NORTHERN INDIANA HISTORICAL SOCIETY, INC.
THE HISTORY MUSEUM

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COLLECTIONS MANAGEMENT POLICY

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NORTHERN INDIANA HISTORICAL SOCIETY, INC.
COLLECTIONS MANAGEMENT POLICY

I. NORTHERN INDIANA HISTORICAL SOCIETY MISSION

The mission of the Northern Indiana Historical Society (NIHS) is to collect, preserve, interpret, exhibit, and teach the heritage of the St. Joseph River Valley Region to enrich present and future generations.

II. NORTHERN INDIANA HISTORICAL SOCIETY GENERAL PURPOSES

A. To institute and encourage historical inquiry and research, and collect, preserve, interpret, exhibit, and teach the heritage of the St. Joseph River Valley Region and Northern Indiana.

B. To administer, maintain, and support a historical museum displaying and collecting artifacts and maintaining and collecting records from prehistoric to present day.

C. To take title to and to maintain, restore, build, and renovate historic buildings, properties, and structures.

D. To promote the study of a culturally diverse record of the Saint Joseph River Valley Region, from prehistoric to present day, by a program of education for the general public.

E. To foster and aid the study of history in the Saint Joseph River Valley Region by conducting a program of meetings and activities for members and visitors to the Society.

III. THE COLLECTIONS OF THE NORTHERN INDIANA HISTORICAL SOCIETY

A. Through these collections, the NIHS preserves and interprets the process of environmental, social, and technological change.

B. The collections of the NIHS exist for the cultural and educational enrichment of the people through exhibition and scholarly research. The NIHS collections are accessible within NIHS procedures.

C. The NIHS has acquired and will continue to acquire objects from the prehistoric period to the present as they relate to the history of the Saint Joseph Valley Region.

D. The NIHS acquires objects from outside of the Saint Joseph River Valley that significantly contribute to the interpretation of this region. It also acquires and preserves appropriate historic sites, structures, and landscapes as well as objects that enrich the presentation of these sites.

F. An object will remain in the collection as long as it retains its physical integrity, identity, and authenticity, or as long as it remains useful in enabling the NIHS to fulfill its mission. Objects not relevant to the NIHS Collections Management Policy may be exchanged, sold, or conveyed in accordance with the deaccession policy.

G. Accessioned collection objects are insured under the Museum's Fine Arts insurance policy. Accessioned collection objects deemed to be of special value or interest by the Executive Director, Deputy Executive Director, and/or the Registrar, will be separately appraised and insured. Accessioned collection objects on loan to other institutions must be insured either by the borrowing institution or by the museum at the expense of the borrowing institution. Borrowing institution's insurance coverage must be approved by the Deputy Executive Director before the loaned objects can be insured.

H. Collections of the NIHS fall into five categories as defined below. The objects in these categories are cataloged, numbered, and maintained according to the methods outlined in the Collections Management Procedure Manual.

1. ARTIFACT COLLECTION: These are significant three-dimensional objects that support the NIHS mission. These objects, which may be used only for research and exhibition purposes, are original and/or irreplaceable. Every effort is made to preserve these objects in perpetuity.

2. ARCHIVAL COLLECTION: These are significant two-dimensional and audio/visual objects that support the NIHS mission. These objects, which may be used only for research and exhibition purposes, are original and/or irreplaceable. Every effort is made to preserve these objects in perpetuity.

3. OLIVER MANSION (COPSHAHOLM) COLLECTION: This is a comprehensive collection donated to the NIHS with the gift of the Oliver Mansion. The collection includes archival materials, artifacts, historic structures, gardens, and outdoor fixtures and furnishings. These objects, which may be used only for research and exhibition purposes, are original and/or irreplaceable. This is a collection to which nothing else can be added. Every effort is made to preserve these objects in perpetuity.

4. FACILITIES & GROUNDS COLLECTION: This collection includes new and historic structures and grounds other than the Oliver Mansion, its gardens, Carriage House, designated pieces of outdoor and interior fixtures, and furnishings. These objects are used for operational purposes, as well as for research and exhibition purposes. Every effort is made to preserve these objects; however, it is understood that use may result in the deterioration, destruction, or loss of the object.

