

 <p>NEW YORK STATE OF OPPORTUNITY.</p> <p>Parks, Recreation and Historic Preservation</p> <p>Section: Historic Preservation</p>	<p>Procedure Title: Acquisition of Historic Collections</p> <p>Directive: HP-PCD-003</p> <p>Effective Date: 07/20/2015</p>
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Summary

The Office of Parks, Recreation and Historic Preservation acquires, through gift and purchase, objects of historic and aesthetic significance for interpretation to the public through exhibition and research at State Historic Sites and Historic Parks. Gifts may include loans being converted to donations, as well as permanent transfers from other State Agencies (DMNA, SED, etc). It is the policy of the agency to obtain clear legal title, copyright and related rights to all objects accepted into the permanent collection.

Procedure

Authority to accept gifts of personal property to the Office of Parks, Recreation and Historic Preservation resides in the Commissioner. As a practical matter, the Commissioner has delegated authority for review of all gifts of personal property (historic assets as well as museum interpretive equipment) to State Historic Sites and Historic Parks to the agency’s Director of the Bureau of Historic Sites (BHS) and the Bureau’s Collections Acquisition Committee (CAC). This body meets monthly, except during the month of December, to review all pro-offered gifts to State Historic Sites and Historic Parks. Gifts that meet established standard review criteria are recommended to the Commissioner for acceptance. Accepted gifts are confirmed by Standard Deed of Gift signed by the donor and the Deputy Commissioner for Historic Preservation.

Property temporarily deposited at Historic Sites must be receipted by standard 120-Day Receipt signed by the Historic Site Manager and the depositor. Historic Site Managers prepare Agenda Requests to submit any gift for Collections Acquisition Committee review. Agendas and Minutes of the Collections Committee are public documents forwarded to all facilities managers and regional directors prior to and following each meeting of the Committee. The Bureau of Historic Site’s Collections Management Unit carries out all decisions of the Collections Acquisition Committee.

General Criteria

Objects submitted to the Collections Acquisitions Committee for consideration for acquisition shall be reviewed against the following criteria:

- a. Relevance to Historic Site (or Park) Collecting Policies
- b. Need or potential for research and exhibition
- c. Intrinsic significance (technological, scientific and social importance; historical associations; aesthetic merit; rarity)
- d. Physical condition and conservation requirements
- e. Storage requirements
- f. Legal title and intellectual property rights (copyrights, trademark, etc.)
- g. Problems imposed by intrinsic characteristics (e.g. toxic, explosive)
- h. Appearance of agency or Bureau commercial or political endorsement
- i. Donor restrictions

Gifts or Bequests

Acceptance of gifts or bequests shall be at the discretion of the Collections Committee. If the proposed gift is not relevant to the historic site (or park) receiving the offer, the offer may be appropriate to another State Historic Site (or Park).

The agency is not obligated to accept gifts or bequests which are not appropriate to its Historic Site collections. A Site Manager, after determining that a gift is not appropriate to his/her State Historic Site, submits the Agenda Request to the Collections Committee for consideration for another State Historic Site. If the Collections Committee determines the gift is not appropriate for any State Historic Site, the gift is declined and the owner is provided with name(s) of other potential recipients.

Potential donations which are received at any unit of the agency prior to completion of the gift acceptance process shall be registered on a temporary (120 day) receipt.

Under no circumstances shall agency staff provide an appraisal of objects to donors. If requested, a list of several appraisers may be provided to the donor, but no specific referrals or recommendations may be made.

Accepting objects with restrictions is not encouraged. Restrictions that do not prevent the preservation or accurate interpretation of the object, and can be responsibly managed in the future, will be considered by the Collections Committee depending on the value the object may play in the overall mission of the historic site. The appropriate Site Manager and the Collections Manager have the responsibility to ensure that all accepted restrictions are respected and enforced.

Purchases

Whenever possible, requests to purchase objects should be submitted to the Collections Committee in advance of purchase.

When prior Committee approval is not possible because of time constraints, the appropriate Supervising Curator may request permission for purchase from the Bureau Director or Regional Director.

Unsolicited and/or Anonymous Gifts

Unsolicited objects received at any unit of the agency shall be registered on a temporary (120 day) receipt. If the depositor declines to complete the temporary receipt, then staff shall refuse custody of the object(s). The depositor may choose to return with the pro-offered gift at a later date, or staff may arrange to pick up the objects at a later date, mutually convenient date at which time the appropriate receipting shall take place. **No Parks staff shall accept custody of personal property without appropriate, fully completed receipt.**

If unsolicited objects are declined by the Collections Committee, the objects will be returned to the donor(s) or their legal agent(s). If return of declined objects is refused, the objects shall be disposed of in accordance with State law.

Anonymous gifts will be reviewed by the Collections Committee. If accepted, the Committee will assume the sender intended an unrestricted donation, and the object will be accessioned with a clear explanation as to the circumstances of receipt. Objects from anonymous donors that are refused by the Committee will be disposed of in accordance with State law.

Acknowledgement of Gifts

Once a gift to a historic site or historic park has been approved by the BHS Collections Committee, a Gift Agreement is sent to the donor for signature. The Gift Agreement is counter-signed by the Deputy Commissioner for Historic Preservation. A finalized Gift Agreement is then sent to the donor along with a Letter of Acknowledgement and Donor Publicity letter.

Forms

No related forms.

Other Related Information

No related information.

History

07/20/2015 This procedure is effective.