



The Oberlin Heritage Center’s mission is to preserve and share Oberlin’s unique heritage, and to make our community a better place to live, learn, work, and visit.

Collections Management Policy

The statements and policies in this document collectively make up the Collections Management Policy of the Oberlin Heritage Center.

Approved by the Collections Committee	5/16/2024
Approved by the Board of Trustees	6/5/2024

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I. History of Collection

The primary components of the Oberlin Heritage Center's collection are four historic buildings. The one-room schoolhouse was constructed in 1836 and moved four times to its present site. A predecessor organization, The Oberlin Historical Society, acquired it in 1958 with the intent of preserving it and interpreting it as a schoolhouse museum. The Italianate style Monroe House was built in 1866, and, in 1960, moved one half block to its present site to prevent demolition. The Jewett House was constructed in the Queen Anne style in 1884 and remains in its original location and condition. It was acquired in 1966. There is also a barn on this property, built c.1860, perhaps related to a previous house.

The majority of the objects¹ in the collection were donated by current and former residents and organizations of Oberlin, Ohio and the surrounding communities between the 1960s and the present. Major donations include items bequeathed to the Oberlin Historical and Improvement Organization in 1984 by Frederick Artz, an Oberlin College history professor and collector. Other significant donations include a 2008 donation of furniture documented to have belonged to the family of James Fairchild, the third president of Oberlin College. The descendants of P.D. and Laura Hubbard, residents of the Jewett House between 1926 and 1966, have made significant donations of furniture, correspondence, and other family memorabilia. The staff of the Oberlin Heritage Center actively collect objects that document community events.

Most of the three-dimensional objects in the collection are displayed in the Monroe House, the Jewett House, and the Schoolhouse. The primary storage facility for collections not on display is in the Monroe House basement. There is an additional storage room on the second floor of the Jewett House. The condition of most collections items is good.

II. Statement of Authority

- A. The Oberlin Heritage Center is governed by a volunteer Board of Trustees.
- B. The Oberlin Heritage Center collections staff is made up of one part-time Collections Manager who is supported by a full-time Executive Director, a Collections Committee, and a strong core of volunteers.
- C. The Collections Committee, an advisory committee chaired by the Collections Manager, includes staff, board members, volunteers, and community members with relevant expertise. The Collections Committee, in consultation with the Executive Director and the Collections Manager, is responsible for assisting in collections development, collections management decisions, and making recommendations to the Board of Trustees regarding collections care.

III. Scope of Collection

The collection of the Oberlin Heritage Center is made up of six separate collections and includes both accessioned and non-accessioned objects. Accessioned objects are given the highest level of

¹ "Object" includes, but is not limited to, any artifact, artwork, book, ephemera, item, living collection (plant or animal), manuscript, document, photograph, or specimen, whether physical or born digital, that represents natural and cultural heritage.

care, stored with appropriate materials, and kept in areas where the temperature, humidity, and light levels are regulated, with a few limited exceptions.

Museum Collection

The Museum Collection contains a variety of subcollections of historic objects. This collection is accessioned.

