



COLLECTION DEVELOPMENT POLICY

FOR WISCONSIN MANUSCRIPTS

(Revised April 2009)

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WISCONSIN HISTORICAL SOCIETY COLLECTION DEVELOPMENT POLICY FOR WISCONSIN MANUSCRIPTS

I. BACKGROUND AND PURPOSE

Even prior to statehood, the people of Wisconsin recognized the importance of preserving their documentary heritage. During October, 1846, delegates to the first constitutional convention met informally in Madison and organized a Historical Society to "collect from the pioneers then alive...facts regarding the early history of Wisconsin...as well as to treasure up those concerning the future." From these beginnings, the State Historical Society has developed a strong program based upon collecting a wide range of documentary materials that tell the story of Wisconsin's past.

The State Historical Society of Wisconsin has been charged, by statute, to promote a wider appreciation of the American heritage with particular emphasis on the collection, advancement, and dissemination of knowledge of Wisconsin history and of the West. Its statutory obligations relating to Wisconsin archival materials require the Society to "serve as trustee of the state in the preservation and care of all records, both printed and written," . . . and to "interest itself constructively as the agent of the state in the preservation and care of all similar material wherever they may be." The statutes further direct the Society to "take an active interest in the preservation and use of the noncurrent public records of historic importance of counties, cities, villages, towns, school districts, and other local governmental units."

To accomplish its statutory mission, the Society seeks to acquire manuscript records that broadly document the history of Wisconsin from the seventeenth century to the present. Manuscript records are unpublished documents which include such items as diaries, letters, memoranda, speeches and other writings, financial ledgers, private organizational records, and records in electronic formats. Today, holdings include such collections from every corner of the state, and encompass many facets of life in Wisconsin. These materials provide a representative record of human activity in the state from the earliest days of settlement to our own time.

The purpose of this policy is to provide a framework for planning an overall documentation strategy and long range collecting priorities for acquiring manuscript collections documenting Wisconsin history.

II. SCOPE

The Society's effort to document Wisconsin history encompasses collecting not only private manuscripts but also public records; books, pamphlets, newspapers, government publications; visual, sound, and cartographic materials; oral history interviews; artifacts, and records of the built environment. Within this context, the Society's manuscript collection serves the needs of scholars, graduate and undergraduate students, genealogists, local historians, and other researchers. It encompasses many subject areas: the arts, agriculture, communication, business and industry, labor, the military, natural resources and the environment, politics and government, ethnic and population groups, religion, recreation and leisure, settlement, social organization and activity, and

transportation. As Wisconsin's major historical records repository, the Society collects in all of these areas, although short-term plans and opportunities that make best use of limited resources will govern the relative emphasis placed upon subjects at any particular time.

III. COOPERATION AND COORDINATION

In fulfilling its mission to preserve Wisconsin's history, the Society recognizes the paramount importance of cooperation. It is not possible to simply collect all available archival records into a single repository. The Society also fulfills an important facet of its responsibility by encouraging and assisting in the development of corporate, institutional, or regional archives. By doing this, the Society can use its resources more effectively and ultimately preserve a broader spectrum of historically valuable materials. In certain instances, archival records that remain with their creating institution or in the local community may be better appreciated and more easily used. The Society is committed to cooperation and coordination as the keys to formulating an effective overall documentation strategy, and the only way to allow the Society to build a manuscript collection that avoids both large gaps and needless duplication.

All Society units, Library-Archives, Historic Preservation-Public History, Museum, and Historic Sites share in the responsibility to preserve the historical record. A manuscripts collecting policy must be linked to the collecting policies of these other Society units, and the relative availability of information contained in manuscript collections must be balanced against other resources. The Society also cooperates with outside groups through planning, sharing original historical resources, professional expertise, and information about its holdings.

In order to encourage statewide cooperation, the Society has established, with statutory authorization, a network of Area Research Centers (ARC) "to provide an orderly, uniform state-wide system for the retention and preservation of important...local public records...under professional care in the region of origin." Although the Society holds title to all collections, the Area Research Centers assist with collecting, housing, and servicing private manuscripts, and local public records. The purpose of the ARC network is to encourage historical studies; enrich the resources for historical research throughout the state; and make the resources of the Society more widely available. The Collections Development staff works with the ARC staff in identifying leads and working with donors.

Another goal of cooperation is to reduce competition by establishing relationships and mechanisms to resolve conflicts between manuscript collecting repositories in an attempt to reduce duplication of effort, and to ensure that all important historical documentation is collected. The Society also maintains close relations with public libraries, county and local historical societies, college and university archives, and other archival repositories. The Society balances its statewide interest with regional or institutional priorities that are based upon local research needs.

Through programs and technical assistance activities, the Society assists private businesses and other organizations to establish their own archival programs. The Society is also interested in developing cooperative relationships with archives outside Wisconsin to which it can refer donors with historical materials which do not fit within the scope of the Society's collections.

IV. SETTING PRIORITIES

Collections Development staff plan manuscript acquisitions carefully. Priority collecting activities are based upon seven factors:

1. the subject's overall importance to Wisconsin history;
2. the extent to which the subject is documented in non-manuscript resources;
3. the extent to which the subject is documented in existing Society-held manuscripts;
4. the availability of potential acquisitions;
5. the existence of other repositories that collect in the same subject area;
6. the danger of losing important documents if they are not collected in a timely way;
7. a demonstrated or anticipated need by researchers for additional documentation.

Based upon these criteria, the Society has developed three levels of activity.

- A. Solicitation. This means actively developing and pursuing leads pertaining to records that are particularly important to the Society's collection development needs. The Collections Development staff actively initiates contacts, pursues leads and acquires new collections in these areas as a matter of first priority. Solicitation is reserved for subject areas that are:
 - 1). poorly documented in existing Society holdings;
 - 2). documented by particularly transitory records;
 - 3). acknowledged Society collecting areas such as social action or subjects widely associated with Wisconsin history, such as Progressivism;
 - 4). collections in imminent danger of being lost.
- B. Acceptance. This refers to the appropriate priority for leads pertaining to records that are important to the Society's collection development policy, but not so much so as those that are solicited. Leads in this category are developed and pursued as time and opportunity permit. Acceptance also refers to the routine acquisition of historical materials that are offered directly to the Society by donors. Acceptance generally is reserved for subject areas that are:
 - 1). already somewhat represented in Society manuscripts;
 - 2). documented by other types of historical resources.
- C. Referral. This designates the priority for leads pertaining to collections not appropriate for acquisition by the Society. Such leads are referred to another appropriate archival repository or back to the donor. Referral is appropriate when collections:
 - 1). directly duplicate present Society holdings;
 - 2). are extremely fragmentary in nature;
 - 3). consist entirely of secondary materials;
 - 4). are outside the scope of Society collection development interests;
 - 5). belong more appropriately in a repository whose emphasis is a subject documented by that collection.

V. MANUSCRIPT ACQUISITION GUIDELINES

The Society staff solicits new manuscript acquisitions in subject areas that rate high in the seven criteria listed in Section IV. The staff also accepts, selectively, collections offered without prior solicitation. The selective appraisal process includes determining specific reasons why information contained in a potential acquisition is important or necessary. The Society bases decisions concerning its overall documentation strategy upon the following guidelines:

1. Private records and papers are neither the only way nor always the best way to obtain information about certain aspects of Wisconsin history. In many cases public records or printed materials are better sources.
2. New acquisitions should add substantive documentation, rather than simply provide more information about subjects that are already well-documented in Society holdings. Duplicating existing knowledge does not serve the needs of the Society or its users.
3. The Society collects nationally in several areas, including labor, mass communications, film and theater, and social action. How Wisconsin collecting complements or duplicates information contained in national collections is an important factor in the appraisal process and must be considered in deciding what Wisconsin documentation to collect.
4. To effectively use limited resources (in assembling a representative historical record), the Society assigns priorities to all leads, and evaluates potential manuscript acquisitions according to three priorities: solicitation, acceptance, and referral.
5. The Society is only one organization with an interest in preserving historical resources. Other Wisconsin organizations such as public libraries and local historical societies share in this responsibility, and the Society considers their mission and collection development priorities in its decision-making process. Collections Development staff work with the ARCs to determine regional collecting priorities and areas of emphasis. The Society also considers the collections of religious, ethnic, and other out-of-state archival agencies.
6. Acquisition by the Society is neither the only nor always the best way to preserve documentary materials. In certain instances, the Society attempts to fulfill its obligation to preserve Wisconsin's historical record by assisting record creators or custodians to care for their own archival collections, or by referring collections to another appropriate repository.
7. The Society collects Wisconsin manuscripts in many different forms, including handwritten, typed and printed documents; visual and sound recordings; digital records, including web-based materials; and in foreign languages as well as English. Under ordinary circumstances the Collections Development section does not acquire three-dimensional objects for the manuscript collections.
8. New acquisitions result from the donation of materials; only in special situations does the Society purchase Wisconsin manuscripts.

9. In accepting a collection, the Society retains only those materials that fit within collection development guidelines. Materials considered to be peripheral or outside the scope of the Society's manuscript collections may be returned to the donor, catalogued in other Society divisions, or discarded (according to the wishes of the donor).

10. The Society's goal is to obtain unrestricted title to all acquisitions. Staff members work with donors of sensitive materials to establish appropriate restrictions to access and copyright, or other special conditions of use for a specified time period. The Society may also accept materials "on deposit" to be evaluated for a limited period of time.

11. In lieu of acquiring original materials, the Society may borrow records for copying, and then return or dispose of the originals, according to the wishes of the donor, but this is not the preferred method of acquisition.

12. Under ordinary circumstances the Society does not enter into agreements to become the archival repository for large, ongoing commercial, non-profit, or professional organizations capable of supporting their own archival programs. Instead, staff members assist such groups to administer their own historical records. The Society encourages businesses, organizations, churches and other donors to share in the cost of processing, microfilming, digitizing, or conserving their collections.

