

Green County Historical Society

Policy on Collection

Adopted: May 2008

Revised May 4, 2017

1. The Society will collect items for the purpose of preserving and interpreting the history of Green County and its immediate environs.
2. The Society will collect: manuscripts, records, books, and other written and printed materials; photographs, prints, paintings, and other visual materials; tapes, recordings, and other oral history materials; equipment, furnishings, clothing and other natural, commercial, institutional, and personal objects of the past.
3. The Society will accept memorabilia only if it represents important themes or episodes in the community's past. The Board of Directors will determine if it meets these requirements.
4. The Society may choose not to accept items which are in poor condition, which duplicate similar items in the collection, or which are not contemporary with the time period they depict.
5. All items accepted for the collections must be cataloged.
6. Only unrestricted gifts or purchases are accepted for the cataloged collections.
7. All Board members or docents are authorized to approve temporary receipt of items. The items will then be given to the board for possible acceptance into the cataloged collections.
8. Items can be permanently accepted for the cataloged collections only by a majority vote of a quorum of the Board of Directors.
9. All acquisitions must be recorded on gift forms signed by the donor and an authorized official of the Society.
10. Donations are tax deductible under Section 501(c)3 of the U.S. Internal Revenue Code of 1954, as amended.
11. Donors are responsible for arranging and paying for their own appraisals.
12. Items in the cataloged collections can be disposed of only by a two-thirds vote of a quorum of the Board of Directors.
13. In case of disposition of cataloged collection items, any funds generated must be used to benefit collections.
14. Items may be accepted by a majority vote of the Board of Directors solely for the purpose of sale or exchange, provided that the donor is informed of that purpose.
15. Loans are accepted by a majority vote of the Board of Directors solely for the purpose of sale or exchange, provided that the donor is informed of that purpose.

16. In accordance with Wisconsin law, the Society will provide a copy of Wis. Statute 171, Subchapter II, Property in Possession of a Museum or Archives to each person who makes a loan of historical materials to the Society.
17. Loans from the Society are made only for a limited time period, only to non-profit organizations of similar purpose, and only for the purposes of exhibition or research.
18. To preserve and interpret the entire county's history, the Society collects items from all communities in Green County. In communities that have local historical organization, the Society may choose to donate items to an organization if: (1) the Society does not have space to care for the items; (2) the items duplicate other materials in the Society's collection; or (3) the items have a special use by the local organization that best preserves or interprets the county's history.