

EASTON HISTORICAL SOCIETY, INC.
ACCESSION/COLLECTION POLICY

I. Mission Statement

The mission of the Easton Historical Society is to preserve, promote and interpret the unique industrial, social, cultural, architectural, and environmental history of the Town.

II. Criteria for accepting materials

The Society welcomes gifts, donations and bequests of artifacts, works of art, photographs, memorabilia, and manuscripts (individually, "artifact" and collectively, "artifacts") related to the history of Easton. It is the policy of the Society to acquire artifacts for addition to its collections by gift, donation, bequest, or exchange pursuant to a Deed of Gift. Unless approved in advance by the Board of Directors, the Society does not acquire its artifacts through purchase or on a conditional basis.

The Society shall add artifacts to the collection in accordance with all policies established by the Board of Directors. It is not possible to accept all artifacts offered to the Society. Recognizing its limited space for displays and storage, the Society gives priority to artifacts that support its goals for exhibition, research, educational, and outreach in accordance with its mission statement.

Artifacts accepted into the collections must have a free and clear title. The Society does not accept into the collection artifacts that duplicate existing holdings unless they are of sounder condition or are a better historical example. In cases where a duplicate is accepted, the existing artifact will be considered for deaccessioning.

The Society will accept into its collections only those artifacts that it can adequately care for and store. The Society accepts artifacts only if they are of sufficiently sound condition or it is economically feasible to restore the artifacts to sound condition.

III. Accessions

No artifact shall be considered eligible for accession until the Society receives a fully executed Deed of Trust from the donor(s). The Society will accept a donated artifact into its collection if it is consistent with its mission statement and the criteria in Section II. above. Should it be decided not to add the donated artifact into its collections, the Society shall have the absolute right to dispose of the donated artifact in whatever manner it deems most appropriate following the criteria set forth in Section V. below.

The curator, or such other person designated by the Board of Directors, is responsible for accessioning and cataloguing the collections. All accessioned artifacts will have a record of the name and address of the donor(s), date of receipt, and how acquired.

Acceptance of artifacts into the collection is not to be construed as a recommendation or estimate of value, quality, or historical significance. All gifts to the Society are tax deductible to the full extent of the law for the year in which they are donated and received by the Society. The tax implications of all donated artifacts are the sole responsibility of the donor. It is the responsibility of the donor to obtain such appraisals by qualified professionals as may be necessary to establish a value of the donated artifacts. Donors wishing the Society to sign Internal Revenue Service forms documenting donations must provide the Society with a copy of an appraisal and the appropriate IRS forms.

IV. Loans

Artifacts that are loaned to the Society for study, display, examination or research purposes shall be upon such terms and conditions mutually agreed upon by the lender and the Society in writing. All artifacts on loan will be treated with the same care and consideration as similar material owned by the Society. Notwithstanding the preceding sentence, all artifacts on loan to the Society are at the risk of the lender.

V. Deaccession policy

Artifacts from the collection shall be considered eligible for deaccession and disposition when (1) they duplicate material represented by items in as good or better condition or of superior quality; (2) they do not fall within the scope of the collection or the mission of the Society; (3) the Society cannot care for the artifact or use it in the foreseeable future; (4) the artifact has been irretrievably damaged or deteriorated; (5) an artifact may be determined to be permanently lost because of theft or documented disappearance, it may be considered a deaccession; (6) an artifact falls within the scope of the collection but is marginal and not of foreseeable use and would be appropriate to another organization; (7) the artifact is not authentic or lacks museum quality; or (8) ownership of the artifact object is illegal, dangerous, or unethical.

The Board of Directors may authorize a disposition of an artifact by public or private sale and may incur such expenses deemed reasonable to do so. The Society also may exchange with or transfer an artifact to similar or more appropriate organizations. All net proceeds realized from the sale of artifacts shall be used for the conservation of artifacts in the existing collection. If an artifact has deteriorated or been damaged beyond repair, poses a health hazard or holds neither historic nor monetary value, the Society may dispose of such an artifact by destruction.

The curator shall keep a record of all deaccessioned artifacts including a description of the artifact, date, the reason for deaccession, and the method used for deaccession.

Adopted by vote of the Board of Directors 11/20/13