

Collections Management Policy for Towson University Foundation Collection (Appendix E)

I. INTRODUCTION

The purpose of this Collections Management Policy is to provide the Board of Directors of the Towson University Foundation staff, and volunteers with a set of guidelines to assist them in making collection decisions in accordance with the collection's mission statement

This policy delineates the authority and responsibilities of various staff members, the Board of Directors, and volunteers.

Following approval by the Board of Directors, this document will be followed by all Board members, staff, and volunteers. As ethics and laws evolve it may be necessary to revise and update this policy in order to ensure that the guidelines outlined by this policy remain current and effective. It will be the responsibility of the Chair of the Collections Committee to provide for the review of this policy and obtain suggested revisions. The revised edition must be presented to the Board of Directors for approval.

II. MISSION STATEMENT

The art collection at Towson University is a focal point for the promotion of the arts and cultures of the world to its students, faculty, local, national and international constituencies. It

- a) presents visual and performing arts,
- b) collects and exhibits representative artifacts,
- c) offers select educational opportunities,

which allow those diverse constituencies to experience and better understand the aesthetics and achievements of various cultures.

The education goal of the Foundation is to provide visitors with an understanding and appreciation of the breadth and depth of arts and culture.

Priority will be given to:

- Making the collections and their resources available to the general public.
- Providing a motivating environment for students of all ages to gain an understanding of the arts and culture
- Supporting artist/organizations who share the goal of preserving for future generations significant milestone achievements in art.
- Demonstrating to the community, through stimulating exhibits, its historic heritage and heightening the overall awareness of and pride in its contributions to the community's quality of life.

III. COLLECTING OBJECTIVES

The Foundation collects any artifacts as long as the artifacts meet the criteria set down in section V. "Acquisitions - Criteria for Acquisition".

The Foundation maintains the following general categories of collections:

1. **Historical Collection category:** The historical collection consists of artifacts that are, or probably will be, historically significant*. These artifacts shall not be subject to consumptive use.
* **Historical Significance** is determined by the contribution an artifact makes to the knowledge of history. The extent of this contribution depends upon the artifact's documented individual history, the artifact's physical character and condition, and the nature of the historic period with which the artifact is associated.
2. **Educational Collection category:** This collection consists of artifacts that are seen to be "consumable" in the process of education. For example, a kimono may be accepted into the collection for the purpose of taking it apart to display its inner workings.
3. **Library category:** This category consists of books, manuals, literature and periodicals that relate to a wide variety of cultural subjects.
4. **Archives category:** This category consist of papers, sheet music, records and historical photographs that document the history and development of a collection and its collector.

IV. DELEGATION OF AUTHORITY

The **Collections Committee** (hereafter referred to as the **Committee**) shall consist of a Chairman appointed by the Board, the Director (who shall be the Dean of the College of Fine Arts and Communications or his or her designee) and up to six (no less than two) additional members to be determined by the Chairman and the Director. Also a representative from TU Facilities and from the Development Department will serve on the committee. Advisory Board members, volunteers, Friends of the Foundation, and anyone knowledgeable in art and culture can also serve on the Committee. At least one member, preferably the Chairman, must be a member of the Board of Directors.

The Committee makes or ratifies all decisions regarding the Foundation's collections. These decisions include acquisitions, donations, deaccessions, and both incoming and outgoing loans. It is the responsibility of the Committee to implement the collecting objectives as set forth in the mission statement and as determined by the Board.

The Committee shall meet semi-annually.

The Chair of the Committee will report on Committee activities to the Board of Directors during their regular meetings.

Committee members will serve for a period of time as determined by the Chairman.

V. ACQUISITIONS

DEFINITION

Acquisition - the formal process by which artifacts are added to the Foundation's collection. The process includes the following: discovery, preliminary evaluation, negotiation for, taking custody of, documenting title and rights to, and acknowledging receipt of materials and artifacts.

GENERAL STATEMENT OF POLICY

The Committee's goal is to acquire artifacts that fulfill the mission and purpose of the collection. When the Committee accepts an artifact into the collection, it is the Committee's responsibility to determine the type of collection (see **III. Collecting Objectives**) into which the artifact will be placed. This decision is critical, because artifacts in different collections have different standards and procedures for their use, preservation, care, and disposal.

TYPES OF ACQUISITIONS

Artifacts may be added to the collection by gift, exchange, bequest, purchase, abandonment, or any other appropriate transaction by which full and absolute title is effectively transferred to the Foundation.

CRITERIA FOR ACQUISITION

For an artifact to be acquired for the permanent collection it must meet **all** of the following criteria; however, from time to time the Foundation may choose to accept certain objects not meeting these criteria.

1. The artifact must meet the collecting objectives and mission statement of the collection.
2. The present owner must have clear title.
3. The University must be capable of properly storing and caring for the artifact.
4. The acquisition should be free from donor imposed restrictions. Exceptions can be made only by a consensus of the Collections Committee.
5. All moral, legal, and ethical implications of the acquisition have been considered.
6. The artifact's significance and potential contribution to the collection have been evaluated.
7. The artifact fills a gap in the existing collection or replaces an inferior example.
8. The artifact does not unnecessarily duplicate artifacts already in the collection.
9. If the acquisition will be through purchase, a fair market value must be determined and the funding arranged prior to the purchase.

AUTHORITY

The Collections Committee representatives, consisting of the Director, the Chair, and one other member makes or ratifies all decisions regarding acquisitions for the Foundation's collection, except those respecting donor imposed restrictions (page 3, Criteria for Acquisition, #4.) No staff member, board member, or volunteer shall have the authority to accept any item into the collections without prior approval from the Committee representatives.

