



## **Collections Management Policy Revision, 2016**

### ***Wood County Historical Center Mission: Proposed Revision***

The mission of the Wood County Historical Society is a community organization that makes connections between our past, present, and future by capturing stories and cultivating memories of Wood County, Ohio and the County Home

***Collections Policy Statement of Purpose:*** collect, manage, interpret, and educate public audiences about the social history and its impact on Wood County, including the history of the Wood County Home, 1869-1971.

### ***Questions for consideration when accepting an artifact into the collection:***

1. Can the Wood County Historical Society properly care for a donated artifact based on conservation needs?
2. What is the probability the artifact offered to the Wood County Historical Society will be used as part of an exhibit or educational program?
3. How does the artifact offered to the Wood County Historical Society tell an educational story on a local, state, and/or national level (does not necessarily have to encompass all three)?
4. Was the artifact made in Wood County?
5. Does the artifact come with an engaging story or connection to Wood County?

### ***I. Nominees to the Collections Committee***

A. The Chairperson of the Collections Committee shall be appointed by the President of the Society upon consultation with the Executive Committee. The committee shall consist of not less than five (5) and not more than seven (7) members. The members shall be appointed by the Collections Committee Chairperson.

1. The Collections Committee shall be a standing committee. Vacancies will be filled by appointment from the Chairman.
2. The Collections Committee shall meet regularly or at any time action is required.
3. A quorum shall consist of a simple majority. If a quorum is not available, upon recommendation of the Chairperson, the President will appoint temporary substitute members in an emergency situation.

B. The Collections Committee shall review its policy annually or upon request of the President.



C. The Collections Committee shall be empowered to consider matters under its jurisdiction, make decisions, and in certain cases, recommend any necessary specific action to the President and Board of Trustees.

D. The following areas relating to the collections will be within the Collections Committee's jurisdiction:

1. Donations
2. Bequests (artifacts left to the museum at the time of a person's death)
3. Deaccessioning
4. Loans to and from museum with a value of more than \$5,000.00
5. Sale of collection related items after they have been scheduled for deaccession.
6. Approval for conservation costing more than \$200.00

## II. Scope of the Collections

The Wood County Historical Society will collect artifact(s) that support the mission & vision of the organization. The questions of consideration should always be taken into account when initial review by the curator occurs.

Artifacts found in collection prior to August 2012 and do not have a Deed of Gift, will be considered property of the historical society per a motion for acceptable at the May 27, 2015 meeting. Artifacts without paperwork will contain a 0 in their accession number to differentiate between items with a Deed of Gift and items without. For example: 2015.0.1 denotes an item that does not have a Deed of Gift and is found in collection.

## ***III. Acquisitions***

### ***A. Donations and Bequests***

1. The initial contact for donations or bequest will be with the curator. The donation should fit within the general guidelines of the collection policy. Then a recommendation will be made to the Collections Committee for approval. As of the fall 2016, the Collections Committee agreed instead of meetings, the Curator could contact committee members via email to discuss accepting an artifact into the collection or other issues that require committee approval. The committee would then meet quarterly to review the collecting process, discuss any deaccessions or other issues as they occur. If an acquisition requires further discussion (a resolution cannot be achieved over email), the committee agreed an in person meeting must occur.

2. The acceptance of all donations and bequests shall be unrestricted with no commitment as to exhibition, attribution, or placement of the gift.



3. No guarantee shall be made that the donation or bequest be retained by the Society in perpetuity as noted on the donation worksheet. There shall be no exceptions to this policy unless any such restriction or special provisions are recommended by the Collections Committee and the President, and approved by unanimous vote of those present in a regular meeting of the Board of Trustees. A statement of approval will be recorded in the Society's minutes.
4. All donations and bequests shall be acknowledged by an Instrument of Gift Agreement; signed by both the director and the donor.
5. Donation Worksheets, Instrument of Gift, and provenance related to donations and bequests will be stored in the registrar file room.
6. The Collections Committee may authorize the listing of recent accessions in the Society's newsletter or journal.
7. Items may be accepted for purposes of prop classification. Any item designated a prop is not considered or treated as an artifact and does not receive a specific accession number.

***B. Purchases and Monetary Gifts in Kind related to museum collections.***

1. Funds specifically allocated to the Society for the purchase of items, plus other monies that may become available for purchases, shall be retained in the Society's financial accounts.
  - a. Society Operating Budget includes three subcategories: Collections, Exhibits, and Repairs/Conservation.
  - b. There is also a Restricted Fund account for specific Gifts in Kind.
    1. Included under Restricted Funds is the Collections Acquisition/Deaccession subcategory.
    2. Gifts in Kind are to only be used for intended purpose specified by the donor.
  - c. If an artifact does not fit the statement of purpose under the Collections Policy and is deaccessioned, money earned from the sale of said artifact would be placed in the Deaccessioned Fund.
  - d. Money earned from sale of deaccessioned artifacts will be used for collections care or to purchase artifacts that better fit the Collection Policy Statement of Purpose.
2. The Treasurer will be responsible for informing the Collections Committee as to the amount in the Collections Fund available for purchases.



