



Acquisition and Accession FAQ

- What does "accession" mean?
 - o Accessioning an object means that the Ohio History Connection is officially accepting it into the permanent collections. By accessioning an item or collection into the permanent collections, the Society is committing its resources to control, protect, store, conserve, and make the material available for educational and research purposes to current and future generations.

- Where do your collections come from?
 - o Ohio History Connection collections are acquired in a variety of ways, including
 - Donations by individuals and organizations, including bequests and anonymous donations
 - Field collections by staff
 - Purchases from auction, dealers, vendors, and individuals
 - Transfer from local and state government entities
 - Loans for duplication, in which the copies become Ohio History Connection property along with rights to their use
 - Objects found in collections and for which the Society will presume ownership after a good-faith effort to locate relevant documentation and ninety (90) days of physical custody per Ohio's museum property law, Ohio Revised Code 3385.01-.10
 - Creation or collection of materials in the development and/or continuation of educational programs, exhibits, publications, and other Society activities
 - Storage and curation of materials placed in our trust from cultural resource management (CRM) of archaeological and paleontological collections found on government lands for which ownership cannot legally be transferred to a private entity.

- What types of collections are there?
 - o At this time, there are two major categories of collections with several subject areas under both. The first category is known as the *Permanent Collections* and it contains those items that are rare, one-of-a-kind, or tell a compelling story, such as the two-headed calf. The second category is our *Education Collections* and it contains items that are commonly used for our programming and education spaces. These Education objects are usually from an historic time period, but are either more commonly found or lacking any Ohio connection. Under both Permanent and Education Collections there are several subject areas, including history, natural history, archaeology, and archival material.

- What is the process for accepting objects into the Ohio History Connection collections?
 - o There is a multi-step process used for objects from the time they are first reviewed by a curator until they join the collections. A curator first meets with a perspective donor in order to review the offered materials. They then select those they feel would best fit into either the permanent or education collections and both curator and donor fill out a Receipt for Donation, indicating the donor's intent and giving the Ohio History Connection the temporary permission to house the objects during their processing. The curator then creates a Referral Recommendation that describes the physical traits of the objects as well as their Ohio story. The Referral is then brought before the Collections Management Team. This team consists of curators from each of the collecting areas along with several supporting divisions. The curator that created the Referral presents the objects and the CMT votes whether or not to approve of their addition to the overall collections. Upon approval, the Registrar's Office then generates a Deed of Gift to send to the donor. The Deed contains the date of the donation and a list of the material, and it is to be signed both by the donor as well as the Director of Museum and Library Services. This document transfers all legal ownership and copyrights of the donated objects to the Ohio History Connection. Once it is signed and returned, the object is Accessioned into the collection, cataloged, photographed, and placed in either an exhibit or in storage.

- Who do I talk to about a possible donation?
 - o If you are interested in offering a donation to our collections, please contact collections@ohiohistory.org or call 614-297-2535.