



**Collections Management Policy
of the Ohio History Connection
(Approved June 20, 2019)**

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I. Preamble

The Ohio History Connection, a not-for-profit corporation chartered under the laws of the state of Ohio, has as one of its primary purposes the acquisition of historical material (e.g., manuscripts, audiovisuals, newspapers, books, government records, electronic media, artifacts, works of art, natural specimens and other materials) that documents or furthers the understanding of the pre- and post-contact archaeology and history as well as the natural history of the state.

The Board of Trustees of the Ohio History Connection has revised the existing **Collections Management Policy**¹ (CMP) and established the following policy to govern the future acquisition, use, **loan** and **deaccession** of **collections** materials. This policy shall ensure that collections of an appropriate nature are acquired and maintained, that applicable sections of the organization's constitution and bylaws are adhered to and that the provisions of Section 149.30 and other applicable sections of the Ohio Revised Code are met. The CMP supersedes all existing collections policies and assumes that there will be uniform policies and procedures for the management of all Ohio History Connection collections.

The Ohio History Connection is compliant with all state and federal laws and regulations governing its collections, including but not limited to, government records, archaeology and natural history specimens. For further guidelines regarding public records that are acquired by the State Archives of Ohio pursuant to its responsibility to serve as the archives administration for the state of Ohio and its political subdivisions, see *Policies Governing Records of State and Local Government Agencies Transferred to the State Archives of Ohio*. For further guidelines regarding the acquisition, treatment, and disposition of human remains and objects governed by federal law (*Native American Graves and Repatriation Act of 1990 (NAGPRA), Public Law 101-601*), see the *NAGPRA Policy of the Ohio History Connection*.

Pre-contact cultures had multiple names for the geographic area now called Ohio, and they likely crossed the modern state lines regularly. Nevertheless, this policy reflects the Ohio History Connection's mandate to focus on history within the current geographic boundaries. "Ohio" and "Ohioans," therefore, may be employed to denote "the land that is now Ohio" and "all of the people who lived in this place before and after Europeans arrived." Recognizing that this terminology is in some cases ahistorical, exclusionary and limiting, the Ohio History Connection will work with its American Indian stakeholders to develop improved language that embraces multiple perspectives on geography and naming.

¹ Please refer to the glossary at end of this document for the definitions of terms noted by bold typeface.

II. Mission and Scope

The mission of the Ohio History Connection is to spark discovery of Ohio's stories, embrace the present, share the past and transform the future. The organization's core values are:

Relevance: Addressing and communicating the significance of history with Ohio's diverse people

Authenticity: Valuing artifacts and true stories of history

Inclusivity: Appealing to all Ohioans, especially underserved audiences

Stewardship: Protecting the evidence of Ohio history

Working Together: Pursuing teamwork and sharing authority and responsibility

The Ohio History Connection's collection is divided into the following sub-collections, all of which are documented and tracked using the organization's information management systems:

- 1) Permanent collection: historically significant objects or records that help the organization "preserve Ohio's collective memory." Accessions to the permanent collection are intended to be in the Ohio History Connection's care, held in the public trust, for future generations. These materials have the highest potential for telling the story of Ohio. The permanent collection is subject to restrictions on handling, storage and exhibition.
- 2) Outdoor collection: objects that meet the criteria for the permanent collection intended for long-term outdoor display. The outdoor collection requires specialized care based on best practices for public monuments and outdoor art installations. The collection is subject to accessioning and restrictions on handling, storage and exhibition.
- 3) Active-use collection: objects or records that meet most, if not all, criteria for the permanent collection but due to considerations of condition, provenance or over-representation are most useful to the organization as teaching tools. Curators or specially trained staff may allow the public supervised hands-on access to these items. The collection is subject to accessioning and restrictions on handling, storage and exhibition.
- 4) Display collection: objects or records intended to be used in an exhibit that do not meet the criteria for the permanent collection or the active-use collection. These items are *not* subject to accessioning or restrictions on handling, storage and exhibition and will not be retained when the exhibit ends.
- 5) Programming collection: objects or records intended to be used in hands-on activities and demonstrations. Programming collections are *not* subject to accessioning or restrictions on handling, storage and exhibition.
- 6) Salvaged material from sites: building materials, applied finishes, decorative elements, fixtures or other components from historic structures collected during work done at Ohio History Connection sites. This material is intended to document the original construction or decoration of a structure and changes made to it over time, particularly as part of restoration projects. This material is *not* subject to accessioning or restrictions on handling, storage and exhibition.
- 7) Library collection: **printed materials** that are permanently in the care of the organization. The Library collections are not accessioned, but records are kept of acquisition and use. Some of the Ohio History Connection's library collections are historically significant, rare and/or unique with special preservation needs. The library collection is available for research by staff and the public. Historically significant publications are occasionally used in exhibits.

