



**VIRGINIA
HISTORICAL
SOCIETY**

Collections Management Policy

Revised Policy Approved by Board of Trustees
July 17, 2019

Contents

I.	Introduction	3
	A. Mission.....	3
	B. Vision.....	3
	C. Values.....	3
	D. History.....	3
	E. Purpose of Collections Management Policy	4
	F. Future Review and Revision.....	4
II.	Delegation of Authority	4
III.	Ethics	4
	A. Standards of Conduct	4
	B. Personal Collections.....	5
	C. Collecting.....	5
	D. Professional Relationships	5
	E. Appraisals and Authentication	5
IV.	Scope and Extent of the Collections	5
V.	Acquisitions and Accessions	6
	A. Acquisitions Criteria.....	6
	B. Reviewing Proposed Acquisitions	6
	C. Terms of Acquisition	7
VI.	Access and Use	7
	A. Access to Collections.....	7
	B. Intellectual Property Rights Management.....	7
	C. Culturally Sensitive Collections	8
VII.	Loans	8
	A. Outgoing Loans.....	8
	B. Incoming Loans.....	9
VIII.	Care of Collections	9
IX.	Insurance	9
X.	Deaccessioning	10
XI.	Disposals	11
XII.	Appendices	12
	A. Glossary.....	12
	B. Related Policies	13
	C. Policy History.....	14

I. Introduction

A. Mission

Connecting people to America's past through the unparalleled story of Virginia. By collecting, preserving, and interpreting the Commonwealth's history, we link past with present and inspire future generations.

B. Vision

We aspire to represent all Virginians as we meaningfully share the ever-evolving story of Virginia with a broader audience.

C. Values

- We are dedicated to preserving the past, as we believe knowledge and appreciation of history matters.
- We are trusted stewards, committed to telling an accurate and inclusive story of Virginia.
- We work passionately and with integrity to best represent ourselves, our colleagues, our institution, and our critical mission.
- We are service oriented, and we are welcoming and respectful to all.
- We operate as one team; we are clear about our goals, transparent, and collaborate for success.
- We are purposeful; we are innovative and entrepreneurial in the advancement of our mission.
- We embrace partnerships, and we are a strong and active contributor to our community and Commonwealth.

D. History

The Virginia Historical Society (historical society) cares for a collection of nearly nine million items representing the ever-evolving story of Virginia. Founded in 1831, it is the oldest cultural organization in the Commonwealth.

During its first century the historical society amassed a collection of books, manuscripts, artifacts, and natural history specimens, and launched a publications program. Under the leadership of William Glover Stanard, who led the organization from 1898 to 1933, the book and manuscript collections grew dramatically. In 1946 the historical society acquired Battle Abbey with the Charles Hoffbauer mural cycle from the Confederate Memorial Association. In 1948, the historical society received by bequest Virginia House, the Tudor-style, Richmond residence of historical society president Alexander Weddell and his wife Virginia.

During the decades 1960–1980, the collections continued to grow, the publications program became more active, and increased numbers of researchers used the Society's resources. In 1992 the historical society reopened as the Center for Virginia History and embraced a broader vision which included additional galleries, a strengthened endowment, increased public programs, a paper conservation lab, and an enlarged education outreach program.

As part of a \$30 million fund raising campaign, the historical society added a 38,000-square-foot wing in 1998. Two floors were leased by the Virginia Department of Historic Resources (VDHR), providing storage for and easy access to their collections. In 2004 the historical society launched its 175th anniversary campaign, *Home for History*. The most visible component of this effort was another new wing completed in 2006. This addition included a 500-seat auditorium, new exhibition space, a state-of-the-art classroom, and additional collections storage.

In 2015, the historical society completed the *Story of Virginia* Campaign. This \$38 million project included the creation of new classrooms, a studio for long-distance learning, and an expanded entrance to the museum. In 2018 the historical society announced a new vision and a new name for its headquarters facility, The Virginia Museum of History & Culture. This historic change marks a new era of expanded public programming, new exhibitions, and greater activity across the Commonwealth, as the historical society works to tell a more inclusive story to a more inclusive audience.

E. Purpose of Collections Management Policy

The purpose of the Virginia Historical Society Collections Management Policy is to govern the acquisition and management of all of the historical society's various and extensive collections. It describes the roles and responsibilities of historical society staff, its President, and Board of Trustees in activities related to the collections.

