

## Baileys Harbor Historical Society Collecting Policy

1. The society will collect items for the purposes of preserving and interpreting the history of the Township of Baileys Harbor, Door County, Wisconsin.
2. The society will collect: manuscripts, records, books, other written and printed materials, and electronic records; photographs, prints, paintings, and other visual materials; tapes, recordings, and other oral history materials. Equipment, furnishings, clothing and other natural, commercial, institutional, and personal objects of the past may be considered if storage can be provided.
3. The society will accept memorabilia only if it represents important themes or episodes in the community's past.
4. The society may choose not to accept items which are in poor condition, which duplicate similar items in the collection, for which we cannot provide storage, which we are unable to conserve, or which are not contemporary with the time period they depict; for example, reproductions.
5. All items accepted for the collections must be cataloged.
6. Only unrestricted gifts or purchases are accepted for the cataloged collections.
7. The Members of the Board or their representatives are authorized to approve temporary receipt of items and recommend their acceptance for the cataloged collections.
8. Items can be permanently accepted for the cataloged collections only by a majority vote of the Board of Directors.
9. All acquisitions must be recorded on gift forms signed by the donor and an authorized official of the society. Both the donor and the society will receive signed copies of the gift form for their files.
10. Donations are tax deductible under Section 501c(3) of the U.S. Internal Revenue Code of 1954.
11. Donors are responsible for arranging and paying for their own appraisals.
12. Items in the cataloged collections can be disposed of only by a two-thirds vote of the Board of Directors.
13. In case of disposition of cataloged collections items, any funds generated must be used to benefit the Baileys Harbor Historical Society.
14. Items may be accepted by a majority vote of the Board of Directors solely for the purpose of sale or exchange, provided that the donor is informed of that purpose.
15. Loans are accepted only for a limited time period and only for the purposes of exhibition or research.
16. In accordance with Wisconsin law, the Board of Directors will provide a copy of Wisconsin Statute 171, Subchapter II, Property in Possession of a Museum or Archives to each individual who makes a loan of historical materials to the society.
17. Loans from the Baileys Harbor Historical Society are made only for a limited time period, only to non-profit organizations of similar purpose, and only for the purposes of exhibition or research.