

EVELETH HERITAGE COMMITTEE COLLECTIONS POLICY

"The mission of the Eveleth Heritage Committee is to help maintain and expand the economic viability of the community by supporting and promoting the preservation and interpretation of the culture, history, and heritage of Eveleth."

The committee maintains a collection of artifacts, photographs, and other archival materials in order to fulfill its mission. This policy describes what items will be added to the collection, how the collection will be maintained, and how items may be disposed of.

I. Functions and Focus

- A. The collection of the Eveleth Heritage Committee shall represent the history of the community and the activities of people who live or have lived there. All time periods, including the present, may be represented. Collection items shall be of cultural, historical, or technological significance and shall fulfil the following objectives:
 1. Promoting interest in the community's heritage
 2. Making available materials for historical research
 3. Displaying items for the public's education and enjoyment
 4. Collecting memories and stories from current and former residents of Eveleth
 5. Keeping a record of people, places, and events that may otherwise be forgotten
- B. Items eligible for acquisition include, but are not limited to, objects, documents, publications, photographs, and audio-visual materials. Original items have the most historical value, but digital copies or reproductions will be considered if they would fulfill the objectives outlines in section I.A.
- C. Materials should not be accepted or acquired unless the following conditions are met:
 1. The object is relevant to the Eveleth Heritage Committee's mission and fulfils the objectives of this Collection Policy.
 2. The object is connected to the community of Eveleth in one or more of these ways:
 - a. It was created in Eveleth.
 - b. It was owned or used by a person or organization in Eveleth.
 - c. It is directly connected to a significant person or event in Eveleth history.
 - d. Is depicts or is written about Eveleth history.
 3. The object is not in serious disrepair.

4. The Eveleth Heritage Committee can properly and safely store the object.
 5. The object will not result in undue conservation or maintenance expenses.
 6. The object has at least some documentation about its history.
- D. The Heritage Committee shall not accept items its believes to have been obtained illegally or unethically, items containing confidential personal information, items pertaining to a community other than Eveleth, government documents, or items that do not fulfil the Committee's mission statement or the objectives of its collection.

II. Policy Governance

- A. The Collections Policy may be amended at regular meetings as needed.
- B. This policy shall be posted at EvelethHeritage.com and may be given to anyone who requests a copy.

III. Acquisition Policies and Procedures

- A. It is assumed that acquisition of any object will transfer permanent ownership of the physical item to the Eveleth Heritage Committee.
- B. The Heritage Committee shall be allowed to purchase items that fulfil this policy's objectives if funds are available and the purchase is approved at a regular meeting.
- C. Donors shall be made aware that unless the Eveleth Heritage Committee becomes incorporated as a public, non-profit organization, gifts and donations are not tax-deductible. The Heritage Committee shall not conduct appraisals of objects for tax purposes.
- D. Accession process:
 1. Prospective donors or an EHC member shall fill out and sign a donation form providing a description and history of each item and the donor's contact information.
 2. The donor may present the item at a meeting in person, or an EHC member may hold the item in temporary custody until it has been voted upon at a monthly meeting.
 3. The donation form shall be reviewed and present members shall decide by a majority vote whether to accept or reject the item for accession.
 4. If the item is rejected, the item shall be returned to the owner along with an explanation for why the item was not accepted.
 5. If the item is accepted, an EHC officer shall sign the donation form, and a copy shall be given to the donor, who shall also be thanked for his or her contribution.

6. The donation shall be promptly filed in accordance with an established cataloging system. It shall be placed in storage with the rest of the collection.
- E. If an item offered may better support the mission of another organization, the EHC shall consider the best interests of the research community in pursuing a resolution. The EHC may recommend a potential donor to another institution when necessary.

IV. Preservation and Access

- A. Records shall be kept in as much detail as possible documenting each item's description, history, donor, and location. An inventory shall be done periodically.
- B. The Heritage Committee shall cooperate with Eveleth Public Library staff to ensure that the storage room is properly secured and that access does not impede library activities.
- C. Original items and artifacts should be handled as little as possible and shall be photographed or scanned as time and resources allow.
- D. Staples, paperclips, and adhesives should not be used on archival materials unless an adhesive is archival-quality and is used to repair damage.
- E. Archival-quality containers, conservation supplies, cataloging software, or other materials shall be purchased as necessary and as the organization's budget allows.
- F. The public may access the collection while supervised by an EHC member. Record shall be kept of each researcher, including his or her contact information and research topic.
- G. Photocopies or digital scans may be permitted, provided they are to be used only for personal use. Any publication or distribution shall require written permission.
- H. The EHC shall share collection items and information gathered from the collection with the public by presenting public programs, online posts, producing publications, or by using other forms of distribution whenever possible.

V. Loans

- A. The Eveleth Heritage Committee may consider short- or long-term loans to and from private parties or other organizations. Collection items may be loaned to reputable, trustworthy institutions if a satisfactory agreement is made and the items' safety is ensured. Terms of any loan and any subsequent changes must be thoroughly documented.

VI. Deaccessioning (removing from the collection)

A. Criteria:

1. The item is no longer relevant to the Eveleth Heritage Committee's mission, OR
2. The item has been damaged or deteriorated beyond repair, OR
3. The item has been lost or stolen, OR
4. The EHC is no longer able to properly store and maintain the item, OR
5. There are more than two identical copies of an item that not meet any of Criteria 1-3.

B. Before deaccessioning, the EHC shall attempt to verify ownership if no documentation exists.

C. All deaccessions must be approved by a majority vote of members present at a regular meeting.

D. Appropriate records shall be kept documenting an item's deaccessioning.

E. Deaccessioned items may be sold, transferred to the general public, or donated to another organization or institution.

1. Any proceeds from the sale of deaccessioned items shall be used to enhance and preserve the collection.
2. If it is not worthwhile to sell or donate an item, it may be discarded or destroyed.

Approved and adopted by the officers and members of the Eveleth Heritage Committee at its regular meeting held May 8, 2018.

This policy was modeled after the Collections Policies of the Lima Historical Society (Lima, NY), the Greater Oneota Historical Society (Oneota, NY), and the Worthington Historical Society (Worthington, MA).