



**Clearwater Historical Society, Inc.  
315 College Avenue / PO Box 1454  
Orofino, ID 83544-1454**

## **MUSEUM COLLECTION POLICY**

### **I. POLICY STATEMENT**

The purpose of the Clearwater Historical Society, Inc. (CHSI) is to collect, preserve, and educate the public on the history of Clearwater County and selected contiguous areas. Objects in the museum collections shall be representative, symbolic or typical of the people and events which have contributed to the social, economic, cultural, and political development of the area.

### **II. COLLECTIONS POLICY**

#### **A. GENERAL**

1. *Board members are not authorized to unilaterally accept donations of artifacts to the museum. They need to encourage the potential donor to take the donation(s) directly to the museum for provisional review by the Museum Director. Final acceptance will be made by the collections committee. The committee will meet once a month to review donations.*
2. Objects accepted for the CHSI shall fit the mission statement of the Society.
3. A major responsibility of the CHSI is to preserve historically significant material that is held by the CHSI in trust and in the public interest. It is the policy and practice to act ethically and legally in the acquisition of the materials and to act responsibly with respect to their continuing preservation.
4. It is the responsibility of the Collections Committee, with the assistance of the Museum Director, to evaluate the significance and quality of materials proposed for acquisition or removal from the collection.
5. It is the responsibility of the Museum Director to develop and maintain accurate records of objects and the terms of their acquisition.



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6. The Collections Committee, with the assistance of the Museum Director, will oversee the museum collections. The duties of the Committee, in cooperation with the Museum Director, are to provide continuity to the ongoing collection program of the CHSI; implement the collections policy; give advice on the selection of objects to be added to the collection; aid in obtaining and preserving the collections; and review objects suggested for de-accessioning. If the Committee members disagree as to their relevance, the Board of Directors will make the final decision.
  
7. In consultation with the Museum Director, the Committee will be responsible for the purchase of objects with funds given or with funds made available with approval of the Board.

## **B. SPECIFIC COLLECTION POLICES**

1. There must be available storage, protection, and preservation of the object in keeping with professional acceptance standards.

### **A. HISTORICAL VALUE**

1. Material will be in good or restorable condition. It should be whole or repairable, if broken.
  
2. Material should be a reflection of the environment (social, political, etc.) in which it was used. It should enable an observer to visualize more clearly some custom or activity of the past.
  
3. It should have historical significance. The object should relate to a specific time period, an event or an important person in history.

### **B. LOCAL VALUE**

1. Object should relate to the history of Clearwater County and/or selected contiguous areas.

### **C. WHAT NOT TO ACCEPT**

Museum Collection Policy

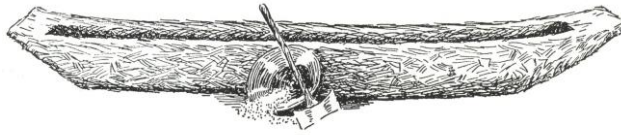


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1. Items the museum already has.
2. Items that do not relate to the area in any way.
3. Items that are fragmentary or in beyond repair condition.
4. Items that do not make a contribution to the knowledge of history (are not a means of understanding and interpreting history).
  - a. Examples: unique items that belonged to a local citizen but have no significance other than their uniqueness.
  - b. Keepsakes that do not relate to an important event, so not give a general impression of society at a given period of time, or do not tell us something about the person, event or period to which they relate.

#### D. RULES FOR ACCEPTANCE

1. The more ordinary an object once was, the more it tells us about the way people lived at a certain period.
2. An object that can be related to an important event in local, national or world history is more desirable than one of the same type which has no such history.
3. Items that relate to a specific event or person should be of a nature that they tell us something about the event or the character of the important person.
4. A legal instrument of conveyance, signed by the Museum Director setting forth an adequate description of the objects(s) involved, shall accompany all gifts and shall be kept on file at the museum. In the case of purchases, a purchase agreement shall be signed by the seller and by the Museum Director.



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5. Records of accession shall be made and retained for all objects acquired for the collection.
6. The CHSI shall not knowingly nor willfully accept or acquire any object that was illegally collected or recovered. The CHSI shall abide by all provisions of the Native American Graves Protection and Repatriation Act (NAGPRA).
7. The CHSI seeks to operate in an ethical manner.
8. CHSI employees or Board members shall not, in their official capacity, give appraisals for the purposes of establishing the tax deductible value of gifts offered to the Clearwater Historical Museum.