F. Future Review and Revision

Preserving, refining, and interpreting the collections are integral parts of the historical society mission, and maintaining a current Collections Management Policy aids in these efforts. This Policy will be reviewed every five years in conjunction with updates to the historical society's Strategic Plan, or updated as necessary to reflect changes in staff, organizational structure, and evolving professional standards. Any changes to the Policy require approval by the Board of Trustees.

II. Delegation of Authority

The Virginia Historical Society is governed by the Board of Trustees which has ultimate fiduciary responsibility for the management of the institution, its collections, and its physical and financial assets. In turn, the President approves all institutional policies which provide guidance for collection management procedures and activities. The authority for administering these policies has been delegated from the Board of Trustees to the President. The President exercises this responsibility through the Vice President for Collections. The Collections Division's work centers on preserving and sharing history and expertise through collections management, research, and conservation. It also collaborates closely with the Exhibitions & Publications Division in the exhibition and interpretation of collections, and engages with libraries, museums, and other cultural organizations across the state.

III. Ethics

A. Standards of Conduct

All historical society employees are expected to comply with the historical society's Code of Ethics.

B. Personal Collections

A possibility of a conflict of interest exists whenever an employee personally collects items similar to those collected by the historical society. When collecting, an employee should always consider the needs of the historical society over personal gain. When an employee is considering the acquisition of historically significant items that may be within historical society collecting purposes and policies, they should inform the Vice President for Collections in writing and in a timely manner. The historical society has the right to restrict personal collecting by its employees to avoid conflicts of interest. Specific restrictions on personal collecting may apply to certain employees who in their job descriptions have direct responsibility for collecting.

C. Collecting

The historical society does not acquire, by direct or indirect means, any item that it has reason to believe has been unethically or illegally obtained or that has been obtained in violation of international agreements or federal or state laws. The historical society endorses the 1970 UNESCO convention and applicable antiquities statutes that prohibit "the illicit import, export and transfer of ownership of cultural property," and subscribes to section 2.5 (Culturally Sensitive Material) in the Revised ICOM Code of Professional Ethics (October 8, 2004).

D. Professional Relationships

A historical society employee may not use their institutional affiliation to promote their or any associate's personal collecting or business activities. No employee may participate in any dealing (buying or selling for profit as distinguished from occasionally selling or exchanging from a personal collection) in items similar or related to those that the historical society collects. Employees may not misrepresent themselves or the institution in public or private, or use their relationship with the museum for personal gain.

E. Appraisals and Authentication

Staff may not make estimates of monetary value of items or materials of the types collected by the historical society, nor provide tax advice or interpretation of tax laws relative to charitable contributions. Appraisals may be made solely for internal historical society use, such as insurance valuations for loans. If a donor, lender, or other individual or organization requests an appraisal, staff may provide a list of qualified professional appraisers without endorsement. Historical society staff does not provide definitive statements regarding the authenticity of items brought to them for identification by the public. Professional opinions or sources for information may be given.

IV. Scope and Extent of the Collections

Virginia Historical Society collections focus on Virginia people, places, and culture, and to the state's interaction with the larger society, both national and international. Virginia is a collecting focus, but not a constraint, and materials in the collections transcend the geographical and political boundaries of the state from the Pre-Contact Period through the present. The historical society may consider for acquisition almost any material that has a documented association with the state's history and is in such condition that it can be maintained to ensure its lasting viability. In its collecting activities, the historical society seeks to be inclusive and to reflect the pluralism of Virginians. Changing historical perspectives and understandings guide new acquisition efforts and are reflected in their results.

The collections are currently organized within these categories: archaeological items, art works, manuscripts, maps and atlases, material culture, oral history, printed materials, and sound and visual media. The historical society generally does not collect natural history specimens. It does not collect osteological human remains.

The historical society cooperates with the collecting efforts of other organizations, including state, regional, and national historical societies, and other major cultural and educational institutions. Such cooperation is undertaken to foster economy, efficiency, and goodwill within this community.

