

Anoka County Historical Society

2135 Third Avenue North

Anoka, MN 55303

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Collections Management Policy

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I. Introduction

The Anoka County Historical Society (ACHS) has been in existence since 1934 and was organized for the purpose of preserving, protecting, and promoting the history of Anoka County. In order to excel at this mission, the ACHS Board members began building a collection of artifacts to tell the rich stories of Anoka County's past. The collection has become extensive over time due to our successful outreach efforts and professional standards.

The management and care of our collections is of utmost importance to the Board and staff of the ACHS. We have been entrusted with the cultural patronage of our county residents and the care of this legacy is in our hands. As the steward of our county's history, the ACHS sets forth the practices and procedures outlined in this Collections Management Policy to guide our efforts.

II. Collecting Mission

The Anoka County Historical Society collects artifacts that pertain to the history of Anoka County and its greater relationship to the history of the State of Minnesota and the United States of America. Artifacts are maintained in the condition given through proper storage and are used for educational purposes to convey the stories of our county's past.

Artifacts in our collection have been given to the ACHS over time by generous donors who cared about preserving the history of Anoka County. We are indebted to our artifact donors and their foresight in ensuring the future of the past. Our mission in the collection of artifacts shall be to foster this tradition of giving while actively pursuing the donation of any material which preserves the broad history of all Anoka County communities.

The Anoka County Historical Society is fortunate to receive dozens of artifact donations a year; however, we are not able to accept all artifacts that are offered. Due to the significant costs of cataloging, storing, and maintaining artifacts, the ACHS must evaluate each potential artifact donation carefully based upon our accession criteria. The ACHS also strives to balance the collection according to our organizational goals. The Society will consequently give priority to artifact donations that help us achieve the following collecting objectives:

- ***To preserve history that is underrepresented in our collection;***
- ***To provide greater information about history already represented in our collection;***
- ***To increase available resources for researchers;***
- ***To complete the interpretive mission of a particular exhibit or program.***

III. Collection Categories

Objects donated to the ACHS are separated into two categories: Permanent Collections and Hands-on use. When an object is brought to the ACHS staff, it is evaluated based upon the accession criteria and, if accepted, placed in the appropriate category.

A. Permanent Collection

Objects classified as Permanent Collections are considered artifacts of the ACHS. Artifacts require the special care and handling of trained staff members to prevent damage and subsequent deterioration; researchers may have access to artifacts with handling instructions from the staff. Artifacts in the Permanent Collection will be stored in appropriate materials, at the proper temperature and humidity levels, and with consideration of their individual storage requirements. Most importantly, artifacts will be properly catalogued in the Past Perfect system, labeled with their accession number, and their location will be consistently documented. Permanent Collections are to be kept in the History Center at all times, unless they are removed for educational or display purposes by a staff member or trained volunteer, or require special storage not available at the History Center.

Artifacts in the Permanent Collection include, but are not limited to, items such as: books and manuscripts, clothing and textiles, ephemera, furniture, maps, newspapers, original documents, photographs, tools, and works of art. In the History Center, artifacts in the Permanent Collection are housed in the collections area, the research library, or on display. Outside the History Center, Permanent Collections may be housed in locations that assure climate control, cleanliness, and security as would be found in the History Center.

B. Hands-on Use

Objects classified for Hands-on Use are not considered artifacts. Hands-on items do not require special care and can be used by the ACHS staff or volunteers for educational purposes. Hands-on items will be stored in available spaces and do not require archival storage materials. Most importantly, Hands-on items will not be given accession numbers, and will not be entered into the museum collection software. This will avoid confusion with the Permanent Collection. Hands-on items are housed in the History Center, but can be removed from the building by the ACHS staff and volunteers for programs and special events. ACHS staff will manage the Hands-on items as needed. Priority will be given to Hands-on items for which ACHS has an immediate or near-future need.

Items in the Hands-on Collection include, but are not limited to, items such as books and manuscripts, clothing and textiles, ephemera, small furniture, maps, newspapers, duplicate copies of original documents, photographs, tools, and works of art. In the History Center, Hands-on items are stored in the attic or other appropriate areas.

