

NORTH BALTIMORE OHIO AREA HISTORICAL SOCIETY, INC.

DONATION AND ACCESSION PROCEDURES POLICY

The North Baltimore Ohio Area Historical Society, Inc. encourages the donations of artifacts relating the North Baltimore and the surrounding area. The Society is dedicated to protecting and conserving all items that it receives. In addition, the Society maintains a detailed computerized record of each item that helps ensure that it's meaning and location will not be lost in future years.

When an item is donated to the society, an Instrument of Gift form with the donor's name, the physical description of the item, and its history is completed. The donor is given a signed copy of the form for their records while the original is maintained by the Society. Although the Society will not make a monetary estimate of an item's value, a donor may wish to use the Instrument of Gift form for income tax deduction purposes. (The NBOAHS is a Tax Exempt 501(3) (c) organization.)

The NBOAHS follows strict accountability procedures using an inventory system which assigns a unique identification number to each donated item. Donors will be asked about the item's history and relevance to the North Baltimore area so that this information can be entered into the record along with a physical description and the item's location in the museum. Every effort is made to protect all items in the collection, including storage of documents and photos in archival quality storage containers that help diminish fading, damage, and deterioration. Items donated directly to the Society are immediately available for use by researchers and other interested individuals.