V. Acquisitions and Accessions

A. Acquisitions Criteria

The historical society takes the stewardship of its collections very seriously and must therefore be selective in undertaking the responsibility to care for and preserve new acquisitions. In general, new acquisitions should meet the following criteria:

- Item is relevant and useful to the historical society's mission
- Item is in good condition or has a reasonable threshold for conservation
- The historical society has the capacity to care for and store the item
- Item does not unnecessarily duplicate items already in the collection
- Authenticity and provenance have been confirmed to the best of staff ability

B. Reviewing Proposed Acquisitions

The historical society acquires collections by a variety of methods, including gift, bequest, purchase, and transfer. The responsible staff member conducts an initial assessment balancing the connection to Virginia and research and exhibition possibilities, with physical condition or digital integrity, preservation requirements, storage needs, and relevance to historical society collecting priorities.

The process for acquiring an item involves Collections Division staff, the Acquisitions Committee, and in some cases the President and Board of Trustees. The role of the Acquisitions Committee, which is comprised of staff members appointed by the Vice President for Collections, is to discuss potential acquisitions and to vote whether or not to acquire items. The Committee provides the opportunity for staff members to share information about potential acquisitions and to coordinate acquisitions activities.

The decision to recommend items for the historical society's collections is made by the appropriate staff member before the Acquisitions Committee.

- The Acquisitions Committee refers decisions to the Vice President for Collections when the acquisition under consideration is valued under \$10,000 or is less than 500 cubic feet.
- The Acquisitions Committee refers decisions to the Vice President for Collections and the President when the acquisition under consideration is valued between \$10,000 and \$25,000 or exceeds 500 cubic feet. In the event that either is unavailable the other may act in consultation with the Collections Committee.
- The President refers decisions to the Board's Collections Committee when the acquisition under consideration is valued between \$25,000 and \$50,000 or exceeds 2,000 cubic feet.

- The President and the Collections Committee refer decisions to the Board of Trustees when the acquisition under consideration is valued in excess of \$50,000; exceeds 2,000 square feet; involves an historic property; or poses a significant legal or reputational risk.

C. Terms of Acquisition

The historical society acquires its collections in accordance with current professional standards. For all acquisitions, the historical society creates and maintains a permanent record documenting how the material was acquired, its provenance, and all subsequent transactions. A legal agreement between the historical society and the donor, lender, or seller is executed and becomes part of the permanent record. As a general rule, collection items are acquired with the intention of long-term retention and preservation. However, no guarantee is made that any acquisitions will be retained in perpetuity.

The historical society prefers to acquire materials without restrictions. A donor may restrict access to collections as part of a negotiated agreement with the historical society. Such agreements may include no access for a specified period of time, limited access, or selected access. The historical society reserves the right to place a restriction on a collection even if no such restriction has been requested by the donor so long as the restriction does not constitute censorship. Restrictions generally will be lifted after a certain period of time has passed. The historical society strives to keep the term of restrictions as short as possible. The Vice President for Collections approves all restrictions and may refer requests for irregular or extensive restrictions to the President for approval. All restrictions and their effective dates are set forth in the legal agreement between the donor and the historical society. The historical society adheres strictly to all conditions of such restrictions. The historical society does not accept items with requirements for periodic or permanent display.

Pursuant to [Title 55-210.37 Acquiring Title to Undocumented Property](#) of the Code of Virginia, the historical society may acquire legal title to undocumented objects if it can verify through written records that it has held the property for at least five years, during which time no valid claim to the property has been asserted and no person has contacted the historical society regarding the property.

VI. Access and Use

A. Access to Collections

The collections of the Virginia Historical Society are accessible to the public at the Virginia Museum of History & Culture through its research library, exhibits, website, and public programs, and by appointment. Procedures are established in order to preserve rare and fragile materials while providing maximum access to the collections.

The historical society reserves the right to restrict use of fragile or vulnerable materials if such use would endanger them. The historical society makes every effort to provide alternative formats, such as digital surrogates or other reproductions, for use if the original material is endangered. The historical society may also restrict the dissemination of information if such dissemination might jeopardize the security of historical resources.

B. Intellectual Property Rights Management

Historical society collections may be reproduced as provided under the fair use provision of United States copyright law. The historical society may refuse to permit the copying of a collection item if

such reproduction would violate the copyright law, violate the donor agreement, or pose a threat to the physical integrity of the item.

Content reproduced from the collections of the historical society is for viewing, research, and personal use only. Permission for commercial use or any publication, manipulation, display, or distribution must be pre-approved by the Vice President for Collections. This permission is required whether or not the historical society is the copyright holder. Permission may also be required from the copyright holder. Reproduction, replication, or exhibit use of any object must be clearly identified. Any such use must attribute the item to the historical society.