13. The Society may deaccession collections when more current, accurate, or comprehensive information becomes available, or when collections are judged to be outside collection development guidelines. (See Appendix B: Wisconsin Historical Society Deaccession Policy)

14. The Society does not provide financial appraisals of donated collections. Collections Development staff may provide a list of qualified appraisers to donors when requested to do so.

15. Exceptions to the above general policy are handled on an individual basis by archives staff, with appropriate Society administrative guidance.

VI. COLLECTING AREAS

The following section deals with collecting priorities in specific subject areas. To develop the 1987 Society Collection Development Policy, the Collections Development staff conducted an examination of the Society's manuscript, archival and published holdings. The first step was a subject analysis of present manuscript collections. Twenty percent of all Wisconsin manuscripts were sampled to evaluate how extensively they document a broad cross section of subjects that are important to the state's history. The second step in this quantitative analysis consisted of interviews with staff members to determine how closely the survey results corresponded to their knowledge of the Society's manuscript holdings based upon past experience collecting, conducting research, or assisting patrons. The third step was an overview of resources in the State Archives, the Society's general library and the government publications collection. (Note: A detailed description of the collection analysis methodology used for the 1987 Collection Development Policy can be found in Appendix D of the 1987 policy.) Using the knowledge gained from this analysis, the Collections Development staff recommended three levels of priorities as described above, based generally upon

the importance of the subject to Wisconsin history, the strength of existing documentation, and alternative sources of information.

The Collection Development Policy revision incorporated three additional steps. First, an in-depth analysis of manuscript acquisitions under the 1987 Collection Development Policy was conducted in order to identify the current state of the collection for each collecting subject area. Second, because the ARC archivists are among our most important users, a survey was conducted that focused on the relative value of each subject collecting area and solicited suggestions of under- and over-collected aspects of each collecting subject area. Finally, Society staff input regarding the current state of the collection and possible future collecting priorities was solicited on an informal basis.

AGRICULTURE

- 1.1 Summary. Agriculture, including both the cultivation of crops and animal husbandry, is an extremely important topic in Wisconsin history; documenting its growth and development is crucial to an accurate understanding of the State's past. The Society's manuscript collections in this subject area are uneven, emphasizing primarily agri-businesses devoted to processing agricultural products, dairy cooperatives, oral interviews with 20th century farm families and farm leaders, as well as records of certain agricultural organizations. One national area of strength important to Wisconsin agriculture is the McCormick Collection documenting the development of the agricultural machinery industry. Acquisitions under the 1987 policy have focused on agricultural organizations and movements such as co-ops, dairy organizations, and the Grange, with very little documentation of family farms and agribusiness. Other documentary resources add strength to the Society's manuscript holdings. The State Archives includes statistics on crop and dairy production. Other public records include a large collection of annual reports from agricultural societies, dairies, and cheese factories. The Society's Library includes government publications with an extensive collection of reports and proceedings from several statewide agricultural associations formed by such interests as dairymen and butter makers, as well as reports on rural resources and crop and livestock statistics. Library resources further strengthen the quality of information available to researchers, particularly in the area of agricultural newspapers, periodicals, and similar publications. The UW-Madison Archives holds an extensive collection relating to Wisconsin agriculture, especially relating to dairy research, agricultural education, agricultural economics, food science, and Wisconsin's Agriculture Experiment Stations.
- 1.2 The Society solicits records documenting the scope of Wisconsin agri-business, family farming, agricultural organizations, and agricultural cooperatives.
- 1.3 The Society solicits records documenting contemporary trends in Wisconsin agriculture including, organic agriculture, farmers markets, and community supported agriculture.

- 1.4 The Society solicits records pertaining to farm advocacy, protest, migrant workers, and organized farm labor. Specific activities are coordinated with national labor and social action collecting.
- 1.5 The Society accepts manuscripts documenting ethnic influences—such as customs, innovations, and the cultivation of particular crops—upon agricultural practices in Wisconsin.

ARTS

- 2.1 Summary. The arts, defined in the broadest sense, are minimally documented in Wisconsin manuscripts. Areas of relative strength include collections relating to music and urban architecture. Many manuscripts documenting the performing arts are a part of the Society's national collections. Acquisitions under the 1987 policy have emphasized literary and artistic groups; some artists, writers, and editorial cartoonists; local and regional theater groups such as the Milwaukee Repertory Theater; and architectural acquisitions, primarily relating to Frank Lloyd Wright and his associates. What little documentation exists in the State Archives is almost exclusively architectural in nature. The Society's Historic Preservation-Public History Division's collection also contains extensive documentation pertaining to Wisconsin architecture, much of which is available through the Society's website. Certain aspects of the arts, notably painting and crafts, are documented in the Society's museum, visual materials, and library holdings. Collectively, the University of Wisconsin System campus archives also hold significant collections, especially relating to the performing arts, community arts, and creative writing.
- 2.2 Manuscripts documenting Wisconsin music are collected in coordination with the Mills Music Library's Wisconsin Music Archives at UW-Madison. The Mills Music Archives is the primary repository for music written by Wisconsin composers or published in Wisconsin. The UW-Milwaukee ARC will be the primary repository for manuscripts documenting Milwaukee urban architecture.
- 2.3 The Society solicits manuscripts documenting the activities of Wisconsin artists, writers, performing artists, and architects whose work is of statewide or national prominence, and significant groups formed for the purpose of promoting arts or arts education. This policy includes fine arts, crafts and folk art, and rural architecture. Manuscript collecting leads are developed and pursued in close coordination with the Museum, Historic Sites, and the Wisconsin Center for Film and Theater Research to ensure that both finished artwork and manuscripts documenting the artistic process are included in the Society's collections.
- 2.4 The Society accepts selected records of local literary and artistic clubs, which have been heavily collected in the past, especially if a collection already exists.

BUSINESS/INDUSTRY

- 3.1 Summary. The growth and development of business and industry are central themes in Wisconsin history. The Society has a large and diverse body of documentation in this subject area, in manuscripts, public records, government publications, and library resources, but coverage is uneven. Manuscript holdings document, extensively, relatively few commercial interests, but do include a growing collection of business and trade associations and a substantial number of professional organizations, especially in the field of medicine. Acquisitions under the 1987 policy include business records in danger of destruction, many documenting the lumber industry, and additions to professional and trade association and chambers of commerce collections. Several large series of public records, such as annual reports of regulated industries, the records of defunct corporations and income tax returns contain statistical and other information. Transportation, banking, medical services and other regulated businesses are particularly well documented in public records. Government publications such as the annual reports of the Bureau of Labor Statistics, and library resources such as city directories, gazetteers, and published corporate and business organization reports provide additional general statistical information about Wisconsin corporations and other business interests.
- 3.2 The Society will assist large, ongoing businesses and industries to establish their own in-house archives, and encourages them to make their archival records available to researchers. Only in special situations will the Society accept records from such corporations. Businesses, industries, and organizations donating historical records are encouraged to share in the cost of processing, microfilming, and/or conservation.
- 3.3 The Society may act as the repository of last resort by accepting important business manuscript collections that otherwise might be destroyed.
- 3.4 The Society solicits business records that complement other subject areas such as Labor.
- 3.5 The Society selectively accepts the records of trade associations and chambers of commerce.
- 3.6 The Society accepts manuscripts that contribute to its goal of building a carefully selected sample of business, industrial, and related organizational records documenting:
- a. an economic and geographic cross-section of the state;
 - b. major themes in the historical development of Wisconsin's economy;
 - c. the entrepreneurial aspect of business and industry;
 - d. emerging Wisconsin industries such as information technology and biotechnology.

COMMUNICATIONS

- 4.1 Summary. The strength of Society manuscripts documenting communication is the result of extensive national mass communications history collecting. Wisconsin collections consist of a mix of rural and urban records documenting broadcast and print journalism. Acquisitions under the 1987 policy have focused strongly on the *Milwaukee Journal Sentinel*. Rural and municipal telephone companies are extensively documented in Wisconsin manuscript holdings, as well as in the State Archives collection of public records containing annual reports and information pertaining to regulatory matters, rates, and other aspects of telephone communication. The Society's Library comprehensively acquires Wisconsin daily and weekly newspapers as well as a broad selection of Wisconsin periodicals. Collectively, the University of Wisconsin System campus archives also hold significant manuscripts documenting student-related broadcast and print journalism.
- 4.2 The Society solicits collections documenting Wisconsin newspapers, magazines, and broadcasters of statewide and national importance, as well as alternative, community, and emerging media in Wisconsin, including web-based media.
- 4.3 The Society accepts Wisconsin-related mass communication collections in coordination with national mass communications collecting.
- 4.4 The Society accepts acquisitions documenting the following aspects of communication:
 - a. the importance of mass communication in Wisconsin history;
 - b. the history of Wisconsin commercial, listener sponsored, and public broadcasting;
 - c. newspaper journalism in Wisconsin;
 - d. the growth and impact of Wisconsin's advertising and public relations industry;
 - e. magazine and other periodical publishing in the state;
 - f. Wisconsin-based websites, blogs, podcasts, and other new media.

LABOR

- 5.1 Summary. The history of organized labor is one of the Society's national collecting areas and Wisconsin labor is well documented in these manuscript holdings. However, with the exception of records of the Wisconsin State AFL-CIO before and after merger, Wisconsin labor holdings are composed almost entirely of local trade union records, especially from 1930-1960. Acquisitions under the 1987 policy have continued the focus on union locals, trade councils, and similar organizations, many documenting unions representing academics and other professionals. The State Archives contains some documentation of labor-related matters, such as issues relating to worker safety and strikes. Government publications contain information pertaining to worker-related issues such as workers compensation, while other library holdings include a nationally known collection of Wisconsin labor-related newspapers,

newsletters, and other publications. The Society and the UW-Madison Archives hold significant documentation pertaining to faculty and staff labor organizations and to the UW Extension's School for Workers.

