

Adopted March 1, 2007

# **Weston Historical Society Collections Policy**

## **Table of Contents**

- I. Preface
- II. Mission: Statement of Purpose
- III. Vision: Collecting Focus and Goals
- IV. History of Collections
- V. Collections Management
- VI. Collections Policy: Acquisition
- VII. Collections Policy: Deaccession
- VIII. Ethics
- Appendices
  - A. Other Town Collections
  - B. Statement of Gift Form
  - C. Temporary Custody Receipt Form
  - D. Deaccession Worksheet

## **I. Preface**

The following Collections Policy is modeled after the Collections Plan of the Newton Historical Museum at the Jackson Homestead. Newton's plan is thoroughly professional and was developed over the course of many years. The Weston Historical Society is grateful to the Newton Historical Museum for sharing this document and allowing us to simplify and adapt it to the needs of our smaller organization.

Like the plan developed for Newton, the Weston Historical Society intends to use this plan as an internal document to guide the board in developing and refining its collection, in order to further the mission of the Society. The Collections Policy serves to focus the Society's collecting activities, to guide decision making, to increase intellectual control over the collections, and to ensure adequate resources for collections care. This document was developed beginning in the fall of 2006, and the Society recognizes that it will require occasional review and revision.

## II. WHS Mission: Statement of Purpose

(as stated in its articles of organization filed with the Massachusetts Secretary of State upon its incorporation in December of 1963)

To gather, study, house, and make available for use: the records, relics, and memorabilia relating to the history of the Town of Weston and its people, including current items which may become of historical interest in the future; and to disseminate information, particularly to the inhabitants of Weston, in cooperation with its schools, and, otherwise, intended to promote greater understanding and appreciation of the history and traditions, both past and in the making, of the Town of Weston and its neighboring communities.

To receive donations and bequests to be used to carry out the foregoing purposes of the corporation and to do all things along or in cooperation with other persons, associations, corporations or governmental agencies necessary or advisable to carry out any or all of the foregoing purposes and objects.

Provided, however, that no part of the net earnings or assets of the corporation shall be used except in the furtherance of the purposes for which it is formed and that no substantial part of the activities of this corporation shall be carrying on propaganda or otherwise attempting to influence legislation and no part of the net earnings or assets of this corporation shall inure, upon dissolution or at any other time or under any other circumstances, to the benefit of the incorporators or any other person except as reasonable compensation for services actually rendered in furtherance of its purpose, and provided further, that this corporation shall not participate in or intervene in (including the publishing or dissemination of statements), any political campaign on behalf of any candidate for public office.

## III. Vision: Collecting Focus and Goals

The **collecting goals** of the Weston Historical Society are to acquire, document, study, interpret, make accessible, exhibit, and care for the object and document collections that further the Society's mission and meet the needs of the Society's audiences. The WHS collections reflect the people and history of Weston, emphasizing Weston as a community that has evolved over time. The object and document collections complement and support each other in illustrating the stories of Weston's past and present.

All collecting activities are focused on meeting the needs of the Society's **audiences** through exhibitions, programs, and research. The Society's targeted audiences are as follows:

Adults, children and families in Weston and surrounding communities

Town government officials and town employees

Educators, scholars, teachers, and coordinators of formal and informal learning groups in Weston and surrounding communities, and their group participants

Student researchers and others interested in the interpretive themes outlined below

The society's collecting activities support mission-based, **interpretive themes** that allow the staff to show that history happened and happens at the local level through the actions of ordinary citizens, and to show how local Weston history is tied to the broad context of American history. Those themes include but are not limited to the following:

*Agriculture:* farms and farming practices, dairying, orchards, market gardening

*The Estate Era:* gentleman farmers, establishment of country estates, Weston as a summer resort

*Land Use and Open Space:* parks, town forest, conservation land

*Recreation:* boating along the Charles River, Riverside Recreation Grounds, golf, private clubs and town facilities

*Transportation:* importance of Boston Post Road, stage coaches, railroads, automobiles, road development including Route 128 and the Mass Pike

*Education:* public and private schools and informal educational organizations for both children and adults

*Community:* civic and social life; organizations, churches, fraternal organizations, the grange, etc.

