

Warren County Historical Society Collections Policy

I. Purpose

A. The purpose of the Warren County Historical Society is to promote interest in Warren County history and to preserve the county's heritage by:

1. Collection through the acquisition and care of Warren County related artifacts and iconographic materials, a genealogy collection and a Pennsylvania-oriented library.
2. Preservation through the maintenance and care of the collection for the education and use of present and future generations.
3. Interpretation of the society's collections through exhibition, publications, programs, special events and resource materials for the use of members and the general public.

II. Scope of Collection

A. The Warren County Historical Society shall collect materials which relate to the history of Warren County, Pennsylvania. This shall include objects owned, made or used by residents of the county which reflect their lives and activities. This collection shall only include materials which contribute to the exhibition, research or educational goals of the society.

B. To fulfill this policy, care shall be taken in all cases to ascertain that such materials meet one or more of the following criteria.

1. The item fills an important place in the collections of the society.
2. The item is not an unneeded duplicate.
3. The item, if a proposed museum artifact, should be in good to excellent condition and retain its historical integrity.
4. Library, archival, genealogical and iconographic materials may be accepted regardless of condition provided they are important for research purposes.

III. Object Acquisition

A. The Warren County Historical Society receives objects into its permanent collection through gifts, purchases, exchange or transfer.

1. No materials will be accepted without properly executed transmission records. The Managing Director will maintain all such records.
2. Materials which do not fall within the scope of the society's collections may be accepted for educational purposes. In such cases the donor shall be informed of its intended use.
3. Prior to accepting any object, the Managing Director shall investigate available storage space, adequacy of facilities, and need for special care and maintenance. If there is any question regarding the ability of the society to maintain the object in proper condition, it shall not be accepted.

VI. Loan Policy

A. Outgoing loans from the permanent collection to other institutions or individuals must have the approval of the Board of Directors. The following criteria will serve as a guide in determining availability for loan.

1. The item is not needed for exhibition, educational or research purposes within the time limit of the proposed loan.
2. Individuals shall not be permitted to borrow except where professionally and/or personally known to the Managing Director, and then only when adequate proof has been presented regarding the capability of the individual to care of the material properly.
3. If lending of an object will place it in danger of damage, the object shall not be loaned. Such determination will be made by the Managing Director.

B. All loans shall be subject to the following regulations and no loans shall be made where these are not adhered to:

1. The borrower will provide insurance coverage when deemed necessary by the Managing Director.
2. Material exhibited to the public must be in a locked case, or otherwise adequately secured, except in cases where such materials are loaned with the express intent that the public shall be permitted to handle them. Materials shall only be stored and exhibited in areas with appropriate environmental controls.
3. Care shall be exercised by the borrower at all times to ensure proper handling and safekeeping of the materials.
4. No material may be changed, embellished, or dismantled in any way by the borrower without written permission of the Managing Director.
5. Material may not be used for any commercial purpose without written permission of the Managing Director.
6. There will be no third party loans.
7. Packing for return shipping must be the same as the original packing.
8. All expense of packing and/or shipping shall be borne by the borrower.
9. No original documents shall be loaned for exhibit purposes unless photocopy, microfilm or other acceptable duplicates of the contents are retained by the society.
10. All loans shall be reviewed annually.

C. Incoming Loans

1. Incoming loans shall be arranged by the Managing Director. In general, the same procedures shall be followed as for outgoing loans. Proper forms shall be maintained.
2. No loans shall be accepted except for specific exhibition, research or education activities, and then for the duration of the exhibit or activity.

V. Deaccession Policy

See board approved Deaccessioning Policy

VI. Policy Changes

Any changes in this policy must be approved by the Board of Directors.

Deaccessioning Committee

The Deaccessioning Committee shall be composed of not less than three nor more than five individuals, one of whom shall be a Board member and one of whom shall be the Managing Director of the Warren County Historical Society. The Deaccessioning Committee will follow the Deaccessioning Policy as approved or amended by the Board. It will be the responsibility of the Deaccessioning Committee to keep appropriate records of all Committee and Board actions relating to proposed and approved deaccessioning.

Deaccessioning Policy

Definition

Deaccessioning is the process of permanently removing library material, archival materials and artifacts from the collections. The deaccessioning process shall be cautious, deliberate and scrupulous.