

WATERVILLE HISTORICAL SOCIETY
COLLECTIONS MANAGEMENT POLICY

I. Statement of purpose:

The Waterville Historical Society is a non-profit organization dedicated to the acquisition, preservation and interpretation of objects and information relating to the history of the Waterville area. The Society will support, operate and maintain facilities for this purpose.

II. Membership of Collections Management Committee

A. The Collection Management Committee shall be responsible to the Board for maintaining the collections management program including the following:

1. Gifts, bequests, purchases and field collecting
2. Loans to the Museum
3. Loans from the Museum
4. De-accession (schedule of disposition)
5. Appropriate storage and exhibition of the collection
6. Preservation and conservation policies and procedures
7. Registration, documentation, and cataloguing methods
8. Policy and planning for the collection-related publications
9. Training manual for docent and volunteer training
10. Evaluating and revising the Collection Management Policy

B. The Collections Management Committee shall be a standing committee.

C. The membership of the committee shall include the curators of the archival collection, museum collection, and the storefront exhibit, the collections management coordinator, and one additional board member.

D. Members of the Collection Management Committee shall be appointed by the President and approved by the Board of Directors.

E. The Collections Management Coordinator shall be responsible for coordinating the processes concerned with record management for all museums, displays, and the archival center. The Collection Management Coordinator will be appointed by the President and approved by the Board of Directors.

III. Scope of collections

A. In collecting objects for the museums, the Waterville Historical Society will collect objects and archival materials that have historical significance to the Waterville area and its people and that hold individual stories, which separate the items from other similar items. The collections of the historical society shall include all time periods, including the current era.

B. There shall be two types of collections

1. Permanent: This collection contains all material of unique importance to the interpretation of Waterville and surrounding areas.
2. Prop: This collection contains items that may be useful for demonstration purposes or other functional reasons and shall be considered expendable.

IV. Acquisition: The Waterville Historical Society will solicit and accept materials within the scope of the collection through bequest, donation, purchase or exchange with the following restrictions:

- A. Each donation must be accompanied by a Deed of Gift Form or a will which transfers unrestricted ownership rights to the Society.
- B. History of ownership or other information of authenticity must accompany each item and include a chronological history of the object and its owners. Any item lacking documentation or having doubtful provenance shall be accepted only if its historical significance can be verified.
- C. Except in cases of extreme significance, artifacts must be in good, stable physical condition.
- D. Duplicates will only be accepted in order to upgrade the permanent collection.
- E. Artifacts that cannot be properly cared for and displayed will not be accepted.
- F. Items that are dangerous to the staff or to the collections will not be accepted.
- G. The Society shall accept bequests of real and personal property, reserving the right to accession appropriate articles and dispose of inappropriate items.
- H. Artifacts will not be accepted if the donor places restrictions on them.

- I. All legal, moral and ethical implications of acquisition must be considered before accepting any item.
- J. The Waterville Historical Society will not make or pay for appraisals of prospective donations for tax purposes. No employee, Board member, volunteer, or other person professionally associated with the Society may provide a financial appraisal of material donated or to be donated to the Society, either voluntarily or for a fee.
- K. The acceptance of gifts, bequests or other acquisitions, including outright purchases, will be left to the discretion of the Collections Management Committee.
 1. If a consensus cannot be determined among committee members, the item (s) will be brought before the Board for a decision.
 2. Paper-based items for the archival room will be accepted at the discretion of the archival committee.

V. Management

- A. The Waterville Historical Society will comply with the Ohio Museum Property Act (Ohio Revised Code sections 3385.01-3385.10).
- B. Record Maintenance: The Waterville Historical Society shall maintain the following system of recording accessions for items received for the permanent collection. The documents include but are not limited to the following:
 1. Deed of Gift: includes description of donation, transfer of all rights from donor to the WHS and is signed and dated by the donor and an agent of the WHS.
 2. Collections registration form: includes accession number, date of acquisition, condition, description, history, location etc. of donation as well as donor information.
 3. The Collection Management Committee will be responsible for maintaining appropriate records consistently and accurately. Any person removing an item from its assigned and recorded location must obtain permission from the curator. The curator will inform the Board and complete the appropriate forms for temporary or permanent transfer and submit them to the Collections Management Coordinator who will update the computerized information.

