

Historical Society of Center Line (HSCL)

7345 Weingartz Ave., Center Line MI 48015

Collections Policy

Adopted by the HSCL Board of Directors on May 5, 2017

Collections Committee

The Collections Committee is responsible for the guidance and development of the HSCL's collections. These responsibilities include, but are not necessarily limited to, reviewing, recommending, and approving the following:

- A. The management, preservation, cataloging, and overall stewardship of all Collection Items;
- B. Review all incoming acquisitions;
- C. Assign values to all accessions;
- D. Review all proposed de-accessions;
- E. Supervise and implement the use of the Collections Preservation and Acquisition Fund;
- F. Review all incoming and outgoing loan requests;
- G. Review the status of all loans: outgoing, internal and incoming; and
- H. Conduct a review of, and recommend changes to the Collection Policy, as needed, to the HSCL Board of Directors.

The Collections Committee shall consist of:

- A. a Curator, who is also a Board member
- B. a Registrar, who is also a Board member
- C. no more than one other HSCL member

The Collections Committee members shall be nominated by the President and approved by the Board of Directors. The Collections Committee members shall select their own Chairperson.

The Chairperson will appoint the position of Secretary. The Secretary maintains the minutes and records all meeting actions.

Committee meetings will be held on a regular basis according to a yearly schedule that is submitted and approved in advance by the Board of Directors. An agenda will be provided for review prior to the meeting.

A majority of members constitutes a quorum and a majority of votes carries a motion. Members may submit a written or emailed proxy vote. Committee Chair does not vote, except in the event of a tie.

Collections Committee Mission Statement

The HSCL Collection Committee shall strive to collect, preserve, and continually improve upon the items in its collection so that the Society can meet and exceed its stated purpose.

Definitions

1. Accession: The process of documenting acquired items into the collection for the means of preserving, conserving, and exhibiting these historical materials as outlined by the Collections Mission Statement.
2. Acquisition: The act of obtaining an item(s) from an individual, an estate, a group or any other party for the purpose of adding them to the collection.
3. Collection: The sum total of items/individual collections that have been deeded to the HSCL
4. De-accession: The permanent removal of item(s) from the collection if they are identified as not furthering the HSCL's mission due to:
 - a. Redundancy
 - b. Outside of the collection's scope
 - c. Poor or compromised condition
 - d. Being no longer able to properly store, protect, or care for.
5. De-Acquisition: The act of removing an item(s) from the collection after the item has been properly de-accessioned.
6. Individual Collection: The sum total of items used to tell an individual story (about a person, place, business, organization, etc.). These may include items that are purchased or donated:
 - i. By a person(s);
 - ii. On behalf of a person(s); or
 - iii. Items added to a particular display to enhance an individual story.
7. Items: The individual artifacts that make up the HSCL's collections that:
 - a. Advance the HSCL's mission
 - b. Meet the criteria established by the HSCL for acceptance
 - c. Improve the effectiveness of HSCL programs
 - d. Can be appropriately stored, protected, and cared for
 - e. Items that are commonly found within the HSCL's collections are:
 - i. Pictures, portraits, paintings
 - ii. Books
 - iii. Stories and/or diaries
 - iv. Newspapers and clippings
 - v. Maps
 - vi. Artifacts
 - vii. Awards
 - viii. Personal Objects

Acquisition Procedure

(a FLOW CHART will be developed and inserted here to
make this procedure easier to understand and follow)

To ensure that acquisitions to the collection remain consistent with the HSCL Collections Committee's Mission Statement and educational core topics, the Collections Committee will review and vote to determine the status of each item or individual collection offered.

