

## **Columbus Historical Society collections policy**

### **Mission:**

Researching, documenting, and collecting the history of central Ohio.

The mission of the Columbus Historical Society will be accomplished through these objectives:

1) To research, document and collect the history of the Columbus metropolitan area by traditional historical methods, oral histories, and the most advanced technological means available.

2) To disseminate, educate and promote the diverse history of the Columbus metropolitan area through programs that promote public interest and invite wide community participate.

3) To protect items of historic significance to the Columbus metropolitan area.

4) To identify and acquire materials, artifacts, and information.

5) To protect and make accessible all property in the custody of the Columbus Historical Society.

6) To cooperate with other historical societies, libraries, institutions, or organizations seeking our resources.

### **Scope:**

The Columbus Historical Society is a local history organization that looks at the Columbus Metropolitan area, as well as the history and development of said area. The scope of CHS is the history and development of Columbus, as dictated by our above stated mission statement.

### **Collecting Policy:**

The Columbus Historical Society acquires materials containing information of the Columbus area. Such materials can be of research value, either in presenting new information, research, or analysis of the Columbus area, or by providing historical, demographic, genealogical, sociological, business, technological, religious, educational, and/or athletic information. Materials can also be used for the education of citizens of Columbus, the surrounding areas, and Ohio as a whole.

In the acquisition of said materials, CHS needs to avoid acquiring repetitive information and publication.

Objects may fall into one of three categories:

- A. Primary:** These objects are of the best quality and condition, relating directly to the historical society's collection. They are beneficial to CHS and can be used for exhibition or research purposes, due to their historical significance or other attributes that make them research worthy.
- B. Secondary:** These objects are duplicates or items of a lesser condition than the primary objects. They are good teaching aids and for hands-on types of opportunities within the exhibits, either due to their lesser quality or due to the nature of the item.
- C. Expendables:** These objects are acceptable items for use that may result in their destruction (such as being handled by children), are unrelated but are useful in teaching, or are

unrelated and can be used for the acquisition of more related or necessary materials.

**Acquired and Accessioned items:**

Primary, secondary, and expendable items are all acquired. Primary are the only items to be “accession worthy” due to the fact that they are in the permanent collection. Secondary and expendable items are a necessary part of any library, museum, or archive. Ownership of these have been transferred to the museum part of the Columbus Historical Society, but are not part of the permanent collection, due to the fact that they are used more heavily and regularly than the primary objects. They are not necessarily historically significant alone, but significance is added when used in conjunction with the primary parts of the collection.

**Rules for Selections, Acquisitions and Accessions:**

1) When materials are donated, we need to have an appraisal process to determine if a) they are materials we should accept and b) their value in terms of the collection (i.e., do they have historical significance, can they add to our collection, where do they fall on the scale – primary, secondary, expendable).

2) All materials donated and accepted, need to have a deed of gift showing transfer of ownership from Donator to CHS.

3) All materials need an acquisition number. Only accessioned materials (primary materials) need accession numbers. Accession numbers are tri-nominal, starting with the year acquired and the number of collection the item is within the CHS system.

4) Materials deemed to have enough historical significance and be in acceptable condition are primary items may accessioned to the permanent collection.

5) Materials deemed to have some historical significance and are not of a higher quality condition are secondary items and do not need accessioned to the permanent collection, thus being used for show and tell type exhibits or slightly hands-on exhibit areas.

6) Materials deemed unrelated and/or unnecessary are expendable and do not need to be accessioned, which would result in them being used as definite hands-on items, to be sent to a better related information institution, or to be used to acquire new materials that better fit our mission and collection policy.

7) We will not accept materials donated with restrictions for use. Also, we will not accept items that have been in contact with water, mud, and insects in the recent past.

8) Materials we do accept must relate to the mission of the Columbus Historical Society.

**Use and Access:**

We have information uploaded to our website at [www.columbushistory.org](http://www.columbushistory.org) and to the Columbus Memory Project at [www.columbusmemory.org](http://www.columbusmemory.org). We are accessible via telephone for those with questions. Those interested, may visit our gallery on the first floor of COSI. Public access to the information in any of those locations is welcome.

Access to go into the storage areas and to actual collections is restricted to staff and volunteers at the discretion of the directors and the collection committee, in order to answer questions and set up exhibits. Visiting researchers have access to materials that

have been retrieved by those able to gather materials, after being informed ahead of time by phone call or email and upon the approval of the executive and associate directors of CHS.

### **Copyright, Ethics, and Legal Issues:**

We do not and will not accept under any circumstances items that would fall under the Native American Graves Protection and Repatriation Act (NAGPRA).

We do not encourage the donation of items and materials stemming from endangered species.

We comply with copyright laws, and if a material is donated that the Donator owns copyright to, we will request that as well.

### **Loans**

We will accept loans from libraries, archives, museums, and historical societies at the discretion of their collections committees, as well as private individuals and businesses. They will be returned after we have finished with the exhibit, research, etc we have borrowed the loaned material for.

Approval of loans will be made at the discretion of our collections committee. Loans will only be given to other information institutions, such as libraries, archives, etc. It is the borrowers' responsibility to pay for expenses incurred during the loan and that no object will be loaned out without guarantee it can be insured.

### **Deaccessioning and Disposal**

Materials are not actively thrown away. Only materials that have been ruined by water damage, insect infestation, and wear and tear will be thrown out.

Items and objects that are deemed no longer relevant to the collection or historical society's mission are subject to deaccession, if they were accessioned in the first place. There will be attempts to place those materials with institutions that are suited for them and are willing to accept the materials. Only materials that are possessed by the Historical Society can be deaccessioned or disposed of.

No item may be given to or purchased by museum staff or volunteers.

Proceeds from any sale may only be used for new acquisitions. Materials will only be sold if another institution is unable to accept the material.

All deaccessions will be carefully documented, as will all sales and disposals. Only director and collections committee can approve deaccessions, disposals, and sales.

*We reserve the right to edit at a later time and date, as the Columbus Historical Society grows and changes.*