LITCHFIELD HISTORICAL SOCIETY

MUSEUM | INGRAHAM LIBRARY | TAPPING REEVE HOUSE | LITCHFIELD LAW SCHOOL

COLLECTIONS MANAGEMENT POLICY

I. MISSION

We make the past usable, connecting our community and audiences with their history and culture to chart a .way forward.

II. IMPACT

Honoring the place where many of our nation's earliest leaders studied, we strengthen historical literacy to support an engaged citizenry.

III. ETHICS

Stewardship of collections entails the highest public trust and carries with it the presumption of rightful ownership, long-term care, documentation, and accessibility. The Litchfield Historical Society (LHS) must ensure that collections in its custody support the mission and public trust responsibilities and are protected, secure, unencumbered, cared for, and preserved to the best of the organization's ability and in keeping with the varying needs of the collection. Collections in LHS's custody must be accounted for and documented with controlled access provided.

The Litchfield Historical Society must ensure that acquisition, disposal, and loan activities are conducted in a manner that respects the protection and preservation of natural and cultural resources and conforms to its mission and public trust responsibilities. The disposal of collections materials must be solely for the advancement of LHS's mission through the acquisition of new historical and cultural materials or the direct care of collections. Acquisition and disposal of collections shall be handled according to the procedures outlined in the Collections Management Policy.

IV. GENERAL POLICY

The Litchfield Historical Society, as a duly incorporated organization under the laws and statutes of the State of Connecticut, is the sole legal body designated to hold title to its collections.

As a steward of a public collection, the Litchfield Historical Society agrees to preserve its acquisitions for maximum longevity, in keeping with its mission and

strategic priorities; through accessioning, record keeping, proper handling, rotating exhibition, necessary conservation, active collections planning and appropriate storage. LHS is also responsible for the interpretation of its acquisitions by making these objects available to scholars and to the general public; completing photographic service and research requests; developing exhibitions, publications, and web-based projects based on the collections; maintaining its permanent installations; and lending to other institutions.

The policy statements set forth herein are intended to serve as general guidelines for the Executive Director, LHS staff, Collection Committees, and Board of Trustees. They may be modified or amended by the Board as situations and need require.

V. HISTORY OF THE COLLECTIONS

The Litchfield Historical Society is a private non-profit organization founded in 1856 to collect, preserve, and interpret the history of The Town of Litchfield, Connecticut. LHS owns and occupies three buildings that are integral to the architectural fabric of the town of Litchfield. The Noyes Memorial Building, constructed on Litchfield's green in 1901, is the only Beaux Arts building in town. The Tapping Reeve House (1774) and the Litchfield Law School (1784), the first law school in America, are National Historic Landmark sites and rank among the most historically important properties in Connecticut. In 2007, LHS completed construction on a fourth building, the Pamela Cunningham Copeland Curatorial Center, a collections storage building located behind the Tapping Reeve House.

LHS did not begin actively collecting until the 1890s when a group of enthusiastic citizens increased the organization's activities and began soliciting materials for donation. Until the late 1960s, the museum was staffed by supportive community members but with no professional training. The museum accessioned a wide variety of items including natural history specimens, an apiary collection, assorted pieces of national history, and objects associated with presidents and figureheads. Items of local history were also collected but it was not the sole focus of the institution.

Since the 1980s, the collecting mission of the Historical Society has evolved and been refined. Today, LHS collects items with historical value or meaning significant to the institutional mission, with an emphasis on the history of the Town of Litchfield from its founding to the present. LHS has deaccessioned and redistributed many of the now non-mission related collections to more appropriate institutions or offered the items at public auction. This process is continuing and is discussed further in Section X.

VI. COLLECTIONS CATEGORIES

A. Object Collection

The Object Collection consists of approximately 20,000 items. It consists of, but is not limited to, decorative arts objects; textiles and clothing; personal artifacts; quilts, coverlets, and blankets; household goods; furniture, clocks, trunks, and band boxes; samplers and needlework pictures, most of which were made by students of the Litchfield Female Academy; flags; and military collections dating from the Revolutionary War through the Korean War. LHS also owns a fine collection of American paintings by such artists as Ralph Earl, John Vanderlyn, Gilbert Stuart, Ammi Phillips, Ezra Ames, Eastman Johnson, and George Catlin. There is also an extensive collection of portrait miniatures, many painted by local artist Anson Dickinson.

