

**ST. LOUIS PARK HISTORICAL SOCIETY
COLLECTION POLICY**

I. THE COLLECTION

A. DEFINITIONS

- 1. Accessioned Items (Artifacts).** These items are the finest available, relate directly to the Society's purpose, and are used only for exhibition or research. These may include physical or written material.
- 2. Non-accessioned Items (Objects):**
 - a. Resource Material.** These items are of a documentary nature (including some photographs) and have minimal intrinsic value, but rather contain information about persons, events, or types of artifacts within the collection. Such material will be used for reference purposes.
 - b. Supplemental Exhibit Items.** These items, of an expendable nature and subject to modification, may be used as background pieces to add atmosphere to an exhibit or historic building. (Examples: moldings, mannequins, pieces of rug or carpet, curtains or draperies.)
- 3. For the purposes of this document, both "artifacts" and "objects" will be referred to together as "items."**

B. Items to be included in the collection of the St. Louis Park Historical Society must:

- 1. be relevant to and consistent with the Society's Mission and objectives as described in Article II of the Society's Bylaws,**
- 2. be of demonstrable significance and quality. Priority will be given to items that are of significance as primary historic documents; and**
- 3. have historical value, a high degree of historical integrity, and relevance to the City of St. Louis Park.**

C. Culturally Sensitive Items

The Society may have examples of culturally sensitive items in its collection. The vast majority of ethnographic or archaeological collection items are not culturally sensitive. Furthermore, it is important for the history of all cultural groups to be appropriately represented in exhibits and museum collections across the state.

If a proposed project will involve such items, the Society must consult with culturally affiliated or descendant communities about the items, and the intended use or treatment of the materials. Examples of culturally sensitive items include:

1. Artifacts or texts used in a spiritual ceremony or other ritual
2. The Quran for followers of Islam
3. The Torah for followers of Judaism
4. A family altar (XWM KAB) or shaman's altar in Hmong culture
5. The Consecrated Host for followers of Roman Catholicism
6. Certain objects related to secret societies (Masons, Odd Fellows, etc.)
7. Human remains, burial offerings or other items within the purview of the Native American Graves Protection and Repatriation Act (NAGPRA, see <http://www.cr.nps.gov/nagpra/>)

D. PROTECTION OF THE COLLECTION

1. In keeping with professionally accepted standards, the Society will provide for the storage, protection, and preservation of the items in its collection, under conditions that will insure the maintenance of their physical integrity and identity and their availability for exhibit, to the best of its ability.
2. The Society has a policy of changing the items on exhibit in order to preserve them from light, dust, and insects. For this reason, no donation of items can be accepted for permanent exhibit.
3. Materials shall be processed as time allows.

II. COMMITTEE ON COLLECTIONS

- A. A standing committee is hereby authorized and established, to be called the Committee on Collections.
- B. This committee will have responsibility for the overall supervision of the collection and for authorizing additions to and removals from the collection.
- C. The committee will meet on a regular basis and will be subject to emergency meetings at the discretion of the chairperson.
- D. It will be the responsibility of the committee to ensure that appropriate records are kept regarding additions to and removals from the collection.

III. ADDITIONS OF ITEMS TO THE COLLECTION

A. COLLECTION PRIORITIES:

- 1. Priority will be given to collecting items of historical value.**
- 2. The Society will not collect such items unless they have local relevance.**
- 3. The collecting of artifacts and related materials from contemporary society shall be regarded as an integral part of the Society's mission to preserve and interpret the heritage of St. Louis Park.**

B. GIFTS OF ITEMS

- 1. The Society reserves the right to decline any gift of an item offered to it.**
- 2. All potential gifts of items must be brought before the Committee on Collections. A majority vote of the committee will be required to accept the item.**
- 3. All gifts of items will be reported to the Board of Trustees by the Committee on Collections annually in a written statement.**
- 4. The Society will not knowingly accept a gift of any item for its collection that has been stolen, illegally exported from its country, state, or county of origin, or illegally removed from a historic or archaeological site. Every effort will be made to determine that the item has a clear and licit provenance.**
- 5. Artifacts of an archeological nature from public lands, including state, county, township or municipal properties, are protected by Minnesota Statutes 138.31-138.42. Transfer of such artifacts to local institutions must be arranged through the Minnesota Historical Society.**
- 6. Records of local government, including county, township, municipal and school district records, are governed legally by Minnesota Statutes 138.16-138.21. Transfer of records no longer needed by local government officials must be arranged through the Minnesota State Archives at the Minnesota Historical Society.**

