

# THE INDIANA HISTORICAL SOCIETY

## COLLECTIONS DEVELOPMENT & ACQUISITIONS POLICY STATEMENT

(Adopted January 18, 2005)\*

This Collections Development & Acquisitions Policy Statement (“Statement”) supplements the Collections Management Policy (“Collections Policy”), approved by the Board in July 2004, by establishing procedures for the management and care of tangible collections owned by the Indiana Historical Society (“Society”) in accordance with Part II of the Collections Policy.

The term “collections development” refers to the acquisition and development of the Society collections. The Statement provides comprehensive description of subjects and formats that the Society strives to collect in accordance with its mission to serve as Indiana’s storyteller, connecting people to the past by collecting, preserving, interpreting and disseminating the history of the Old Northwest, the Indiana Territory, and the state of Indiana. Moreover, the Society seeks to develop an outstanding collection appropriate to the study of the history of the Old Northwest, the Indiana Territory, and the state of Indiana.

The Statement further outlines responsibilities of the Board of Trustees Collections Committee (“Committee”) and the operating staff of the Society. It shall instruct the staff of the Society and provide useful guidance and information for interested members of the public.

To insure its currency, the Statement will be reviewed annually by the President and Chief Executive Officer (“President”) of the Society, in consultation with the Collections Acquisitions Internal Advisory Group (“Advisory Group”) created in accordance with Part III.B of the Collections Policy, and recommendations for modification will be submitted to the Committee as appropriate.

### **I. Statement of Purpose**

Much of the prominence and importance of the Society as a research, preservation and educational institution is derived from its collections. The interests of the public for which the collections are held in trust, the intent of a donor in the case of a gift, and the ability of the Society to meet inherent functional and financial obligations shall always be considered. Changes in cultural, scholarly, and educational trends and strength and specialization developing in other institutions are considered in developing, assembling, enhancing and maintaining the collections.

### **II. Additions to the Collections**

#### **A. Nature of Ownership**

Items may be added to the collections by means of gifts, bequests, purchases, exchanges, or any other appropriate transaction by which full and absolute title is effectively transferred to the Society. The Society shall not accept for accessioning items and collections on “deposit,” on “long-term, indefinite or permanent loan,” or in any other manner whereby Society is not the owner of the items, except in a unique instance when the Committee approves of such an arrangement for a uniquely valuable item or collection that would further the Society’s mission.

Acquisition of items shall be accompanied and supported by documentary evidence warranting ownership in the prior owner and effectively transferring such ownership to the Society. The Society will not knowingly acquire for its collections any item that has been stolen, illegally exported from its country of origin, or whose recovery involved unscientific or intentional destruction of or damage to historic sites. Every effort will be made before acquisition to determine that the item has a clear and legitimate provenance.

Whenever possible, the Society will attempt to acquire whole collections rather than breaking up assemblages with meaningful contexts and potential for further research. Ownership by the Society shall normally be unrestricted as to use of the items being acquired. Any limitation on use, or any restriction or condition affecting ownership by the Society, shall be subject to review by the Advisory Group and prior approval by the Committee.

It has been the Society’s policy to collect “original” or “first generation media” records, but an exception may be made in an extraordinary instance when the mission of the Society will be clearly served by accepting surrogates. The senior director of collections may make such a determination, with the advice and consent of the Advisory Group. If the Society acquires or makes such a copy, it shall attempt to receive a copyright to the image as copied, regardless of media form. If the owner of the original item retains ownership and/or copyright, such ownership and/or copyright shall be clearly indicated and the item marked “for reference purposes only.”

## **B. Criteria for Acquisition**

In no event shall any item be acquired on behalf of the Society without specific prior comment and/or approval of the curator(s) responsible for the collection to which the item is to be added, in consultation with the senior director of collections, the Advisory Group and/or any other senior manager designated by the President or the vice president, collections, conservation and public programs. Ordinarily, in determining whether items are appropriate, written documentation shall be prepared in advance in accordance with Part III.B of the Collections Policy.

## **C. Authority to Acquire**

The senior director of collections and/or the designated curator(s) responsible for the collection to which the item is appropriate and is to be added, in consultation with the senior director of collections (who also may also consult with the Advisory Group), having given due consideration to the above factors, may accept on behalf of the Society such unrestricted gifts as they deem appropriate (subject to the Collections Policy). They may purchase items valued up to \$1,500; other purchases or large gifts are governed by the Collections Policy.

