

COLLECTIONS MANAGEMENT POLICY

COLLECTIONS MANAGEMENT:

Proper management of the collections is the responsibility of the President and/or their designated individual. He/she will oversee all staff and volunteers in the execution of the acquisition, accessioning, and deaccessioning of all materials. Regular reports shall be made to the Board of Trustees regarding new acquisitions to and any deaccessions from the collection. The Board will establish guidelines and procedures for accessioning and deaccessioning items.

ACCESSIONS:

Acquisition of new items for the Claremont, NH Historical Society's collections shall be made through purchase, donation, bequest, and exchange. When the Society acquires an item through purchase, donation, bequest, and/or exchange, it is with the understanding that the Society will have clear and free title to the item or items. Acceptance of items given with conditions regarding their use and disposal shall be made by the Board of Trustees. Loans are discouraged but may be considered on an individual basis by the Board of Trustees if the item is of unique and special value to Claremont, NH. The Society shall maintain a record of all loaned items.

The Claremont, NH Historical Society's collections shall comprise of those artifacts which document or illustrate the history of Claremont, NH and the lives and society of its people from its settlement to the present.

High priority shall be given to the acquisition of artifacts documented as having been made or used in Claremont, NH or associated with Claremont persons, events, or themes.

Acquisition of articles related to the neighboring towns and Sullivan County may be considered if those items have a relation to Claremont, its people, places, and events.

When considering artifacts for acquisition the Society will examine the condition of the artifacts and the ability to properly care for (maintain, display, and store) those items.

Since the Society operates an historical museum, documents, records, and articles of significance to Claremont's history will be of paramount importance in the development of collections. The significance of an artifact depends upon its documented history, its physical condition, and its association with an historical period, event, business, industry, individual, family, or community of people in Claremont.

The appraising for value of all donations is the responsibility of the donor. The Society is not allowed (by law) to provide written appraisals for income tax purposes. The museum staff may, however, provide informal appraisals for internal use in record keeping and for insurance purposes. In such cases the donor will not be informed of this appraisal figure.

All published and printed materials generated by the Society itself, including newsletters, minutes, posters, etc. shall be collected by the Society.

The storage of Claremont, NH Historical Society artifacts and materials shall be held at the Society's property or designated storage area. Occasionally, items may be stored at a members residence or place of business. These items will remain the property of the Society until they are formally deaccessioned. The Board shall maintain a record of all items

DEACCESSION POLICY:

The Claremont, NH Historical Society shall retain permanently items in its museum collections unless they cease to be relevant and useful to the purposes and activities of the Society or cannot be properly stored, preserved, and used. The Claremont, NH Historical Society acts as custodian

of objects in the Museum collection. The well being of the collection as a whole may, however, require permanent removal of certain artifacts from the Museum, and may even involve physical discard or destruction of the object. Accurate and detailed records will be maintained on the process and reasons for each object deaccessioned.

Items in the collection shall be deaccessioned only with the approval of the Board of Trustees.

The President or his/her designee shall recommend to the full Board of Trustees that a particular object should be deaccessioned and shall state the reason for this recommendation in writing.

Reasons for deaccession may include, but are not limited to:

- poor condition of the artifact;
- the object does not fit to focus of the accession policy;
- the object is duplicated in the collection by better examples;
- the object is inherently dangerous to people or to the collections (e.g. nitrate film, live ammunition, toxic chemicals);

The status of the object shall be investigated to ensure that there are no restrictions on the gift and that title resides with the Claremont, NH Historical Society.

The President or his/her designee shall attempt to contact the donor to advise him/her that the object is under consideration for deaccessioning. If the donor is no longer alive, their widow/widower or children of the donor shall be similarly advised.

The object can only be accessioned by a majority vote of the Board of Trustees.

When deaccessioned an object can only be disposed of in the following manner:

- transfer or sale to another museum or non-profit organization where the object would be more appropriate;
- returned to the donor IF no tax deduction was taken by the donor for the donation of the object. If a tax deduction was taken, the object will be sold at public auction or by sealed

- bid, unless the object is to be destroyed;
- sale at public auction;
- sale by means of a sealed bid where the bidding is open to the public or a minimum of three dealers;
- destruction of dangerous or badly damaged objects (this course of action must be approved by unanimous vote at a meeting of the Board of Trustees).

In an effort to not show any impropriety regarding the deaccessioning of objects for personal gain, the following methods of disposal shall not be allowed:

- gift or private sale to a staff member, Society member/volunteer, or member of the Board of Trustees;
- private sale or gift to a single person except the original donor or his/her descendants
ONLY IF no tax deduction was taken at the time of the gift.

Funds realized from the sale of deaccessioned objects will be added to the Capital Fund for the purpose of acquiring additional items or the maintenance and storage of existing items.

A complete and permanent record of each object deaccessioned from the collection shall be maintained. Said record should include description and photograph of object, documentation relating to the object, and documentation relation to its disposal.