*Commerce:* stores and businesses, mills and factories, hotels and taverns

*Immigration:* ethnic groups, cultural and religious diversity

*Community Development:* development of public services and utilities, construction of municipal buildings and public improvement projects

*Architecture:* type, style, materials and construction techniques

*Suburban development and suburban living:* proximity to Boston, the family and home, subdivision, zoning and land planning

*Social change:* social movements, civil rights, women's rights, political protest. Larger social movements as evidenced locally

Types of items by the Society collected include but are not limited to the following:

### **Objects**

1. Tools and equipment including artifacts associated with local artisans, organizations, businesses, industries, labor, and individual households.
2. Art objects created by or about local places or people for aesthetic purposes, or as a demonstration of creative skill and dexterity with no apparent utilitarian purpose.
3. Personal artifacts created to serve personal needs of individuals including clothing, adornment, grooming aids, or symbols of beliefs or achievements.
4. Recreational artifacts including items originally created to be used as toys or in carrying on the activities of sports, games, or public entertainment.
5. Textiles including artifacts originally created to be used in the making of thread, yarn, or cordage, or in the creation of objects from natural fibers or from cloth. Specific collections include quilts, samplers, and lace.
6. Objects relating to suburban development.

### **Documents**

1. Books on local history, including the history of other Massachusetts cities and towns as it may relate to the history of Weston, town directories, and other public documents.
2. Personal papers including correspondence, journals, diaries, letterbooks, sermons, speeches, genealogies, and like materials.
3. Records and institutional histories of organizations and businesses in Weston.
4. Manuscript and printed material relating to social, cultural, religious, political, educational developments in Weston, including pamphlets, programs, posters, yearbooks, directories, and ephemera.
5. Audio and/or visual materials including, without limitation, photographs, negatives, slides, posters, postcards, graphic ephemera, movies, cassettes, tapes and videos of, or relating to, individuals, families, organizations, events, the natural and the built environment.
5. Documents and visual materials relating to suburban development.
6. Maps and plans.

## **IV. History of the Collection**

The Weston Historical Society collections include a broad range of objects and documents relating to Weston history. To understand the make-up of the present WHS collection, it is necessary to understand the history and relationships between the Weston Historical Committee (1931-1968), the Weston Historical Society (founded 1963), and the Weston Historical Commission (founded 1968), as well as the history of the Jones House/Josiah Smith Tavern, where the society has been allowed the use of several rooms for display and office space since its inception.

### **Founding of the Weston Historical Committee**

The Weston Historical Committee was founded in 1931 as a town committee by a vote of Town Meeting. The original members were Gertrude Fiske, Chairman, Alice E. Jones, Secretary, and Edward P. Ripley. All were members of old Weston families. Fiske was a noted artist and Ripley was the brother of local historian Emma Ripley. The initial purpose of the committee was to arrange for exercises held in connection with the dedication of the Massachusetts George Washington Memorial Highway. These exercises were held June 10, 1932 at the Burgoyne Elm.

### **Beginnings of the Weston Historical Committee Collection**

The committee's report in the 1932 Town Report noted that "The Historical Committee will be glad to take charge of any articles or papers of historic interest that may be sent to them, and are hoping eventually to have a permanent place for exhibiting such things." At a meeting of the committee in 1933 it was suggested that a collection be made of pictures or photographs of the old houses of Weston. The committee offered to make photographic reproductions if the owner of the photograph did not wish to donate it. By 1934, collecting efforts had expanded to include taking photographs, receiving "gifts of historic interest" with "the promise of some choice articles" and encouraging donations of old documents. The committee searched for a safe and suitable place for storing and exhibiting these items. The 1935 report notes that "It has been suggested that there be formed a Town Historical Society and it is hoped that enough interest in this will develop in the town to make this possible in the near future."

### **The Weston Historical Committee and the Fiske Law Office**

The 1936 report discusses the prospect of using the front section of the Fiske Law Office, since the Cemetery Commission was using only the ell. The committee expected to ask the town for \$500 to repair the building and purchase display cases. By 1937, the Fiske Law Office had become the committee's headquarters, serving as a place to keep and exhibit a small but growing collection.