DONATIONS

- A. The donor fills out and signs a Museum Donation Form and gives it (along with the items to be donated) to a HSCL representative, who will sign the form and return a copy to the donor.
- B. Collections Committee will determine if the acquisition item(s) fit the Collections Mission Statement and decide to either:
 - a. Approve Accession and assign a value of the item(s) – See Accession Procedure
 - b. Deny Accession and Return/De-acquisition the item(s) – If an acquisition is denied, the item(s) will be returned, de-acquisitioned or disposed, based on the donor's instructions on the Museum Donation Form.
- C. Items approved for Accession will be processed as follows
 - a. HSCL member/representative will fill out a formal Deed of Gift Form
 - i. list the donor's item(s) on the Form and take photos of the item(s)
 - ii. assign a Temporary Individual Collection Number (mm/dd/yyyy)
 - b. Deed of Gift information will be entered into the Acquisition Log Book by the HSCL Registrar and a temporary location will be assigned.
 - c. Deeds of Gift, photos, and provenance or actual materials for review are then presented to the Collections Committee Chair for approval and signature
 - d. Obtain donor's signature on completed Deed of Gift Form
 - i. Original kept on file
 - ii. Copy to donor

PURCHASES

In the case of a desired collection item(s) being offered to HSCL for purchase, the Collections Committee will recommend the item(s) to the Executive Committee for purchase approval, using one of the following:

- A. The Collections Preservation & Acquisition Fund(s); or
- B. Other approved funds.

If the Executive Committee agrees with the Collections Committee's recommendation, they will place the purchase acquisition recommendation on the next Board of Directors meeting agenda for their review and approval.

ACCESSION PROCEDURE

Acquired items, having been approved and accepted by the Collections Committee, are to be accessioned by the Registrar in the following manner:

- A. Assigned an Individual Collection/Accession number and entered into the database by the Collection Registrar;
- B. Collection file created (both a hard copy of the Collection as well as the computer database is maintained for all Collection items);
- C. Each object is then marked or tagged with the appropriate collection/accession number and location assigned; and

- D. The cataloging process follows the documentation of each object/archival item(s) entered into the Database to include:
- a. Donor Contact Information;
 - b. Thank you letter sent;
 - c. Accession information;
 - d. Provenance recorded;
 - e. Object photographed;
 - f. Value recorded;
 - g. Condition report completed;
 - h. Preservation/Conservation provided; and
 - i. Storage location determined (permanent unless on exhibit or loaned; that information is also documented as part of the object history).

DE-ACCESSION PROCEDURE

Materials recommended for de-accession from the collection must show that they meet one or more of the following criteria:

- A. The item(s) are out of the collection's scope as stated in the Collections Mission Statement;
- B. They represent a redundancy within the collections, not needed for display or hands on purposes;
- C. The item's condition is in disrepair and cannot be displayed, or the cost of repair is more than the value of the item;
- D. The HSCL is unable to properly store, protect, or care for them;
- E. The item is a reproduction and is not needed for display/hands on purposes; and/or
- F. The items do not contribute to the development of effective public experiences within the context of the HSCL.

Determination of item(s) to be De-accessioned:

Any HSCL member may propose that an item be reviewed for de-accession. Such proposals will be directed to the Collections Committee Chair. The Collections Committee Chair may then bring the idea forth to the Collections Committee.

The Collections Committee then reviews the proposal and votes to recommend de-acquisition to the Board of Directors for final approval. Final approval resides with the Board of Directors.

Procedure for De-Accession

Once an item is voted on and approved:

- A. The donor or their heirs will be notified using the information that they provided on their Museum Donation Form, or updated information on file, if they selected "*Conditional Gift*" on their Museum Donation Form;
- B. The donor or their heirs will have 30 days to pick up their item(s);
- C. If the HSCL has not received a response after 30 days from notification, the HSCL may proceed with de-acquisition of the item(s);
- D. Registrar is to note all activity in the HSCL's Database

DE-ACQUISITION PROCEDURE

De-acquisition may be done in any one of the following manners:

- A. The item(s) can be traded or donated to another similar organization; this option is favored above all others;
- B. The item(s) may be sold/auctioned and all funds will go into the Collections Preservation & Acquisition Fund, unless the Board of Directors instructs otherwise;
 - a. The decision on how to de-acquisition must be ratified by a majority of the Collections Committee.