C. DOCUMENTATION OF ITEM GIFTS

- 1. A legal instrument of conveyance ("Gift Agreement"), setting forth an adequate description of the object and the precise conditions of transfer, must accompany all gifts and must be kept on file by the organization.**
- 2. A gift of an object without a transfer of title or Gift Agreement or a gift with restrictions on its use by the Society will not be accepted.**

3. The Gift Agreement transferring ownership of the object from the donor to the Society must include the signatures of both the donor and a representative of the Society.

4. Members of the Board of Trustees and Committee on Collections do not have the legal authority to appraise gifts of items to the Society for tax purposes.

D. PURCHASES OF ITEMS FOR THE COLLECTION

1. Any item to be purchased for inclusion in the collection must:

a. have exceptional historical significance

b. retain its historical integrity, and

c. strongly relate to the Society's collecting priorities and limits as outlined in this document.

2. Funds must be available to purchase the item.

3. Any item proposed to be purchased must be approved by the Committee on Collections and the Board of Trustees.

4. An item may not be purchased without a purchase agreement and a bill of sale.

5. A fund may be established for purchasing items approved to be acquired by the Committee on Collections and the Board of Trustees.

IV. LOANS OF ITEMS

In the case of loans of items to and from the Society, the instrument of loan agreement must clearly state the following conditions:

A. Whether or not the item is needed for a special exhibit or similar purpose

B. Duration of the loan, delivery provisions to and from the place of exhibit, dates and times of delivery and return, and the names of both parties

C. Responsibilities of both parties regarding the care and display of the item, and any stipulations regarding damage or loss

V. REMOVAL OF ITEMS FROM THE COLLECTION

A. The Society has the authority to remove items from its collection. Reasons for such action may include:

- 1. changing historical perspectives,**
- 2. redundancies, or**
- 3. the acquisition of items similar but superior to those already represented.**

B. Such removal will be undertaken only as part of an ongoing refinement of the collection and not as a source of emergency funds.

C. Process for removing Items:

- 1. Items that may be deemed inappropriate to the collection must be brought before the Committee on Collections for consideration of deaccessioning.**
- 2. A two-thirds majority of committee members is required for authorization to remove an item from the collection.**
- 3. Once the committee has approved the deaccessioning of an item, it shall be their responsibility to decide on the appropriate means of disposal and to oversee that process.**
- 4. The Board of Trustees must approve of any action proposed to be taken by the committee.**

D. Written documentation of the removal of all items must be retained for future reference.

VI. INVENTORY OF THE COLLECTION

A. As feasible, a comprehensive inventory shall be carried out in order to assess the need for conservation work on the collection and the need for changes or additions to the Society's collection needs.

B. Spot-checks of the collection shall be made during the operating year. Should collection items be found to be missing, this shall be brought to the attention of the Board of Trustees for corrective action.

C. Loss due to theft must be reported immediately to the appropriate law enforcement agency.

VII. ACCESS TO THE COLLECTION

- A. Physical access to the collection is limited to the Board of Trustees, except that the Board shall have the authority to allow access to others based on proof of need.**
- B. Fees for photocopying, scanning, and research shall be consistent with that of the Minnesota Historical Society.**

Adopted February 7, 2017

Exhibit

GIFT AGREEMENT

I hereby give and bequeath to the St. Louis Park Historical Society the object(s) listed below, and in doing so, I understand and agree that said object(s) may be displayed, loaned, retained, or disposed of in such a manner as, in the discretion of the St. Louis Park Historical Society, may seem to be in its best interest.

Item Donated:

1964 Homecoming Button

Name of Donor

Telephone

Address

Donor Signature

Date

The St. Louis Park Historical Society gratefully acknowledges receipt of the object(s) listed above. Thank you.

SLPHS Signature