



DALLAS HISTORICAL SOCIETY

Remembering Dallas' past builds her future

## DALLAS HISTORICAL SOCIETY: COLLECTION POLICY A GENERAL GUIDELINE

### OUR MISSION STATEMENT:

**“The Dallas Historical Society collects, preserves and exhibits the heritage of Dallas and Texas to educate and inspire present and future generations.”**

The Dallas Historical Society (DHS) is always looking for donations from the public but taking on donations has some restrictions. First, because we are ethically required to properly take care of these items for years to come we have to consider many different factors when agreeing to receive any artifacts into our collection. Because the museum is limited on storage space, the size of objects and the costs of properly caring for them is always a concern. As a result, our collection policy has to be very specific and focused when it comes to accepting any new donations. As a general guideline please refer to the following question to see if your item(s) fit into our collection policy:

1. Does the item fulfill the mission statement, purpose, and scope of DHS?  
(refer to mission statement)
2. Does the donor have a clear line of legal ownership of the item(s)?
3. Are there conservation or preservation issues (large/bad condition, etc)? This does not necessarily disqualify items but it is a factor for us.
4. Does it provide insight into historical or contemporary experience and development of the city of Dallas, Dallas County or Texas?
5. Does it possess associative or aesthetic merit?
6. Will it enhance our understanding of the many faceted nature of the city of Dallas, Dallas county or Texas?

### In addition, please understand the following:

- DHS shall have no obligation to exhibit or display any donated item, either temporarily or permanently
- Donors must comply with all applicable laws and regulations in making donations
- In regards to copyrights, the donor must grant DHS *irrevocable* license to copy, duplicate, photograph and reproduce such items for any purpose in furtherance of the Society's objectives, policies and activities.
- There shall be no conditions placed on the donations (in extremely rare cases there may be some exceptions to this rule but the executive director of the museum will make a final decision *before* any donation is accepted by DHS)

If your item(s) fit our requirements and you understand and accept our collection policy, contact DHS collection manager Chris Bohannon at [chris@dallashistory.org](mailto:chris@dallashistory.org) In your email please provide a brief description of the item(s) and if possible **include pictures** and I will get back to you as soon as I can. We greatly appreciate your interest in the Dallas Historical Society and we look forward to talking with you!

Chris Bohannon  
Collections Manager  
Dallas Historical Society