

Historic Pullman Foundation
Archival Collections Policy
August, 2012

Archival Mission and Collections Scope

The mission of the Historic Pullman Foundation is to provide education and resources to promote the preservation and history of the Town of Pullman as a City, State and National Landmark District. In furtherance of that mission, the Foundation maintains archival collections. The archival mission is to acquire, hold, preserve, display, loan and reproduce artifacts, photographs and images on various media, documents, and ephemera that portray the Town of Pullman's unique history and which will serve as a resource for use in the Foundation's education mission.

Since its founding in 1973, the Foundation has accumulated various assets including archival and non-archival items. The Foundation has now completed a preliminary asset inventory to document and assess the condition, the acquisition purpose and/or donor intent, and the suitability for archival accession of Foundation assets. Only the items determined through this inventory to be archival shall be subject to this Archival Collections Policy.

The Historic Pullman Foundation collects materials in any format that have long-term value in documenting the significance of the town of Pullman as one of the nation's first planned industrial communities. The priorities may include, but are not limited to:

- Publications released by the Historic Pullman Foundation, including books, correspondence, printed materials, tour narratives, operations records;
- Images, including historic photographic prints and negatives, slides, maps and drawings, and paintings or works of art;
- Audiovisual collections including videos and sound recordings significant to the town of Pullman;
- Scrapbooks containing various mediums, including newspaper clippings, printed materials, and photographs;
- Records relating to the landmarking of the Town of Pullman, including city, state and national designation materials, the John Ertsman papers, building surveys, and continuing historic preservation documentation;
- Minutes and other documentation of the Historic Pullman Foundation, the original Beman Committee for the Preservation of Historic Pullman, the Pullman Civic Organization, and various other community organizations;
- Records from area schools including the Pullman School, Pullman Tech, and other area schools. Records may include photographs, scrapbooks, yearbooks, and ephemera;
- Oral histories and stories of figures significant to the town, including recorded interviews, transcripts, photographs, and films;
- Textile collections, either wardrobe/costume based or Pullman train textiles such as carpet samples, linens, etc.;

- Furniture including, selected original pieces from the Hotel Florence, selected period items previously received from the Dunham Castle, and relevant pieces from other sources;
- Ephemera and documents depicting or pertaining to the original Town of Pullman and it's history

Acquisition of Donated Materials

Anyone wishing to donate items of archival value to the Foundation should contact the Foundation through one of the Foundation's Officers to discuss the donation. Items will be accepted by the Foundation only after a determination has been made that the item(s) supports the archival mission and are within the scope of the collection priorities.

The focus of the Foundation's Archival Collection is the original town of Pullman, its residents, and its context within the greater Chicago region. The Foundation does not currently seek to acquire or expand the content of existing collections with respect to items that focus on the Pullman family and/or Pullman mansion, the Pullman Company, or Pullman Train Cars. The Foundation will not generally accept the offer of such items unless there is an obvious direct relationship to the archival mission. There are many archives, libraries, museums, and cultural institutions that currently include these categories. The Foundation will work with the donor to place the item in an appropriate repository. The ultimate goal of the Foundation is to place collections where they will have the most relevance.

All objects considered for inclusion in the Foundation's collection must be in a condition that will not cause injury or damage to other objects in the collection, storage or display facilities, or individuals working at or visiting the Foundation's facilities, and that no extraordinary costs will need to be incurred to enter the items into the collection.

Generally all objects entering the Foundation's collection shall be offered without any restriction conditions or encumbrances. The Foundation reserves the right to use all gifts in the manner which best serves the Foundation's archival mission. In special circumstances, restriction conditions or encumbrances may be accepted by a majority vote of the Foundation's Board of Directors.

For all items accepted by the Foundation, the donor will be asked to sign a Deed of Gift transferring the property to the Historic Pullman Foundation. The deed of gift should accurately describe the item, it's provenance, and an estimate the value of the item(s) gifted. The Foundation will provide the donor a receipt for the gift reflecting the value stated by the donor. Although all donations to the Foundation are tax deductible, the donor bears all responsibility for valuation. Any appraisal or authentication must represent an honest and objective judgment and must include an indication of how the determination was made.

Conservation - Care and Handling and De-accession

Preservation of the "collection" is part of the Foundation's mission and as such the Foundation will strive to meet professional standards regarding handling, storage, and display of the collection. Any cleaning, repair, or artifact conservation will be done under the direction and/or with the approval of the Board of Directors and in keeping with professionally accepted standards.

The Foundation may elect to digitize or otherwise reformat donated collections for preservation purposes. In these cases, the original material may be retained by the Foundation, sent to off-site storage, or removed from the collection. Usually, donated archival materials are considered extremely important and intended to be kept permanently. However, no individual or institution can predict or govern the changing attitudes of future generations, nor guarantee permanency beyond the best available preservation procedures.

The Foundation will conduct periodic evaluations of the collection paying special attention to condition and the need for general or special maintenance. All physical care for the collection will be in keeping with professionally accepted standards. Objects will be retained as long as they retain their physical integrity, authenticity and for so long as items remain within the scope of the Foundation's mission, the collection priorities and the Foundation's financial capacity.

The Foundation reserves the right to reevaluate historical material in the collections and to de-access and dispose of items from the collection in a manner consistent with professionally accepted archival standards and the mission statement of the Foundation. The Foundation may consider de-accession of an item if it is determined that any of the following conditions are present:

- The item is not relevant to the town of Pullman or to the Foundation's mission and purpose;
- The item would be more appropriately housed in a different archival repository;
- The item has deteriorated beyond usefulness;
- The item is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other items and/or the health and safety of the Foundation's staff, volunteers and/or visitors;
- The Foundation is unable to continue to provide care and storage for the object in keeping with professionally accepted standards;
- The item's care and storage are far more expensive than the value of the object as it relates to the mission and purpose;
- The item may be replaced with a similar object of greater significance, quality, and better condition;
- The item is subject to legal and ethical standards requiring its removal.

Complete records will be maintained on all de-accessioned items and include the subsequent disposition. A de-accessioned item may be disposed of in one of the following methods as appropriate and as authorized by the Foundation's Board of Directors:

- Donation to an appropriate archives or scholarly institution;
- Return to the original donor;
- Destruction of the item;
- Sale of the item.

Proceeds from the sale of de-accessioned artifacts, documents, images or other materials shall be designated for support of archival projects, including, but not limited to archival acquisitions, archival supply purchases, digitization or preservation costs, labor expenses, or general costs necessary for the maintenance of the archive.

Truth in Presentation

The Foundation will responsibly use its collections for the creation and dissemination of knowledge with intellectual honesty and objectivity. The Foundation may address a wide variety of social, political, artistic or scientific issues - all to be approached objectively and without prejudice. The Foundation will use every effort to ensure that exhibits are honest and objective and do not perpetuate myths or stereotypes.

The Foundation may loan items in the collections to other not-for-profit organizations or institutions under terms not in conflict with this policy.

Personal Collecting & Dealing

Individuals acquiring, collecting and owning objects can enhance professional knowledge and judgment. However, no volunteer or employee engaged in archival management or administration may compete with the Foundation in any personal collecting activity or use the Foundation's affiliation to promote their personal collecting activities. Persons affiliated with the Foundation shall not acquire objects from the collections owned or controlled by the Foundation unless such transactions are offered at public sale.

Research Requests

The Foundation's collections are not generally open to the public. As funds become available, efforts will be made to digitize images and documents. When available, digitized content will be made available on the Foundation's web site www.pullmanil.org.