

## Steele County Historical Society Acquisition Policy

The purpose of the Steele County Historical Society is to gather, preserve and disseminate history, particularly that of Steele County. Our heritage is very important, and preserving our past for future generations is a very heavy commitment. The Steele County Historical Society is grateful to all donors for the wonderful artifacts which have been entrusted to its care. Careful thought and many considerations are given when the accession committee accepts a donation:

1. Does it have a place in our history?
2. Does it relate to the history of Steele County?
3. Does it contribute to interpretation, research, or education?
4. Is it of a general historic theme?
5. Is it in good, clean condition?
6. Do we have space in which to exhibit or store it? Do we have the proper facilities to keep it in good condition?

If the answer is “Yes” to the above questions, the donor may be given a form to sign, releasing it from their ownership to the Steele County Historical Society. An acquisition number is given to the item(s). It is then dated and cataloged and the item(s) itself is marked with an acquisition number.

Caring for acquisitions is an on-going process. As our collections grow, maintenance becomes more difficult and time consuming. Because of the limited space available, the following guidelines must be followed.

1. An appointment **MUST** be made in advance to bring **ANY** artifact to the museum. The accession committee members may need to visit the location of large artifacts.
2. Items **MUST** be **CLEAN** and free from dust and dirt.
3. Textiles must be washed if possible (not starched); items not washable must be recently dry cleaned. Woolen items must arrive at the museum dry cleaned.
4. Information on the item must be provided, including:
  - A Who owned it?
  - B. How old is it? Give the year if possible, or state age from acquisition date.
  - C. How does it work?
  - D. Where was it used or worn?
  - E. Do you have a photograph of the item being worn or used by the original or other owners?
5. Donor must receive a copy of the agreement form and an acknowledgment from the Society.
6. Once the agreement is signed, it is the Society’s policy not to return the item.