- **Furniture and Wood Artifacts-** This collection includes many pieces from the 1830s to the mid-1900s, including chairs, settees, side tables, beds, dressers, dining tables, mirrors, and the like. Many pieces have been reupholstered or repaired in some way.
- **Textiles and Costumes-** This collection includes adult and children's clothing, doll clothes, and costume accessories representing the time period from c. 1830 to 1970. The textile collection includes quilts, coverlets, linens, rugs, and other flat textiles. Many of these are in displayable condition.
- **Musical Instruments-** This collection includes three keyboard instruments: one c. 1880 Sohmer Upright piano, one c. 1800 Astor piano, and one Mason and Hamlin harmonium from 1876 to 1893. The collection also includes one Conn Trumpet, c.1933.
- **Dolls and Toys-** This collection includes fifteen dolls of various composition representing the time 1850-1910. Many are German china, and most are in good condition. Toys include doll accessories and furniture, a large c. 1930 Colonial style doll house fully furnished, toy soldiers and cannons, penny banks, and children's china sets.
- **China and Crystal-** This collection is small, but contains some Staffordshire serving pieces, crystal sweetmeats and candlesticks, and an 18th century Blue Fitzhugh platter in mint condition. It also includes several sets and generations of Haviland china.
- **Tools-** The tool collection is made up of the usual toolbox assortment of 19th and 20th century tools, along with skeins, split levels, gimlets, metal files, ratchet braces, stone cutters tools, axes and pitchforks.
- **Domestic Appliances-** This collection includes a restored Detroit Jewel gas stove from c. 1910, an also restored "Easy" washing machine from c.1912, a c. 1910 mangle with stand, a c. 1910 Rotarex Electric Kook Rite, a c.1885 Shear Packard & Co. parlor stove, and a "Penn Franklin" parlor stove.
- **Paintings and Prints-** This collection includes an 1877 portrait of James Fairchild, third president of Oberlin College; a 1793 mezzo tint of George Washington; a late 19th century oil painting of a pastoral scene by Vitollo; and three mid-19th century portraits painted by Alonzo Pease depicting members of his family including his uncle, Peter Pindar Pease. The collection also includes a 1992 print of Charles Grandison Finney, second president of Oberlin College and world-renowned evangelist done by local artist Paul Arnold; several works by Rebecca Nicodemus Kinney; and portraits of Norman and Louise Long, Julia King, Leicester King, Ingeborg Voight, and Donald Love; all connected to the Oberlin community and or college.

Archival and Photographic Collection

The Archival Collection contains accessioned objects such as correspondence, organizational records, oral histories, city directories, sound and video recordings on a variety of media, and Oberlin High School and Oberlin College yearbooks. The Photographic Collection contains accessioned photographic prints, postcards, slides, digital pictures, and negatives. This collection

also contains digital images and files that are not accessioned but that donors have given permission for the Oberlin Heritage Center to use per the *Use and Access Policy*.

Architectural Collection

This collection includes four historic buildings: the Monroe House, the Jewett House, the Little Red Schoolhouse and a barn, which are in good condition and are consistently and well maintained, with the barn to a lesser extent. The barn is not open to the public and is used for storage of grounds maintenance equipment. This collection is accessioned.

Teaching and Property Collection

This collection holds objects which are cataloged but not accessioned. The Teaching Collection includes furniture, homewares, and tools. It also includes textile and costume items which are in too poor condition to accession, but which can still teach about construction techniques and textile production. The Property Collection includes rugs used on the floors of the historic buildings as well as some china and glassware donated to be used at functions.

Library and Resource Center Collection

The Library Collection contains over 1,600 cataloged books and publications that cover a wide variety of topics including national, state, and local history, museum management, collections care, historic preservation, and architecture. The Resource Center includes professional journals and OHC's clippings files which contain information on Oberlin individuals, families, businesses, buildings, and organizations. This collection is cataloged but not accessioned.

Living History Collection

This collection contains a wardrobe of reproduction adult and children's costumes for use in interpretive activities, reproduction patterns for the production of these costumes, reproduction slates, reproduction McGuffey Readers, children's toys, and schoolhouse furnishings. This collection is not accessioned.

IV. Accessions Policy

Statement of Purpose

- A. The Oberlin Heritage Center's mission is to preserve and share Oberlin's unique heritage, and to make our community a better place to live, learn, work, and visit. It places a strong emphasis on historic objects that relate to the structures it maintains but also seeks objects and documents that reflect the diverse lived experiences and time periods in Oberlin's past.
- B. The Oberlin Heritage Center must continually refine and strive to improve the quality of its collections. This requires the ongoing study, analysis and evaluation of its existing collections, potential acquisitions and potential deaccessions.
- C. The acquisition or deaccession of an object shall be related to the Oberlin Heritage Center's mission, policy, resources (staff, physical facilities, and funds) and the long-term goals of the organization.