All items acquired, regardless of method, shall be included in the Registrar's monthly accession reports, a copy of which reports shall be maintained as permanent records of the Society and be readily available to the members of the Advisory Group, and if so requested, to the members of the Committee.

### **III. Subject Areas and Formats of the Collections**

The "collections" are those groupings of related items accessioned and maintained by the Society on the history of the Old Northwest, the Indiana Territory, and the state of Indiana in all media formats and on all subjects associated with important individuals, groups, organizations, events or places for the specific purpose of contributing to the institution's research, preservation and educational objectives. For most of its own history, the Society emphasized collecting material on ante-bellum Indiana, and although this continues to be a primary interest to the Society, its collecting interest has for the past two decades been actively extended to the present.

#### **A. *Subject Areas* collected include, but are not limited to, the history of:**

1. Architecture (Selected historically significant Indiana structures and sites of many types created by both Indiana and non-Indiana professionals; inactive Indiana architects, contractors, engineers, firms and building trades people pertaining to their business practice)
2. Agriculture (Selected historically significant Indiana farmers and their families, Indiana farms, agribusinesses and agricultural organizations)
3. Business (Selected historically significant or Indiana businesses, including individual, sole practitioner and small businesses and business organizations)
4. The American Civil War (Selected historically significant records of the war's domestic, economic, political, social and other aspects related to Indiana; see also Military Affairs)
5. Communities (Indiana counties, townships, cities, towns, villages and special districts and otherwise identified regions, but not those entities which have an active archive in the state or a region within the state)

6. Education (Selected historically significant individuals and identified institutions and organizations, but not those entities which have an active archive in the state or a region within the state)
7. Ethnically and Racially Identified Groups (e.g., African-American or other identified ethnic groups; selected historically significant individuals and their families and specifically identified communities, businesses, clubs, organizations; “activism” relating to economic, education, health, political and social issues)
8. Families (Personal, professional, and family papers of selected historically significant Indiana families, but not standalone, individual genealogies)
9. Government (Selected historically significant Indiana governmental developments and leaders at the federal, state, and local levels and of the executive, legislative, and judicial branches of government, but not original official government records maintained under the authority of a government archives.
10. Journalism and Communications (Selected historically significant Indiana journalists and selected press organizations)
11. Medicine (Selected historically significant inactive public health and medical organizations and medical businesses, but not personally identifiable, sensitive patient information)
12. Military Affairs (Experiences of and documentation on selected historically significant Indiana soldiers and Indiana military units, soldiers and their families during wartime and veterans organizations which do not have an active archive; see also American Civil War)
13. Notable Hoosiers (Selected historically significant Indiana individuals who are well-known for their past activities or contributions)
14. Old Northwest Territory (Early exploration and settlement of the Midwest, conflicts in and political organization of the Old Northwest, William Henry Harrison and other significant persons of this era)
15. Organized Labor (Selected historically significant Indiana unions and union leaders)
16. Politics (e.g., Abraham Lincoln; selected historically significant 19<sup>th</sup>-century and 20<sup>th</sup>-century Indiana politicians and special interest political groups)

17. The Professions (Selected historically significant 19<sup>th</sup>-century and 20<sup>th</sup>-century architects, attorneys, physicians and other individuals who exemplify the professions)
18. Religion (Selected historically significant individuals and identified religious communities and organizations, but not groups which have an active denominational archive in the state or a region of the state)
19. Social Services (Selected historically significant inactive private welfare or social service agencies and orphanages, but not personally identifiable, sensitive information)
20. Transportation (Selected historically significant Indiana transportation related businesses and railroad companies, including the Midwest Railroad Research Center, the “MRRC” -- for which a collecting policy is described in Attachment “A”)
21. Women (Selected historically significant women and specifically identified businesses, clubs, organizations; “activism” relating to economic, education, health, political and social issues)

Subject area collections may include one or more formats described below.