- 5.2 Wisconsin labor collecting is coordinated with national labor collecting. Wisconsin labor acquisitions have concentrated on documenting local union activities, and include records from all major types of labor unions.
- 5.3 The Society solicits Wisconsin labor records in conjunction with efforts to document the activities of the business or industry associated with that labor organization.
- 5.4 The Society solicits records documenting the careers of prominent Wisconsin labor leaders, labor education, labor-related political activity, and major events, such as strikes.
- 5.5 The Society solicits additions to existing labor union collections when they document important labor activities that are not otherwise documented in our collections.
- 5.6 The Society solicits the records of Wisconsin labor unions organizing in the service sector and other industries not traditionally unionized.
- 5.7 The Society solicits records relating to the role of women and minorities in the work force.
- 5.8 The Society accepts labor manuscripts documenting:
 - a. the role of organized labor in Wisconsin history;
 - b. significant Wisconsin contributions to organized labor.

MILITARY

- 6.1 Summary. Wisconsin military history is well documented in Society manuscripts, although this documentation is unevenly distributed among periods of time, military ranks, and specific subjects. Most collections concentrate on periods of active military conflict and are composed of records by or about Wisconsinites who were members of military units. A majority of all collections document the Civil War era. Social action collections document anti-war activities and draft resistance. Fewer records document the experiences of Wisconsin civilians during wartime, veterans, or activities such as civil defense or military training that has taken place during the years between wars. Fewer still have significant information relating to military installations in Wisconsin. Acquisitions under the 1987 policy have consisted primarily of small personal papers collections, the bulk documenting the Civil War and World War II. Military records in the State Archives are also dominated by Civil War-related materials, although several important series document the period from World War I through the Korean Conflict, and subjects such as veterans, civil defense, and home front activities. Government publications concentrate on the Wisconsin National Guard and are relatively stronger than manuscripts for inter-war years. The Society

Library's resources are strong, especially for the Civil War era and World War II. The Society's Library also includes an extensive, on-going collection of military base and unit newspapers and acquires the periodicals of veterans and other military-related organizations nationally.

- 6.2 While not foreclosing any acquisitions opportunity, Society Collections Development staff will remain cognizant of the veterans and veterans' organizations emphasis of the Wisconsin Veterans Museum Research Center in order to avoid unnecessary duplication of effort.
- 6.3 The Society solicits manuscripts documenting peace and anti-war activities in Wisconsin. Acquisitions are coordinated with the Society's national social action collecting activities.
- 6.4 The Society accepts records that document:
 - a. the direct participation of Wisconsinites as members of an organized military unit;
 - b. the activities of Wisconsin veterans' organizations formed following the conclusion of a military conflict;
 - c. the effect of military conflict on Wisconsin civilians;
 - d. Wisconsin military installations;
 - e. Wisconsin women and minorities in the military.

NATURAL RESOURCES/ENVIRONMENT

- 7.1 Summary. The commercial use of some Wisconsin natural resources such as lumber is extensively documented in Society manuscript holdings. The activities of groups concerned with conservation and ecological issues are also well documented. However, manuscripts document only a few natural resources—with little relating to mining or fishing, for example—and very little pertaining to the recreational use of natural resources. A variety of collections have been acquired under the 1987 policy, including personal papers and the records of local environmental groups such as the Sierra Club's Midwest Office. Public records, especially those from the Department of Natural Resources, and its predecessor, the Conservation Department, document forest and wildlife management, soil conservation, environmental protection, conservation education, and water pollution. DNR records contain some information dealing with state parks and other recreational facilities. Government publications also contain extensive information in the numerous reports, technical bulletins and newsletters from these organizations. The Society's Library periodical holdings include extensive documentation of Wisconsin and national environmental issues. The UW-Madison Archives holds important collections documenting Wisconsin natural resources, including the papers of noted conservationist Aldo Leopold and records pertaining to state wildlife ecology.

- 7.2 The Society solicits records pertaining to the use of those Wisconsin natural resources currently not adequately represented in manuscript and state records holdings, including the recreational use of natural resources.
- 7.3 The Society solicits records documenting the activities of individuals and groups working for the conservation, preservation, or appreciation of Wisconsin's natural environment.
- 7.4 The Society accepts records relating to all Wisconsin natural resources that document the:
 - a. use of a particular natural resource;
 - b. influence of that natural resource on the state's history;
 - c. important issues surrounding the regulation or use of a natural resource.
- 7.5 The Society refers leads to collections documenting the scientific properties of Wisconsin natural resources to other appropriate archival repositories.

POLITICS & GOVERNMENT

- 8.1 Summary. Wisconsin's political and governmental system is well documented at the local, state, and national levels by Society manuscripts. Collections from the nineteenth and early twentieth centuries tend to include more biographical information about officeholders and their families than do recent acquisitions which relate more directly to political matters. Under the 1987 policy, the Society has acquired the papers of many national and state legislators with a large total bulk, along with some political party and lobbying group collections. Strong holdings in the State Archives complement the manuscript collections. Public records include information about the history and operation of numerous governmental agencies and the activities of political parties. Library resources also are numerous, particularly for the years of the Progressive Era. Government publications include a vast array of annual reports, proceedings, journals, newsletters, bulletins and other publications from state agencies and executive offices. The Society and the UW-Madison Archives have extensive documentation relating to student political activity.
- 8.2 Because of the quickly changing nature of political issues, and the redundancy of information in many political collections, political collecting must be reviewed and revised regularly so that historically important matters of public concern will be well documented.
- 8.3 The Society solicits records on a selective basis that document how people interact with government, including legislators' papers and the papers of other state and national governmental officials. Legislators and governmental officials with careers of sufficient length and prominence who have been involved with issues of statewide or regional significance during their careers will be solicited.

- 8.4 The Society solicits the records of major and minor parties in Wisconsin and party leaders who have made a significant impact on Wisconsin politics.
- 8.5 The Society solicits the records of political action and lobbying groups who have been closely involved with important issues in Wisconsin government.
- 8.6 The Society accepts manuscripts that contribute to its goal of building a representative sample of records relating to Wisconsin's political system.

POPULATIONS

- 9.1 Summary. Society manuscripts document many different facets of Wisconsin's population, although the quality and extent of information varies considerably within this subject area. A few ethnic and racial population groups—Jews, Poles, Germans, Norwegians, Native Americans, and Yankees—are documented by a substantial number of collections; others are sparsely represented. Collections documenting immigration, movement within the state, or emigration are largely confined to the nineteenth century. Information relating to particular segments of the population such as women, children, the elderly, or the handicapped, is almost entirely confined to collections documenting women in the twentieth century. Acquisitions under the 1987 policy have included additional European ethnic collections, and a small quantity of Native American and African American materials. Public records fill some of the apparent gaps in documentation, with extensive census, cartographic and naturalization records as well as holdings pertaining to children, the handicapped, and the elderly. Agency files concentrate on such topics as child labor and welfare, foster homes, orphanages, old age assistance, hospitals, and services to the visually, mentally, or physically handicapped. The State Archives includes several important series relating to Wisconsin's Native American population. The State Board of Immigration's series of Records on Settlement and Improvement constitute an important corpus of documentation detailing the movement of people to Wisconsin and within the state. Government publications also focus heavily upon children, the elderly, and the handicapped. Library resources include extensive holdings relating to Native Americans as well as materials focusing on specific ethnic groups. The University of Wisconsin System campus archives contain records documenting curricular and service programs designed for women, African Americans, Hispanics, Native Americans, and other minorities.
- 9.2 The quality, type, and extent of manuscript documentation are all carefully considered before any extensive collecting project is undertaken. Whenever possible, activities undertaken to acquire ethnic materials are coordinated with related subject areas.
- 9.3 Wisconsin Native American governments have the primary responsibility to collect, preserve, and make available permanently valuable records relating to their own tribe. The Society encourages and assists such groups to establish and maintain ongoing archival programs.

- 9.4 The Society solicits records documenting issues and events pertaining to the growth, experiences, or well being of population groups such as the elderly, children, women, the handicapped, and the LGBT community; ethnic groups significant in terms of size and influence such as African Americans and Hispanics; and recent ethnic immigrant groups like the Hmong.
- 9.5 The Society accepts records that document identifiable Wisconsin ethnic groups that are under-documented in our collections.

RECREATION/LEISURE

- 10.1 Summary. Manuscript collections documenting recreation and leisure in Wisconsin focus almost entirely on the records of community social and cultural organizations; hobbies and sports are seldom documented in manuscript holdings. The 1987 collection policy has resulted in a number of donations, including collections relating to Wisconsin tourism, largely as a result of the Three-Year Collecting Plan focus on tourism. Public records also document certain aspects of tourism. The extensive Highway Division files from the Division of Transportation, the Department of Natural Resources and predecessor organizations, and the State Planning Board all contain extensive information pertaining to outdoor recreation, parks, historical sites, and other recreational facilities. Visual materials resources include large numbers of postcards, promotional materials, and other film resources. Government publications include several collections of important agency publications, especially those produced by the Wisconsin Conservation Department, the Department of Natural Resources, and the Department of Development. Society library and cartographic resources include promotional pamphlets, tour books, and maps produced to advertise and encourage tourism in Wisconsin. Library holdings also include extensive information about hobbies and sports.
- 10.2 The Society solicits records documenting the growth and development of Wisconsin tourism, the experiences of Wisconsin tourists, and emerging trends in Wisconsin tourism, such as destination resorts and water parks.
- 10.3 The Society accepts records that document a representative sample of community social, cultural, and promotional organizations as well as community-wide activity and general celebrations.
- 10.4 The Society accepts selected records pertaining to aspects of hobbies and professional, semi-professional, and amateur sports not adequately documented in other resources.

RELIGION

- 11.1 Summary. The Society's collection of religious manuscripts is large, containing extensive information about certain aspects of religious activity in Wisconsin.

