

Policy No. 2018-18 Adopted: February 14, 2018

# **Acquisitions Policy of the Anderson Island Historical Society**

**9306 Otso Point Road  
Anderson Island, Washington**

1. All potential acquisitions should be evaluated based on the article's fitness to serve the Mission of AIHS, keeping in mind the Society's focus on Anderson Island History from pre-historic times to the 21<sup>st</sup> Century. Items which do not pertain to Anderson Island in any way but are in some way representative of regional history during those times may be accepted upon the approval of the Board of Directors.
2. Articles with an estimated value of less than \$250 may be accepted by the Archives Director or the Acquisitions Chair.
3. More valuable articles must be approved by the Board of Directors before accepting.
4. Care must be taken to gather as much information about the article at the time of accession, including contact information for donor, use or purpose of item, history of ownership etc.
5. Donors must provide a signed Deed of Gift before receiving acknowledgement of same.

6. Donors must be furnished with a letter of acknowledgement and thanks and documentation of gift suitable for IRS purposes.

7. The Deed of Gift, at the Donor's option, may include a clause offering to return item to donor or donor's designated person if it is deaccessioned within 25 years of gift. The Archives Director may, from time to time and in concert with the other Directors, identify documents or artifacts in the collection which no longer serve the mission of the Society, whether from condition, duplication or failure to meet the society's historical focus. When this occurs, the Archives Director should prepare a list for board approval of items to be deaccessioned.

8. Whenever possible and appropriate, the original donor should be contacted about the intent of the Society to deaccession an item, and the item should be returned to them if desirable. Baring this, the Archives Director should prepare a list of potential destinations for the item, such as other Museums or Civic Groups, which might result in a trade or sale of the item. Finally, the items could be sold in any appropriate manner, recycled, or discarded.

9. Henceforth (2018) all donations should be immediately entered into the AIHS PastPerfect file.

Adopted by AIHS Board of Directors February, 14, 2018

Author: Rick Anderson

A handwritten signature in cursive script that reads "Robert Bedoll". The ink is dark and the signature is fluid and legible.

Approved: Robert Bedoll, President. February 14, 2018.