

ARRL HISTORICAL COMMITTEE COLLECTIONS POLICY AND TERMS OF REFERENCE

INTRODUCTION

The core purpose of ARRL is “to promote and advance the art, science and enjoyment of Amateur Radio.” The historical collection is one of many ARRL activities maintained to further the Association’s core purpose. The Collection provides a record of significant activities, contributions and accomplishments of ARRL and amateurs fostering a better understanding and appreciation of amateur radio’s origin and development over the years.

ARRL HISTORICAL COLLECTION STATEMENT OF PURPOSE

The ARRL Historical Collection seeks to collect, identify, preserve, conserve documents, objects and images significant to the history of ARRL and amateur radio, particularly in the United States, and to facilitate their use in understanding the history and importance of amateur radio and ARRL over time.

The purpose of this Collections Policy is to establish rules for the acquisition, preservation, and use of the historical collections (objects, photographs, books, publications, maps, manuscripts, letters, electronic data, audio storage instruments, etc.) of the ARRL Historical collection.

This policy defines the collections and identifies administrative objectives and processes for managing the collections, in keeping with ARRL’s core purpose. This policy shall be reviewed every five years by the ARRL Historical Committee.

ARRL HISTORICAL COLLECTION DECISION-MAKING RESPONSIBILITY AND AUTHORITY

The ARRL Historical Collection has three component collections:

1. Documents and publications;
2. Images and sound recording and
3. Artifacts.

The ARRL Board of Directors has responsibility for the collection, but consistent with the Historical Collection Collections Policy and Collecting Plan as set forth in this document, the Historical Committee shall have oversight of the collection and the ARRL CEO shall authorize staff members and selected volunteers to accept

new materials and be responsible for the care of the collections in accordance with the Collections Policy and the Collecting Plan.

ACQUISITION — The process of evaluating, obtaining custody and acknowledging receipt of materials and objects.

Acquisition Criteria and Procedure:

1. The materials collected and retained must be relevant to and consistent with the core purpose of ARRL (the ‘Association’) and the ARRL Historical Collection (the Collection”) Statement of Purpose.
2. ARRL must be able to provide for the storage, protection and preservation of the materials under conditions that assure their availability for use in accordance with the collection statement of purpose.
3. Items will be retained so long as they remain useful to the purposes of the Association.
4. All donations of materials are considered outright and unconditional gifts to be used at the discretion of the Association. Title to all objects acquired shall be free and clear, without restriction as to use or future disposition.
5. Appropriate documents of title and transfer must be obtained at the time of acquisition.
6. Consideration in regard to duplicate or essentially similar objects already in the collections and foreseeable use are factors in the acquisition decision.
7. No staff member or volunteer may obligate the Association to accept an object not consonant with the intent or spirit of the Acquisition Criteria.

ACCESSIONING PROCEDURES - Accessioning is the process of accepting items into the collection(s) of the Association.

1. At the time of acquisition Items will be identified, marked, labeled recorded and catalogued in accordance with standard museum or collection practices. Any binding or non-binding requests of the donor will be noted on the record.
2. Condition of all items will be noted during the accessioning process.
3. Records of all accessioned items will be kept with the Associations permanent records.

4. Items that are badly worn, deteriorated or in significant disrepair will not be accessioned into a collection unless its extreme rarity or significant historical association warrants accession.

CARE AND MAINTENANCE OF COLLECTIONS

1. Only those materials that can be properly cared for and maintained given the Association resources available to care for the collection will be retained in the collection.
2. All materials shall be stored in a manner to provide optimal adequate accessibility and preservation.
3. Materials in need of restoration shall be restored as soon as possible.
4. Materials, whether in use or in storage, shall be protected from life-shortening forces such as excessive heat, cold humidity, dryness, dust, ultraviolet light, insects, vermin or improper handling.

DEACCESSIONING - the process of removing permanently from the collection(s) accessioned materials that are duplicate, fail to meet collection criteria, cannot be properly cared for or are otherwise inappropriate to the collection.

In order to de-accession an item from the Association Collection the item must meet at least one of the following criteria:

1. The item is not relevant to the purpose of the collection
2. The item lacks physical integrity.
3. The item is dup in the Association Collection or is easily found in one or more other collections
4. The Association is unable to care for it properly.
5. The item has doubtful potential use in the collection in the foreseeable future.

Deaccession Procedure

- 1, Written documentation describing the item and the pertinent criteria shall accompany and proposal for de-accession.

2. Proposals for de-accession shall be submitted to the ARRL CEO for review and approval.
3. Items approved for de-accession may be sold, auctioned, traded, given outright or discarded as appropriate. Written documentation of the disposition, including the name of the recipient, date of transfer, method of sale (if any), sale price (if any) and in the case the item was gifted or otherwise disposed, the reason for such action. [If the item was donated first consideration should be given to placing the item through gift or exchange in another tax exempt educational entity]
4. De-accessioned items may not be sold or gifted to staff, officers or members of the Board of Directors or their representative without specific written authority from the (Chairperson) Historical Committee.
5. Funds received from the sale of de-accessioned items will be deposited in the ARRL Preservation of Artifacts Fund.
6. Records of all de-accessioned items will be kept with the Association's permanent records.

LOANS - A loan is a temporary transfer of material from the Association Collection to another institution, entity or individual without transfer of ownership.

1. The Association lends items from its collection only for purposes of exhibition and research.
2. The Association only lends items from its collection pursuant to the terms of a loan agreement approved by CEO and signed by an authorized representative of the Association and the other party.
- 3, Each loan agreement shall specify the purpose of the loan, how the item will be used, the duration of the loan and the security provided for the loaned item. (e.g. insurance)
4. The maximum loan duration shall be for a period of two (2) years. Any renewal of a loan shall require a formal loan renewal request and approval.
5. The Association shall only lend items from its collection to institutions, organizations and individuals that, in the Association's judgment can comply with the conditions set forth in the loan agreement.

ACCESS

1. Documents, recordings and images are not available for loan except in extraordinary situations. [Copies of documents, recordings and images may be loaned.]
2. Physical access to[original] documents, recordings and images is limited to designated staff members and approved researchers. Access by researchers is permitted pursuant to a usage agreement specifying the terms and conditions of access and usage of the collection materials.
3. Copying of collection materials is not permitted unless the user first sign a usage agreement specifically describing the limits of use, including full attribution to the Association and the Collection
4. Forms providing access to the collection, reproduction of collection documents, recordings or images must be approved by the Association's General Counsel.

This Policy was voted on and approved by the ARRL Board of Directors it its meeting held on the _____ day of _____ 201__.

Secretary