IV. Accessioning Policy and Procedures

“Accessioning” is the process by which the ACHS accepts artifacts into the Permanent Collection. The accession process is very important, because it provides the provenance, or history, of the artifact as part of its permanent record and assigns an acquisition number to the artifact so that it can be located in the collections storage area.

A. Accession Criteria

Artifact donations must be evaluated by the Collections staff person and/or the Gather Committee according to our accession criteria for their historic merit, physical integrity, and storage requirements before they are officially accepted. Priority will be given to artifacts that meet an ACHS collecting objective. The ACHS will accept an artifact donation for the Permanent Collection only if it meets all of the following criteria:

- 1. The owner agrees that the artifact will become the sole property of the Anoka County Historical Society and will be free from donor imposed restrictions;**
- 2. The artifact has a direct connection to the history of Anoka County or directly relates to a collecting objective of ACHS;**
- 3. The artifact is in good condition or is physically and financially restorable by the ACHS;**
- 4. The ACHS has the space and resources available that are necessary to properly store and care for the artifact according to acceptable museum standards to prevent deterioration or damage to the artifact;**
- 5. The artifact is not already represented in the ACHS collection or it possesses better historic integrity or better interpretive value than the same artifact in the collection.**

The ACHS will accept a donation for Hands-on Use only if it meets all of the following criteria:

- 1. The owner agrees that the object will become the sole property of the Anoka County Historical Society and will be free from donor imposed restrictions;**
- 2. The object does not meet the criteria for the permanent collection;**
- 3. The object possesses interpretive value to educate the public about the history of Anoka County;**
- 4. The object is in good condition;**
- 5. The ACHS has the space to store the object;**
- 6. The owner consents to its Hands-on Use category with the knowledge that it will not be treated as an artifact and will be available to be handled by ACHS staff, volunteers, event attendees, and patrons.**

B. Accession Procedure

The ACHS Collections staff person will follow this accession procedure upon the identification of a potential artifact donation:

1. The object's owner is given information that all donations are considered outright and unconditional gifts to be used at the discretion of the ACHS.
2. The object's owner conveys all necessary information about the object to the Collections staff person, and signs the Preliminary Donation Form (see Appendix C). They must indicate whether or not they want the donation returned to them if the ACHS does not accept it.
3. The Collections staff person will assess the object based on the aforementioned criteria to determine if it is acceptable for: 1) the permanent collection; 2) hands-on use, or; 3) if the donation does not meet the criteria necessary for either category. If the assessment is clear, the Collections staff person will make a decision of what to do with the object.
4. If the Collections staff person is uncertain about the object, the object is large, or requires a greater level of space or preservation care than is typical, the Gather Committee will receive a Recommendation Form (see Appendix A) from the Collections staff person, and the Committee will evaluate the object and make a decision.

For an object that requires significant financial or spatial resources for its care according to museum standards, the Gather Committee will make a recommendation to the Board of Directors, who will make the final accession decision.

If the evaluation of the object cannot be done immediately, the ACHS would prefer that objects be kept in the possession of the owner until a decision is made; however, special arrangements can be made with the approval of the Collections staff person and Executive Director.

5. The Collections staff person will provide a monthly Collections Report to the Gather Committee, including a list of all acquisition decisions made. The Committee may raise concerns or objections to those decisions if they have further information. The Committee will present the Report to the full Board of Directors.
6. The Collections staff person will inform the donor of the final decision. If the object was approved, the owner will be provided with and sign a Deed of Gift (see Appendix D), giving ownership and rights to the ACHS.
7. The Collections staff person will assign an acquisition number to the accepted artifact and enter the pertinent information into the museum collection

software. They will then provide any basic cleaning that is needed and process the artifact(s) into proper storage for that artifact type.

C. Information for Donors

It is not the policy of the ACHS to attach names of donors to artifacts, except in very special circumstances. Each acquisition is carefully catalogued and information about the donor and the artifact's history is kept in our museum collection software for reference.