The following general themes guide collection development. The Ohio History Connection shall collect materials that document:

- 1) the formation and functioning of the state of Ohio;

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- 2) the history and natural history of the land that is now Ohio prior to European settlement;
 - 3) Ohio's people, including but not limited to political, social, cultural, economic, military, scientific and technological endeavors;
 - 4) westward expansion and the formation and functioning of the Northwest Territory; and
 - 5) popular and scholarly research in the fields of Ohio pre- and post-contact archaeology and history and natural history.

The organization may also collect materials that are:

- 6) not associated with Ohio, but that may be necessary for comparative study of other collections or that may be required to fulfill the mission of a site, exhibit or program;
- 7) created or collected in the development and/or continuation of educational programs, exhibits, publications and other activities; or
- 8) in danger of being destroyed or dispersed, when such destruction or dispersal would result in an irreplaceable loss for either the state or the nation.

Occasionally materials may be given to the Ohio History Connection with the express purpose that they are to be sold to support the organization. In such cases, the material shall not be deeded or accessioned into the permanent collections. The Development Department will handle such arrangements.

III. Management Responsibility

The Executive Director/Chief Executive Officer of the Ohio History Connection, with the assistance of appropriate staff, shall recommend to the Board of Trustees policies that ensure the acquisition, preservation, use and disposition of collections materials. The Executive Director/Chief Executive Officer has delegated to the staff responsibility for ensuring that this policy, and all related policies, are implemented. The staff shall draft and put into practice necessary procedures to govern the day-to-day conduct of collections-related activities. These procedures shall include, but not be limited to, the acquisition, **accessioning, processing, cataloging**, research use, display, care, loan and deaccessioning of Ohio History Connection collections. These procedures shall reflect the highest standards of the profession. To ensure that high standards are maintained, the Employee Information Manual includes a number of grounds for disciplinary action that apply specifically to the conduct of employees of the Ohio History Connection.

The Executive Director/Chief Executive Officer designates that the Lead Registrar working through the Chief Learning Officer and Director of the Cultural Resources Division shall monitor compliance with the Collection Management Policy (CMP). The division director will collaborate with appropriate staff and periodically review the policy for effectiveness and flexibility, consider the changing nature of museum work and accommodate the variations as well as the routine applications of collections management. As appropriate, policy improvements will be recommended to the Executive Director/Chief Executive Officer and sent to the Collections Committee of the Board of Trustees for approval. The Lead Registrar is responsible for reporting activities covered in the CMP to the Collections Committee of the Board of Trustees each quarter.

IV. Decision-Making

During the various phases of the acquisition, management, preservation, use, loan and deaccession of historical materials, all pertinent issues will be identified and discussed in a manner that involves all interested staff, encourages the sharing of information and seeks maximum input into the decision-making process. Should the named staff positions given authority in this policy for collections decision-making be absent or vacant, their supervisor(s) will carry out the responsibility.

A **Collections Management Team** (CMT) consisting of staff from units of the organization with responsibility for collections, education, museum administration, communications and development will make recommendations regarding the Ohio History Connection's collection management activities. As appropriate, the team will seek guidance from the Collections Committee of the Board of Trustees prior to making recommendations.

The Chief Learning Officer appoints the members of the CMT on an annual basis based on recommendations from the Director of Cultural Resources. The team will keep a record of its proceedings and open its deliberations to all interested staff members.

The CMT will meet regularly to make recommendations regarding:

- a) new acquisitions (donations and purchases) of objects and collections;
- b) placement in the Permanent, Outdoor, Active Use, Display, Programming or Site Salvage collections;
- c) destructive sampling requests;
- d) museum object(s) research and photography requests;
- e) loans to and from the museum;
- f) deaccessions from the permanent collections and **disposal** methods;
- g) actions to ensure the proper care and documentation of collections at the Ohio History Connection.

