

## COLLECTION POLICY

- Policy Number:** COL-100
- Effective Date:** Approved by the **Eastern Washington State Historical Society (EWSHS)** Board of Trustees on January 6, 2021.
- Application:** Applies to all employees, volunteers, and contractors of the EWSHS.
- History:** This policy updates and renumbers previous BP #139 dated January 2017. BP #139 was originally approved by the EWSHS Board of Trustees in January 2013.
- 

### Article I GENERAL STATEMENT OF PURPOSE

- 1.1 **Authority:** RCW 27.34.070(1)(a) designates the Eastern Washington State Historical Society as “a trustee for the state whose powers and duties include: To collect, catalog, preserve, and interpret objects, manuscripts, sites, photographs, and other materials illustrative of the cultural, artistic, and natural history of this state.” The EWSHS's Articles of Incorporation empower the EWSHS to develop collections that are of significant artistic, cultural and historic merit.
- 1.2 **Mission Statement:** The mission of the EWSHS is to engage its audiences in the appreciation of art, history, and culture of the Inland Northwest and beyond through collection stewardship, exhibitions, and programs that enrich and inspire.
- 1.3 **Purpose of Collection Policy:** This policy articulates the framework by which the EWSHS and its representatives pursue the mission of the museum through the development and stewardship of collections.
- 1.4 **Responsibility for Implementation:** The Executive Director of the EWSHS shall be responsible for implementing the collection policy and the Collecting Plan.
- 1.5 **Ethics Statement:** Staff, Board of Trustees, and other representatives of the EWSHS must act responsibly, ethically, and legally in acquiring and disposing of items for and from the permanent collection.
- 

### Article II DEFINITIONS

- 2.1 **ACQUISITION:** Item(s) accepted by the EWSHS to further its mission.
- 2.2 **ACCESSION:**
- (1) Acquisition(s) formally accepted into the EWSHS's permanent collection;
  - (2) The process of formally accepting and recording an item into the EWSHS's permanent collection.
- 2.3 **COLLECTION POLICY:** Defines the framework for acquiring, caring for, and disposing of collections.
-

**2.4 DEACCESSION:**

- (1) Any formally accessioned acquisition which is removed from the permanent collection;
- (2) The process of removing an accession.

**2.5 DEVELOPMENT:** Activities undertaken by the EWSHS to raise funds for museum operation or capital expenses and endowment.

**2.6 DISPOSAL:** The process of disposing of deaccessioned items.

**2.7 PERMANENT COLLECTION:** Acquisitions that have been formally accessioned by the EWSHS.

**2.8 LOANS:** Temporary transfers of objects and materials to or from the EWSHS that do not involve a change of ownership.

**2.9 OBJECT OR MATERIALS PLACED IN THE CUSTODY OF THE EWSHS:** Objects or materials left with the EWSHS for other than loan purposes (for example, for attribution, identification, examination for possible gift or purchase, custodial storage).

**2.10 COLLECTION PLAN:** The plan approved by the EWSHS Board of Trustees which provides details of the current collection, identifies areas for targeted acquisition or deaccession, and details the methodology and procedures for object identification, collection, accessioning, cataloguing, and deaccession.

### **Article III COLLECTIONS POLICIES**

**3.1 Acquisition**

- 3.1.1 The authority to acquire materials and objects for the permanent collection is designated to the Executive Director by the Board of Trustees. The Executive Director may delegate such authority to the appropriate curators or collection managers to recommend items for the permanent collection acquisitions.
- 3.1.2 Materials and objects may be acquired by purchase, gift, exchange, and abandonment.
- 3.1.3 Conditions of transfer must be stipulated in a legal instrument of conveyance, which describes the materials and objects to be transferred, and the source of such materials and objects
- 3.1.4 A copy of the legal instrument of transfer is provided to the source of the materials and objects, and a copy is to be held permanently on file at the EWSHS. Both copies must be signed by the authorized representative of the EWSHS and the source of the materials and objects.
- 3.1.5 Materials and objects acquired for the permanent collection must only be obtained with free and clear title and with full rights.
- 3.1.6 If materials and objects are accepted with restrictions or limitations the conditions must be stated clearly on the instrument of conveyance and become part of the permanent accession record.
- 3.1.7 Materials and objects acquired for the permanent collection must be accessioned upon receipt and catalogued as soon as practicable after being accessioned.

