

COLLECTIONS MANAGEMENT POLICY

FAIRFIELD HISTORICAL SOCIETY
DBA: FAIRFIELD MUSEUM AND HISTORY CENTER
370 BEACH ROAD
FAIRFIELD, CT 06824

(203) 259-1598 www.fairfieldhistory.org

TABLE OF CONTENTS

- FOREWORD
- INTRODUCTION
- I. MISSION
- II. ACQUISITIONS
 - A. CRITERIA
 - B. METHODS OF ACQUISITION
- III. DOCUMENTATION AND RECORDS
 - A. TEMPORARY RECEIPT
 - B. TRANSFER OF TITLE DOCUMENTS
 - C. DOCUMENTATION RECORDS
 - D. LOAN AGREEMENTS
 - E. INSURANCE RECORDS
 - F. APPRAISAL RECORDS
 - G. INVENTORY RECORDS
 - H. REGISTRATION PHOTOGRAPHS
 - I. DONOR RECORDS
- IV. LOANS
 - A. GENERAL
 - B. OUTGOING
 - C. INCOMING
 - D. INDEFINITE OR LONG-TERM

- V. DEACCESSIONING
 - A. CRITERIA
 - B. AUTHORITY TO DEACCESSION
 - C. DISPOSAL
- VI. CARE AND PRESERVATION OF COLLECTIONS
 - A. PARAMETERS
 - B. CONSERVATION MEASURES
 - C. OUTSIDE CONTRACT WORK
 - D. DISASTER PLAN
 - E. STAFF MONITORING
 - F. SAFETY
 - G. REVIEW AND REVISION
- VII. ACCESS TO COLLECTIONS
 - A. ACCESS
 - B. RETRIEVAL
 - C. REPRODUCTION
- VIII. INSURANCE
- IX. APPENDICES
 - 1. DEFINITIONS
 - 2. NAGPRA (Native American Graves Protection and Repatriation Act)
 - 3. AIC CODE OF ETHICS
(American Association for Conservation of Historic and Artistic Works)
 - 4. AAM CODE OF ETHICS
(American Association of Museums)

5. AASLH STATEMENT OF PROFESSIONAL STANDARDS AND ETHICS
(American Association for State and Local History)
6. ALA CODE OF ETHICS
(American Library Association)
7. SAA CODE OF ETHICS FOR ARCHIVISTS
(Society of American Archivists)
8. ARMA INTERNATIONAL CODE OF PROFESSIONAL RESPONSIBILITY
(Records Management)

FOREWORD

The Fairfield Historical Society was established in 1903 "... to foster a spirit of local patriotism and a cordial interest in local history" as stated in the Charter of the Fairfield Historical Society, 1903. Since then, it has collected and preserved items that document and contextualize the rich history of Fairfield, Connecticut, and surrounding regions.

In 2000, the Board of Directors embarked on a project to create a new cultural and educational resource for the greater Fairfield community. The central goal was to guide a comprehensive reorganization of the century-old Fairfield Historical Society, refocusing its mission, leadership and staff on improving access to its important collections through enhanced exhibitions, expanded educational programming and improved digital resources.

The first priority of the 2004 strategic plan was to fund and build the new Fairfield Museum and History Center (abbreviated as the "Museum" in the following), a 13,000 square-foot museum, library and education facility that would provide vastly improved resources for collections care and community access. That facility was completed and opened to the public on September 16th, 2007, welcoming more than 5,000 visitors on its first day.

This collections management policy, which updates and revises the policy adopted in June 1996, is a detailed written statement that explains why the Museum is in operation and how it goes about its business.

The policy articulates the Museum's professional standards regarding objects (including documents) in its care. The Museum strives to adhere to the professional standards and codes of ethics put forward by the following organizations:

- American Association for State and Local History (AASLH)
- American Association of Museums (AAM)
- American Library Association (ALA)
- Museum of American Archivists (SAA)
- ARMA International (formerly Association of Records Managers and Administrators).

Their standards are hereby incorporated into the Museum's Collections Management Policy.

The policy serves as a guide for the staff and as a source of information for the public. It is made available to the public upon request.

INTRODUCTION

The responsibility and authority for establishment and review of the Collections Management Policy Manual of the Fairfield Museum and History Center are as follows:

BOARD OF DIRECTORS

The Board of Directors has sole and final approval of collections management policies and has the responsibility to ensure that these policies and practices are administered in a fair and equitable manner.

EXECUTIVE DIRECTOR

The Executive Director has the authority and responsibility for the administration of all policies and practices.

EMPLOYEES

All employees are responsible for adherence to all collections management policies and practices of the Museum.

COLLECTIONS COMMITTEE

The Collections Committee is a standing committee of the Museum's Board of Directors as described in the Museum's Bylaws (sect. B, p.6). The Committee's primary responsibility is to oversee the stewardship of the Museum and Library Collections, specifically the care, management, and development of the collections. The Committee serves as a resource for the Museum's professional library and curatorial staff. The Committee Chair serves as the direct link between the Committee and the Board of Directors.