Actions of the CMT, including recommendations regarding acquisition, loans, deaccession and disposal, will be forwarded to the Director of Cultural Resources, Chief Learning Officer, Executive Director/Chief Executive Officer and Board of Trustees as outlined in other sections of this policy.

V. Ethics Statement

Professional Obligations

The Ohio History Connection shall abide by state and federal laws and professional ethics that govern collecting activities. All acquisitions shall be evaluated to avoid violations of legal and ethical standards involving ownership, possession and authenticity. Per the organization's code of ethics, objects and materials collected by the Ohio History Connection must be relevant to the organization's mission and activities and must be accompanied by valid legal title, preferably unrestricted but with any restrictions clearly described in an instrument of conveyance. Collections will be properly cataloged, conserved, stored and exhibited based on professional standards.

- 1) The Ohio History Connection shall not knowingly acquire an item--whether by donation, bequest or purchase--unless the organization can acquire title or has acquired title to the item in question.
- 2) The Ohio History Connection shall not acquire, by direct or indirect means, items that it believes have been collected in contradiction of laws governing such collecting.
- 3) Materials shall be accepted into the collections only when proper storage and care can be provided.

Staff Obligations

Ohio History Connection staff have legal, ethical and professional obligations to maintain high levels of honesty, integrity and loyalty to the institution. These standards of conduct are set forth in the Ohio History Connection's Code of Ethics, Part IV, Statement of Ethics for Staff, which is of particular relevance and reads as follows:

A possibility of a conflict of interest exists whenever a staff member personally collects items similar to those collected by the organization. When collecting, a staff member should always consider the needs of the organization over personal gain.

No Ohio History Connection staff member shall compete with the Connection in any personal collecting activity. No Ohio History Connection employee shall use his/her Ohio History Connection affiliation to promote his/her or an associate's personal collecting activities. No staff member shall participate in any dealing (buying or selling for profit as distinguished from occasional sale or exchange from personal collecting) in objects or materials similar or related to the objects and materials collected by the organization. If items are available for purchase within the scope of the Ohio History Connection collection, they should be first offered to the institution before being considered for personal acquisition.

In addition to the guidelines and procedures outlined in the code of ethics for all employees, members of the Collections Management Team and all staff whose primary job duties involve the acquisition, care, use and management of collections are held to the highest professional standards in the area of personal collecting. CMT members and collections staff must offer all items to the Ohio History Connection when acquiring any material that is within the collecting scope of the institution.

CMT members and collections staff will provide the Registrar's Office with documentation of the material, including purchase price, source and images when available either prior to or immediately after personal acquisition. The CMT will make a recommendation regarding the organization's interest in acquiring the material for the permanent collection to the Director of Cultural Resources and Executive Director/Chief Executive Officer.

VI. Acquisition

The Director of Cultural Resources will work with appropriate staff to ensure that all state and federal laws and regulations are followed during the acquisition of historical, archaeological or natural history collections.

Collections are acquired by the following methods:

- 1) donations by individuals and organizations, including bequests and anonymous donations;
- 2) field collection by staff;
- 3) purchase from auction, dealers, vendors and individuals;
- 4) transfer from local or state government entities;
- 5) loans for duplication, in which the duplications become Ohio History Connection property along with rights to their use;
- 6) objects found in collections and for which the organization 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;
- 7) creation or collection of materials in the development and/or continuation of educational programs, exhibits, publications and other Ohio History Connection activities; or
- 8) deposits through cultural resource management (CRM) of archaeological and paleontological collections found on government lands for which ownership cannot legally be transferred to a private entity.

Multi-item archival collections may also be processed and evaluated on an item level after accession. Items deemed inappropriate for retention shall be disposed of in accordance with the **deed of gift** or transfer documentation. Examples of inappropriate items include materials that are:

- 1) duplicated within the collection or elsewhere in the archival collections;
- 2) unrelated to the theme and/or function of the collection;
- 3) damaged beyond usefulness;
- 4) without enduring value; or
- 5) impractical to store or make available.

All acquisitions should include transfer of full literary rights, property rights, copyrights, patents, trademarks and related interests to the Ohio History Connection. Any exceptions shall be approved by the Director of Cultural Resources and the Executive Director/Chief Executive Officer before formal accessioning.

