

Columbus Historical Society Collection Development Statement
Drafted by Bonnie Chandler, Board of Trustee Member
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The Columbus Historical Society was founded in 1990 by a group of avid professional and amateur local historians with a passion to share Columbus history. The Society was formed to protect and share the history of the broader community, with an emphasis on the core city and county environs. The purpose of The Columbus Historical Society is to preserve and protect the history of the Columbus Metropolitan area through research, documentation, preservation of materials and artifacts, and to disseminate and promote this history to the populace through educational programs, exhibits, and publications.

The purpose of this document is to set forth guidelines and procedures for the acquisition, cataloging and preservation of materials in the collection of The Columbus Historical Society.

The Collection

The collection of the Columbus Historical Society focuses on materials that represent all aspects of the history of Columbus and Franklin County from prehistory to the present. The collection consists of a Permanent Collection, Use Collection and Library.

Permanent Collection

The Permanent Collection of the Columbus Historical Society is limited to objects of unique or significant historical value. These objects are subject to accessions procedures and documentation. Items in this collection maybe used for display or exhibition.

Use Collection

The Columbus Historical Society also maintains a use collection. This collection contains objects of lesser historical value, of lesser quality, or may easily be replaced. Items in this collection items in this collection may be used for display, exhibition, or as parts of hands on demonstrations. Items in this collection may not necessarily have great historical significance. Items in this collection will not be accessioned due to the destructive nature of handling objects.

Library

Items in the library are reference materials that may be kept for research and study by museum staff and others. Items in this collection will be accessioned.

Collection Selection Criteria

1. Primary sources -manuscripts, maps, letters & diaries.
2. Secondary sources - books, newspapers & newsletters.
3. Image representations-photographs, postcards & video.
4. Audio representations
5. Material objects and ephemera
6. The Columbus Historical Society will NOT accept items that are in violation of state or federal laws.
7. The Columbus Historical Society will NOT accept culturally sensitive Native American objects.
8. Genealogies should be referred to organizations that already have genealogical collections such as the Columbus Metropolitan Library, the Ohio Historical Society or the Ohio Genealogical Society.

Acquisitions of Materials

Items for the Columbus Historical Society may be acquired through donation, bequest, purchase, or other legal means of ownership transfer at the discretion of the Director.

All donations are considered unrestricted gifts and will be used at the discretion of the Columbus Historical Society. Restrictions on objects will not be considered.

A Deed of Gift will be filled out by the donor to secure transfer of ownership of objects. A copy of the Deed of Gift will be sent to the donor for all acquisitions transferring ownership of the items to the Columbus Historical Society and the original signed document will be kept by the Columbus Historical Society along with a Thank You letter acknowledging the gift.

Records will be maintained for all items acquired for the permanent collection.

No staff or volunteer will appraise items for donors.

Accessioning of Material

Items that meet the collection selection criteria and requirements of the Columbus Historical Society will be subject to Accessioning.

Accessioning will be complete by archive volunteers or Columbus Historical Society staff members using PastPerfect Database software. Each item will receive a unique accession number. Accession numbers will follow the tri-nominal system. *Year followed by the number of accessions so far that year. (i.e. 2012.001 is the first object in the accession for 2012).*

Deaccessing Materials

Objects in the Columbus Historical Society's collection are held in the public trust; therefore objects will be removed from the Columbus Historical Society's ownership in means that do not violate that trust. All deaccession decisions will be made with the approval of the Executive Director and Board of Trustees. This decision will be made by resolution in accord with the Collection Development policy.

Criteria for Deaccessioning

1. Object no longer is in line with the mission of the Columbus Historical Society.
2. Object condition has deteriorated beyond the ability of the Columbus Historical Society to properly care for.
3. Object is the subject of repatriation.
4. There are duplicates of a better quality in the collection.

Disposition of Objects

1. Deaccessioned objects may not be returned to previous owner or be given or sold to staff or volunteers of the Columbus Historical Society at private sales.
2. When possible de-accessioned objects will be given to, traded, or sold to another non-profit or government institution whose mission is relevant to the object and may properly care for that object.
3. Sold at a public auction.
4. Destroyed if it cannot be repaired.
5. Repatriated.

Any proceeds from a sale of an object may only be used for the expansion of the collection. Deaccessions will be recorded in PastPerfect.

Loans for the Purpose of Exhibitions

Incoming loans

The Columbus Historical Society will accept loans for the purpose of exhibits.

Loans will be accepted from other non-profit institutions and private individuals so long as there is no conflict of interest in accepting the loan.

Loans will only be accepted for the time period of the exhibit in which they are to be shown. Loans will be accepted at the discretion of the Exhibits Committee.

All loans will be accompanied by a conditions report and proof of insurance.

All Incoming Loans will be record in PastPerfect.

Outgoing loans/ Terms of Use

Loans will be made to other non-profit institutions at the discretion of the Collections Committee.

- Institutions requesting a loan agree to acknowledge the loan "*Courtesy of The Columbus Historical Society*".
- Proper copyright permission will be acquired prior to the loan.
- Institutions agree not to use the loan for inappropriate purposes.
- A fee will be charge to for-profit institutions requesting the loan.
- Outgoing loans will be documented in PastPerfect.

Insurance

Insurance for loans will be the responsibility of the borrowing institution. For incoming loans the Columbus Historical Society shall be responsible for insuring the objects, for outgoing loans it will be the responsibility of the borrowing institution.

Access and Use of Collections

The Columbus Historical Society maintains an exhibit, which is open to the general public on a regular schedule. Access to collections may be granted to researchers at the discretion of Director of Exhibits Committee, the Director of Collection Committee, or the Executive Director. Researchers accessing the collection will be supervised by a staff member or volunteer deputized by a staff member.

There are multiply levels of access to the collections

Staff and Exhibits Committee members shall have unrestricted access to collections including moving items from storage. Any movement of items under the library or permanent collection will be recorded and submitted to Collections Volunteers for input into PastPerfect.

Approved volunteers have unsupervised access to the collections but may not remove items from the Office or Storage Area.