- D. The selection of what the Oberlin Heritage Center acquires or deaccessions shall be based on the judgment and recommendations of its Executive Director and Collections Committee, in consultation with the Collections Manager, and the Board of Trustees.

Criteria for Acquisition

- A. Objects clearly within the collecting scope of the Oberlin Heritage Center at present or in the foreseeable future (see *Collections Plan*).
- B. Objects that do not duplicate others in the collection, unless they have sufficient educational value for comparative purposes or are a superior example. Lesser examples should be considered for deaccession or transfer to the Teaching Collection.
- C. Objects in good condition for exhibition and for study purposes.
- D. Objects will not be acquired in violation of the UNESCO convention of 1970 which seeks to prohibit and prevent the illicit trafficking of cultural property. The Oberlin Heritage Center will follow American Alliance of Museum guidance and “not acquire any object that, to the knowledge of the museum, has been illegally exported from its country of modern discovery or the country where it was last legally owned.”²

Cautions, Restrictions, and Safeguards

- A. Collections-related activities will further the mission of the organization, preserve and respect the public trust placed in the organization, and promote the public good rather than individual financial gain.
- B. All objects acquired must be accompanied by assurance of legal ownership, either by means of a bill of sale, or through a deed of gift or clear letter of donation.
- C. Gifts to the Oberlin Heritage Center are considered outright and unrestricted donations to be used in the best interests of the Oberlin Heritage Center. Any exceptions to this policy must be declared in writing and are subject to the approval of the Board of Trustees. The “terms of gift” of any object or collection shall allow for the sale, exchange, or disposal of objects if they are deaccessioned from the Oberlin Heritage Center’s collection.
- D. Potential donations will not be accepted or accessioned into the collection if the donor requests that the object be kept on permanent exhibit.
- E. Accessioned objects may be used for exhibition, study, research, loan, examination, or deaccession.
- F. Competing claims of ownership that may be asserted in connection with the objects in its custody will be handled openly, seriously, responsively, and with respect for the dignity of all parties involved.
- G. The Oberlin Heritage Center does not and will not knowingly own human remains, other than human hair, or contested sacred objects. Any claims brought to our attention will be handled with the utmost respect for the history of the object, claimant, and public trust responsibilities of the museum with the goal of achieving mutual satisfaction.

² American Alliance of Museums, *Archaeological Material and Ancient Art*, Approved, July 2008, AAM Board of Directors.

Recommendation, Approval, and Reporting Procedures

- A. The Executive Director may accept or reject gifts to the collection at their discretion when it is deemed that the gift(s) fall within or without the scope of the above policy. At their next regular meeting, the Collections Manager will provide the Collections Committee with a written list of all objects which have been accepted. However, any gift offers which require unusual and/or new commitments of Oberlin Heritage Center resources must first be brought to the attention of the Collections Committee for approval.

V. Loan Policy: Incoming

- A. Decisions to borrow objects for exhibit at the Oberlin Heritage Center will be made by the Executive Director, in consultation with the Collections Manager, by application of the following criteria:
 - a. The Executive Director will determine that there is a clear connection between the exhibition of the object(s) and the Oberlin Heritage Center's mission, and that the inclusion of the object(s) is consistent with the intellectual integrity of the exhibition.
 - b. The Executive Director will examine the lender's relationship to the Oberlin Heritage Center to determine if there are potential conflicts of interest, or an appearance of a conflict, such as in cases where the lender has a formal or informal connection to museum decision-making.
 - c. Confirmation of such conflicts or the appearance of such conflicts will require withdrawal from the decision-making process of those with a real or perceived conflict, extra vigilance by decision-makers, disclosure of the conflict, or declining the loan.
 - d. The Executive Director will ascertain that the Oberlin Heritage Center has adequate and appropriate insurance to cover the loan.
- B. Involvement of the Lender: The Oberlin Heritage Center will maintain intellectual integrity and institutional control over the exhibition.
 - a. The Oberlin Heritage Center will retain full decision-making authority over the content and presentation of the exhibition.
 - b. The Oberlin Heritage Center may, while retaining full decision-making authority, consult with a potential lender on objects to be selected from the lender's collection and the significance to be given to those objects in the exhibition.
 - c. The Oberlin Heritage Center will make public the source of funding where the lender is also the funder of the exhibition. If a request is made for anonymity, the Oberlin Heritage Center will avoid such anonymity where it would conceal a conflict of interest (real or perceived) or raise other ethical issues.
- C. Ohio Museum Property Act (Ohio Revised Code sections 3385.01-3385.10). The Oberlin Heritage Center will apply this legislation as necessary to ensure that loaned objects are returned to their owners or that they become the property of the Oberlin Heritage Center with clear title.