Staff will not make, arrange or pay for monetary **appraisals** of donated items for the donor. To avoid any appearance of a conflict of interest, the Ohio History Connection will not recommend appraisers; instead, staff will direct donors to search for specialists online, in their communities, or through organizations such as the American Society of Appraisers and the Appraisers Association of America to find lists of member appraisers.

VII. Accession

By accessioning an item or collection into the permanent collection, the Ohio History Connection is committing its resources to control, protect, store, conserve and make the material available for educational and research purposes to current and future generations.

Designated staff members may accession materials when the following conditions are met:

- 1) Each item or group of items shall be accompanied by a **deed of gift** agreement, will or receipt of purchase that transfers unrestricted ownership rights to the Ohio History Connection.
- 2) The deed of gift shall contain the date of the donation, a list or description of the material and signatures of both the donor and a representative of the Ohio History Connection.
- 3) The Ohio History Connection's legal counsel shall approve the language of the organization's deed of gift form.
- 4) The organization may accept a donation from an anonymous donor provided staff has no reason to believe laws or ethical standards have been violated. The circumstances of any such acquisition shall be recorded and preserved.
- 5) Per Ohio Revised Code Sections 3385.01-10, any undocumented or unsolicited material received after March 14, 2003 is presumed to be a gift to the museum with all rights of ownership.

The Board of Trustees delegates to staff authority to acquire collections in the following manner:

- 1) Staff responsible for acquiring new historical materials will recommend accessions to the Collections Management Team (CMT).
- 2) The Director of Cultural Resources will either approve or decline the CMT's recommendation and sign the deed of gift for unrestricted accessions that are less than \$1,000 in value and do not exceed 2000 cubic feet in size.
- 3) The Chief Learning Officer will either approve or decline the CMT's recommendation and sign the deed of gift for all unrestricted accessions with values between \$1,000 and \$25,000 that do not exceed 2000 cubic feet.
- 4) The Executive Director/Chief Executive Officer will either approve or decline the CMT's recommendation and sign the deed of gift for all unrestricted accessions with values between \$25,000 and \$50,000 that do not exceed 2000 cubic feet.
- 5) For any potential accession that fits one or more of the categories listed below, the Executive Director/Chief Executive Officer, after considering the CMT's recommendation, will send it to the Board of Trustees for approval:
 - a. exceeds \$50,000 in value;
 - b. larger than 2000 cubic feet;
 - c. involves a historic property;
 - d. carries restrictions associated with future use or access;
 - e. requires significant expenditures beyond the purchase price; or
 - f. merits special discussion or consideration.

VIII. Use and Care of Collections

The collections of the Ohio History Connection exist for the benefit of present and future generations. Therefore, the public shall be granted reasonable access, by appointment, to exhibited or stored collections on a non-discriminatory basis for the purposes of research and other educational uses.²

A. Use and Research

The public is encouraged to visit the Ohio History Connection's online collections catalog (www.ohiohistory.org/occ), which provides integrated access to textual and visual documentation of the Ohio History Connection's collections. The Ohio History Connection's Research Room at the Ohio History Center in Columbus is open to the public for research. The procedures for research use and destructive sampling of museum collections are outlined in the *Object Collections Research Procedures* maintained by the Registrar's Office. The following guidelines apply to research use of the museum collections:

- 1) The Collections Management Team reviews all requests for research use, loans for research, destructive sampling and photography.
- 2) Collection documentation records, excluding donor files, are available for public research by appointment.
- 3) Two copies of all reports, papers data generated or other published information produced using the collections shall be given to the Ohio History Connection.
- 4) The copyrights of all object photographs taken by photographers not employed by the Ohio History Connection remain in the custody of the organization. A use agreement governing this condition must be signed before any personal photographs are taken.
- 5) Commercial use of the collection is allowed in return for rights and fees and proper citation. (See *Audiovisual and Graphic Reproduction* guidelines for further details.)

B. Care

Care of the collections is a continuing responsibility accepted by the Ohio History Connection on behalf of the general public. The fulfillment of this commitment requires the organization to ensure proper effort in the following areas:

- 1) securing stable storage and exhibit environments for the permanent collections;
- 2) protecting objects through disaster preparedness and planning;
- 3) providing training and instruction on the proper care and handling of collections;
- 4) packing and shipping of objects to provide maximum protection for the objects;
- 5) performing conservation treatments focused on stabilization and preservation by professional conservators;
- 6) conducting periodic inventories of the permanent collections;
- 7) ensuring safe and stable conditions for objects provided for incoming loans;
- 8) confirming that use for exhibit, programming or research does not jeopardize the object;
- 9) providing specialized care of sacred or culturally-sensitive objects; and
- 10) insuring the Ohio History Connection's collections appropriately.

