

## **Archives, Art and Artifacts and Library Collection Policy**

### **Archives**

The aims of the Zonta archives program are to:

- Document the history, function and development of Zonta International since its establishment in 1919 and of the Zonta Foundation for Women since the decision at the 1984 International Convention about its formation.
- Ensure the preservation of the records of Zonta International and the Zonta Foundation for Women. Material in the collection includes:
  - Administration papers of Zonta International and the Foundation.
  - Records of prominent individuals within, or relevant to, the organization.
  - Paper or electronic materials.
  - Minutes.
  - Correspondence.
  - Financial and other records.
  - Photographs.
  - Databases.
  - Film and sound recordings.
  - Other donated items.

### **Gifted Art, Artifacts and Furniture**

Zonta International receives gifts from various sources, primarily but not exclusively from clubs<sup>1</sup> and districts. Most of such gifts fall into the category of art and artifacts.

Zonta International will have absolute ownership of all donated art, artifacts and furniture, including but not limited to, management, display, conservation or disposition of said items. It is recognized that circumstances may arise where exceptions to this policy may be in the best interests of Zonta International. Any such exceptions must be approved by the Zonta International Board or the executive director.

Zonta International will only accept materials or objects as gifts. Such items are not normally purchased. Zonta International has the right to refuse any gift.

Items not specifically relevant to Zonta International may be disposed of with the approval of the Zonta International Board or the executive director.

### **Recording of Archival Materials**

Accurate details of all archives, art, artifacts and furniture should be recorded in a professional database at Headquarters, with review at least annually of additions and disposal according to professional standards. The annual review should also include consideration of the currency of

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<sup>1</sup> References to Zonta club(s) or club(s) include e-clubs

the electronic device/s used and ensuring that back-up files are held in a separate location.

Storage of items should be in appropriate conditions, with particular attention to sensitive, valuable and high-importance item.

## **Responsibilities**

The following is compliant with Financial Accounting Standards Board (FASB) rules regarding donated artifacts and furniture. Zonta International cannot provide an appraisal of a donated gift for tax purposes. It is the responsibility of the donor to obtain such appraisal. Any exceptions must be approved by the Zonta International Board or the executive director.

The Zonta International Board accepts responsibility for:

- The maintenance and regular appraisal of an inventory of art, donated artifacts and furniture and of the library collection.
- The preservation and maintenance of donated items.
- Making adequate provisions for the insurance costs associated with the protection of the donated items.
- Using the proceeds of sales of items in the collection to acquire other items.
- Agreeing to disclose a description of the collection, including the relative significance of items and Zonta International's stewardship practices.
- Disclosing items de-accessed or the fair value of items de-accessed.

## **Library Collection**

The Zonta International Headquarters Library collection reflects the history and achievements of Zonta International, its districts, areas, clubs and individual members, past and present.

The collection includes fiction and nonfiction materials. It includes books, journals and audiovisual materials:

- Describing the history and achievements of Zonta International and its districts, areas and clubs.
- Written or produced about members of Zonta clubs and honorary members of Zonta International
- Written or produced by members of Zonta clubs and honorary members of Zonta International.

Cataloging, processing, conservation and disposal will be undertaken according to professional standards. Disposal will apply to items that do not meet the above criteria and items that are in such poor condition that they reflect badly on the library and on Zonta International. Such items should be replaced if available.

Donations are welcome, but materials should be in excellent condition and appropriate to the library collection. Potential donors will be advised that donations will be assessed and may be rejected. Donations may also be discarded.

## **Acknowledgment of Donations**

All donations to Zonta International should be acknowledged with an official letter of thanks to the donors. The letter should clarify that the gift is the property of Zonta International.

**Document control:**

Original document	Date: August 2014
First adopted by the international board	Date: August 2014
Most recent review by the risk manager	Date:
Amended policy adopted by the board	Date: August 2014
Convention 2022 update	Date: June 2022
Next review date	Date:

Committee responsible	
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