- b. In all de-acquisitions, the HSCL reserves the right to, or not to, trade or sell to whom they wish. The exception will be that the HSCL will NOT sell any item(s) to any of the following:
 - i. Any members of HSCL
 - ii. Anyone employed by HSCL
 - iii. Anyone volunteering for HSCL;
 - iv. Anyone on the HSCL Board of Directors;
 - v. Anyone sitting on any committees or subcommittees of the Board of Directors or any other HSCL committees or subcommittees; or
 - vi. Anyone representing a party identified above.
 - c. Anything sold will be in as is/as seen condition with no other riders pertaining. It is on the buyer to know what they are purchasing, whether original or reproduction.
 - d. All sales will be final.
- C. Disposal - Items that are unable to be sold or transferred to another historical society, museum or not-for-profit organization may be discarded as a final option.

COLLECTIONS PRESERVATION & ACQUISITION FUND

Proceeds from the sale of de-acquisitioned collections items, shall be deposited into the “Collections Preservation & Acquisition Fund”. The Fund shall be used for the purpose of acquiring materials that support the collection and/or conservation of the existing collection.

The Collections Committee can spend money from the Collections Preservation & Acquisition Fund after receiving approval from the Board. Appropriate expenditures from the Fund include:

- A. The purchase or acquisition of items for the collection;
- B. The conservation of new and existing collection items;
- C. Create and/or maintain exhibits.

LOANS

Outgoing Loans

The Collections Committee will be responsible for developing and maintaining a standard Loan Agreement form to be used for all Outgoing and Internal Loans.

The HSCL will consider loan requests from the collections on a case-by-case basis. An outgoing loan is defined as a “legal transfer of responsibility for specific collections material(s) between HSCL and any outside organization for a designated period of time.”

An organization accepting collection material(s) on loan assumes all responsibilities as stated on the Terms and Conditions of the HSCL Loan Agreement.

The HSCL will consider loan requests from any institution. Preference for loans will be given to nonprofit, educational institutions. All outgoing loans must be reviewed and approved by the HSCL Collections Committee.

Loan requests must be submitted in writing with a minimum of thirty days advance notice. A completed HSCL Loan Agreement must be used when processing loan requests. The HSCL Collections Committee must review and approve any/all changes to the completed Loan Agreement.

Schools, groups and organizations may be loaned general collection items that are not part of an individual collection. Such items must be without provenance and may be rented or loaned out for the use in movie productions, plays, etc.

Internal Loans

Internal Loans are defined as items that are leaving HSCL custody for the use in

- A. HSCL-supported educational displays
- B. programs of HSCL
- C. promotion of HSCL
- D. any event or activity that fits within the mission of the HSCL for a defined, short-term period of time.

These items will be recorded and signed out into the custody of a HSCL member or HSCL representative. The HSCL representative must accept the responsibility for the reasonable care and transportation of all items loaned, at all times. An HSCL representative is defined as an individual who has been authorized and approved by the Collections Committee.

In all cases, each individual must be pre-approved and authorized by the Collections Committee to take custody of any Internal Loan.

Once authorized by the full Collections Committee, any member of the Collections Committee may approve an Internal Loan for any authorized individual other than themselves.

Internal loans will be recorded and approved using a "Loan Agreement" form that will be available for review at any time by any Collections Committee Member or Executive Committee Member.

Incoming Loans

HSCL agrees to accept the responsibility and terms stipulated/negotiated by the HSCL Collection Committee Chairperson on all incoming loan collection materials belonging to another organization.

Review of Loans

The Collections Committee will annually review each outstanding Incoming, Internal and Outgoing loan to ensure that the HSCL has complied with all agreements and ensure proper stewardship of all loaned collection items.

Following a loan review, the final disposition of all loans is to be determined by the Collections Committee.