

# *GUIDE TO MANAGING HISTORICAL SOCIETIES*

## **Policies, Procedures, Guidelines and Forms**

### **Sample collection policy for artefacts**

The Sample Society Inc will collect artefacts relating to the local area including the following themes:

- Domestic life
- Education
- Local people
- Recreation and social life
- Local industry
- Working life
- Religion
- Ethnic groups
- Services
- Transport
- Built environment

The Acquisitions Committee must approve all donations and purchases.

Items for the museum collection are acquired primarily through donation, though occasionally items may be acquired through purchase, transfer or bequest.

The museum will not accept conditional donations.

The museum must be free to display, treat and where necessary deaccession collection material.

The museum will not accept permanent loans or long-term loans. Temporary loans of up to 12 months may be accepted.

Criteria to be considered before acquiring items for the museum collection include:

- Relevance of the item to the collection
- Availability of documentation about the item
- Condition of the item
- Ability of the museum to store the item
- Ability of the museum to display the item
- Duplication of items already in the collection
- Legal restrictions relating to the acquisition of the item

### **Documents**

- Sample Society Collection Policy for Research Material
- Sample Society Access Policy
- Sample Society Accession Procedure for Artefacts
- Sample Society Deaccession and Disposal Procedure
- Sample Society Loans Procedure
- Sample Society Cataloguing Procedure

## **Review of Sample Society Collection Policy for Artefacts**

The Committee of Management will review the Sample Society Collection Policy for Artefacts every three years, or as required.