The Committee makes Collections Management Policy (CMP) recommendations to the Board. Through their familiarity with the collections' needs, goals, and policies, the Committee informs institutional strategic planning relating to preservation, access, and use. The Committee assists the Librarian and Curator in developing long-term goals and strategies for the collections.

In consultation with the Curator and the Librarian, and on approval by the Executive Director, the Committee makes recommendations to the Board regarding acquisitions (purchases) of collections items that exceed the scope of the departments' discretionary budgets. The approval process is only required for items to be purchased using the Collections Acquisition and Conservation Fund. The Committee also recommends deaccessions to the Board as presented to the Committee by the professional staff.

In conjunction with the Executive Director, Curator, and Librarian, the Committee reviews the CMP annually to ensure that the institution's mission and goals, as well as

professional standards and best practices, are appropriately addressed. The Committee Chair will present change recommendations, as necessary, to the Board for approval.

The Committee assists staff with outreach to the community and collectors to support the development of the collections.

The Collections Committee meets no fewer than three times per year.

AD-HOC COMMITTEES

Ad-hoc committees are non-standing committees that serve an advisory function to the Curator and Librarian. They offer the Curator and Librarian assistance with and advice on immediate operational needs, decisions, or projects. Ad-hoc committees are assembled at the discretion of the Curator or Librarian based on the specific expertise of the committee members as relevant to the tasks at hand.

The Curator or Librarian serves as the liaisons between their ad-hoc committees and the Collections Committee. The frequency of the meetings as well as the term of each committee is determined as needed by the Curator or Librarian.

I. MISSION

The Fairfield Museum and History believes in the power of history to inspire the imagination, stimulate thought and transform society. We connect people around the complex history of Fairfield and neighboring communities so that together we may shape a more informed future.

II. ACQUISITIONS

A. CRITERIA: COLLECTION PARAMETERS

The Museum will collect items (including archival materials and three-dimensional objects) that are relevant to its purposes of preserving and interpreting the history of Fairfield and its surrounding region and that support the organization's mission of "connecting people around the complex history of Fairfield and neighboring communities so that together we may shape a more informed future." The Library Director and the Curator will work together to develop the collection, consisting of both artifacts and documentary materials. All acquisitions are subject to the Executive Director's approval.

Because of limited storage space, additions to the collection will be carefully selected to ensure that they advance the mission of the Museum. High priority will be given to items that 1) help tell a personal and historically significant story of daily life in Fairfield and its surrounding regions, or of the civic mission of the Museum; 2) have a clear provenance; 3) are in good condition and do not require extensive conservation and 4) can be stored and properly managed by the organization. Geographically, priority will be given to communities connected to Fairfield by original town boundaries or historical connections. We will look especially for items that can strengthen our interpretive and educational programs both by complementing strengths of the Museum's existing collection, and by filling in gaps in the collection. Acquisition of an item which does not meet these criteria but presents an exceptional opportunity for the museum will be approved by the Executive Director and the Museum's Board.

The thematic strengths of the collection are in Fairfield's colonial and revolutionary history; maritime history and global connections; military and civil defense; domestic life and occupations; childhood and education; land use and the built environment; civic and community organizations; and colonial revival.

Gaps in the collection include materials representing 20th century business and industry; underrepresented groups (such as immigrants, African-Americans, and members of different religious groups in the 19th and 20th centuries); and items reflecting Fairfield's changing identity as a suburb in the post-WWII period. Primary attention will be given to filling those gaps in the collection.

1. NON-FAIRFIELD ITEMS

Non-Fairfield items may be collected at the discretion of the Curator or Librarian, with the permission of the Executive Director, to contextualize existing collections or to fill a gap in an existing collection if it can be ascertained that such an item would have been used or found in Fairfield and providing that such an item is a viable one which meets the goals of the Museum. Such items may be deaccessioned, under the provisions set forth in this policy, as appropriate Fairfield items become available.

2. HISTORIC VALUE

Items of historic significance will be collected regardless of aesthetic or intrinsic value. Items typical or common in their time may become rare with the passage of time, therefore, good examples of common, 'everyday' objects may be as important to the collections as unusual or unique items. Physical condition and the Museum's ability to care for items will be taken into consideration. Items of a sentimental nature or nostalgic value to the donor should be distinguished from historically significant materials and should not be collected unless they are also of historic value.

3. DUPLICATION OF ITEMS

Duplicates, items similar or identical to items held by the Museum, may be accepted if they contribute to the quality and scope of an existing collection, and/or if they may be used to supplement a teaching or program collection. Items accepted for "hands-on" teaching or educational program collections will not be accessioned.

4. INTEGRITY OF COLLECTIONS

Collections of related materials consisting of both Fairfield and non-Fairfield items may be accepted upon the recommendation of the Curator or Librarian and the Executive Director. In general, if such a collection is primarily Fairfield or of importance to Fairfield, it may be accepted in its entirety into the Museum's collections. If the collection as a whole is more relevant to another repository, or if a collection is more valuable in its entirety and contains few Fairfield items, it may be referred to another repository by the Curator or Librarian with the approval of the Executive Director.