5. EDUCATION/STUDY COLLECTION: Objects in this collection are duplicates, worn, or reproduction objects, which may or may not be of collections quality, but that still serve as excellent teaching aids. These objects are available for use by the NIHS for historic interpretation, hands-on activities, educational programs, or by researchers. It is understood that this use may result in the deterioration, destruction, or loss of the object. Useable objects are acquired when reproductions or other substitutes are not available or feasible. The Education/Study Collection shall consist of sub-collections, which carry restrictions specific to that collection (e.g. Worker's House Museum Collection).

IV. COLLECTION REVIEW PROCESS

A. THE COLLECTIONS COMMITTEE

1. The Collections Committee is a standing committee of the NIHS Board of Trustees having a minimum of seven (7) members. The Collections Committee shall consider matters of policy and procedures relating to the collections of the NIHS and shall be responsible for overseeing the care of such collections, the acquisition, and deaccession of artifacts from the NIHS Collections, the cataloging of the NIHS Collections, and the loan of objects to the NIHS or from the NIHS Collections.

2. The chairperson is appointed by the President of the NIHS Board of Trustees from the members of the Board. The chairperson and the President shall appoint committee members from the Board of Trustees or from the community at large. A quorum shall be 1/3 the number of voting committee members. Members of the committee shall serve a renewable one (1) year term. The Deputy Executive Director and one staff representative from each collecting area, appointed by the Executive Director, as defined in Section III, shall serve as ex-officio members of the committee. The Executive Director may appoint other staff to serve on the committee as ex-officio members.

B. THE COLLECTIONS MANAGEMENT COMMITTEE

1. The Collections Management Committee (CMC) is comprised of staff with responsibility for the care and usage of the NIHS Collections. The CMC shall be responsible for proposing and maintaining written policies and procedures relating to the scope and purpose of the NIHS Collections to the Collections Committee. This shall include collections management, acquisition and deaccession of objects, objects used in exhibitions, loan to and from the NIHS Collections, and record keeping processes.

2. The CMC shall consist of the Deputy Executive Director and staff representatives from each of the following departments: education, curatorial, archives, and collections.

3. Any member of the CMC may appeal a decision made by the committee to the Executive Director.

V. ACQUISITION PROCEDURE AND CONDITIONS OF ACQUISITION

A. Objects may be acquired by gift, bequest, exchange, or purchase. The NIHS maintains the right to consider all or part of an acquisition for inclusion into the collection. Acquisition of an object by the NIHS will first be considered for the artifact or archival collections.

B. Objects selected for accession into the collection of the NIHS must relate to Saint Joseph River Valley Region and must meet four (4) or more of the criteria listed below. Recommendations must include reasons why the object has been selected for the collection:

1. The object's ability to support the NIHS mission and the goals of the Museum.
2. The object'srepresentation of a milestone or pivotal point in history.
3. The object's unique material, technique, or design.
4. The object's representation of cultural/political/social perspective.
5. The object's representation of the evolution of civilization/community for the areas organization relating to the area served by the NIHS.
6. The object's representation of a significant event, person, place, business, or organization relating to the area served by the NIHS.
7. The object's condition is appropriate for exhibit.
8. The object's ability to fill a void in the collection.

C. Approval of acquisitions into the permanent collection are the responsibility of the Collections Management Committee under the recommendation of the Deputy Executive Director. Acquisitions by purchase, gift, or bequest that would present an operational impact on space, budget and/or staff time beyond the normal operating expenditures would require approval by the Executive Director.

D. Trustees, volunteers, or staff members are not authorized to independently commit the NIHS to the acquisition of objects for the NIHS Collections.

E. Transfer of title for all objects acquired for the NIHS Collections is considered outright and unconditional. Assurance of clear and legal title must be provided by the donor or seller. Donations from minors must be accompanied by written consent from a parent or legal guardian.

F. Under ordinary circumstances, the NIHS does not acquire objects with restrictions. If an object is acquired with restrictions or limitations, these must be stated clearly in the instrument of conveyance and must be approved by the Collections Committee. The NIHS will strictly observe all such conditions.

G. Under ordinary circumstances, the NIHS does not accept objects on indefinite loan. Any such loans must be approved by the Collections Committee and the Executive Director.