C. Culturally Sensitive Collections

The historical society respects the special nature of associated and unassociated funerary objects, sacred objects, and objects of cultural patrimony, and may apply restrictions on the study, access, reproduction and exhibition of these collections.

VII. Loans

The Collections Division administers all loans, in cooperation with the appropriate historical society staff, and maintains a complete record of all aspects of each loan transaction. Incoming and outgoing loans are never permanent; instead they are made for specific periods of time with the option to renew if appropriate. Long-term loans to or from the historical society must be approved in advance by the President and Vice President for Collections. Loans do not indicate a change in ownership.

All loans to or from the historical society adhere to applicable federal, state, local, and international laws, treaties, and regulations. The historical society subscribes to the *Code of Ethics for Registrars* established by the Registrar's Committee of the American Alliance of Museums.

A. Outgoing Loans

- Collections are lent for public exhibition, research, and other approved educational purposes.
- Loans are made to borrowers that meet conditions set forth in the *Requirements for Loans from Virginia Historical Society Collections* and Outgoing Loan Agreement form.
- Organizations requesting a loan must submit a written request and facility report for review and approval by the Vice President for Collections. Adequate time must be allowed for this process to occur, generally, a minimum of six months in advance of the loan date.
- Loans will generally not be approved for extremely fragile items, frequently used holdings, or materials planned for use by the historical society.
- Collections are not lent for commercial purposes or gain, for private financial gain, or to individuals for private use.
- At the discretion of historical society staff, the borrower may be required to bear the costs for any conservation, packing, transportation, insurance, customs, or other loan-related expenses.
- The borrower shall acknowledge historical society ownership of the loaned item(s) and/or the original donor with credit language provided by the historical society.

B. Incoming Loans

- Items are borrowed only for public exhibition, research, and other approved educational purposes. When borrowing items from others, the historical society agrees to give borrowed items the same care as it does comparable property of its own.
- Exclusive of traveling exhibits organized by outside organizations, the historical society shall retain creative authority for the interpretation of borrowed items. Potential lenders may be consulted in the selection of items borrowed from their collection and regarding their relative significance for the exhibit.
- The historical society will determine that there is a clear connection between the exhibit of the item(s) and the historical society's mission, and that the inclusion of the item(s) is consistent with the intellectual integrity of the exhibit.
- The lender's relationship to the institution will be examined to determine if there are potential conflicts of interest or an appearance of a conflict, such as in the case where the lender has a formal or informal connection to historical society decision-making. The historical society requires that those with a real or perceived conflict withdraw from the decision-making process.
- If the ownership of borrowed items changes during its loan period, the historical society will not accept any commission or fee from the sale of items.
- The historical society should make public the source of a borrowed item (credit line) and funding support when the lender is also a sponsor of the exhibit. If the historical society receives a request for anonymity, the historical society should avoid such anonymity when it would conceal a real or perceived conflict of interest or raise other ethical issues.

VIII. Care of Collections

The goal of the conservation program is to stabilize and maintain original material through the least intrusive means practicable. Although other Collections Division staff are responsible for the development, care and oversight of specific holding types within the historical society collection, conservation staff is responsible for the general preservation of collections. The stewardship of collections includes storage, environmental controls, security, inventory, conservation treatment, preventative care, and disaster response planning.

The historical society's conservation staff monitor treatments undertaken by outside conservators. All conservation treatments are thoroughly documented according to professional standards. Any conservation treatment must respect the historical integrity of the item.

The historical society subscribes to the American Institute for the Conservation of Historic and Artistic Works in all conservation treatments of its collections. For its historic properties, including buildings, structures, and landscapes, the historical society complies with the Secretary of Interior's Standards for the Treatment of Historic Properties (36CFR68).

In some instances cultural care of the materials is considered in addition to conservation needs. Culturally modified museum practice may be incorporated, and historical society staff will work directly with relevant communities to ensure proper handling.

IX. Insurance

Historical society collections and Program Use Materials are covered under a comprehensive policy designed specifically for museums. The policy also covers items in the physical custody of the historical society that are not part of the collections, such as items on loan from organizations and

individuals. Items are also insured during transit. Items placed on temporary deposit or items to be returned to the owner are not covered under insurance unless otherwise arranged.

The collections are insured up to the “probable maximum loss” determined by the highest value concentration of items in the Virginia Museum of History & Culture. This coverage limit is periodically reviewed to ensure that the collections are insured according to a reasonable assessment of the risk of loss or damage.

