**North Randolph Historical Society / St. Paul Museum Collection Policy**

1. MISSION STATEMENT

The North Randolph Historical Society (a/k/a “St. Paul Museum”) seeks to ensure the preservation of the St. Paul Methodist Episcopal Church and Randolph County’s rich history by collecting, preserving, exhibiting, and interpreting archival materials and physical artifacts associated not only with the history of northern Randolph County, but also with the larger Randolph County community.

1. PURPOSE AND SCOPE OF THE COLLECTION POLICY

This policy is intended to document the policies that guide the St. Paul Museum in fulfilling its mission to assure that its collections are relevant to its mission and are appropriately documented, protected, secured and preserved; this includes decisions to acquire, deaccession and the lending of items in a manner consistent with the museum’s mission.

1. WHAT THE MUSEUM WILL COLLECT

The St. Paul Museum is interested in collecting historical artifacts only from Randolph County, North Carolina that predate 1950. Exceptions may be made based on the historical significance of the item as judged by the Acquisition Committee. The Museum shall acquire objects for permanent collection by donation, bequest, or transfer. Conditional donations will not be accepted.

1. ACQUISITION COMMITTEE

All acquisitions shall be decided by a majority vote of all members, in good standing, of the St, Paul Museum.

1. ACQUISITION CRITERIA

The St. Paul Museum will use the following criteria in determining acquisition: (1) Relevance; (2) Significance; (3) Provenance and (if necessary), documentation; (4) Condition; (5) Interpretive potential; (6) Rarity; and (7) Legal requirements.

1. DOCUMENTATION & RECORD KEEPING

The St. Paul Museum aims at all times to maintain an effective documentation system that will be kept at the Museum. The Museum will use the following guidelines when acquiring material: (1) A receipt is issued to the owner recording the object name, address of the owner and contact number and date. The same information is written on a tag and attached to the object; (2) Notes on the history and the association of the object will be taken; (3) The donors sign two copies of the Donor form, one for the museum and one to keep. A letter of thanks is sent to the donor; (4) The object must be registered, numbered and catalogued.

1. DEACCESSIONING AND DISPOSAL PROCEDURES

An object can be deaccessioned from the Museum’s collection if: (1) It does not comply with the current collection policy of the museum; (2) It is damaged beyond repair; (3) The conservation and storage costs for it are beyond the means of the museum; (4) It is a lesser quality duplicate of an object the museum already owns; (5) It lacks any supporting information to enable proper identification or to establish its relevance to the collection; and (6) A substantiated request for the return of the object to its original owner/donor is received.

1. DISPOSAL PROCEDURES

If an item must be disposed, the following criteria will be used: (1) It will be returned to the donor or family; (2) Transferred to another appropriate institution; (3) Sold by public auction, where appropriate; (4) Destroyed or recycled if appropriate.

1. INWARD LOANS

The following procedure will be used for Inward Loans: (1) Inward loans shall only be accepted for specific items for fixed periods of time; (2) Inward loans shall be recorded in a separate Loans Register; (3) A representative of both the museum and the lender will be required to sign an agreed inward loan form. Each party will hold a copy of this agreement. This form will record conditions of the loan and the period of the loan; (4) The St. Paul Museum agrees to exercise the same care with respect to loans as it does for its own collection; (5) Loans shall remain in the possession of the St. Paul Museum for the time specified on the form; and (6) The St. Paul Museum can request to renew loans if required. Documentation recording renewal must be signed by a St. Paul Museum Officer and the lender

1. OUTWARD LOANS

The following procedure will be used for Outward Loans: (1) The St. Paul Museum may lend objects to other museums and organizations holding collections. It will not lend to private collectors; (2) Borrowers and a representative from the St. Paul Museum will be required to sign two outward loan agreement forms. Each party will hold a copy of this agreement. This form will record condition of the loan and the period of the loan; (3) The borrower must exercise care in the handling, storage and display of the loan object and must be prepared to meet the conditions outlined in the outward loan agreement; (4) The borrower will provide a secure display and/or storage area; (5) The maximum loan period is 12 months. Applications for extension of this period must be made prior to the loan expiry date; (6) Objects cannot be treated or altered in any way without the written permission of the St. Paul Museum; and (7) Loans will remain in the possession of the borrower until returned to the Museum.