Donors pursuing income tax deductions for their donations must obtain an independent appraisal from an authorized appraiser. The ACHS Board members, staff, volunteers, and members are prohibited by law from offering appraisals for potential donations.

D. Donation Refusal

When the ACHS cannot accept an object but it has relevance to the ACHS collection, then consideration will be given to photographing or scanning the object to record information about its history for the collection. Staff will also, when possible, make suggestions to the donor as to other institutions that may take the artifact, if they are known, or steps that the donor might take to preserve the item.

If the donor has indicated on the signed Preliminary Donation Form (see Appendix C) that they do not want the donation returned to them, then the ACHS staff will determine the disposition of the object(s) as they see fit.

If the donor has indicated on the signed Preliminary Donation Form that they do want the donation returned to them, then the object(s) will be returned to the donor as soon as possible. Every reasonable effort will be made to return a rejected item to the donor. If the ACHS is unable to contact the donor, if the donor does not respond to contacts, or if the item is not picked up from the History Center within six (6) months from the time that contact was made with the donor, then the ACHS reserves the right to determine the disposition of the object(s).

The ACHS reserves the right to determine the disposition of any unsolicited object(s) delivered to or dropped off at the History Center.

If any object(s), from any source, are determined to have been abandoned at the ACHS, then the steps outlined in the Minnesota Museum Property Law (see Appendix E) may be used for the organization to take ownership of the object and determine its final disposition.

Disposition, here and throughout this policy, will be understood to be any options that the ACHS staff may legally take regarding items that the ACHS owns but do not have any use at the ACHS. These options include but are not limited to: transfer to an appropriate institution, sale on the open market, hands-on use, discard, etc. Any funds gained

through the sale of items may be used only for the preservation of the ACHS collections, and not for any other purposes.

E. Means of Acquisition

The Anoka County Historical Society may acquire artifacts for the permanent or hands-on collection by gift, bequest, purchase, or other legal means. No artifact shall knowingly or willfully be accepted or acquired which is known to have been illegally imported into or illegally collected in the United States or contrary to state or federal law, regulation, treaty, or convention.

In pursuit of artifacts, the ACHS shall not knowingly aid, abet, or encourage the destruction of historic sites, buildings, structures, cemeteries, archaeological sites, or objects.

V. Deaccessioning Policy and Procedures

To manage a large Permanent Collection and enable the ACHS to continue collecting artifacts, the Society must from time to time go through the process of reevaluating artifacts which have lost their integrity, have unknown provenance, or have no relation to the history of Anoka County. This “deaccessioning” is the formal process by which the ACHS permanently removes accessioned artifacts from the collection.

A. Deaccession Criteria

The ACHS will deaccession artifacts from the permanent collection based on the following criteria:

- 1. Does the item have a connection to Anoka County? Does the item have history of a general nature such as to make it valuable to Anoka County interpretation?** If no, the item may be removed from the ACHS collection.
- 2. Do we know the provenance of the item or its history? In the case of photographs, are the people/places identified? Are we able to obtain this information?** If no, the item may be removed from the ACHS collection.
- 3. Does the item present a hazard to staff or other ACHS collections? Hazards include fire, insects, mold, toxicity, health risks, etc.** If yes, and the item cannot be stored safely, then the item cannot remain in the collections.
- 4. Can ACHS safely store and care for this item using accepted museum techniques? This includes space, expense, upkeep, restoration, etc.** If not, the item may be removed from the ACHS collection.
- 5. Do we have a duplicate item in the collections?** If yes, can it be used for educational purposes as a Hands-on item? If yes, the item is marked “HANDS ON” and stored for ACHS Hands-on Use. If no, the item may be removed from the

ACHS collection.

- 6. Is the item of museum quality? If not, is it of such significance or rarity that it still retains historic value without extensive immediate restoration or upkeep?** If it is not, the item may be removed from the ACHS collection.

