

Pepin County Historical Society

Collection Policy

Purpose & Scope of the Collection

The society will accept items or collections that preserve, record, and interpret the history and heritage of Pepin County. The collection is housed in the Pepin County Heritage Center in Durand, WI. The preservation of this building is the beginning and focal point of the collection.

The society hold these materials in trust for present and future generations. Researchers will find the material available for study. They are required to examine items and search for information within the confines of the heritage center. No materials may be removed from the premises. With permission and only on a non-profit basis may photographs be taken.

The society accepts artifacts, collections, and memorabilia, representative of the historical background of Pepin County and its citizens –past, present, and future. It is not possible to “keep it all.” The Pepin County Historical Society is concerned about important themes, episodes in the community’s past or factors that are of historical importance in the development of the area.

The acceptance of a donation is evaluated and decided on by the following criteria:

1. Is it related to Pepin County?
2. Is it in good condition, clean, complete, and reasonably preserved?
3. Is it unduplicated? Limited storage and display area make it necessary not to have duplication of items.

Additions to the Collection

The Pepin County Historical Society will collect materials in a variety of formats that are categorized in the following manner:

L-Library (Books, Magazines, Printed Material)

A-Artifacts (Items other than library, manuscripts, and photographs)

M-Manuscripts (Documents, Letters, Maps, Diaries, Business, and Personal Papers)

P-Photographs (Pictures, Photographs, Reproductions)

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All items added to the collection must be catalogued in the L A M P format which included the item, description, and the condition. Donations are accepted after the donor signs a formal Deed of Gift transferring ownership of the item to the Pepin County Historical Society. The society also signs the donor form. A copy is given to the donor and one is filed in the heritage center files. The item is permanently placed into the collection by a formal acceptance of the acquisition. The items donated and catalogued are presented to the board of directors. A majority vote is necessary for acceptance.

Loans

The Pepin County Historical Society discourages the acceptance of loans because of the liability incurred. In addition, our resources limit spending them on housing and maintaining items or collections that we do not own. The board may approve acceptance of a limited term loan for a special exhibit.

Removal of Items from the Collection

Removal of items or deaccession refers to the process by which items are formally removed from the collection. The reason to deaccession material may be that the society has agreed to transfer the materials to another repository or that the items in the collection are out of the parameters of the society's policy and are unsuited to the collection. Duplicate items may also be removed from the collection. Removal of catalogued items or collections can only be accomplished when presented to the board of directors and a majority vote of the board approves.