

Acquisition and Disposition of Collection Materials

A. Acquisition and Accessioning

1. Materials should not be accepted or otherwise acquired for the collections unless the following conditions are met.
 - a. The materials are relevant to and consistent with the purposes and activities of the Historical Research Center.
 - b. The Historical Research Center can provide for the storage, protection and preservation of the materials under conditions that insure their availability for research purposes and are in keeping with professionally accepted standards.
 - c. It is intended that the materials shall have permanency in the collections as long as they retain their identity and their authenticity and as long as they remain useful for the purposes of the Historical Research Center.
2. Title to all materials acquired for the collections should be obtained free and clear with restrictions as to use or future disposition. If materials are accepted with restrictions or limitations, however, the conditions should be clearly stated in an instrument of conveyance, should be made part of the accession records for the materials, and should be strictly observed by the Historical Research Center.
3. A legal instrument of conveyance, setting forth an adequate description of the materials involved and the precise conditions of the transfer should accompany all gifts and purchases and should be kept on file at the Historical Research Center. In the case of sales and conditional gifts, this document should be signed by the seller and donor and by an authorized Historical Research Center representative in the case of unconditional gifts it need be signed only by the donor.
4. Records of accession should be made and retained for all material acquired for the collections.

B. Deaccessioning and Disposal

1. Materials in the collections should be retained if they continue to be relevant and useful to the purpose and activities of the Historical Research Center and if they can be properly stored, preserved and used. Deaccessioning of materials may be considered when these conditions no longer prevail or in the interest of improving the collections for the Historical Research Center's purposes and activities.
2. Materials in the collections should be deaccessioned only upon the recommendation of the archivist, librarian and exhibit department, upon approval of the Executive Director and in accordance with approved policies, including reporting to and approved by the board of directors.
3. In considering alternatives for the disposition of deaccessioned materials the Historical Research Center should be concerned that:
 - a. The manner of disposition is in the best interest of the Historical Research Center, the public it serves, the public trust it represents in owning the collections, and the scholarly or cultural communities that it represents.
 - b. Preference should be given to retention within the county, state or nation material that is part of the historical, cultural or scientific heritage of said entity.
 - c. Consideration should be given to placing materials through gifts, exchange or sale in another tax-exempt public institution wherein they may serve the purpose for which they were acquired initially by the Historical Research Center. If materials are offered for sale elsewhere, preference should be given to sale at advertised public auction or at the public marketplace in a manner that will best protect the interests, objectives and legal status of the Historical Research Center.
 - d. Materials should not be given or sold privately to Historical Research Center employees, officers, members or the governing authority or to their representatives.
4. Before disposing of any material from the collections, the Historical Research Center should make reasonable efforts to ascertain that it is free to do so. Where restrictions as to use or disposition of the materials under question are found to apply, the Historical Research Center should act as follows:
 - a. Mandatory restrictions should be observed strictly unless deviation from their terms is authorized by a court of competent jurisdictions.
 - b. Materials to which optional restrictions apply should not be disposed of until reasonable efforts have been made to comply with the restricting conditions. If it is practical and reasonable to do so, considering the value of the materials

under question, the Historical Research Center should notify the donor if it intends to dispose of such materials with ten years of receiving the gift or within the donor's lifetime whichever is less.

- c. If there is any question as to the intent or force of restrictions the Historical Research Center should seek the advice of legal counsel.
5. An adequate record of the conditions and circumstances under which materials are deaccessioned and disposed of should be made and retained as part of the Historical Research Center's collection records.

C. Public Disclosure

1. A written statement of the policy and procedures adopted and followed by Historical Research Center with respect to the acquisition and disposition of collection materials is available to donors or other responsible persons on request.
2. In reply to responsible inquiry, the Historical Research Center should make available the identity and description of collection materials acquired or deaccessioned. All other facts pertaining to the circumstances of acquisition, deaccession and disposal should be adequately documented in the Historical Research Center's records.