Records from individual churches document institutional history and sacramental activity for many traditional mainline Protestant denominations. Conference and statewide association records document collective denominational activity and stands on particular issues. Diaries, journals, and recollections detail the observations and work of 19th century Protestant missionaries who traveled throughout Wisconsin. However, this documentation is narrowly focused, excluding almost entirely Catholics, evangelicals, minorities, and religious groups outside the Judeo-Christian tradition. Existing records also contain little substantive information about church participation in social issues, political affairs, and individual or family welfare programs. Acquisitions under the 1987 policy have been exclusively from Christian and Jewish groups, the bulk relating to the United Church of Christ, which has been a long-term informal collecting focus of the Society. Library resources are extensive, including hundreds of individual church histories, journals, proceedings and newsletters of statewide or regional religious organizations, and secondary materials dealing with denominational history. Public records include the exhaustive Works Progress Administration church records inventory, which contains general information on several thousand Wisconsin churches and other religious organizations. Other Wisconsin college and religious archives also hold extensive religious documentation. Notable among these are St. Francis Seminary, Northwestern College in Watertown, and Marquette University, whose large collection of records documents Catholic missionary activity in Wisconsin. The University of Wisconsin System campus archives hold records documenting student religious organizations and activities. Finally, several major denominational archives located in other states have extensive holdings relating to Wisconsin.

- 11.2 The Society encourages religious organizations to establish their own archives and to make their archival records available to researchers. The Society provides advice and assistance to churches and religious organizations considering the establishment of in-house archives.
- 11.3 The Society may act as the repository of last resort by accepting important religious manuscripts that otherwise might be destroyed.
- 11.4 The Society solicits religious records that document one of the following:
 - a. the role of a church or religious group in the secular community;
 - b. the involvement of a religious group in social action and the non-sectarian world;
 - c. the role of a religious group within an ethnic community.
- 11.5 The Society solicits the records of under-documented religious organizations, such as evangelical and fundamentalist churches, Muslims, Buddhists, and other emergent religious groups in Wisconsin.
- 11.6 The Society accepts a representative sample of church records, private papers of religious leaders, and records pertaining to Wisconsin religious organizations.

- 11.7 Religious organizational records accepted for donation should meet one of the following criteria:
- a. records from a denomination or group not adequately documented in Society holdings;
 - b. additions to an existing Society or ARC collection;
 - c. records not duplicated in denominational archives.

SETTLEMENT

- 12.1 Summary. In certain respects, settlement in Wisconsin is the most well documented of all subjects since it includes manuscripts from all other areas. However, most such resources actually deal only with individual components such as people and organizations that comprise communities and not with more general issues such as why people settle in or leave given areas or phenomena such as urbanization and suburbanization. Manuscripts relating to cities, villages, and rural areas in a more general sense—how they evolved, how they are planned—are seldom found in the Society's manuscript collection. Acquisitions under the 1987 policy have resulted in a large number of small collections, primarily documenting the 19th century settlement of Wisconsin. The State Archives has preserved several important series such as the Northern Great Lakes Regional Committee, the Milwaukee Metropolitan Study Commission, and the State Planning Board. Library resources include census records and a large number of community, county, institutional, and organization histories that document Wisconsin communities. Government publications include such important series as County Basic Planning Profiles, Regional Planning Commission Proceedings, County Comprehensive Plans, Community Profiles, and Inventories of Rural Resources. The Society's visual materials holdings include a large collection of community photographs, and its extensive cartographic resources provide additional perspectives on the growth and change that has taken place in Wisconsin since the early days of settlement. The University of Wisconsin Madison Archives holds a significant number of studies and surveys relating to rural sociology.
- 12.2 The Society solicits records documenting processes associated with the nature of settlement, such as suburbanization, urban sprawl and the loss of agricultural land to development, the loss of population in rural areas, and the rise of new ethnic groups and their assimilation into the broader society.
- 12.3 The Society accepts records documenting real estate development, community or regional planning, and similar activities that have a strong impact on the development of Wisconsin cities, villages, and rural areas.
- 12.4 The Society accepts records documenting the formation and history of communal groups and utopian communities.

SOCIAL ORGANIZATION AND ACTIVITY

- 13.1 Summary. The scope of social organization and activity is broad, encompassing family history and life, education, social action and charitable/benevolent organizations. Documentation in this subject area generally is strong, although there is some variation between individual categories. Holdings documenting social action, one of the Society's national collecting areas, are exceptionally strong. University of Wisconsin System campuses also hold extensive records documenting such movements as civil rights, peace, and anti-nuclear energy. A large collection of family papers and numerous genealogies document aspects of family and domestic life—especially for the late nineteenth and early twentieth centuries. The 1987 collecting policy has resulted in a large number of collections including family histories and genealogies, personal papers, the records of groups and associations, and local histories. Both the State Archives and the Society's government publications holdings contain important resources documenting certain aspects of family and domestic life, such as the records of the Council for Home and Family, Transient Family Case Records, and other records and publications from the Department of Public Welfare. Education is also well represented both in manuscript collections and in other resources. The State Archives and the Society's library and government publications holdings contain good documentation about the history of education in Wisconsin. Public records include series relating to state and county normal schools, specialized programs for groups such as migrants or the handicapped, and a large collection of rural school and school district records. Government document holdings include numerous publications by the Department of Public Instruction, and the Coordinating Council for Higher Education, while the general collection includes many Wisconsin school histories and an impressive collection of post-secondary school serials. Finally, post-secondary education is further documented in the archival collections maintained by the University of Wisconsin System and other colleges and universities in Wisconsin.
- 13.2 Wisconsin post-secondary schools have the primary responsibility to collect, preserve and make available records pertaining to the history of their own institution. The Society encourages and assists educational institutions to establish and maintain ongoing archival programs.
- 13.3 The Society solicits general collections of family papers documenting the broad range of domestic activity, lifestyles, business or professional interests, education, recreational pursuits, social activity, and other features typical of family life in Wisconsin, especially for time periods and family backgrounds that are not well represented in our collections.
- 13.4 The Society solicits manuscripts documenting social action in Wisconsin, and coordinates these activities with its national collection development activities.

- 13.5 The Society accepts collections documenting aspects of education such as parochial or private schooling and home schooling that are not adequately represented in existing Society manuscript collections or other resources.
- 13.6 The Society accepts selected records documenting the activities of benevolent and philanthropic organizations.
- 13.7 The Society encourages genealogists researching families who have resided, or who now reside, in Wisconsin to donate their finished family histories to the Society's Library. In most cases, collections that consist primarily of readily accessible genealogical research data will be referred to other appropriate institutions.

TRANSPORTATION

- 14.1 Summary. Transportation is sparsely documented in Wisconsin manuscripts; most collections relate in some way to railroads. However, the subject is far better documented in non-manuscript resources. There have been few acquisitions under the 1987 policy, but notable accessions include the records of a bus and an electric railway company, and the records of several groups created to influence state transportation policy. The State Archives includes records from the Public Service Commission, the Highway, and the Railroad Commission. Government publication holdings include extensive series of Highway Commission reports, road mileage data, and highway traffic information. In addition to these resources, certain aspects of transportation are the focus of special subject emphases at archival repositories in Wisconsin and elsewhere, such as the steamboating collection at the UW-La Crosse ARC and the large railroad corporate collections housed at the Minnesota Historical Society.
- 14.2 The Society accepts transportation-related manuscript collections which meet normal appraisal standards as well as the following criteria:
 - a. has information pertaining to aspects of transportation not adequately documented in public records, existing manuscript collections, or other resources;
 - b. in the case of interstate transportation companies has substantial information pertaining to Wisconsin;
 - c. contains information about economic trends, changing patterns of settlement, lifestyles, or events important in Wisconsin history.

APPENDIX A

WISCONSIN HISTORICAL SOCIETY DONOR GUIDELINES AND DEED OF GIFT



DONOR GUIDELINES PAPERS of INDIVIDUALS and FAMILIES

CONTACTING AN ARCHIVIST:

An archivist is normally available Monday through Friday to discuss potential donations. Contacting an archivist in no way commits you to donating material to the Wisconsin Historical Society. The Archives staff is happy to answer any questions you may have about the Historical Society's policies and donation procedures. Please contact the Collection Development Archivist, Jonathan Nelson, at (608) 264-6447.

VISITS BY AN ARCHIVIST:

We try to visit donors who have a large quantity of records to donate. Visits are normally preceded by telephone conversations or correspondence in which the archivist and the donor discuss the quantity, content and format of the papers. During the visit the archivist will usually look at both the records the donor is willing to donate immediately as well as those the donor is considering donating in the future. The archivist will browse through the files and gather additional information from the donor about the content of the files. The archivist may make an inventory of the files. The archivist uses the information gathered to evaluate the collection and decide if the Historical Society is the best repository for the collection. The archivist may pack and ship the collection during the initial visit, or packing and shipping may be done on subsequent visits or by the donor.

LEGAL MATTERS:

- ***Making the Donation:***

All donors must sign a deed of gift. The deed transfers all rights the donor may possess in the materials to the Historical Society, except as specifically noted on the deed. Because of the

resources it takes to process, preserve, and provide access to a collection, the Historical Society will not accept materials on loan or deposit.

- ***Signing the Deed:***

The donor and the archivist will negotiate the deed together. Most discussion tends to take place over restricting access to the collection, typically over the length of the restriction and what sections of the donation will be restricted and why.

- ***Restrictions:***

The three most common restrictions are:

1. Retention of copyright.
2. Restricting access to the collection.
3. Specifying that all unwanted material be returned to the donor.

Often the donor will own little or no copyright in the collection (e.g. when the collection consists of works written by other people). In these cases, donors only donate the copyright which they own. Researchers will still need to obtain permission from other copyright holders to publish material.

Please be aware that we are not asking for copyright transfer in order to profit from your collection. Rather we do this to facilitate our researchers' work far into the future when the donor and the Historical Society may have lost touch and the donor cannot be located again. The most commonly adopted time periods for restrictions are between ten and twenty-five years.

Please note that all restrictions must specify a sunset date upon which they will end. Accordingly, you cannot choose for restrictions to end upon your death because that is not a specific and knowable date. Donors may close their collections or portions of their collection to all researchers for a period of time. Donors may also require researchers to obtain their permission before using material.