² From the *Ohio History Connection Code of Ethics*. Adopted by Board of Trustees, June 2007, revised July 1, 2014.

IX. Loans

The Ohio History Connection encourages the loan of collections to other educational and cultural organizations for exhibits and research. The organization will consider loan requests from peer organizations that can demonstrate professional standards of care, security, environmental control and insurance. The Ohio History Connection also borrows artifacts and specimens for exhibition and research. Incoming loans can come from individuals or institutions.

A loan request may be declined if:

- 1) the borrowing institution does not have adequate security and climate controls;
- 2) the material cannot withstand the rigors of packing and transport;
- 3) the Ohio History Connection does not hold clear title to the material;
- 4) there is ongoing research involving the material;
- 5) there are cultural considerations that prevent a loan;
- 6) the material has great monetary value or is irreplaceable;
- 7) the material is too important to the history of Ohio and its people; or
- 8) the absence of the material would have a negative impact on the visiting public.

A. Outgoing Loans

The following guidelines apply to outgoing loans from the permanent collections to a peer institution:

- 1) All proposed loans and loan renewals will be referred to the Collection Management Team (CMT) for its recommendation.
- 2) The CMT's recommendation shall consider the borrowing institution's security and climate control system as well as other factors that might adversely affect the material to be loaned.
- 3) Loans will not be authorized for periods exceeding one year. Extension of the loan period must be approved by the Ohio History Connection prior to the terminal date of the original loan period.
- 4) The Director of Cultural Resources will either approve or decline the CMT's recommendation for loans that are less than \$1,000 in value and do not exceed 2000 cubic feet.
- 5) The Chief Learning Officer will either approve or decline the CMT's recommendation for loans with values between \$1,000 and \$25,000 that do not exceed 2000 cubic feet.
- 6) The Executive Director/Chief Executive Officer will either approve or decline the CMT's recommendation for loans with values that exceed \$25,000 and/or 2000 cubic feet.
- 7) After authorization for a loan is granted, an agreement setting forth the conditions of the loan shall be prepared by the Ohio History Connection. It will include details of the terms of the loan related to shipping, insurance, care and the treatment of abandoned property.
- 8) The organization may charge for expenses associated with loans including, but not limited to, conservation, preparation, packing, crating and shipping.
- 9) The Registrar's Office will provide condition reports and condition photographs of the material prior to shipment and after return to the Ohio History Connection.
- 10) The borrower shall insure all items loaned at the value assessed by the Ohio History Connection. The policy shall cover damages or losses from theft, mishandling or other misfortunes from the time the material leaves the premises of the organization until it is returned. A copy of the certificate of insurance shall be presented to the organization prior to the beginning of the loan period and is subject to the approval of the Ohio History Connection.
- 11) The Ohio History Connection reserves the right to recall a loan before the established loan period expires if the borrower violates the terms of the loan contract.

While material is on loan to another institution, the Ohio History Connection retains ownership of the copyright and use of any images of the object on loan. All requests to photograph or reproduce the object(s) on loan must be approved by the Ohio History Connection. The organization must authorize

any necessary conservation, cleaning, pest treatment or removal from housing supports while the material is on loan.

B. Incoming Loans

The following guidelines apply to incoming loans from outside institutions or individuals:

- 1) All proposed loans or loan renewals will be referred to the Collection Management Team for its recommendation.
- 2) The Director of Cultural Resources will either approve or decline the CMT's recommendation for loans that are less than \$1,000 in value and do not exceed 2000 cubic feet.
- 3) The Chief Learning Officer will either approve or decline the CMT's recommendation for loans with values between \$1,000 and \$25,000 that do not exceed 2000 cubic feet.
- 4) The Executive Director/Chief Executive Officer will either approve or decline the CMT's recommendation for loans with values that exceed \$25,000 and/or 2000 cubic feet.
- 5) After authorization for a loan is granted, an agreement setting forth the conditions of the loan shall be created. It will include details of the terms of the loan related to shipping, insurance, care and the treatment of abandoned property.
- 6) Material on loan to the Ohio History Connection will be given the same quality of handling, environmental control, insurance and security as material in the permanent collection. Special care will be provided to materials when requested by the lender and approved in the loan agreement.
- 7) The Registrar's Office will provide condition reports and condition photographs of the material upon receipt and prior to return.
- 8) All artifacts accepted for loan must have a value established by the lender.
- 9) The Ohio History Connection will insure loans wall-to-wall under the terms of its fine arts policy, for the amount indicated on the loan agreement.
- 10) The Ohio History Connection does not accept or store borrowed objects that are not needed for current exhibition, education or research, unless written permission to do so is obtained from the Board of Trustees.

