

# **Cedar Key Historical Society**

## **Collecting Policy**

### **Purpose and Scope of the Collection**

The Cedar Key Historical Society is a non-profit educational organization incorporated under the laws of Florida and dedicated to the preservation of the historic heritage of the Cedar Keys. The Society shall act as steward of the surrounding area, preserving its heritage. The Society will collect items for the purpose of preserving and interpreting the history of Cedar Key in support of its mission. Since the society holds these materials in trust for future generations, researchers are required to examine items in the Society's research room only.

The Society will collect materials in a variety of formats including, but not limited to: manuscripts, books and other written and printed materials; photographs, prints, paintings, and other visual materials; tapes, recordings, and other oral history materials; equipment, furnishings, clothing and other natural, commercial, institutional, and personal objects of the past.

The Society may choose not to accept items which are in poor condition, which duplicate similar items in the collection, which are not contemporary with the time period they depict, or which are beyond the scope of this collecting policy.

### **Additions to the Collection**

All items accepted for the collections must be cataloged. Donations will be accepted only when accompanied by a signed Deed of Gift form legally transferring ownership of the materials to the Cedar Key Historical Society. Forms must be signed by the donor and an authorized official of the society, which will consist of either the Executive Director or an Officer of the Board of Directors. Both the donor and the society will receive signed copies of the form for their files. Donations are tax deductible under Section 501c(3) of the U.S. Internal Revenue Code of 1954. Donors are responsible for arranging and paying for their own appraisals.

### **Removal and/or Sale of Items from the Collection**

Items in the Society's collections can be disposed of only by a two-thirds vote of the Board of Directors. The Executive Director and Archives Committee Chair will create a report listing which items are potentially going to be removed/sold and present these to the Board as needed. In case of disposition of collection items, any funds generated must be used to benefit the collections.

### **Loans**

Loans are accepted only for a limited time period and only for the purposes of exhibition or research. Loans from the society are made only for a limited time period, only to non-profit organizations of similar purpose, and only for exhibition or research.