



## Collections Management Policy

### **Policy Statement:**

**The Officers and Directors of the Harborcreek Historical Society recognize their fiduciary responsibility to carry out the activities of the Society without personal gain or pecuniary profit. We serve in the public trust for the people of Pennsylvania, Erie County, and the Township of Harborcreek; and to ensure the perpetuity and integrity of that trust, we adopt the following Collection Management Policy.**

### **I. Purpose:**

The purpose of the Archive and Acquisition Committee is:

- A. To promote and encourage original historical and genealogical research;
- B. To disseminate and encourage a greater knowledge of the Township of Harborcreek and its environs;
- C. To gather, preserve, display and make available for study artifacts, relics, books, manuscripts, papers, photographs, and other records and materials and to catalogue places of interest and collections in the private sector relating to the history of Harborcreek and the surrounding area;
- D. To encourage the preservation and documenting of places of historic interest;

### **II. Scope of Collection:**

The Harborcreek Historical Society will collect materials that relate to the history of Harborcreek and its surrounding area. This shall include objects owned, made or used by the residents of the area, or which serve to reflect their lives and activities. This collection shall only include materials that are important to the exhibition, research, or educational programs of the Society.

To fulfill this policy, care shall be taken in all cases to ascertain that such materials meet one or more of the following criteria:

- A.. The item fills an important place in the collections of the Society.
- B. The Society has the option to limit the number of duplicate items existing in its collections.
- C. Research materials (library and archival) may be accepted regardless of condition. Reproductions of printed materials are encouraged.

### **III. Object Acquisition:**

- A. The Harborcreek Historical Society receives objects into its permanent collection through purchase, gift, exchange or transfer.
- B. Materials to be added to the collections must be in accordance with this Collections Management Policy.
- C. No materials may be accepted without properly executed records. The Archives and Acquisitions committee will maintain all such records.
- D. In the case of materials loaned to the Society by individuals or other institutions, proper loan forms shall be completed.



- E. The Officers and Board of Directors shall determine funds available for acquisition purchases exceeding \$100.00 upon recommendation from the Archives and Acquisitions Committee.
- F. Materials will be digitalized for preservation and Society use.
- G. Prior to accepting any object, the Archives and Acquisitions committee shall investigate available storage space, adequacy of facilities, and need for special care and maintenance. If there is any question regarding the ability of the Society to maintain the material in proper condition, it shall not be accepted.
- H. No item shall be accepted when any unreasonable restriction is placed upon its use or disposition.

#### **IV. Loan Policy:**

- A. **Outgoing Loans:**  
Loans from the permanent collection to other institutions or individuals are not permitted.
- B. **Incoming Loans:**
  - 1. Incoming loans shall be arranged by the Archives and Acquisitions Committee in accordance with the loan acceptance form. Proper forms will be maintained and include video tape or photographs. Whenever possible, use copies of photos and written materials and originals will remain with the owner.
  - 2. No loans shall be accepted except for specific exhibition, research, or education activities, and then only for the duration of the exhibit or activity.

#### **V. Deaccession Policy:**

Where materials in the collections of the Society are of little or no value for exhibit, research or educational purposes, they may be deaccessioned through the following procedures:

- A. Materials, which because of deterioration, wear and tear, duplications, improper acceptance, or which do not meet the requirements of the Collection Management Policy, may be de-accessioned on the recommendation of the Archives and Acquisitions committee and the approval of the Officers and Directors of the Society. Items valued over \$1,000 will require the approval of the Board of Directors. Such materials should be returned to the donor whenever possible.
- B. Deaccessioned material may be used for exchanges, transferred to other institutions, or sold. Method of sale to be determined by the Officers and Directors of the Society, based upon recommendation of the Archives and Acquisitions committee.

#### **VI. Policy Change:**

Any changes in this policy may be made only upon recommendation of the Archives and Acquisitions Committee, and with the consent of the Officers and Directors of the Harborcreek Historical Society.

#### **VII. Archives and Acquisitions Committee:**

As outlined in this Collection Management Policy Statement, the Archives and Acquisitions committee shall have the responsibility of the care of the Society's collections. The Archives and Acquisitions committee shall develop guidelines and proceedings, and shall develop and maintain records systems to carry out these responsibilities.

\*\*\*\*\*