Note also that if you are donating papers as a current or former officer of an organization, the papers may be subject to restrictions placed by the organization. You should discuss this matter with the organization.

- ***The Society's obligations and rights:***

We will preserve and provide access to all archival collections according to standard professional practices and based on the restrictions described in the deed of gift. We reserve the right to reject any part or all of a donation.

- ***Tax deductions:***

We are a 501(c)3 non-profit organization. If you wish to take a tax deduction for the value of the donation and/or for paying for shipping to the Society, consult your accountant and/or tax attorney as soon as possible. By federal law, the Historical Society (like any archives) may not give advice on these matters or complete financial appraisals. Archival appraisers are available in most major metropolitan areas. The relevant IRS publications are:

-Publication 561, Determining the Value of Donated Property

-Publication 526, Charitable Contributions

-Instructions for and Form 8283, Noncash Charitable Contributions.

These forms are available electronically from the IRS web site (www.irs.gov). They can also be requested from the IRS as paper copies by calling 1-800-TAX-FORM.

MAKING THE ACTUAL DONATION:

Once the deed is signed the initial and subsequent donations are free to arrive, dependent upon available space. As noted above, staff is often available to make an on-site visit and pack and ship the initial donation. If Archives staff is available to select, pack, and prepare records for shipment, we require adequate workspace to accomplish this. Donors often pack and ship subsequent donations. Before packing material, donors should call the Archives to provide a brief description of the material. The archivist may then give the donor further advice on which files to send.

Before shipping material, please call the Archives. This will allow us to prepare a space for the material and ensure the material is handled appropriately once it arrives at our loading dock.

PACKING:

We appreciate any assistance a donor can make in packing and preparing records for shipment. This includes the following:

- ***Selection and Weeding:***

If you are packing the files yourself, please weed out files of mainstream newspaper clippings and magazine articles. You do not have to search for every clipping, but do not send any files or boxes composed entirely of clippings and articles.

- ***Packing order:***

The material in the boxes should be in a sequential order. For example, if you have six file cabinets of materials: Box 1 should contain records from Cabinet 1, drawer 1; Box 2 should contain the remainder of drawer 1 and begin drawer 2, and so on. The last drawer of Cabinet 6 should be in the last box in the numerical sequence.

- ***Inventory:***

We would greatly appreciate a rudimentary inventory. Without this inventory we (and researchers) will not know how your files were arranged and to what series or file set documents/files belong.

The inventory can be as simple as this:

Box 1: Family correspondence, 1962-72

Box 2: Diaries, 1982-92

Box 3: Legal files, 1965-85

- ***Boxing and labeling:***

All materials should be packed securely, but not tightly, in strong packing boxes. Put a mailing label with our address on the inside of the box as well as the outside. Indicate which box of the total number it is, e.g. Box 1 of 6. The outside label should read:

TO: (Archivist's Name)
Library-Archives Division
Wisconsin Historical Society
816 State Street

Madison, WI 53706
(Box 1 of 12)

SHIPPING:

Anything larger than a packet should be sent via UPS or Federal Express ground. Please call the Archives to inform us of what you are sending.

AFTER COLLECTIONS ARRIVE AT THE ARCHIVES:

The materials are put into secure storage and usually are reboxed at this time. We now begin the process of accessioning the records--establishing intellectual control over and providing access to a collection. If the records come with an inventory, accessioning is a relatively swift process. Most accessioning is performed within six to twelve weeks of arrival, dependent upon size, organization, complexity of the collection and staff availability. We also identify conservation problems at this time. If not available before, a biographical statement is needed at this time. As soon as accessioning is complete, researchers can use the records in accordance with any restrictions.

If the collection is in good order and a high quality inventory has been created by the donor or the accessioning staff, little further work may be done on the collection. If, however, the collection would benefit from full archival processing, we will assign it a priority level and it will be placed into the processing queue.

Researchers may use the collection in our Archives Research Room, which is open Monday through Friday 8am to 5pm and Saturday 9am to 4pm. (Telephone, letter, and e-mail inquiries are also welcome). All collections are kept in closed stacks, to which only staff has access. Researchers must complete request forms to obtain materials. Staff retrieves and present records researchers. Restricted materials are well labeled, as such, and are only make available to those with permission. Archivists are always available to assist researchers. This system allows us to ensure the safety of the collections and still maintain our reputation as one of the friendliest reading rooms in the country.



DONOR GUIDELINES for RECORDS of ORGANIZATIONS

CONTACTING AN ARCHIVIST:

An archivist is normally available Monday through Friday to discuss potential donations. Contacting an archivist in no way commits you to donating material to the Wisconsin Historical Society. The Archives staff are happy to answer any questions you may have about the archives policies and donation procedures. Please contact the Collection Development Archivist, Jonathan Nelson, at (608) 264-6447.

VISITS BY AN ARCHIVIST:

We try to make on-site visits to organizations that have a large volume of records to donate. Visits are normally preceded by telephone conversations or correspondence in which the archivist and the donor discuss the quantity, content and format of the papers. It is also helpful to send the archivist copies of any histories or overviews of the organization and copies of recent newsletters. At the time of the initial visit the archivist will ask to meet with a representative of the organization who has the authority to make a donation, as well as the individual(s) who care for the organization's records. We usually spend the most time with the latter person. It is helpful to have copies of any extant inventories or written filing system. We will ask to see all the records, including those that the donor is willing to donate immediately, those the donor is considering donating in the future, and those at off-site storage locations. The archivist will browse through the files and gather additional information from the donor about the content of the files. The archivist may make an inventory of the files. The archivist uses the information gathered to evaluate the collection and decide if the Historical Society is the best repository for the collection. The archivist may pack and ship the collection during the initial visit, or packing and shipping may be done on subsequent visits or by the donor.

LEGAL MATTERS:

- ***Making the donation:***

All donors must sign a statement of gift form. This deed transfers all rights the organization may possess in the materials to the Historical Society, except as specifically noted on the deed. Because of all the resources it takes to store and service a collection, the Historical Society will not normally accept materials on loan or deposit. For organizations comprised of a main office and individual chapters, the deed may or may not include chapter records; this issue will be resolved individually with each organization.

- ***Signing the deed:***

The donor and the archivist will negotiate the deed together. Most discussion tends to take place over restricting access to the collection, typically over the length of the restriction and what sections of the donation will be restricted and why.

- ***Restrictions:***

The three most common restrictions are:

1. Retention of copyright and right of renewal.
2. Restricting access to the collection.
3. Specifying that all unwanted material be returned to the donor.

Often the donor will own little or no copyright in the collection (e.g., when the collection consists of works written by other people or organizations). In these cases donors only donate the copyright which they actually own. Researchers will still need to obtain permission from other copyright holders to publish material.

Please be aware that we are not asking for copyright transfer in order to profit from your collection. Rather, we do this to facilitate our researchers work far into the future when the donor and the Historical Society may have lost touch, and the donor can not be located.

Donors may close their collections or portions of their collection to all researchers for a period of time. Donors may also require researchers to obtain their permission before using material. However, we prefer that donors close their collections to all users for a period of time rather than allowing access to only a few because this ensures that all researchers are treated equally.

Please note that all restrictions must specify a sunset date upon which they will end. You cannot choose, for example, for restrictions to end upon your death, because that is not a specific, known, date. The most popular length for restrictions is ten to twenty-five years.

- ***The Society's obligations and rights:***

We will care for and make available all archival collections according to standard professional practices and any restrictions stated in the deed of gift. We reserve the right to reject any part or all of a donation. We may also weed any part or all of a donation or send it to another institution, provided there is no restriction against this in the deed of gift.

- ***Tax deductions:***

We are a 501(c)3 non-profit organization. If you wish to take a tax deduction for the value of the donation and/or for paying for shipping to the Society, consult your accountant and/or tax attorney as soon as possible. By federal law, the Historical Society may not give advice on these matters and cannot make appraisals. Archival appraisers are available in most major metropolitan areas. The relevant IRS publications are:

Publication 561, Determining the Value of Donated Property

Publication 526, Charitable Contributions

Instructions for and Form 8283, Noncash Charitable Contributions.

The telephone number to request these publications and forms is 1-800-TAX-FORM.

WHAT WE WANT AND DO NOT WANT:

The most common question donors have is “What types of records do you want?” For your information, the list on the following page divides record types into general WANT and DO NOT WANT categories. These lists are not definitive; they are only meant as broad guidelines. Because records vary so much from one organization to another, the archivist will still want to talk to the donor to get more details about the records.

We seek originals of most record types. If the organization wishes to keep the originals of some documents, such as constitution and bylaws, copies can be substituted. If you have record types not on the list or believe that your examples of documents in the DO NOT WANT category have value, please feel free to ask about them.

WANTED: Researchers often find the following types of materials most helpful. If you have types not found on the list that you consider important, please contact the archivist.

- board of directors’ files
- budget and/or year-end summaries
- committee files
- correspondence
- director’s files, also those of staff with policy and project responsibilities
- field staff files
- grant applications and reports
- internal memoranda
- legal files
- meeting minutes
- photographs
- position papers
- press releases
- project files
- reports, including those on internal workings of organization
- testimony

NOT WANTED: These materials are usually unusable or have minimal historical value.

- inaudible and/or unlabeled audio recordings
- bank statements
- blank stationery
- cancelled checks and/or check stubs
- cash journals
- conference planning files and registration forms
- duplicates
- routine correspondence (thank you notes, dues statements, hotel reservations, etc.)
- files of newspaper clippings and magazine articles on topical areas
- invoices
- petty cash slips
- unfocussed photographs
- 3rd or higher generation videotape recordings

MAKING THE ACTUAL DONATION:

Once the deed is signed, the initial and subsequent donations can be sent to the Historical Society, dependent upon the available space (there should be no problem in the foreseeable future). As noted above, staff are often (but not always) available to make an on-site visit and pack and ship the initial donation. If Archives staff are available to weed, pack and prepare records for shipment, we require adequate work space and environmental conditions. Donors often pack and ship subsequent donations. Before packing material, donors should call the Archives to provide a brief description of the material. The archivist may then give the donor further advice on which files to send.

