

Collection Management Policy

Charter Purpose

To collect, procure, preserve and display artifacts and printed materials pertaining to the Wappingers area, including the Village, Town, Hughsonville, New Hamburg and nearby portions of the Town of Poughkeepsie, and to share these materials with the community at large.

Collecting Objectives

1. The Library:

To seek out and maintain notes, diaries, scrapbooks and writings of local community members of the 19th century or earlier, and to share these materials with the community.

2. The Museum:

To collect and preserve all artifacts pertaining to local history, which add to our knowledge of customs and practices of those who settled and lived in our area.

- A. Indian projectiles, household items, clothing, furniture, and products of former local industries.
- B. Photographs, old maps, deeds, postcards, and certificates.

Acquisition Policy

1. The item to be acquired must be compatible with the Society's collecting objectives.
2. The donor of an acquisition must have clear evidence of ownership and must offer the item without restrictions.
3. In the case of the purchase of an acquisition, the Society must determine a fair price and approve the transaction.
4. The significance and value to the Society of an acquisition must be taken into consideration before the acceptance of the item.
5. The acquisition must be such that the Society can store and care for it in their present museum quarters.

Acquisition Procedure

1. Printed materials and artifacts may be acquired by donation, bequest or purchase.
2. No materials shall be knowingly accepted which have been illegally obtained or imported into the United States.
3. Materials may be recommended for acquisition by the Archives/Collections Committee of the Society, or by any Trustee or member, following the guidelines set forth in the Acquisition Policy section.
4. The President and Archives/Collections Committee are authorized to acquire museum objects obtained through donation.
5. Acquisitions to be obtained through purchase should be first presented to the Trustees for approval.
6. Donors desiring to take an income tax deduction must obtain an independent appraisal. No Trustee/member of the Society shall offer appraisals of the monetary value of donated materials.
7. The Archives/Collections Committee, Trustees and members, may, as a public service, upon request, attempt to assist a community resident in identifying artifacts, without giving an appraisal.
8. The Archives/Collections Committee shall maintain acquisition records and cataloguing information for items collected.

Accessioning

1. Each item acquired shall be numbered and information shall be recorded, as to donor and description and age of item.
2. Wherever possible, the item should be labeled with the name of the donor.
3. A written list shall be maintained of all acquisitions.

Deaccession Policy

Deaccessioning is the process of withdrawing permanently from the collection items which have been previously accessioned.

Items may be considered for deaccessioning for the following reasons:

1. The item is no longer of value to the Society.

2. Housing and maintaining the item is no longer practical.
3. Deterioration has rendered the item valueless and useless.
4. Space is needed in the museum for more important items.
5. The object is a duplicate and not of great value.

The above criteria shall be determined by the Archives/Collections Committee and the President.

Procedure

After an agreement is reached by the Archives/Collections Committee and the President that the item should be deaccessioned and the Society has the legal right to remove it from the collections, the item may be disposed of through sale, exchange or donation to another museum.

The deaccessioned items shall not be purchased by any member of the Society.

When the item is sold, the proceeds shall be deposited in the Society's treasury.

Records should be marked as withdrawn, with a brief explanation of the circumstances.

Approved August 15, 1992

Amended and approved January 17, 2010