

GROSSE POINTE HISTORICAL SOCIETY COLLECTIONS POLICY

Donations Policy Sections

COLLECTION PROCEDURES

OBJECTIVE I

Collect materials of historical significance about the five Grosse Pointes and their residents

1. Access of pertinent historical materials

- a. Encourage present and former residents to donate materials.
- b. Obtain local club and organizational archives on permanent loan.
- c. Maintain contact with individuals or groups with access to potential historical material.
- d. Publicize the G.P. Historical Society's interest in acquiring historical materials.
- e. Expand awareness of possible sources (i.e. sales, auctions etc.)

2. Considerations for acceptance of historical materials

- | | |
|--|--|
| a. Uniqueness/Rarity | e. Condition/Completeness |
| b. Importance for local history | f. Storage & preservation requirements |
| c. Relationship to present collections | g. Potential uses |
| d. Legal importance | h. Provenance (history of item itself) |

3. Acquisition of pertinent historical materials

- a. Determine past history and present ownership of materials. Both the physical owner and copyright as well as literary property rights must be determined.
- b. Analyze the materials using the "Considerations" listed under (2)
- c. A significant item or small collections may be accepted by the Curator. However, large collections and questionable items require approval of the Collections Committee.
- d. All accepted items are to be listed monthly in the Curator's Report to the GPHS Board.
- e. Before preliminary processing, new acquisitions are to be segregated from the regular collections.

4. Transfer of ownership to the Grosse Pointe Historical Society (Using PastPerfect software)

- a. If not already entered, record the donor's name & address under **Membership-Individuals**.
- b. Complete the **Acquisitions** PastPerfect template and print out a **Thank You Letter**.

- c. Print out a **Donation of Personal Property Form** in duplicate. If list of donations is too long, erase the **Thank You Letter** (after printing), type the necessary list and print it on the back of the two **Donation of Personal Property Forms**.
- d. Sign and mail to the donor the **Thank You Letter** and two **Donation of Personal Property Forms** along with a stamped, addressed return envelope.
- e. Record the date that the letter was sent on the **Acquisitions** template.
- f. When a signed **Donation of Personal Property Form** comes back, note the return date on the **Acquisitions** template and file in the Donor File drawer (File #4, Drawer 2) alphabetically either under the letter of the last name or in an individual folder.

5. De-accession of items

- a. The Curator should prepare a brief statement outlining the proposed reason for de-accession.
- b. The Collections Committee must approve the de-accession and method of disposal.
- c. Funds from the sale of de-accessioned items may not be used for operating expenses but should be allocated to benefit to the Resource Center collections (.i.e. conservation, purchase)
- d. As appropriate, the donor should be notified.
- e. De-accessioned items are to be noted in the monthly Curator's Report to the GPHS Board and in PastPerfect.

OBJECTIVE II

Encourage significant local organizations and clubs to place their archives on permanent loan at the Grosse Pointe Historical Society Resource Center or in an archivally correct location

1. Access of pertinent local organization and club archives

- a. Present programs to appropriate organizations and clubs
- b. Encourage permanent loan of club and organization archives to the Resource Center
- c. Maintain contact with individuals or groups with access to potential significant organization and club archives
- d. Publicize the G.P. Historical Society's interest in acquiring permanent loans

2. Considerations for acceptance of permanent loans

- | | |
|--|--|
| a. Importance for local history | e. Legal importance |
| b. Uniqueness/Rarity | f. Condition/Completeness |
| c. Storage & preservation requirements | h. Provenance (history of item itself) |
| d. Potential uses | |

3. Acquisition of pertinent permanent loans

- a. Explain policies related to permanent loans (i.e. yearly fee of \$75.00, public access, creation of club usage policy, archival procedures, supplies needed, etc)
- b. Determine past history and present ownership of materials
- c. Verify the archive's size and the location of its contents
- d. Acceptance of all permanent loans require approval of the Collections Committee
- e. All accepted permanent loans are to be listed monthly in the Curator's Report to the GPHS Board for the month in which the loan was accepted
- f. Before preliminary processing, new permanent loans are to be segregated from the regular collections

