

EAC - HERITAGE COLLECTION POLICY AND GUIDELINES

The purpose of this policy and guidelines is to ensure that each artifact, textile, or other, added to the EAC Heritage Collection, is properly accessioned, stored, and maintained in accordance with the highest standards possible.

POLICY

1. EAC will collect only those items related to its purpose. These items will be used as resources for research and/or exhibit. Emphasis will be placed on pieces that are of historic and contemporary value to EAC.
2. Accurate records will be kept all times. These will include accession number, description (including visual identification where possible), historic information, and donor.
3. All donations are an outright gift to EAC.
4. Deaccession of items is the right of the EAC Board of Directors upon recommendation of the Heritage Collection Committee.
5. The Appointee for the Heritage Collection will be appointed by the EAC Board of Directors. A committee will be chosen by the Appointee with the approval of the EAC Board of Directors.

GUIDELINES

1. ACCESSIONS

- Donations will only be accepted on an unconditional basis. This fact will be recorded in the letter of acceptance.
- Loans to the collection from other parties will be discouraged except in very exceptional cases to be determined by the Board of Directors on the recommendation of the Heritage Collection Committee.
- Receipt of items donated and accepted into the Collection will be acknowledged by the Heritage Collection Committee on behalf of EAC. Donors will be sent an unconditional release form with an acceptance letter.
- The donor shall be requested to include all known history of the gifts, including ownership (when and where purchased/inherited, etc.), techniques used, threads and fabrics, dyes, artist, and personal history, dates of construction and any other pertinent information available.
- A letter of appreciation will be sent for the donor's records, listing gift and donor value of item. A tax receipt may be given at the discretion of the Board of Directors. Accession will be acknowledged in *Embroidery Canada* unless the donor requests it not to be published.
- Purchase of items may be at the discretion of the Heritage Collection Committee and upon approval of the Board of Directors. In the instance of a purchase, the bill of sale and all other documents will be placed in the Accession file. Before the Treasurer disposes of any cancelled cheques, those related to the Heritage Collection should be given to the Appointee for the Accession file.

PROCEDURE FOR ACCESSION

1. All articles coming into the Collection will be assigned an accession number based on the name of the association, year of donation, numerical sequence, number of individual items in the sequence and the collection name if applicable.

Example: EAC – 91 –1 (a.b.c.) – LL

- EAC – initials of association
- 91 – year of acquisition
- 1 – represents the first item acquired in that year
- a.b.c. – represents individual items that form a group, such as pieces of lace
- LL – represents the specific collection, in this case, Leonida Leatherdale

2. A conditions report will be made. (See Appendix.)
3. A label with the accession number will be attached to the article.
4. A visual representation of the article will be obtained where possible. This may be in the form of a photograph and/or a slide or a photocopy of such items as lace samples or fabric fragments.
5. Conservation and/or restoration work, if needed, will be done and recorded plus further photographs may be taken.
6. Articles will be stored in a safe conservation-wise manner.

2. DEACCESSION

Donations are the property of EAC and EAC may use any item as the Board of Directors approves, or, to deaccession any item on the advice of the Heritage Collection Committee with the approval of the Board of Directors. This policy asserts the rights of the Board of Directors to loan and dispose of objects in its keeping but also provides a framework for making such decisions and procedures to follow. While we do not acquire items with the intention of eventual deaccession, it may be necessary to dispose of some items in order to develop or maintain the strength of the collection as a whole. There are also limits to storage and resources in working on a collection.

These are the circumstances where deaccessioning an article would be considered.

- no longer fitting the mandate of the collection
- untenable restrictions placed by a donor
- insufficient documentation or uncertain provenance or questionable origin or loss of authenticity
- such poor condition it can not be restored/conserved or is not worth storing
- a size or condition or value which may pose a threat to other elements in the collection
- redundancy or surplus
- stolen, lost, missing, vandalized, or other wise damaged

PROCEDURE FOR DEACCESSIONING

An artifact may be deaccessioned on recommendation of the Heritage Collection Appointee and upon approval of the Board of Directors. When an article is deaccessioned, these procedures will be followed:

1. A period of mourning should be determined for each item before its fate is enacted. This time will allow for second and even third thoughts.
2. All items will be designated for dispensable purposes such as education and research, where the item may be damaged.
3. If feasible, consideration may be given to returning the object to the donor. If a tax receipt has been issued, the donor will have to buy back the item.
4. EAC chapters and other stitchery associations may be approached for transfer or trade. On acceptance, all documentation will accompany the article.
5. Under no circumstances should an article be given to a member of the Board of Directors, the Heritage Committee, or a member associated with EAC, unless the member was the donor.
6. Any article may be sold at public auction if an outside appraisal has been made. All money from a sale will be applied directly to the Heritage Collection for purchasing more artifacts, improved storage, or conservation.
7. Only as a last resort will an object be destroyed. The Heritage Collection Committee shall determine the method of disposal and shall witness the disposal. Documentation will be maintained on the permanent file of the article(s) and its accession number will not be reused.

3. LOANS

Loans of articles from the Heritage Collection may be made to EAC chapters and members upon request and at the discretion of the Heritage Collection Committee.

4. REPORT TO THE BOARD OF DIRECTORS

The Heritage Collection Appointee shall submit a written report annually to the Board of Directors. This report should include all new accessions for the year, a financial statement, the general condition of the Collection, a statement of work achieved and any other matters deemed necessary.

5. COPY OF RECORDS

At the end of the year, the Appointee shall have the accession records copied. The master copy should remain with the Heritage Collection and a copy should remain with the Education Director. A slide set should remain with the Audio/Visual Library.

6. AMENDMENTS

The Heritage Collection Committee may request that this Policy and Guidelines be altered or other material added. The Board of Directors will consider these requests and vote on their acceptance.