Oberlin Heritage Center/O.H.I.O.
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.

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The primary components of the collection are our four historic buildings. The one-room schoolhouse was constructed in 1836 and moved five 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, moved in 1960 from one half block away to its present site to prevent demolition, and its interior restored. Our Queen Anne style Jewett House from 1884 remains in its original location and condition and was acquired from its previous owners in 1966. There is also a barn built c.1860 on this property, perhaps related to a previous house.

The majority of the artifacts in the collection were donated by residents of Oberlin, Ohio and the surrounding communities and include furniture, textiles and clothing, instruments including a beautifully restored c. 1800 Astor piano, original paintings including portraits and prints, kitchen appliances, books, tools, and toys. A number of the items were bequeathed to the Oberlin Historical and Improvement Organization in 1984 by Frederick Artz, an Oberlin College history professor, and collector. The collection includes original furnishings and accessories from the 1830s to the early 20th century, and several fine reproductions crafted by local artisans. In 2008 the Oberlin Heritage Center received several documented pieces of furniture having belonged to the family of the third president of Oberlin College, James Fairchild. The organization also has a collection of maps, historic photographs, documents, books, oral histories, and other materials pertaining to Oberlin’s history.

A majority of the three-dimensional objects in the collection are displayed in the historic buildings. The condition of most of the items in the collection is good.
Museum Collection
The Museum Collection contains a variety of subcollections of historic objects, i.e. furniture, tools, dolls, toys, china objects, musical instruments and textiles.

- 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 Costume—This collection includes adults’ clothing, children’s clothing, doll clothes, and costume accessories representing the time period from c. 1830 to 1930. The textile collection includes quilts, coverlets, linens, rugs, and other flat textiles. Many of these are in displayable condition. Others are used for educational purposes.
- 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/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 very nice 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 tool box 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 1843 portrait of Peter Pindar Pease painted by his nephew Alonzo Pease; a portrait of Theodore Pease painted by his brother Alonzo Pease; a portrait of Lucy Ellen Pease Stearns painted by her brother Alonzo Pease. The collection also includes a 1992 print of Charles Grandison Finney, also president of Oberlin College and world renowned evangelist done by local artist Paul Arnold; portraits of Julia King, Leicester King, Ingeborg Voight, Donald Love, and Carl Kinney done by his wife, also a local artist; all connected to the Oberlin community and or college.
**Education/Property Collection**
This collection is somewhat variable as it holds items which are documented but not accessioned and may be disposed of, i.e. several reproduction Federal chests of drawers that should be replaced with appropriate, period pieces; or that have been donated for use rather than conservation, i.e. an 1880s pressed and cut glass punch bowl to use for social events. It also includes some textile and costume items which are in too poor condition to collect, but which can still teach about construction techniques and textile production.

**Living History Collection**
This collection contains a wardrobe of reproduction adult and children’s costumes for use in interpretive activities and c. twenty-five reproduction patterns for the production of these costumes, reproduction slates, reproduction McGuffey Readers and children’s toys, school house furnishings.

**Architectural Collection**
This collection includes four historic buildings which are in good condition and are consistently and well maintained, with the exception of the barn. It is not open to the public and is used for storage of grounds maintenance equipment. These include a one-room schoolhouse constructed in 1836 and moved five times until it reached its present site in 1997. The Italianate style Monroe House, built in 1866, was moved in 1960 from one half block away to its present site, to prevent demolition, and it has had its interior restored. Our Queen Anne style Jewett House, built in 1884, remains in its original location and condition. The barn also on this property, built c.1860, is perhaps related to a previous house. All the buildings are designated City of Oberlin Historical Landmarks, and Jewett House and the barn are listed on the National Registrar of Historic Places.