B. Deaccession Procedure:

The ACHS Collections staff person will follow this procedure upon the identification of an artifact for deaccessioning:

1. The Collections staff person will write a Deaccession Recommendation Form (see Appendix B) for the Gather Committee.
2. The Gather Committee assesses the artifact based upon the deaccession criteria.
3. The Gather Committee's decision, and the reasoning behind its decision, will be provided to the Board of Directors, who may contest it only if further information shows that the item should remain in the ACHS Collection.
4. If the artifact is to be deaccessioned, the following process must be followed:
 - A. Return the item to the donor, if known;
 - B. If the donor is unknown, or if the donor is not living, does not want the item back, or cannot be contacted, offer the item to its home historical organization or other appropriate organization;
 - C. If another appropriate organization does not want the item, appropriate disposition will be determined by the ACHS staff in agreement with the Gather Committee.

Items retained for Hands-on Use will not be subject to the deaccession process, as they are not artifacts of the ACHS Permanent Collection. Rather, the staff and/or the Gather Committee will evaluate the condition and usefulness of a Hands-on object and arrange for necessary disposition through gift, sale, or witnessed destruction.

In the event of the closure of the ACHS or failure to meet the required conditions as a curation facility, all archaeological materials owned by the State of Minnesota but cared for/in the possession of ACHS shall be transferred either to the Minnesota History Center of the Minnesota Historical Society or to the Minnesota Science Museum based on the funding and space requirements of the collection.

VI. Loan Procedures

The Anoka County Historical Society accepts and makes arrangements for loans to and from the Society. Incoming loans are accepted from individuals, organizations, and businesses upon the request of the ACHS Board or staff and approval by the ACHS Gather Committee. Outgoing loans of artifacts in the ACHS Permanent Collection are

allowed by request for display purposes only and approval of outgoing loans is at the discretion of the ACHS Collections staff person and the Gather Committee.

A. Incoming Loan

The ACHS may borrow objects or material from individuals, organizations, or businesses for the purpose of research, exhibit, or educational purposes, upon the approval of the Acquisitions Committee. The item's owner must complete and sign the Incoming Loan form with the assistance of the Collections staff person and prior to the ACHS accepting any material. The Collections staff person will enter pertinent information into the museum collection software, so as to allow for timely return of the item.

The ACHS will not accept material that could potentially harm our own collections. The ACHS will not accept permanent incoming loans and reserves the right to return material to the lender with 10 days' notice. All borrowed material will receive the same care as that given to artifacts in the ACHS Permanent Collections.

The ACHS may accept traveling exhibits, as determined by the ACHS Executive Director and the Collections staff person. The Collections staff person is responsible for all arrangements, negotiations, contracting for the exhibit, and completion of the aforementioned forms with the assistance and approval of the Executive Director. Traveling exhibits will be handled in the same manner as incoming loans.

Loaned objects or collections in the care of the ACHS should be returned to the owner as soon as possible when the term of the loan is finished. Every reasonable effort will be made to return loaned items to the owner. However, if the loan is abandoned at the ACHS, then the steps outlined in the Minnesota Museum Property Law (see Appendix E) may be used for the organization to take ownership of the object and determine its final disposition.

B. Outgoing Loan

The ACHS allows artifacts from the Permanent Collection to be loaned to other museums, historical organizations, and institutions on a temporary basis upon approval of the Collections staff person and/or the Gather Committee. Outgoing loans will not be made to individuals. Use of borrowed artifacts for private or decorative purposes is prohibited; borrowed collections may be used for educational or exhibit purposes only. Only artifacts that are in good condition—having structural stability and suitable for transport—may be loaned from the ACHS.

The ACHS will not approve permanent outgoing loans and reserves the right to request the return of lent material with 60 days' notice. All artifacts on outgoing loans must receive the same care as they receive in the ACHS Permanent Collections. The ACHS Collections staff person must approve the site conditions and display method before artifacts will be lent on outgoing loan.

Museums, historical organizations, and institutions accepting outgoing loans must complete and sign the Outgoing Loan form with the assistance of the Collections staff person prior to the ACHS making any outgoing loan. The Collections staff person will enter pertinent information into the museum collection software, so as to allow for timely return of the item and an assessment of condition upon the artifact's return.