H. The NIHS will not acquire objects under the condition that they will be on permanent exhibit.

I. Under ordinary circumstances, the NIHS does not loan objects back to the donor.

J. Donations to the NIHS may be tax deductible for the value of the property as determined by an outside appraisal, receipt, or other valid documentation as per current state and federal tax laws. The responsibility of meeting state and federal tax requirements rests with the donor. Because the IRS regards the NIHS as an interested party, staff members do not appraise donations. An appraiser selected by the donor will be given access to the donated material in order to make an independent assessment of its value

VI. LOANS

A. LOANS FROM THE NIHS COLLECTIONS

1. The NIHS lends objects to qualified institutions subject to the methods and conditions outlined in the NIHS Collections Management Policy.

2. All requests for loans must be made in writing to the Registrar at least three months in advance. Exceptions to the three month requirement may be made upon approval of the Deputy Executive Director. Loan requests must be approved by Deputy Executive Director and Registrar. These individuals will evaluate the caliber of the proposed exhibition and the amount of exposure the loaned object will receive in making their decision. The Deputy Executive Director and Registrar will assess and conflicting needs of the NIHS may have for the requested object. The Deputy Executive Director and Registrar will look at the sustainability of the security, environmental conditions, insurance coverage, and personal professionalism of the requesting institution based on a writtenAAM-approved standardized facility report and the condition of the object(s).

2. The NIHS does not make loans to private individuals, including donors, trustees, staff, volunteers, members, or corporate sponsor representatives with the exception of the Education/Study Collection.

3. The NIHS does not make permanent loans or loans for an indefinite period of time.

4. The NIHS does not make any third party loans.

5. The request for loans or loan renewals from the NIHS Collections will be reviewed by the CMC. The CMC will make their recommendations for the loan of objects from the NIHS Collections to the Deputy Executive Director for final approval. The Collections Committee will be notified of the loan of objects, and where possible controversial issues exist, the request for loan will be taken to the Collections Committee.

5. Permission to photograph, photocopy, or in any form reproduce an object loaned from the NIHS Collections will be negotiated on a per case basis with the loanee.

B. LOANS TO THE NIHS

1. Loans to the NIHS are accepted for exhibitions, research, and programming.

2. Traveling exhibitions or objects loaned to the NIHS for exhibition

purposes will be approved by the Exhibits Committee, a sub-committee of the CMC, the Deputy Executive Director, and the Executive Director.

3. The NIHS accepts no responsibility for objects left at the NIHS without proper authorization.

4. The NIHS will accept no third party loans.

5. Insurance on incoming loans may be added on to the museum's policy or added to the lending institution's policy at the museum's expense. Even if the lending institution is willing to waive insurance, the museum will make sure that the objects on loan are fully insured under its own policy.

VII. DEACCESSION

A. Deaccessioning is the term used to describe the process of removing an object permanently from the NIHS Collections, excluding the Education/Study Collection.

B. The procedure for deaccesion shall be as follows: Collections staff will recommend objects for deaccession consideration to the CMC and the Deputy Executive Director; the Collections Committee will review the objects recommended for deaccession, and shall approve, disapprove, or modify the recommendations. The Collections Committee chairperson will take the Committee's recommendations for deaccession to the Executive Committee and the Board of Trustees for their review and approval.

C. Final authority for the deaccession of an object from the NIHS Collections rests with the Board of Trustees.

D. Deaccessioning is considered only for an object that does not meet the criteria for permanent retention.

E. When considering the disposal of objects of unconfirmed ownership, the factsof each particular case must be researched and weighed so that informed judgments can be made as to the strength of the museum's position if there is a challenge and/or potential risks.

F. The object must be clearly owned by the Society; proof of ownership includes such documents as a signed statement or a letter from the donor transferring ownership to the NIHS, a letter from the NIHS acknowledging the donation, or any indication (receipt, letter, purchase order, canceled check, etc.) of purchase.

I. The manner of disposal of deaccessioned objects must support the best interest of the NIHS, the public trust it holds in owning the collections, the public that it serves, and the scholarly and cultural communities that is represents. It is usually preferable for material that is part of the historical or cultural heritage of the

State of Indiana to remain in the state. Attention is given to IRS rules and regulations regarding exchange or resale of objects donated to the NIHS for tax advantage.

J. Objects may be transferred from one NIHS collection to another with the approval of the CMC and the Collections Committee following the procedures set forth in the NIHS Collections Procedures Manual.

K. The NIHS will not give objects deaccessioned from the collections to NIHS staff members, donors, volunteers, members of the Board of Trustees, or to immediate family members of any of the above. Objects will be sold to the above only at public sale.

