

TITLE: Ray Bradbury Collection
POLICY NUMBER:
EFFECTIVE DATE: 03/21/2018
REVIEW DATE: March 2020
SUPERSEDES POLICY NUMBER: None



1. Purpose

The Ray Bradbury Collection was donated to the Waukegan Public Library in 2012 upon the author and Waukegan native's passing. The library will use this collection for education through exhibition and in some cases fundraising purposes. Other artifacts, not part of Bradbury's personal library, were donated by Ray Bradbury to IUPUI in Indianapolis as part of their Center for Ray Bradbury Studies.

The collection consists of a variety of materials, including books (signed by and to Ray Bradbury), letters, photographs, audio and video tapes, and other items that Ray owned as part of his personal library. Every artifact in the collection was kept at his residence in Los Angeles or Palm Springs, California, for many years, until the collection was brought to Waukegan.

2. Objective

To curate a collection and educate patrons through exhibiting artifacts on the life and work of Ray Bradbury. The Board of Trustees will entrust the Ray Bradbury Committee to make selection and deselection decisions, and will consider other decisions as requests are made to the board. The Board also appoints the Executive Director to act on behalf of the Board for timely and reasonable decision-making.

3. Collection Criteria

Items being retained by the Waukegan Public Library are as follows:

- a. Books/artifacts specific to Ray Bradbury or Waukegan
- b. Items in good condition

Items may be used for rotating displays, promotional materials, archived, or loaned as part of the general collection as seen fit by the committee. Items are cataloged in the Past Perfect database.

4. Deselection Criteria

Items, which may be deselected from the collection, will be judged based on, but not limited to, the following criteria:

- a. Condition of item
- b. Relevance to the life of Ray Bradbury
- c. Significance of the author or signer of the item
- d. Historical significance
- e. Item is better suited to other historical organizations or collections
- f. Ability to preserve the item appropriately

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5. Sale of Items

The Ray Bradbury Collection is property of the Waukegan Public Library and, as such, the Board of Trustees has ultimate responsibility and discretion for the disposal or sale of items. The Board gives authority to the Executive Director to guide and advise on decisions in relation to the evaluation of the collection and determine what items are to be held or deselected. Items that are worthy of sale, or that might be better used in a Bradbury specific collection elsewhere, will be reported to the Board for final approval for sale or donation. The Committee may request a formal appraisal of items to determine value.

6. Access of Collection

The Ray Bradbury Collection is not a research collection, although items will be cataloged for record keeping. The Bradbury Collection may be made available, under special circumstances, to researchers. Requests should be made in writing to the Director. The public will have viewing access to exhibited artifacts in the collection. Objects that are not currently exhibited will be kept in appropriate storage.

7. Citations and Related References

None

By the enactment of this policy, the Board of Trustees of the Waukegan Public Library concurrently rescinds any prior policy or procedure within the Library that is either in conflict with or expansive of the matters addressed in this policy.

Adopted by the Waukegan Public Library Board of Trustees, March 21, 2018.

President, Waukegan Public Library Board of Trustees

Date