

*Provided courtesy of:
Vernon County Historical Society*

Acquisition Policy and Procedures

The museum's mission statement and collecting missions statements shall govern all museum acquisitions. The acquisition and collection committee will be made up of the following people; the museum director, the museum curator, and at least one member of the board of directors. The committee's responsibilities include: providing oversight for the museum's collections activities; considering staff recommendations concerning acquisitions, deaccessions, and loans; receiving proposals and making recommendations concerning collections care, security, and insurance; and reporting to the board at its regular or special meetings on the status of collections and their administration. These individuals are the only ones who can accept objects for the museum. Before an acquisition is made for addition to the permanent collection the following considerations will be taken into account.

1. Practical consideration:

1. Is the object consistent with the collection goals of the museum?
2. Will the object be useful for exhibition and education purposes, or for research?
3. Is the object in reasonable good state of preservation?
4. Can the museum properly exhibit and/or store the object?
5. Will the acquisition of the object result in major expenses for the museum for conservation or maintenance or because it opens a new area of collecting?
6. Can the acquisition of the object be construed as a commercial endorsement?

2. Legal and Ethical considerations:

1. Can valid title to the object be passed to the museum?
 - A. Does the possessor of the object appear to be the sole owner or the legal agent of the owner?
2. Is the object authentic?
3. Can all rights be conveyed to the museum?
4. Does the acquisition of the object violate applicable laws or conventions that protect the rights of artists, or endangered species, or subject to repatriation to Native American groups?
5. Is the object free of any unreasonable donor restriction or qualifications that inhibit prudent use of the object by the museum.

The following steps will be used when accepting an acquisition for the museum:

1. If the object offered for gift or purchase is not already in the museum's custody for loan or examination, the director or curator must arrange to bring it to the museum.
2. A Temporary Custody Receipt is filled out and signed and a copy given to the donor.
3. The decision to take the object into the museum's permanent collection is made by the acquisition and collections committee.
 1. The acquisition and collections committee will meet at least once a month and may take action when a simple majority is present.
4. Rejected objects will be returned to the donor with a letter of explanation.
5. Accepted gifts will be acknowledged with a letter of appreciation and two copies of a Deed of Gift will be generated and signed by either the curator or the director and the donor with one copy going into the museum's files and one to the donor.
6. For all donations having a value of \$5,000 or more, the director or curator completes the donee acknowledgment on I.R.S. Form 8283 (Noncash Charitable Contribution Appraisal Summary) and secures the treasurer's signature or that of another officer who signs the museum's tax and I.R.S. Information returns.
 1. The museum refrains from selling, exchanging, transferring, or otherwise disposing of any donated property for two years after acquisition except by the board's authority.
 2. In the event that a gift having a value in excess of \$5,000 is disposed of in less than two years, the director or curator files a Donee Information Return I.R.S. 8282.