VII. Artifact Management and Protection¹

It is the policy of the Anoka County Historical Society to take great care in safeguarding the cultural heritage with which we have been entrusted. Each artifact will receive specialized attention to its specific needs. Our commitment to the people of Anoka County is our unending dedication to preserve, promote, and protect our shared history and to provide a collections environment that ensures the longevity of the artifacts within our care.

A. The Care and Handling of Artifacts

The ACHS will provide for the best storage of our artifacts within our means, including the provision of museum-quality storage materials and appropriate storage space. Improvements to the preservation and storage of artifacts will be made as new knowledge and resources permit. Artifacts will be handled by trained staff or volunteers and moved only when necessary. The mechanical systems in the History Center will continue to provide for appropriate temperature and humidity controls. Finally, the ACHS will ensure that artifacts on display are safe from deterioration due to excessive light, improper exhibit mounting techniques, and visitor access.

Handling Artifacts

- ALWAYS wear appropriate gloves (latex/nitrile or clean white cotton) when handling artifacts, unless wearing the gloves may cause damage to the artifacts.
- If it is not possible to wear gloves, then ALWAYS wash your hands before handling artifacts.
- ALWAYS use both hands when carrying an object.
- Ask for help when carrying a larger or heavier artifact.
- NEVER pick up a chair by its arms or the top of its back. Carry it by lifting the seat supports.
- NEVER pick up an object by its handles (including trunks, pitchers, cups, etc.) Hold it by its base during transport.
- NEVER immerse dishes or flatware in HOT water to clean.
- NEVER use artifacts for purposes other than exhibit, research, or documentation.

¹ Language in the "Artifact Management and Protection" section was used with the permission of the Wright County Historical Society from their *Wright County Historical Society Collections Policy* of August 20, 1996.

- For photographs, ALWAYS wear gloves, unless wearing the gloves will put the photograph at risk. Handle the photograph by its edges and try not to touch the image. Take out ONE photo at a time and re-file before removing another.
- NEVER put post-it notes on original documents or photographs.
- STAFF should photocopy delicate or sensitive items for patrons.

B. Maintenance of Accession Records

The ACHS will maintain collection records for all artifacts in the Permanent Collection according to professional museum standards. Artifacts that are accessioned or deaccessioned will be entered into the museum collection software and a paper record of the acquisition will be kept as a reference. Decisions of the Collections staff person, the Gather Committee, and/or Board of Directors will be recorded in the accession record by the Collections staff person. The ACHS Collections staff person will continue to catalogue the ACHS Permanent Collection to provide a complete list of the artifacts in our care. Records in the museum collection software will be kept current and accurate and will be backed up both on-site and on the off-site server that hosts the museum collection software.

C. Provision of Insurance

The ACHS will provide appropriate levels of insurance for the protection of artifacts in the Permanent Collection. To the best of its ability, the ACHS will estimate an approximate value to the Permanent Collection for the purpose of maintaining appropriate insurance levels.

D. Provision of Security

The ACHS will take all necessary precautions to provide for the security of its collections and prevent damage or loss while on display, during research use, or in storage. Artifacts will be examined upon acceptance for specialized security needs. Artifact use for exhibit, research, education, or loan is contingent upon a thorough evaluation of its security risks and needs and the ability of ACHS to accommodate those needs. The collections storage areas are restricted to all but the ACHS staff, board members, volunteers, and escorted guests.

E. Integrated Pest Management Procedure

IPM is an "operational strategy for managing pest problems. IPM is an ecosystems approach to the control of pests. IPM applied in the museum context employs a variety of techniques to prevent and solve pest problems in an efficient and environmentally sound manner without compromising the safety of collections, museum staff or visitors."²

The current IPM program at the Anoka County Historical Society involves many different efforts to keep the buildings pest-free. Monitoring for pest activity is one

² Adapted from the cover article by Wendy Claire Jessup in the May 1997 issue of AIC News (bimonthly publication of the American Institute for Conservation of Historic and Artistic Works).

important aspect of the program. This includes collaboration between an outside pest control firm that monitors all areas of the building and the Historical Society staff, who provide additional monitoring of the collections in the museum, work-processing spaces, and in the research/storage rooms.

