



**Denmark Historical Society  
Collections Management Policy And Procedures**

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## **I. Mission and Authority**

A. The purpose of the Collections Management Policy And Procedures is to establish the standards and guidelines for the acquisition, exhibition, preservation, conservation, and management of Denmark Historical Society's collection. The policy identifies areas of collecting interests, as well as the duties and responsibilities of the board of directors, curator and volunteers.

B. It describes the following objectives and policies:

1. Denmark Historical Society's mission and authority to manage and maintain permanent collections,
2. policies and procedures for accessioning and de-accessioning collections,
3. policies and procedures for the preservation and conservation of collections, and
4. objectives and policies regarding public access to the collections, including research, exhibition, public programs, education, and loans to and from other institutions.

C. Denmark Historical Society's stewardship of the collection in its care entails the highest trust and the presumption of permanence, documentation, and accessibility. The collection holds the heritage of Denmark, Maine in perpetual trust, and connects the society to the history and culture of the people of Denmark, Maine and their place in the world at large.

D. This policy is reviewed as often as deemed necessary with input from board of directors, curator, members and volunteers.

E. All changes are submitted to the board of directors for comment and acceptance.

F. Formal approval of this policy by the Denmark Historical Society board of directors validates the authority of this document. This policy is to be considered a working document. Errors, omissions, or other necessary changes will be identified and corrected and approved by the board of directors. A simple majority of the total membership of board of directors is required for approval of changes to this policy.

## **II. Collections Development**

### **A. Mission**

The mission of the Denmark Historical Society is to collect, preserve and make available through exhibits, educational programs and publications, historical and genealogical material relating



principally to the Town of Denmark and its citizens so that people now and in the future, will have resources to study their heritage.

The mission of collections development will be updated when the mission of Denmark Historical Society is changed.

### **B. Collections Objectives**

The objective of the Collection Management Policy And Procedures is to support the society 's mission of collecting, preserving, and interpreting Denmark-related items that document Denmark's activities include those which relate to the community through education, technology, industry, arts, and life experience.

And to establish standards and guidelines for the acquisition, exhibition, preservation, and management of the Denmark Historical Society's collection. The policy identifies areas of collecting interests, as well as the duties and responsibilities of the board of directors and the role of the curator.

### **C. The Role of the Board Of Directors And Curator**

The members of the board of directors of the Denmark Historical Society will have the responsibility for forming and implementing the Collections Management Policy And Procedures.

The curator acts as the board of director's representative to the community regarding the archives. The curator shall be familiar with this policy and oversee matters relating to the development, care, use, and management of the collection.

### **D. Assignment of Authority**

The board of directors of the Denmark Historical Society, through the curator, retains the sole authority to receive, accession, loan, borrow and de-accession property.

### **E. Ethics**

The Denmark Historical Society will follow basic rules of ethics. We will not willfully gain from our membership on the board of directors and we will not purchase items from the collection that have been de-accessioned for our personal gain.



### **III. Collections: Accessions and De-accessions**

#### **A. Acquisition and Accessioning**

1. Acquisition: Documents and ephemera, images, books and ledgers, and objects may be acquired by gift, purchase, bequest, devise, exchange, collection, or abandonment. These will be known as items or materials within this document.
2. Acquisition is complete upon signing of the gift agreement and accessioning into the collection.
3. The curatorial volunteers are responsible for the identification and physical receipt of potential additions to the society 's permanent collections.
4. Accessioning: Defined as the process of accepting items into the permanent collection of the society after review by the curator. It involves the exchange of documentation between the society and the Donor or Seller that records the transfer of legal and physical custody of the item(s) to the society and acknowledges the gift or purchase.

#### **B. Accession Criteria**

Items should meet the following criteria before being accepted into the society 's permanent collections:

1. The materials must be relevant to and consistent with the purposes and activities of the society and meet the society 's collecting objectives to collect Denmark, Maine-related items.
  - A. The society will collect materials that document Denmark, Maine's heritage, and that have documented associations or content that relates to or describes individuals, businesses, or other organizations, both private and public, that are or have been active within the boundaries of Denmark, Maine.
  - B. Materials transferred to the Denmark Historical Society become the sole and absolute property of the Denmark Historical Society. All rights, title, and interest in and to these materials, along with any literary property rights that the donor(s) possesses, are transferred to the Denmark Historical Society.
  - C. Denmark Historical Society reserves the right to decline donations which carry stringent donor restrictions. The society will determine that the donor has the authority



to make the donation, and that the donation is not encumbered by ethical or legal challenges.

D. The Denmark Historical Society may reproduce, manage, display, conserve, and dispose of such materials as deemed appropriate.

2. The society can provide for the storage, protection and preservation of the materials under conditions that insure their availability for institutional purposes and in keeping with professionally accepted standards. For these criteria, the size and condition of the materials will be taken into consideration.

3. Items will have permanency in the collections as long as they retain their physical integrity, their identity, and their authenticity, and/or as long as they remain useful for the purposes of the institution.

4. The provenance of objects or materials will be, when possible, documented.

5. All moral, legal, and ethical implications of the potential accession will be considered.

6. No materials or objects shall be knowingly or willfully accessioned which are known to have been illegally obtained.

7. All donations of materials are outright and unconditional gifts to be used at the discretion of the Denmark Historical Society, for the society's purposes, in accordance with its mission. Title to all materials shall be free and clear, without restriction as to use or future disposition.

a. Exceptions: Only in extreme cases of confidentiality or circumstance, and only when requested by the donor at the time of transfer, shall an exception to the above policy be granted.

b. Exceptions will be granted on a case by case basis.

c. Only the society's curator or board of directors may accept such instructions and/or restrictions on a gift and this acceptance.

d. The curator or board of directors will communicate with the donor regarding the terms of the instruction/restriction.



