

MUSEUM MEMORABILIA DONATIONS

I. PURPOSE

The purpose of this policy is to establish the procedures for accepting donations of memorabilia for the Museum. All items must relate to the history of the Illinois State Police, its units and personnel, and affiliated organizations.

II. POLICY

It is the policy of the ISPHF to preserve and present the history, evolution, and development of the Illinois State Police, educate the public about the roles, functions and contributions of ISP civilian and sworn employees, inspire young and diverse people to consider policing as a noble career, and honor the officers and support the families of those who have lost their lives in the service of the state. It is to this end the ISPHF has established a Museum to showcase exhibits and collections.

III. PROCEDURES

- A. Initial contact may be made to any ISPHF board member through any communication means available.
- B. The board member will, in consultation with the donor, complete a Museum Memorabilia Donation form. The purpose of the form is to capture all relevant contact information for the donor, identify, catalog and inventory objects being donated. The board member will then provide the completed document and object(s) to the Museum Curator.
- C. The President, with the approval of the board, will appoint a Curator who is responsible for accepting, evaluating, assembling, managing, and presenting/displaying collections in the Museum.
- D. Upon acceptance of the memorabilia, the Curator will ensure the appropriate tax-deductible donation thank you letter is sent to the donor. Any special disposal information should be articulated in the correspondence. For example, if the object is to be returned to the original owner, destroyed, or given away to an interested party if no longer needed.
- E. The Curator will ensure the donated item is inventoried, stored, repaired, or otherwise readied for an exhibit or display.
- F. The Curator will rotate exhibits and displays as appropriate in the Museum.
- G. The ISPHF website and digital media will reflect information about the Museum to help support and promote it.
- H. The Treasurer will maintain an account for the Museum operations.

IV. ACCEPTANCE CRITERIA

- A. May not replicate or duplicate a collection/exhibit already owned by the Museum.
- B. Donor should provide some history and explanation about the object such as its uses, ownership, etc.
- C. Must be clean and in working condition.
- D. Items may not be accepted if the Foundation does not have the necessary storage space.
- E. Object(s) may not be accepted if the Foundation does not have the resources to restore or maintain it/them.