

The Jefferson Township Historical Society (JTHS) maintains collections relating to the history of Jefferson Township and its relationship to Morris County and the Victorian period as it relates to the Chamberlain House. The Acquisition Management Policy details the scope of the collections, its mission, and how objects are added to the collection. For questions about this policy, donating an object, or doing research in the collections, please contact the Society's Curator.

## Acquisitions Management Policy

### Mission Statement

The collections' mission is to preserve, exhibit and enhance the various collections of the Jefferson Township Historical Society.

### Scope of the Collection

The Society's collections are designated as *Accessioned*, *Educational*, *Archival*, and *Library* and should meet one or more of the following criteria:

- New acquisitions will predominately represent objects pertaining to Jefferson Township
- Objects relating to the Chamberlain family
- Objects should meet the highest standards and be in good condition. An independent expert's opinion is required when an object's authenticity is in question.
- Objects should be appropriate and consistent with the purpose, exhibition, and educational activities of the Society

### Acquisition policy

The *Accessioned Collections* of the JTHS are the foundation for the Society's programs and a vehicle through which the Society carries out its mission to educate the public. These collections are expanded and enriched by selectively building on existing strengths, by filling gaps in collections of technical material, stylistic, historical, or in contextual significance, and in special instances, by introducing and pursuing new areas of collection. The

curatorial staff is responsible for developing reviewing, and revising the JTHS policy and philosophy.

The primary rationale for collecting is to develop a body of visual and intellectual material that documents and interprets the history of the County, the Township, and the Chamberlain House.

Space for storage of collections is an important factor in deciding whether or not to begin a new collection. The Society discourages the acceptance of objects that do not meet the stringent review required to pursue acquisitions in a new collecting area, and will make every effort to suggest a suitable home for those objects we cannot accept.

### Acquisition

Acquisitions require the approval of the Curator or Archivist. Under no circumstances shall any other staff member or volunteer make any decision whatsoever regarding the acquisition of an object. They also may not accept objects on even a temporary basis for review by the appropriate staff members.

To be added to the collection, an object **MUST** meet each of the following criteria:

- The appropriateness to the scope of the collection
- The potential for exhibit and study
- The ability of the Society to provide storage, protection, and preservation of the objects under conditions that ensure their availability for Society purposes and in keeping with professionally accepted standards
- The possibility of achieving satisfactory resolution of copyright, trademark, or other restrictions of use or ownership
- The acceptability of the object's provenance

Accepting gifts or bequests will be left to the discretion of the Curator (and in appropriate circumstances in consultation with the Archivist) except under the following conditions when the officers recommendation.

- When the object or collection has an estimated value of \$1000 or more
- When large objects are offered (defined as occupying a space, singly or grouped, exceeding 10 cubic feet)
- When an extensive collection is offered (defined as exceeding 20 objects)
- When an object offered represents a new area of collections or departs from the principal collecting emphasis of the Society's most recent collections plan
- When packing, transportation, storage or conservation costs exceed \$100

The acceptance of all gifts and bequests shall be unrestricted. No commitment shall be made as to exhibition, attribution, or placement of the gift. While it is the Society's intention to accession for long-term use and preservation, no guarantee shall be made that the gift or bequest be retained by the Society in perpetuity. There shall be no exception to this policy unless any such restrictions or special provisions are considered by the Officers. We are not obligated to accept items bequeathed to the Society which are not appropriate for our collections.

Under no circumstances will Society members give an appraisal of objects. Normally, JTHS will not pay for an appraisal or reimburse a donor for appraisal costs.

Educational collections are acquired in the same way as Accessioned collections and are acquired to support the program goals of the JTHS. Objects in the Educational collections are deemed to be of lesser importance than those in the Accessioned Collection and may be destroyed when used for experimentation, for touching by the public on exhibition, or for hands-on teaching.

In order to be added to the educational collections, an object must meet each of the following criteria:

- The relatedness of the reference material to objects in the accessioned collection

- The spatial requirements of taking no more than 1% of the space required by the accessioned Collection
- The number of items

### Temporary Custody/Review

The depositor of an object accepted by JTHS for the purpose of examination, attribution, identification, consideration for acquisition, etc. must be issued a receipt stating the terms of acceptance. This receipt clearly states that JTHS will give the object the same kind of professional care as objects in the collections, but will not insure the object while in its care.

The receipt also specifies the duration of time the Society is willing to hold the object if left in custody of JTHS beyond the agreed closing date. The acceptance of an object to be considered for acquisition does not mean it will be accessioned into the permanent collection.