Before shipping material, please call the Archives. This will allow us to prepare a space for the material and ensure the material is handled appropriately once it arrives at our loading dock.

PACKING:

We appreciate any assistance a donor can make in packing and preparing records for shipment. Packing instructions follow.

- ***Weeding:***

If you are packing the files yourself, please weed out large chunks of material in the unwanted category, such as files of mainstream newspaper clippings and magazine articles. You do not have to search for every unwanted item; rather, do not send any files or boxes composed mainly of unwanted items.

- ***Packing Order:***

The material in the boxes should be in a sequential order. For example, if you have six file cabinets of materials: Box 1 should contain records from Cabinet 1, drawer 1; Box 2 should contain the remainder of drawer 1 and begin drawer 2, and so on. The last drawer of Cabinet 6 should be in the last box in the numerical sequence.

- ***Inventory:***

We would greatly appreciate a rudimentary inventory. Without this inventory we (and researchers) will not know how your files were arranged and to what series or file set documents/files belong.

The inventory can be as simple as this:

Box 1: Meeting Minutes, 1960-1980

Box 2: Meeting Minutes, 1980-1985

Grant Applications, 1970-1985

Box 3: Memoranda, 1960-1970

- ***Boxing and labeling:***

All materials should be packed securely, but not tightly, in strong packing boxes. Fill up empty space with newspaper. Tape the boxes with strong tape. Put a mailing label with our address on it inside the box as well as the outside. Indicate which box of the total number it is, e.g. Box 1 of 6.

The outside label should read:

TO:

(Archivist's Name)

Library-Archives Division
Wisconsin Historical Society
816 State Street
Madison, WI 53706
(Box 1 of 12)

SHIPPING:

- ***Company:***

Anything larger than a packet should be sent via UPS or Federal Express.

- ***Notification:***

Please call the Archives to inform us of what and how much you are sending. This will ensure that we are looking for it.

AFTER THE COLLECTION ARRIVES AT THE ARCHIVES:

The materials are put into secure storage and usually are re-boxed at this time. We now begin the process of accessioning the records and establishing intellectual control over and providing access to a collection. If the records come with an inventory, accessioning is a relatively swift process. Most accessioning is performed within twelve to eighteen weeks of arrival, dependent upon size, organization, complexity of the collection and staff availability. We also identify conservation problems at this time. If not available before, a brief statement on the history and mission of the organization is needed at this time. As soon as accessioning is complete, researchers can use the records in accordance with any restrictions.

If the collection is in good order and a high quality inventory has been created by the donor or the accessioning staff, little further work may be done on the collection. If, however, the collection would benefit from full archival processing, we will assign it a priority level and it will be placed into the processing queue.

Researchers may use the collection in our Archives Reading Room, which is open Monday through Friday 8am to 5pm and Saturday 9am to 4pm. All collections are kept in closed stacks, to which only staff have access. Researchers must complete request forms to obtain materials. Staff retrieve and present records, one box at a time to researchers. Restricted materials are well labeled and are only made available to those with permission. Archivists are always available to assist researchers. This system allows us to ensure the safety of the collections and still maintain our reputation as one of the friendliest reading rooms in the country.



Statement of Gift

I own the materials described below and voluntarily donate them to the State Historical Society of Wisconsin. It is understood that the purpose and intent of this gift is to transfer and assign all rights, title, and interest that I possess to these materials to the Historical Society, except as specified below. The Historical Society may use its discretion to dispose of materials inappropriate for its collections unless instructions to return unwanted materials to the donor are specified.

Description of materials:

Signature of Donor or Agent

SHSW Representative

Date

Date

Donor Name:

Address:

Phone/Email:

AR-04-04P (08-28-01) DEED.MAS

Accession number(s):

LIST OF STANDARD RESTRICTIONS

Copyright: (Fill in a specific time period, only if applicable. Otherwise leave blank.)

1.

The donor retains copyright until _____, at which time copyright and renewal rights to the donated materials are granted to the State Historical Society of Wisconsin. The Society reserves the right, at any time, to microfilm, digitize, or otherwise duplicate these materials as required for preservation or exhibition.

Access: (Fill in either 2 or 3, only if applicable. Otherwise leave blank.)

2.

Access to the donated material is limited to use by State Historical Society of Wisconsin staff for the purposes of cataloging or organizing the collection until _____ (month/day/year), at which time the collection will be available for public access.

3.

Access to the donated material is limited to use by State Historical Society of Wisconsin staff for the purposes of cataloging or organizing the collection *and* to researchers possessing the written approval of the donor, or the donor's designee, until _____ (month/day/year), at which time the collection will be available for public access.

APPENDIX B



DEACCESSION POLICY

COLLECTIONS MANAGEMENT POLICY DEACCESSIONS

I. Definition, Authority and Philosophy

Deaccessioning is the process of permanently removing accessioned artifacts from the Wisconsin Historical Society's collections. Terms of deaccessioning apply to those accessioned collections managed directly by the Society and those owned by the Society but managed by other parties through formal agreement. Terms of deaccessioning do not apply to the disposal of deposited items that are not accepted into the Society's collections.

The Wisconsin Historical Society's authority to deaccession is statutorily cited: "The Society may sell, exchange or otherwise dispose of duplicate books, periodicals or museum objects, or books, periodicals and museum objects outside its field of collection." [Wis. Stats. §44.015(2)]. Although "archival collections" are not mentioned specifically in the statute, the opinion of the State Attorney General's office is that they fall under the umbrella of "museum objects."¹

The Society regards deaccessioning as a means of improving and upgrading its collections so that they better serve as a resource for the fulfillment of its missions of stewardship, research, and education. The Society views collecting as "a combination of intelligent selection and thoughtful pruning. Periodic reevaluation is as important as acquisition, and deaccessioning, if properly used, can be a means toward true growth."²

The Society recognizes that its collections are a resource held in trust for the public and does not proceed with deaccessioning lightly. It considers potential deaccessions carefully and thoughtfully in light of the law, professional ethics, institutional mission, and its responsibilities to the public. The Society is committed to seeking legal counsel if any action of deaccessioning raises questions of legality.

¹ Memorandum from Stephen J. Nicks, Assistant Attorney General, to Donna Sereda, Wisconsin Historical Society, May 10, 2002.

² Marie Malaro, *A Legal Primer on Managing Museum Collections* (Smithsonian Institution, 1985), p. 138.

The Society does not regard deaccessioning as a way to raise money for its general operations and views that practice as a violation of both public trust and the public's fiduciary interests in the Society's collections. The Society stands by the dictum of the American Association for State and Local History Statement of Professional Standards and Ethics (1990) that "collections shall not be capitalized or treated as financial assets." Any funds realized from the disposition of deaccessioned items, therefore, are used solely in support of the acquisition, preservation, and conservation of the collections.

II. Deaccessioning Parameters

A. Internal Transfers

1) Deaccessioning does not include the internal transfer or exchange of items from the *permanent* collection of one Wisconsin Historical Society program to the *permanent* collection of another Society program. For internal transfers and exchanges, there is no need for a formal deaccession process as long as the object still must be subjected to that process to be removed from the transferee collection. Staff must consider the transfer of objects to the permanent collection of another Society program before proposing those objects for deaccession.

2) Transfers out of the Museum or Historic Sites collections to another permanent Society collection must be approved by the Museum or Historic Sites Collections Committee, respectively. Transfers out of the Library-Archives collections to another permanent Society collection may be made at the discretion of the professional staff in the Library-Archives Division. Approval from the Board of Curators is not required for internal transfers of items amongst the permanent collections of the Society.

3) Items recommended for removal from a permanent collection to a teaching, demonstration, staff reference, exhibit prop, or other "consumable" collection must proceed through the formal deaccession process as outlined in this policy prior to such removal.³

B. Collections to Which Deaccessioning May Apply

The following items from permanent collections may be assessed for possible deaccessioning according to the criteria outlined in a subsequent section of this policy:

- 1) Any item that clearly has been accessioned by the Wisconsin Historical Society and to which the Society has title;
- 2) Any item that has been "found in collections," but which lacks the documentation to suggest: (a) that it was ever accessioned formally; and (b) it actually is owned by another party. An undocumented item which has been found in a collections storage or processing area and which reasonably may be considered to be part of the collections is

³ A "consumable" collection is one intended to be "used up" to help further the research and educational goals of the Society. Long-term preservation is not assumed for items in consumable collections.

treated as an accessioned item for which disposal must conform to this deaccession policy.

C. Collections to Which Deaccessioning Should Not Apply

The following objects may not be deaccessioned:

- 1) Any item that is clearly loaned to the Wisconsin Historical Society and owned by another party.
- 2) Any item that is not formally loaned to the Society but for which evidence exists that it is not owned by the Society. These include “deposits” that were made by patrons many years ago. The Society must follow state unclaimed property regulations (Wis. Stats. §171.30-.33) before claiming these as accessioned items to which deaccessioning may apply.
- 3) Any item that has outstanding legal restrictions that would prohibit deaccessioning. Such restrictions may be donor-imposed or may be imposed by prior curation agreements. Any pertinent restrictions would need to be removed through proper legal action before deaccessioning can proceed. Preferably this action would take the form of a waiver of restrictions granted by the donor or other entity that has the legal authority to provide such a waiver.
- 4) Any item that is federally owned. Federally owned items may include, but are not limited to:
 - a) federal publications acquired under the federal documents depository program;
 - b) archaeological collections recovered from federal land (e.g. under authority of the Antiquities Act, the Reservoir Salvage act, or the Archaeological Resources Act);
 - c) endangered species and objects made from them;
 - d) certain works commissioned by the WPA; and
 - e) certain categories of firearms and controlled substances.All such items may be removed from the Society’s collections only through formal guidelines established by the U.S. Government.
- 5) Any item that was donated to the Historical Society less than two years before the proposed deaccession action. Because of federal tax regulations affecting donors, the Society will not consider deaccessioning items until at least two years after they are donated.
- 6) Any item that is missing or is accidentally misplaced. Such an item is presumed to remain as part of the collection until documentary evidence of theft, previous deaccession, or other event demonstrates that the object is irretrievable.