X. Deaccessioning

Collecting necessarily requires thoughtful culling to ensure that the collections best serve the current and future activities of the historical society. Deaccessioning, the process of permanently removing items from the collection, maintains focus and aligns collecting activities with the historical society’s mission. Deaccessioning strengthens the collection through thoughtful review and disposal of items.

An item or collection deaccessioned by the historical society must meet at least one of the following criteria:

- It is no longer relevant and useful to the mission of the historical society
- It cannot be properly stored or preserved
- It no longer retains its physical or digital integrity, identity, or authenticity
- It is unnecessarily duplicated in the collections
- It poses a health or public safety risk, or physical risk to the collections
- It falls under NAGPRA guidelines or is otherwise determined to be culturally sensitive

Deaccessioning can occur only when the item is clearly owned by the historical society. Proof of ownership is not required to deaccession items that have negligible market value.

The historical society gives due consideration to relevant constituencies when deaccessioning items from the collections. The historical society is required by the Internal Revenue Service to retain donations for a minimum of three years in consideration for donors making a declaration for tax purposes. Express or specific restrictions accompanying the original acquisition are followed unless adherence to such restrictions is no longer possible or would be in conflict with the historical society’s mission and priorities. If necessary, the historical society may seek relief from such restrictions through legal action.

The decision to deaccession items from the historical society’s collections is made by the appropriate staff member before the Acquisitions Committee. The President and the Board’s Collections Committee are notified of all decisions to deaccession.

- The Acquisitions Committee refers decisions to the Vice President for Collections when the deaccession under consideration is valued under \$10,000 or less than 500 cubic feet.
- The Acquisitions Committee refers decisions to the Vice President for Collections and the President when the deaccession under consideration is valued between \$10,000 and \$25,000 or exceeds 500 cubic feet.
- The President refers decisions to the Board’s Collections Committee when the deaccession under consideration is valued between \$25,000 and \$50,000 or exceeds 2,000 cubic feet.
- The President and the Collections Committee refer decisions to the Board of Trustees when the deaccession under consideration is valued in excess of \$50,000; exceeds 2,000 square feet; involves an historic property; or poses a significant legal or reputational risk.

The historical society thoroughly and permanently documents the conditions and circumstances under which items are deaccessioned in the collections database and the accession files.

XI. Disposals

Disposal is the act of physically removing a deaccessioned collections item or group of items from the historical society's property. Disposal may include transfer of legal title to another party. In selecting a method of disposal, the historical society will consider the public interest, the concerns of the scholarly and cultural community, and the historical society's fiscal and programmatic interests. The historical society will also consider the intent of the original donation. In accordance with American Alliance of Museums guidelines, deaccessioned items with market value may be sold provided the proceeds are restricted for future use in the direct care or purchase of collections. Items with no provenance or market value or that pose a health or safety risk may be discarded.

Following the decision to deaccession, the Vice President for Collections will determine the best way to dispose of the item(s) in consultation with relevant staff.

- The Vice President for Collections determines the method of disposal when the item being disposed is valued under \$10,000 or less than 500 cubic feet.
- The Vice President for Collections and President determine the method of disposal when the item being disposed is valued between \$10,000 and \$25,000 or exceeds 500 cubic feet.
- The President refers decisions to the Board's Collections Committee when the item being disposed is valued between \$25,000 and \$50,000 or exceeds 2,000 cubic feet.
- The President and the Collections Committee refer decisions to the Board of Trustees when the item being disposed is valued in excess of \$50,000; exceeds 2,000 square feet; involves an historic property; or poses a significant legal or reputational risk.

For Native American items that are subject to repatriation, the historical society complies fully with all provisions of the Native American Graves Protection and Repatriation Act (Public Law 101-601 and final regulations, 43 CFR 10) which includes requirements for repatriation.

The historical society will not directly gift, sell, or otherwise transfer deaccessioned items to staff, trustees or volunteers, or to their immediate families or associates. Staff and trustees may not acquire deaccessioned items. Deaccessioned items will not be returned to the original donor or their heirs unless stipulated in the donor agreement. Items culled during the acquisition consideration process are not considered disposals and may be returned to the owner by prior agreement.