### **C. Acquisition Procedure**

1. It shall be the responsibility of the potential donor to deliver materials for donation to the society. Should the gift be rejected the donor will be notified and be required to collect the materials at the society or arrange for their return at the donor's expense.
2. Potential accessions may be received only by members of the board of directors. It is noted that the curator is a member of the board of directors.
3. The potential donor and member of the board of directors will complete a gift agreement.
4. No members of the Denmark Historical Society may obligate the society to the acceptance of any material or objects not consonant with the intent or spirit of this policy.
5. The curator shall have the authority to accession materials subject to its budget. The curator may choose to consult with the board of directors in the decision to purchase, accession and protect items.
6. The curator and board of directors may review and accept items offered to the society that are duplicates of materials already in the collection. Use of the materials are at the discretion of the board of directors.
7. Appraisals:
  - a. Appraisals shall be the responsibility of the donor. Records of such appraisals may be kept by the society with the gift agreement.
  - b. No member shall offer appraisals of the monetary value of materials or objects to donors or other individuals or reveal the value that the society has placed on those or similar materials, for the purpose of establishing a fair market value of a gift offered to the society.
8. Items not accepted by the board of directors and not claimed of record become the property of the society in one hundred eighty (180) days after the mailing of a letter to the donor, advising the donor of the decision by the board of directors.

### **D. Accessioning**

1. All donated or purchased materials are to be accompanied by appropriate written confirmation of title and copyright ownership (absolute and complete) and their transfer to the society before they may be accepted into the collections (e.g., by letter of transmittal, acknowledgment, purchase receipt, or certificate of gift).
2. A record of accession will be made and retained for all objects in the collection, consistent with professionally accepted standards. The maintenance of these records shall be the responsibility of the curator.
3. All materials shall bear a distinguishing mark or number to assist in the identification and management of the collection and to correlate materials with their associated accession file.
4. The date of accession shall be determined as the date of receipt of the item by the society.



5. Non-accessioned gifts must be documented and may not be added to the permanent collection.

### **E. Deaccessioning**

1. As a result of changing historical perspectives, the acquisition of superior examples of a class of artifacts already represented, and redundancies that may become apparent over time, it will be desirable to remove certain objects from the permanent collection.

- a. Such removals will only be undertaken as a part of a continuing refinement or direct care of the collection and not to provide a source of funds.

2. De-accessioning: is the process of removing permanently from the collection accessioned materials in order to improve the quality and care of the overall collection. The de-accession process shall be cautious, deliberate, and scrupulous.

### **F. Criteria for Deaccessioning**

De-accessioning shall be based upon one or more of the following criteria:

1. Outside the scope of the society 's purpose and/or the collecting scope;
2. No longer relevant or useful to the purposes of the society;
3. Physical integrity is compromised, and its physical condition has deteriorated beyond exhibition or collection usefulness;
4. Duplicated by others in the collection;
5. Lacks historical authenticity;
6. The board of directors agree that a proposed exchange of an object(s) for materials from another society or repository would substantially improve or enhance the items remaining in the society.
7. Is not Denmark, Maine - related.

### **G. Deaccession Procedure**

1. Materials shall be de-accessioned upon the recommendation of the curator.
2. Once approved for de-accessioning, the society volunteers will try to remove, when practical, all Society identifying marks, tags, labels, accession numbers or stamps from the item(s) to be disposed.
3. Materials may be disposed of either by: return to the donor or donor family; donation to another institution; sale, auction or exchange; or other means approved by the curator.



- a. If it is reasonably convenient to do so, notice may be sent to the donor or donor's family informing them of the society's intention to de-accession the item. If it is to the advantage of the society, it may wish to arrange for the transfer of de-accessioned materials back to the original donor or donor family.
- b. Materials may be offered to other public institutions whose purposes and facilities are appropriate for the materials, in order that they may continue to be available to the public. Local institutions will be given first consideration.
- c. De-accessioned items not successfully disposed of by the above means may be sold, but always in a manner that will protect the interests, objectives, and legal status of the Denmark Historical Society.
- d. The board of directors may, under special circumstances, decide that some materials may be destroyed. Such materials may include the society archives that were not properly culled in the past or objects whose physical or intellectual integrity renders them so undesirable that destruction is the only reasonable means of disposal.
- e. Disposal will be carried out in a manner that best serves the interests of the society. The society may decide to remain anonymous in some instances. Such decision will be determined by the board of directors at the time the de-accession proposal is brought before the board.
- f. De-accessioned objects may not be sold or given to members of the board of directors and its officers, or their representatives unless the person in question donated the object or materials.
- g. Funds received from the sale of the de-accessioned objects will be placed in the society's collections fund for direct care of the collection.

The society will maintain the following records documenting the disposal process:

1. The accession files for the object, including photo-documentation, where appropriate,
  2. The reasons for disposal,
  3. The means of disposal,
  4. Appraisal value at time of disposal, and
  5. Any receipts documenting the object's sale price or exchange.
4. The aforementioned will be the responsibility of the curator to see that appropriate records are kept regarding both additions to and removals from the collections of the society.
5. Date of de-accession will be kept in the column "Deaccessioned" in the DHS\_AccessionReport report.