B. Archival Collection

As of 1995, the year of the organization's last preservation survey, the Litchfield Historical Society held 25 serials; one newspaper title; 90 microfilm reels; 360 linear feet of manuscript items; 25 linear feet of archives; 25 maps; 100 posters; 500 photographs; 10 audiovisual items; 750 works of art on paper; 300 pamphlets; and 100 architectural drawings. This collection also includes a library of rare books. Since 1995, the Archival Collection has grown and been refined substantially, and the Litchfield Historical Society's staff has arranged, described, and rehoused a significant percentage of its document collections as well as undertaken a project to create modern descriptive records.

C. Reference Book Collection

As of 1995, the year of the organization's last preservation survey, the Litchfield Historical Society held 9,600 books. Since 1995, the Reference Book Collection has been refined and LHS staff have undertaken a project to create modern catalog records for publications. This collection includes a library of reference materials containing current scholarship pertinent to the organization's mission for LHS staff and researcher use.

D. Education Collection

The Education Collection includes all historical materials utilized as part of LHS's educational and public programming. While historical in nature, these objects realize their greatest value as interpretive resources that can be used, handled, and

experienced by visitors. It is understood that they will be used with varying levels of supervision and may deteriorate as a result of continued use.

The Head of Education is responsible for the maintenance of the Education Collection. Materials within this collection are not accessioned, do not require formal cataloging, and have no requirements placed on location or means of storage. The Head of Education will keep a basic list of objects added to the Education Collection. When materials no longer have programmatic value or have deteriorated past the point of use, they may be disposed of at the staff's discretion.

Objects and materials can be directed to the Education Collection in one of the following ways: designating a possible donation as appropriate for the Education Collection and obtaining donor approval; deaccessioning and transferring material from the Object, Archival, or Reference Book Collections; and purchasing material with the express intent of adding it to the Education Collection. Items donated to this collection do not require formal Deeds of Gift. Funds from LHS's restricted acquisition budget may not be used to purchase items for the Education Collection.

All additions to the Education Collection must be approved by the Head of Education. For objects being deaccessioned into the Education Collection, this approval will be obtained before the Collections Committee considers the deaccession so that it can be part of the Curator's or Archivist's recommendation. Materials with clear monetary or historical value will not be added to or deaccessioned into the Education Collection. They will instead be considered for sale at public auction, offered to another institution as a transfer or exchange, or, in the case of materials offered for donation, referred to a more appropriate repository.

VII. COLLECTIONS DEVELOPMENT

LHS shall maintain a separate Collections Development Plan that describes the strengths of existing collections, sets collecting priorities (principally for unrepresented or underrepresented materials), and identifies collection areas that should be refined through selective acquiring and/or deaccessioning. This working document will regularly evolve and change as LHS makes new acquisitions and completes deaccession projects. Changes to the Plan should be discussed with the Collections Committee and shared with the Board, but do not need formal approval.

As part of this effort, LHS shall maintain a Collections Tiering Rubric to direct its collections activities. The Collections Tiering Rubric serves as an evaluative tool to guide mindful acquisition and deaccessioning based upon priorities laid out in the

Collections Development Plan as well as enhance the ability of LHS to care for the collections that it does possess. Changes to the management section of the Collections Tiering Rubric should be discussed and approved by the Collections Committee.

VIII. COLLECTIONS COMMITTEE

The Board of Trustees shall form a Collections Committee to oversee the Reference Book, Archival, and Object Collections. The Executive Director, Curator, and Archivist will all participate on the Committee. The Committee Chair will be a representative of LHS's Board of Trustees and the remaining committee shall be composed of representatives from the Board and the greater community who have an expertise or special interest in library, archive, or museum collections.

Recognizing that the collections are a critical component of LHS's mission, the Committee shall review and serve as reflective advocates for the development, preservation, and maintenance of the LHS collections. The Committee shall meet from time to time, but no less than 4 times each calendar year at a time, with the flexibility to call additional meetings when necessary. The roles and responsibilities of the Committee pertaining to the acquisition, disposal, and conservation of collection items are outlined in the sections below.

The Collections Committee shall be a standing committee and will operate according to a Charter, which outlines the duties, structure, and performance of the Committee and its members. A copy of the Collections Committee Charter will be provided to each committee member, and the Charter will be reviewed by the Committee no less than every 5 years.

IX. ACQUISITION

Collections are acquired by the Litchfield Historical Society through purchase, gift, bequest, or exchange according to the procedures outlined below. The Curator/Archivist will evaluate all potential purchases, gifts, bequests, and exchanges for authenticity, documentary importance, and condition, utilizing priorities and evaluative lenses outlined in the Collections Development Plan and the Collections Tiering Rubric. Outside consultation may be necessary in cases where authenticity cannot be reasonably determined.