### **III. DEACCESSIONING AND DISPOSING OF OBJECTS FROM THE COLLECTION**

- A. Objects in the collection shall be retained permanently if they continue to be relevant and useful to the purposes and activities of the CHSI, and if they can be properly stored, preserved, and utilized. The deaccessioning of objects may be considered when these conditions no longer prevail.
- B. Objects for the museum's collection are given to the CHSI unconditionally when a donor signature and a CHSI representative's signature appear on the *Deed of Gift*.
- C. Objects in the collection shall be deaccessioned only upon the recommendation of the Museum Director, and upon approval of the Collections Committee and the Board of Directors, all in accordance with approved policies.
- D. The Collections Committee will consider the following criteria in evaluating the merit of objects recommended for deaccession:
  1. Why did the CHSI accept this object? What is the significance of the object?



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2. Is it relevant and useful to the CHSI's purpose and activities?
3. What is the condition of the object?
4. Is the object duplicated in the collection?
5. Doubts about the propriety or questions of necessity for such removal shall be resolved in favor of retaining the object.

#### E. The De-accession Process

1. The Museum Director will report items for possible deaccession to the Collections Committee who will review the item along with available information (i.e. donor and history). With the disposition criteria (D above) as a guide for discussion, the Committee will vote to retain or remove the object. The decision to deaccession shall require approval by a majority of the Committee.
2. If it is decided to deaccession an object(s), the Chairman of the Collection Committee will present the object(s) and the Committee's recommendation to the Board of Directors at their next regularly scheduled meeting. This recommendation shall include a "minority report" listing reasons, if any, for keeping the object(s).
3. The process of deaccessioning should be more rigorous than that of acquisition. Acquisition requires only the Collection Committee's approval; deaccession requires Board of Directors approval.
4. In considering various alternatives for the disposition of deaccessioned objects, the CHSI shall be concerned that the manner of disposition is in the best interest of the CHSI, the public it serves, the public trust it represents in owning the collection, and the scholarly or cultural communities it represents.
  - a. Disposition of the object(s) being deaccessioned may include: placing in the CHSI's hands-on educational collections; gift or exchange to another non-profit, tax-exempt organization only; or disposal based upon condition or duplication.



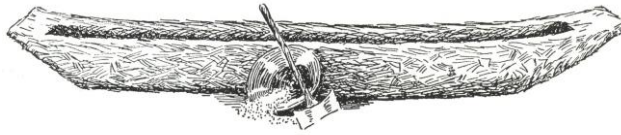
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- b. Objects approved for deaccession shall not be given or sold privately to CHSI employees, officers, members of the Board of Directors, or to their representative.
  - c. Permanent disposal of the object can be an option if the object is unsuitable for transfer to another non-profit public organization.
5. The President, or in his/her absence the Vice-President, of the Board of Directors is the CHSI's legal representative concerning the final disposition of objects in the deaccessioning process. His/her signature on the deaccession form verifies the transaction.
  6. A record of the circumstances under which objects are deaccessioned and disposed of shall be made and retained as part of the CHSI's records.

#### **IV. LENDING AND BORROWING POLICY**

The CHSI may lend items from its permanent collection to museums, galleries and organizations for educational and cultural purposes. Loans are made upon the approval of the Museum Director. Unique or special requests require Collections Committee approval using a written loan form.

- A. Consideration of loan requests is governed by the following general criteria:
  1. The requesting organization must be a bona fide educational or cultural agency or the request must in some way further the objectives and purposes of the CHSI.
  2. Security and conservation measures must satisfy CHSI requirements, the nature of which may vary with the type of item requested. Conservation concerns include: temperature, relative humidity, light level, installation techniques, use of acid free materials, and proper encasement and handling.
  3. All loans shall be for a specified period of time, determined by the Museum Director after reviewing the loan request.
  4. The requesting organization must agree to observe the CHSI's regulations governing loans.