5. ACCEPTING ITEMS FOR SALE

Donations of items that are not appropriate to the Museum's collections may benefit the collections indirectly. With the donor's permission, such items may on occasion and with approval of the Executive Director be accepted and sold by the Museum to a third party. Proceeds from such sales shall be deposited in the Museum's Collections Acquisition and Conservation Fund, a restricted account explicitly reserved for conservation treatment and purchases of collections items.

Acceptance of donations of items for the purpose of resale constitutes "unrelated use" by the museum, and the donor's allowable tax-deduction is therefore limited to fair market value less 40 percent of long-term gain. Donors must be informed in writing at the time of the donation of the tax consequences of their gift.

In no case shall items be accepted if they or their sale would constitute an excessive burden on the Museum's resources, staff, or regular collections.

The Museum shall not purchase items expressly for resale. If the Museum purchases several items in a lot, it may sell those items deemed inappropriate for the permanent collection.

Items accepted by the Museum with the intent to sell shall not be accessioned.

6. APPROPRIATENESS OF PROVENANCE.

The Museum researches the provenance of all items prior to accessioning them in order to ascertain that federal and state laws governing the acquisition of such items are observed. Objects considered for acquisition must be transferred by the owner with clear title or by an executor with proven authority.

- a. Items must not be illegally imported into the United States or illegally collected within the United States.
- b. The Museum does not condone the destruction of historic sites, buildings, habitats, districts or objects and will not accept items collected in a manner to cause such destruction. Salvaged items however, may be considered.
- c. The Museum will adhere to the provisions of the Native American Grave Protection and Repatriation Act of 1990.
- d. The Museum may request appropriate documentation of any items and should be reasonably assured that the Museum can acquire valid and legal title to those items.

B. METHODS OF ACQUISITION

Items may be accepted by bequest, gift, purchase, museum exchange, field collection, excavation, or any other transaction by which title to the item passes to the Museum. The Executive Director has authority from the Board to accept items for the Museum's permanent collections, and may delegate such authority to the Curator and Librarian.

A Temporary Custody Form, which does not obligate the Museum to formally accept any item, should be used to accept items provisionally for consideration for inclusion in the Museum's collections.

Consideration of restricted gifts, indefinite loans, and exchanges shall follow the guidelines set forth in this policy.

1. GIFTS:
 - a. The Museum cannot appraise any items offered or given to the Museum.
 - b. The Museum does not accept items with restrictions, unless the significance and desirability of the items exceeds the burden of the restrictions. The Museum at its discretion may accept an item upon recommendation by the

Curator or Librarian and the Executive Director; the final decision rests with the Board.

In some cases, donors of manuscript materials may request certain restrictions on public access to such materials in order to protect their privacy or the privacy of third parties. The Museum is committed to guarding individual and third-party privacy and, upon recommendation by the Librarian, may therefore accept manuscript collections with negotiated limitations on access provided that

- such limitations are temporary and for a reasonable period of time and
- the decision to grant access to the collection pursuant to the negotiated agreement lies with the Librarian.

In no event will the Museum accept an item with unlimited or open-ended restrictions on access; restrictions that may make it liable to the donor or third persons having an interest in the gift; or restrictions that grant decision-making authority to the donor.

c. Items must be transferred to the Museum with all, or as many as feasible, pertinent literary rights, property rights, copyrights, patents or trademarks. Any reservations will be indicated on the Deed of Gift Form at the time such item is accepted.

d. The Museum shall not accept items that are hazardous to people or property.

2. PURCHASES

The Museum maintains a restricted fund in its Asset Management Account for the purpose of acquiring permanent collections items and for conservation treatment of items. Proceeds from the sale of deaccessioned material, as well as donor gifts for acquisitions purchases will be deposited in the Collections Acquisition and Conservation Fund for the purchase of Library Special Collections items, Museum Permanent Collection items, and specialized, professional conservation treatments of items in either of those collections. If the purchase price of the proposed collection item exceeds the value of this fund, the Board may consider other sources for funding, including the museum's unrestricted endowment fund.

The Curator and Librarian have authority through the Executive Director to purchase items for the collections up to \$1000 with the advance approval of the Executive Director. Normally, the authority to approve purchases over \$1000 and not exceeding the available funds in the CAC Fund, rests with the full Board of Directors. However, if the decision must be made before there is a reasonable opportunity to call a meeting of the full Board, then the Board President may call

either a special meeting of the Executive Committee or conduct a telephone poll of the Executive Committee members, who shall have the authority to approve the purchase. A vote to purchase collections items by the Executive Committee must be approved by the full Board at their next regularly scheduled meeting.