**Library/Archival Collection**
The Oberlin Heritage Center Resource Center currently holds over 5300 catalogued items, including primary source material (i.e. correspondence, organizational records, oral histories photographs, directories) as well as secondary sources (i.e. published historical interpretations and scholarly studies). Topics include Oberlin village/city history (i.e. people and families, businesses/industries, churches, organizations, municipal government and services), Lorain County history, and Ohio history. The Resource Center also includes secondary source materials on a variety of topics of interest to the Oberlin Heritage Center staff, volunteers, members, and the public, including museum and conservation practices, historic preservation, and local history.

Approved by the Collections Committee 6/5/2001.
Approved by the O.H.I.O. Board of Trustees 11/6/2002 in conjunction with the adoption of the Collections Management Policy.
Updated 11/8/2005 to reflect the name change to “Oberlin Heritage Center.”
Reviewed, revised and approved the Collections Committee 1/25/2011.
Approved by the OHC Board of Trustees 12/7/2011
Reviewed and approved by the Collections Committee 11/05/2015
Approved by the OHC Board of Trustees, 2/3/2016
Reviewed and approved by the Collections Committee 2/07/2019
Approved by the OHC Board of Trustees 3/6/2019
OBERLIN HERITAGE CENTER

Accessions Policy

I. 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 to preserve objects and documents that reflect 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 a work shall be related to the Oberlin Heritage Center’s purpose, policies, resources (staff, physical facilities, funds), and long-term goals.

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, to the Board of Trustees.

II. Criteria for Acquisition

A. Works clearly within the collecting scope of the Oberlin Heritage Center at present or in the foreseeable future (See Collections Plan).

B. Works that do not duplicate others in the collection, unless they have sufficient educational value for comparative purposes or are a superior example, in which case the lesser example should be considered for deaccession or transfer to the “T” collection.

C. Works in good condition for exhibition and for study purposes.

D. Works will not be acquired in violation of the UNESCO convention of 1970. (According to that convention, “museums should not knowingly acquire objects, either directly or indirectly, that have been collected under illegal circumstances, or in a manner generally considered unethical or otherwise incompatible with professional standards and international treaties or conventions.”)

III. Cautions, Restrictions, 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 works acquired must be accompanied by assurance of legal ownership, either by means of a bill of sale (in the case of purchases) or through a deed of gift or clear letter of donation (in the case of gifts).

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 or exchange of items that duplicate other items then, or thereafter, owned by the Oberlin Heritage Center’s collection.

D. Potential donations will not be accepted or accessioned into the collection if the donor requires 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 objects in its custody will be handled openly, seriously, responsively, and with respect for the dignity of all parties involved.

G. OHC does not and will not knowingly own human remains, other than human hair, or contested sacred objects and 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.

IV. Recommendation, Approval, and Reporting Procedures

The Executive Director may accept gifts to the collection at his/her discretion when it is deemed that the gift(s) fall within the scope of the above policy. At their next regular meeting, the Collections Committee will be provided, by the Collections Manager, a written list of all objects which have been accepted. However, any gift offers which require unusual and/or new commitments of the Oberlin Heritage Center resources must first be brought to the attention of the Collections Committee for recommendation to the Board of Trustees.

Submitted to Board for approval, 9/7/1994.
Approved by the O.H.I.O. Board of Trustees 11/6/2002 in conjunction with the adoption of the Collections Management Policy.
Updated 11/8/2005 to reflect the adoption of the name “Oberlin Heritage Center.”
Revisions approved by the Collections Committee 1/25/2011.
Approved by the OHC Board of Trustees 12/7/2011.
Reviewed, revised and approved by the Collections Committee 11/05/2015
Approved by the OHC Board of Trustees, 2/3/2016
Reviewed and approved by the Collections Committee 2/07/2019
Approved by the OHC Board of Trustees 3/6/2019
Oberlin Heritage Center

Incoming Loan Policy

I. 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 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 (for example, as a board member, staff member or donor).
   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 item.

II. Involvement of 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 the 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 a 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.

