

COLLECTIONS ITEM DONATIONS



The CIC adopted a Strategic Acquisitions Policy in March, 2025. This document guides potential collections donations/donors.

Why have a policy?

The CIC has an obligation to our community - museum visitors, students, community members, partners - to collect and conserve items related to our mission. Likewise, our community has an obligation to the CIC to trust our ability to conserve items and their stories and to trust that we can distinguish between items that further our mission and those which cannot. Therefore, the implementation of the Strategic Acquisitions Policy is integral to the CIC's community accountability.

How to use this doc

This is a highly abbreviated version of the Policy, available on request, which is intended to guide CIC staff and/or potential donors in assessing a potential donation of item(s) to the CIC Museum collections.

Items the CIC will collect

What makes this place unique:

- Specimens introduced and resident in the Washington Pacific Coast region from the year 1775 onwards;
- Specimens considered indigenous to Washington's Pacific coast (prior to the year 1775); and
- Documentation of the way that landscapes and waterscapes have changed, or are changing, over time (including flora, fauna, and human use of landscapes and waterscapes).

What makes the culture unique:

- Documentation of the way that landscapes and waterscapes have changed, or are changing, over time (including flora, fauna, and human use of land and waterscapes); and
- Objects created by community members for the purpose of showing or explaining what it means to live in the Grays Harbor region and Washington's Pacific coast.

Fragments without context:

- Items that are missing provenance (ownership history) and provenience (location of origin);
- Items for which the CIC already has examples; and
- Items that are generally related to the mission or activities of the CIC, but do not specifically advance the stories the CIC seeks to tell, or the ongoing programs of the CIC.

Culture without nature/nature without culture:

- Items that cannot tell broader stories because they are too particular and cannot be made relevant to other CIC participants beyond the item donor.

Items the CIC won't collect

Accepting an item

1. Does it fit an applicable "Collect" category? If yes, continue:
2. Does the item require specific care or storage? If no, continue:
3. Is the item 'disposable', like a shell? If no, continue; if yes, the CIC will not accept the item:
4. The donor will contact the CIC and sign a Temporary Custody Receipt.
5. Once the CIC Executive Director can fully assess the item, the donor will be contacted. If the CIC will collect the item, the donor will complete a Deed of Gift. If the item is not accepted, it will be returned to the donor.

Rejecting an item

1. Does it fit in an applicable "Do Not Collect" category?
2. Does the item require any specific care or storage? Dependent on need, it will potentially be rejected.
3. Does the donor have clear legal title to the item? If no, it will be rejected.
4. Does the CIC need a special collections permit to accept the item? If yes, it will potentially be rejected.
5. Is this an item of ephemera? If yes, it will likely be rejected.
6. Does the CIC already have an example of this item? If yes, it will be rejected.
7. Does the item tell a story that is broader than the donor or the donor's family? If not, it will be rejected.
8. Is the item useful for community education about biology, geology, ecology, or anthropology? If not, it will be rejected.
9. Was this item produced by a Native American? If yes:
 - ...Can the donor clearly demonstrate when and from whom it was acquired? If not, it will be rejected.
 - ...Is this item from a Native American grave or burial site? If yes, it will be rejected.
10. Is this item from outside the specified CIC geography? If yes, it will be rejected.

Other local collections

If the CIC cannot accept an item, we suggest the following:

Museum of the North Beach - *Kelly Calhoun*

Polson Museum - *John Larson*

Westport Maritime Museum - *John Shaw*

QIN Cultural Museum - *Aubrey Della*

Grays Harbor Museum Association - *Nancy Cuyle*