

KANSAS HISTORICAL SOCIETY
NHPRC Basic Processing Grant Application – 10/1/07

SUPPLEMENTARY MATERIALS

Resumes of named staff members: see participants.pdf

Position descriptions of staff to be hired with grant funds: see participants.pdf

LINKS TO KANSAS HISTORICAL SOCIETY URLS

Mission and Vision statements: <http://www.kshs.org/aboutkshs/mission.htm>

General Kansas Historical Society website: <http://www.kshs.org>

State Archives & Library: http://www.kshs.org/places/state_archives/index.htm

ATLAS on-line catalog: <http://lib.wuacc.edu>

Kansas Library Catalog: <http://ksuc-agent.auto-graphics.com/agent/login.asp?cid=ksuc&lid=ksuc&mode=g>

Archon: www.archon.org

COLLECTION DEVELOPMENT POLICIES

PREFACE:

The Society's mission to collect and preserve materials pertaining to Kansas history requires that decisions be made as to what items will be added to the Society's collection holdings. The collections cannot be comprehensive on all subjects and, therefore, selections must be made. In determining which items should become a part of the collection holdings, the professional staff of the Kansas State Historical Society must anticipate what informational resources will be needed by researchers in both the near and distant future, as well as what is required to meet the present needs. In addition, the diverse range of Society programming needs must also be met by these collection holdings.

These value decisions are qualitative ones, which are made by the Society's professional staff drawing upon their experience, study, and training in their particular areas of expertise. A great deal of subjectivity exists in making acquisition decisions. The staff makes value judgments in interpreting terms such as "significant" and "important", yet no other methods exist to measure an item's informational worth. These judgments are further governed by the Society's ability to provide proper and adequate care and preservation for items in the collections.

These policies will not be interpreted narrowly and the Society retains the right to make these decisions on a case-by-case basis.

MISSION:

The mission of the Kansas State Historical Society, which is both a state agency and a private,

not-for-profit institution, is to collect, preserve and provide for public use materials pertaining to Kansas and regional history, and national and world history as it pertains to Kansas, and to promote the study of Kansas history and the appreciation of its significance. The Society's responsibility is both to preserve the collections and their associated records and data, and to make the collections available for research, education and exhibition.

PURPOSE:

Departmental Collection Policies guide the staff of the Kansas State Historical Society in acquiring historically significant materials which are representative of Kansas's history and which will be important and of use to the research, educational, and exhibition programs of the Society and its patrons. Through interpretation of these guidelines, it is the duty of the staff to educate the public as to what the Society collects and why it has historical significance.

BASIC GUIDELINES:

1. Items accepted into the Society's holdings shall fit within the overall program framework and mission statement of the Society. These must be relevant to and consistent with the purposes and programs of the Society.
2. In addition to the historical significance of the items, many factors enter into the decision to acquire materials:
 - a. The ability of the Society to provide adequate storage, accessibility and preservation under conditions meeting professionally accepted standards,
 - b. the physical condition of the items, which should have a reasonable life expectancy when curated according to professionally accepted standards, and
 - c. the nature of items, which could be hazardous to personnel, physical plant or collections.
3. Ordinarily the Society does not accept long-term loans. Patrons are generally encouraged to donate rather than lend items; however loans for special purposes and specified time periods may be accepted. Terms of such loans will be specified in written agreements.
4. Donor restrictions on collections are discouraged. Any restrictions placed on donations will be mutually agreed upon and be fully specified in the declaration of gift/accession record which is signed by both the donor and the Society representative.
5. No donation can be considered on permanent exhibit. To protect its holdings, the Society periodically rotates exhibited items and may limit access by researchers to fragile items.

APPRAISAL:

The Kansas State Historical Society is a not-for-profit institution and donations may be tax deductible. Donors should consult with a tax attorney or advisor if they feel they are entitled to a tax deduction. The Society will provide written acknowledgement of donations for tax purposes upon request. The Society staff is prohibited by the Internal Revenue Service regulations from determining valuations for donated items. However, if requested, the staff will provide the donor with a list of appraisers.

TYPES OF COLLECTIONS:

The Society acquires items through gift, purchase, transfer of custody, exchange, or staff acquisition. These items include manuscripts, maps, audio-visual materials, unpublished state and local government records, printed materials, and items of material culture. The State Archives, Library, and Special Collections of the Kansas State Historical Society will curate these holdings. Items from one donation may be distributed among multiple divisions according to type of material and area of expertise. Each division of the Society has a specific collection development policy, which is subject to periodical review and revision, detailing their collecting priorities and procedures.

Work plan: see charts.pdf

EXAMPLES OF MARC AND ARCHON RECORDS

STATE ARCHIVES (MARC, full record):

[Kansas State Historical Society. Education and Outreach Division
\(http://lib.wuacc.edu/search/Xa:\(Kansas\)&SORT=A&m=p&b=hmain/Xa:
\(Kansas\)&SORT=A&m=p&b=hmain&SUBKEY=a%3A%28Kansas
%29/13%2C86%2C86%2CB/frameset&FF=Xa:
\(Kansas\)&SORT=A&m=p&b=hmain&13%2C13%2C\)](http://lib.wuacc.edu/search/Xa:(Kansas)&SORT=A&m=p&b=hmain/Xa:(Kansas)&SORT=A&m=p&b=hmain&SUBKEY=a%3A%28Kansas%29/13%2C86%2C86%2CB/frameset&FF=Xa:(Kansas)&SORT=A&m=p&b=hmain&13%2C13%2C)

MANUSCRIPTS:

MARC (minimal record similar to what's contemplated in this project):

[Gertrude Ackerman collection \(http://lib.wuacc.edu/search/?searchtype=a&searcharg=Ackerman
%2C+Gertrude&searchscope=8&sortdropdown=-
&SORT=R&extended=0&SUBMIT=Search&searchlimits=&searchorigarg=aAckerman%2C
+Gertrude\)](http://lib.wuacc.edu/search/?searchtype=a&searcharg=Ackerman%2C+Gertrude&searchscope=8&sortdropdown=-&SORT=R&extended=0&SUBMIT=Search&searchlimits=&searchorigarg=aAckerman%2C+Gertrude)

ARCHON (minimal record similar to what's contemplated in this project; links are inoperable from non-KsHS computers at present):

Gertrude Ackerman collection, 1856-1940

Arrangement: Organized by meeting or organization

Description: Speeches and addresses given at various Kansas Day and Kansas Republican Party functions. Also included are her correspondence soliciting the speeches; documents about both Kansas & National Republican Party platforms & conventions; and a variety of pamphlets, brochures, & newspaper clippings

Acquired: 00/00/1960.

Subjects: [Expand Subjects](#)
[Kansas](#)
[Kansas Day](#)
[Republican Party \(U.S. : 1854- \)](#)

Creator(s): [Ackerman, Gertrude](#)
[Republican Party \(Kan.\)](#)

Administrative Information: [Expand Information](#)

Acquisition Source

Gertrude Ackerman

Acquisition Method

Gift

Custodial History

Items collected in the unrealized hope that the Kansas Republican Party would publish the speeches and addresses as had been done in 1902