

Starksboro Historical Society

Collection Management Policy

This policy establishes guidelines for the acquisition, care, preservation, public access, and deaccessioning of items in the collections of the Starksboro Historical Society.

1. Collections Committee

- a The Board of Trustees of the Starksboro Historical Society (SHS) shall establish a Collections Committee comprising of 3 individuals. The Collections Committee shall review accessions. The Collections Committee shall review whether to acquire without accessioning, or to deaccession items from the collections of SHS and make recommendations to the Board of Trustees. The final decision shall rest with the Board of Trustees.

2. Acquisition

- a The Starksboro Historical Society collects objects and records that relate to local and regional history that apply to Starksboro. The collection should reflect the history of Starksboro, its diverse residents over time and/or have a direct connection to a person, place, artifact, or event in Starksboro history. Objects are acquired through gifts, bequest, exchange, or purchase.
- b **Criteria.** The following criteria will guide the acquisition of objects to add to the SHS collection.
 - i **Significance** The SHS only collects objects relating to Starksboro's history. Objects may be selected for their historic, aesthetic, scientific/research or social/spiritual value.
 - ii **Condition, intactness, integrity** The condition of the object(s) should be considered when acquiring material. Badly damaged material or items with mold or pest damage should also be assessed to consider steps to remediate before being accepted and made part of the collection.
 - iii **Legal Requirements** SHS only accepts objects for which the donor has legal title. Proposed acquisitions shall be free of donor-imposed restrictions unless such restrictions are agreed to by the Collections Committee and the Board of Trustees. The owner must sign a Deed of Gift transferring title to SHS. No acquisition shall be appraised by a member. (See U.S. Tax Reform Act of 1984 and Internal Revenue Service regulations relating to the act). SHS will not collect objects that violate state or federal laws.
 - iv **Orphaned Collections and Conversion of Unclaimed or Old Loans** Acquisition may also include adoption of orphaned collections or conversion of unclaimed or old loans. Orphaned collections are those without adequate documentation and for which there is no evidence of ownership. Orphaned objects include undocumented door stop donations, undocumented pending gifts, exhibit, special event, education props, or member personal collections. Unclaimed and/or old loans are those objects that are accompanied by some evidence or documentation that a loan to the SHS was intended by the owner.

3. Protection of Collections

- a The Starksboro Historical Society realizes its obligation to protect its collections. Therefore, SHS will act to the best of its ability, according to the following guidelines:
 - i Be mindful of having a reasonably stable environment for items in storage or on display. Environmental considerations should include the impact of light, temperature, humidity, and dust on objects.
 - ii Objects should be stored or displayed in areas considered to be low risk with regard to theft, fire, and other disasters.

- iii Records shall be kept using appropriate forms for documentation, and when possible, materials will be digitally documented with digital information residing in a separate location.

4. Loan Policy

- a **Long-Term Loans.** The SHS does not accept long-term loans.
- b **Short-term Loans** Short-term loans include loaning objects to and from institutions for exhibition. Loan requests are initiated with the Archivist with Collections Committee review and recommendations to the Board of Trustees for approval.
 - i **Outgoing Loans** Loan requests must be received in writing and must include the intended purpose, location, and proposed dates. If the loan is for exhibition purposes SHS shall be credited in all instances. A certificate of insurance may be required.
 - ii **Incoming Loans** Incoming loans need to demonstrate a clear connection between the borrowed object(s) and the SHS mission.
- c Loan items will be insured by the borrower and must provide proof of insurance.

5. Public Access and Use of Collections

- a SHS endeavors to provide public access unless there is a federal law, a state statute, a SHS need, or a privacy concern that would restrict access.
- b SHS is committed to studying, researching, and documenting the collections, and disseminating information for both the scholarly and the general public. Access will be made in a manner consistent with the preservation and security of the objects and records. Collections are frequently fragile, irreplaceable, and often require special handling.

6. Photographic and xerographic reproduction:

- a Photography is allowed; however, fees may apply for duplication requests of photographs, documents, or records. When images of objects from the collections are used in publications, the credit line, "From the collections of the Starksboro Historical Society" shall be used.
- b Copies may not be used "for any purpose other than private study, scholarship or research." (United States Copyright Law, Title 17)
- c Reproduction by the Starksboro Historical Society in no way transfers either copyright or property rights, nor does it constitute permission to publish or to display materials.
- d In some cases, SHS may refuse to allow copies be made because of the physical condition of the materials, restrictions imposed by the donor, copyright law, or right-to-privacy statutes.

7. Deaccession

- a Deaccessioning is the act of permanently removing an object(s) from the collection. The decision to deaccession should be cautious and deliberate. Recommendation to deaccession will be made by the Archivist to the Collections Committed for review recommendation to the Board of Trustee for final approval.
- b No donated material shall be deaccessioned for two years after the date of its acquisition. (See U.S. Tax Reform Act of 1984 and Internal Revenue Service regulations relating to the act.)
- c A complete record of deaccessions shall be kept. A copy of this record shall be retained permanently.

This Policy was formally approved and adopted by the Board of Trustees of the Starksboro Historical Society, on March 3, 2025.