The Committee Chair, or in case of absentia, the Executive Director, will report all new purchases, gifts, bequests, and exchanges to the Board of Trustees at monthly Board meetings.

A. Purchases:

Items are purchased for the purpose of enhancing the LHS collections by supporting identified areas for growth, narrative support, and other priorities identified in the organization's Collections Development Plan as specific funding becomes available. The Curator/Archivist will propose all potential purchases to the Executive Director, who is authorized to purchase items up to $1,000.00 per item. All other purchases will be proposed by the Curator/Archivist to the Executive Director and then to the Collections Committee, who will then make a recommendation for action to the Board of Trustees. Votes on purchases requiring a quick decision can be made via e-mail. Collections priorities, as outlined in the Collection Development Plan, should be the primary factor in determining whether or not to acquire an item. A clear warranty of title is necessary for purchasing new collections.

B. Gifts:

The Executive Director, in agreement with the Curator and Archivist, may accept gifts from the public that fall within the collecting mission of the Historical Society. All items of a significant size or that may cause undue burden on the finances, resources, or physical structure of LHS require the approval of the Board of Trustees with a recommendation by the Executive Director or Committee Chair.

Before accepting an object from a donor, LHS must ensure that it is receiving clear title. When a donor or vendor is unwilling or unable to document the provenance of an object, he or she must produce a bill of sale or a written statement describing the circumstances under which the object came into his or her possession, and also a disclaimer that he or she has no reason to believe that the title rests with another individual or institution. If clear title cannot be obtained, the object should not be accepted.

Approved donations become the unconditional and unrestricted property of the Litchfield Historical Society. The Litchfield Historical Society will make every effort to care for, preserve, research, exhibit, and credit the items it adds to the collection appropriately. All donated items are accessioned into the collection and become accessible to the public through exhibition and display, research, publication, inclusion in online databases, and other LHS projects and initiatives.

The Historical Society upholds the 1978 Copyright Law (Pub. L. 94-553 of Title 17 of the United States Code). LHS makes a reasonable effort to secure the copyright of all objects in the collections created and donated prior to January 1, 1978.

The Deed of Gift form transfers the copyright as well as the title of an item from the donor to the Litchfield Historical Society unless otherwise specifically stated on the form. All efforts will be made, by the appropriate staff member, to clear the copyright for all objects acquired after January 1, 1978 if a Deed of Gift is not present in the Accession File.[1]

LHS's object collection only accepts unrestricted gifts. However, it is understandable that because of the sensitive nature of some materials, some temporary restrictions may be in order for material in the Archival Collection. Any such restrictions should be spelled out carefully in writing, with specific time limits established.

LHS reserves the right to decline items of insufficient quality, duplicates, irrelevant or insignificant material, or items of a size or condition that would otherwise cause undue burden to LHS's resources. When declining offers, LHS may recommend other institutions where such items may be placed. Unsolicited donations of such materials will be returned to the donor. If the donor has abandoned property without leaving their personal information, LHS will follow the current legal procedures regarding abandoned property in the State of Connecticut to return the items to the donor, add appropriate items to LHS's collections, find a more appropriate repository for the items, or dispose of the items (see Section VIII below).

In certain instances, conserving and storing items may cause LHS an undue financial burden. In these cases, the organization should attempt to solicit funds from the donor, or from an alternate source, for the conservation or maintenance of the materials.

Appraisal of gifts must conform to current laws governing donations to non-profit institutions. Internal Revenue Service regulations prevent staff and Board members of the Litchfield Historical Society from acting as an appraiser for tax evaluations. The donor is responsible for obtaining an appraisal if needed. Ethically, LHS staff should not recommend appraisers, but may provide a list of qualified appraisers.

C. Bequests:

Bequests follow the same general guidelines as gifts, with a few additions. A copy of the Last Will and Testament documenting the bequest must be obtained prior to the acceptance of the donation. It is the responsibility of the estate to have an appraisal

[1] Peter Hirtle of Cornell University maintains a worksheet on the Web which breaks down the copyright laws for different time periods in U.S. history and who they may apply to museums. The Website address is http://copyright.cornell.edu/resources/publicdomain.cfm.

completed prior to dispersal. It is LHS's general policy not to accept restricted bequests.

