

Collections Policy of the Oxford Historical Society, Inc., Adopted, Jan 8, 2008

PURPOSE OF OXFORD HISTORICAL SOCIETY:

PURPOSE: The Oxford Historical Society, Inc. is dedicated to preserving and encouraging community interest in the history of Oxford, Connecticut. We seek to ensure that present and future generations can share in and understand their rich heritage.

To meet these objectives our goals include:

- Expanding interest in local history by presenting programs of interest to the public.
- Serving as a resource for local history education for both adults and children.
- Encouraging the dissemination of local history information through the news media, publications on local history, and use of the internet.
- Educating the public on the importance of the preservation and protection of buildings and sites of historic interest.

To accomplish these goals:

- We will collect and preserve documents, images, and artifacts representative of Oxford's history.
- We will establish and maintain a museum, library and educational center to house the growing collections.
- We will present local history exhibitions and public programs.
- We may acquire and hold real property.
- We may borrow funds as needed and approved by the membership. Membership may also authorize the use of real property as collateral.

(from Oxford Historical Society Bylaws, adopted June 26, 2006)

DONATIONS

The Oxford Historical Society, Inc. collects historic material deemed appropriate to the society's purpose and for the use of the Twitchell-Rowland Homestead Museum's. Donations of artifacts, which meet the Society's collection purposes, are sought and encouraged.

Donors must have clear and legal title to all materials given to the museum. A gift agreement must be completed for all donations and should be unrestricted.

The appraised value of a donation is the responsibility of the donor. The acceptance of an item at its appraised value does not imply an endorsement of the appraisal by the museum.

Until such time as the Twitchell-Rowland Homestead is open as a museum and the Society has a permanent curator or collections committee, donations shall be accepted upon approval of the Historical Society's Executive Committee.

PURCHASES

Purchases of artifacts by the museum must meet the museum's collecting purpose and policies and require Historical Society Executive Board approval, and, if time permits, approval of the general membership.

INCOMING LOANS

Artifacts which meet the museum's collecting purpose may be acquired by loan to fill the immediate interpretive needs of the museum, or when the artifact is of significant historical value and will be used for study and/or reproduction purposes.

A loan agreement must be completed for all loans and any stipulations must be expressly stated in the loan agreement.

Prior written notice of at least thirty days must be given to the museum if the lender wishes to withdraw the object before the end of the loan period.

Incoming loan agreements will be limited to a period of one year or less. Loan period may only be renewed with authorization from the Historical Society Executive Board.

OUTGOING LOANS

Artifacts in the museum's collection may be loaned to other non-profit institutions, upon approval of the Historical Society Executive Board. The artifacts may be loaned to museums, cultural, historical, or educational institutions providing they meet the requirements for security, general care, use, insurance, transportation, packing, and crating as established by the Oxford Historical Society, Inc.

The security and preservation of the artifact will be the primary consideration. A facilities report and transportation arrangements from the borrowing institutions must be submitted with the loan request.

Insurance on loaned artifacts will be the responsibility of the borrowing institution.

Outgoing loans will be based on a term of one year or less. The loan agreement may be renewed upon expiration with the approval of the Historical Society's Executive Committee.

COLLECTIONS CARE

The Society will do its utmost to ensure that the collections are properly documented and cared for according to accepted museum standards.

The Executive Committee will provide for a regularly scheduled inventory of the collections to ensure accountability and identify possible conservation needs.

Duplicate copies of collections records will be stored at another location, whenever feasible.

The acceptance of a donation or loan does not in any way guarantee immediate or permanent exhibition.

DEACCESSIONS

Deaccession is the formal process to permanently remove an artifact from the museum collections.

An adequate record of conditions and circumstances under which artifacts are deaccessioned and disposed of must be made and retained as part of the museum's collections records.

Deaccessioned artifacts will not be given, sold or traded privately to present or former museum employees, members of the museum Board of Trustees, or their representatives.

Objects may be deaccessioned from the museum's collections with Executive Board's approval, for the following reasons:

- The artifact's lack of relevance and/or usefulness.
- The inability to continue to properly conserve the artifact.
- The deterioration of the artifact beyond use.
- The duplication of the artifact with others in the collection.
- The artifact does not comply with the museum's statement of purpose.

Deaccessioned artifacts may be disposed of with the approval of the Executive Committee, by any of the following means. Preference will be given to retaining artifacts for use in the museum's teaching collection, or exchange with or transfer to another non-profit institution.

- Transfer to the museum's teaching collection.
- Exchange with another non-profit institution.
- Transfer to another non-profit institution.
- Sale to another non-profit institution.
- Sale to the general public at auction.
- Sale to the general public through a dealer.
- Return to the original donor.
- Destruction of the object.

TEACHING COLLECTION

The museum may accept other donations for use in the "hands-on" interpretive programs and traveling trunks. These items are not of sufficient historical value to be included in the museum's permanent collection, or are duplicates or reproductions. These items are not to be accessioned into the permanent collection, but are recorded in a separate file under museum properties. Objects that are from the teaching collection but have already been accessioned as part of the permanent collection will be recommended for deaccession and documented in the appropriate file. Teaching collections will be inventoried annually as part of year-end inventories.

RESEARCH POLICY

The museum's permanent collections contain artifacts and archival materials that can be valuable to original research on a variety of subjects. The museum acknowledges the need to make its collections available to research, as well as its responsibility to protect the materials from undue wear.

All research visits involving artifacts from the collection must be approved and pre-arranged with a representative of the Executive Committee. All research visitors will be properly supervised, and all researchers will be instructed in the basic techniques for handling the scheduled materials. Accepted museum practices in care and handling will be enforced at all times. Copies of original materials will be provided if copies will suffice for research purposes.

Publication, printing, or commercial use of the museum's collection can only be done with the written approval of the Historical Society's Board of Directors. Appropriate credit must be given to the museum when applicable.

AMMENDMENTS TO THE COLLECTIONS POLICY:

Changes to this collections policy may be made, upon recommendation of the Executive Committee and approved by the general membership.

Oxford Historical Society, Inc.

PO Box 582
Oxford, CT 06478

www.oxford-historical-society.org

THE DONOR WILL RECEIVE A COPY OF THIS DOCUMENT

CERTIFICATE OF GIFT AGREEMENT

Accession No. _____ Name of Donor: _____
Mailing Address: _____
City, State, ZIP: _____
Telephone: _____
E-mail: _____

TO BE COMPLETED BY THE MUSEUM'S REPRESENTATIVE:

I hereby accept the material described above on behalf of the Oxford Historical Society, Inc., and certify that material retained will be administered according to the Society's Collections Policy. Receipt of the above is acknowledged with thanks by:

Museum Representative's Signature: _____

Title: _____ Date: _____

Museum Representative:

TO BE COMPLETED BY THE DONOR:

As the legal owner of the material described above, I hereby donate this material to the Oxford Historical Society, Inc. to become its property. I agree that this material may be made available for research, reproduction and exhibition subject to the requirements of the Society's Collections Policy.

Signature of Donor: _____ Date: _____

The Oxford Historical Society, Inc. gratefully acknowledges
receipt of the following object(s) listed below:

Description and Condition of Object(s) - *Please provide a description of the Object(s) including their origin, history of use, and any other relevant information. Use the back of the form if you need additional space.*