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# COLLECTIONS POLICY

## Purpose

The Hotchkiss-Crawford Historical Society is dedicated to the acquisition, preservation and exhibition of information and materials primarily deriving from or relevant to the social and natural history of our area. Museum collections are used for exhibitions, research, and other educational purposes.

## Accessions

The museum will only collect those objects of above nature that it is able to care for and use in a manner acceptable to the museum profession at large. The Museum cannot engage in indiscriminate acquisition. Accessions must be the best available at the time, fill a recognized deficiency or upgrade existing collections, and be adequately documented as determined by the appropriate curator, who maintains direct responsibility for his/her division.

Gifts to the Museum are considered outright and unrestricted donations to be used in the best interests of the Museum. Any exception, when required, may be made by the appropriate curator only with approval from the Director. Donors must declare in writing that they have full ownership of item(s) donated and have complete authority to make said donation.

Because The Museum periodically changes exhibits, no object can be considered on/for permanent exhibit. Accessioned objects may be used for exhibition, study, research, loan, examination, or deaccession.

Collections shall be available to the public in such a manner that their integrity and well-being will be best preserved. The care and safety of collections shall be the direct responsibility of the appropriate curator.

Donations to the Museum are tax deductible, but the Museum shall not appraise donations for tax purposes. Nor shall Museum staff appraise items as a service for visitors. For the protection of the donor, it is recommended that appraisals be accomplished by a disinterested party before the item is conveyed to the Museum.

## Deaccessions

Objects which do not contribute to the purpose and goals of this Museum are liabilities and subjected to removal from the collections. Possible examples are duplicated, irrelevant, or badly deteriorated items. Museum ownership of any items must be established before said item may be deaccessioned.

In order to improve existing collections, make maximum best use of available space, and best serve the public interest, the appropriate curator may propose to Director that an object or objects be removed

from the collections. The Director shall have the authority to approve deaccession action unless, in his/her judgment, there is question concerning the intrinsic or cultural value of the proposed item(s). In this case he/she refer the matter to a Deaccession Committee, composed of three members, who shall have authority for approval (in the case of the Archives, this statement applies only to cataloged material).

Deaccessioned items may be removed to the expendable collections, traded to other institutions, or conveyed to other museums or educational institutions. Such items may be sold with specific approval of the membership. None shall, in any or at any time, be sold or conveyed to any museum employee, member of the governing authority, or to their representatives. Approved 4-13-91