In considering a purchase, the Museum may consult with an appraiser, conservator, evaluator, or authority of its choice. It should be noted that titles for the library reference collections are funded through the library's departmental acquisitions budget unless funding comes directly from a donor.

3. EXCHANGES

Exchanges of items may be conducted under the following provisions:

- a. Exchanges may be made only with museums, libraries, archives or other tax exempt educational institutions whose basic interests parallel those of the Museum. Exchanges will not be conducted with individuals.
- b. Exchanges may be recommended by the Curator or Librarian, and must be approved by the Executive Director. A proposed exchange involving an item of significant value is subject to approval by the Board. Board members having a separate interest or stake in the outcome of a proposed exchange beyond that of the Museum shall not vote on or participate in deliberations regarding the exchange, except to provide information.
- c. The Museum may require full and documented provenance and history on any item involved in an exchange.
- d. If the item offered in exchange is of substantially differing value than the item offered by the Museum but is nonetheless desirable because of historic significance or scarcity, the Museum may pay or receive a premium in addition to making the exchange. In either case, funds will be committed to or from the restricted Collections Acquisition and Conservation Fund.

4. FIELD COLLECTIONS

No field collections will be considered for accessioning unless accompanied by detailed documentation regarding the provenance of the items, title, excavation methods, and excavation permits.

III. DOCUMENTATION AND RECORDS

The Curator and Librarian maintain records pertaining to items coming into or leaving the Museum's permanent or temporary custody. The following records are maintained:

A. TEMPORARY CUSTODY FORM

B. TRANSFER OF TITLE DOCUMENTS

1. Deed of Gift
2. Bill of Sale
3. Negotiations regarding bequests
4. Exchange agreements
5. Records related to deaccessioned objects

C. DOCUMENTATION RECORDS

Accession and catalog records and research pertaining to museum objects and manuscripts.

D. LOAN AGREEMENTS

1. Incoming Loan Form
2. Outgoing Loan Form

E. INSURANCE RECORDS

F. APPRAISAL RECORDS

G. INVENTORY RECORDS

H. REGISTRATION PHOTOGRAPHS

I. DONOR RECORDS

IV. LOAN POLICIES

A. GENERAL

1. The Curator and Librarian are responsible for maintaining museum and library processing forms regarding loans; for notifying the Museum's insurance agent of the receipt or return of such items; for obtaining any required certificates of insurance, and for monitoring all loans.
2. Loans will not be made or taken if it is doubtful that the item in question can withstand travel, climate changes, or the circumstances of exhibition as determined by the Curator and Librarian with the approval of the Executive Director.
3. Advance request of three months for outgoing loans is generally required.
4. The Museum will insure items left in its custody only for the period stated on the Loan forms or Temporary Custody form.

B. OUTGOING LOANS

1. All outgoing loans are subject to the approval of the Executive Director, upon the recommendation of the Curator or Librarian. The Executive Director may seek approval of the Board for extraordinary requests.
2. The borrowing institution will assume all-risk, wall-to-wall insurance coverage for borrowed items. Insurance shall cover the object for all aspects of its absence from the lending institution, including but not limited to transit, exhibit, storage, handling, and exposure.
3. All institutions must provide a formal letter of request, a Facilities Report detailing plans for the use, care and security of borrowed items, and a Certificate of Insurance before loans are released.
4. The borrowing institution must sign the Museum's Loan Agreement signifying acceptance of the terms.
5. No staff member, Board member, volunteer, or any other individual, regardless of his/her relationship with the Museum, may borrow or use Museum collections for any purpose.
6. Loans will be considered for educational, research, conservation or reproduction purposes and will be confined to museums and related tax-exempt educational institutions, professional conservators, and reputable companies that can meet the terms of the outgoing loan agreement. Loans to organizations such as civic groups and

clubs must receive permission from the Curator and Librarian and approval of the Executive Director.

7. All items shall be returned to the Museum in the same condition as they were borrowed as evidenced by the Museum's condition report included in the loan agreement. In the event of damage, the borrower will be held liable. The Museum will select the conservator for repairs and will not be required to provide bids to the Borrower.

8. The Museum reserves the right to withdraw outgoing loans from the borrower if there is a concern regarding security or condition of the item, or if there is a change in the Museum's exhibition priorities.

9. The Curator and Librarian shall maintain appropriate records for outgoing loans.

C. INCOMING LOANS

1. Short-term loans for the purpose of museum exhibits, research and photography may be recommended by the Curator or Librarian and approved by the Executive Director. Should there be any question as to the insurance requirements or general suitability of a loan or should an incoming loan be subject to unusual restrictions, the Executive Director will be consulted.

2. The Museum will care for incoming loans in the same manner it requires of borrowers in caring for outgoing loans from the Museum.

3. Unless the lender specifically requests otherwise in writing, the Museum will insure incoming loans with all-risk, wall-to-wall coverage under its policy. The Museum will insure only those items which have been brought into the Museum in response to a request from the Museum. Coverage will terminate at the end of the loan period. The lender's election to maintain his/her own insurance shall constitute a release of the Museum from any liability in connection with the loan and a certificate of insurance must be supplied.

