

Springs Museum Collections Policy

Policy

The Springs Museum collects records, papers, images, and artifacts that have enduring value in documenting the history of the Casselman River Valley. The collection documents the intellectual, cultural, business, and social life of the area of northern Garrett County, MD and southern Somerset County, PA. Potential donations must align with the acquisition criteria. The Springs Museum also serves as the principal repository of institutional records of The Springs Historical Society.

Collections

- Official records, papers, reports, and publications of The Springs Historical Society.
- Artifacts created for or gifted to the Springs Museum adhering to the Collections Policy.
- Images and archives pertaining to the history of the region. (Previously published works will not be part of collections but may be added to reference if space and need allows.)
- The Springs Museum has custody of items to which legal title cannot be confirmed, including unsolicited donations, items found in collections, and abandoned loans. As with formal loans-in, these collections are treated with the same care as the permanent collections. Every effort is made to determine title and to responsibly track these items until a final decision and disposition can be reached. The Springs Museum cares for repository objects in accordance with federal mandates and follows the commonwealth's legislation and policy

regarding abandoned property and undocumented collections. The Springs Museum will follow guidelines approved by the Pennsylvania Historical and Museum Commission regarding procedures.

Acquisition criteria

1. Must meet Springs Historical Society mission statement.
2. Must align with Collections Policy.
3. Items left at the door with no donor information, history, and/or not having met requirements of Collections Policy shall be relegated to the same policies of Pennsylvania Title 37 § 304, <http://codes.findlaw.com/pa/title-37-pacsa-historical-and-museums/pa-csa-sect-37-304.html>, substituting The Springs Historical Society for “Commonwealth.”
4. Value for acceptance determined first by the Collections Committee once presented by a potential donor. If accepted, it then goes to the Springs Historical Society Board for approval.
5. Items are not to be accepted where the cost of conservation or care is disproportionate to the historical relevance of the object.

Deaccessioning

Deaccessioning only occurs through a process of formal investigation, deliberation, and approval.

1. Items reviewed for mission adherence, conservation issues, and repetition.
2. Refer to Title 37, Chapter 3 for policy and procedures.
3. Deaccession form completed and signed by curator, collections committee representative, and President of Board.

Periodic audits and reviews

- A collections review will occur every five years to assess retention or deposition according to the value of collection, condition, and adherence to mission.
- Policies and procedures review will occur annually to address staff, location, and other changes.

Access

Policy

- Access to the Collections shall be by appointment only. A member of staff shall be always present when Collection materials are being used.
- Only on rare occasions shall original materials leave the Museum. Research/temporary transfer forms must be submitted to Collections Committee.
- Responsibility for materials removed from the Museum rests with the person who has borrowed the materials.