

## **COLLECTIONS POLICY OF THE JACKSONPORT HISTORICAL SOCIETY, INC.**

The Jacksonport Historical Society, Inc. is dedicated to preserving the heritage of the Township of Jacksonport, Wisconsin. Our mission is primarily educational in nature through the study of its history, people, lands, and buildings. We collect things to be used for this purpose: books and records that people may want to read and artifacts that they may want to examine. We collect things not only because they are old but also because they tell a worthwhile story about the history of Jacksonport. To this end we have established certain guidelines both for the Society and for those wishing to make contributions to it.

The major emphasis of the collection is historical. Subject areas include: early settlers, ethnic groups, family, business, work and prominent individuals and events. The collection houses material in a variety of formats including, but not limited to: books, pamphlets, posters, diaries, letters, maps, photographs, scrapbooks, three dimensional artifacts, and electronic records.

Donations will be accepted provided that (a) there is a signed Deed of Gift form that transfers ownership of the materials to the Jacksonport Historical Society, Inc., (b) the donor does not require excessive restrictions on use, (c) are appropriate to our mission. Acceptance of the material will be determined by its condition, do we have an appropriate storage area, does it fill a gap in our existing collection, does it replace an inferior example in our collection, is it an unnecessary duplication of an existing artifact, can we afford conservation on it, or that it is not contemporary with the time period it represents; for example, reproductions. Donations are tax deductible under Section 501c(3) of the U.S. Internal Revenue Code. Donors are responsible for arranging and paying for their own appraisals.

Curators of collections or their delegates are authorized to approve acceptance of gifts. The delegates may refer questionable donations to the Board of Directors for a final decision.

Unrestricted gifts or purchases are preferred. Any conditions or restriction on a gift must be made in writing on the accession forms and signed by the donor and the authorized Society delegate. The Society does not sell any items from its collection without the expressed consent of the donor. If prior consent has been given, the Society may dispose of unwanted items by giving them to other historical societies and libraries, by selling them, or by discarding them. In case of the sale of accepted items, all funds generated are used for the benefit of the collections.

The Society does not promise to display all gifts at all times. Exhibits are rotated from time to time making it necessary to put some things in storage. The Society attempts to maintain the artifacts collection in good condition within the limitations of its environment, expertise, and volunteer workforce.

The Society may lend items for specifically designated short periods and for exhibit and educational purposes.

The Society also accepts some items on loan for limited time periods as long as it is understood that these items may be used for purposes of research or displayed along with the Society's own collections. Donors, however, must accept a certain risk whenever loans or gifts are accepted.

Approved May 19, 2010