The ACHS will take the necessary precautions to provide for collections preservation and prevent damage while on display or in storage. Thus, the Board and staff of the ACHS ensure steps will be taken to:

- Prevent entry of pests, such as insects, birds, and rodents, into buildings.
- Develop good exterior building maintenance and appropriate landscaping.
- Avoid practices and habits that attract pests.
- Moderate the interior climate and avoid high relative humidity and temperatures.
- Develop and maintain good interior housekeeping practices.
- Maintain appropriate food restrictions and food/trash removal practices.
- Implement measures to detect pests.
- Set up and maintain an insect monitoring program; for example, utilizing sticky traps and other monitoring techniques.
- Inspect all incoming Museum objects and paper materials for evidence of prior or current pest activity, and inspect stored collections periodically for insect activity.
- Take actions that reduce the source and spread of the pest infestation.
- Isolate infested materials, consult experts if necessary, and choose the most appropriate safe control method(s) for eradication.

VIII. Code of Ethics³

A high standard of public trust is instilled in institutions like the ACHS who collect unique and irreplaceable objects. With that public trust comes the responsibility to adhere to a standard of museum ethics which ensures good decision-making and a transparent process. Thus, the Board and staff of the ACHS ensure that:

- ***Acquisition, disposal, loan activities, and collections in its custody conform to its mission and public trust responsibilities.***
- ***Access to the collections and related information is permitted and regulated.***
- ***Disposition of deaccessioned collections through sale, trade, or research activities is solely for the advancement of the ACHS's mission. Proceeds from the sale are to be used for the benefit of the ACHS collections.***

³ Language in the “Code of Ethics” section was used with the permission of the Wright County Historical Society from their *Wright County Historical Society Collections Policy* of August 20, 1996.

- ***Collections-related activities promote the public good rather than individual financial gain.***
- ***No ACHS employee or Board member may use his/her museum affiliation to promote his/her, or any associate's, personal collecting activity.***
- ***No employee or Board member may compete with the accession process of the Anoka County Historical Society in any collecting activity.***

IX. Public Disclosure

The Collections Management Policy has been accepted by the ACHS Board of Directors on May 9, 2019 and will be made available upon request to any prospective donor, former donor, or member of the public.

X. Bibliography

The Anoka County Historical Society thanks the Wright County Historical Society and the Minnesota Historical Society for granting permission to use language from their respective collections policies.

Minnesota Historical Society. *Collections Management Policy*. St. Paul, Minnesota: Minnesota Historical Society, revised November 2001.

Wright County Historical Society. *Wright County Historical Society Collections Policy*. Buffalo, Minnesota: Wright County Historical Society, amended 20 August 1996.

XI. Appendix A – Acquisition Recommendation Form



2135 Third Ave N
Anoka MN, 55303
audra@AnokaCountyHistory.org

Acquisition Recommendation Form

Date: _____

Donor Name: _____

Donor # (if assigned): _____

Preliminary donation contains:

Archivist Recommends:

- Accept all Accept some Accept none Archivist Undecided

If some, which item(s):

Reason for recommendation:

Signature: _____

ACHS Archivist

Update: 8.2015

(Back)



Acquisition Recommendation Form

For Acquisitions Committee Only

- Accept all Accept some
(Specify) Accept none

Reasoning (if different from recommendation):

Signatures Acquisition Committee

Date: _____

XII. Appendix B – Deaccession Recommendation Form



2135 Third Ave N
Anoka MN, 55303
audra@AnokaCountyHistory.org

Deaccession Recommendation Form

Date: _____

Item(s) recommended for deaccession: _____

Donor Name: _____

Donor # (if assigned): _____

Acquisition date: _____

Accession #	Item	Description

See attached for additional items

Reason for deaccession:

Archivist Signature: _____

Recommendation for disposal

Donor known—contact for first refusal

If donor declines then:

Donor unknown

Offer to other institution:

Sale

Charity

Throw Away

Other: _____

For Gather Committee only:

Each Committee member, please indicate your decision and sign below.