Reports from 1938 to 1950 often include descriptions of gifts to the committee, for example, a "priceless" manuscript diary by Judith Greenleaf, wife of Enoch Greenleaf, (1938), a safe formerly owned by Charles A. Cutting of Wayland (1939), a photograph of Hanna Gowen taken from a daguerreotype (1940), a manuscript diary written in 1845 by Mrs. Frederick Bush of Weston, a model of the old Unitarian Church (1941), framed assessor's notice of 1777 (1942), three framed crayon portraits of the Hastings family,

three generations (1943), 1887 Weston-Wayland directory (1944), history of “Rocklawn” by M.R. Case (1945), and original letters and papers from Col. D.S. Lamson (1947). Miss Alice Jones, one of the original members of the committee, died December 22, 1947. She was replaced by Henry Patterson, described as “recently appointed Town Historian.” In 1949, the committee reported that they had put all the collections in storage “as we have had to leave the Isaac Fiske Office,” adding “We hope to have a permanent place some day as we have many articles of great interest and of value.” The committee continued to accept items into the collection. The 1950 report notes that the collection was in storage at the Case house.

### **The Weston Historical Committee Moves to the Jones House**

In 1950, the second Jones sister, Ellen, died, and the Jones house was willed to the Society for the Preservation of New England Antiquities (SPNEA). For the next 33 years the building was leased back to the town. Beginning in 1953, the historical committee was housed in the Jones House (also known by its appropriate historical name, the Josiah Smith Tavern), where the collections were displayed in several rooms.

In the years from 1956 to 1967, Town Reports do not include historical committee reports. Membership in the three-person committee slowly changed when Gertrude Fiske, long-time chairman, died in 1961 and Emma Ripley (who had replaced her brother Edward) died in 1962. From 1963 to 1967, the three members of the Historical Committee were Henry W. Patterson, Chairman, J. Kenneth Bennett, and Elizabeth C. Kenney. Brenton Dickson III replaced Patterson in 1968.

### **Founding of the Weston Historical Society**

1963 marked the 250th Anniversary of the town’s incorporation, and a special town committee worked from mid-1962 through the actual celebration, which took place from May 30 to June 2, 1963. The 250th Anniversary Committee planned or coordinated more than 60 events and prepared special maps and printed programs. As a direct outgrowth of the anniversary, the Weston Historical Society was incorporated in December 1963 as a private non-profit organization. In the Town Report of 1963, the Selectman’s report notes the hard work of the 250th Anniversary Committee and the formation of the WHS (p. 25). The three-member Weston Historical Committee continued as an official committee of the town but as was true for some years previously, the Town Reports contain no record of their activities and they do not appear to have been very active. Three historical committee members or former members, Ken Bennett, Henry W. Patterson, and Brenton H. Dickson III, were on the first Board of Directors of the Weston Historical Society. Alice Fraser held the post of “curator.”

From the beginning, the headquarters of the WHS was the Jones House/Josiah Smith Tavern. *The Weston Historical Society Bulletin* of October, 1964, reports that “Visitors are received from 2 to 4 pm [on Wednesdays] by hostesses, who are glad to supply information about the objects of historical interest displayed in this building....”

### **Weston Historical Society and the Fiske Law Office**

In the January, 1966 issue of the society's *Bulletin*, the WHS president, Harold G. Travis, reported that the Board of Selectman had reached an informal agreement to give care and custody of the Isaac Fiske Law Office to the WHS. Travis noted that this would be the "official headquarters" of the society and "records will be set up as a reference library, and displays of papers, pictures and other items of historic value are contemplated in this charming setting." While archives and records would be at this new office, the "priceless heirlooms of Weston" would continue to be on display at the Jones House. The WHS and Selectman signed an agreement that April which gave the society official care of the law office. In addition to making building repairs and improvements, the society acquired furniture for the house that is still part of the WHS collection; for example, the two hand-carved oak chairs reportedly from the study of Sir Arthur Conan Doyle.

Meanwhile, Curator Alice Fraser and other volunteers kept the Jones House/JST open on Wednesday afternoons and, in October 1966, installed a costume display in three of the rooms. In 1967, Mrs. Fraser organized a display of members' collections of china and pewter. Restoration of the Isaac Fiske Law Office was completed by 1970. Subsequent bulletins mention Wednesday open hours at the Jones House/JST but not at the law office, although the law office is still referred to occasionally as the society's headquarters. Bulletins printed about 1980 refer to the need to maintain the Fiske Law Office garden, but there is no indication that the Fiske Law Office ever supplanted the Jones House/JST as a location for the collections. In the 1990s, the society requested that the town resume responsibility for the law office, and any remaining contents were moved back to the Jones House/JST.