D. Non-Permanent Collections

Objects from a non-permanent (teaching, demonstration, staff reference, or “consumable”) collection of the Wisconsin Historical Society are not subject to formal deaccessioning as outlined in this policy if either: (a) the objects were obtained expressly for a non-permanent collection; or (b) the objects already were deaccessioned from a permanent collection. Removal of objects from a non-permanent collection must be approved by appropriate staff, and the approval and disposal must be documented.

E. Criteria for Deaccession

To be eligible for deaccession, an accessioned item or collection must meet one or more of the following criteria:

- 1) It has lost its physical integrity, has suffered irreparable deterioration or damage, or is in poor condition and does not merit the cost of conservation or restoration. This circumstance must be documented in a condition or damage report, appraisal report, or catalog record, as appropriate.
- 2) It is required in destructive analysis and will be completely consumed in the process. In this case, which usually applies to certain archaeological samples (fragments of charcoal, bone, ceramic, shell, etc.), the research benefit of the analysis must be determined to outweigh the loss of the specimen. Testing procedure and justification must be documented.
- 3) It poses an unacceptable health or safety risk even given proper storage and careful handling. Such a risk may derive from radioactivity, explosiveness, toxicity, or other hazardous quality that is difficult to mitigate. This situation must be documented and should include the written advice of the Bureau of State Risk Management or other proper authority.
- 4) It poses a threat to the preservation of other collections and the threat cannot be mitigated (e.g. extreme cases of off-gassing, chemical degradation, or infestation).
- 5) It is stolen from the collection and the Society receives confirmation that it is irretrievable. Irretrievable loss is confirmed by an insurance payment made to the Historical Society for the loss, by a police report, or by other comparable evidence. In the case of circulated Library items, irretrievable loss also is confirmed by the elapse of five years from the original due date, at which point the item is recorded as “lost by borrower” on the shelf list or in the online item record.
- 6) It cannot be maintained responsibly by the Society. The Society lacks sufficient funds, facilities, and/or other resources to ensure the continued security and preservation of the item or collection. The Society must ensure that an item or collection that is deaccessioned based on this criterion alone is placed in the care of an organization that can ensure its continued preservation for public benefit.
- 7) It no longer fits the Society’s acquisition criteria. It falls outside of the Society’s collecting scope and would be not be accepted into the collection if it were offered to the Society today.
- 8) It duplicates other material. In the case of an object, it is an exact duplicate or near duplicate of one or more other objects in the collection and serves no alternative use or research purpose. In the case of library and archival material, it duplicates information

found elsewhere, serves no alternative use or research purpose, and has negligible intrinsic value.

9) It lacks sufficient provenance, its documentary value is negligible, and it serves no research or interpretive purpose pertinent to the Society's mission.

10) It is a fake, forgery or other item whose authenticity has been refuted firmly, and its educational or research value as a forgery or fake is considered insignificant.

11) It has been significantly altered in a way that unduly compromises its historical integrity, research value, and/or interpretive value.

12) It is proven not to belong to the Society as presumed, but rather to another party with proof of legal ownership.

13) It has a valid claim for repatriation under the terms of the Native American Graves Protection and Repatriation Act (NAGPRA; Public Law 101-601). Collections eligible for repatriation may not be deaccessioned for any other purpose.

14) It qualifies for transfer to another institution under the terms of a Memorandum of Agreement approved by the Society's Board of Curators.

III. Deaccession Recommendation and Approval

A. General Rules

The deaccessioning process requires careful oversight and serious deliberation. Those charged with recommending and approving deaccessions must consider the decision to remove an item from the Society's permanent collection separately from any decision concerning the means of disposal of the item (except in cases in which the legal ownership of collections by the Society is claimed legitimately by another party).

The authority to deaccession is vested in the Society's Board of Curators. Under certain circumstances, this authority is delegated to staff members in accordance with professional standards of collections management. Ultimately, the authority to deaccession an item from the Society's collections must be equal to or greater than the authority to accession an item into the Society's collections. The delegation of authority and the administrative protocols for ensuring the proper removal of items from the Society's collections are outlined in the following sub-sections.

C. The Deaccession of Collections Managed in Accordance With Professional Library and Archival Standards

1. Authority

- a) The authority to deaccession Library and Archives collection material is generally delegated to the professional staff and most deaccessioning that takes place in the Library-Archives occurs within the normal course of assigned job duties. This activity takes place under the general oversight of the heads of the Library Technical Services bureau and the Archives Collections bureau.
- b) Examples of routine deaccessioning include the identification of worn library materials in the course of reshelving and the subsequent removal of the item, or the culling of irrelevant or redundant documents from a manuscript collection during archival processing. Professional staff is expected to exercise their expertise and judgment in these cases. Most materials removed from the collections in this way are destroyed. Materials that are not destroyed are disposed of following the guidelines laid out later in this policy. In all cases, the deaccession is recorded.
- c) Non-routine deaccessions include cases in which an entire collection, series, classification, or area of collecting is proposed for deaccession. Non-routine deaccessions are reviewed and discussed by the Library-Archives Collections Committee, of which the Division Administrator is a member. In some of these cases, higher review and approval is both desired and required. These cases include those that:
 - i) involve items or collections with a suspected value of \$10,000 or more;
 - ii) may be precedent setting;
 - iii) may have strategic impact on the Historical Society; and
 - iv) are potentially sensitive from a public relations perspective.

Cases needing higher approval are identified by the Library-Archives Collections Committee and forwarded to the Society Director, and with his or her concurrence, to the Society's Board of Curators for final action.

2. Procedure for Non-Routine Deaccessions

- a) Any member of the professional staff may propose an item or collection for deaccession by preparing an appraisal report describing the materials and stating the justification for deaccession.
- b) Appraisal reports are circulated to all division staff members, who are invited to attend the meeting of the Library-Archives Collections Committee if they wish to participate in the discussion.
- c) The proposal is reviewed and discussed by the Library-Archives Collections Committee, who may approve or disapprove the deaccession. The Committee identifies and forwards any deaccession needing higher approval to the Society Director, who may reject it or approve it and send it to the Board of Curators for final action.
- d) In cases for which the suspected fair market value of the item or collection is \$5,000 or greater, the Library-Archives must arrange for an appraisal of the material by a qualified, independent appraiser prior to disposal. Any item or collection worth

more than \$20,000 requires two independent appraisals. Any expense for appraisals must be approved by the Library-Archives Division Administrator.

- e) In cases of irretrievable loss by confirmed theft or accidental destruction, the Library-Archives Collections Committee will acknowledge confirmation of the loss and approve deaccession. The Library-Archives Division Administrator will report the deaccession to the Society Director and the Board of Curators.

D. Notification of Donors

In most cases in which an item is deaccessioned, the Wisconsin Historical Society is not obligated to contact the donor or heirs of the donor, as such a requirement would constitute an unreasonable burden of record-keeping to track address changes, deaths, and legal heirs. However, if such notification was a condition of the donation, the Wisconsin Historical Society will fulfill all legal requirements to contact a donor or his/her heirs.

In some cases, even when not legally required to do so, Historical Society staff or Board members may make reasonable efforts to notify donors and other interested parties of a deaccession proposal, in order to provide an understanding and explanation of the proposed action. Such notification is advisable in certain situations to ensure good donor relations and maintain the reputation of the Historical Society. Certain members of the public will never accept some deaccession actions, and the Society cannot be insulated and protected from all public statements relating to them, despite the fact that deaccessions are undertaken after objective evaluation with the Society's best interests in mind. Professional staff will not be held accountable for donor and public interest issues raised after deaccessions have been approved and executed in compliance with this policy.

IV. Disposal of Deaccessioned Collections

A. Recommendation and Approval

In most cases, staff recommendations for the deaccession of items or collections should include recommendations for proper disposal. Such recommendations must conform to the provisions of this policy.

For deaccessions brought to the Society's Board of Curators for approval, the Board has the authority to select a means of disposal of the deaccessioned items pursuant to the terms of this policy. The Board should give due consideration to staff recommendations for disposal. Society staff is obligated to pursue the means of disposal decided by the Board.

B. Factors to Consider in Deciding on a Method of Disposal

The Society will consider the following factors when deciding how to dispose of deaccessioned collections:

- 1) The observance of all state and federal laws that may bear on such action;
- 2) The observance of conditions set forth in deeds of gift, memoranda of agreement, and other binding documents;
- 3) The observance of professional ethics that may bear on such action, including real or perceived conflicts of interest;
- 4) The Board's fiduciary responsibility regarding assets of the Wisconsin Historical Society;
- 5) Concern for the Society's overall well-being and reputation; and
- 6) Concern for the promotion of historical research and interpretation in the public interest.

Although the items in the Society's collections are technically state property, statutes regarding the disposal of state surplus property [Wis. Stats. §16.72 (4)(b)] do not apply to them. State surplus property regulations are "clearly aimed at the everyday necessities for an agency, from desks to consumables, and not the kind of items dealt with in Wis. Stat. §44.015(2)."⁴ The Society, therefore, is under no obligation to follow the rules governing the declaration and disposal of state surplus property [Wis. Admin. Code ch Adm 11] when deaccessioning items from its collections.

C. Non-Allowable Methods of Disposal

- 1) Methods of disposal that violate federal, state or local law are not allowed. The Society must observe all laws that pertain to state and local government records, federal publications, Native American repatriation, hazardous waste and firearms disposal, and the management of endangered species and controlled substances.
- 2) The Society may not sell deaccessioned collections through any retail outlet operated by the Society. The sale of books through the Library's duplicate sales venue is not subject to this prohibition.
- 3) The Society may not arrange for dealers to sell deaccessioned items through private sale.
- 4) To avoid even the appearance of a conflict of interest, the Society may not exchange or sell deaccessioned collections through any means to staff or Board members of the Wisconsin Historical Society, the Wisconsin Historical Foundation, or Circus World Foundation, Inc. Those associated with the operation and governance of the Society and its collections may not benefit personally from the disposal of material from the Society's collections.
- 5) The Society may not donate or privately sell deaccessioned items to any individual or for-profit business unless the Society is legally obligated to undertake this method of disposal through the original terms of acquisition.