**B. *Formats and Content Types of items accessioned and maintained by the Society include, but may not be limited to:***

1. Printed or Published Material
  - Atlases (selected and limited)
  - Biographies and Autobiographies
  - Books and Pamphlets
  - Broadsides
  - Directories
  - Ephemera (selected and limited)
  - Indiana Imprints (by any means printed or published in Indiana, or those that have an Indiana theme; selected and limited)
  - Indiana Literary Works (selected and limited; including George Ade, Meredith Nicholson, James Whitcomb Riley, Booth Tarkington, etc.)
  - Local Community Histories (Cities, Counties, Districts, Regions, Towns, Townships and Villages)
  - Maps (selected and limited)
  - Memoirs and other First Person Accounts (e.g., travel)
  - Moving Images (published motion pictures, video and similar formats)
  - Newspapers (selected and limited)
  - Periodicals

- Sheet Music (selected and limited)
- Sound Recordings (selected and limited)

2. Manuscript and Archival Material

- Architectural Records (inactive)
- Audio recordings (selected and limited)
- Business Records (inactive)
- Correspondence
- Diaries and similar First Person Accounts (e.g., travels)
- Maps, Surveys and similar Geographical Representations
- Oral Histories (selected audio recordings and limited transcripts)
- Organizational Records (inactive)
- Professional, Personal and Family Papers

3. Visual Material

- Ambrotypes
- Autochromes
- Cirkut Photographs
- Daguerreotypes
- Engravings
- Lithographs
- Moving Images (single motion pictures, video and similar formats)
- Paintings (selected and limited)
- Photographs
- Postcards
- Posters
- Sketches
- Stereographs
- Tintypes
- Woodcuts

4. Artifacts (selected and limited)

Although the Society has already collected a limited number of small artifacts, the Society has a written Memorandum of Understanding with the Indiana State Museum (“ISM”) that in part qualifies the collecting policies of both institutions. While in effect, this agreement significantly restricts the Society’s active collection of artifacts generally viewed as three-dimensional. Moreover, this agreement requires referrals to, notification of and, when possible, transfers of such items to the ISM. Conversely and in reciprocation, the ISM is required to do likewise regarding items generally described in this Statement.

5. Electronic or Digital Material

Selected material originally produced in an electronic data processing or digital image form may be considered for acquisition if accessible for research, migration and preservation using industry accepted technologies and meet the Society's internal technical standards. The following information is needed about electronic records or digital images: title or name of the file(s), sources, creator, subject, and date(s). If the electronic records or digital images were made from published items, then additional information is required: title, author's name, page numbers, or other identification of imaged or transcribed pages and evidence of any alterations made thereto. Instructions must also be secured for crediting a copyright holder, any owner's permission to publish on the web and disclosure if the same material has been given to any other individual(s) or organization(s).

**C. Items ordinarily not collected, except selectively with limitations:**

1. Active collections that are still being created or added to
2. Autographs (signatures with no other historically significant information)
3. College and University records (except per Part IV.A.6 above)
4. Genealogies that stand alone and individual family histories
5. General Fiction (generally, except Indiana Writers)
6. Official Government Records (except when transferred pursuant to statutory process or by an authorized agent or legitimate owner)
7. Portrait Studio Collections
8. Private Press Books (except those having a clear Indiana connection)
9. Stamps and Postal Covers
10. U.S. Geological Survey Maps

**D. The manner of collecting and acquisitions policy and procedures are described in the Collections Policy.**

**E. Competing or conflicting collecting areas with other historical organizations.**

The Society has a written Memorandum of Understanding with the ISM that in part qualifies the collecting policies of both institutions. Although no other such written understandings are now in place with other organizations, it has ordinarily been the practice of the Society not to compete for items such as: materials under copyright by another organization; certain areas generally emphasized by the Indiana Division of the Indiana State Library (e.g., natural resource industries, historic preservation societies and purely genealogical material or runs of newspapers); areas emphasized by active regional archives (e.g., Ball State University in Delaware County and Indiana University Northwest in Lake County); records of federal,

state or local governments (except when transferred pursuant to statutory process or by an authorized agent or legitimate owner); records of churches which have an active denominational archives in the state or region; the records of architectural firms in areas of the state where there is already an established organization actively involved in the collection and preservation of such records.

#### **IV. Conservation**

The department of conservation is responsible for preserving and treating many items in the Society's diverse collections. No item from the collections shall be (or obligated to be) restored or treated without the concurrence and oversight of this department.

The senior director of collections and/or the curator(s) of each collection shall request the advice and assistance of the department of conservation in the preservation of those items being considered for acquisitions that need diagnosis, stabilization, conservation, or long-term protection. The unique characteristics and condition of each item dictate the appropriate treatment.