L. Funds realized from the sale of objects deaccessioned from the NIHS Collections shall only be used for acquisition, preservation, and/or conservation of the NIHS Collections, excluding the Education/Study Collection.

M. Before deaccessioning, one or more of the following criteria must be met:

1. The object is no longer relevant and useful to the purposes and activities of the NIHS.

2. The object lies outside the scope of the NIHS Collections.

3. The object cannot be properly stored, preserved, and used.

4. The object is a fake or forgery, or it us otherwise compromised in its physical integrity, identity, and authenticity.

5. The object is redundant with other objects or materials in the existing NIHS Collections.

VIII. REPRODUCTION OF OBJECTS FROM THE NIHS COLLECTIONS

A. The manufacture and sale of replicas, reproductions, or other commercial objects adapted from objects in the NIHS Collections will be subject to approval by the Collections Management Committee, the Collections Committee, the Deputy Executive Director, and the Executive Director as outlined in the National Parks Service Collections Procedures Manual. All reproductions from the collection will be clearly marked as such. Proceeds from the manufacture and sale of replicas, reproductions, or the commercial objects adapted from the NIHS Collections, if manufactured and sold by the NIHS, shall be placed in the Collections Fund. Proceeds from the manufacture and sale of objects from the NIHS Collections, by other than the NIHS, shall be placed in the Collections Fund.

IX. ETHICS OF COLLECTING

The NIHS staff, Trustees, and volunteers are bound by the American Alliance of Museums Code of Ethics and Code of Professional Conduct.

A. INSTITUTIONAL COLLECTING

1. The NIHS does not acquire, by any direct or indirect means, an object it has reason to believe has been unethically or illegally collected, or that has been collected in violation of international agreements, federal, or state laws. The NIHS endorses the 1970 UNESCO convention and other applicable antiquities statutes that prohibit the illicit import, export, and transfer of ownership of cultural property. The NIHS follows the Native American Graves Protection and Repatriation Act (NAGPRA), enacted in 1990, to address the rights of lineal descendants, Indian tribes, and Native Hawaiian organizations to Native American cultural items, including human remains, funerary objects, sacred objects, and objects of cultural patrimony. The NIHS does not collect or possess any items that were taken illegally from their owners during the Nazi era. The NIHS follows AAM's *Guidelines Concerning the Unlawful Appropriation of Objects During the Nazi Era* (American Association of Museums, 1999).

B. PERSONAL COLLECTING

1. A possibility for conflict of interest exists whenever a staff member, Trustee, or volunteer personally collects objects of a type collected by the NIHS. When collecting, these individuals should consider the needs of the NIHS over their own personal needs.

2. The NIHS has the responsibility to inform members of the staff, Trustees, and volunteers of its collecting goals and of the potential for conflict of interest.

3. When staff, Trustees, and volunteers personally acquire an historically significant object that may be within the NIHS' collecting interests and policies, they should bring their intent to purchase, or their acquisition of the object, to the attention of the Deputy Executive Director. When the object is deemed by the Collections Committee to be of value to the NIHS Collections, the NIHS requests the following of the individual: the object to be sold to the NIHS at the original purchase price; or the NIHS be given the first right of purchase should the object be sold by the individual; or that the object the bequeathed to the NIHS. If there are common identical items that are readily available for purchase or donation to the museum, a conflict of interest does not exist.

4. NIHS staff, Trustees, and volunteers may not use their institutional affiliationto promote their, or any associate's, personal collecting activities. No staff member may participate in any dealing (buying or selling for profit as distinguished from occasional sale or exchange from a personal collection) in objects similar to or related to the objects collected by the NIHS.

5. The guidelines outlined above do not apply to: 1) objects acquired prior to adoption of this policy; 2) objects acquired prior to employment or service on the NIHS staff or Board; 3) objects acquired through bequests or as genuine personal gifts; 4) objects that are readily available on the market.

6. Specific restrictions on personal collecting may apply to certain staff members who have direct responsibility in their job description for collecting.

XI. ARCHIVES POLICIES

A. GENERAL REFERENCE SERVICES

The Northern Indiana Historical Society Archives (NIHS) is responsible for preserving the records of the St. Joseph River Valley Region. In fulfilling this primary mission, it serves as the collective memory of Northern Indiana and Southwestern Michigan. The NIHS collects papers, photographs, maps, oral histories, and miscellaneous 2-dimensional documents from private individuals, industries, businesses, and organizations. The records preserved by the Northern Indiana Historical Society are one-of-a-kind and extremely important to the history of this region.