⁴ Memorandum from Stephen J. Nicks, Assistant Attorney General, to Donna Sereda, Wisconsin Historical Society, May 10, 2002.

D. Allowable Methods of Disposal Following Deaccession

- 1) If a deaccessioned item or collection is damaged beyond repair and consequently of no value, it may be destroyed and discarded.
- 2) If an item or collection is hazardous, it must be discarded in accordance with all local, state, and federal regulations governing the hazardous waste management (e.g. Wis. Stats. §291).
- 3) If a deaccessioned item or collection legally belongs to another party, it must be returned to that party or otherwise disposed at the direction of that party.
- 4) If an item's or collection's disposal has been pre-determined as a condition of donation, the Society will make every reasonable effort to abide by such a restriction. The Society will return objects to donors or their heirs only if this action is specified in writing as a condition of the original donation and the Society can locate the donors or heirs after a good-faith effort.
- 5) If an object is repatriated under the terms of NAGPRA and leaves the custody of the Wisconsin Historical Society, it must be returned to the party to whom the repatriation is granted after the due process outlined in the Society's NAGPRA policy and the terms of NAGPRA legislation. The recipient may be a lineal descendant or affiliated tribe.
- 6) Deaccessioned state government records must either be destroyed or offered back to the creating agency.
- 7) Deaccessioned local government records may either be destroyed, offered back to the creating agency, or, upon consultation with the creating agency, offered to another repository (local historical society, library, museum, or other community institution) capable of preserving records.
- 8) If a deaccessioned object does not meet any of criteria #1-7 above and is worth \$5,000 or more, the Society will consider the following disposal methods (not necessarily in the sequence presented below), assuming each method involves no undue cost to the Society. Decisions are guided by the responsible management of assets, a preference to maintain collections in the public trust for research and education, and a preference for keeping material in state whenever appropriate.
 - 8a) Exchange with another not-for-profit museum, library, archives, historical society, or educational institution for items that meet the Society's acquisitions criteria for permanent collections (see "Exchanges" below)
 - 8b) Private sale to another not-for-profit museum, library, archives, historical society, or educational institution (see "Private Sales to Not-for-Profit Organizations" below)
 - 8c) Public sale via auction, sealed bid, or fixed price established by the Society through a qualified, independent appraisal of market value. This type of public sale may be arranged through consignment with a dealer, but only if the selection of a dealer is made after the receipt of competitive bids from two or more dealers.

9) If a deaccessioned item or collection does not meet any of criteria #1-7 above and is worth less than \$5,000, the Society will consider the following disposal methods (not necessarily in the sequence presented below), assuming each method involves no undue cost to the Society. Decisions are guided by a preference to maintain collections in the public trust for research and education and a preference for keeping material in state whenever appropriate.

9a) Exchange with another not-for-profit museum, library, archives, historical society, or educational institution for items that meet the Society's acquisitions criteria for permanent collections (see "Exchanges" below)

9b) Private sale to another not-for-profit museum, library, archives, historical society, or educational institution (see "Private Sales to Not-for-Profit Organizations" below)

9c) Public sale via auction, sealed bid, or fixed price established by the Society through a qualified, independent appraisal of market value. This type of public sale may be arranged through consignment with a dealer, but only if the selection of a dealer is made after the receipt of competitive bids from two or more dealers.

9d) Transfer to a teaching, demonstration, staff reference, or "consumable" collection of the Wisconsin Historical Society

9e) Donation to the collection of an appropriate not-for-profit museum, library, archives, historical society, or educational institution (see "Donations to Not-for-Profit Organizations" below)

9f) Donation to another state agency

9g) Donation to a not-for-profit organization other than a museum, library, archives, historical society, or educational institution (see "Donations to Not-for-Profit Organizations" below)

9h) Destruction and discard

E. Donations to Not-for-Profit Organizations

1) Donation to a not-for-profit organization (as noted in 9e and 9g above) requires the recipient's federal or state tax-exempt number as proof of not-for-profit status.

2) The Society reserves the right to place restrictions on such a donation.

3) The Society is not obligated to incur any out-of-pocket expenses associated with the donation of deaccessioned collections to not-for-profit organizations. Such organizations are expected to pay for packing, shipping, insurance, appraisals, and other related expenses. If such services are provided by third parties, the recipient is obligated to arrange for payment directly to those parties.

4) The Society requires written acknowledgment of the donation by the recipient.

F. Exchanges

Whenever Society collections are exchanged with collections from other museums, libraries, archives, historical societies, or educational institutions (as noted in 8a and 9a above):

- 1) Staff must ensure that the exchange is fair and equitable, based on professional knowledge and experience.
- 2) For items or collections worth between \$5,000 and \$20,000, the Society and the other institution must contract with at least one qualified, independent appraiser to determine a fair market value for all items involved in the proposed transaction. Any item or collection worth more than \$20,000 requires two independent appraisals. The Society may split the cost of the appraisal(s) with the other institution but will not pay for more than half the appraisal cost.
- 3) The Society may receive collections or a combination of collections and money that equals or exceeds the value of the deaccessioned collections that are exchanged. The Society will not accept items for re-sale, nor will it accept as payment any goods or services that are not allowable under the terms of the use of proceeds noted below. The Society may offer other goods or services as payment if this is acceptable to the other institution.
- 4) The Society and the other institution must agree to any shipping arrangements and payments involved in the exchange.

G. Private Sales to Not-For-Profit Organizations

- 1) Because the Society has the discretion to donate deaccessioned items and collections worth less than \$5,000 to non-profit organizations, it may, at its discretion, sell a deaccessioned item or collection to another museum, library, archives, historical society, or other not-for-profit organization at less than the appraised value. However, the sale price may not be more than 20% below an appraised fair market value of \$25,000 or less, nor may the sale price be more than \$5,000 below an appraised fair market value of more than \$25,000.
- 2) The Museum and the purchasing organization must agree to any packing, shipping, insurance, appraisal, and payment arrangements involved in any private sale of deaccessioned objects.

H. Removal of Identifying Numbers

- 1) If a deaccessioned item or collection is to be discarded or destroyed, the Society will make every effort to remove or obscure any Society-assigned numbers on the item(s) or to otherwise mark the item(s) as withdrawn from the Society's collection. When collections are destroyed, destruction must be done in a confidential manner.
- 2) If a deaccessioned item or collection is to be sold at public sale, the Society will make a reasonable effort to remove or obscure any Society-assigned numbers on the item or collection, or mark the item or collection to clarify its deaccessioned status. However, no action will be taken if it will damage the item or collection.

3) If a deaccessioned item is to be donated, repatriated, or privately sold, the Society will negotiate with the recipient the removal or obscuring of Society-assigned numbers on the item.

V. Use of Proceeds from Sale or Loss

All proceeds from the sale or exchange of collections or from any insurance settlement for damage to or loss of collections must be deposited into a separate, restricted account dedicated to collections purposes. These accounts include the Museum Artifact Acquisition and Conservation Fund, the Historic Sites Artifact Acquisition and Conservation Fund, the Library-Archives Collections Fund, and the Library Duplicate Sales Fund, which are outlined below.

C. Library-Archives Collections Fund and Library Duplicate Sales Fund

The Library-Archives Collections Fund and the Library Duplicate Sales Fund are dedicated solely to the development and enhancement of the permanent collections of the Library and Archives. Use of these funds is at the discretion of the Library-Archives Division Administrator or he/she may delegate responsibility to a manager or managers.

These funds shall be used only for the following purposes:

- 1) Expenses associated with the acquisition of items for the permanent collections, including purchase prices, auction fees, appraisals, duplication costs, travel, and shipping and handling fees.
- 2) Expenses directly associated with the deaccessioning and disposal of collections, including professional appraisal, disposal services, and the employment of temporary staff dedicated solely to the sale of deaccessioned items and collections.
- 3) The professional conservation or restoration of collections, including associated assessment, treatment, shipping, transportation, insurance, and handling costs.
- 4) The creation of replicas, reproductions, and facsimiles intended to replace rare, valuable, or fragile Library and Archives items for patron use or long-term display in order to preserve the original item.
- 5) Expenses associated with special projects or purchases to improve or preserve a specific, permanent collection. Such projects must be of a limited nature. For example, the archival supplies, equipment, and dedicated temporary staff needed to improve the housing and storage of an architectural collection, or the cataloging of a discrete collection, such as a collection of pamphlets on the subject of immigration and settlement.

The Library-Archives Collections Fund and the Library Duplicate Sales Fund cannot be used for:

- 1) The purchase of items for a teaching, demonstration, professional reference, or other “consumable” collection.

- 2) The appraisal of collections for insurance, loan, or other purposes not associated with acquisition or deaccession.
- 3) General maintenance of the collection. It is presumed that the costs of maintaining the collection (general storage facilities, environmental controls, routine supplies, etc.) are covered by the Historical Society's operating budget and other sources of income.
- 4) Operational expenses. The Library and Archives collections are not to be used as fungible assets or collateral. Their monetary worth cannot be liquidated or leveraged to pay for permanent staff, capital expenses, debts, or other costs of operation.

VI. Deaccessioning Documentation

Staff in the Library-Archives Division shall maintain complete and permanent records of all transferred and deaccessioned Library and Archives collections. In the Library, record keeping most often will consist of a notation of withdrawal in the catalog record. For extensive Library deaccessions and for Archives deaccessions, documentation may include deaccession proposals, appraisal reports, transfer records, and a deaccession log with information about the provenance of the deaccessioned material, descriptive information, date of deaccession, means of disposal, and sale value (if applicable).