### **Establishment of the Weston Historical Commission**

At a Special Town Meeting in December, 1968, the town voted to abolish the Weston Historical Committee, which had existed since 1931, and establish a five-member Weston Historical Commission (1968 TR, p. 194) to serve as the town's official body for administration of the National Historic Preservation Act of 1966. From its inception, the commission focused on the historic buildings of the town. The Special Town Meeting vote of 1968 included a provision to "transfer to the custody of the historical commission . . . all property of the Town now in the custody of the historical committee." Four of the five original members of the WHC were actively involved in the Weston Historical Society: Brenton H. Dickson III, Erlund Field, Vera Laska, and Homer C. Lucas.

### **SPNEA sells the Josiah Smith Tavern to the Town**

In 1983, SPNEA sold the Josiah Smith Tavern to the town, with preservation restrictions. (The town purchased the building for \$48,542 and received endowment funds of \$97,084.) In 1984, the Weston Historical Commission reported in the Town Report that it had its first quarters, a room in the JST, and that "The Historical Society has kindly lent us old chairs and pictures" (p.42). The society continued to use two first-floor rooms for its displays and archives and, by the 1990s if not before, it was using one of the second floor room as well as attic space for storage.

## V. Collections Management

There shall be a Collection Committee, which shall be established by the Board and empowered as the Board may see fit, from time to time. The Collections Committee shall manage the collections. The Committee's responsibilities shall include setting collection policies, formulation of policies concerning storage facilities and curatorial procedures, making recommendations pertaining to the acquisition or deaccession of items in the collection, and considering all issues regarding collections care. The Collections Committee shall report regularly to the Board of Directors. Approval of the Board is necessary for deaccessioning any item from the collection. In all actions, society directors and personnel shall comply with the Collections and Ethics Policies stated in this document.

The collection shall be divided into two principal areas, referred to as the object collection and the document collection. The **object collection** currently includes furniture and decorative arts, paintings and other fine art, household items, tools and equipment, personal and recreational artifacts, textiles, and antiquarian books. The **document collection** includes manuscripts, maps and plans, prints, photographs and slides, audio and videotapes, newspapers, and books on local history. The objects and documents range in date from the eighteenth century to the present, but are predominantly from the nineteenth and early twentieth centuries, a time of growth and change in Weston.

**Permanent collection** holdings shall include objects and documents that are accessioned for collection and display. **Education collection** holdings are not accessioned and will be managed separately from the permanent collection. Objects in the education collection may be used as hands-on teaching tools. There will be an inventory of the objects in the education collection, but these objects will not be catalogued or given accession numbers.

**Repairs, restoration, and conservation** shall be performed upon the recommendation of the Collections Committee. Conservation shall follow the guidelines outlined in the American Institute of Conservation *Code of Ethics* (see (<http://aic.stanford.edu/pubs/ethics.html>)). All repair, restoration, or conservation measures shall respect the integrity of the item and shall always use materials and techniques that are reversible. Whenever possible the services of professional conservators shall be engaged, and in each case a full record of treatment shall be prepared by the restorer/conservator and shall be retained in the WHS curatorial files. Education collection materials will be maintained with reasonable care but not conserved.



# VI. Collections Policy: Acquisition

## A. Criteria for Accession into the Permanent Collections

### 1. Historical Significance

- a. Items that reflect the institution's mission and are of significance to the history and development of Weston from its beginnings to the present day
- b. Objects and documents that reflect all aspects of life and work in Weston and have a Weston provenance; also non-Weston items that further the mission of WHS
- c. Items made by or used by Weston residents, particularly those that relate to Weston historical themes. Ownership by a Weston resident is not, by itself, sufficient criteria for accession.
- d. Representative items that enhance the society's ability to interpret, through exhibitions and programs, the themes of Weston history outlined in Section III (Vision: Collecting Focus and Goals)

