

NORTHERN NECK FARM MUSEUM

Accession Policy and Procedure

The Mission of the Northern Neck Farm Museum is to tell the story of the region's agricultural heritage. This Mission is carried out through the Collection and Preservation of artifacts, documents, photographs and materials which demonstrate the history and culture of agriculture in the Northern Neck, and through exhibits and programs for the education and enjoyment of the Museum's visitors and the general public. The collection will include:

- Agricultural implements, artifacts, tools, and transportation artifacts used in Northern Neck Agriculture
- Original documents, publications, and photography pertaining to the mission of the Museum
- Reproductions and other items may be collected for interpretative purposes at the discretion of the Accessions Committee
- Collections material will be evaluated by the Accession Committee.

The Museum will acquire objects through gifts, bequests, purchase and transfer. These objects should be unrestricted, and appropriate to the mission of the Museum. The Museum cannot guarantee exhibition of acquired objects. Once an object has been accessioned, it becomes the property of the Museum. If unrestricted, an object may be used, loaned or disposed of at the discretion of the Museum.

In the event the Museum wishes to accept a restricted gift for specific purposes, or to purchase a specific item, the request should be referred to the Board.

Accession is the process of accepting and recording collections material. Collections will be accessioned according to approved procedures.

Collections material must be relevant and useful to the Museum's Mission. The potential donor must have free title and adequate documentation as to origin and authenticity. It will be part of the Museum's permanent collection as long as it is useful for the Museum's purposes. The Museum must be able to properly store and care for the material. Items may be accepted temporarily, pending study and verification.

Contacts about potential acquisitions should be made to the Chairperson of the Accessions Committee. Staff members, volunteers or others associated with the Museum should refer all offers to the Chairperson of the Accessions Committee.

Procedures for appraisals, reproductions, accessioning, de-accessioning, ethics, loans, documentation, conservation, collection care and security shall be determined by a Collection Management Committee.

All items will be given directly to a member of the Accessions Committee or their designee who will fill out a Temporary Deposit Receipt form, with temporary numbers, and signed by the owner/donor. Items accepted temporarily, pending study and qualification, shall be accepted permanently or returned to the owner/donor.

Upon permanent acceptance by the Accession Committee a permanent accession form is filled out, with a photograph attached. The Northern Neck Farm Museum is a 501©3 non-profit corporation so donations are eligible to be considered as a tax-deduction.

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