#### **IV. Preservation and Conservation**

Denmark Historical Society's obligation to its collection is paramount, and is a continual responsibility accepted by the society on behalf of the public. The society shall carry out the legal, ethical, and professional responsibilities required to provide necessary care for the all the collections acquired or borrowed by the society. Denmark Historical Society will protect, preserve and maintain the condition and integrity of the objects and materials in the collection, while assuring reasonable public access. The Society will manage and maintain its collections according to widely accepted professional standards and shall provide ongoing information and training opportunities to members and volunteers on proper care of collections.

A. Preservation is the effort associated with maintaining materials in their original form. This includes providing appropriate housing, environment, and handling of materials to minimize long-term degradation.

B. Conservation is the treatment of materials for the purpose of stabilizing and/or restoring them physically, and to preserve them for as long as possible in their original form.

C. The board of directors recognizes its responsibility to preserve the society 's collection and resources for present and future generations to the fullest extent practicable.

These responsibilities include:

1. maintaining the collection in a manner that preserves both the aesthetic and informative integrity of the materials;
2. conserving or stabilizing selected materials that are in danger of future deterioration;
3. conserving damaged items considered to be significant to the collection;
4. when practicable, replacement of items when there is irreparable damage.

##### **A. Responsibility for Preservation**

1. Preservation planning is an ongoing process for the Denmark Historical Society's board of directors, curator and volunteers. The society recognizes the need for appropriate storage for all permanent collections, based upon accepted professional standards regarding temperature, light, humidity levels, and integrated pest management. Every effort will be made to ensure that the conditions of storage, use, and exhibition of artifacts will result in the longest functional life of the artifacts, consistent with the educational goals of Denmark Historical Society. Routine preservation efforts are the responsibility of the board of directors, curator



and volunteers including, but not limited to, surface cleaning, re-housing, and quarantine, when necessary.

2. The curator is responsible to the board of directors in the proper execution of preservation policies, procedures, and practices. The curator is responsible in fulfilling this goal through or by their knowledge of current professional standards for preservation and conservation.

## **B. Maintenance**

As a minimum requirement of preservation, the goal is to protect the collection from loss by inadequate environmental controls or human causes: e.g. heat, cold, moisture, dryness, fire, dust, vermin, light, careless handling, and theft.

The society 's storage and work areas should be regularly maintained at a professional level governed by standard preservation, housekeeping, and security practices.

The curator is authorized to deny anyone further access to collections in the event of carelessness or suspicious behavior and to search belongings of members and the public within the limits of the law.

## **C. Procedures**

Denmark Historical Society will refer to and follow the best practices and standards as we understand best. For example: National Archives, Archives.org, Maine State Archives and Maine Historical Society.

1. Handling – Wash hands, use no lotions and avoid food and drink while handling items from the archives. It is OK to drink and eat in the meeting room when not handling items from the archives. Nitrile gloves will be used when touching metals, photographs, postcards and other types of photographic items. Use Prints are permanent. Gloves are not necessary for paper and books. Use fabric gloves when handling all textiles.
2. Do not use paper clips.
3. New Media – Research conversion to new technology every 5 to 10 years. Always complete metadata for each item.
4. Digital Items - \*.tif files are the digitization standard for images. Once converted file from \*.tif to \*.jpg, \*.pdf or other standard, \*.tif is not to be touched. Follow the standards of Maine Historical Society when digitizing items.
5. Use PAT-approved protective coverings in protecting images, ephemera, ledgers, scrapbooks, books and other objects. Try to use the highest quality products. Remove



images and ephemera from frames. Digitize, protect and store item. Print a copy for public display.

6. Do not store items in collection on the floor.
7. Other storage recommendations:

#### Books, Diaries, Scrapbooks

- ♣ Store upright like library books.
- ♣ Do not stack.
- ♣ If you must stack, never stack more than two or three high, and never let them lean.
- ♣ Store on shelf in size order to keep from the books from leaning against one another, unless there is an order to the books already, as with a series.
- ♣ Use rare book tags to label.
- ♣ Never write on spine.
- ♣ To identify inside, find a blank corner close to the front and use pencil.
- ♣ NEVER use an ink pen! Preferred writing implement is a photo labeling pencil.
- ♣ Be considerate of future generations and write neatly.
- ♣ Interleave scrapbooks with acid free paper in case of botanicals.
- ♣ Too many interleaves will cause the scrapbook to swell, so use discretion.
- ♣ Preservation photocopies:
  - ♣ Copy all news clippings or scrapbook pages.
  - ♣ Keep printed copies if you digitize.
  - ♣ Disks are not permanent and may not re-open with later technology.
  - ♣ Tie with archival ribbon like a present if the spine is loose.
  - ♣ Do not tie so tight that the ribbon cuts into the binding. Ideal and Acceptable Storage
  - ♣ Ideal: on shelf, upright, no book-ends that cut into bound items, store in size order.
  - ♣ Store in cool, dry, and dark place at 50/50 temp/ humidity.
  - ♣ Acceptable: stack two or three high. Stack in size order, smallest on top.
  - ♣ Store in stable environment.