B. RESEARCH

1. Outside Researchers
   i. Researchers should be directed to first narrow their topic and be as specific as possible. Once they have a specific topic in mind, research questions can be directed to the archivist at (574) 235-9664 or by email at archives@historymuseumSB.org.
   ii. Fill out an Information Request Form.
   iii. An appointment with the Archivist should be made to view the materials. Public research times are from 10:00 a.m. to 4:30 p.m., Tuesday through Thursday, excluding state holidays and by appointment.
   iv. To best maximize the staff resources, please include dates, names, or other information that will direct the search. The Archivist will dedicate a reasonable amount of time for research requests.
   v. Please remember that the Archivist and staff are available to assist in finding information on certain topics, but are not available to conduct research.
   vi. Genealogy requests should be directed to the St. Joseph County Public Library first. Much of our genealogical information is on microfilm at the library. While we have the originals, the microfilm copies are faster for researchers to access.
   vii. Historical records may not be borrowed or taken from the research room under any circumstances.

2. NIHS Staff Researchers
   i. All staff requests for information will take priority over external requests according to the following recommendations
   ii. Staff requests will be serviced during non-public hours, Monday through Thursday, 8:30 a.m. – 10:00 a.m.
   iii. All staff must comply with archival handling procedures.
   iv. Staff must sign-in when conducting research.
   v. Submit an Information Request Form to the Archivist.
   vi. Staff is not allowed to retrieve their own materials. The stacks are closed and all materials will be pulled by the Archivist.

vii. Please remember that the Archivist is available to assist you in finding information on your topic, not to conduct research.
viii. Materials will be brought out in limited amounts to facilitate maintaining organization. Books will be brought out one at a time and photographs will be brought out three at a time.
ix. Historical records may not be borrowed or taken from the research room under any circumstances. Records may only be removed for exhibition. A pull-slip must be placed in the box from which it was pulled.
x. Photographic reproductions typically take three – five days to process. Please allow enough time to process your requests.
xi. Digital images can be made at the discretion of the Archivist. Speak to the Archivist regarding time constraints.

3. When Researchers Arrive/Security
   i. Researchers and staff must sign in.
   ii. Researchers must fill out the Research Rules form that explains our security and usage rules. They must include name, address, telephone number, institutional affiliation, and topic of interest.
      a. A photo identification must be shown to verify name and address.
      b. No food, beverages, candy, or chewing gum.
      c. Smoking is not permitted in any NIHS facility.
      d. Researchers may be asked to wash their hands and put on white cotton gloves to handle archival collections.
      e. Only pencils will be used.
   iii. Researchers are required to deposit all coats, hats, personal books, bags, carrying cases, briefcases and large handbags in the lockers located in the Bendix Reading Room. Locks and keys are kept in the lockers.
   iv. Researchers may use computers, tape recorders (if they do not disturb other patrons) if permission is first granted by the Archivist.
   v. Researchers may not photograph or digitally reproduce via camera or scanner any materials in the Archives. Photographs of documents may be made in digital or regular format and will be arranged by the Archivist.
   vi. The stacks are not open to the public, so records must be retrieved by staff members and delivered to the researcher in limited quantities.
      a. Books: one at a time.
      b. Photographs: three at a time.
      c. A pull-slip must be placed in the box or file from which the material was removed. Note the name of the researcher and date on the pull slip.
   vii. Video Surveillance
      a. A closed circuit video camera is located in the Bendix Reading Room. If archival materials are missing or damaged, with the thought that a researcher may have maliciously destroyed or stolen these objects, the Director of Facilities and Grounds (Security) must be notified immediately.

C. GENERAL REFERENCE SERVICES

1.Information Needed to Process Any Reference Requests

i. The Archivist can provide a maximum of ten (10) minutes of research in responding to on-line, letter, or telephone requests. Please limit each request to one name and one records source.

ii. Provide names, dates, locations, or other information that may be useful to search for materials.

iii. If the researcher is writing a book or conducting in-depth research, it is at the discretion of the Archivist the time allotted. Remember, the ten minute limit is for initial requests. Once the researcher is on-site, reviewing materials or ordering photographs will require a great deal of time.

iv. Research requests will be documented in the Information Request form.

a. A tally of all requests, by category of information (e.g. AAGPBL, general history, photographic requests), will be collected and documented monthly by the Archivist.