4. Transfer of permanent loan to the Grosse Pointe Historical Society

- a. If not already entered, record the organization/club name & address under **Membership-Individuals** in PastPerfect
- b. Assign each permanent loan a Loan Accession Number (i.e. L2002.01)
- c. Complete the **Acquisitions** PastPerfect template and print out a **Permanent Loan Letter**
- d. Print out a **Permanent Loan Form** in duplicate. If necessary, attach a list of the permanent loaned items
- e. Sign and mail to the organization/club the **Permanent Loan Letter** and two **Permanent Loan Forms** along with a stamped, addressed return envelope
- f. Record the date that the letter was sent on the **Acquisitions** template
- g. When a signed **Permanent Loan Form** comes back with a check for the required fee (\$75.00), note the return date on the **Acquisitions** template and update the **Membership** template appropriately
- h. Create a separate file for the organization/club and file it alphabetically with other permanent loans in the Donor File drawer (File #4, Drawer 2)

5. Processing of permanent loan collections - Arrangement and Description

- a. If possible a small committee of organization/club members should complete the preliminary sorting and arrangement
- b. The organization/club is responsible for ordering and paying for needed archival supplies
- c. The G.P. Historical Society Curator provides training and advice as needed
- d. Once preliminary arrangement is completed and items are placed in acid free folders and/or polyester sleeves, the collection is moved to the Resource Center.
- e. Each permanent loan collection is stored in a locked, enameled metal file which may be provided by the organization/club as needed.
- f. Once at the Resource Center, the Curator reviews the collection's arrangement and, with the approval of the Committee Chair, makes appropriate adjustments if necessary
- g. Once changes are approved, the Curator numbers the collection files using Roman Numeral for SERIES and Cardinal Number for FOLDERS. If necessary, the Curator may also complete labeling of each folder.

- h. With advice and data from the organization/club committee, the Curator creates a finding aid for the collection. The committee's chair reads and approves the finished document.
- i. One copy of the finding aid is given to the organization/club while another is added in alphabetical order to the **GPHS Permanent Loan Finding Aid Notebook**. A copy is also placed at the Grosse Pointe Public Library-Fisher Branch.

6. Reference and access

- a. Once formally presented to the Grosse Pointe Historical Society, permanent loan collections are open for public use.
 - 1) Items are to be used only when the Resource Center is open or by appointment.
 - 2) Anyone using the collection's materials is asked to sign a **Researcher Form** and to follow accepted archival procedures.
 - 3) Except in unusual circumstances, no restrictions may be placed on the public use of the collection.
- b. Only individuals designated by the organization/club, in writing, may remove items in the collection from the Resource Center.
- c. Written approval must be obtained from the organization/club if any part of the collection is to be used in a publication, media presentation or exhibition.

7. Additions to the initial permanent loan

- a. The organization/club with advice from the Curator determines how long documents are to be retained by the officers of the organization/club before placing them to their archives at GPHS.
- b. Documents are usually added once a year and integrated into the collection. New topics and folders are added and the finding aid updated as necessary.
- c. A new loan agreement is completed by the Curator and signed by a designated organization/club member for each group of materials added.

8. De-accessioning of Permanent Loans

- a. An Organization /Club may request the return of their archives. Likewise, GPHS may determine that an archives on permanent loan should be returned to an Organization /Club.
- b. The Organization /Club makes an appointment to remove their archives during Resource Center open hours.
- c. The Curator completes a De-accession of Permanent Loan form in duplicate listing the items to be removed. At the time of removal, an organization / club designated member signs both forms. The organization / club keeps one, the Historical Society the other.

OBJECTIVE III

Process and preserve, according to accepted archival procedures, accepted historical materials using professional staff and trained volunteers

1. Preliminary Review

- a. Items to be processed are stored in the New Acquisitions Area
- b. Items should be cleaned and straightened as needed. They should be assessed for contaminants (i.e. bugs, dirt, wrapping paper, boxes). Contaminants should be eliminated
- c. Content of items should be reviewed and noted including the number of items and the topics or categories covered
- d. A Checklist of Items should be compiled
- e. After a preliminary review, items should be returned to the New Acquisitions Area

2. General Review

- a. If appropriate, "Provenance" should be maintained by keeping items from a given donation together. The "Original Order" of items when received should also be retained as appropriate.
- b. The general arrangement, subject matter, type of documents and background information should be documented in written notes.
- c. Duplicates should be removed.
- d. The condition of the items, including damage and fragility, should be noted.
- e. Staples, paper clips, all types of tape and other adhesives should be removed if this can be accomplished without damaging items.

3. Processing of Individual Items:

- a. The PastPerfect CATEGORY (i.e. library, photo, archives, object) should be determined.
- b. Each item or group of items should be given an Accession Number (i.e. 95.1; 95.2. A list of CATEGORIES and ACCESSION NUMBER PREFIXES is found following this section)
- c. The appropriate PastPerfect Collections template should be completed including all known data
- d. An Accession Card, and if appropriate Subject Cards, should be printed from the PastPerfect template and filed alphabetically in the Accession Card File
- e. The item should be stamped, if possible, with GPHS ID Stamp using Library of Congress ink and filed.

