

Collection Maintenance Statement

The Boynton Beach City Library Archives and Local History Collection will provide care and protection for its collections based upon sound materials preservation and conservation theory and practice recommended by professional standards. The Archives staff will ensure that the collection is permanently accessible. This will be accomplished through appropriate storage of materials under proper conditions; careful handling and housing of the collection; migration of digital files; appropriate security rules and regulations to protect against theft and vandalism; and maintaining an emergency/disaster plan for prevention of and recovery from any natural or manmade catastrophic event.