2. On-line Requests

i. On-line requests should be sent to the Archivist via e-mail to archives@historymuseumsb.org.

ii. The NIHS staff can handle limited on-line reference requests. A reference staff member will respond by U.S. mail, e-mail, and/or telephone. The ten-minute research limit also applies to these requests. Archives staff should strive to complete requests within seven to ten working days.

iii. Researcher's personal information will never be given out to anyone.

3. Letter and Telephone Requests

i. The NIHS Archives accepts reference requests by mail, telephone, and fax.

ii. Requests should be sent to the following:

The History Museum
Attn: Archivist
808 West Washington
South Bend, IN 46601
T: (574) 235-9664 ext. 266
F: (574) 235-9059

4. Guide for Photo Researchers

i. When looking for historic photographs at the NIHS, it is helpful to know what to expect. Persons interested in specific types of photographs are encouraged to consult the Archivist.

ii. Photo research should be done in-person. The vast majority of the 12,000 photographic images are in black and white.

iii. Search the subject card file for the image. The collection has a good subject guide, so one can narrow down the search before actually pulling the

photographs. The Archivist will assist researchers narrow down topics/subjects. These photos are easily retrieved, but a limit of three photographs may be viewed at a time.

iv. The photographic card catalog is organized by subject.

v. There are also special photo collections from AAGPBL and private donors, which may require assistance by the Archivist to reference. They range from vast groups of photos and negatives numbering in the thousands.

vi. Make sure that there are no restrictions before permission for use is granted.

vii. After locating a photograph, remind the researcher that it is the researcher's responsibility to keep track of the pertinent information that is needed for citation.

viii. Keep notes of what is pulled for each researcher just in case.

ix. The method for obtaining good quality copies of the photographs is to order copies made from the negative. If no negative is available, a copy negative must first be made. There is a fee for this service by a contracted studio. The usual turn-around time for the process is two weeks. In this way, one can obtain prints quickly. If a copy of a photograph exists, a plain paper photocopy may be provided at modest cost for those who require only a rough image at the discretion of the Archivist. If the images are too fragile, photocopies will not be made. Orders needed sooner will be charged a rush fee.

x. Personal scanning equipment is prohibited. For exceptions, see media.

xi. Standard or digital images of materials in the collections must be approved by the Archivist.

5. Reproduction Services

i. Reproduction services are available to patrons and can be arranged with the Archivist.

ii. Original photographs should not be photocopied. Duplicate prints may be photocopied. Other original documents may be photocopied at the discretion of the Archivist.

iii. The NIHS Archives may grant both reproduction and the use of images from the collection. The NIHS has a pricing chart available to individuals and organizations that are interested in obtaining copies, digital images, or usage rights and are available by contacting the Archivist.

D. EXCEPTIONS – LOCAL MEDIA

i. The media typically works on very tight deadlines. Typically, information is needed within a day or two with little notice. Because it is considered free advertising, the Archivist and staff are expected to accommodate requests, keeping the collections preservation a top priority.

ii. Local media will not be charged a usage fee.

a. Local media will be charged at-cost for reprints.

b. Local media can film items in the collection with the approval of the Executive Director/Deputy Executive Director.

c. All media representatives must fill out a Researcher Agreement and a Reproduction and Usage Agreement.

d. Request duplicates, digital images, etc. of the final product to be submitted to the Archives.
e. Highlight the credit line to be used.

E. COPYRIGHT INFORMATION

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyright material. Under certain conditions specified in the law, libraries and archives are authorized to furnish photocopies or other reproductions of copyrighted works. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", the user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law. The granting of permission to publish by the Society does not absolve users of materials from securing permission from copyright owners and payment of such additional fees as the owners may require if the Society does not own copyright or if the material is not in the public domain. Applicants assume all responsibility for questions of copyright and invasion of privacy that may arise in copying and in the use made of the copy.

XII. PUBLIC DISCLOSURE

A. A written statement of the policies and procedures regarding the acquisition anddeaccession of collections objects is available to the public upon request. Collection records and related materials will be made available for study at the discretion of the Executive Director.

XIII. EFFECTIVE DATE

A. The Collections Management Policy shall be effective June 23, 2014. All arrangementsmade prior to this date shall adhere to the Collections Management Policy approved by the NIHS Board of Trustees on January 1, 2000.