III. Ohio Museum Property Act (Ohio Revised Code sections 3385.01-3385.10): the Oberlin Heritage Center will apply this legislation as necessary to insure that loaned objects are returned to their owners or that they become the property of the Oberlin Heritage Center with clear title.

Approved by the Collections Committee 7/9/2002
Approved by the O.H.I.O. Board of Trustees 11/6/2002 in conjunction with the adoption of the Collections Management Policy.
Amended by the Collections Committee 4/2003.
Updated 11/8/2005 to reflect the name change to “Oberlin Heritage Center.”
Reviewed, revised and approved by the Collections Committee 1/25/2011.
Approved by the OHC Board of Trustees 12/7/2011.
Reviewed and approved by the Collections Committee 11/05/2015
Approved by the OHC Board of Trustees, 2/3/2016
Reviewed and approved by the Collections Committee 2/07/2019
Oberlin Heritage Center
Outgoing Loan Policy

I. 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. The Executive Director will determine whether the borrowing institution has appropriate security and environmental conditions in which to display the items. Installation and exhibition procedures proposed for use must be approved by the Executive Director in advance.

B. The Executive Director will examine the borrower’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 borrower has a formal or informal connection to museum decision-making (for example, as a board member, staff member or donor).

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 refusing to make the loan.

D. The Executive Director will ascertain that the borrowing institution has adequate and appropriate insurance to cover the loan item.

II. Involvement of 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 a 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 a 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.

Approved by the Collections Committee 7/9/2002.
Approved by the O.H.I.O. Board of Trustees 11/6/2002 in conjunction with the adoption of the Collections Management Policy.
Updated 11/8/2005 to reflect the name change to “Oberlin Heritage Center.”
Revisions approved by the Collections Committee 1/25/2011.
Approved by the OHC Board of Trustees 12/7/2011.
Approved by the OHC Board of Trustees 2/3/2016
Reviewed and approved by the Collections Committee 2/07/2019
Approved by the OHC Board of Trustees 3/6/2019
I. 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. To that end, it places a strong emphasis on historic objects that relate to the structures it maintains.

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 a work shall be related to the Oberlin Heritage Center’s purpose, policies, resources (staff, physical facilities, funds), and long-term goals.

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, to the Board of Trustees.

II. Criteria for Disposal

A. Works of inferior quality.

B. Works clearly outside the collecting scope of the Oberlin Heritage Center at present or in the foreseeable future.

C. Duplicates, or works very similar to others in the collection, and which do not have sufficient educational value for comparative purposes.

D. Works in such poor condition as to render them unfit for exhibition or study, and for which restoration is not feasible.

E. Works acquired in violation of the UNESCO convention of 1970. (According to that convention, “museums should not knowingly acquire objects, either directly or indirectly, that have been collected under illegal circumstances, or in a manner generally considered unethical or otherwise incompatible with professional standards and international treaties or conventions.”)
III. Cautions, Restrictions, and Safeguards

A. In all cases, works to be disposed of must bear no legal restrictions forbidding disposal. Moreover, the wishes of the donor, whether stated in correspondence, deed of gift, or will, should be respected. Where no restrictions exist or where ultimate disposal issues were never raised, 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 long term storage of collections, 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 Collections Committee will determine if projects meet the standard of direct care by using the Guiding Questions outlined in the 2016 AAM white paper on direct care. The questions are as follows:

1. Will this investment 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 item(s) in the collections?
4. Will this investment improve the physical condition of an item(s) in the collections 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 recommended it to the Board of Trustees for final approval.

C. The Oberlin Heritage Center shall maintain a permanent record, including photographic documentation, of all works sold or exchanged and the process of disposal.

IV. Recommendation Procedure
A. The Executive Director and Collections Manager may periodically identify works to be considered for deaccessioning. Every effort will be made to secure the best scholarly 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 Collections Manager shall present their findings to the Collections Committee for approval.

C. If the Collections Committee approves for disposal, a recommendation for deaccession will be made to the Board of Trustees for final approval.