4. Items shall be returned to lenders in the same condition in which they were received. Condition reports, with photographs where feasible, will be provided to the lender.

5. The Curator and Librarian shall maintain appropriate records for incoming loans.

D. INDEFINITE AND LONG-TERM LOANS

Indefinite and long-term loans can mean a significant diversion of Museum resources towards items it does not own, and are therefore not a desirable method of acquiring collections items.

1. As of October 1982 (adoption of the original CMP), indefinite or long-term loans will not be accepted unless warranted by extraordinary circumstances and approved by the Curator or Librarian, Executive Director, and the Collections Committee. In no event will the Museum accept any loans that may render the Museum liable to the lender or a third person having an interest in the loaned item.
2. Several indefinite loans placed on deposit at the Museum before 1982 eventually were considered "unresolved" when the original lender passed away, or the lending institution or private lender neither completed a Deed of Gift nor wished to have the items returned.
 - a. Where it can be shown that the Museum has acted in good faith to contact the lender (or his/her legal representative or heirs) to request that the loan be converted to a gift, and the lender has indicated their interest in making the loan a gift, OR the lender (or his/her legal representative or heirs) has not responded to at least three direct contact attempts or public notices, the Museum will convert such loans to gifts if the Museum desires to have the item or items in the permanent collection.
 - b. Indefinite loans for which the criteria in 2.a have been met, and two years have elapsed since the last contact attempt, may be subject to deaccession following the procedures described in Section V of the CMP if the Museum does not wish to retain the item or items for its permanent collections.
 - c. Indefinite loans for which the criteria in 2.a have NOT been met will be reviewed and an attempt will be made, where feasible, to convert such loans to gifts.
3. Long-term loans will be renewed annually.
4. The Museum's responsibility for insurance, care, and expense for indefinite, unresolved, or long-term loans may, if necessary, be resolved with the assistance of legal counsel.
3. Lenders of long-term loans made after October 1982 agree to give written notice of at least thirty (30) days of intent to recall such loans unless other arrangements are made with the Museum. Lenders agree to notify the Museum of any change of address or ownership.
4. Lenders of long-term loans made after April 2008 agree to arrange for access to the loaned items with the Curator or Librarian at least one week in advance. Access to loaned items without prior arrangements is subject to the rules and regulations for public access.
5. The Museum may return to the lender or remove from display any indefinite loan at any time if there is a concern regarding security or condition of the item or if there is a change in exhibition priorities. The Museum will continue to insure these items up to 30 days after notifying the donor of its wish to return them.

V. DEACCESSIONING

A. CRITERIA

Items from the museum and library collections that are free of donor restrictions may be considered for deaccessioning if they meet one or more of following criteria:

1. Items are outside the mission of the Museum. (Items without proven Fairfield provenance are not necessarily automatically considered for deaccession if they fit within the collections parameters (II A 1(a)).
2. Items lack physical integrity.
3. Items have failed to retain their identity or authenticity.
4. Items duplicate more suitable examples.
5. Items have deteriorated beyond usefulness and conservation is not feasible.
6. Items pose a potential threat to the safety or health of people or to the preservation of the collection.

Items that have been accessioned by the Museum will not be deaccessioned for at least three years after acceptance into the collection unless deterioration and/or safety or health hazards have become an issue.

B. AUTHORITY FOR DEACCESSION

1. The Curator or Librarian may recommend the deaccessioning of an item in the museum or library collections to the Executive Director. In addition, the Librarian may also recommend items to be weeded from the library collection. (See C 7 and Appendix A for distinction between deaccessioning and weeding.)
2. After approval by the Executive Director, the recommendation to deaccession along with recommended disposal method shall be presented to the Collections Committee for approval. The recommendation of the Committee will be presented to the Board by the Collections Committee Chair (or representative) for ratification. Upon approval, the item shall be considered "provisionally deaccessioned."
3. Within 60 days of provisional deaccession, the staff and the Board may reevaluate the factors leading to the decision. If the Museum takes no contrary action, upon expiration of the 60-day period the object shall be deaccessioned and shall be disposed of.

4. Records shall be kept by the Curator and Librarian of all deaccession procedures, and past records including photographic documentation of all deaccessioned museum objects will be kept by the Museum.

