

**North Salem Historical Society
North Salem, New York**

ACCESSION POLICY

The mission of the North Salem Historical Society is to collect, interpret and preserve objects or artifacts, either visual or written from our particular geographic area and, or, items of sufficient interest that will enhance a better understanding of a given time period in history. The Historical Society accomplishes this mission through exhibits, programs, publications and other activities designed to engage, enlighten and entertain members and non-members of the Society.

The Society may acquire objects for its holdings by gift, bequest, exchange or purchase. The Society is not obligated to accept something offered to it, and is not required to guarantee that an item(s) will be used for exhibit purposes, be given special treatment, or that items within a collection will be kept together.

The acceptance of any object(s) may be subject to review by the Board of Directors. Donors must have clear title to item(s) before it will be accepted and must sign a donation form.

Purchase of any object(s) must be by approval of the Board of Directors. The exchange or sale of an object(s) must be approved by the Board of Directors.

De-accession of any object(s) may be approved by the Board of Directors when it no longer serves a useful purpose to the Society.

The Society may request and accept the loan of an object(s) for a special exhibit, pre-determined research project or documentation purposes.

Loan-outs of an object(s) from Society holdings must be approved by the Board of Directors. Removal of any item(s) from the Society must be recorded on a sign out form.

Collections are accessible when the Society building is open for visitors or by appointment. Use of the collections must be supervised by a Board member of the Society or a member authorized by the Board, who can ensure their professional care.

The Society maintains three file systems: (1) Accession, (2) Donor and (3) Object. Each object when received is assigned an accession number and recorded in an accession record book. This book contains printed forms which also record pertinent information about the Object: donor, donor's address, date of receipt, description, origin and remarks about the object and acknowledgement data. The Donor file provides an alphabetical listing of Donors and lists the accessions received from them. The Object file lists items by category.

It is the goal of the Society to ensure that objects are adequately identified, registered and properly maintained. Preservation and care are of prime importance. Appropriate archival materials are used whenever possible. Irreplaceable records are kept in a vault on the premises of the Society.