V. Disposal Procedure

A. The Executive Director may seek to donate the item(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 or exchange possibility, or other suitable method of disposal to the maximum advantage of the Oberlin Heritage Center’s collections.

C. 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.

Original document was created by Kimberlie Gumz Fixx and the Collections Committee and completed 8/1994 and presumably approved, but meeting minutes do not specifically state this. Collections Committee minutes indicate that it was to be submitted to the Board for approval 9/7/1994. No resolutions to approve it are found in Board minutes of that date or thereafter, in 8/2002.

Approved by the Collections Committee 7/9/2002.
Approved by the O.H.I.O. Board of Trustees 11/6/2002 in conjunction with the adoption of the Collections Management Policy.
Updated 11/8/2005 to reflect the name change to “Oberlin Heritage Center.”
Reviewed and revised by the Collections Committee 8/23/2011.
Approved by the OHC Board of Trustees 12/7/2011.
Reviewed and approved by the Collections Committee 11/05/2015
Approved by the OHC Board of Trustees, 2/3/2016
Reviewed and approved by the Collections Committee 2/07/2019
Approved by the OHC Board of Trustees 3/6/2019
Oberlin Heritage Center

Conservation/Care Policy Part I

New Orleans Charter for the Joint Preservation of Historic Structures 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.

Approved by the Collections Committee 7/9/2002.
Approved by the O.H.I.O. Board of Trustees 11/6 2002 in conjunction with the adoption of the Collections Management Policy.
Reviewed and approved by the Collections Committee 11/05/2015
Approved by the OHC Board of Trustees, 2/3/2016
Reviewed and approved by the Collections Committee 2/07/2019 and approved by the OHC Board of Trustees 3/6/2019
Oberlin Heritage Center

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 archaeological 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.

Approved by the O.H.I.O. Board of Trustees 11/6/2002 in conjunction with the adoption of the Collections Management Policy.
Reviewed and approved by the Collections Committee 11/05/2015
Approved by the OHC Board of Trustees, 2/3/2016
Reviewed and approved by the Collections Committee 2/07/2019
Approved by the OHC Board of Trustees 3/6/2019
Introduction

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 “Environmental Monitoring Procedures.”

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, an Elsec Environmental Monitor and a temperature and humidity chart recorder are the primary means of gathering data. This data is regularly collected and analyzed in accordance with the procedures outlined in “Environmental Monitoring Procedures.”
Oberlin Heritage Center

Cataloguing and Record-Keeping Policy

I. When the Oberlin Heritage Center is offered a donation for the collection or the Resource Center, it is documented on an Incoming Gift form, which includes all available relevant information about the object and the donor. If the gift is accepted, the gift is recorded in the “Donations Book by Year,” and a copy of the Deed of Gift will be filed in this book once completed.

II. A Deed of Gift is then created for the donation as defined in “Cataloguing and Record-Keeping Procedures.” Once this document is signed and returned, the Heritage Center has clear title to the item and a copy of the signed Deed replaces the unsigned Deed in the “Donations Book by Year.” The original signed Deed is placed in the catalogue folder created for the item with a copy of the cover letter. In the case of a Resource Center item, the signed Deed is placed with the cover letter in the “Donations Book by Year” under “Signed Forms.”

III. Under the Past Perfect Museum Software system all items are assigned an accession number appropriate to the part of the collection they are entering (as explained in “Cataloguing and Record-Keeping Procedures”) at the time of the creation of the Deed and Thank You letter. However, the donation is not officially accessioned until after the signed Deed is returned.

IV. Upon receipt of the signed Deed the accession record is moved to the appropriate catalogue as defined in “Cataloguing and Record-Keeping Procedures” and the accession is complete. The accession number is then immediately applied to, or appended to, the item following best museum practices for its material make-up and condition. The location of this number, and the materials used to apply it are noted in the “Notes” section of the cataloguing record.

