



Historical Collections Policy

The Newport Cultural Center collects, preserves, exhibits, and interprets photographs, documents, and artifacts related to the history of Newport, Maine.

Accessioning

Items accepted into the Newport Cultural Center (NCC) collections must be conveyed with a Deed of Gift signed by the President of the Board of Directors. The Donor is to be given a copy of the signed Deed of Gift form.

Items that do not meet the collecting guidelines of the NCC shall not be accepted for the collection except under special circumstances as determined by the Director and Collections Committee. The NCC may, with the understanding of the donor, distribute items not meeting its collections guidelines. Such items may be given to other institutions, sold and the proceeds used for the care and development of our historical collections, or disposed of in another appropriate manner. Such items shall not be accessioned into the collection.

Items or materials deemed hazardous shall not be accepted, accessioned, or held by the NCC. This includes, but is not limited to, items contaminated by mold or insects.

Items accepted into the NCC collections shall be assigned an accession number and marked with the number in an appropriate manner. An accession record listing pertinent information about the item shall be completed for each item in the collection.

Items which have been loaned to the NCC shall not be accessioned into the collection.

Documents, photographs, and items of historical significance belonging to the Town of Newport may be archived at the NCC, but not accessioned into the collection. Such items will be conserved by the NCC, while remaining the permanent property of the Town of Newport.

Deaccessioning:

From time to time the Director and Collections Committee may recommend to the Board of Directors that items be removed from the collections. It must be determined that:

1. Such items do not meet the collecting guidelines of the NCC.
2. The item contains hazardous materials which could damage the building, the collections, or cause health problems.

3. The item is not needed because the collection contains more than two examples of the same item.
4. The item has deteriorated to the point that it is not practical *to* be saved.

Pending approval by the Board, items designated for deaccessioning may be disposed of as follows:

1. The item may be conveyed to another institution whose collection would be enhanced by such item.
2. The item may be sold.
3. The item may be disposed of in an appropriate manner.

Under no circumstances are accessioned items to be returned to the donor or representatives of the donor, or given to a private individual(s).

Inventory/Cataloguing

The NCC shall maintain an updated inventory of all items in the collection using Past Perfect software. The location of items shall be noted in the catalog. When an item is moved within the building, the change shall be noted in the catalog.

Research:

Researchers may access the archival and object collections by making an appointment with the Director.

Information about local history and genealogy is available to the public in the Genealogical Resource Room. Reproductions of archive documents and photographs may also be available in the Genealogy Resource Room, which is open to the public during regularly scheduled Resource Room hours and by appointment.

Loans:

Incoming: The NCC may accept loaned items for current, short-term (six months or fewer) exhibits only. A loan register shall be maintained, to include the item received, the lender, any stipulations, contact information for the owner, photo of the item and notes on condition, and the in-coming and out-going dates for the item.

Outgoing: The NCC may, on occasion, loan objects, photographs, or other materials found in its collections to other museums/historical societies/archives for exhibit purposes only, providing certain conditions are met. No items shall be loaned to private individuals.

1. Loaned items must be covered by the borrower's insurance policy for the duration of the loan period.
2. Loaned items must be exhibited in a secure setting at the borrower's facility for no longer than six months.
3. All loans shall be approved by the Collections Committee and the Board of Directors.
4. A form indicating terms of loan shall be executed by both parties.

Approved 3/17/2011

Revised 6/16/11