**3.2 Deaccession**

- 3.2.1 The EWSHS Board of Trustees must approve all objects and materials recommended for deaccessioning.
- 3.2.2 To deaccession materials or objects from the permanent collection, the Executive Director must make a recommendation to the EWSHS Board of Trustees.
- 3.2.3 Materials and objects approved by the EWSHS Board of Trustees for deaccession must be disposed of in a manner deemed appropriate by the Executive Director according to American Association of Museum Directors Standards.
- 3.2.3 Income from the disposal of deaccessioned materials and objects must be clearly identified in financial reports and only be utilized for collection care and development.

**3.3 Loans**

**3.3.1 Loans Out**

- 3.3.1.1 The EWSHS may loan objects and materials for specified periods of time not exceeding two years from its permanent collections to museums, galleries, and institutions for educational exhibits and cultural purposes.
- 3.3.1.2 The loan of objects or materials to individuals is prohibited.
- 3.3.1.3 Loans must be approved by the Executive Director.

**3.3.2 Loans In**

- 3.3.2.1 Incoming loans may be accepted from individuals or institutions for a specified period of time not exceeding two years for educational and cultural purposes.
- 3.3.2.2 The EWSHS may enter into custodial agreements with tribal groups, museums, or institutions with missions similar to the EWSHS in order to protect and preserve materials and objects that are relevant to the mission of the EWSHS.
- 3.3.2.3 The EWSHS may temporarily accept objects and materials for the purpose of identification and for the purposes of consideration for acquisition or loan.

**Article IV  
ACQUISITION GUIDELINES**

**4.1 Scope of Collections:** Objects and materials considered for acquisition, or held in the permanent collection must be in conformance with the approved Collection Plan.

**4.2 General Criteria**

- 4.2.1 Only materials that relate to and are consistent with the approved Collections Plan shall be considered for accessioning into the permanent collection.
- 4.2.2 The EWSHS adheres to generally accepted museum practice with regard to State, Federal, and International law.

**4.3 Acquisition for Development Purposes:** The EWSHS may acquire objects and materials for development purposes. Such activities must not compete with acquisition for the permanent collection. The Executive Director establishes the procedures for handling and accounting for such gifts.

**Article V  
COLLECTION CARE AND RECORDS MANAGEMENT**

5.1 **Collection Care:** The EWSHS shall care for objects and materials in its custody through appropriate allocation of resources and adherence to contemporary museum, archival, conservation, and cultural practices.

5.2 **Records Management**

5.2.1 All records of the permanent collections, including records of conveyance, accession records, loan and registration records, including digital records, shall be organized according to professional standards and housed to ensure their preservation, access, and retrieval.

5.2.2 Records of objects and materials taken in by the EWSHS as loans, including loan agreements and registration records, are retained permanently and are organized according to professional standards. They are housed to ensure their preservation, access and retrieval.

**Article VI  
ACCESS**

6.1 **Access to Collections**

6.1.1 The EWSHS's collections shall be made available for legitimate study, research, inquiry, and examination by responsible parties depending upon staff availability, conservation considerations, condition of collections, cultural restrictions to collections, legal restrictions, or purpose or nature of examination.

6.1.2 Use of permanent collections for the purpose of loan, exhibit, or research requires that the requested materials and objects be organized according to EWSHS standards prior to access.

6.2 **Access to Records:** The EWSHS's collection records shall be made available for legitimate study, research, inquiry, and examination by responsible parties depending upon staff availability, condition of records, legal or cultural restrictions to records, or purpose or nature of examination.

**References that apply to this policy**

RCW 27.34.070 & RCW 27.34.070(1)(a)	Articles of Incorporation
Mission Statement	Collections Plan