**Baldwin Area Historical Society Collection Management Policy**

* 1. Introduction:

The Baldwin Area Historical Society [BAHS] shall seek to collect, preserve, interpret and exhibit historic materials representative of the peoples and places within and surrounding Baldwin, Wisconsin. Historic materials may include but are not limited to books, personal documents, ephemera, business records, photographs, clothing and domestic textiles, tools, fine and decorative arts, furniture and domestic artifacts made or used within and surrounding Baldwin, Wisconsin. In addition, the Society acts to preserve and interpret historic properties within the same region.

* 1. Mission Statement:

The purpose of the Baldwin Area Historical Society is to preserve, advance and disseminate Baldwin area history through collection, conservation, and portrayal of historical records, structures and physical objects relating to the area of and surrounding Baldwin, Wisconsin.

* 1. History:

The Baldwin Area Historical Society (BAHS) began in 1983 as the Historical Society of Baldwin, Inc to collect, preserve and disseminate the history of the Village of Baldwin. The original society was incorporated in response to the razing of the Baldwin Depot, a historic structure located in the Village of Baldwin, Wisconsin. The society worked to save another historic structure, the church building that is now the New Life in Christ Church.

The society was reinvigorated during the summer of 2010 after a prolonged period of dormancy. Since that time, the society formed a new board of directors, began operating under the name of Baldwin Area Historical Society to allow for an expanded focus area and to encourage future growth and collaboration. In addition, BAHS has held regular meetings, worked to locate and document local historical resources, initiated planning and development of history related programming, and has sought to market itself as an active and important local resource.

* 1. Ethics:

BAHS is committed to conducting its efforts and activities according to the highest professional practices possible in alignment with national state and local standards established by local, state, and national professional organizations such as Wisconsin Historical Society and the Wisconsin Council for Local History, American Association for State and Local History, National Historic Preservation Act, Society of American Archivists, American Association of Museums, and the National Trust for Historic Preservation.

BAHS strives to collect, document, preserve, and provide access to the historical resources of the Baldwin area implementing a local perspective within a broad based (statewide, national, and global) historic context.

 BAHS ensures the historic needs of the Baldwin area students and teachers, families and individuals, residents and visitors, researchers, and professionals are realized through stewardship and purposeful public and educational program development.

BAHS will demonstrate integrity in collaboration, partnership and relationships with the area communities.

2.1 Acquisition of Historic Materials:

Historic materials may be acquired by donation, bequest, purchase or exchange and must be related to the BAHS Mission Statement and therefore to the people, communities, and events that have shaped and continue to shape the history and development of Baldwin, Wisconsin and the surrounding area.

2.2 Acquisition Criteria:

BAHS will consider historic materials for acquisition and accessioning if the following criteria are met:

1. The materials support and are consistent with the mission of the BAHS.

2. BAHS is able to store, protect, and preserve the materials under the conditions that assure their availability for Society purposes and are in keeping with professionally accepted standards.

3. The materials are representative of the peoples and places within or surrounding the area of Baldwin, Wisconsin.

5. The materials do not represent an unnecessary duplication of materials already in the collection.

6. The materials were crafted, produced, or originated within or surrounding the area of Baldwin, Wisconsin.

7. BAHS intends to keep the meterials in the collection as long as the materials retain physical integrity, authenticity and usefulness for BAHS’s purposes.

A Transmission Record, setting forth an adequate description of the artifact involved and the precise conditions of transfer of ownership, shall accompany all acquisitions. This document is to be prepared in duplicate and signed by both the donor, who shall receive one copy, and an authorized representative of the Baldwin Public Library or BAHS. The second copy shall be retained as part of the artifact’s permanent record.

Appraisals, if desired by donors, shall be obtained by the donors from outside sources prior to making a donation. Neither Baldwin Public Library nor Baldwin Area Historical Society members, Officers, staff, or volunteers appraise artifacts to be donated.

2.3 Records of Acquisition:

Donation Form: When initial contact is made regarding a gift or potential gift to BAHS, a Donation Form shall be initiated to document donor information, description of provenance, and identification and condition of the material/s being donated.

All donated materials shall be entered into the collection inventory maintained by BAHS.