

Port Washington Historical Society Collections Policy

Mission Statement:

To create opportunities for inspirational discovery through preservation, education, and exploration of the Port Washington area's history and its maritime environment with sustainable programs that honor the past while looking to the future.

Purpose:

To collect, preserve and maintain items relevant to the history of the Port Washington area, north of Grafton, east of Saukville and south of Belgium including its geographical location, commercial, agricultural, genealogical, developmental and maritime history.

General Policy:

Donated items will be reviewed by the Collections Committee to determine whether they will be accepted as loans or donations. Items should pertain to maritime and/or Port Washington area history, either by direct association, family, or business connection. Items lent for commercial use will be approved on an individual basis by representatives of the Collections Committee.

The society may choose not to accept items which are in poor condition, duplicate/similar items in the collection, are not contemporary with the time period they depict, or are beyond the scope of this collections policy. Items with documentation are preferred.

Possible Items to Collect:

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| Family Histories | Newspapers |
| Books | Magazines |
| Photos | Postcards |
| Textiles | Bottles |
| Signs | Business Memorabilia |
| Maritime Artifacts | Religious |
| Furniture | Agricultural |
| Letters | Items significant to key families |
| Military | Archaeology items relating to area/shipwrecks |

The Society does not assume any responsibility for seeking out and archiving in a comprehensive manner the community's public documents (government, schools), but does include samplings of these materials which have been donated over the years and are relevant to the purpose of the Society.

Additions to the Collection:

All donors must sign a *Deed of Gift* (Document A), which legally transfers the property as an unrestricted gift to the Port Washington Historical Society. Forms must be signed by the donor and an authorized official of the society. Both the donor and the society will receive signed copies of the form for their files. Donations are tax deductible under Section 501c(3) of the U. S. Internal Revenue Code. *Donors are responsible for arranging and paying for any appraisals they may wish for their donated materials. Society members and volunteers are not authorized or expected to provide any appraisal information.*

The decision of whether to acquire a large collection from another institution or individual is primarily the responsibility of the Collections Committee. Consideration needs to be given to space and special needs that a large or significant collection requires. (A collection that requires more than 50 sq. ft. qualifies as a large collection.) Consideration should be given to:

- Significance of collection
- Duplication of current holdings
- How much of collection will be retained
- Transportation costs
- Processing costs including materials, time, and area required for storage/display

Purchasing Additions:

Decisions to purchase additional items or collections shall be determined by the Collections Committee. Items can be purchased by the Collections Committee up to the amount designated in the budget. Amounts exceeding the budgeted amount need Board approval.

Removal and/or Sale of Items from the Collection:

The Society may dispose of items no longer relevant or supportive of the mission by donating them to other historical societies and libraries, selling them, or discarding them. When this takes place, however, any identifying names and addresses on items must be removed. If items are sold, all funds generated must be used for purposes that further enhance the quality of the remaining collection. *When accessioned materials are removed from the collection, they must be de-accessioned by action from the Collections Committee and so defined in the records.*

The Museum collections normally are not available for commercial non-educational use. With approval of the Collections Committee, items may be available for reproduction for commercial use and sale, according to Image Fee Schedule (Document E). The Collections Committee will be the judge regarding marketing use. Commercial use will be consistent with the collections policy (Document D). Copyright remains with the Society.

Loans:

Items will be loaned out or accepted on loan for a limited time period for exhibition or research as determined by the Collections Committee. Long term loans will not be entered into except under rare circumstances and only with approval of the Collections Committee. All items under loan to the society will be cataloged through Past Perfect within the specifications of items accepted on loan. Temporary numbers will be given items loaned to the society and proper procedures will be followed in regard to cataloging. *Unless otherwise noted, all costs of packing, transportation, customs, insurance and other loan-related costs will be borne by the borrower.* Items loaned out will be noted according to Past Perfect procedures, logging them out on loan and on return to the collections. (Document B, Document C)

Accessioning and Filing Materials.

All items accepted as donations for the archival collection must be accessioned, catalogued, objects photographed, and donors acknowledged. All collections in the Museum shall be

curated according to the highest standards. The aim is to preserve and maintain the collections, the items, and the data they contain so that they will be available into the future.

Conflict of Interest:

The Port Washington Historical Society Conflict of Interest Policy shall apply to all collections being donated and associated individuals, including board members, employees and volunteers (Document F). Signing of the form will be renewed each year of serving.

7/14/2020