

## **JHSGH COLLECTION POLICY**

**ACCESSION POLICY:** Donations will be reviewed by the Archival Committee to determine if they are in keeping with the Society's mission. Only those items that reflect and relate to that mission will be accepted. Acceptance of artifacts will be determined on an individual basis and the Society may choose not to accept items that it believes it cannot maintain in proper condition, are too large, or burden the Society's limited storage.

The Jewish Historical Society of Greater Hartford has the right to reject parts of a donation that either duplicate materials already in its collection, do not fit the collection guidelines, or cannot be stored in an appropriate archival environment. The Society may discard, donate, or sell portions or the entire donation at any time.

### **COLLECTION BOUNDARIES:**

The Society's first priority is the documentation of the history of the communities covered by the Jewish Federation of Greater Hartford. Artifacts from other areas may be accepted but should have some historical tie to Greater Hartford.

Items must be relevant to the Jewish community of Greater Hartford; the relevance may be to a local organization, an individual, or an event.

The following are examples of materials that may be acceptable:

- Family histories
- Newspapers, magazines, books and news clippings specifically regarding activities and/or individuals
- Oral histories (tapes, videos, compact discs) and other recordings relating to local Jewish life
- Synagogue archives
- Photographs, especially with identifying information
- Yearbooks, menus from Jewish restaurants, ads from Jewish businesses, records of Jewish-owned businesses, etc.
- Letters, documents, and records of Jewish families, businesses, institutions and organizations
- Memorabilia, souvenirs, and ephemera relating to Jewish entertainment, social life, life cycle events, summer camp, life cycle events and community organizations
- Photographs and other media that reflect Jewish life and culture in the Greater Hartford community
- Scrapbooks will be accepted on a case by case basis. The Society reserves the right to dismantle and reproduce them.

### **NOT ACCEPTABLE:**

As a rule, the Society will not accept the following:

- Personal ritual objects
- Art work
- Trophies, awards, plaques, etc., unless specifically agreed upon by the Director
- News clippings of meetings, routine thank you letters or notes
- Items unrelated to the geographic area served by the Society