#### Dried flowers and other organic items –

- ♣ wrap and box

#### Electronic devices

- ♣ Store each item in separate boxes

Ephemera, PAPER-BASED DOCUMENTS: Letters, Receipts, Business Papers, Deeds,



Probate –

- ♣ Organize: maintain original order or apply an order that makes sense-by date, by author, etc.
  - ♣ Sort items by category – Denmark History, Municipal, Organization, People
  - ♣ Re-house: remove paperclips, staples, rubber bands. Remove items from envelopes. Unfold or unroll documents (unless detrimental). Place items in to proper enclosures and storage.
  - ♣ Separate mediums: Remove photo, negatives, and clippings. (Remember to make notes about what is removed and from where.)
  - ♣ Preservation copies: Copy all newspaper clippings and pages that are harmful to surroundings. Original newspaper clippings may be discarded.
  - ♣ Original documents that are photocopied because they are brittle or harmful to their surroundings should be kept in addition to the copies.
  - ♣ Buffer harmful paper with two sheets of acid free paper.
  - ♣ Label all enclosures with pencil and number for ease of use. Other tips for paper-based items:
    - ♣ Use plastic paperclips to keep like items together.
    - ♣ Do not overdo it with the clips. If there are only a few pages in a folder, it's not necessary to clip associated pages together.
    - ♣ The clips may bend the pages if too many pages are clipped together.
    - ♣ Consider a single folder for multi-page documents.
    - ♣ Try to put no more than about 15 pages in each folder.
    - ♣ However, if you feel more than 15 can be placed inside safely (to keep a 25-page document together, for example) that is fine...15 is just a general rule.
    - ♣ Place copies of clippings back with associated materials once copies have been made.
    - ♣ Do not store harmful materials in the same folders with other items: i.e. items backed on cardboard, clippings, ribbons, botanicals, etc. If, for ease of use, these items remain within a folder with other items be sure to buffer or place at the end.
- Acceptable Storage
- ♣ Ideal: Acid-free folders and acid-free boxes. Less than 15 pages per folder. Never leave a box half full.
  - ♣ Store in a cool, dry, and dark place with 50/50 temp/humidity.
  - ♣ Acceptable: Acid-free folders and acid-free boxes. Less than 20 pages per folder and if a box is half full, lay it on its side to keep items from curling, or use an acid-free cardboard place holder (available from archival supply vendors).



## OVER-SIZED PAPER-BASED ITEMS

- ♣ Store flat, in boxes or enclosures. Buffer with archival tissue.
- ♣ Ideal Storage: in flat files, individual folders or enclosures, in archival boxes, stacked by size and interleaved with archival tissue (this however would be considered ideal for newspapers vs. flat files)
- ♣ Never hang originals unless in museum grade frames (and hang in low light)
- ♣ Cover framed items with un-bleached linen

## Film, movies, video, media, digital files & recordings

- ♣ use multiple storage types and locations
- ♣ Convert to new file format every 10 years

## Medals, trophies, etc. –

- ♣ wrap individually,
- ♣ do not pick up by handle – only by stable base,
- ♣ wrap and box

## Metal

- ♣ Do not allow metals to touch one another
- ♣ Silver tarnishes – do NOT use commercial cleaners and polishes
- ♣ Do Not wear wool, silk, etc.

## Photographs

- ♣ Separate negatives and photographs.
- ♣ Sleeve photographs into enclosures, always open on one end.
- ♣ Rolled photos: unroll once and create surrogate. Leave rolled in storage.
- ♣ Leave all conservation work to professionals.
- ♣ Display surrogates.
- ♣ If framed, look at the reverse and determine if adhered to mat.
- ♣ If not framed, remove from frame.
- ♣ If adhered, place a piece of unbleached linen over front to keep light out and leave framed until removed by professional.
- ♣ NEVER try and clean a photograph or glass plate negative! Other tips for photos:
- ♣ Photos love to be very cold, though not freezing: 40°F - 55°F.



- ♣ Never store negatives with photos. Nitrate negative should be frozen or disposed of properly.
- ♣ Separate types of photos—black-and-white from color.
- ♣ Be aware that digital photos have a shorter life span.
- ♣ Keep items framed if removing item will cause any damage.
- ♣ Cover framed items with unbleached linen available from any fabric store.
- ♣ Display surrogates or display in museum quality framing (UV protestant and archival matting).
- ♣ Use corners for inserting into albums; never use adhesive.
- ♣ Never write on photos with anything but archival markers.
- ♣ Preferred labeling is on sleeve.
- ♣ Never flatten a rolled photograph. Unroll once, duplicate, and leave rolled.

#### Ideal and Acceptable Storage:

- ♣ Ideal: Store photos sleeved individually and in open-ended sleeves.
- ♣ Mark sleeves with archival marker, never mark on photo.
- ♣ Special pens may be ordered from an archival dealer to write on reverse of images.
- ♣ Store in a cold, dry, dark place: 40-50% humidity.
- ♣ Store upright in enclosures or flat in boxes; never overstuff.
- ♣ Keep rolled photos rolled and framed photos framed if changing will harm images.
- ♣ Make surrogates for use.
- ♣ Acceptable: Stable environment.
- ♣ Buffer images if you cannot sleeve.
- ♣ Write on labels (on sleeves) with pencil, but never while image is inside.
- ♣ If placing into album, use corners.
- ♣ Consider using Mylar sleeves if they are affordable. (Perhaps select the most valuable images for such sleeves.)

#### Textiles – Includes all fabrics - Quilts, wool, clothing

- ♣ Do not hang items without proper museum equipment (or at all).
- ♣ Store fabrics flat in proper boxes.
- ♣ If you must hang the costume, use padded hangers available from archival suppliers.
- ♣ This is still not ideal but placing in boxes may be prohibitively expensive for large collections of fabrics.
- ♣ If it must be folded, pad the items with alkaline-free paper, cotton batting, or archival tissue at the folds.
- ♣ May store fabrics in cloth bags ex. Pillow case
- ♣ Roll textiles or rugs.



- ♣ Never hang these items from clips.
- ♣ NEVER try and clean yourself. Always consult a conservator!