V. A digital photograph of the item is taken and uploaded to the Past Perfect database. A copy of this photo will appear on the catalog sheet when it is printed for the catalogue folder.

VI. The Past Perfect database including the collections information is backed up once a week, more frequently if there has been a great deal of activity. The removable backup device containing this material and the photo documentation is kept off-site. A hard copy of the cataloguing sheet for each item is kept in its catalogue file, and a copy of the accession form is kept in chronological order by accession number, in notebooks housed in another location. Deeds of Gift and supporting documentation are held in perpetuity.

VII. Collection records will reflect accurate and up-to-date information such as artifact location, condition, and photographs. Section-by-section inventories will be conducted on an ongoing basis with the goal of each individual artifact being inventoried within a ten year period. Records, including location and date of last inventory, will also be updated as individual artifacts are accessed.

Approved by the Collections Committee 8/2002
Approved by the O.H.I.O. Board of Trustees 11/6/2002 in conjunction with the adoption of the Collections Management Policy.
Minor modifications made 9/9/2005 to reflect changes required due to new Past Perfect collections management software.
Revised and approved by the Collections Committee 8/23/2011
Oberlin Heritage Center

Public Access Policy

Buildings

The Oberlin Heritage Center’s two house museums and school house are open to the public for guided tours at regularly scheduled times. Group tours are possible Tuesday through Saturday by appointment, and must be scheduled three weeks or more in advance of the tour date. 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 occasionally opened for special “in house” events such as Commencement weekend walk-through-at-your-own-pace tours. 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.

Collections

Individuals or organizations wishing to examine stored pieces in the museum’s collection for research 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’s Resource Center Library is available for research by appointment only.

Approved by the Collections Committee 7/9/2002.
Approved by the O.H.I.O. Board of Trustees 11/6/2002 in conjunction with the adoption of the Collections Management Policy.
Updated 11/8/2005 to reflect the name change to “Oberlin Heritage Center.”
Revised and approved by the Collections Committee 8/23/2011.
Approved by the OHC Board of Trustees 12/7/2011
Reviewed and approved by the Collections Committee 11/05/2015
Approved by the OHC Board of Trustees, 2/3/2016
Reviewed and approved by the Collections Committee 2/07/2019
Approved by the OHC Board of Trustees 3/6/2019
Oberlin Heritage Center

Teaching Collection Use Policy

Items whose accession numbers are preceded by the letter “T” (Teaching Collection) are duplicates of items held in the permanent 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/education context. Therefore they may be used for hands-on learning experiences, responsibly, as established and approved by the Collections staff and the Executive Director, for purposes that conform to the Oberlin Heritage Center’s Core Values and Mission.

Approved by the Collections Committee 8/2002.
Approved by the O.H.I.O. Board of Trustees 11/6/2002 in conjunction with the adoption of the Collections Management Policy.
Reviewed and revised by the Collections Committee 8/23/2011
Approved by the OHC Board of Trustees 12/7/2011.
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Photography / Filming Policy

The Oberlin Heritage Center permits Personal or Scholarly photography with the following restrictions:

1. Request must be made of the docent or staff person conducting the tour or overseeing the visit.
2. Flash photography is not permitted.
3. Tripods are not permitted without permission of the Executive Director.
4. Oversized camera bags are not allowed inside exhibit areas of the buildings.

Photography or filming with hand-held cameras for Personal or Scholarly use, defined as for personal, educational or academic purposes without personal or corporate financial gain (eg., study, teaching, theses, and published research), may be done in the exhibit spaces without written permission. Photography or filming that may interfere with public use of the exhibit spaces requires written permission in advance of the photographing event. Visitors to the Oberlin Heritage Center who wish to make images of collections pieces for Personal or Scholarly Use are required to sign the Permission Request and Agreement Form.

Photography or filming for Commercial use, defined as for personal or corporate financial gain in publications, 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 (see Film Production Contract for additional restrictions).

