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## **Policy for Accessions to the Special Collections and Archives**

### **Background**

The Greater Cape May Historical Society’s (GCMHS) mission is to collect, preserve, document, interpret, and share the history of the greater Cape May area. Since our founding in 1974, the Society's mission has been maintained by an ethical, open, and friendly group of volunteers.

We are a community-based organization that recognizes the fundamental principles of diversity, inclusion, and equal access. Therefore, our stewardship of the Memucan Hughes Colonial House, and our virtual collections, are free and open to the public.

We welcome people from all backgrounds to attend, question, and contribute to the Society for the future historians who will succeed us and adopt these principles.

## **GCMHS Special Collections and Archives**

The GCMHS Special Collections and Archives welcomes gifts of books and archival materials that fall within the scope of its collecting activities, that will enhance the strengths of its collections, and that support the history of Cape May.

Gifts of materials are accepted with the understanding that, once received, they are owned by the GCMHS. Special Collections and Archives reserves the right to determine their retention, location, cataloging, treatment, and other considerations related to their use or disposition.

Materials with restrictions on access or use will generally not be accepted; in some cases, materials of great research value with clearly stated restrictions of limited duration will be considered. Photocopies or scans of manuscript or other original materials are generally not accepted. Individual leaves offered from multi-leaved manuscripts will be reviewed carefully and decisions made on a case-by-case basis.

Special Collections and Archives reserves the right to duplicate, digitize, and make copies for the purposes of preservation, regardless of the copyright status of the item(s).

Special Collections and Archives are unable to collect items where resources do not allow us to meet the collection's space requirements or preservation needs.

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GCMHS Special Collections and Archives

## Donor information

Name(s) of donor(s):

Address:

Phone: Email:

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## **Copyright and permissions (select one)**

\_\_\_All copyrights held by me are transferred to GCMHS.

\_\_\_ All copyrights held by me are retained, and grant GCMHS a non-exclusive, worldwide, royalty-free, irrevocable license to these materials. I also grant GCMHS non-exclusive rights to authorize the reproduction and publication of these materials for educational uses.

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## **Separations (select one)**

Items not retained during the initial processing or future reappraisal should be:

\_\_\_\_Discarded

\_\_\_\_Returned to me or my heirs. I understand that, if my heirs or I am unable to be located after a reasonable search, GCMHS Special Collections and Archives may dispose of the items.

## **Transfer**

I hereby give legal and physical ownership of the item(s) listed to the GCMHS. I have read and in agreement with GCMHS Special Collections and Archives' established practices as described in their Donation Policy Guidelines. This deed will apply to any additions given at later dates, unless otherwise noted. (Attach listing if more space is needed)

Donor's signature and Date:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accepted into GCMHS Special Collections and Archives:

GCMSH Representative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_