C. DISPOSAL

1. Items will be disposed of in a manner most suitable to the individual item and circumstance, and in an open and transparent process. Disposal of items will follow the codes of ethics of the American Association of Museums (AAM) and Society of American Archivists (SAA). Methods for deaccessioning museum and library materials will be considered in the order listed below.
 - a. **Reclassification for other use in the Museum:**

This manner of disposal should receive primary consideration. Reclassification of a collection item (e.g. transfer from the library's reference collections to special collections; for use as a "hands-on" study item for classroom or teaching situations; or as an exhibit display prop) may be considered if the use is appropriate to the function and scope of the Museum. If used as an exhibit display prop, the item will not be presented in a way that appears to compromise best practices for museum exhibition. Examples of appropriate "prop" items would be petticoats or hoops used for under-support in displays of period clothing, accessories such as shoes, fans, or gloves that must be secured to a mannequin, tablecloths on which other artifacts are displayed, etc.
 - b. **Gift, Sale or Exchange to another institution:**

The Museum may exchange a deaccessioned object with or sell to another museum, library or educational institution, provided that the institution intends to use the item to further its mission. Guidelines are in Section II, B3.
 - c. **Sale:**

Deaccessioned items shall be sold only at public auction or by competitive bid placed by two or more established auction houses or dealers as independent and reliable third parties.
 - d. **Destruction:**

When items have deteriorated beyond repair, are infested beyond control of an exterminator or are composed of dangerous materials, and when suitable, after reasonable offers have been made to donate materials to other institutions, they may be destroyed. Sensitive items such as flags will be destroyed in a respectful manner.
2. When items of significant value and in good condition are considered for deaccession, the Museum will make a reasonable effort to notify the donor, or donor's family, of that decision. When the item has been deaccessioned, it may be returned to the donor or immediate family members if they wish.

3. For items estimated by the staff to have a market value of more than \$1,000, two independent appraisals shall be obtained from qualified authorities.
4. Funds from the sale of deaccessioned items shall be placed in the designated Collections Acquisition and Conservation Fund to be used exclusively for new acquisitions or conservation treatment of permanent collection items.
5. No deaccessioned item shall be conveyed knowingly to any member of the Board, staff, volunteers, benefactors or committees, or to any other person holding a position of trust or honor in the Museum.
6. The Museum will adhere to the provisions of the Native American Grave Protection and Repatriation Act, 1990. The Act's purpose is to protect Native American burial sites and to regulate the removal of human remains, funerary objects, sacred objects, and objects of cultural patrimony that are located in federal, Indian, and Native Hawaiian lands. The Act provides a process for the return, upon request, of certain cultural items to Native Americans, makes illegal the trafficking of those items, and sets forth procedures for the control of their excavation.
7. Library material undergoes a continual process of "weeding." Items to be weeded are selected by the Librarian, examined and approved by the Library Committee, and approved for disposal by the Executive Director.

Items may be considered for weeding from the library collection if they fit the following criteria:

- a. Reference information is out of date.
- b. Items lack physical integrity and can be replaced with a new edition.
- c. Items are damaged to such an extent as to compromise their use.
- d. Items are irrelevant to the Museum's mission.
- e. Items are part of an incomplete set.

VI. CARE AND PRESERVATION OF COLLECTIONS

A. PARAMETERS

The care and preservation of the collections, a tenet of the Museum's mission, is carried out by arresting deterioration and maintaining collections in as original condition as possible. Every effort will be made to provide the best possible environmental conditions, including control of temperature, lighting and humidity and limitations on handling. The Curator and Librarian recommend and conduct monitoring procedures. Provisions are to be made for the protection of collections from fire, theft, vandalism, natural disasters, and damage in transit. Established procedures are set up to handle all emergencies.

B. CONSERVATION MEASURES

The Executive Director, Curator and Librarian bear direct responsibility for the care of the museum and library collections and historic properties under the museum's care, initiating all conservation procedures whether in-house or performed by an outside facility. Treatment of objects will be carried out only as necessary and must respect their historic and artistic integrity. The Curator or Librarian must be consulted about any conservation treatment, cleaning, repair or other work affecting the collections. All conservation, preservation, cleaning, and other work on artifacts or manuscripts must be undertaken with the supervision and approval of the Curator or Librarian, respectively.

C. OUTSIDE CONTRACT WORK

The Curator and Librarian may commission outside professional conservators to perform any necessary treatments in accordance with the ethical standards established by the American Institute for Conservation of Historic and Artistic Works. (See Appendix C.) All treatments will be fully documented, and, if any significant original materials are removed, they will be preserved as part of the object record. Conservation Reports must be completed for any conservation or cleaning of an artifact. Routine Library bindery does not require item-level documentation. This report shall be given to the Curator or Librarian who shall review the work and maintain appropriate records.

D. DISASTER PLAN

The Curator and Librarian in consultation with the Executive Director shall develop, implement and periodically review a Disaster Response Plan.

E. MONITORING

All staff members are responsible for monitoring the collections on exhibit or in public and office areas.

1. If a staff member believes any material is missing, the Curator or Librarian must be contacted immediately. If neither staff member is available, the Executive

Director must be notified. If the object is not located after a prompt and reasonable search, the Executive Director will inform the Executive Committee and/or the full Board of Directors and notify the police.

2. Using an Incident Report (included in Disaster Response Plan), the staff shall document the loss of and damage to collections and buildings, including the museum building and Ogden House.

F. SAFETY

The safety of staff and the public takes precedence over the Museum's properties, including its collections.

