

GUIDE TO MANAGING HISTORICAL SOCIETIES

Policies, Procedures, Guidelines and Forms

Sample collection policy for research collection

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

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

The physical items to be collected for the research collection include:

- Books
- Primary sources including diaries, minute books, correspondence etc
- Documents
- Local newspapers
- Community newsletters
- Local government publications and records
- Maps
- Photographs
- School Photographs
- Audio-visual material including:
 - Video-tapes
 - Audio-tapes
 - Movie film
- Microfiche and microfilm
- Computer generated information
- Ephemera
- Other related items

Items for the research collection are acquired through donation or purchase or are copied.

The Committee of Management approves the purchase of items for the Resource Centre.

The Sample Society aims to achieve high standards of collection care and storage. Every effort is made to store the material in a safe environment.

Archival quality storage materials are used wherever possible.

Items are repaired, where applicable, using archival materials.

Photographs and other items kept at the Resource Centre may also be used in museum displays.

Documents

- Sample Society Acquisition Procedure for Research Material
- Sample Society Collection Policy for Artefacts
- Sample Society Access Policy
- Sample Society Acquisition Procedure for Artefacts
- Sample Society Deaccession and Disposal Procedure
- Sample Society Loans Procedure
- Sample Society Oral History Guidelines

Review of Sample Society Collection Policy for Research Material

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