

ST. LOUIS PARK HISTORICAL SOCIETY COLLECTION POLICY

I. THE COLLECTION

- Objects to be included in the collection of the St. Louis Park Historical Society must be relevant to and consistent with the Society's Mission and objectives as described in Article II of the Society's Bylaws.
- Artifacts and objects to be included in the collection will be of demonstrable significance and quality. Priority will be given to objects that are of significance as primary historic documents.
- In keeping with professionally accepted standards, the Society will provide for the storage, protection, and preservation of the objects in its collection, under conditions that will insure the maintenance of their physical integrity and identity and their availability for exhibit, to the best of its ability.
- Types of materials to be maintained:
 - Accessioned:
 - Exhibit Collections. These items are the finest available, relate directly to the Society's purpose, and are used only for exhibition or research.
 - Non-accessioned:
 - Resource Material. These items are of a documentary nature (including some photographs) and have minimal intrinsic value, but rather contain information about persons, events or types of artifacts within the permanent collections. Such material will be used for reference purposes.
 - Supplemental Exhibits Material. These items, of an expendable nature and subject to modification, may be used as background pieces to add atmosphere to an exhibit or historic building. (Examples: moldings, mannequins, pieces of rug or carpet, curtains or draperies.)
- The Society has a policy of changing the material on exhibit in order to preserve it from ultraviolet light, dust and insects. For this reason, no donation can be accepted for permanent exhibit.
- Materials are processed as time allows.

II. COMMITTEE ON COLLECTIONS

- A standing committee is hereby authorized and established, to be called the Committee on Collections. This committee will have responsibility for the overall supervision of the collection and for authorizing additions to and removals from the collection. The committee will meet on a regular basis and will be subject to emergency meetings at the discretion of the chairperson.
- All potential acquisitions, whether gifts or purchases, must be brought before the Committee on Collections. A majority vote of the committee will be required for authorized to acquire the item. The Board of Trustees must authorize the appropriations of funds for purchases.
- Accessioned items that may be deemed inappropriate to the collection must be brought before the Committee on Collections for consideration of deaccessioning. A two-thirds

majority of committee members is required for authorization to remove an item from the collection. Once the committee has approved the deaccessioning of an object, it shall be their responsibility to decide on the appropriate means of disposal and to oversee that process. The Board of Trustees must also approve of any action taken.

- It will be the responsibility of the Committee on Collections to see that appropriate records are kept regarding additions to and removals from the collection.

III. ADDITIONS TO THE COLLECTION

- The Society will not knowingly acquire for its collection any object that has been stolen, illegally exported from its country, state, or county of origin, or illegally removed from a historic or archaeological site. Every effort will be made to determine that the object has a clear and licit provenance.
- Wherever possible, title to all objects acquired will be obtained free and clear, without restrictions as to the use or future disposition. If objects are accepted with restrictions or limitation, the conditions will be stated clearly and an instrument of conveyance will be made part of the accession records for the object. The Society reserves the right to decline any gift or request offered to it.
- A legal instrument of conveyance, setting forth an adequate description of the object and the precise conditions of transfer, will accompany all gifts and purchases and will be kept on file by the organization.
- Records of accession, consistent with professionally accepted standards, will be made and retained for all objects in the collection.
- Artifacts of an archeological nature from public lands, including state, county, township or municipal properties, are protected by Minnesota Statutes 138.31-138.42. Transfer of such artifacts to local institutions must be arranged through the Minnesota Historical Society.
- Records of local government, including county, township, municipal and school district records, are governed legally by Minnesota Statutes 138.16-138.21. Transfer of records no longer needed by local government officials must be arranged through the Minnesota Historical Society's Division of Archives and Manuscripts.
- Loans. In the case of loans to and from the Society, the instrument of agreement must clearly state the following conditions:
 - Whether or not the item is needed for a special exhibit or similar purpose.
 - Duration of the loan, delivery provisions to and from the place of exhibit, dates and times of delivery and return, and the names of both parties.
 - Responsibilities of both parties regarding the care and display of the item, and any stipulations regarding damage or loss.
- A gift without a transfer of title or agreement or a gift with restrictions on its use by the Society will not be accepted.
- All acquisitions will be reported to the Board of Trustees by the Committee on Collections quarterly in a written statement.
- Valuation and Appraisal Policies and Procedures:
 - Members of the Board of Trustees and Committee on Collections may not formally appraise gifts for tax purposes. In no case will the Society issue a written

