

Approved September 30, 2011

Preamble

The mission of the Camera Heritage Museum is primarily to collect and preserve cameras, accessories and photographs. Since there are many factors, which determine what items we collect and how we collect them, we have established a policy written below that should make it clear what are our obligations to both donors and to the gifts themselves when these items come into our possession. We apologize for the legalese.

Accessioning and De-accessioning

Gifts to the museum are considered outright and unrestricted donations to be used in the best interest of the museum. The museum shall collect only those objects of a nature consistent with its purpose and scope. Donors must declare in writing that they have full ownership of the items donated or have absolute authority to make said donations. Exhibition of any object is entirely at the discretion of the museum. The Museum accepts gifts without condition that they be kept intact, exhibited temporarily or permanently, or that the museum keep them indefinitely. The museum will also reserve the right to restore, refurbish or repair any part of the gift. As far as the museum's ownership of images we require all rights of reproduction, publication, or other such rights of duplication in all gifted media.

Types of Gifts to the Museum

Permanent Collection:

A *Gift Agreement* is used for these gifts. These items possess historic, scientific, technological or educational significance, and/or a high aesthetic quality. Accessions to the permanent collection are used for exhibition, examination, research, and/or loan to other institutions. In order to improve the existing collections, make best use of storage space and to best service the public interest, objects that do not contribute to the purposes and goals of the museum will be considered liabilities and subject to de-accession, such as duplicate, irrelevant or badly deteriorated objects.

Research/Education Collection:

Items designated to this category may not meet all the requirements of the permanent collection, but may be used for educational programming, exhibition, examination, research, or loan. This material will not be accessioned although the donation will be acknowledged and a record of its receipt will be maintained. Examples include excessive duplicates of items already in the permanent collection or photocopies of data for research.

Expendable commodities:

A *Proffer of Gift* is used for these gifts. These items shall be used for utilitarian, trade or sale purposes. Examples include excessive duplicates, serviceable items donated for practical, functional or utilitarian purposes, or items unrelated to the scope of the museum.