

Stow Historical Society

Collection Development Policy

Mission Statement

The mission of Stow Historical Society is to gather and preserve historical data pertaining to the development of the community, and the City of Stow, and to obtain, maintain, and place on exhibition in a suitable place, relics which have historical value to Stow.

Collection Scope:

The focus of the Stow Historical Society collection includes materials documenting the history of Stow, Ohio and its founders. The collection may include materials pertaining to the surrounding geographical areas if used to set Stow in its historical context. The collection may include artifacts and documents having belonged to members of the community that reflect life in Stow.

The Stow Historical Society collection consists of artifacts, photographs (framed and unframed), scrapbooks/photo albums, documents, textiles, clothing, news clippings, ephemera, and other materials not named.

Collecting Policy - Selection Criteria:

Items considered for inclusion in the Stow Historical Society collection include:

- Materials, artifacts, or documents, which record the history of Stow, Ohio.
- Materials, artifacts, or documents, which record the history of Stow's founding/pioneer families.
- Materials, artifacts, or documents, which support and preserve the history of the community, its people and/or its institutions.

Other criteria may include, but are not limited to:

- Relevance to the history of Stow, Ohio
- Uniqueness and historical value of the item
- Physical condition of the item
- Space constraints for storage of the item
- Organization of materials
- Time needed to arrange the collection for use
- Signed "Deed of Gift"

Items that will not be accepted:

- Items that do not reflect the history of Stow, Ohio
- Items owned by local residents, but that document geographic areas other than Stow
- Items that are damaged or are in poor physical condition, including, but not limited to, items that are infested with moisture, mold, mildew, or insects

- Duplicates of items already in the collection
- Unidentified photographs
- Photographs in magnetic sleeve photo albums
- Government or school records, unless reflecting the early history of Stow or Stow Schools
- Formats that are obsolete or that require transfer to up-to-date format to facilitate access. Examples include, but are not limited to, VHS tapes, 8 mm film, floppy disks
- Periodicals
- Items that have restrictions on use

Gifts:

The Stow Historical Society welcomes donations to our collection. The curator will meet with the donor to evaluate the suitability of materials for addition to the collection and will then make a recommendation to the Board of Trustees. Final approval of donations rests with the Board of Trustees.

Items donated to Stow Historical Society must be clean and free of dirt, moisture, mildew, mold, and insects, and should be in good condition. Photographs must be identified and scrapbooks/albums must be in good condition, preferably in archival quality albums or enclosures.

The Stow Historical Society reserves the right to decline gift offers.

Donors must sign a “Deed of Gift” transferring ownership, and copyright, if applicable, to the Stow Historical Society. The donor and the Society each retain a copy of the Deed of Gift.

Once a donation has been made and approved by the Board of Trustees, the Stow Historical Society reserves the right to decide how the donated item will be displayed or stored, how the item may be used by the public, and how long the item will be retained. Materials in the collection may be scanned or photographed and put on the Internet for viewing, and may be withdrawn from the collection if deemed no longer appropriate for the collection.

Conditions:

Stow Historical Society will not accept donations containing restrictions or conditions. Stow Historical Society will not accept donations on loan.

Access:

The Stow Historical Society collection will be made available to researchers by appointment only. Materials will be retrieved by Society personnel and ID will be required.

Preservation and Maintenance:

The Stow Historical Society materials, when appropriate, will be housed in archival containers, folders, enclosures, and photo sleeves. All materials, including artifacts, will be maintained in a clean, safe, and secure environment.

Discarding Materials:

Stow Historical Society reserves the right to withdraw materials that do not fit within the scope of the collection and/or are deemed no longer appropriate for the collection. Withdrawn items may be returned to donors, offered to other depositories, donated, discarded, or sold.

Loans:

Items in the collection may be loaned on a designated, temporary basis to other institutions for display or research. A loan must be approved by the Board of Trustees. The Board retains the right to deny a loan request. The loan agreement will be signed by the Stow Historical Society curator and by a representative of the other institution. Stow Historical Society will keep the original loan agreement, with a copy provided to the other institution. The other institution must agree to keep the loaned item(s) in a secure, clean, dry environment, and return it (them) in the same condition.

Stow Historical Society**Collection Acceptance Procedures**

The curator will meet with the donor and evaluate materials based on the Collection Development Policy. Once a determination has been made on whether or not to accept the donation, a report will be made to the Board of Trustees. If the donation is approved by the Board of Trustees, the curator will complete a Deed of Gift Form which will be signed by the donor and the curator. The original Deed of Gift will be kept by the Stow Historical Society and a copy of the Deed of Gift will be given to the donor.

The Deed of Gift will be filed in the Accessions binder and properly recorded. Items in the donation will be numbered, described, and recorded.

Photos of objects will be taken and saved digitally. Scans, if applicable, will be taken of documents and photos and saved digitally.

Items will be placed, if applicable, in archival containers. A Finding Aid may be created, and location of the items will be recorded.