G. REVIEW AND REVISION

The Curator and Librarian in consultation with the Executive Director and the Collections Committee shall annually review the Collections Management Policy. Any changes must be approved by the Board. The Curator and Librarian may seek the counsel of the Collections Committee regarding recommended changes prior to Board approval.

VII. ACCESS TO COLLECTIONS

The Museum cares for its collections as a public trust. The highest professional standards demand that its staff carefully maintain and use these important assets so that they will be available for future generations. This is our legal obligation.

The Museum makes its collections available to the general public during regular business hours through a variety of public programs including exhibitions, publications, audio-visual presentations, and educational activities. Access to the collections beyond that provided by exhibits, tours, or normal use of non-restricted library collections is available only to the staff and other personnel as authorized by the Executive Director. Access to original materials is a privilege and not a right. Researchers who do not follow the appropriate rules for safe handling of such materials and maintaining their order, or who show disrespect for this privilege, will not be allowed to continue using original materials, and if necessary may be asked to leave the premises.

Restricted library items include all special collections materials as designated by the Librarian. Rules for the handling of museum and library items shall be observed with additional precautions taken as necessary.

A. ACCESS

1. Access by individuals to collections records is subject to the Museum's regulations and does not include such information as donor identification, appraisal value, or other sensitive information.
2. No staff member, volunteer or Director may use in his or her home or office, or for any other purpose, any item that is part of the Museum's collections or under the guardianship of the Museum.
3. Library materials do not circulate to the public.
4. Staff members wishing to remove Library items from the Library for exhibit, educational, or program use should consult with the Librarian about proper handling and to ensure that a placeholder is created for the reference of researchers wishing to consult those materials.
5. A record shall be kept in the collections database of the location and movement of museum objects.
6. Library staff members provide free reference assistance to researchers. "Reference" refers to information services that point researchers to the appropriate sources of information. "Quick reference" refers to a quick answer to a research question that can be looked up within a reasonable time frame, typically not exceeding half an hour.

An hourly research fee will be charged for all research requests exceeding usual and reasonable reference services. The fee will be reviewed annually during the budget process by the Librarian or Curator and Executive Director who may consult with the Collections Committee and adjust fees as appropriate. All fees need Board approval.

7. The Museum is committed to fulfilling the mandates of the Americans with Disabilities Act of 1990.

B. RETRIEVAL AND USE

Upon request, library staff will retrieve library and manuscript material from non-public areas at specified page times as described in the Library's "Rules for Use of Materials." Researchers wishing to consult materials stored in non-public areas are asked to fill out a call slip indicating the title and location of the item.

Library materials stored off-site may be made available at the discretion of the Librarian and upon prior arrangement.

Staff will assist in moving, handling, lighting, unpacking and positioning objects for study in order to ensure a degree of security equal to that normally provided for the collections. Staff will instruct visitors in the proper handling and protection of objects delivered for study.

1. At least one staff member or volunteer as approved by the Librarian shall be present in the library whenever a visitor is using the library.
2. Use of restricted material shall be carefully monitored and distributed by a staff member or volunteer as approved by the Librarian.
3. Library materials must rest fully on the work surface. Library users must use book supports as supplied by library staff.
4. Books must not be pulled by the headbands.
5. Manuscripts, photographs, and special items must be handled wearing lintless gloves supplied by library staff.
6. Pages should be turned from the top of the document.
7. Researchers must be instructed not to write on or trace materials, bend pages, or lean on materials.
8. Folders or documents inside a folder should not be rearranged.
9. Only acid-free bookmarks or placeholders provided by library staff should be used.
10. Damaged or fragile materials or uncut pages should be brought to the attention of the Librarian.
11. Only pencil or computer may be used in the library, or when working with any collections. Visitors may not carry bags, large purses, briefcases, overcoats or heavy jackets in the library, museum galleries or storage areas.
12. Food and drink, including candy and chewing gum, are not allowed anywhere in the collections areas, including the galleries, library, and storage areas.

13. Smoking is prohibited in the collections areas, including the galleries, library, and storage areas.
14. Only staff members or authorized volunteers may be permitted to enter non-public areas. No material may be taken from these areas by anyone other than a staff member or authorized volunteer.
15. The number of artifacts or manuscripts retrieved from storage areas may be regulated by the Curator or Librarian.
16. Only trained staff or authorized volunteers may move items on exhibition.
17. For security and safety reasons candid photography inside Ogden House is not permitted. Photography in the museum galleries is not permitted except with the permission of the Curator or Executive Director. The Permission to Photograph form must be completed even if the request is only for personal use. Complete and accurate contact information must be provided on the form.
18. Filming and photography in the galleries, Ogden House, library, or any location where collections are located must be approved by the Curator, Librarian, or Executive Director, and must be done in a manner consistent with the preservation standards of the Museum. Short-term filming and photography (e.g., by the press) will be monitored by an authorized staff member. Requests for more substantive filming must be received at least 60 days in advance, and a Letter of Agreement specifying all details must be executed and signed 30 days in advance of the proposed filming date. Limitations regarding the size of the crew, access to and use of electricity, telephones, lighting, duration of project, and the arrangement of spaces or objects, etc. must be clarified in the Letter of Agreement. Should the party or parties fail to comply with the terms of the Letter during filming, they may be asked to leave the premises.

