated and, if so desired, can be given a copy of any inventories, finding aids, or other research materials produced by the Archives about the donated material.

As a subsidiary of the University of Oklahoma, The American Organ Institute is a nonprofit organization and has been granted tax-exempt status by the IRS. Donations may qualify as tax-deductible. **This, however, does not permit the archivist to appraise gifts. Under IRS regulations no library, archive, or museum can perform an appraisal. Donor is responsible for obtaining an appraisal.**

### **Ownership of Records**

It is the policy of AOIAL to retain copyright ownership of all unpublished materials held within its collections, *whenever possible*. This includes but is not limited to all literary, artistic, database rights, public lending rights, artist resale rights, performer's rights and intellectual property rights including without limitation the right to reproduce, adapt, publish, perform, or publicly display said materials.

It is the policy of AOIAL to retain a non-exclusive, world-wide, royalty-free license to reproduce, adapt, perform, and/or publicly display all published materials held within its collections, *whenever possible*.

Any use of archival materials outside of the scope of education and/or research must be approved by the AOIAL staff and may be subject to copyright law.

**It is the responsibility of each researcher to ensure that the use they intend to make of materials, both published and unpublished, held in AOIAL follows copyright, rights to privacy, or other rights.**

### **Submitting Material**

Individuals wishing to submit materials to the AOIAL are requested to complete the [AOIAL Donation Inquiry Form](#) prior to bringing in materials.

### **Deaccessioning**

If accessioned materials are later found to be outside of AOIAL's collecting scope, AOIAL will refer to the deed of gift agreed upon at the time of donation in which the donor will have specified the preferred method of deaccessioning.

### **Cooperative Collection Development Efforts**

In hopes of fostering a cooperative environment between AOIAL and related collecting efforts, materials outside of the scope of the AOIAL Collection Policy may be recommended for donation to a related institution.

In the case of *excess copies* or donated items that may not fit within the scope of AOIAL but which have already been accessioned into the collections, AOIAL reserves the discretion to donate such items to another library/organization in efforts to work cooperatively with related institutions. AOIAL also reserves the discretion to recycle or sell the aforementioned items with the proceeds benefiting the AOIAL. Any and all such actions will be in accordance with State Law.

This policy is subject to revision without prior notification.

### **Approval & Review Date**

Spring 2017