

Policy of Accession and Deaccession For the Archives and Artifacts Committees of the Ledyard Historical Society

Statement of Purpose:

The purpose of the Ledyard Historical Society (LHS) is the collection and/or the preservation of records, papers, photographs, artifacts, relics, and related materials that document the history of Ledyard and its inhabitants from 1650-to the present.

Our Mission:

LHS seeks to facilitate research and promote awareness of the history of the Ledyard area, its people, and institutions.

Our Goals:

LHS shall build collections that support the Society's mission and purpose. These collections shall be available to the public under conditions established by the Archives and Artifacts Committees.

Our Objectives:

In order to achieve its goals, LHS establishes the following:

The Archives Committee shall:

- Provide proper storage and display of our historical collections.
- Provide access to our collections during regular hours of business.
- Build the local history collection.
- Build the genealogy collection.
- Support research requests received by mail, phone, email, or in person.

The Artifacts Committee shall:

- Provide proper storage and display our historical collections.
- Provide access to our collections during regular hours of business.

- Support the Nathan Lester House and its accompanying barns.
- Build the local history collection for the House and Barns through artifacts dating from 1790-1900, with exceptions made for items of special interest.

Acquisitions:

The selection of historical materials is an interpretive process that involves a knowledge of history, an awareness of preservation, and the future needs of the members and of the public users of the collections. Therefore the LHS Executive Board delegates to the Archives Committee and the Artifacts Committee the authority and responsibility as set forth in our “Statement of Purpose”. The Curator is responsible for the collections in the Nathan Lester House and its accompanying barns. The Archives Committee has responsibility for the collections in the Janice Wightman Bell Historical Research Room.

Criteria:

During the selection process, the material under consideration will be evaluated using the following criteria:

- Relevance to Ledyard’s history and its families.
- Significant enhancement to the existing collections of LHS.
- Verifiable authenticity and provenance.
- Physical condition of item.
- Availability and cost of appropriate storage and care.
- Duplication of other materials in the collections of LHS.
- Donor’s imposed conditions.

The Curator/Archives Chair shall evaluate all gifts under consideration using the stated criteria under the terms of the “Temporary Custody Receipt” (attached). Gifts accepted by the LHS shall become the permanent property of the LHS, which retains the right to dispose of any items as it deems advisable, with approval of the Board. A “Deed of Gift” (attached) may be sent to the donor for signatures. The LHS does not provide monetary valuations of gifts. The valuation of gifts is the responsibility of the donor.

Deaccessioning:

At least every 5 years, the Curator/Archives Chair shall review the collections based on the mission, goals, and objectives of LHS. The preservation of the collections, as a whole, is of

paramount importance. However, items outside the interest of the LHS, those not related to the history of the area, those which cannot be stored or cared for properly, those which duplicate materials in the collections or that fail to meet other stated selection criteria may be withdrawn. Such items shall be disposed of at the discretion of the Curator/Archives Chair with approval of the Board.