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*\* Replaces all prior, similar Board policies adopted both prior to and including 1992 and replaces all former Library Committee policies and policy statements adopted both prior to and after September 1989 (including a MRRC Collecting Policy approved by that group's Advisory Committee in 2000, whenever revised). This Statement is a supplement to the Board Collections Management Policy adopted in 2004.*

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## **THE INDIANA HISTORICAL SOCIETY**

### **COLLECTIONS DEVELOPMENT & ACQUISITIONS POLICY STATEMENT**



## **ATTACHMENT “A” -- Midwest Railroad Research Center Collecting Policy (rev. 2007)\***

This Midwest Railroad Research Center Collecting Policy (“MRRC Policy”) supplements the Indiana Historical Society (“IHS”) Collections Development & Acquisitions Policy Statement (“Statement”) adopted in 2005 by the Board Collections Committee in accordance with the IHS Collections Management Policy (“Board Policy”) approved by the Board in 2004.

The Statement provides a comprehensive description of subjects and formats that IHS collects within its mission as Indiana’s storyteller. This MRRC Policy supplements the “Transportation” subject area outlined in the Statement, and both documents instruct IHS staff and the MRRC Advisory Committee (“MRRC Committee”) and provide useful guidance and information for the public.

This MRRC Policy should be reviewed at least triennially by the MRRC Committee and the IHS Collections Acquisitions Internal Advisory Group (“Advisory Group”), and substantive recommendations may be submitted to the Board Collections Committee by the IHS senior director of collections.

### **I. Statement of Purpose**

Much of the prominence and importance of IHS as a research, preservation, and educational institution is derived from its collections. Collecting the history of railroads and other forms of transportation has long been an important part of the IHS mission, in recognition of Indiana’s role as a national leader in the industry, as a vital railroad link between the East and Chicago, and as the hub of the interurban system in the Midwest.

### **II. Additions to the Collections**

#### **F. Nature of Ownership**

The nature of ownership is described in the Statement, which provides that items may be added to the collections by means of gifts, bequests, purchases, exchanges, or any other appropriate transaction by which full and absolute title is transferred to IHS.

It has been IHS policy to collect “original” or “first generation media” records, but an exception may be made when the mission of IHS is served. The IHS senior director of collections may make such a determination, with the advice of the Advisory Group.

#### **G. Criteria for Acquisition**

The criteria for acquisition is described in the Statement, which provides that no

item be acquired on behalf of IHS without specific prior comment and/or approval of the curator(s) responsible for the collection to which the item is to be added, in consultation with the senior director of collections and/or the Advisory Group.

MRRC Committee members are valuable sources of collection leads, and individual members or the MRRC Committee should communicate leads to the IHS senior director of collections. If IHS staff and the MRRC Committee interpret an acquisition matter differently, the chairman of the MRRC or the IHS senior director of collections may bring the matter to the attention of the IHS Senior Vice President of Collections, Conservation and Public Programs for resolution, and if necessary, to the IHS President for a final decision.

#### **H. Authority to Acquire**

The authority to acquire is described in the Statement, which states that the senior director of collections and/or the designated curator(s) responsible for the collection to which the item is appropriate and is to be added, in consultation with the senior director of collections, may accept on behalf of IHS such unrestricted gifts as they deem appropriate. MRRC Committee members or the MRRC Committee will not accept, or agree to accept, material on the behalf of IHS.

The IHS senior director of collections, in order to assist with consideration of a large or otherwise complex collection for possible acquisition, may consult with the chairman of the MRRC Committee (or a designee) when time is of the essence or prior to requesting the opinion of the MRRC Committee at a regularly scheduled meeting.

All items acquired, regardless of method, shall be included in the Registrar's accession reports, a copy or summary of which will be available to the MRRC Committee, if requested.

### **III. Subject Areas and Formats of the Collections**

The 21 subject areas and formats for all of the IHS collections are described in the Statement, which states that "collections" are those groupings of related items accessioned and maintained by IHS on the history of Indiana in all media formats and on all subjects associated with important individuals, groups, organizations, events, or places for the specific purpose of contributing to the institution's research, preservation, and educational objectives. The "Transportation" subject area includes selected historically significant Indiana transportation related businesses and railroad companies, including material of interest to the MRRC. Because of the nature of the railroad industry, collecting efforts may selectively expand beyond Indiana's boundaries to cover limited portions of the "Midwest" within two areas:

- Steam or Diesel Railroads that did or now originate in, terminate in, pass through, or have their corporate headquarters in Indiana. Consideration *may* also be given to such "Midwest" railroads *beyond* Indiana that did or now connect to major

terminals in Chicago, Cincinnati, Cleveland, Detroit, Kansas City, Louisville, Milwaukee, Minneapolis, Pittsburg, St. Louis, and Toledo.

