



**BASEBALL**  
WA

## HERITAGE ACQUISITION POLICY

<b>Dated compiled</b>	<b>February 2019</b>
<b>Date for Review</b>	<b>March 2022</b>
<b>Approved: Heritage Committee</b>	<b>February 2019</b>
<b>Approved: BWA Board</b>	<b>June 2019</b>

### **OVERVIEW**

It is the intent of Baseball WA Archives to collect by various means, any material or artefact that has Baseball significance or Heritage value.

#### **Transfer:**

The Archivist will liaise with the CEO re the archival transfer of general office records if and when required.

#### **Donations:**

All donated material will be appraised and if approved will be subject to the conditions of the Archives Donor Form.

Baseball WA Archives reserves the right to refuse donated material that has not met the terms of the Appraisal Check List.

#### **Purchase:**

All items of purchase will be subject to the Appraisal Check List.

#### **Loan:**

The Archives **will not** accept any items or artefacts on loan, except in special circumstances approved by the Archivist and CEO

#### **Unacceptable Items:**

These may include items in poor condition that may require expensive conservation treatment, specialized storage conditions, outdated electronic formats, duplicates, items too large for archive storage and any other items that do not meet the Acquisition Policy.