VI. Loan Policy: Outgoing

- A. Decisions to lend objects for exhibit from the Oberlin Heritage Center will be made by the Executive Director, in consultation with the Collections Manager, by application of the following criteria:
 - a. The Executive Director will determine that there is a clear connection between the exhibition of the object(s) and the Oberlin Heritage Center's mission, and that the inclusion of the object(s) is consistent with the intellectual integrity of the exhibition.
 - b. The Executive Director will determine whether the borrowing institution has the appropriate security and environmental conditions in which to display the object(s). Installation and exhibition procedures proposed for use must be approved by the Executive Director in advance.
 - c. The Executive Director will examine the borrower's relationship to the Oberlin Heritage Center to determine if there are potential conflicts of interest, or appearance of a conflict, such as in cases where the borrower has a formal or informal connection to museum decision-making.
 - d. Confirmation of such conflicts or the appearance of such conflicts will require withdrawal from the decision-making process of those with a real or perceived conflict, extra vigilance by decision-makers, disclosure of the conflict, or refusing to make the loan.
 - e. The Executive Director will ascertain that the borrowing institution has adequate and appropriate insurance to cover the loan object(s).
- B. Involvement of the Lender:
 - a. The Oberlin Heritage Center will grant full decision-making authority over the content and presentation of the exhibition to the borrowing institution/organization.
 - b. The Oberlin Heritage Center will consult with the potential borrower on the specific objects to be selected from its collection and the significance to be given to those objects in the exhibition.
 - c. The borrower will make public the source of funding where the Oberlin Heritage Center is also the funder of the exhibition. If a request is made for anonymity, the Oberlin Heritage Center will avoid such anonymity where it would conceal a conflict of interest (real or perceived) or raise other ethical issues.

VII. Deaccessions Policy

Statement of Purpose

- A. The Oberlin Heritage Center's mission is to preserve and share Oberlin's unique heritage, and to make our community a better place to live, learn, work, and visit. It places a strong emphasis on historic objects that relate to the structures it maintains but also seeks objects and documents that reflect the diverse lived experiences and time periods in Oberlin's past.
- B. The Oberlin Heritage Center must continually refine and strive to improve the quality of its collections. This requires the ongoing careful study, analysis, and evaluation of its existing collections, potential acquisitions and potential deaccessions.

- C. The acquisition or deaccession of an object shall be related to the Oberlin Heritage Center's purpose, policies, resources (staff, physical facilities, funds), and long-term goals of the organization.
- D. The selection of what the Oberlin Heritage Center acquires or deaccessions shall be based on the judgment and recommendation of its Executive Director and Collections Committee, in consultation with the Collections Manager, and the Board of Trustees.

Criteria for Disposal

- A. Objects of inferior quality.
- B. Objects clearly outside the collecting scope of the Oberlin Heritage Center at present or in the foreseeable future.
- C. Duplicate objects, or objects very similar to others in the collection, which do not have sufficient educational value for comparative purposes.
- D. Objects in such poor condition as to render them unfit for exhibition or study, and for which restoration is not feasible.
- E. Objects that pose a threat to the safety of the staff, the public, or the collection.
- F. Objects acquired in violation of the UNESCO convention of 1970 which seeks to prohibit and prevent the illicit trafficking of cultural property.