Tintypes

- ♣ separate from other metals and wrap in tissue

78 recordings

- ♣ Send to vendor to create a copy

#### **D. Conservation Practices**

1. Although preventative care is the preferred method of care for the permanent collections, there are times when remedial conservation treatment is necessary. The board of directors of Denmark Historical Society shall engage the services of qualified conservation professionals, when conservation of objects is required.
2. Conservation practices will be carried out consistent with current practices within the society and conservation fields. When it is determined to be necessary by the curator and board of directors, professional conservators will be called in to assist the society's staff or to conduct individual treatments on society items.
3. Standard conservation practices are to be carried out, whenever possible. All conservation work will be carried out in accordance with the American Institute for Conservation Code of Ethics and Guidelines for Practice under the supervision of the curator and board of directors.
4. The curator and board of directors of the Denmark Historical Society will make every effort to conserve damaged items as closely as possible to the original forms, without obscuring the histories of the items themselves.
5. Restoration could include inlaying, inpainting, paper reforming, inserting, and rebinding.
6. Conservation treatments must always be of a reversible nature, except in cases where irreversible treatment is the only option.



7. Fumigation, de-acidification, encapsulation, cleaning, oiling, consolidating loose paint flakes, and refinishing furniture are all protective measures which can be employed to slow deterioration.
8. The society's curator and board of directors recognizes that different procedures may be employed for items conserved primarily for aesthetic reasons and for those items restored for informational purposes only.
9. All conservation work will be fully documented in written reports and with "before" and "after" photographs.

#### **E. Replacement**

1. When an item is damaged beyond the society's ability to repair it, or when materials are in danger of sustaining damage by their frequent use, those materials, where appropriate or possible, may be replaced by alternative formats, e.g. photographs, microfilm, photocopies, facsimiles.
2. Upon creation of the substitute, the original may be placed in storage or, in rare - appropriate cases, be considered for de-accession. Except for items that have been digitized, the original will remain protected and preserved within the society's collection.

#### **F. Insurance Coverage Respecting Collections**

1. At this time Denmark Historical Society does not insure its collection.
2. It is recommended that insurance coverage be reassessed at least once every three years.
3. It is the responsibility of the curator and volunteers to inventory the collection for loss management purposes.
4. Funds recovered from insurance claims are to be used for the improvement of the collection, either by providing for the replacement of items that have sustained irreparable damage or, in special cases recommended by the board of directors, by providing for the purchase and/or conservation of similar objects.



5. For loaned materials, the society will provide insurance coverage agreeable to the lending institution or individual and to the Denmark Historical Society.

## **G. Risk Management**

Prudent collections management requires identification and elimination of risks to the permanent collection. Incoming and outgoing registrarial processes are critical to controlling risks. They include inventory, condition reporting, and issuing receipts for all collections upon entry and exit from the Denmark Historical Society property.

1. Priority shall be given to the safety of members, volunteers and visitors.
2. Protection against hazards.
  - a. All necessary precautions must be taken to protect the collection from fire, vandalism, theft, or damage by natural causes.
  - b. All board of directors, curator, and volunteers shall be aware of the location and operation of extinguishers, if fire extinguishers are present in the facility, and be fully versed in emergency plans.
  - c. Collection will be kept in a locked storage room, known to board of directors and curator as the archive, off limits to the public, when a member of the board of directors is not present.

## **V. Access to the Collections**

1. The collection of the Denmark Historical Society exists for the benefit of present and future generations and is committed to public service in the community. We have a repository for research materials, which collects, preserves, exhibits, and interprets its collection, so that others may study and learn.
2. The society meets its responsibilities for making its resources accessible by organizing and cataloging the collection and by providing opportunity for their examination. And the society promotes research and education through its exhibitions and public programs, its loans to and from other institutions, its own publications, and the publications of others.
3. The Denmark Historical Society is committed to providing public access to its collection by supporting the study and enjoyment of historic materials through exhibitions, research activities, public programs, and online resources including the online catalogs of the Maine State Library, Maine State Archives, and Maine Historical Society.



4. The board of directors and curator manages procedures for public access. If at any time, in the judgment of either the board of directors or curator, the safety of the collection is compromised by public use, the curator may act to mitigate the situation. The circumstances of the incident must immediately be reported in writing to the board of directors, who then will pursue appropriate actions.
5. And to the best of the ability of the board of directors, curator, and volunteers, we will follow the procedures for the non-profit organizations in which we post our digital images and documents.
6. All visitors, including researchers, trustees, family members, committee members, THE SOCIETY members, personnel of other museums, vendors, contractors and other maintenance personnel, and the general public must be accompanied by a member of the board of directors, curator or volunteer while in collection's storage or other non-public collection areas.
7. The board of directors, curator and volunteers will provide orientation and training in collections care and handling, as needed.
8. Exceptions for access to the collection are at the discretion of the board of directors.
9. Collection areas will be monitored by a member of the board of directors or volunteer(s) at all times when the public is present.
10. To safeguard their physical security, board of directors and curator may limit the size of groups in collection areas.
11. Procedures and rules for public access are designed to support appropriate use of historical materials while ensuring the highest standards for care and preservation of the collections.

#### **A. Cataloging**

1. Accurate, complete, and timely documentation increases research opportunities, and improves access and collection's care. Documentation maintains physical and intellectual control over collections, and provides the identification, condition, history, use, and value of the items in the permanent collections. Collections records must, therefore, be of the highest order of accuracy and completeness.
2. Access requires the development and availability of records that assist the



Society board of directors in the management of the institution's permanent collections and which can lead a researcher to information.

3. It is the responsibility of the society to create and maintain internal records, to supply cataloging and bibliographical information for external records, and to provide information and instruction on the use of finding aids to its collections.