Appendix A:
NIHS COLLECTIONS CATEGORIES

The Northern Indiana Historical Society has been in existence since 1867. It is the second oldest and second largest historical society in the state of Indiana. The oldest is the Indiana Historical Society. The NIHS has been collecting since the 1860s and has been exhibiting since February 1900. The society's collection is diverse and in many respects, outstanding and unique.

♦ Prehistoric/Natural History

The area known as the St. Joseph River Valley Region (Southern Michigan and Northern Indiana) has experienced a variety of geological and climatic changes, at one time under an ocean bed, at another, it was under a one mile sheet of ice, thus the collection reflects this diversity:

Fossils
Trilobites
Mammoth Remains
Mastadon Remains

♦ Prehistoric Cultures

The society's collection contains rare and unique artifacts relating to the prehistoric indigenous and Native American people of this region and other areas of the United States. Many scholars have used the collections for research.

Hopewellian
Atl-Atl
Effigies
Stone Carvings
Pottery
Spears & Points
Various Western Plains & South American Cultures

♦ Historic Native Americans

The local nations were the Potawatomi, Miami, and Chippewa.

Rare beadwork examples
Moccasins
Dance Aprons
Tee-Pees
War Shirts
Tobacco Pouches
Pipes
Baskets
Papoose Carriers
Game Pieces
Rattles
War Clubs
Masks
Projectile Points
Stone Carvings
Jewelry
Stone Implements
Iron Implements
Cooking Items
Bows & Arrows

Chippewa Canoe (only 2 canoes in Indiana museum collections)
Van Sanden Portrait Collection
(early 19th century Potawatomi painted from life)
Mid-late 19th century Photographs
(ex: Battle of Bull Run immediately after battle; Sitting Bull & his family)

♦ French Era

The French controlled this region of the country during the 17th and 18th centuries. Their influence was felt well into the 19th century with the fur traders, the founding of the University of Notre Dame, etc. One of the two significant archaeological sites in the State of Michigan is the site of Fort St. Joseph in Niles, Michigan. The NIHS collection contains the most significant collection to date of artifacts from this fort.

Trade Goods
Household Implements
Jewelry
Early Fur Trading Equipment
Missionary Items
Early Fur Trading Journals
Weapon Fragments
French Records & Day Books

♦ Medical

The NIHS collection ranges from early pioneer remedies to more contemporary medical memorabilia.

Contents of 1930s doctor's office
Dental Chair
Patent Medicine Examples (local)
Medical Bags
Iron Lung
Civil War Medical & Dental Items
Photographs
Books

♦ Furniture

Clocks
Hall Trees
Tables
Chairs
Rocking Chairs
Lamps
Sofas
Beds
Chairs (ex:Schuyler Colfax used as Speaker of the House during Lincoln Administration)
Empire
Eastlake
Craftsman
1920s Revival
Primitive
Pioneer -Handmade Items
Secretaries

♦ Musical Instruments

Rare Pre-Civil War Piano
Pianos
Organs
Record Players
Sheet Music Collection (dating to 1830s)
String Instruments
Wind Instruments
Music Boxes
Nickelodeon
Baily Concertina (1820s)

♦ Transportation

Milburn Electric Car (1918)
Chockelt Buggy
Sleighs
Fruit Cart
Children Sleighs
Riding Toys
Locomobile (1898)
Buggies
Studebaker Children's Wagons
Mail Cart
Bicycles
Railroad Items

- **Decorative Arts**

The decorative arts collection of the NIHS is extensive and ranges form the 1830s to the present, representing all major styles of the last 160 years.

Pre-Victorian
Renaissance
Colonial Revival
Pioneer
1920s - 1980s
Metals
Crystal
Wood
Plaster
China
Rococco
Eastlake
Craftsman
Primitives
Silver
Porcelain
Glass
Gesso
Fabric

- **Military**

The military collection of the NIHS ranges from the Revolutionary War to the Iraq War:

Uniforms
Records
Spoils of War
Red Cross
Diaries
Weapons
Photographs
Rations
Women's Role in Wars
Letters

- **Political**

The political collection of the NIHS contains items from local, state and national elections.

Colfax Letters
Voting Machine
Political Buttons

- **Toys**

The toy collection of the NIHS is extensive.