- Interurban Railway Systems that were historically and extensively concentrated in Indiana and the neighboring “Midwest” states of Illinois, Michigan and Ohio (and in some instances, Iowa, Kentucky, and Wisconsin).

The size and volume of the records of railroads and railroading requires rigor and vision in determining which railroad collections will be accessioned and what priorities should be established for processing, conserving, cataloging, and making material available for research.

**A. The primary goals of the MRRC-related collections are to:**

- Document as fully as feasible the history of railroads in Indiana.
- Emphasize in particular the history of interurban railway systems in Indiana and the “Midwest.”
- Selectively document the history of certain “Midwest” railroads that also have a significant, observable Indiana connection that can be readily indexed in collection finding aids or catalog records by IHS staff (hereafter referred to as “Indiana connection”).
- Collect materials documenting railroading in North America that are not available in another archive and only to the extent necessary to support the more focused collection (and which have an Indiana connection).
- Collect related materials, including those relating to railroad suppliers that are not available in another archive and only to the extent necessary to support the more focused collection (and which have an Indiana connection).
- Support present and future exhibit, education, and interpretive projects.

**B. To attain its long-range collection objectives, IHS may collect specifically within the following broad categories:**

- “Region-specific” manuscripts, archival materials, oral histories, photographs and other visual material, maps, and printed material necessary to document and interpret “Midwest” railroads and interurban systems (and which have an Indiana connection).
- Selected other materials, particularly in the area of printed collections that further an understanding of “Midwest” railroads and interurban railways within the context of national technological, social, economic, ethnic, and cultural history (and which have an Indiana connection).
- Emphasis will be on in-depth, research-level collections, as opposed to collections of miscellaneous materials without an easily identifiable focus.

**C. *Formats and Content Types* of items accessioned and maintained by IHS are fully described in Part III.B of the Statement (and further qualified where**

**needed in parenthesis below), and which include:**

- Manuscript and Archival Material (may include original records pertaining to Indiana railroads and railroad-related companies, proposed and operational; secondary emphasis is on materials on Midwestern railroads that relate to Indiana in some degree; non-active corporate records; records relating to the design and production of rail equipment; personal and family papers; records relating to individuals and organizations involved in railroad planning, regulation, unions, finance, construction, operation, management, law, travel, shipping, and maintenance – and which have an Indiana connection).
- Visual Material (may include stills; motion picture film; video recordings; other electronic video formats; and original art of subjects pertinent to railroading, railroad history, and railroad technology – and which have an Indiana connection. Collections may be heavily sampled to avoid maintaining multiple photographs of similar or identical subjects).
- Printed or Published Material (may also include selected advertising, association, bibliographies, government and trade publications, indexes, manuals, menus, *Official Guides* and timetables that contain significant, readily observable information directly relating to Indiana railroad history or industries intimately related to railroads and certain Midwestern railroads – and which have an Indiana connection).
- Artifacts (a memorandum of understanding with the Indiana State Museum limits IHS to material not selected by the State Museum, and then only small items exhibiting textual information or visual images with an Indiana connection).
- Electronic or Digital Material (may include material similar to or in place of the above-described formats that was created or copied in electronic or digital format, subject to IHS policies and technical standards for such material).

- I. Items ordinarily not collected are described in Part III.C of the Collections Development & Acquisitions Policy Statement adopted in 2005 by the IHS Board Collections Committee.**
- J. The manner of collecting and acquisitions policy and procedures are described in the Board Policy.**
- K. Competing or conflicting collecting areas with other historical organizations.**

IHS has an understanding with the State Museum that qualifies the collecting policies of both institutions. It also has ordinarily been the practice of IHS not to compete for items such as: materials under copyright by another organization; certain areas generally emphasized by the Indiana Division of the Indiana State Library; areas emphasized by active regional archives; and records of federal, state, or local governments. In the case of collections of interest to the MRRC and potentially other libraries and other repositories for railroad, interurban railway, and transportation history, IHS may also respect and consider

the collecting interests and capabilities of the other libraries and repositories.

#### **IV. Conservation**

The department of conservation is responsible for preserving and treating many items in the IHS diverse collections, and those duties are more fully described in the Board Policy. No item from the collections shall be (or obligated to be) restored or treated without the concurrence and oversight of this department.

*\* Replaces the "Collecting Policy for the Midwest Railroad Research Center" approved by the MRRC Advisory Committee in January 2000 and made a part, by reference as Attachment "A" of the IHS Collections Development & Acquisition Policy Statement adopted by the Board Collections Committee in January 2005.*