



## Congressional Medal of Honor Society

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# Historical Collections Policy

### **Purpose**

This policy will serve as a guiding document regarding donations to the archival and museum collections of the Congressional Medal of Honor Society (CMOHS).

### **General Policy**

All materials donated to the CMOHS must meet the criteria laid out in the CMOHS By-Laws. Therefore, materials must document, in some fashion, the history of the Medal of Honor, its recipients, or the history of CMOHS.

CMOHS can only accept unconditional, permanent gifts and donations. Exceptions may be made in special circumstances, those to be determined by CMOHS staff in accordance with this document and institutional needs.

CMOHS will require a signed Deed of Gift, transferring ownership of materials and/or copyright, to CMOHS. In addition, in the case of oral histories, CMOHS will require an executed Informed Consent Form from both the interviewer and interviewee; this document will describe the project, rights and responsibilities, condition of anonymity, and the terms of use and ownership of the sound or video recording. All documentation regarding donations will become property of CMOHS and be retained in the CMOHS Archives.

### **Exceptions to the General Policy**

CMOHS will not accept the following items, although exceptions to this list may be made on a case-by-case basis:

- Plaques
- Items which cannot be properly housed
- Items which are too large for available storage and/or display space
- Materials still in active use by the donor
- Materials in which the donor's ownership is in question or disputed
- Moldy, items with pest activity, or extremely damaged items
- Items where the donor requires display assurances

### **Unsolicited Donations**

CMOHS will not be responsible for the return of unsolicited items. Any such items given to CMOHS will be documented according to accession procedures and then dealt with according to this policy. This *may* mean de-accession to another institution or disposal, according to CMOHS' de-accessioning policy.



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### Examples of Collected Materials

- Combat related artifacts/memorabilia of a Medal of Honor recipient
- Documentation (written, visual, or audio) of a Medal of Honor recipient's military service
- Photographs to include military, childhood and family photographs, of a recipient
- Audio and video footage of a recipient
- Newspaper, magazine articles, publications and books of a recipient
- Oral histories with a recipient
- Medal of Honor speeches and recordings of a recipient
- CMOHS-related memorabilia created to commemorate CMOHS events
- Institutional records – transferred annually to the Archives, including CMOHS Board meeting minutes, general membership meeting minutes, financial statements and audits.

### Donation Process

If you would like to speak with our staff regarding a piece of Medal of Honor history, please contact our staff:

Laura Jowdy, C.A.

Archivist & Historical Collections Manager

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