

GUIDE TO MANAGING HISTORICAL SOCIETIES

Policies, Procedures, Guidelines and Forms

Sample acquisition procedure for research collection

Documentation and record keeping

1. Items purchased for the Sample Society

- The Committee of Management approves the purchase of items for the Sample Society
- On receipt of item, information about the purchased item is noted and kept with the item.
- The item is catalogued, processed and stored appropriately

2. Items donated to the Sample Society

- On receipt of item, information about the item is noted and kept with the item.
- A Photograph Information form should be completed for photographs
- A Copyright / Reproduction Rights / Access Rights Form should be completed for other items requiring clarification concerning copyright and reproduction rights (especially unpublished material).
- A letter of appreciation for the donation may be sent to the donor.
- The item is catalogued and processed and stored appropriately
- Any correspondence or additional information regarding the donated item is stored in the supplementary file.

3. Items on loan to the Sample Society for copying

- On receipt of an item to be copied, such as a document or photograph, information about the item is written in the Day Book.
- A Photograph Information form may be completed for photographs
- A Copyright / Reproduction Rights / Access Rights Form should be completed for other items requiring clarification concerning copyright and reproduction rights (especially unpublished material).
- A receipt is issued to the owner of the item
- The item is copied and the original item is returned to the owner.
- The date of return and method of returning the original item to the owner is written in the Day Book.
- A letter of appreciation for the loan of the item may be sent to the person lending the item.
- The copied item is catalogued, processed and stored appropriately.

Documents

- Sample Society Collection Policy for Research Material
- Oral History Guidelines
- Copyright, Reproduction Rights, Access Rights Guidelines
- Sample Society Customer Relations Guidelines

- Sample Society Cataloguing Procedure

Forms

- Copyright / Reproduction Rights / Access Rights Form
- Photograph Information Form

Review of Sample Society Acquisition Procedure for Research Collection

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