4. Collection records are available for inspection at the discretion of the Collection Management Committee.
 5. Duplicate collection records shall be maintained off-site.
 6. The Collection Management Committee will develop a schedule and conduct periodic inventories of the Museum and Archival Collections. The results will be included in the yearly report to the Board of Directors.
 7. The Collection Management Committee will periodically rotate the Museum Collections to insure proper care of items and encourage repeat visits by the public.
- C. Record maintenance: The Waterville Historical Society shall maintain the following system of recording accessions for items received for the prop or educational collection.
1. Any prop item will be marked with the letter "P" and the year in which it was accepted.
 2. A record of prop items will be kept in the Museum office.
 3. Artifacts and archival materials may be de-accessioned into the prop classification if their condition warrants such a decision. The Collection Committee will follow the procedures for de-accessioning under these circumstances.
 4. Individuals wishing to donate items to the props collections can consult with the appropriate member of the Collections Management Committee who will decide if the item is useful and/or needed. A deed of gift instrument will be secured for non-mundane items.
- D. Record maintenance: Items acquired to be used in auctions or for purposes such as office furniture and equipment will not be considered part of the collection. A list of items and donors will be maintained in the Museum office.
- E. Process for acquiring an item for the permanent and prop collections:
1. Those wishing to donate items will contact a member of the Collection Management Committee to schedule a time to drop off the item at the Wakeman Archives Room.

2. A Temporary Custody form will be completed at the time an item is received.
3. The Collections Management Committee will meet and decide whether or not to accept the item into the collection.
4. At the next Board meeting following the Collections Management Committee meeting, a report will be given on items accepted or rejected by the Collections Management Committee.
5. If the item is accepted, it will be accessioned and then be displayed or stored.

F. Loans

1. Outgoing Loans

- a. The Society may lend items from its collection to organizations for temporary display or educational purposes off-site if such locations offer reasonable security and proper environmental conditions.
- b. No items from the collections of the Society shall be loaned to individuals, trustees, or staff for private use.
- c. The Collections Management Committee shall grant all loans with final approval made by the Board of Directors.
- d. All borrowers must sign a loan agreement that includes the following items if relevant: the condition of the item(s) to be loaned, estimated value, purpose of the donation, dates of the loan period, and name, address, telephone number of the person borrowing the item.
- e. The Society shall not loan any material for unspecified purposes.
- f. The borrower shall incur all expenses, for shipping etc.

2. Incoming Loans

- a. The Society shall not borrow items for indefinite lengths of time.

- b. No items borrowed by the Society shall be incorporated into the Society's permanent collections.
- c. All items borrowed shall be subject to the same criteria as permanent acquisitions and in addition:
 - 1) All incoming loans shall require the approval of the Board of Directors
- d. A member of the Collection Management Committee of the WHS must sign an incoming loan agreement, along with the second party. The agreement will include the description, condition and estimated value of the item(s), the purpose of the loan and dates of the loan period.

G. Supervision

- 1. The Society shall annually make budgetary allowances for the continual task of developing and preserving the archival and object collections.
- 2. The Board of Directors shall be responsible for implementing and maintaining appropriate security features for the collections and premises owned by the Society.

H. Access

- 1. The archives and museums will be open to the public periodically. A schedule will be posted in the WHS newsletter and other media.
- 2. Only those persons approved by the Board, acting on recommendation from the Collections Management Committee, shall handle, transport and have physical access to the collections.
- 3. An appointment shall be made to obtain access to the collections at times other than the regularly scheduled times. Supervision will be required.
- 4. The WHS reserves the right to deny access to any or all portions of its collections in order to preserve its physical or intellectual integrity.