4. In addition, published catalogs and descriptive bibliographies may be made available to regional and national databases to assist in the dissemination of information regarding the collections.

5. Certain records, including donor names, addresses, accession records, and item valuations, are considered by the society to be confidential.

6. At the time of the writing of the Collections Management Policy the society uses an Excel spreadsheet to accession and catalog its items in the collection.

A. Denmark Historical Society will follow the accession numbering system of the year item is obtained and then the order it was obtained.

Ex. 2017.0001

B. When more than one item is received from the same donor the accession numbering system will follow the pattern – 2017.0001. 1, 2017.0001.2, 2017.0001.3.

C. When the year of the donation is unknown the accession numbering system will follow the pattern “1807.yearaccessioned.0001”

ex. 1807.1991.0021 or 1807.2017.0055.25

C. File name is kept in the column “Accession #”

D. Digital file names will be kept in the column “Identifier Digital Call#”

E. Denmark Historical Society will complete metadata of digital collection. We will strive to have consistent system of descriptive, technical and administrative information.

7. Items will be categorized in these 4 categories – Library, Archives, Objects, Images

Library – books, ledgers, pamphlets, diaries, town reports, almanacs

Objects – physical items



Archives – ephemera, documents, posters

Images – photographs, postcards, paintings, drawings, digital files

This information is kept in the column “Catalog”

8. Denmark Historical Society will use the spreadsheet labelled DHS\_AccessionReport\_FiscalYear. Ex. DHS\_AccessionReport\_20172018.

A. Annually the report will be saved under the new fiscal year, with the previous year being saved in the archived folder.

B. And create a comma-delimited file of the archived copy, ex. DHS\_AccessionReport\_20172018.csv.

9. Periodically research will be done on the newest accession techniques and columns added, as needed.

#### **B. The Right to Examine Materials**

1. The special nature of the collection -- the rarity, uniqueness, age, fragility, and susceptibility to loss and rearrangement -- requires that special precautions be taken for their security. The society reserves the right to make some material available only in facsimile form or restrict accessibility altogether in certain cases.
2. Public access is limited to the monitored in the archive, meeting room, Denmark Public Library's reading room and within the confines of Centennial Hall; which are open to members and non-members under the fees and restrictions determined by the society.
3. Access to the society's collection in storage may be arranged by prior appointment.
4. The society will, as general policy, undertake a systematic program of digitizing, photocopying, filming and photographing items. The curator with the assistance of volunteers and the board of directors shall determine those materials that are too fragile for general access.
5. The society recognizes confidentiality when it is the condition of an accepted gift or bequest. The society will, at the same time, attempt to discourage restrictions upon access or use as inconsistent with its policy of the widest possible accessibility.



6. The right to examine materials does not confer on the researcher the right to publish materials from the collections. A separate agreement (Permission to Publish) between the society and the researcher will be executed.
7. Photography, filming or scanning, for non-publication, reference purposes, is allowed of collection materials with prior approval and at the discretion of the board of directors and curator.
8. Under no circumstances will access or use be permitted that jeopardizes the care or security of the collection. Film crews, photographers and persons scanning materials will be supervised by authorized persons.

### **C. Public Programs**

1. The society supports education and Society programs will be designed to bring individuals of all ages into the society and, when appropriate, to travel into the community.
2. The society installs exhibitions of its collections in order to provide wide public access to noteworthy elements of its resources. Material may be borrowed from other collections or individuals when such material complements or adds to the appreciation of the society 's holdings.
3. The society may, also, provide space for travelling exhibits or other exhibits that do not include Society material as long as the exhibit is consistent with the society 's purposes and mission statement.

### **D. Loans for Exhibitions**

#### **1. Outgoing Loans**

The Denmark Historical Society will make loans from its permanent collections to other non-profit societies, to historical and government agencies, and to other worthy entities for the purpose of special exhibitions, subject to the following conditions:

- a. The item(s) must not be needed for the society 's current exhibition program;
- b. The item(s) must be in suitable condition for transportation and display to be determined by the Curator and, if necessary, by outside consultant conservators;
- c. The society must be satisfied with the borrowing institution's provisions for security, installation, and climate control;



- d. The period of each loan is to be determined by the condition of the item and the exhibition needs of the society and of the borrowing institution. Generally, no loan agreement may exceed twelve months. Renewals may be granted at the discretion of the board of directors.
- e. All loan requests will be brought to the board of directors for approval.
- f. The borrowing institution must insure the item(s) at current appraised value, naming the Denmark Historical Society as the loss payee, and it must provide the society with a certificate of insurance before the item(s) leave(s) the Denmark Historical Society's collection.
- g. The borrowing institution assumes all costs related to packing and shipping;
- h. A condition report and record photographs will be on file before the release of the item(s) from the society. The borrowing institution bears the cost of making the necessary record photographs;
- i. The borrowing institution will assume all conservation expenses necessary to prepare (an) object(s) for exhibition;
- j. Objects will not be repaired, restored, or altered without written permission from the board of directors of the Denmark Historical Society.
- k. If, in the opinion of the board of directors, an outside appraisal of the item(s) is necessary, the borrowing institution bears the expense of the appraisal;
- l. The borrowing institution must acknowledge the Denmark Historical Society's ownership of the item in exhibition labels and in all publications. The basic credit line should read: "Courtesy of the Denmark Historical Society, Denmark, Maine." If applicable, the collection, donor, and date of gift shall be added;
- m. The Denmark Historical Society reserves the right to recall a loaned item if the security or condition of the object is, in the society's judgment, imperiled or if the society identifies a particular need for the item;

## 2. Incoming Loans

- a. The Denmark Historical Society will exercise the same care with borrowed objects as it does with its own collections.
- b. Items will not be repaired, restored or altered without written permission from the owner.
- c. Damage incurred during shipment or handling will be immediately reported to the lender. It is understood that all artifacts suffer gradual deterioration in which neither party is responsible.
- d. The Denmark Historical Society may use any photographic means for item examination, exhibit, catalog, educational or publicity uses unless restricted by the lender.