Cautions, Restrictions, and Safeguards

- A. In all cases, objects to be disposed of must bear no legal restrictions forbidding disposal. The wishes of the donor, whether stated in correspondence, deed of gift, or will, and approved by the Board of Trustees during the accession process, should be respected. Where no restrictions exist, the donor, if living, or the donor's widow, widower, or children shall be informed of the disposal plan and the reasons for it.
- B. Disposal of collections through sale, trade, or research activities is solely for the advancement of the museum's mission. Proceeds from the sale of collections are to be used for the acquisition and direct care of collections.
- C. Funds used for the direct care of the collections must enhance the life, usefulness, or quality of the collection. This includes conservation services, materials for the long-term storage of the collection, and treatment (preservation, rehabilitation, or restoration) of interpreted structures identified as part of the collection. Direct care does not include institutional operating expenses or facilities maintenance.
- D. The Executive Director and the Collection Committee, in consultation with the Collections Manager, will determine if projects meet the standard of direct care by using the Guiding Questions outlined in *Direct Care of Collections: Ethics, Guidelines and Recommendations* published by AAM in March 2019:
 - 1. Will this enhance the life, usefulness or quality of an object(s)?
 - 2. Is this a strategic decision based, for example, on an institutional plan, a collections care plan or conservation assessment?
 - 3. Will the expenditure have a physical impact on an object(s) in the collection?
 - 4. Will this investment improve the physical condition of an object(s) in the collection rather than benefit the operation of the entire museum?

5. Is this decision being made without pressure resulting from financial distress at the museum or parent organization?
6. Is this a cost that is not normally considered part of the museum's operating budget?
7. Can this decision be clearly explained to the museum's stakeholders and the public?

If the project is determined to meet the standard of direct care, the Executive Director will recommend it to the Board of Trustees for final approval.

- E. The Oberlin Heritage Center shall maintain a permanent record, including photographic documentation, of all object(s) sold or exchanged and the process of disposal.

Recommendation Procedure

- A. The Executive Director and Collections Manager may periodically identify object(s) to be considered for deaccession. Every effort will be made to secure the best professional advice before recommending an object for deaccession. The Executive Director shall also determine if any legal restrictions are attached to the object under consideration.
- B. The Executive Director and the Collections Manager shall present their findings to the Collections Committee for approval.
- C. If the Collections Committee approves, a recommendation for the deaccession will be made to the Board of Trustees for final approval.

Disposal Procedure

- A. The Executive Director may seek to donate the object(s) to another historical organization or museum whose mission and collecting goals it/they fulfill(s).
- B. The Executive Director may seek and arrange the best sale, auction, exchange possibility, or other suitable method of disposal to the maximum advantage of the Oberlin Heritage Center's collection.
- C. The Executive Director may seek to dispose of the object by destruction if the object is in such poor condition as to render it useless or harmful to another historical organization or museum or if the object is unsellable.
- D. The results of the disposal will be reported as soon as available at the next regular meeting of the Board of Trustees. Any financial proceeds resulting from disposal will be tracked separately to ensure proper use of the funds.

VIII. Conservation/Care Policy Part I: New Orleans Charter for Joint Preservation of Historic Structure and Artifacts

(Adopted by the National Conference of State Historic Preservation Officers in March 1992)

- Arising from a concern for the coexistence of historic structures and the artifacts housed within them;
- Recognizing our responsibility as stewards to provide the highest levels of care for the structures and other artifacts placed in our care;

- Recognizing that many significant structures are used to house, display, and interpret artifacts;
- Recognizing that historic structures and the contents placed within them deserve equal consideration in planning for their care;
- Recognizing that technologies and approaches will continue to change; and
- Recognizing that those involved in preservation are part of a continuum, and are neither the first nor the last to affect the preservation of historic structures and artifacts.