D. Transfers

LHS may accept materials from other collecting repositories as transfers (gifts from one collecting institution to another, for the express purpose of adding the material(s) to the recipient's collections). All transferred materials are subject to the same conditions and procedures as gifts from private individuals (described above).

X. ACCESSIONS

All procedures for accessioning items into the Object Collection, as well as for cataloging and housing accessioned objects, are detailed in the Museum Registration Manual kept in the Curator's office and on LHS servers. All procedures for accessioning items into the Archival and Reference Book Collections, as well as for arranging and describing accessioned items, are detailed in the Processing Manual kept in the Archivist's office and on LHS servers. Both documents were created by LHS staff following best practices and professional standards, and are regularly updated. Digital files of both documents will be maintained on the Historical Society's organizational server.

XI. DEACCESSIONS

LHS reserves the right to deaccession any collection item that is duplicative, does not support the institutional mission, is displaced by an item of greater relevance or quality, or is otherwise unsuitable to the collections. Deaccessioning, or the disposal of an item from LHS's collection, must be approached with great caution. Deaccessioning should not be undertaken for the primary purpose of generating revenue. All proceeds derived from deaccessioning are designated for the acquisition of new items and the direct care of existing collections, and maintained in a restricted fund for those purposes.

A. Items from the Object and Archival Collections may be considered for deaccessioning if they meet any of the below criteria. When deaccessioning is considered, a full written justification of the proposed action, including an explanation of the terms of accessioning, shall be prepared by LHS staff and will be submitted by the Executive Director and the Committee to the Board of Trustees. Deaccessions may be proposed for the following reasons:
    - The item is inconsistent with LHS's Mission and Impact as set forth in the institution's organizational statements.

- The item(s) is of indeterminable provenance, has no associated history, or is unidentifiable.
- The item(s) holds limited interpretive and/or research value.
- The item(s) is of poor quality, duplicates an item of greater relevance or quality, or is being deaccessioned to accomplish refinement of the collection.
- The conservation or preservation needs of the item(s) are beyond LHS's capacity to provide.
- It has been established that the item is inauthentic.
- LHS is repatriating the object.
- LHS is returning the item(s) to its donor or the donor's heirs or assignees, as outlined in the item's Deed of Gift and related documentation, or to fulfill donor restrictions relating to the item which the institution is no longer able to meet.
- The item(s) presents a hazard to other people or collections.
- The item has been lost or stolen and has not been recovered.

B. Before deaccessioning any item from the collections, efforts must be made to ascertain that LHS holds free and clear legal title to the item(s) (including abandoned property and found in collections materials). If there is any uncertainty, these items shall not be deaccessioned. The burden of clearing title rests with the Curator/Archivist, working in conjunction with the Executive Director.

C. Deaccessioning follows a strict sequence of review. The Curator/Archivist clears titles and makes recommendations to the Executive Director. The next steps, taken by the Curator/Archivist and the Executive Director once they have reached full agreement on the recommendation, depends on the tiering level assigned using the Collections Tiering Rubric. The Executive Director and the Curator/Archivist shall consult the Collections Tiering Rubric for guidance on proper deaccession procedure for the assigned tiering level.

D. No item is deemed to have left the collections without this entire review process, including a completed deaccessioning form. Previously unaccessioned materials are subject to the same review process as accessioned ones.

XII. DISPOSAL

The Executive Director and Committee shall dispose of deaccessioned materials according to their best judgment, reporting the proceeds from the sale to the Board

of Trustees. No deaccessioned materials may be given to, purchased by, or bid on at auction by a member of the LHS staff, the Collections Committee, or the Board, or by members of their family. Notations on the method of disposal, date, receiver, and price will be put in the accession file so that there is a permanent record of the item.

Methods of disposal are limited to the following:

a. Public Auction is the preferred method of disposal. Where appropriate, items at auction will be identified as deaccessioned from the Litchfield Historical Society collections. No deaccessioned item will be sold directly to a private individual, dealer, or profitable corporation. However, items may be auctioned through invited bids from specialized dealers or sold directly to another non-profit institution.
b. Materials in poor condition that, in the view of the Curator/Archivist, have no market value, may be destroyed with the approval of the Executive Director and the Committee through a witness destruction process. All items must first be photographed, formally deaccessioned, and recorded in the accession files. At time of destruction, a witness should be assigned and appropriate documentation including method, date of destruction, and signatures of witnesses and active participants created and filed.
c. Materials may also be deaccessioned and given directly to another non-profit institution (museum transfer).