C. Unclaimed Loans

In the case of **unclaimed loans**, the Ohio History Connection will apply Ohio Revised Code 3385.01-.10, commonly referred to as the Ohio museum property law, to any loan that is unclaimed for at least seven years. In accordance with section 3385.07, any undocumented and unsolicited material received after March 14, 2003 is presumed to be an unrestricted gift with all rights of ownership bestowed to the Ohio History Connection.

X. Deaccession

Deaccessioning is intended to keep the collections focused on the Ohio History Connection's mission. The organization "must maintain the ability to improve its collection through selective acquisition and deaccession. In general, items in the collection should be kept if they retain their physical integrity, authenticity, research value and usefulness for Connection purposes."³ The Ohio History Connection is conscious of its responsibilities to donors and the public, and staff will follow rigorous procedures in selecting objects for deaccessioning.

Recommendations for deaccession will only occur when material:

- 1) is no longer useful to the purpose and activities of the Ohio History Connection;
- 2) does not address any of the organization's collecting themes;
- 3) has deteriorated beyond its usefulness;
- 4) can no longer be preserved;
- 5) is duplicated in the permanent collections by a better or more representative example of the same type or class; or
- 6) would be more accessible to the public or community at a peer institution.

Staff will ascertain and document that:

- 1) the material has been in the permanent collection for two years and
- 2) the Ohio History Connection holds clear and unrestricted title to the material, or
- 3) in cases of material without documentation, the Ohio History Connection 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.

The Board of Trustees delegates and assigns authority to deaccession collections in the following manner:

- 1) All deaccession recommendations will be referred to the Collections Management Team for its recommendation.
- 2) For deaccession of historical materials that do not exceed \$1,000 in market value or 2000 cubic feet, the Director of Cultural Resources will approve or decline the CMT's recommendation.
- 3) For deaccessions of historical materials with values between \$1,000 and \$25,000 that do not exceed 2000 cubic feet, the Chief Learning Officer, after considering the CMT's recommendation and that of the Director of Cultural Resources, will make the decision.
- 4) For deaccessions of historical materials with values between \$25,000 and \$50,000 that do not exceed 2000 cubic feet, the Executive Director/Chief Executive Officer, after considering the CMT's recommendation and that of the Director of Cultural Resources, will make the decision.
- 5) For deaccessions of historical materials that exceed \$50,000 in value or 2000 cubic feet and those that involve historic properties, the Executive Director/Chief Executive Officer, after considering the CMT's recommendation, will send it to the Board of Trustees, which will decide the matter.

³ From the *Ohio History Connection Code of Ethics*. Adopted by Board of Trustees, June 2007, revised July 1, 2014.

XI. Disposal

In making disposal decisions, the Ohio History Connection should consider selling, giving, or exchanging collections with another museum, library or historical society prior to public auction.

Methods of disposal approved by the Board of Trustees include:

- 1) transfer or exchange to a peer museum, library or historical society;
- 2) transfer to the Active Use or Programming collection;
- 3) return to donor/heir;
- 4) repatriation in accordance with NAGPRA policies;
- 5) public auction; or
- 6) destruction.

The Board of Trustees recognizes the sensitive nature of the disposal process and directs that procedures be in place to govern the disposition of material.