We therefore, adopt these principles as governing the preservation of historic structures and the artifacts housed in them:

1. Institutions' statements of mission should recognize the need to preserve the unique character of both the historic structure and artifacts.
2. The preservation needs of the historic structure and of the artifacts should be defined only after study adequate to serve as the foundation for the preservation of both.
3. Requisite levels of care should be established through the interdisciplinary collaboration of all qualified professionals with potential to contribute.
4. Appropriate preservation must reflect application of recognized preservation practices, including assessment of risk before and after intervention, and the expectation of future intervention.
5. Measures which promote the preservation of either the historic structure or the artifacts, at the expense of the other, should not be considered.
6. Regarding public use, the right of future generations to access and enjoyment must outweigh immediate needs.
7. Appropriate preservation strategies should be guided by the specific needs and characteristics of the historic structure and artifacts.
8. Appropriate documentation of all stages of a project is essential, and should be readily accessible and preserved for the future.
9. The most appropriate action in a particular case is one which attains the desired goal with the least intervention to the historic structure and the artifacts.
10. Proposed preservation strategies should be appropriate to the ability of the institution to implement and maintain them.

IX. Conservation/Care Policy Part II: The Secretary of the Interior's Standards for Rehabilitation

The Standards (Department of Interior regulations, 36CFR67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

X. Conservation/Care Policy Part III: Environmental Monitoring

The Oberlin Heritage Center has established several monitoring programs as part of its ongoing commitment to the preservation and care of its collection. These programs are designed to protect the collection from the threat of biological organisms and poor environmental conditions. The programs are in direct support of the Oberlin Heritage Centers mission regarding the preservation of Oberlin's unique heritage.

Integrated Pest Management

The Oberlin Heritage Center's strategy to prevent or control pests is to follow the principles and practices of Integrated Pest Management, as appropriate, in a museum environment. The Integrated Pest Management Program at the Oberlin Heritage Center is focused on the long-term prevention of pests through good housekeeping practices, an active monitoring and inspection regimen, thorough record-keeping procedures and taking remedial action when necessary. These tasks are carried out in accordance with the procedures outlined in the *Environmental Monitoring Procedures* document.

Temperature, Relative Humidity and Light Level Monitoring

The Oberlin Heritage Center monitors the temperature, relative humidity, and light level inside its climate-controlled structures and strives to maintain an environment that balances the needs of

the collection with the needs of staff and visitors. Six Onset HOBO data loggers and an Elsec Environmental Monitor are the primary means of gathering data. This data is regularly collected and analyzed in accordance with the procedures outlined in the *Environmental Monitoring Procedures* document.

XI. Documentation and Record Keeping Policy

The Oberlin Heritage Center keeps permanent records on all collection objects in its care. The Oberlin Heritage Center uses PastPerfect Museum Software to document the collection.

- A. Incoming donations left at OHC for consideration by staff are recorded on a Temporary Custody form. A copy of this form is given to the donor.
- B. If the donation is accepted into the Archival and Photographic or the Museum Collection, collections staff will confirm all relevant information about the object and the donor. An accession record, with a unique accession number, and a Deed of Gift form are then created in PastPerfect. The donation is not officially accessioned until a signed deed has been returned to OHC. A copy of the accession sheet for each accessioned item is kept in accession order in a backup location.
- C. A unique catalog number is assigned to each object in an accession. The catalog number is applied to, or append to, the object following best museum practices for its material make-up and condition.
- D. A complete catalog record includes the following information: a description, a location, a photograph, a condition report, dimensions, donor information, and provenance. This information is recorded in PastPerfect, and a hard copy is kept in the accession folder along with a copy of the deed and any other relevant documentation.
- E. Donations to the Teaching and Property Collection are documented using the same methods as donations to the permanent collection. However, a “T” is added to the front of the accession number to indicate that the donation is not part of the permanent collection.
- F. Donations to the Library and Resource Center are entered directly into the Library Catalog in PastPerfect and do not receive an accession record or accession number. Donor information is recorded in the “Notes” section of the catalog record.
- G. Inventory of the collection is conducted on a rotating basis with the goal of each object being inventoried within a ten-year period. Records, including location and condition notes are updated as individual objects are accessed.
- H. PastPerfect is hosted on OHC’s shared drive, which is backed up continually. PastPerfect is also backed up to a removable hard drive once a week. This is done more frequently if there has been significant activity on the program. The removable back up is stored off site.