The following are approved dispositions for disposals:

- Repatriation when required
- Transfer to another museum, collecting institution, or non-profit which intends to make the item accessible to the public
- Transfer to program use collection or conservation program for training purposes
- Sale, preferably at public auction
- Witnessed destruction

The historical society thoroughly and permanently documents the conditions and circumstances under which items are disposed in the collections database and the accession files. Institutions that acquire disposed items will be provided with copies of associated documentation and provenance.

XII. Appendices

A. Glossary¹

Acquisition

An item or group of items accepted by the historical society for inclusion in the collections.

Acquisitions Committee

Historical society staff committee designated to discuss potential acquisitions and to vote whether or not to acquire items. The committee is chaired by the Vice President for Collections and includes Collections Division leadership, the Collections Manager, the Vice President for Exhibitions & Publications, and Exhibition Curators.

Accessioning

The formal process used to take legal and physical custody of an item or a group of items, document their receipt, and record them as part of the collections. (1, 3)

Appraisal

(a) The process of identifying materials offered to a museum or repository that have sufficient historical value to be accessioned. (b) The process of determining the market value of an item. Monetary appraisal is distinct from appraisal for historical value. (1)

Board of Trustees

The governing body of the Virginia Historical Society.

Collections

Accessioned items collected and held in the public trust, important to the collecting, research, and educational functions at the historical society. They are cataloged and managed to safeguard the integrity of the items and associated documentation for the future.

Collections Committee

A sub-committee of the Board of Trustees charged with the responsibility to review and approve significant historical society collections initiatives including the acquisition and disposal of collections items valued in excess of \$25,000.

Conservation Treatment

A physical intervention to repair, stabilize, salvage, or preserve a collections item.

Conservator

Staff member responsible for the physical care and preservation of collection items.

Deaccessioning

The process used to formally approve and record the removal of a collections item or group of items from the historical society's collections. (2)

¹ Definitions marked with a (1) are adapted from entries in the Society of American Archivists *Glossary of Archival and Records Terminology* by Richard Pearce-Moses (2005, online at <http://www.archivists.org/glossary>). Those with a (2) are taken from *The AAM Guide to Collections Planning* by James B. Gardner and Elizabeth E. Merritt (2004, American Association of Museums). Definitions marked with a (3) are taken or adapted from *A Legal Primer on Managing Museum Collections* by Marie C. Malaro (1998, Smithsonian Books, Washington, DC).
Collections Management Policy
Virginia Historical Society
Revised July 17, 2019

Deposit

The transfer of items, records or other materials to the historical society without transfer of title. (1)

Disposal

The act of physically removing a deaccessioned collection item or group of items from the historical society's collections. Disposal may include transfer of legal title to another party. (1, 2)

Donation

The legal transfer of an item or items to the historical society without compensation. (1)

Donor

An individual or organization who gives property or money to the historical society without reciprocal compensation. (1)

Historic Property

A property of historical significance with historic buildings, structures, and landscapes maintained and operated by the Virginia Historical Society.

Long-Term Loan

The lending of collections to or from the historical society for a period of time beyond the customary one to six months. Long-term loans will be administered by an agreement setting forth the specific terms and conditions of the relationship between the historical society and the lender/borrower.

Program Use Materials (PUMs)

Items acquired but not accessioned which, for example, may be used for educational or consumptive purposes and may be handled with more liberty than accessioned items. Program use items are typically common and readily available on the market, may duplicate existing collections, may have no Virginia connection, or may be in a non-preserved state. Program use materials are acquired through purchase or by donation to the historical society department that will be using them, or through deaccession. Such items are not accessioned, registered, or cataloged according to the professional standards accorded permanent collections, but are inventoried as an asset of the program acquiring them. Accordingly, program use materials may be disposed of without need for review and approval by the Acquisitions Committee.

Provenance

Information regarding the origins, custody, and ownership of an item or collection. (1)

Strategic Plan

A comprehensive plan that defines the goals and direction of the historical society. (2)

B. Related Policies

Virginia Historical Society Policies

- *Emergency Preparedness Plan for the Virginia Historical Society*
- *Records Retention and Disposal Policy*
- *Requirements for Loans from the Virginia Historical Society Collections*
- *Virginia Historical Society Code of Ethics*
- *Virginia Historical Society Collecting Plan*
- *Virginia Historical Society Copyright Policy*

C. Policy History

The Collections Management Policy is a Board Policy owned by the Collections Division.

Effective Date: 1989

Date Revised: 2007, 2013, 2019

Next Review: 2024