### 2. Other Criteria

- a. Items should be clean, in good condition, and ready for storage. If an item is not in good condition, the society's ability to properly care for it should be a primary factor in accessioning the item.
- b. Items should be appropriate for exhibition and other public programs or for research.
- c. Before accessioning an item, the Collections Committee should consider whether it belongs more appropriately in the collection of other local organizations, including but not limited to those listed in the Appendix.
- d. Due to the limited display space and lack of appropriate storage, the Society is hesitant to accession the following types of items: large industrial machinery or transportation vehicles; furniture, firearms; or items made of animal fur, except on a case by case basis
- e. Due to lack of appropriate storage conditions, the Society is hesitant to accession clothing and costumes and accessories except on a case by case basis
- f. The Society does not collect old and/or antiquarian books except those that relate to Weston history or those that have a specific Weston connection (for example, those that are clearly identifiable as belonging to

well-known Weston residents and adding to the understanding of such individual's place in Weston history)

g. The Society is cautious about collecting modern objects, unless they are commemorative items available only for a short time or other types of contemporary objects relating specifically to Weston. The Society tries to ensure that the items have or will have historical value to Weston before acquiring them; however, modern documents may be added to the collection at a more proactive level

h. The Society attempts to limit the number of a specific type of item in the collection but may collect similar items that illustrate different time periods, ethnic groups, or styles to improve the interpretive value of its collections

### **B. Criteria for Acquisition into the Education Collection**

1. Items that reflect the institution's mission and are of significance to the history and development of Weston of general interest to the community.
2. Items, including reproductions and duplicates of lesser quality that are not appropriate for the permanent collection.
3. Items that are being deaccessioned from the permanent collection.

### **C. Evaluation Procedure for Potential Acquisitions**

1. Items may be left, at the depositor's risk, for consideration for acquisition. In all cases a Temporary Custody Receipt must be completed.
2. The Collections Committee determines whether or not items meet the criteria for accessioning. The depositor will be notified by WHS according to the conditions of the Temporary Custody Receipt.
3. If items have not been claimed after one year from date of final notification, WHS shall consider the items unrestricted gifts.
4. Items for potential acquisition will be given a temporary loan number.

### **D. Conditions for Gift Agreement**

1. Gifts are considered UNRESTRICTED and can be displayed or loaned, retained or sold, or disposed of in the best interests of the museum.
  - a. No item is considered for permanent display.

b. Restricted gifts may be accepted with approval by the WHS Board. If the items are accepted with restrictions or limitations, the conditions must be clearly stated in the donor agreement, made part of the accession records, and be strictly observed by the museum.

c. Items not appropriate for the permanent collections may be accepted for the education collection. The donor agreement will reflect placement of items in the education collection that is managed separately from the permanent collections.

2. Any item sold has the restriction that the money from its sale goes toward acquisition or direct care of collections.

3. Gifts may be tax deductible in accordance with the provisions of federal income tax law. Obtaining appraisal value for tax purposes is the responsibility of the donor. The WHS is not permitted to place monetary value on items, nor can it pay for an appraisal. WHS can suggest reputable appraisers.

4. A legal instrument of conveyance (Statement of Gift) signed by the donor, seller, or estate administrators or executors, and the president of the WHS, setting forth an adequate description of the items and the precise conditions of transfer, will accompany all gifts, purchases and bequests, and will be kept on file at the museum.

#### **E. Purchase of Collections Material**

1. In accordance with American Association of Museums (AAM) and WHS Codes of Ethics (See <http://www.aam-us.org/museumresources/ethics/coe.cfm> and also Section VIII of this document), the Acquisitions and Collections Care Funds shall be used only for acquisitions and direct care of the collections. (These Funds are defined in the Deaccession Section)

4. Any Board member, with approval of the president, may purchase items for the collections as long as the cost does not exceed \$100.

3. For items between \$100 and \$500, a poll of the Board by e-mail is sufficient, with a majority vote in favor.

4. For items over \$500, a vote of the Board at a meeting is required.

6. The Board must not set initial prices for any item offered for sale to WHS.

7. The WHS shall make good faith efforts to obtain reasonable evidence that the seller of each item has valid title to it.

## VII. Collections Policy: Deaccession

The deaccession of an object or document is its permanent removal from the museum's collection. The *Code of Ethics for Museums* published by the American Association of Museums, 1994, sets out that the disposal of collections "is solely for the advancement of the museum's mission. It is the intent of the Society that proceeds from the sale of nonliving collections are to be used consistent with the established standards of the museum's discipline, and shall not be used for anything other than acquisition or direct care of collections." It is the intent of the Society that all proceeds from deaccessioning be placed in one or either of the two restricted funds, namely "the Objects Acquisitions and Collections Care Fund" and "the Documents Acquisitions and Collections Care Fund".

