

Accessions Policy

Thank you for considering a gift to the New London Historical Society; we appreciate the opportunity to act as stewards for your family artifacts and records. The mission of the New London Historical Society is to preserve the history of the New London area by:

- Collecting and conserving artifacts;
- Offering education and programs; and
- Collaborating with other local and regional entities and organizations.

In keeping with this mission, the acquisition and care of artifacts will be guided by the following policy.

All additions to the collection shall complement, enhance, or extend the mission of NLHS, with special emphasis on the representation of day-to-day life in the New London area.

All accessions are conditional until the Collections Committee meets and accepts the gift. If the Collections Committee declines to accept the gift, it will be returned to the donor unless the donor declines, in writing.

Insurance for conditional gifts is the responsibility of the donor.

As part of its ongoing management of the collection, the Collections Committee may deaccession some items.

The Collections Committee may also place selected items on temporary loan to other museums and institutions.

Temporary or permanent loans to NLHS must be accepted by the Collections Committee. Any insurance coverage during the loan period will be the responsibility of the donor.

New London Historical Society cannot appraise gifts or loans. If a valuation is desired, it must be obtained by the donor before presentation to the Society.

An inventory shall be kept of each gift, purchase, and loan in the NLHS collection. The inventory shall include a catalog number, the donor name, the accession date, a detailed description, and any relevant history. Original Gift and Loan forms will be kept at the New London Historical Society.

NLHS Collections Committee

It is the charge of the Collections Committee to determine what the NLHS collections shall comprise. The committee is responsible for accepting or declining gifts to the collections; for deaccessioning items by whatever means it deems best; and for determining what items should be purchased to fill out collections. The Collections Committee discharges its responsibilities for all the collections held by NLHS, whether buildings, library, textiles, etc.

The Collections Committee shall be composed of 3 but not more than 5 members:

- A member of the Board of Directors, who may act as chair (Board member)
- The individual assigned responsibility for accessioning gifts (may or may not be a Board member)
- An individual with some knowledge/expertise in building construction (may or may not be a Board member)
- An individual with some knowledge/expertise of collections conservation (may or may not be a Board member)
- An individual with knowledge/expertise in an area not met by other members of the committee (may or may not be a Board member)

All members of the Collections Committee shall be appointed by the Executive Committee.

Members of the Collections Committee shall serve one-year terms.

All accessions are conditional until the Collections Committee meets and accepts the contribution. Items not accepted by the Collections Committee will be returned to the donor unless the donor has declined that option in writing.

The PastPerfect collections management project is the responsibility of the Collections Committee.

Loans to the New London Historical Society or by it to other entities must be approved by a majority vote of the Collections Committee. Individual members of NLHS may not authorize loans without this approval.

- (a) Lenders of materials to NLHS assume full financial liability for damage to and/or loss of property, including legal fees. In signing a loan agreement with NLHS, the lender indemnifies and holds harmless the New London Historical Society, Inc., its officers, staff, directors, volunteers, and employees from suit, action, damages, liability and expense in connection with personal injury, death, property damage, loss or theft resulting from the loan of the property.
- (b) Loans by NLHS to another organization must be for a specific period of time which may be renewable. The NLHS general liability insurance policy will protect items loaned to another organization. Before an object goes out on loan, it must be fully recorded in the collections record system.

Movement of objects within the Historical Society must be recorded within the collections record system, in order that NLHS always has a record of an item's location.