

Policy #4: Accessions

The decision to acquire material for the museum by gift or loan or by expending funds equal to or less than \$500 provided that such funds come from the Museum budget is made by the Curator and reported to the Collections Committee following acquisition. Acquiring material costing greater than \$500 shall be proposed by the Curator to the Collections Committee, which shall make a recommendation to the Board of Directors for final disposition. In the event an item identified by the Curator for possible acquisition is slated for sale within a short period of time, such as at public auction, and the timeframe precludes obtaining approval as outlined above, the chair of the Collections Committee shall, upon recommendation of the Curator, directly contact the President, who shall have authority to approve the purchase. All acquisitions must be conducted through purchase, loan, or gift.

Methods of acquisition:

1. Gift (must include deed of gift or other proper documentation; see loan policy for procedures on gift acceptance)
2. Purchase
3. Loan (See loan policy for loan procedures)

Criteria for acquisition:

1. Relevance to the Museum's scope of collection.
2. The Museum's ability to provide storage, exhibit space (if applicable), and protection according to industry standards.
3. Proper, documented provenance to the Curator's satisfaction; Legal ramifications must be considered to the best of the knowledge of the curator accepting material.
4. Gifts made with restrictions are prohibited unless approved by the Board of Directors upon recommendation of the Collections Committee.
5. Appraisals may not be provided by the Curator for any items; professional, third party appraisers may be suggested/recommended upon request.
6. Donated material must remain in the Museum's possession for two years before sale or trade per the U.S. Tax Reform Act of 1984.