Collection objects and documents are retained so long as they are relevant and useful to the purposes and activities of the museum and if they can be properly stored, preserved, and used. Deaccession may be considered when these conditions no longer prevail, or in the interest of strengthening or improving another area of the collection in order to further the goals of the museum.

### A. Criteria for Deaccession from the Permanent Collection

1. The item fails to meet stated collecting criteria.
2. The item duplicates material already represented in the collection.
3. The item's physical condition is severely deteriorated precluding use or study or exhibition and the cost of conservation is greater than the value and significance of the item.
4. The item cannot be given the proper care or cannot be used now or in the foreseeable future.
5. The item is replaced by new donations of superior condition.
6. The item would be more appropriate to another museum's collection.

### B. Authorization

1. Recommendations for deaccession shall be made by the Collections Committee
2. Outside consultants may be used to evaluate or appraise a particular item(s).
3. Final approval for deaccessioning must be given by the Board with the exception of the deaccession of an item of so little worth that it cannot even be sold.

## **C. Procedures**

1. The Collections Committee shall assemble and review all documentation and complete a Deaccession Worksheet. The Committee is responsible for insuring, if possible, that WHS owns the item and that there are no restrictions.
2. Appropriate public or not-for-profit cultural institutions may be contacted concerning deaccessioned items that may benefit their collections. Gift, exchange, or sale will be considered. WHS establishes the value after an appraisal has been done. Institutions will be required to match appraised value or bid.
3. Offering at public auction or on E-bay is the preferred method for sale of deaccessioned items that are not desired by appropriate institutions. The Collections Committee will make recommendations for venue.
4. Deaccessioned items may be transferred to the education collection.
5. If the item is of small value, it may be donated to another similar museum or organization.
6. Decrepit, worthless materials may be thrown away.
7. The method of deaccession must be approved by the Collections Committee and Board before any consignment or contract is made.
8. Items may not be given or privately sold (directly or indirectly) to museum personnel as defined in Section VIII (Ethics).
9. Documentation of any deaccessioned item will be maintained as part of the permanent record including date and reason for deaccession, any correspondence, new location (if known) and the amount of sale.
10. Checks should be made payable to the Weston Historical Society and credited to either the Objects Acquisitions and Collections Care Fund or the Documents Acquisitions and Collections Care Fund.

## **E. Removing Museum Numbers**

Identifying numbers will be removed from the items prior to their release in order to insure the Society remains anonymous.

## VIII. Ethics

According to the existing WHS Mission Statement, no part of the net earnings or assets of the corporation shall be used except in the furtherance of the purposes for which it is formed and that no substantial part of the activities of this corporation shall be carrying on propaganda or otherwise attempting to influence legislation and no part of the net earnings or assets of this corporation shall inure, upon dissolution or at any other time or under any other circumstances, to the benefit of the incorporators of any other person except as reasonable compensation for services actually rendered in furtherance of its purpose, and provided further, that this corporation shall not participate in or intervene in (including the publishing or dissemination of statements), any political campaign on behalf of any candidate for public office.

Furthermore, in regard to the acquisition, handling, or disposal of items, all WHS personnel shall comply with accepted related practices and laws, such as the Archeological Resources Protection Act, the Native American Graves Protection and Repatriation Act, international conventions, and laws pertaining to natural and cultural resources.

WHS personnel shall be defined as including staff, Board members and volunteers.

1. Acquisition, disposal, and loan activities shall be compatible with the WHS mission and collections policy.
2. WHS personnel may not use their WHS connection to foster their own collecting or the collection of a family member or business associate.
3. Payments for acquisitions shall be governed by the collections policy as established by the Collections Committee and the Board. Where a market for an item exists, no above-market price shall be paid for the item except with the approval of the Board.
4. The Board must approve all acquisitions for the collections purchased from WHS personnel or members of their immediate families or business associates.
5. Disposal of collections through sale, trade, or research activities is solely for the advancement of the WHS mission. It is the intent of the Society that proceeds from the sale of deaccessioned collection items shall be used only for acquisition or direct care of collections.
6. The WHS shall not sell or trade items from the collection to WHS personnel or members of their immediate families or business associates.
7. Items of trifling value that the WHS cannot sell and that otherwise must be discarded may be given to anyone associated with the institution or the public.

