

# CANTERBURY HISTORICAL SOCIETY, INC.

## Collection Development Policy



### **Purpose and Scope of the Canterbury Historical Society (CHS) Archives**

Item #2 in the CHS Mission Statement states that one of the objectives is: *To collect and preserve materials that illustrate and document Canterbury history.*

Canterbury materials that shall be collected by CHS include, but are not limited to: books, pamphlets, posters, diaries, photographs, maps, scrapbooks, postcards, newspaper clippings, videos, products produced in or owned by a resident of Canterbury. The subjects of such material must have a direct link to Canterbury history. CHS will also retain copies of items that relate to our own organizational activities, such as publications, meeting and event photographs, flyers, and publications.

### **Purchases, Gifts, and Loans**

Purchases must be approved by the Society's Board of Directors. Donations will be accepted provided the donor transfers ownership and all rights of the materials to the Canterbury Historical Society and does not require restrictions on use. CHS cannot give appraisals of donated materials for tax purposes. Items will not be accepted on deposit except by separate signed agreement that is approved by a majority of the Board of Directors. Under special circumstances, items from the CHS Archives will be loaned to other institutions for exhibition.

### **Discarding Materials**

The Canterbury Historical Society reserves the right to dispose of materials inappropriate to our collections. Options include selling items (with proceeds to return to CHS) and offering collections to other institutions (when feasible). In the event an item is deaccessioned, no director or member of CHS shall receive or benefit personally from disposal of the material.

### **Policy Review**

This policy will be reviewed at least every 5 years.