- e. The society will comply with the lender's credit line requests for exhibit and publicity purposes.
- f. The society will provide insurance coverage agreeable to the lending institution or individual, if requested and required.
- g. The society will cover all transportation and packing costs.
- h. A condition report will be completed upon receipt and unpacking of the objects. An additional condition report will be completed upon return of the loan.
- i. At the end of the stated loan period, the Denmark Historical Society will return the loaned objects to the lender. If the loan cannot be returned within ninety (90) days of the contract period and reasonable efforts have been taken to contact the owner, the objects will be deemed an unconditional gift and become the property of the Denmark Historical Society.

#### E. Memorandum Of Understanding

- 1. At the discretion of the board of directors of Denmark Historical Society, it will create and implement memorandum of understanding with local non-profit institutions, to display, store, and exhibit the society's collection. The MOU will be reviewed and updated annually by the board of directors.

#### F. ACCESS TO DIGITAL COLLECTION

- 1. Where it is deemed acceptable by both parties, Denmark Historical Society will make its digital collection accessible with either Maine State Library or Maine Historical Society.
  - a. Maine State Library will host non-profit historical society collections of primary source items. The Denmark Historical Society will complete metadata for each item.
  - b. Maine Historical Society does not host collections, it will display a themed-collection. Denmark Historical Society is a contributing partner.
- 2. Denmark Historical Society will provide digital files and images to members of the community. If there are fees involved in processing the request, the member of the community will pay these costs.

### VI. Collections Policy Amendments

- A. There are no amendments as of this time.



## VII. Glossary

**Accession** – A set of one or more artifacts, objects, manuscripts, etc., received from the same source at the same time; acquisition that a museum has taken ownership of and holds in the public trust.

**Accession number** – A unique number that is assigned to an accession.

**Accession register** – A paper or electronic record of accession information; a document that includes, among other data, the accession number; date and nature of acquisition (gift, excavation, expedition, purchase, bequest, etc.); source; brief identification and description; condition; provenance; value; and name of staff member recording the accession.

**Acquisition** – Something acquired by THE SOCIETY (but not necessarily involving the transfer of ownership).

**Appraisal** – A judgment of what something is worth; an expert or official valuation, as for taxation; the process of determining the monetary value of something.

**Archival appraisal** - In an archival context, appraisal is the process of determining whether records and other materials have permanent archival value.

**Archives** – The non-current records of an organization or institution preserved because of their continuing value; the agency responsible for selecting, preserving, and making available records determined to have permanent or continuing value.

**Artifact** – Something made by or modified by a human being. **Authentication** – To establish the authenticity of something; to prove genuine.

**Bequest** – Transfer of property to an institution under the terms of a deceased person's will. Bequests may be conditioned upon the happening or non-happening of an event (such as marriage), or executory in which the gift is contingent upon a future event. Bequests can be of specific assets or of the residue (what is left after specific gifts have been made).

**Blanket insurance policy** – An insurance contract that covers several classes of property at a single location or at multiple locations.

**Bulk dates**: the dates for which most of the collection hails from.

**Bylaws** – The written rules for conduct of a corporation, association, partnership, or any organization.

**Catalog** – The list of the contents of a collection.

**Catalog record** – A paper or electronic record created during the cataloging process.

**Cataloging** – The process of organizing the information about an accession by creating records of specific information; the creation of a full record, in complete descriptive detail, or all information about an object, assembly, or lot, cross-referenced to other records and files, and often containing a photograph, sketch, film, sound, or other electronic data.

**Certificate of gift** – A contract that transfers ownership of an object from a donor to an institution and describes the conditions of the gift.

**Certificate of insurance** – A document, signed by the insurance company or its agent that is written evidence of insurance in force at the time of issuance.

**Collections** – An organized accumulation of objects or specimens that have intrinsic value; a group of specimens or objects with like characteristics or a common base of association (e.g., geographic, donor, cultural); objects or specimens that the museum holds in trust for the public.

**Collections management** – The activities that relate to the administration of collections, including planning, development, care, conservation, and documentation; caring for collections and making them available for use.



**Collections management policy** – A written document, approved by the institution’s governing authority, that specifies how collections will be acquired, accessioned, documented, stored, used, cared for, and disposed of.

**Collections stewardship** – The careful, sound, and responsible management of collections that are entrusted to the museum’s care, including the legal, social, and ethical obligations to provide proper physical storage, management, conservation, and care for the collections and associated documentation.

**Condition report** – An accurate, informative descriptive report of an object’s or a document’s state of preservation at a moment in time.

**Conservation** – Maximizing the endurance and minimizing the deterioration of an object or specimen through time, with as little change to it as possible.

**Copyright** – Legal recognition of special intellectual property rights, distinct from the right of possession that a creator may have for a work. Copyright exists for original works in tangible media and covers the rights to reproduce, adapt, distribute, perform, or display the work.

**Creating Surrogates:** non-flash digital photographs, scanning or photocopies for use or display.

**Credit line** – Information that details the source of an object and may reference the donor or lending institution.

**Culling** – The process of selecting and removing objects from a group.

**Curation** – The process of managing and preserving a collection according to professional museum standards and archival practices.