Such procedures shall be based on the following general principles:

- 1) The method of disposal shall be recommended by the Collections Management Team on an individual basis for each deaccession.
- 2) A complete deaccession record shall be kept in the Registrar's Office for all recommended items. The record shall contain the item or collection identification number, a description of the material, the reason for deaccession, donor information, procedure followed to locate donor/heir (if applicable), final disposition of material and record of approval status.
- 3) Developing an estimate of the fair market value of an artifact or collection is the responsibility of the appropriate curator and the Collections Management Team. Estimates will rely on staff knowledge, market comparison, and, when estimated value exceeds \$25,000, referrals to external expertise. Estimates, including a written justification of the findings, shall be filed with the deaccession record.
- 4) Insofar as practical, any restrictions that accompanied an item at the time of its acquisition shall be honored. In the event of a question concerning intent or force of the restrictions, the staff shall seek legal counsel.
- 5) The integrity of topical collections that have been accessioned as a unit shall be maintained, insofar as practical.
- 6) No staff member, trustee, volunteer, or agent of a staff member, trustee, or volunteer shall acquire items deaccessioned from the Ohio History Connection's collections.
- 7) The Ohio History Connection shall receive fair market value for items that are sold. All proceeds from the sale of deaccessioned material shall be added to funds designated for the acquisition of museum, archival and library collections.
- 8) Staff will inform prospective recipients of all known physical hazards inherent to the material, such as arsenic, asbestos or other physical dangers.

XII. GLOSSARY

Accession	The formal process of accepting an object or collection of records into the custody of the Ohio History Connection to be held in the public trust and administered according to the organization's collections management policy.
Appraisal	1.) The process of evaluating records to determine which are to be retained in the permanent collection as evidence of enduring historical value. 2.) The monetary value of an object or collection.
Arrangement	The intellectual and physical process of putting records into order in accordance with archival principles, particularly those of provenance and original order. During this step, duplicate material and non-record materials are removed from the series or collection. Also known as processing.
Cataloging	The process of recording information specific to an object, record or collection. The catalog record establishes the identity and significance of the material and provides intellectual and physical access to staff and the public. The Ohio History Connection's catalog records are created and accessed via the online collection catalog (OCC) and may link to image files, finding aids (inventories) and additional information.
Collections	Objects, government records, personal papers, printed material, etc. that the Ohio History Connection holds in trust for the people of Ohio. Items are considered part of the collections once they are formally accessioned.
Collections Management Team (CMT)	The team of staff from collections, education, museums, communications and institutional advancement that has decision-making authority for the collection management activities of the Ohio History Connection, unless specified otherwise in this policy.
Collections Plan	A plan that guides the content of the collections and leads staff in a coordinated and uniform direction over time to refine and expand the value of the collections in a predetermined way.
Collections Management Policy	A written document, accepted by the governing body, that specifies that museum's policies concerning all collections-related issues including accessioning, documentation, storage and disposition.
Continuing Historical Value	The enduring usefulness or significance of records or objects. Factors considered in the determination of continuing historical value include the subject matter of the record and its usefulness to historians, researchers, genealogists and future generations.
Custody	The responsibility for the care and preservation of objects, records and collections.
Deaccession	The formal process of removing records or objects from the custody of the Ohio History Connection.
Deed of Gift	A contract that transfers ownership of an object or collection from a donor to an institution. It should include all conditions of the gift.
Disposal	Process through which deaccessioned material is permanently removed from the Ohio History Connection's ownership or is placed in a non-accessioned collection.
Loan	A temporary transfer of possession of collection items for an agreed purpose and on the condition that the collection items are returned at a specified time. Loans do not result in a change of ownership.

Non-record	Information (textual, non-textual and electronic) created, received or accumulated by a government agency, private organization or person in the course of business but that does <u>not</u> provide evidence of a function or activity of the agency, organization nor person.
Printed Material	Published material including books, periodicals and pamphlets.
Processing	Arranging records into intellectual and physical order in accordance with archival principles, particularly those of provenance and original order. During this step, duplicate material and non-record materials are removed from the series or collection. Also known as arrangement.
Processing Discards	Records or material received but determined during processing not to have continuing historical value, such as duplicate records, file folders, envelopes and binders.
Provenance	The chain of custody that reflects the offices(s) or person(s) that created, received or accumulated and used the records in the conduct of business or in the course of personal life.
Reappraisal	The process of reviewing accessioned record series to reassess their continuing historical value.
Record	Information (textual, non-textual and electronic) created or received by a government agency, private organization, or person in the course of business that documents a function or activity of the agency, private organization or person.
Series	Records having the same provenance, i.e. from the same originating office or person, that belong together because they are part of a discernable filing system, they result from the same activity or are of similar formats and relate to a particular function.
Unclaimed Loan	An expired loan whose lender cannot be easily found. Also known as an old loan.