5. A fee will be established by the Collections Management Committee and approved by the Board of Directors for research performed by the staff of the WHS.
6. Fees will be established by the Collections Management Committee for the use and reproduction of photographs for both commercial and non-profit organizations.

I. Annual Reports

1. The Collections Management Committee shall submit a report annually to the Board of Directors at the February meeting.
2. The report shall include items accessioned, items de-accessioned and long-term loan contracts.
3. The printed report shall cover the preceding calendar year. A copy shall be filed in the office of the Society.
4. The Collections Management Committee will submit a budget to the Board of Directors each November.

VI. De-accessions and Disposal

A. Definition: De-accessioning is the process of removing permanently from the collections items that were accessioned. The de-accession process shall be cautious, deliberate and scrupulous.

B. Criteria

1. The item is outside the scope of, or irrelevant to, the purposes of the Society and its collections.
2. The item is a duplicate and is represented in the collection by a better or more representative example of the same type or class of material.
3. The item is insignificant, has no intrinsic value and cannot be used for research or exhibition.
4. The item has deteriorated physically, or has been severely damaged by natural causes so that it is no longer useful or has failed to retain its identity or authenticity.
5. The Society can no longer properly preserve or care for the object.

6. The item better fits the scope of another museum or organization.
7. The item is dangerous to the safety of the collection and/or staff members.
8. The item has been lost or stolen and remains so for longer than two years.

C. De-accessioning procedure:

1. Any material may be de-accessioned, within the legal constraints of the Society, upon recommendation of the Collections Management Committee with the final approval by the Board of Directors.
2. The Board shall be responsible for determining the legality of de-accession materials. Legal counsel shall be consulted in any case wherever restrictions apply.
3. The material may be traded, sold, discarded or given outright to another non-profit organization.
4. The material may be offered for sale at public auction with proper public notice.
5. No Society employee, board member or representative of an employee or board member may bid on, purchase, or receive any de-accessioned material from the Society's collections.
6. All funds derived from public sale and/or disposition of de-accessioned materials shall be used only for the acquisition, preservation and maintenance of the Society's collections. Proceeds may not be used for general operating expenses. Money shall be placed in a separate fund for this purpose.
7. For material that the Society owns no clear title, all methods of locating the donor or heirs must be exhausted before the material can be de-accessioned.

D. Records

1. The WHS shall maintain separate records for items de-accessioned from the collection. These records shall contain the following information:

- a. Accession date
 - b. Date and method of de-accessioning
 - c. Reasons for de-accessioning
 - d. Photograph for object collection items
2. The actions, conditions, reasons for and disposition of de-accessioned items shall be permanently recorded on appropriate registration forms, de-accession forms and Board minutes.

VII. Collection Restrictions

- A. No employee, Board member, or other person associated with the WHS may use the collections for personal profit.
- B. Collections shall not be made available or used for commercial or decorative purposes. However, some material can be reproduced for these purposes, upon recommendation by the Collections Management Committee with the approval of the Board of Directors.
- C. Collections shall be made available to the public through exhibition, loan, publications, and educational programs and for research.
- D. The Society shall maintain sole control of the copyright and reproduction rights of all items donated, whose rights have been transferred to the institution.
- E. In locations where security is questionable or the item's use may compromise or jeopardize its physical integrity, reproductions shall be acceptable for education, display or exhibition use.
- F. Items belonging to the Society's collections shall be maintained and stored on property owned by the historical society. The Society may rent storage space from a commercial company if that space meets proper storage conditions.

VIII. Policy Statements Addressing Specific Concerns:

- A. The WHS and its board of Directors is in agreement and urges compliance with such local, state and federal regulations regarding acts, laws and ethical practices i.e., copyright laws, endangered species acts, repatriation and freedom of religion acts.

