Oklahoma Historical Society
Research Division

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 OHS Board of Directors.
E. If a donation is accessioned into the collection and later any portion is deemed unsuitable to the purposes of the Research Division, it may be deaccessioned through the Collections Committee of the OHS Board of Directors, 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 will be considered for donation including the following: 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. Publishing rights of any previously unpublished materials will confer to the State of Oklahoma unless otherwise stated. Newspaper clippings deemed not historically relevant may be discarded.

Maps
Hand drawn or otherwise unpublished maps will be considered Manuscripts Collections while maps under copyright or that have been published will be cataloged by Technical Services. The OHS seeks maps relating to Oklahoma history topics. Types of maps accepted include, but are not limited to: river, tribal, survey, state, county, plat, allotment, and cemetery.

Photographs
Still images of all types will be considered for donation including the following: Prints in black and white or color, negatives, contact sheets, slides in black and white or color, glass plate images, tin types, and digital images. All types of photographic processes are accepted and can be preserved. Any ownership rights must be conferred to the State of Oklahoma upon donation unless otherwise agreed upon by the donor and the OHS. If the creator/copyright holder of an image is in question the OHS will make a good faith effort to determine the creator/copyright holder of the image. Until that determination is made, the OHS will consider the donor to be the image creator. 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 by the OHS in print or on microfilm. Partial issues and clippings are not accepted in most situations. 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 will be considered for donation if the proper projection equipment is available or if the OHS has the resources to digitalize the moving images. Accepted types include but are not limited to: born digital moving images, 8mm film, 16mm film, 1" video tape, ¾" video tape, DV video tape, DVD's, Hi 8 Tape, Beta Video tape and VHS video tape. If the owner of a moving image is in question the OHS will make a good faith

effort to determine the creator/copyright holder of the moving image. Until that determination is made, the OHS will consider the donor to be the moving image creator. Commercially produced moving 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.

Audio Recordings

Audio recordings of most types will be considered for donation including the following: 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 but are not limited to: 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 or the Manuscripts Historical Oklahoma Collection. Unpublished materials of any type, even if professionally bound, will be retained by the Manuscripts Department while published bound genealogies will be cataloged by Technical Services. Family bibles are not accepted; however, copies of family information found in bibles may be accepted.