



HERITAGE ACQUISITION, PRESERVATION AND STORAGE OF BASEBALL MEMORABILIA

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

The acquisition, preservation and storage of baseball memorabilia is the responsibility of the Archivist.

COLLECTION

As part of the Archive Collection Development Policy, Baseball WA will actively source local baseball memorabilia that may become available. All donated objects will be appraised and accessioned by the Archivist under the Acquisition Policy.

All objects are photographed and provided with an accession number which is recorded on the Archive Database with all historical information. This same number is placed on the object. If required, where materials need repair, these are processed through an approved sub contractor.

STORAGE

Where appropriate, trophies are cleaned, polished, labelled and displayed and stored in an appropriate display case that is firmly secured.

Access to the display cabinets is restricted to the Archivist and CEO.

It is a requirement that all perpetual trophies remain at Baseball WA headquarters except for Presentation Ceremonies. Trophies are then returned to the Display Case.

The movement of any trophy from a display case is recorded by the Archivist.

PRESERVATION

Preservation of all trophies is the sole responsibility of the Archivist.