Deaccession item

Keep item (give reason)

Date: _____

Deaccession item

Keep item (give reason)

Date: _____

Deaccession item

Keep item (give reason)

Date: _____

Update: 2.2019

XIII. Appendix C – Preliminary Donation Form



2135 Third Ave N
Anoka MN, 55303
audra@AnokaCountyHistory.org

Preliminary Donation Form

Date: _____

Please print

Legal Name:*		
First	M.I.	Last
Preferred Name:		
Address:*		
Phone:*		Email:

* indicates mandatory information

List what you wish to donate (use back as needed):

- 1.
- 2.

Details, details, details –

Tell us as much story as you know about the item(s). Names, dates, locations and story details are important when determining if donations should become a permanent part of the ACHS collection.

Need more room? Use back or attach additional pages

I intend to donate the above items to the Anoka County Historical Society. If the ACHS accepts this donation a formal Deed of Gift form will be sent for my signature.

If the ACHS chooses not to accept this donation into the collection, what should they do with it? *

Item(s) should be returned to donor.

ACHS has legal possession of these item(s) and may use or transfer them as they see fit.

To the best of my knowledge, I have all rights, title and interest of the artifact(s) without restriction of any nature or type.*

I am aware that ACHS will not accept items that can incur undue damage due to space limitations or storage conditions.*

Signature: _____

Date: _____

Update: 02.2019

XIV. Appendix D – Standard Deed of Gift



Anoka County
Historical Society

2135 Third Ave. N
Anoka, MN 55303

Accession #: _____

Deed of Gift

Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

On this _____ date, the Anoka County Historical Society, a non-profit Minnesota corporation located at 2135 Third Avenue North, Anoka, MN 55303 (hereinafter "ACHS"), enter into an agreement with _____ (hereinafter "Donor") as follows:

The Donor, to the best of his/her knowledge, has all rights, title, and interest of the artifact(s) without restriction of any nature. The Donor wishes to give all rights, title, and interest of the artifact(s) to ACHS without any restrictions. This includes any interest in copyrighted material.

ACHS has general guidelines that can change relating to the use, display, or disposition of any donated artifact(s). The Donor has had the opportunity to review the current guidelines.

The ACHS and the Donor agree that:

1. The Donor transfers all rights, title, and interest in the artifact(s) described below to the ACHS

(Description of Gift)

2. The parties understand there are no restrictions on use, transfer, or display except as previously agreed upon and included with this document.
3. Should the ACHS determine it is not feasible physically or financially to retain the donated item(s), ACHS can dispose of them in conformance with accepted guidelines of the museum profession.
4. The Donor recognizes that all donated articles retained by ACHS are generally cataloged and information relating to their background is separately filed. Any information requested to be included in the filing is attached to this Deed of Gift.
5. Generally, donated artifacts may be tax deductible. The ACHS does not make any representation regarding the value of the artifact(s).

This gift is given in memory or honor of: _____ (optional)

By my signature below, I accept the forgoing conditions and acknowledge reading any attached information.

ACHS Copy

Donor Signature: _____ Date: _____

ACHS Staff Signature: _____ Date: _____

Print Name: _____ Title: _____

Phone: 763-421-0600 AnokaCountyHistory.org

XV. Appendix E – Minnesota Museum Property Law Explanatory Article

This 2004 article explains the basics of the Minnesota Museum Property Law, which allows Minnesota museums to take legal ownership of found-in-collection artifacts, artifacts that are abandoned anonymously at the museum, or loaned artifacts that have been abandoned at the museum. The article outlines the appropriate steps that the museum must take in order to legally claim ownership of the items in each of those cases. Further reading should be done on this topic if the ACHS needs to use these procedures, but this article provides a good overview and starting point.

As of February 22, 2016, an online copy of this article may be accessed at:

<http://www2.mnhs.org/about/publications/techtalk/TechTalkNov2004.pdf>

A PDF copy of the article is saved at the ACHS, and may be found at:
Computer → pp4 (\\achso8) (P:) → Collections → Policy → TechTalkNov2004.pdf

A printed version of the article is available with the print version of this policy in the Collections administration records. Please speak to the Collections staff person for a copy.