

COLLECTIONS POLICY

L Museum Accession Policy

The hierarchy used in evaluating potential donations to the GCAHS is based primarily on geography, but allows us to access whether an item complies with the GCAHS Mission Statement.* One or more, of paragraphs 1 through 5 and all of paragraphs 6 through 8 must apply to items that are to be accepted:

1. Items crafted, created, manufactured, or produced by, or having historical and/or personal significance to, Grove City Borough, Pine Township, Liberty Township, Springfield Township, and Wolf Creek Township.
2. Items crafted, created, manufactured, or produced by, or having historical and/or personal significance to Western Pennsylvania and adjoining Ohio counties and their residents (Mercer County's geographic sphere). These items are to be accepted, especially if there is a Grove City connection. If there is no real Grove City Connection these items should be sent to the appropriate historical society, library, museum or like organization - unless it can be utilized by the GCAHS.**
3. Items crafted, created, manufactured, or produced by, or having historical and/or personal significance to Western Pennsylvania and its residents (Grove City Borough's, Pine Township's, Liberty Township's, Springfield Township's and Wolf Creek Township's political sphere) These items are to be selectively accepted especially if there is a Grove City connection. If there is not a real Grove City Area connection these items should be sent to the appropriate historical

***The mission of the Grove City Area Historical Society is to preserve the history, heritage and supporting artifacts of the Grove City Area**

**** If the accession worker believes that a valuable piece of history might be lost due to the unwillingness of the owner to donate an item to the appropriate organization, we should accept it. The owner must be informed that we will probably forward it to the appropriate organization. We will then follow our normal accessioning procedures.**

society, library, museum, or like organization — at the expense of the organization - unless it can be utilized by the GCAHS.*

4. Items crafted, created, manufactured, or produced by, or having historical and/or personal significance to the United States and their residents. These items are to be selectively accepted, especially if there is a Grove City connection. If there is no real Grove City connection these items should be sent to the appropriate historical society, library, museum, or like organization—at the expense of that organization—unless it can be utilized by the GCAHS*
5. Objects that have an intrinsic historic or artistic importance.*
6. The GCAHS must be able to address the needs of the object before it becomes part of the permanent collection. These needs include, but are not limited to, storage, conservation, and use*. GCAHS must be able to afford the upkeep on all items donated to the GCAHS.
7. Objects accepted for the permanent collection shall not be encumbered with restrictions regarding display, storage, conservation, use, or de-accession. (It is understood that de-accessioned objects will not be offered to the original donor or heirs, but can be made available at a public offering.) See II De-assession policy.
8. There must be no reasonable doubt as to the ownership of the object. There must be no doubt that the donor is the rightful owner of the object and that the object is free of any legal encumbrances. GCAHS

will not assist any individual to place an item if the GCAHS cannot be assured of the item's legal ownership.

After a donation(s) is accepted and the proper forms are completed and signed, the donation(s) become an accession. Object may be refused for accession, even though they meet all criteria, if the GCAHS presently houses adequate numbers of like items. Lists of duplicate items shall be established and periodically reviewed by the Accession/De-accession Committee.