XII. Use and Access Policy Part I: Buildings

The Oberlin Heritage Center’s two house museums and schoolhouse are open to the public for guided tours at scheduled times and the Monroe House is available for self-guided tours anytime during open hours. Group tours are possible Tuesday through Saturday, by appointment, and must be scheduled at least three weeks in advance of the tour date. Indoor tour groups cannot exceed 45 people at one time. A fee is charged for the tour; members receive free tour admission.

The Oberlin Heritage Center's buildings are also open for special events hosted by OHC. In such cases, staff and docents are stationed throughout the site to provide information and security.

The Oberlin Heritage Center's house museums are not available for use for private or commercial social events.

XIII. Use and Access Policy Part II: Collections Research

Access to the Oberlin Heritage Center's Museum Collection, Archive and Photograph Collection, and Resource Center Library is available by appointment only. Individuals or organizations wishing to conduct research in the museum's collection are asked to make an appointment at least one week prior to the desired date of the visit. These visits are supervised by a staff member at all times. The Oberlin Heritage Center reserves the right to decline such requests for fragile objects.

The Oberlin Heritage Center provides public access to some collection objects and historical resources online.

XIV. Use and Access Policy Part III: Reproductions

The Oberlin Heritage Center may grant permission for the use of reproductions of its images, oral histories, and other collection objects for a variety of purposes including, but not limited to, personal or scholarly research, and commercial, educational, or non-profit publication, broadcast, or display. All such uses require the user to seek written permission of the Oberlin Heritage Center. Some uses require a fee. Such fees assist with the long-term preservation of the collection.

Terms and Conditions of Use

- A. Permission to reproduce, publish, broadcast, or display an Oberlin Heritage Center image, oral history, or other collection object must be requested in writing using a request form. The applicant agrees to abide by all terms, conditions, and provisions of this agreement and to pay all reproduction and use fees in advance. Default in payment will immediately revoke permission. Use fees are charged on a per object basis.
- B. Permission for reproduction of a photograph, image, oral history, or other collection object is granted only for the express purpose described on the request form. If the intended use of the object is for publication, permission is authorized for one-time, non-exclusive use of the reproduction.
- C. Copies of material from the Oberlin Heritage Center collection may not be deposited or placed on file in any other repository, including electronic filing methods or websites, without permission of the Executive Director.
- D. The Oberlin Heritage Center does not hold copyright over many of the objects in its collection. Responsibility for identifying and satisfying any claimants of copyright must be assumed by those wishing to reproduce the material.
- E. Photographs may be cropped to suit design and layout but may not be altered digitally or drawn on in any way so that they look different from their original appearance in the historical collection.
- F. Sound recordings may not be altered or edited in any way that would change the original context or meaning of the recording.

- G. Sale of a reproduction of an image, oral history, film footage, illustration, or other object from the Oberlin Heritage Center's collection does not involve the sale of copyright. Reproduction and use fees are charged based on physical ownership of the material, and not on copyright.
- H. The Oberlin Heritage Center does not surrender its own right to publish or otherwise use its collection, or grant permission for others to do so, and reserves the right to make exceptions or additions to the considerations in this policy.
- I. The Oberlin Heritage Center reserves the right to decline reproduction of fragile objects or reproduction for inappropriate use.
- J. A credit line must always accompany any image, oral history, or other collection object, when published. It should read "Oberlin Heritage Center. Oberlin, Ohio." If the object is published on a website, the credit should be embedded within or attached to each image used. Placement of embedded credits should be at the bottom of the image on the left or right in small but legible type. Attached credits may appear below or beside images. Embedded or attached credits are not required for images used in streaming video. If the web document contains a section appropriate for credits, sources, and acknowledgments, a full citation reading "Oberlin Heritage Center. Oberlin, Ohio" should appear in this place in addition to the use of the embedded or attached credits.
- K. If an image appears on a website, the applicant agrees to display the image at a resolution no higher than 72dpi, and not to distribute images without written authorization from the Oberlin Heritage Center.
- L. The Oberlin Heritage Center requests that a copy of any publication, or link to website, that includes Oberlin Heritage Center materials be provided to its archives.