Approved by the Collections Committee 7/9/2002.
Approved by the O.H.I.O. Board of Trustees 11/6/2002 in conjunction with the adoption of the Collections Management Policy.
Updated 11/8/2005 to reflect the name change to “Oberlin Heritage Center.”
Reviewed and revised by the Collections Committee 8/23/2011.
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Image Use Policy and Fees

The Oberlin Heritage Center grants permission for the use of reproductions of its images, text and data for a variety of purposes. All such uses require the user to seek written permission from the Oberlin Heritage Center and some require a fee. Such fees assist with the long-term care of the collections. Users must contact the Oberlin Heritage Center for permission for additional use not included in the original agreement.

The Request for Permission to Publish, Display or Broadcast Reproductions of Photographs from the Oberlin Heritage Center Resource Center must be completed and signed, and all reproduction and use fees must be paid in advance. Use fees are charged on a per image basis.

TERMS AND CONDITIONS OF USE

1. Permission to reproduce, publish, broadcast or display an Oberlin Heritage Center photograph must be requested in writing on this form. The applicant agrees to abide by all terms, conditions, and provisions of this agreement.
2. Permission for reproduction of images is granted only for the express purpose described in the application. If the intended use of the image is for publication, permission is authorized for one time, non-exclusive use of that image.
3. Copies or prints of images from the Oberlin Heritage Center collections may not be deposited or placed on file in any other repository, including electronic filing methods.
4. The Oberlin Heritage Center does not hold copyright over many of the images and illustrations in its collections. Responsibility for identifying and satisfying any claimants of copyright must be assumed by those wishing to reproduce the images.
5. 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.
6. The Oberlin Heritage Center reserves the right to decline reproduction of fragile items or reproduction for inappropriate use.
7. Sale of a copy of a photograph, film footage, or illustration from the Oberlin Heritage Center’s collections does not involve sale of the copyright. Reproduction and Use Fees are charged for the images, based on OHC’s physical ownership of the images, and not on copyright.
8. A credit line must accompany images used in an illustration of any kind. It should read “Oberlin Heritage Center. Oberlin, Ohio.”
9. Prepayment of all fees is required before permission is granted for reproduction of images. Default in payment will immediately revoke permission.
10. The Oberlin Heritage Center requests that a copy of any publication that includes Oberlin Heritage Center materials be provided to its archives.
## USE FEES

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<th>Personal Use</th>
<th>Reference purposes or home display</th>
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<td><strong>Advertisement</strong></td>
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<td><strong>Television Broadcast</strong></td>
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1. To use the image only once and only for the purpose specified in the signed agreement. Any later or different use, including reproduction by photographic or electronic means, constitutes reuse and is prohibited. Subsequent requests for permission to reuse an image must be made in writing. A reuse fee may apply.
2. To destroy all digital copies of images except for the single copy mounted on the web server. Not to place printed or digital images supplied by the **Oberlin Heritage Center** in another institution, repository, or collection, public or private.
3. Not to display images at a resolution higher than 72 dots per inch (dpi), or distribute images without written authorization from the Oberlin Heritage Center.
4. To give proper credit for the image(s). A credit reading Oberlin Heritage Center, Oberlin Ohio should be imbedded 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.
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6. To defend and indemnify and save and hold harmless the **Oberlin Heritage Center**, its employees or designees and the donors and former owners of the Center’s collections, from any and all costs, expense, damage and liability arising because of any claim whatsoever which may be presented by anyone for loss or damage occasioned or caused by the release of images to the undersigned applicant and their use in any manner, including inspection, publication, reproduction, duplication or printing by anyone for any purpose whatsoever.
7. To understand that the **Oberlin Heritage Center** in no way surrenders its own right to publish or otherwise use images, or to grant permission for others to do so, and it reserves the right to make exceptions or additions to the conditions stated herein.
8. To provide the **Oberlin Heritage Center** with a link to the user’s website for our records.

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