3. Items purchased for the collections should fit certain criteria:
  - a. Is the item to be acquired necessary for scholarship or for exhibition?
  - b. Will the item to be acquired have importance within the context of the museum's collections?
  - c. Must the item be purchased? Have attempts been made to secure it as a gift?
  - d. Is the price fair?
  - e. Is the item in appropriate condition? Has it been carefully examined? Have factors of conservation, preservation, proper storage and restoration by a the curator, or in specific cases, a reputable conservator been considered?
  - f. Does the purchase appear merited when compared to other requests?
  - g. Have attempts been made to authenticate the item?
  - h. Has title of ownership been clearly established?
  
4. If the Curator locates an artifact that fits within the Collections Policy and wishes to purchase the item approval is needed; however, a formal Collections Committee meeting is not necessary. The Curator is to email the Collections Committee Chair within 48 hours of locating possible acquisition. The Curator is to send a valid argument to the Collections Committee Chair as to why money from the budget should be spent on said artifact. The Collections Committee Chair will then send an email out to the committee. Approval from four members is needed in order for the Curator to purchase said item. Email correspondence is to be printed out and stapled to receipt from purchase.

### ***C. Loans to the Museum***

1. Loan to the museum should only be accepted if needed for a specific exhibit or to gain intellectual knowledge. Loans to the museum should only be considered if the Wood County Historical Society could offer proper exhibition space without damage to said artifact.
2. The museum will not take anything on permanent loan.
3. Loans to the museum with a value of over \$5000.00 need Collections Committee approval.
4. Incoming loans will be recorded with a Loan Agreement form.
5. Loans to the museum will be limited to a certain length of time under the discretion of the Curator. Time periods will be evaluated on an annual basis. If a loan is not picked up within 90 days, the loan will then become property of the Wood County Historical Society.
6. Patrons that would like to offer an incoming loan must first speak with the Curator in order to establish need for loan.
7. If the value of the item or collection on loan exceeds the current insurance for



loaned items, the Curator will decide to either provide the additional coverage or investigate the possibility of lending person or institution providing their own coverage. In the instance that the Wood County Historical Society takes responsibility for additional coverage, the lending person or institution must provide written evidence of the value of the item and/or collection.

8. The Director will also sign the loan agreement.

#### ***D. Loans from the Museum***

1. The Curator should ask specific questions as to why an artifact from the permanent collection would go on loan to another organization. Safety, conservation, and educational impact should be a main concern.
2. Infirmary records are restricted access and will not be loaned out to any other institution or person. Requests for information must go through the Curator.
3. Items on loan from the museum shall have insurance coverage. Items valued over \$1000.00 will need special consideration; including, Collections committee approval. Items valued under \$1000.00 will be loaned out at the discretion of the Curator.
4. All outgoing loans will be recorded on the Loan Agreement form and filed in the registrar file room under the supervision of the Curator. Outgoing loans will be out for a time period no longer than six months. Anything longer will need approval from the Curator in order to consider safety and conservation.
5. The Curator will work with institution in the development or approval of signage associated with outgoing artifact.

#### ***IV. Deaccessioning***

- A. To deaccession is the process used to remove permanently an object from the museums collection or to document the reasons for an involuntary removal (one required by law or due to circumstances not controlled by the museum.)
- B. Articles shall be permanently removed from the collections of the museum when they fall into any of the following categories:
  1. Outside the scope of the collection
  2. Artifact is too damaged to repair
  3. Artifact is duplicated within the collection
  4. The Wood County Historical Society is not a traditional research facility. Paper collections are designated to support three-dimensional collections with regards to exhibits and educational programs, not for daily patron use. Paper artifacts can be deaccessioned and offered to other institutions if they are deemed more useful to public audiences at traditional research facilities. This is at the discretion of the Curator to decide what is appropriate to offer



to other institutions. Permission for deaccession is to be presented to the Collections Committee, a recommendation is to be made for transfer of materials, and final approval is to go to the Board of Trustees.

C. Deaccessioned artifacts should first be offered to other educational institutions: museums, libraries, archives, etc. If there are no interested parties, then the deaccessioned artifact can be sold at auction.

D. The sale of all deaccessioned artifacts are to follow the Wood County Historical Society Ethics Policy.

E. All proceeds from the sale of deaccessioned artifacts will be deposited in Society's Restricted Funds account under Deaccession Fund. The proceeds are only to be used for collections care or purchasing artifacts that fit the guidelines of the Collections Policy Scope of Collections.

***V. Ethical Responsibilities of the Wood County Historical Society's Administration and Professional Staff in Collecting and Collections Management***

A. The museum administration, the Collections Committee, and professional staff shall not willfully accept any item for which they cannot offer proper protection and/or care.

B. The Museum administration and professional staff shall act ethically and legally in acquiring, accepting and disposing of articles within its collections.

C. The museum administration and professional staff will not accept items with attached conditions that could lead to potential litigation.

D. The museum administration and professional staff will not accept items on the basis of personal interest and/or private collecting habits.

E. No items deaccessioned for sale may be privately sold to any individual other than through the process of public auction or through the public marketplace.

G. Collections shall not be made available to any individual on any basis for personal use, either on or off the premises, or for any other purpose contrary to the adopted collections policies.

H. Museum administration and professional staff shall not knowingly and willfully accept or acquire any article that was recovered under circumstances that support or encourage irresponsible damage to the natural environment, collecting sites, cultural monuments or human burial places.