



MIDWAY MUSEUM, INC
COLLECTION POLICIES & MANAGEMENT
Acquisitions Approval and Item Accession Policies

“To Preserve and Share the Historical Legacy of Midway”

1. STATEMENT OF PURPOSE

The Midway Museum actively collects and preserves items and materials that contribute to the fulfillment of the agency’s mission. Our first mission revolves around history of the Midway area. These guidelines are intended to provide a general framework for the diverse collection activities within the museum’s varied areas of focus. The museum inventory concentrates on local photographs, documents and items related to the Midway area.

2. CRITERIA FOR ACQUISITION

- A. The acceptance of all gifts and bequests shall be unrestricted. No commitment shall be made relating to exhibition or placement of the gift. No guarantee will be made that the gift or bequest be retained in perpetuity.
- B. The Midway Museum is generally not interested in items that will be on permanent loan.
- C. The item will be obtained with the intent of long-term retention.
- D. The item should be consistent with the general collection goals of the Midway Museum and the statement of purpose of the Accession Policy.
- E. Owners and/or users should be known or identifiable.
- F. Proper care, storage space, and/or exhibition space for the item within the Midway Museum facilities should be considered.
- G. Condition of the item should be considered.
- H. Conservation needs of the collection/item, costs of conservation care, and ability to provide such care should be considered.
- I. Duplication by the collection/item of similar items already in the Midway Museum collection or in other collections in the region should be determined and consideration should be given to the collection/object’s ability to enhance the established collection.



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- J. The item must be given with free and clear title. In the extraordinary event that a collection of significance is offered to the Midway Museum with restrictions, the Board of the Midway Museum may give special approval.
- K. Collections/items must possess merit, which in some manner distinguishes and qualifies them for inclusion in the collection.
- L. In deciding upon the acceptance of material, the museum will refer to the Midway Museum, Inc. following areas of concentration:
 - 1) African American Heritage
 - 2) Agriculture (cattle, corn, hemp)
 - 3) Bourbon Distilleries
 - 4) Churches
 - 5) Civil War
 - 6) Commerce
 - 7) Historical Figures
 - 8) Horse Industry
 - 9) Midway Myths
 - 10) My Midway Story
 - 11) Orphan School to Midway University
 - 12) Railroad
 - 13) Schools

3. APPROVAL POLICIES

Policies for approving offered donations have been devised and will be followed by both Museum and Special Collections. Items selected for the Museum should be original materials pertaining to the Midway area, and the surrounding region that have a lasting value to the Midway Museum and to the public it serves. Copies may be accepted when the original materials will not be publicly accessible and only if use rights for the copies are conveyed to the Museum. When acquisitions require additional funding (for purchase, storage, or use), the Museum Board will determine if the donation is feasible.



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4. TYPES OF COLLECTIONS IN THE MUSEUM

Items in the Midway Museum fall under two categories: Special Collections and Midway Museum Collection. Special Collections qualify when the items presented to the museum, are made up of manuscripts, maps, oral history and folk life, photographs and other items that tell an impelling story, related to Midway. The remaining items in the museum fall under Midway Museum Collection.

5. ARTIFACTS ACQUISITION TEAM ROLE

All items available for acquisition in the museum collection will be considered for acceptability by an **Artifacts Acquisition Team**, consisting of 3 members of the Museum Board, or other persons identified by the board. **The Team** will vote upon acceptance of each item or groups of items. The decision of the Artifact Acquisition Team is final. In the event of a tie vote the item will be refused.

6. ACCESSION OF ITEM(S) PROCEDURE

ALL ITEM RECEIVED BY THE MUSEUM REQUIRE A DEED OF GIFT FORM.

- A. A museum representative completes the Deed of Gift Form for the potential donor. Signatures are required. Status of ownership by the museum is “temporary,” this being reflected on the form. The donor receives the Deed of Gift Form and Terms of Donation information after the Museum representative takes a picture of the Deed of Gift Form and the item and sends it to the Inventory Manager. Sometimes, the item will be kept by the Museum representative. Inventory Manager notifies the Artifacts Acquisition Team and sends pictures; a discussion by the Team must take place within a weeks’ time.
- B. The item is discussed via phone or meeting by the **Artifacts Acquisition Team** to determine if the Museum should accept the donation. The **Team** will decide if any item requires Museum Board approval. After a decision, the Inventory Manager is updated on the status.

IF ITEM IS ACCEPTED BY THE MUSEUM:

1. Deed of Gift Form updated: With acceptance of the object, the Deed of Gift Form is updated and the information is put into PastPerfect. Any stipulations on the donation (terms of donation etc.) must be included at this time on the form.



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2. Donor Questionnaire: When further information is needed, the Inventory Manager contacts the donor and the Donor Questionnaire is sent. The information is filled out and returned to the Museum.
3. New ownership: Midway Museum, Inc. is the new owner of the item.

IF ITEM IS NOT ACCEPTED BY THE MUSEUM:

1. The Artifacts Acquisition Team must share information with the Inventory Manager as to the reasons the item will not be accepted. A museum representative will contact the potential donor and inform them of the decision.
2. Item pick up: Items must be picked up by the potential donor within 90 days of the notice of donation possibilities. If items are not picked up within 180 days of the receipt date, the item is considered abandoned and the Museum will dispose of the item as it deems necessary.

7. REFERENCE LIBRARY ACQUISITIONS

Materials are selected for the Midway Museum Library with the purpose of carrying out the mission of the Museum. The ultimate responsibility for selection of library materials rests with the library manager with suggestions from appropriate staff. To help in the selection process, the following criteria are among those used to judge the quality and quantity of the items that are chosen for the collection:

- A. Individual merit of item
- B. Suitability of material
- C. Existing holdings
- D. Budget
- E. Demand

The following priority list serves as a guide in selecting materials:

- A. Midway history
- B. Midway genealogy sources
- C. Midway authors
- D. Genealogy sources for other nearby Kentucky counties
- E. Books on southern history
- F. Books on American history
- G. Serials
- H. General reference



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