XV. Use and Access Policy Part IV: Filming and Photography

The Oberlin Heritage Center permits personal or scholarly photography and filming of collection objects with the following restrictions:

- A. A request must be made of the guide or staff person conducting the tour or overseeing the visit.
- B. Flash photography is not permitted.
- C. Tripods are not permitted without the permission of the Executive Director.
- D. Oversized camera bags are not permitted inside exhibit or collections storage areas of the buildings.

Photography or filming with hand-held cameras for personal or scholarly use, defined as for personal, education, or academic purposes without personal or corporate financial gain, may be done in exhibit spaces without written permission. Photography or filming that may interfere with public use of the exhibit spaces must be formally requested in writing, and written permission granted by the Executive Director on a case-by-case basis (see *Film Production Contract* for additional restrictions). Requests to photograph or film objects for personal or scholarly use that are not on exhibit must be made at least one week prior to the desired date of visit. The Oberlin Heritage Center reserves the right to decline such requests for fragile objects.

Photography or filming for commercial or professional use, such as textbooks and field guides, and in films, television, electronic media and other commercial products, must be formally requested in writing, and written permission granted by the Executive Director, in advance, on a case-by-case basis (see *Film Production Contract* for additional restrictions).

XVI. Use and Access Policy Part V: Image Use Fees

Personal Use	Reference purposes or home display	No Fee
	Gift for personal use (home display)	No Fee
Commercial Display in Public Spaces and Online Platforms		Permission and fee to be determined by the Exec. Dir.
Exhibitions, including online exhibitions	Profit	\$25
	Non-Profit	No Fee
Book Publication	Inside Use	\$50 for first page, \$25 for additional image or reuse.
	Book Cover Illustration	\$100 for first image; \$50 for additional image or reuse.
Academic Uses	University Presses	\$20 per image
	School teachers and youth projects	No Fee
	Academic research projects that will not be published	No Fee
Newspapers, Magazine and Newsletter/Corporate Publications		Permission and fee to be determined by the Exec. Dir.
Advertisement	Non-editorial Use: Posters, Postcards, Calendars, Tee Shirts, etc.	Permission and fee to be determined by the Exec. Dir.
All electronic digital formats	Profit	Permission and fee to be determined by the Exec. Dir.
	Non-Profit	Permission and fee to be determined by the Exec. Dir.
Television and Film Broadcast		Permission and fee to be determined by the Exec. Dir.

XVII. Use and Access Policy Part VI: Teaching Collection

The Teaching Collection is made up of objects that duplicate objects held in the Museum, Archives or Photographic Collection, or are reproductions and therefore not artifacts, or are in too poor condition to be acceptable for the permanent collection, or were donated or purchased specifically for use in the Teaching Collection. Objects in the Teaching Collection are cataloged but not accessioned. Teaching Collection objects are identified in the catalog with the letter “T” preceding their catalog number.

- A. Objects in the Teaching Collection may be responsibly used for hands-on learning experiences as established and approved by the Collections Manager and Executive Director, for purposes that conform to the Oberlin Heritage Center's mission.
- B. Objects in the Teaching Collection that have reached the end of their useful life may be disposed of at the discretion of the Executive Director in consultation with the Collections Manager and the Museum Education and Tour Manager.