8. WHS personnel may not co-mingle collection and personal effects either on or off the WHS's premises. Loans of individual items to the WHS by WHS personnel for purposes of exhibition, program, or research must be clearly documented.

## Appendices

### Appendix A. Other Town Collections

The First Parish Church located at 349 Boston Post Road, is the “parish church or town church created by the Puritan settlers in 1698”. It maintains a library of items relating to the history of the church which in the early years would include the history of the town of Weston. A parish historian provides a vital service in keeping church history documented. ([www.firstparishweston.org](http://www.firstparishweston.org))

The Golden Ball Tavern Museum, located at 662 Boston Post Road, is a non-profit organization which tells the story of a colonial tavern built by Isaac Jones and the subsequent six generations of the Jones descendants that lived there until 1963. The Golden Ball Tavern Museum presents the “architectural, decorative and social change” that occurred during the 200 years of ownership by the Jones family. ([www.goldenballtavern.org](http://www.goldenballtavern.org))

The Local History Room at the Weston Public Library houses books and other items in various formats ranging in scope from audio recordings to zoning maps from brochures to yearbooks, from cemetery lists to vital records, all of which relate in some way to the people and history of Weston, Massachusetts. ([www.westonlibrary.org](http://www.westonlibrary.org))

The members of the Weston Historical Commission are appointed by the Selectmen to preserve Weston's history and educate the public about its value. The Commission oversees the Demolition Delay By-Law, the designation of Historic Areas, the projects relating to the Community Preservation Act, the Historic Archives Committee, the Josiah Smith Tavern Committee and the Preservation Restriction Committee. (Weston Town Report, 2005, p. 38) The Weston Historical Commission was established in 1968 by vote of a special town meeting. The Weston Historical Commission assumed the responsibilities and the custody of any property of the Weston Historical Committee. (Weston Town Report, 1968, p.194) which had been instituted in 1931, “to care for articles and documents of historic nature which have been or may be acquired by the town.” (Weston Town Report, 1930, p. 11)

The Town of Weston at Town Hall is required by the Massachusetts Public Records Law, to provide every person with access to public records. Public records are

defined as “all documentary materials or data, regardless of physical form or characteristics, which are made or received by any officer or employee of any Massachusetts governmental entity.” Government employees must ensure the safekeeping and availability of these public records. Records retention schedules and records disposal schedules for municipal agencies determine the lifecycle of these public records. ([www.sec.state.ma.us/pre](http://www.sec.state.ma.us/pre))

The Weston School Department at the Case House, as an agency of town government, adheres to the Massachusetts Public Records Law. Each division of the School Department, for example, the Business Office, the Special Education Office, the Guidance Office at Weston High School, maintains its own records. In addition, the Superintendent’s Office maintains files that relate to the history of the schools, such as the Minutes of the School Committee and Weston High School graduation memorabilia. (Source: telephone conversation with Janet Bohlin at the Case House)



## Appendix B

### Weston Historical Society Statement of Gift

I own the materials described below and voluntarily donate them to the Weston Historical Society (“the Historical Society”) to become its permanent property and to be administered in accordance with established policies. The purpose and intent of this gift is to transfer and assign all rights, title, and interest I possess to these materials to the Historical Society, except and only to the extent specified below. To the extent there is no specific limitation or restriction on the use of and/or access to these materials specified below, then no limitation or restriction shall otherwise apply to the Historical Society’s ownership of the materials. The Historical Society may use its discretion to dispose of material inappropriate for its collections, unless instructions to return unwanted materials to the donor are stated below.

Description of materials:

Restrictions on the use and/or access to these materials:

Date: \_\_\_\_\_ Signature of Donor: \_\_\_\_\_

Print Donor’s Name \_\_\_\_\_

Address of Donor: \_\_\_\_\_

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For WHS use:

WHS Accession Number \_\_\_\_\_

Follow-up Information:

## **C. Temporary Custody Receipt Form**

(to be added)

## **D. Deaccession Worksheet**

(to be added)