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- B. All loans are subject to the following regulations which will be in force when agreements are made:
1. The CHSI shall receive appropriate credit for all objects on loan. Acknowledgement shall credit "Clearwater Historical Society, Inc. & Museum, Orofino, Idaho."
  2. Objects placed on public exhibition must be secured and protected by methods prescribed by the CHSI.
  3. The borrower shall exercise appropriate care to ensure safe handling and keeping of the objects throughout the duration of the loan. CHSI staff will take photos of any loaned items before they are released.
  4. No object may be altered or cleaned by the borrower without express permission of the CHSI.
  5. No objects may be sub-loaned by the borrower.
  6. Any damage, vandalism, breakage or loss shall be immediately reported by the borrower to the CHSI.
- C. Incoming loans may be accepted from individuals or organizations for the purpose of exhibition by the CHSI with the following considerations:
1. All loans shall be for a specified period of time. Items are to be returned per the original loan agreement. CHSI staff will take photos of borrowed objects upon receipt.
  2. No indefinite, long-term or "permanent loans" shall be accepted.
  3. Appropriate loan forms shall record each incoming transaction and include the signatures of the lender, Museum Director, and a member of the Collections Committee. The form will become part of the CHSI records.
  4. The CHSI shall use reasonable care for borrowed objects and employ the same precautions exercised with property of its own. The CHSI shall reimburse the loaner for the cost of professional repair to a damaged object or for the replacement cost of a lost object upon insurance coverage/estimates.



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## **V. LOAN CONVERSION**

Revised loan policies of CHSI indicate that “no indefinite, long-term or permanent loans” shall be accepted. If an object(s) is specifically identified as being on loan to the CHSI due to previous loan policies, every attempt will be made to either return the object(s) to the original lender or to convert the loan to an unconditional gift to the museum under the following procedures:

1. The Museum Director or Collections Committee shall send a letter to the owner of the object(s) at the owner’s last known address requesting that the owner consider donating the object(s) to the museum.
2. If the owner desires to retain ownership of the object(s), the Museum Director shall negotiate a specific date at which the owner will retrieve their object(s) within 30 days.
3. In the event that an object(s) on loan to the museum has not been claimed by the owner and the location of the original owner is in question, notice will be sent by the Museum Director or Collections Committee by certified mail, return receipt requested, to the owner’s last known address.
4. If the certified letter is returned because it could not be delivered to the addressee, public notice shall be published by the CHSI once each week during two successive weeks in the Clearwater Tribune circulating in the City of Orofino and the County of Clearwater requesting all persons who may have knowledge of the owner to contact the CHSI. If the object(s) is not claimed within 30 days following the final publication, the CHSI may permanently acquire the object(s).
5. Objects acquired under this section shall be solely the property of the CHSI and will become part of the permanent collection.





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## APPENDIX A

All present day settlement derives from:

### Nez Perce

Lolo Trail  
 Lewis and Clark Expedition  
 Native Peoples  
 Native Culture

### Discovery of Gold

Pierce City  
 Orofino City  
 Moose City  
 Weippe  
 Greer  
 Orofino Creek/Tributaries

### Settlements

Ahsahka  
 Anoka  
 Cavendish  
 Dent  
 Elk River  
 Fraser  
 Gilbert  
 Greer  
 Headquarters  
 Orofino  
 Pierce  
 Peck  
 Russell  
 Weippe

### Rivers/Tributaries

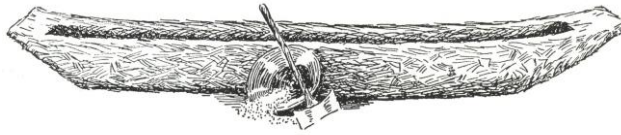
North Fork of Clearwater  
 Logging  
 Log Drives  
 Logging Camps  
 Homesteaders  
 Fur Trappers  
 Clearwater River  
 Homesteaders  
 Log Drives  
 Fur Trappers

### Transportation

Trails  
 Wagon Roads  
 Wagons  
 Railroads  
 Highways  
 Automobiles  
 Ferries/Bridges  
 Boats  
 Air

### Areas of interest for each town

Agriculture	Medical
Books/Manuscripts	Mining
Businesses	People
Construction	Recreation
Floods & Fires	Schools
Government	Utilities
Housing	
Hunting/Fishing/Trapping	
Law Enforcement	



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## **APPENDIX B**

### **Clearwater Historical Society, Inc. Criteria for Donations Acceptance**

- Object is relevant to events or persons of Clearwater County
- Object is of use in research, exhibit, or interpretation activities
- Object is not duplicated by another artifact in the collection
- Object is not damaged, excessively worn or weathered
- Object is complete or an important element of a larger object
- Object is not made of hazardous materials
- Object can be properly stored or preserved by CHSI
- Object would not be more appropriate for another institution