

Oklahoma Historical Society Research Division

Collection Policy

MISSION STATEMENT

It is the mission of the Research Division of the Oklahoma Historical Society to:

“ . . . encourage a broad appreciation of state, regional and national history through stimulation of popular interest in historical study and research. This may be accomplished by collecting, interpreting, and disseminating knowledge of Oklahoma. . . . with due consideration for institutions, resources and people.”(OHS Constitution, Art. II, Sec. 1)

RESEARCH DIVISION OBJECTIVES

Collect, preserve and share archival materials related to Oklahoma, its institutions, and its people.

All additions made to the collections of the OHS Research Division are deemed property of the State of Oklahoma. This ensures the material is part of the public record and will always be freely available for research according to OHS policies and procedures.

RESEARCH DIVISION COLLECTING POLICY

The OHS Research Division accepts gifts of primary and secondary source materials based on the criteria put forth in this document and the <[Historic Context Review](#)> as accepted by the OHS Board of Directors. The following terms of donation apply to all potential donations and should be considered:

- A. All donations may be tax deductible; however, the Oklahoma Historical Society assumes no responsibility for evaluating donations.
- B. All donations are considered outright and unconditional gifts to be used at the discretion of the Oklahoma Historical Society.
- C. Because of the expense involved in housing, handling, maintaining, insuring, and exhibiting collections, loans cannot be accepted.
- D. All donations are subject to the approval of the Board of Directors of the OHS upon recommendations of the Collections Committee of the professional staff.
- E. If, at any time, any portion of a gift is not deemed suitable to the purposes of the Research Division, it may be disposed of at the discretion of the archivist, or it may be returned to the donor if so specified.

The OHS Research Division seeks to collect:

Publications

The OHS Library seeks to collect works published about Oklahoma or by Oklahoma business, organizations or citizens. Historical as well as contemporary publications are welcome, specific types of publications considered for acquisition include: books, serial publications including: reports published less frequently than annually, schedules and timetables, Federal and State censuses, proceedings, transactions. City directories, telephone books, yearbooks, maps, atlases are also considered. A publication already in the holdings of the library may be considered as a replacement for damaged copies, signed copies for non-autographed, hard covers for paperbacks. The OHS Library does not accept photocopies of publications, out-of-state directories, yearbooks or atlases.

Documents and Maps

Unpublished papers of all types. Personal papers, created by a single person or family; organizational files and business records from all types of industry or study. Letters, diaries, and scrapbooks, personal memoirs, biographies, business records and ledgers, maps, architectural plans, research for books and articles, drafts of books and articles. Ephemera such as advertisements, brochures or event programs. The creator or creating agency of the documents must be known as well as the chain of custody if not donated by the creator. Publishing rights of any previously unpublished materials will confer to the State of Oklahoma unless otherwise stated.

Photographs

Still images of all types. Prints in black & white or color, negatives, contact sheets, slides in black & white or color, glass plate images, tin types, and digital images. All types of photographic processes are accepted and can be preserved. The creator or creating agency of the photograph must be known and any ownership rights must be conferred to the State of Oklahoma upon donation unless otherwise stated. Identification of persons, events, and dates are preferred but not required. Commercially produced photographs or digital images that are licensed to an entity other than the donor will be considered based on the relevance to the history of Oklahoma and will be used for educational purposes only.

Newspapers

The OHS seeks to collect full issues of newspapers published in the state of Oklahoma that are not currently held in print or on microfilm. Partial issues and clippings are not accepted. Please contact the Newspaper Department with a list of the full issues to determine if they are already in the collection.

Film & Video

Moving images of most types, film will be considered for acquisition only if the OHS Research Division has the proper projection equipment or ability to transfer the film to another medium. Accepted types include: 8mm film, 16mm film, 1" video tape, ¾" video tape, DV video tape, Hi 8 Tape, Beta Video tape and VHS video tape. The creator or creating agency of the moving images must be known and any ownership or copyright rights must be conferred upon donation unless otherwise stated. Copyright can only be transferred to the State of Oklahoma if it is held by the donor. The copyright owner controls the following five exclusive rights (which can be licensed in whole or in part): 1) reproduction 2) distribution 3) public performance/display 4) prepare derivative works. Commercially produced film or video programming that is licensed to an entity other than the donor will be considered based on the relevance to the history of Oklahoma and will be used for educational purposes only.

Audio Recordings

Audio recordings of most types. Audio recordings will be considered for acquisition only if the OHS Research Division has the proper equipment to play the format or the ability to transfer the audio to another medium. Accepted types include: cassette tapes, CDs, reel to reel tapes. Audio interviews will be considered if all parties are identified and have signed release forms for the use of the interview. Transcripts of interviews are preferred but audio will be accepted without one. Commercially produced music or audio programming that is licensed to an entity other than the donor will be considered based on the relevance to the history of Oklahoma and will be used for educational purposes only.

Genealogical Research

Research files of a genealogical nature can be voluminous and contain many photocopies of information that is available elsewhere. For these reasons the OHS does not actively seek genealogical research files. The Manuscripts Department will accept compilations of family history information in the form of family group sheets, self-published narratives or booklets to be placed into the Biographical Vertical Files. Unpublished materials of any type, even if professionally bound, will be retained by the Manuscripts Department.