statement giving an appraisal value or in any way certify a valuation for tax purposes.

- If a potential donor wishes to seek a tax deduction for the contribution of an item, the donor should arrange for an appraisal by an outside appraiser. The donor is responsible for payment of any appraisal fees and expenses.
- Collecting Priorities:
 - Priority will be given to collecting items of historical value.
 - The Society will not collect such items unless they have local relevance.
 - The collecting of artifacts and related materials from contemporary society shall be regarded as an integral part of the Society's mission to preserve and interpret the heritage of St. Louis Park.
- Purchases:
 - The item in question must be of historical significance and must relate to the Society's collecting priorities and limits as outlined in this document.
 - Funds must be available to purchase the item.
 - Any item proposed to be purchased must be approved by the Committee on Collections and the Board of Trustees.
 - An object will not be purchased without a bill of sale.
 - A fund may be established for purchasing items approved to be acquired by the Committee on Collections and the Board of Trustees.

IV. REMOVAL FROM THE COLLECTION

It will from time to time become desirable to remove objects from the collection due to changing historical perspectives, redundancies, or the acquisition of items similar but superior to those already represented. Such removal will be undertaken only as part of an ongoing refinement of the collection and not as a source of emergency funds. Before removing any objects from the collection, reasonable efforts will be made to determine that the Society is free to do so. Where restrictions as to disposition are found to apply, the Society will act as follows:

- Mandatory restrictions will be observed strictly unless a court of competent jurisdiction authorizes deviation from their terms.
- Objects to which precautionary restrictions placed by the donor apply will not be deaccessioned until reasonable efforts are made to comply with the restricting conditions. The Society should consider the value of the object in question and notify the donor as applicable if it intends to remove such object from the collection.
- All objects removed will be included in written records for future reference.
- Every effort will be made to transfer materials to other historical societies or organizations as appropriate.
- Upon approval by the Board of Trustees, one of the following methods of disposal will be implemented:
 - Return the artifact to the donor, or in the event that the donor is deceased, to the nearest relative, preferably by notifying the executor or administrator of the donor's estate.
 - Place the artifact on long-term loan to another museum.
 - Trade the artifact for another artifact with another museum.
 - Trade the artifact for another artifact with a private collector.

- Transfer the item to the Minnesota Historical Society or other governmental institution.
- If an item is unsuitable for transfer or trade and if the donor cannot be located or does not wish to have the object returned to him, the item shall be disposed of at the discretion of the Committee on Collections.
- If the Society has more than two copies of school publications in its collection, the excess copies may be sold as follows:
 - Echowans: \$25
 - Mandala, Jr. High, and Elementary school yearbooks: \$15

V. INVENTORY OF THE COLLECTION

- As feasible, a comprehensive inventory shall be carried out in order to assess the need for conservation work on the collection and the need for changes or additions to the Society's collection needs.
- Spot-checks of the collection shall be made during the operating year. Should collection items be found to be missing, this shall be brought to the attention of the Board of Trustees for corrective action.

VI. ACCESS TO THE COLLECTION

- Physical access to the collection is limited to the Board of Trustees. The Board shall have the authority to allow access to others, based on proof of need; however, a Board member must accompany such access.
- Fees for photocopying, scanning, and research shall be consistent with that of the Minnesota Historical Society.

Adopted July 5, 2011