The above procedure applies to the historical collections of the Litchfield Historical Society, covering the Archival Collection and the Object Collection.

The staff also maintains a library of reference materials within the Reference Book Collection. Reference books eventually become outdated and replaced with new scholarship, and as cataloging of these materials continues, duplicates are uncovered. Reference books are not subject to the same item-by-item disposal and deaccession guidelines noted above, but should be carefully reviewed by the staff, and the Collections Committee should be provided with a title listing of all items recommended for removal from the collection. When necessitated by rarity, or other unique attributes, staff should engage an appropriate party for examination and possible sale.

XIII. CONSERVATION & PREVENTATIVE PRESERVATION

The Litchfield Historical Society is responsible for an ongoing program of conservation, and for the continual maintenance and preservation of the collections following generally accepted professional practices. LHS staff do not undertake conservation work directly but rather monitor collections items and

make recommendations for out-of-house conservation work when appropriate. The practice of preventative preservation is actively practiced by the organization and informs staff's decisions regarding storage, care, and display. The Curator and Archivist will ensure that items are stored in/with the appropriate conditions, materials, and spaces to meet the specific needs of those items. To the best of the institution's ability, LHS will regulate the environmental conditions of all storage and exhibition spaces according to safe standards. The staff will also monitor all spaces and buildings for pests, deterioration, water, and other damaging factors.

The Curator and Archivist will identify potential conservation projects based on the following criteria: the condition of individual items, with priority given to those most in need of treatment; exhibition, either at LHS's sites or as part of a loan to another institution; new acquisitions; or items identified through outside conservation studies or other surveys of the collection. All conservation projects will be proposed by the Curator/Archivist to the Executive Director and then to the Collections Committee, who will then make a recommendation for action to the Board of Trustees. All conservators or conservation studios should be vetted by the Curator/Archivist before the proposal reaches the Collections Committee, and, if possible, LHS should obtain a treatment proposal and cost estimate prior to the discussion.

XIV. INVENTORY OF COLLECTIONS

As of the most recent revision of the Collections Management Policy, LHS has completed, at a minimum, a shelf-level inventory of every collection storage area. Most storage areas have been previously inventoried on an item-level basis. LHS treats inventorying as an ongoing project, with staff reviewing and adjusting existing inventories as part of ongoing work, and completing new inventories as needed.

The Curator will complete an inventory of every new exhibition and record all changes made to existing exhibitions. All new acquisitions will be entered into CollectionsSpace, LHS's collection management software for its Object Collection. The database includes location history for every entered object and is updated to reflect new storage locations, exhibition, and other changes. The Curator will also continue to input those accessioned items not previously entered, ensuring that each record includes the object's current location.

During initial processing, the Archivist will complete a preservation and content survey of every new acquisition. They will also update a shelf-level inventory of LHS's archival holdings. This inventory will be saved and updated in the shared drive for LHS staff and include the collection title, accession number, the size and description of each collection in brief, and their locations on the shelves.

XV. LOANS

A. Incoming Loans:

Loans may be undertaken for purposes of exhibition, study, programming, photography, or other activities that support the institutional mission. The Litchfield Historical Society does not accept long-term loans as regular practice. In special cases (such as the Masonic Charter, which the Masons are legally required to retain), LHS may implement a long-term loan agreement not to exceed a period of 5 years which will outline rules for access and responsibility for expenses and insurance. Long-term loans will be reviewed and assessed at the end of the loan period, with the ability for renewal. In initiation and agreement to any long-term loan will be undertaken with a recommendation from the Collections Committee and a vote of the Board of Directors. LHS may renew such agreements at its discretion.

Unless otherwise specified in writing, LHS shall be responsible for insurance on all incoming loans. The Curator and Archivist are responsible for making condition reports on all incoming loans. Loans are to be reviewed annually by the Executive Director and the Collections Committee.

B. Outgoing Loans:

Outgoing loans will be considered for the purpose of exhibition, conservation, or another activity that supports the institutional mission. The Executive Director and Curator/Archivist will consider proposed exhibition loans of items from the LHS Object and Archival Collections to established public institutions which demonstrate the capability of protecting, insuring, exhibiting, and handling loan materials. All other loans will be released only to professionals approved by the staff and/or Collections Committee. LHS reserves the right to reject any such request based on the object's condition, the length of the loan, the intended use, or the condition of the facilities of the borrower. The Litchfield Historical Society also reserves the right to recall any loan in advance of the loan's agreed termination date based on the same.

