

Lansing Historical Museum's Collection Policy

The mission of the Lansing Historical Museum is to collect, preserve, and interpret the history of the area now known as the city of Lansing. The Lansing Historical Museum also collects items relating to the Leavenworth County prisons for the future Kansas Regional Prisons Museum.

The Lansing Historical Museum depends on the public's aid in its mission to preserve Lansing history. The collection consists mostly of items donated by the public. In order to successfully manage the Museum's collection the Lansing Historical Museum Site Supervisor created a collection policy that the Lansing Historical Society Board of Directors approved. The policy guides the Museum staff on what artifacts to select for the collection.

Documents

The Museum will collect paper documents, microfilm, and digital items if they are compatible to be reformatted with current technology. The Site Supervisor will evaluate an item if a reformatting issue is a concern.

Photographs

The Museum will collect photographs, film negatives, and glass plate negatives with the exception of cellulose, nitrate, and acetate along with other volatile media.

3D Artifacts

The Museum will collect three dimensional items such as tools, textiles, household items, and furniture. Due to space limitations it is up to the Museum's staff to decide if the Museum has adequate space to store larger items.

Condition

Items in poor condition i.e. rust, holes, insect infestation, broken pieces will not be accepted.

Provenance

Items that do not have a provenance to the area now known as the city of Lansing or the Leavenworth County prisons will not be accepted into the collection. Items from Lansing residents that were collected outside of the selected geographical locations such as postcards, college yearbooks, and collectibles will not be accepted for the Museum's collection. Due to legal concerns, Native American items will not be accepted for the Museum's collection. Biological specimens such as bones and preserved animals will not be accepted.

Miscellaneous

In certain situations an item may meet the collection policy criteria but will not be accepted because the Museum already has an exact or similar item.

Before donating an item it is a good idea to ask close family members if they want the item. Doing so reduces the chance of friction between family members over a donation to the Museum.

What Happens to a Donated Item?

If an item or items is accepted into the collection the donor will have to sign two copies of a deed of gift. A deed of gift is a legal document that transfers ownership of the item from the donor to the Museum.

The donation is then processed into the collection. Each artifact has an identification number. The artifact could be put on display or in storage until the item is needed for research or an exhibit. Since the Lansing Historical Museum is short on exhibit space we are unable to display all of the artifacts at once.

If you have any questions about donating artifacts please contact Site Supervisor Laura Phillippi at 913-250-0203 or email lphillippi@sbcglobal.net