



# New Arrivals Procedures

## **Glassware made by A.H. Heisey & Co. or in Heisey moulds:**

The chair of the Collections and Acquisitions Committee shall be in charge of the processing of new donations of glassware. The chair may consult with and be assisted by the curator/director, the chair of the Auction Committee, the gift shop manager and other employees and members of Heisey Collectors of America ("HCA") as needed.

New donations shall be taken to a designated, secure area of the National Heisey Glass Museum ("the museum").

All new items will be inspected by the chair of the Collections and Acquisitions Committee or person(s) authorized by him or her, who will determine whether each item will be:

- Added to the museum's collection in accordance with the Collections Management Policy; or
- Sold in an HCA auction or other fundraising event; or
- Offered for sale in the museum's gift shop.

Processing of items to be added to the museum's collection will be handled according to the Collections Management Policy.

As a general rule, damaged glassware will not be offered for sale in HCA auctions or fundraisers or in the gift shop. Exceptions will be at the discretion of the Collections & Acquisitions Committee chair, in consultation with the auction chair, the director/curator, and the gift shop manager, as appropriate.

Donated items of Heisey glassware that are damaged beyond repair may be utilized in special projects.

## **Non-Heisey Glassware:**

Glassware not made by A.H. Heisey & Co. or in Heisey moulds will be returned to the donor or sold at auction.

## **Paper Goods and Ephemera:**

Original catalogs, advertising materials, and other paper goods and ephemera of A.H. Heisey & Company shall be inspected by the chair of the Archives Committee or persons designated by him or her, to identify items appropriate for inclusion in the museum's archives, in accordance with the Collections Management Policy.



# New Arrivals Procedures

## **Paper Goods and Ephemera (cont'd):**

Processing of items to be added to the archives will be handled according to the Collections Management Policy.

Items that are not added to the archives may be offered for sale in HCA auctions and other fundraising events, and in the gift shop, provided they are in saleable condition, as determined by the auction chair and gift shop manager.

## **Books:**

Donated books about glass and related topics shall be inspected by the director/curator and placed in the Louise Ream Library if needed for the library's collection.

Donated books may be offered for sale in HCA auctions and other fundraising events, and in the gift shop, provided they are in saleable condition, as determined by the auction chair and gift shop manager.

## **Procedures for Items Designated for the Gift Shop:**

The gift shop manager shall be in charge of processing new items designated for the gift shop, with the assistance of HCA employees and volunteers as needed.

New items designated for the gift shop shall be given a new arrival code, labeled, and recorded on the inventory list. Items in the gift shop inventory shall be stored in an appropriate secure location in the museum until placed in the gift shop.

Duplicates of general merchandise items do not receive a new arrival code and may be placed in the gift shop upon arrival.

Members and employees of HCA receive a 10% discount on gift shop merchandise, except as noted in this policy.

Glassware offered in the gift shop shall be priced to move in the current market, taking into consideration the member discount.

A selection of new arrivals items shall be offered monthly, exclusively to members, for a limited amount of time. A list of these items and their prices shall be published in the *Heisey News*, along with the start and end dates of the exclusive offering to members. The member discount does not apply to this members-only offering.

Museum staff, members of the Collections & Acquisitions Committee, and other persons involved in the processing of new donations are not eligible to purchase new arrivals until they are made available for sale to the membership or the general public.