

## Mt. Healthy Historical Society Collections Policy: Accessions and Loans

1. The museum accepts:
  - Items related to Mt. Pleasant / Mt. Healthy and the surrounding area
  - Items in relatively good condition for their age
  - Books, directories, scrapbooks, and other printed materials that are historically significant and do not replicate materials already owned by the museum (Bibles, for example, will only be accepted if they contain genealogical records or other historically significant information)
  - Pertinent pages may be scanned and saved in lieu of accepting the entire book
  - Tools and other artifacts that do not replicate materials already owned by the museum
  - Photographs that are significant to Mt. Healthy, the surrounding area, or the state of Ohio, or that are historically significant
  - Decorative and household items, including clothing, that reflect past lifestyles
  - Items for which the Society can provide adequate storage and maintenance without undue expense
2. All donations, once accepted by the Society, are considered outright and unconditional gifts and may be used as the Society sees fit. All donors must sign a Gift Agreement. Donors have no right to limit access to items once they have been accessioned, although the Society may choose to limit access, taking into consideration donor requests.
3. All items must have been acquired legally. The Society reserves the right to require proof of legal ownership. The Mt. Healthy Historical Society will not accept materials collected in violation of local, state, federal, or international law. The Society will also take into consideration ethical and safety issues.
4. Bequests will be handled as any other donation. A will or verbal intent to donate by the legal owner must be finalized by filling out and signing a Gift Agreement. The Society is not obligated to accept any bequests that do not fit the accession criteria above.
5. Provenance should be documented to the extent possible.
6. Items that have been donated, but have not yet be accessioned, will be considered loans until they are either accepted or rejected for accession. The Accession / Deaccession Committee will have sixty days to make the decision on accession, during which time the rules concerning loans will be in effect. If, during the sixty-day period, and prior to official

accession, donors wish to reclaim the item(s), they will have the right to do so. Once items have been accessioned, even if within the sixty-day timeframe, donors forfeit the right to reclaim.

## Loans

1. Loans must be consistent with the mission of the Mt. Healthy Historical Society and not for individual gain or benefit.
2. No permanent or indefinite incoming or outgoing loans are permitted. A termination date must be specified in writing.
3. All outgoing loans must be approved by majority vote of the membership at a regular monthly meeting, and must be formalized by a signed Agreement of Loan, with the duration of the loan specified.
4. Outgoing loans will be made only to other historical societies, museums, schools, or other nonprofit organizations, as approved by the membership.
5. The Society reserves the right to set conditions or restrictions related to packing, appraisal, shipping, insurance, exhibition installation, environmental controls, general handling and security of loaned material.
6. The Society will only accept incoming loans under specific circumstances, to be agreed upon by the Accession / Deaccession Committee in conjunction with the Board. Specific details of loan agreements (duration of loan, care and display of items, etc.) must be spelled out in writing and signed by the lender and the current Society president. If any loaned item is not claimed within one year of the termination of the loan period, the Society will initiate measures to claim the property, as set out in the Ohio Revised Code, Section 3385.03, Notice of Abandonment of Property or Termination of Loan (under 3385, Property on Loan to Museum).
7. All borrowed material must have a signed loan agreement detailing the purpose of the loan and all conditions governing the loan including insurance, rights for reproduction, loan fee and any other obligations required by the lender. The lender may waive the insurance requirement if he or she relinquishes the right to expect compensation for any damages to or loss of the item(s) loaned.