Loans must be insured by the borrowing institution for full estimated value. Certificates of insurance must be presented before the materials are released. Unless otherwise agreed, the Society will charge the borrower for packing, shipping, insurance, and/or conservation.

The collections tiering level assigned to an item from the Object or Archival Collections determines the level of scrutiny that it receives before being given out on loan and the expectations set for the loan recipient. The Executive Director and

the Curator/Archivist shall consult the Collections Tiering Rubric for guidance on proper procedure for the assigned tiering level.

XVI. ABANDONED PROPERTY

Abandoned property contained within the Litchfield Historical Society falls into two groups: unclaimed loans and items that have been found in the collection.

- Unclaimed loans are items originally loaned to the museum that, for whatever reason, remain on LHS's property, and in the care of LHS staff after the loan period has ended. In some cases, the original owner may have moved or passed away, or the owner has not responded to communication from LHS staff regarding the return of their items. Often this results in creating a situation where a clear chain of ownership can no longer be established. In some cases, past abandoned items have been previously accessioned into LHS's permanent collections by LHS staff. While this action is no longer the policy of LHS, any such item may need to be deaccessioned before further action can be taken.

- An item may be deemed "found in collections" if it meets the following criteria: there is no visible accession number on the item itself or on any tag or label attached to the item; there is a clear case for the item being part of the collection and not a prop, personal belonging, reference material, piece of the education collection, or any similar designation; and no matching accession number or acquisition record is found in the institutional records, including all appropriate accessions books, accession files, collection inventories, and card catalogues. The presumption is that these items were donated to LHS, likely in the years before professional staff, and the proper documentation and transfer of ownership to the institution were never completed.

LHS staff will make every effort to resolve long-term loans and research institutional records to document found in collections items. In all cases of abandoned property, the Litchfield Historical Society will follow the procedures and guidelines outlined in the most current abandoned property law in the State of Connecticut. As of this revision, the current law is defined in the General Statutes of Connecticut, Volume 3, Title 11, Chapter 194, § 11-80 to § 11-85, a copy of which will be kept in the Curatorial Procedures Manual in the Curator's office.

If LHS staff wishes to keep an item in the collection, documentation of all efforts taken in accordance with the abandoned property law should be kept with the item's accession file in case of any future legal issues. If the staff decides that a long-term loan or found in collections item should be deaccessioned, the staff

should first generate all the necessary ownership research and document all efforts taken in accordance with the abandoned property law before proceeding with LHS's established deaccession procedures. Each item should be brought before the Collections Committee and reviewed on a case-by-case basis, with both the Committee and, should the Committee approve the deaccession, the Board of Trustees being informed of the item's history and the efforts taken by LHS staff to resolve any abandoned property limitations in accordance with state law.

XVII. INSURANCE

The Litchfield Historical Society insures its in-house collections. LHS also insures short-term, incoming loans borrowed for exhibition, unless otherwise determined by both institutions. Outgoing loans must be insured by the other institution for full estimated value, unless otherwise determined by both institutions. Certificates of insurance must be presented before the object is released. LHS should always insure outgoing loans that are otherwise not insured.

XVIII. PHOTOGRAPHY

The Litchfield Historical Society encourages photographic service requests of its collections. The procedures for executing a photographic request are outlined in the Museum Registration Manual. A regular fee schedule has been established and is adhered to, with exceptions to be made at the Executive Director's discretion.

Scholars and the general public may be permitted to take photographs of items for study purposes. No one may take or use photographs for publication without the Executive Director, Curator, or Archivist's written permission. LHS enforces its ownership and all the privileges that copyright affords, and when images or photographs are published, proper credit must be given to the Historical Society.

XIX. PUBLICATIONS

The Litchfield Historical Society encourages its staff to publish articles relating to the LHS's collections, either in the organization's own publications or in other journals and publications, both print and digital. Organizing and writing such publications is a part of staff duties. LHS staff may not prepare outside publications on Litchfield Historical Society time. LHS may also commission a qualified scholar to publish work on behalf of the Litchfield Historical Society highlighting LHS's collections.

In addition, LHS maintains a blog through their website titled “My Country” in which all members of the LHS staff are encouraged to post stories, anecdotes, and upcoming events.

The Litchfield Historical Society’s website (www.litchfieldhistoricalsociety.org) also contains information highlighting its collections, as well as information on past exhibits, the Town’s history, specific research topics, and founding Litchfield families. LHS staff are encouraged to continue to provide information through the website by creating new pages or updating existing content.