**SAMPLE Acquisition Policy**

**Statement of Purpose**

The [institution]’s collections are central to its mission. Selectively acquiring new materials is essential to build and strengthen these collections and collection objects are acquired for research, exhibition, educational and comparative use.

**Definitions**

Acquisition is the discovery, preliminary evaluation, negotiation for, receiving permission to copy (in the case of documentary materials) and taking custody of material(s) for addition to the collections of the [institution].

Accessioning is the formal process used to transfer ownership and record material(s) into the Permanent collections of the [institution]. Materials acquired for the Education and Use and Comparative Collections are not accessioned

**Scope of Collections**

**Acquisition Criteria**

The following conditions must be met before materials are acquired by the [institution].

1. The material must have clear title.
2. If material is for sale, funding must be available.
3. The [institution] must have the resources to properly care for the proposed acquisition.
4. The historical significance of the materials (for permanent collections) must be relevant to the [institution]'s mission.
5. Provenance of the materials (for the permanent collection) should be documented.
6. Material for public records must meet the retention schedule.
7. All legal, and ethical implications of the acquisition must have been considered and any issues resolved.
8. Acquisition should occur without donor restrictions. Restrictions or conditions may be considered when in the best interest of the [institution]'s fulfillment of its mission. The Board of Trustees must approve permanent restrictions. Use and disposition will be at the discretion of the [institution] unless otherwise specified.
9. Copyright will be transferred to the [institution] when possible.

**Means of Acquisition**

Materials and objects may be acquired by abandonment, bequest, copy with permission of the owner, excavation, exchange, field collection, donation, purchase, transfer from a governmental body, or any other method which transfers title to the [institution] from any individual, corporate body, or group.

**Acquisition Stipulations**

1. All acquisitions to the [institution] collections must be approved by the appropriate division staff.
2. No staff or board member may obligate the [institution] to the acceptance of any materials not consistent with the intent or spirit of the acquisition policy.
3. A record will be maintained on all [institution] acquisitions. Records will include signed legal documents and documents of transfer, and may include appropriate inventories and historical information.
4. The [institution] does not guarantee to store donated material together as a unit. Artifacts, manuscripts, books, photographs and moving images will be curated by the appropriate division. The association of dispersed materials will be documented.
5. Acquisition of materials does not guarantee that materials will be exhibited or used for any other specific [institution] project or program.
6. Materials in the Permanent Collection will be retained so long as they continue to be relevant and useful to the mission and purpose of the [institution], and if they can be properly stored, preserved, and used. Deaccessioning (permanent disposal) of materials may be considered when one or more of the Deaccessioning criteria apply (see Deaccession Policy).
7. Gifts to the [institution name] are deductible from taxable income in accordance with the provisions of the federal income tax law. [institution] staff and board members cannot make appraisals of the monetary value of materials. (Donors are encouraged to make copies of an appraisal available to the [institution], to be filed with the donation forms.)
8. No materials shall be considered as a possible addition to the Permanent Collections for the sole purpose of selling the materials or exchanging for something else.
9. The [institution name] is under no obligation to accept materials bequeathed or offered to it except when mandated by Nebraska statute.
10. In certain circumstances the [institution] may require financial support to accompany an acquisition.

The collecting divisions of the [institution name] do not accept historic structures or real estate.