**De-accessioning** – The formal process of removing an accessioned object or group of objects from THE SOCIETY ’s permanent collection.

**Deferred donation** – A donation in which a donor retains ownership of an object for a specified period of time, but wants assurance that the object will be accepted by the museum at the termination of the retention period (a synonym is promised gift).

**Deposit collection** – A library collection that is housed and cared for by the society, but that is owned by another and the society does not have legal title to.

**Disposal** – The process of physically removing a de-accessioned object from the society ’s custody.

**Documentation** – The supporting evidence, recorded in a permanent manner and using a variety of media, of the identification, condition, history, use, or value of a specimen, object or collection.

**Element** – A constituent part of a whole; a member of a set (e.g., an artifact, object, or specimen in a museum collection).

**Exchange** – To trade or barter property, goods and/or services for other property, goods and/or services, unlike a sale or employment in which money is paid for the property, goods or services.

**Ethics** – A set of principles or values to govern the conduct of individuals.

**Facility report** – A report prepared by an institution that outlines its facilities, environmental controls and monitoring, and collections management procedures.

**Finding Aid:** an inventory to collections, along with biographical information, bulk dates and provenance.

**Found in Collection** – Material in the society collections for which the original source or donor is unknown.

**Gift** – The voluntary transfer of ownership of property completely free of restrictions.

**Incoming loan** – Objects, lots, specimens, or archival materials to which the society does not have legal title but for which it is legally responsible while they are in its possession and used in the society-sponsored activities.



**Indefinite loan** – A loan that has no set duration or termination date. **Integrated pest management (IPM)** – The coordinated use of biological and environmental information with selected control measures to reduce or eliminate pest damage; a holistic approach to pest management decision making, taking advantage of all appropriate pest management options, including chemicals.

**Inventory** – The process of physically locating objects through an inventory.

**Loan** – A temporary transfer of a collection object from a lender to a borrower; a loan does not involve change in ownership.

**Loan agreement** – A contract between a lender and a borrower of an object, specifying the object and outlining the conditions of the loan and the respective responsibilities of each party.

**Long-term loan** – A loan contract with dates in excess of one year.

**Material** – Relating to, consisting of, or derived from matter. A general term to describe all the types of items held in the society collections.

**Mission** – Statement approved by the society's governing authority that defines the purpose of the Denmark Historical Society .

**Off-site storage** – Collections storage at a site that is separated from the Denmark Historical Society's archives at Denmark Public Library.

**Old loan** – An expired loan or loan of unlimited duration left unclaimed by the lender (also referred to as an unclaimed loan).

**Outgoing loan** – An object loaned by THE SOCIETY to another institution. It is an outgoing loan from the perspective of the lending institution; such a loan would be an incoming loan to the borrowing institution.

**Policy** – A guideline that regulates organizational action. Policies control the conduct of people and thus the activities of systems.

**Procedure** – Specific instructions for enacting and carrying out a policy.

**Processing**: to organize, re-house, label and create and inventory to collections.

**Preservation photocopying**: to copy deteriorating materials, like newspaper, onto acid-free paper for posterity.

**Provenance** – For works of art and historical objects, the background and history of ownership. Refers to who created the items, how they were obtained, where they came from.

**Public trust** – A relationship in which the society holds property that is administered for the benefit of the public.

**Records** – All information fixed in a tangible (textual, electronic, audiovisual, or visual) form that was created by an organization as part of its daily business.

**Re-housing**: to remove all harmful components (staples, etc.) and place into proper storage.

**Repository** – A facility that can provide long-term professional, systematic, and accountable curatorial services for a collection that it does not own.

**Restricted gift** – The voluntary transfer of ownership of property with conditions and/or limitations placed upon that ownership.

**Risk management** – A program of risk control that includes analyzing the probability of risks to the Denmark Historical Society's collections, facilities, visitors, and staff as well as planning and implementing appropriate preventative measures and response methods.

**Scope of collections** – A statement that defines the purpose of a collection and sets agreed upon limits that specify the subject, geographical location, and time period for the collection. The statement also considers the uses to which a collection will be put, and states the types of objects that will be acquired to fulfill the purposes of the collection.



Short-term loan -- A loan contract with dates not more than one year.

Stewardship – The careful, sound, and responsible management of that which is entrusted to the Denmark Historical Society 's care.

Title – The possession of rights of ownership of personal property. Separate rights of possession include copyright interests, trademark rights, and any specific interests that the previous owner may have reserved.

Transfer – The voluntary transfer of ownership of property from one collecting institution to another, completely free of restrictions.

Wall-to wall coverage – Insurance that covers an object on loan from the moment it is removed from its normal resting place, incidental to shipping; through all phases of packing, transfer, consolidation, exhibition, and repacking; until it is returned to its original resting place, or a place designated by the owner.

Weeding - Removing materials from a library or museum collection in a systematic and deliberate way. It is an ongoing part of collection development, and a planned and thoughtful action.

Withdrawal – The removal of printed material from the Library collection that is out-of-scope, duplicate, or superseded. The removal of unaccessioned objects from the museum collection.

## VIII. SOURCE INFORMATION

Digital Public Library: <https://dp.la/>

Internet Archive: <https://archive.org/>

Maine Archives And Museums: <https://www.mainemuseums.org/>

Maine Historical Society: <https://www.mainehistory.org/>

Maine State Archives: <http://www.maine.gov/sos/arc/index.html>

Maine State Library: <http://www.state.me.us/msl/>

National Archives: <https://www.archives.gov/>

*Collections Management Policy adopted by Denmark Historical Society board of directors June 10, 2018*