

BRATENAHL HISTORICAL SOCIETY

COLLECTIONS MANAGEMENT AND ACQUISITION POLICY

INTRODUCTION

The Bratenahl Historical Society (“BHS”) has established the following Collections Management and Acquisition Policy (“Policy”) to govern the acquisition, deaccession, loan, and use of the BHS’s collections.

Established in 1990 by David Gottschalt and other amateur village historians, the BHS is a non-profit (501(c)(3)) organization that serves the Village of Bratenahl, Ohio as a repository of Village archival, documentary, photographic, and historical collections, and maintains a research facility located in the Bratenahl Community Center open to the general public to explore Bratenahl’s story. The primary purposes of BHS are to educate and inform. BHS believes that an understanding and appreciation of our historical heritage is essential to maintaining a unique and meaningful identity as a community.

BHS Mission Statement:

BHS is dedicated to researching, preserving, and promoting the rich history of the Village of Bratenahl, through the public display of historical items, publishing books and articles detailing Bratenahl’s past, and educating and inspiring our community. Our mission is to celebrate and preserve the legacy of the forebears of Bratenahl and assure this legacy is passed on to future generations. BHS preserves the past, informs the present, and promotes the Village legacy for future generations.

BHS Core Values:

BHS seeks to demonstrate the highest level of integrity, ensuring that our work is balanced and truthful; provide informative and engaging scholarship; act as dedicated stewards of records and archival materials we maintain and preserve; and encourage broad and diverse participation. BHS encourages historical research, and cooperation with other organizations interested in historical preservation. BHS is governed by an informed respect for archival records, their unique character and significance, and the people who created them.

DEFINITIONS

As used in this Policy:

“Accessioning” means the process of creating a permanent record of an Object for which the BHS has permanent custody, right or title.

“Deaccessioning” is the action of removing an accessioned Object from the permanent collection.

“Destruction” means the obliteration of an Object by physical or mechanical means.

“Loans” mean the temporary transfer of Objects from one person or institution to another in which there is no transfer of ownership.

“Object” refers to, but is not restricted to, all collection materials, including specimens, artifacts, photographs, and works of art.

“Supporting documentation” includes, but is not limited to, archival and library materials, records, notebooks, maps, photographs, exhibits and electronic databases.

ACQUISITION OF OBJECTS FOR THE BHS’s COLLECTIONS

Generally all Objects acquired and maintained by the BHS shall be without any restrictions, conditions, or encumbrances. The BHS reserves the right to use all donations in the manner which best serves the BHS and the BHS’s Mission Statement.

All Objects accepted and accessioned into the BHS collections must:

- 1) Support the mission of the BHS;
- 2) Represent or relate to the cultural and natural history of the Village of Bratenahl;
and
- 3) Be acquired in a manner that respects the public trust and does not damage the natural or cultural resources of the area.

The BHS may acquire Objects by purchase, contract, gift, bequest, or other appropriate means. Objects will be accepted and accessioned into the BHS’s collections when the following conditions are met:

- 1) The BHS can provide proper care, conservation, and storage under conditions insuring their preservation and availability, in keeping with professional standards;
and
- 2) Title to all Objects acquired for the collections shall be obtained free and clear, permanently, and without restrictions as to the use, exhibition, loan, or future disposition.

Approval to accept and accession an Object into the collections can be granted by any BHS Board Member or Officer, provided that any acquisition that requires additional resources to house or maintain will require approval of the Board prior to acceptance by the BHS.

DEACCESSION AND DISPOSAL OF OBJECTS FROM THE COLLECTIONS

Accessioned Objects are held in trust for the use of the public as long as:

- 1) They retain their physical integrity, their identity, and their authenticity;
- 2) They continue to be relevant and useful to the BHS’s purposes and programs;
and
- 3) They can be properly stored, preserved, and used.

Objects will be considered for deaccessioning under one of the following circumstances:

- 1) The Object is no longer relevant to the mission of the BHS;
- 2) Inadequate documentation or absence of documentation critically reduces the cultural value or significance of the Object;
- 3) The Object cannot be preserved, or has deteriorated and is no longer of any cultural value; or
- 4) The Object represents an unacceptable hazard to personnel, or to other collections.

Any Object(s) selected and approved by any BHS Board Member or Officer for deaccessioning may be destroyed. Deaccessioned Objects will not be given, exchanged, or sold privately to any person without the approval of the Board.

LOANS

The BHS may make or receive Loans for the purpose of research, education, or exhibition. The BHS will exercise the same care of Objects received on loan as it does in safekeeping its own Objects.

Incoming Loans.

All Objects borrowed by the BHS are its responsibility and care will be taken to house the Objects properly and to have all documentation available. The BHS will not knowingly accept Loans of Objects acquired or collected illegally or not in compliance with all applicable laws. The BHS will not transfer possession or alter in any way Objects it has received on loan without the express written approval of the lender.

Outgoing Loans.

The BHS lends Objects solely for the reasons of scholarly research and exhibition. The following conditions apply to all Loans:

- 1) The borrower will not transfer possession, repair, clean or restore Objects it has received on loan without the express written approval of the BHS Board;
- 2) Loans promoting the BHS in public buildings are permitted, providing the Objects in such Loans are displayed under approved security conditions;
- 3) Outgoing loans will be for a period determined by the BHS Board; and
- 4) The borrower assumes full responsibility for any loss of or damage to the Objects.