Mechanical Banks
Dolls
Books
Baby Toys
Non-mechanical Banks
Mechanical Toys
Games
Doll & Child Furniture
Non-mechanical Toys

- **Portrait, Art Work, Prints, Sculpture, Photography**

Primitives (ie: Van Sanden Collection)
Watercolors
Oils
Daguerreotypes
Ambrotypes
Formal Victorian Portraits
Ethnic Artist Works
Reverse Paintings on Glass
Salt Prints
Theorem Paintings

- **Portrait, Art Work, Prints, Sculpture (Continued)**

Folk Art
Bronzes
Parian Marble Statues
Landscapes (ie: Fredrickson Collection)
Woven Hair Art
Works by Gregori
Frames
Paintings on Fabric
Portraits by Itinerant Artists

- **Textiles**

Quilts
Counterpanes
Wall Hangings
Samplers
Lace
Bed Covers
Crochet
Coverlets
Tapestries
Embroideries
Tablecloths, Doilies, etc.
Curtains
Knitting
Linens
Collection of Sewing Items (ie: lace making equipment, looms, spinning wheels, sewing machines)

- **Recreation**

All American Girls Professional Baseball League Collection
Greenstocking items
Trophies
Tickets
Programs
Photographs
Game equipment

- **Industrial & Business**

Most companies, industries and corporations in our collection region are represented in some way in the collection. Some industries that we have are: Oliver, Bendix, O'Brien, BallBand/Uniroyal. We also have artifacts from local retailers, grocers, restaurants, etc.
Records
Advertising
Merchandise
Operation Manuals
Product Catalogs
Manufacturing Equipment
Photographs

- **Household Items**

The household items in the collection range from the 1820s to the present and represent the technological changes and evolutions during these years. The pre-industrial revolution and post-industrial revolution eras are greatly represented.
Televisions
Kitchen Equipment
Washers/Dryers
Cooking Equipment
Sweepers
Cookbooks
Radios
Cleaning Items
Irons
Sinks
Hand-carved Items
Stoves/Refrigerators

♦ Historic Clothing

The historic clothing collection of the NIHS is very large and diverse, ranging from the 1600s to the present. It includes a gown worn by Mrs. Schuyler Colfax, wife of the Vice-President under the Grant Administration. The collection also contains bags, purses, footwear, hats, suits, coats, furs, daytime dresses, formal wear, undergarments, men's clothing and children's clothing.

♦ Personal Items

Jewelry
Calling Cards
Cosmetics
Note Cards/Paper

♦ Pioneer Items

The pioneer collection of the NIHS is extensive. It ranges from a complete pioneer cabin, Navarre Cabin, to a carpenter's workshop to a blacksmith shop. There are many hand-made wood, fabric and metal items. There are tools and equipment such as spinning wheels, weaving looms, lace looms and carders. There are cooking items, food preparation and preservation items, beds, furniture, clothing, decorative arts, farm equipment and business items.

♦ Communication Artifacts

Printing Press
Morse Code Equipment
Newspaper Items
Telephones
Recorders
WSBT collection

♦ Historic Structures

Copshaholm, the Oliver Mansion (ca. 1895)
Navarre Cabin (ca. 1820)
Dom Robotnika, the Worker's House (interpret ca. 1935)

♦ Archival Collection

The archival collection is one of the most significant aspects of the NIHS collection. It contains the history of the individuals, businesses, industries, clubs, government units, and more who have made the St. Joseph River Valley Region what it is today.
Over 12,000 Photographs
Newspapers (bound copies from 1831 - 1960s)
Personal and Family Collections
Early Fur Trading Records & Journals (1800-1850)
Film Collection (local television stations, Fredrickson films)
Slide Collection
Business & Industrial Papers & Documents
Religious Histories
Schools & Universities
Railroads, Streetcar System
Fairs, Circuses, Special Community Events
Postcards

- **Archival Collection (Continued)**

Genealogy
St. Joseph County History (including northern Indiana & southwestern Michigan)
South Bend & Mishawaka History
Maps
Atlas& Plat Books
Advertising
Sheet Music
Blue Prints (Sollitt&Christman Collections)
Architectural Drawings
Warranties, Deeds & Abstract of Titles
Albums
Scrapbooks
Records/Recordings
Political Records & Memorabilia
Military records
Broadsides
Ephemera Collection
Pamphlets, Tickets & Invitations
Holiday Collection (ie: greeting cards)
Ethnic Records & History
African American/Underground Railroad collection
Oral Histories
Manuscripts, Articles, Magazines relating to Local History
Trade Cards
Warranty and Instruction Books