4. Processing of Organization Records / Personal Papers:

- a. Each collection should be treated as a separate unit and catalogued as such, being sure to consider "Provenance" in preparing a Finding Aid (at the file folder level) for reference.
- b. Arrangement
 - 1) Place items in preliminary file folders using the "Original Order" where possible and appropriate. Ease of document usage should also be a consideration.
 - 2) Note the general contents, subjects, dates covered, individuals mentioned, and unusual or special items .

- 3) Following "Original Order" where possible, arrange items by topic and/or date. For descriptive purposes, each collection is referred to as a GROUP. Large sections within it are known as SERIES. Series may be divided into SUBSERIES.
 - 4) Each SERIES should be placed in an appropriate location within the GROUP. As appropriate, stamp items with the GPHS ID Stamp using Library of Congress ink.
 - 5) Once in order, place items in acid free file folders. Folders should be labeled and numbered in order. Folder labeling (in pencil) should include:
 - (1) GROUP (Collection) name
 - (2) Title of the SERIES
 - (3) Title for the folder's contents
 - (4) Inclusive dates.
 - 6) Number folders using Roman Numerals for SERIES and Cardinal Numbers for FOLDERS.
- c. A written Finding Aid for each GROUP (collection) should be developed using the standard archival format. Include:
- 1) GROUP title, dates, size, and Accession Number.
 - 2) Acquisition information, access date for public use, and restrictions, if any.
 - 3) Historical background necessary for understanding the collection.
 - 4) Lists of individuals, organizations, and subjects of possible interest when researching the collection.
 - 5) Table of Contents listing SERIES and SUBSERIES with Dates.
 - 6) Brief description of each SERIES and SUBSERIES with a numbered listing of folders found there.
 - 7) Collection indexes and charts, as appropriate.
- d. For public reference, the completed Finding Aid should be arranged alphabetically by title in the Finding Aid Notebook. A copy should be sent to the Grosse Pointe Public Library-Fisher Branch. The Finding Aid will be maintained in the computer and a hard copy placed in the Grosse Pointe Historical Society Archives.
- e. A 3" x 5" Accession Card should be printed from the PastPerfect template and include a list of the SERIES. This card should be filed alphabetically under the **Manuscripts** in the Accession Card File.

5. Storage of Collections

- a. All items are stored in metal files, map cases, cabinets or shelving preferably with a baked - enamel or other inert finish. If wood is to be used, the surface should be coated with several layers of polyurethane.
- b. Special inert materials are used to protect items

- 1) Acid free file folders with acid free interleaving paper are used for storage of (1) pamphlets (2) manuscripts (3) abstracts (4) clippings (5) periodicals (6) maps
 - 2) Clear polyester (Polypropylene or Mylar) sleeves placed in acid free folders with acid free interleaving paper are used to store (1) photographs (2) negatives (3) postcards. Only one item should be placed in each polyester sleeve.
 - 3) Acid free map folders (half or full size depending on the item) with acid free tissue paper are used to store (1) maps (2) oversize photographs (3) plats (4) blue-prints (5) art works (6) newspapers (7) oversize documents.
- c. Acid free document boxes or acid free storage boxes are used to store (1) organization records (2) personal papers (3) art objects (4) costumes/textiles (5) special collections. Where appropriate acid free tissue paper **without calcium carbonate added** should be used to wrap or interleaf items.
- d. Individual Items:
- 1) Once placed in a folder or sleeve, an item should be filed alphabetically with other items of a similar CATEGORY. Items with a similar SUBJECT may be filed in the same folder provided there is sufficient space.
 - 2) Clippings may be placed into the appropriate folder without completing an Accession Card when an Accession Card titled "Miscellaneous Clippings" exists for that family or subject.
- e. Collections / Large Groups of Items:
- 1) Collections which have been arranged in file folders by SERIES are then placed into metal storage files or acid free Document Boxes which are labeled on the outside with (1) GROUP title (2) Inclusive dates (3) Accession Number (4) SERIES titles. More than one collection may be placed in a document or storage box.
 - 2) Periodicals, depending on their size and quantity, are placed by date in acid free folders then in document boxes, storage boxes or metal files.
 - 3) Items of a similar CATEGORY in document or storage boxes are placed together according to Accession Number or Date in Metal Cabinets or on Metal Shelving.