C. REPRODUCTION

1. When researchers publish or make scholarly use of the Museum's collections or of research and cataloging materials provided by the Museum, they shall be expected to observe conventions of credit in acknowledgments and footnotes. They must apply for permission to publish and pay the appropriate fees, unless waived by the Museum.
2. Researchers shall be informed of any restrictions on use or publication of museum or manuscript collections and shall sign a form indicating their understanding of the restrictions.
3. Permission to photograph exhibits, objects, or documents must be obtained from the Curator, Librarian or Executive Director. The Permission to Photograph form must be completed in advance. Personal photography without prior written permission, including cell phone photography, is prohibited.
4. The Permission to Publish form must be completed for any use other than personal study or fair use as defined by United States copyright law (Title 17, United States Code).

5. Permission to photograph or film at the Museum or Ogden House for commercial or educational use must be obtained in writing (as noted in VII: B: 18). Appropriate fees will be assessed.
6. The library provides a self-service copier to library users. Self-service photocopying is subject to the fees posted by the copy machine and to the rules and regulations concerning copyright and materials suitable for copying as posted by the copy machine. Volumes printed before 1920, special collections items and fragile items cannot be photocopied under any circumstances. Use of the self-service copier shall constitute agreement to the fees and regulations in all cases.
7. Collections objects may be reproduced for purposes of product development for the Museum's gift shop provided that the historical integrity and educational value of the objects is maintained and reproductions are clearly and permanently marked as such. Any such reproduction must be approved by the Curator or Librarian, the Executive Director and Board.
8. Staff members other than Library or Curatorial staff who wish to photograph, scan, or otherwise reproduce collections materials should consult with the Librarian or Curator about the appropriate procedures to ensure consistent photoduplication standards and avoid repeated photoduplication which can expose the materials to undue stress.

VIII. INSURANCE

The Museum concentrates on limiting risks to the collections through preventive measures such as fire detecting, climate control, and security systems. In the event of unavoidable loss or damage, the collections are insured in buildings maintained by the Museum. A deductible is determined periodically by the Board. Value for items that exceed the deductible have been established through an appraisal process conducted between 1993-96. The records are maintained by the Curator and reviewed annually during the insurance renewal discussions with the insurance agent. As an historic house museum, Ogden House itself is insured and covered at replacement cost of the facility.

An Inland Marine Policy covers all collections in transit, lent or borrowed. The Borrower will assume insurance costs when Museum collections are loaned to other institutions.

The full insurance policies are kept in the office of the Executive Director and are available upon request. The Executive Director, after conferring with the Executive Committee, may authorize deviations from standard procedures. The insurance policy will be reviewed periodically by the Board.

APPENDIX A: DEFINITIONS

Accession “the formal process used to accept and record an item as a collection object.....The word “collection” implies permanence; so should the word ‘accession.’ You accession only that which you intend to retain for the foreseeable future.” This term does not include expendable materials such as hands-on teaching collections, exhibit props, or items accepted to be sold. For instance, if a museum accepts the donation of an object for the purpose of placing that object in a tag sale or sending it to auction, the object may be acquired, but will not be accessioned. There is no requisite intent to retain.

Deaccession “the process used to remove permanently an object from a museum’s collection.” The definition presupposes that the object in question once was “accessioned,” that it was formally accepted and recorded as an object worthy of collection status.” All accessioned items must be deaccessioned prior to disposal. Items whose accession status is undetermined and despite due diligence cannot be ascertained may be disposed upon approval by the Curator or Librarian, Executive Director, Collections Committee, and Board of Directors.

Weeding The process of removing from a library collection material that falls outside the library’s collection policy, has outlived its reference value, is incomplete, is damaged beyond use, or is readily available elsewhere in original form or on microfilm, and reassessing its value in terms of current needs. Once removed the materials can be relegated to storage, discarded, or disposed of by sale. Items considered for weeding do not include accessioned items or special collections items whose accession status is undetermined.

Conservation The treatment of library or archive materials, works of art, or museum objects to stabilize them physically, sustaining their survival as long as possible in their original form. Conservation treatments are reversible or retreatable and must be documented for future reference.

Preservation Activities associated with maintaining library, archival, or museum materials for use, either in original physical form or in some other format.

Restoration The act of returning an object to its original appearance. This may permanently alter an object and is therefore generally an unacceptable treatment of museum collections. Exceptions may include the restoration of an historic structure; upholstery of furniture in which the original upholstery is missing or is badly deteriorated (samples and photographs of original upholstery and padding or filling should be retained with object record); replacement of a missing part such as a component of a tool, drawer pulls, etc (any such replacements should be noted in object records.)