DOCUMENTATION

The acquisition process shall be fully documented. This should include letters of correspondence, Committee decisions, and title. Obtaining and recording documentation will be the responsibility of the Director.

Every acquisition should be accompanied by either a signed Deed of Gift, letter of transmittal, or a bill of sale. All Deeds of Gift should be signed by the Director, or the Chair.

Once an object has been acquired, every effort should be made to promptly record it.

ETHICAL AND LEGAL CONSIDERATIONS

No artifact should be accepted **into the historical collection** for the purpose of selling the object at a later date. No historical artifact may be deaccessioned within two (2) years of acceptance (see IRS form 8283). An artifact may be accepted for the sole purpose of future sale, but the artifact should not become part of the historical collection. A reasonable effort shall be made to advise a donor of the Foundation's intent to sell the artifact(s), because this could affect the tax status of the donation. Decision will be made by the Committee.

APPRAISALS

Appraisal of donated property is the responsibility of the donor and is to be performed by a qualified appraiser. No staff member, board member, or volunteer shall ever give a donor an appraisal for their donated object(s). This is in order to avoid any legal ramifications or conflicts of interest. Providing appraisals is contrary to IRS regulations.

Foundation or university staff may provide a donor with referrals for appraisers but generally only if more than one source is suggested to avoid the appearance of favoritism.

In response to requests for identification of artifacts, Foundation or university staff, Board members, and volunteers may offer an informed, professional opinion or suggest sources of information. However, they must refrain from definitive judgements or opinions as to authenticity or monetary value.

The acceptance of an artifact at its appraised value does not imply endorsement of the appraisal.

VI. DEACCESSIONS

DEFINITION

Deaccession - the formal process of permanently removing an accessioned artifact from the collection. The deaccession process is cautious, deliberate, and scrupulous.

GENERAL STATEMENT OF POLICY

The Committee will do its best to keep the Library, Archives and Historical Collections intact. However, when a situation arrives when an artifact meets one of the criteria for deaccession, the Committee will consider the situation and do what is best for the collection and the public.

Artifacts that belong to the Educational Collection category do not have to meet the following rigid requirements for disposal. When their purpose has ended they may be disposed of.

Only the Committee can decide to transfer an artifact from one type of collection to another.

TYPES OF DISPOSITION

An artifact can be disposed of by one of the following methods: exchange, sale (negotiated, public auction, open bid), outright destruction (scrap), or by transfer to another organization.

DEACCESSION CRITERIA

For a historical artifact to be considered for deaccession, it must already be accessioned into the collection and it must meet one (1) of the following criteria:

1. The artifact no longer meets the collecting objectives or mission statement of the Foundation.
2. The artifact duplicates another item in the collection and its duplication does not serve to improve the collection. The duplicate is not useable for an educational or research manner by the university.
3. The university can no longer properly care for the artifact.
4. The artifact has deteriorated beyond usefulness and the ability of the university, professionally or financially, to preserve it.
5. The condition of the artifact threatens itself or other artifacts in the collections, or is a threat to the health and safety of people.
6. The artifact lacks physical integrity.
7. The artifact has failed to retain its identity or authenticity.
8. The artifact has been lost (not located during inventory) for longer than five (5) years.

AUTHORITY

The Committee will consider deaccessioning an artifact in the Historical Collection following a recommendation to deaccession from the Board, staff, or any member of the Committee itself. There must be a consensus of the Committee before the deaccession is made final.

To dispose of any artifact in the Educational Collection, only the Director's approval is necessary.

DOCUMENTATION

All deaccessions should be properly documented. It is the responsibility of the Director to keep this documentation.

A **Deaccession Form** must be signed by a minimum of three (3) members of the Committee, including the Chair and the Director for the deaccession of any artifact out of the Historical Collection. This form shall be kept on file with the accession records. The Deaccession Form must include artifact name, university identification number, donor name, reason for deaccessioning, recommended method of removal, date of recommendation, date of removal, and actual method of removal.

The Deaccession Form is not necessary for artifacts in the Library, Educational Collection or Archive. However, their removal from the collection should be documented in the files.

ETHICAL AND LEGAL CONSIDERATIONS

A historical artifact will not be deaccessioned until after two (2) years have passed since its acquisition. See Tax Reform Act of 1986 and IRS Form 8283.

All funds acquired from the sale of deaccessioned artifacts should only be used to acquire, preserve, or manage artifacts in the collection. These funds may be used for purposes other than to acquire, refine, or preserve the collection with the approval of $\frac{3}{4}$ of the Foundation members currently serving on the Foundation board.

There must not be any restrictions on the artifact from the original donor for an artifact to be deaccessioned. If there are restrictions, every attempt must be made to comply before deaccessioning can take place. If there are any questions as to the intent or force of restrictions, the Foundation shall seek the advice of its legal counsel.

VIII. LOANS

TYPES OF LOANS

Incoming Loan - An incoming loan is the loan of an object that is made **to** the Foundation for a specified period of time for the purpose of exhibition or research.

Outgoing Loan - An outgoing loan is the loan of an object that is made **from** the Foundation to another institution for a specified period of time for the purpose of exhibition or research.

This section applies only to objects in the Historical Collection.

CRITERIA FOR INCOMING LOANS (all criteria must be met)

- 1) The loan shall be for a specified period of time, not to exceed three (3) years.
- 2) No indefinite or long-term loans will be accepted, except under extremely rare circumstances (to be determined by the Committee).
- 3) The object must be accepted only for the purpose of exhibition or research, not for general storage.
- 4) The loan will not place an unreasonable burden on the facilities, collections, or staff of the University or the Foundation.
- 5) The object(s) to be loaned can withstand travel, extra handling, and possible climate changes.

REGULATIONS FOR INCOMING LOANS

- 1) An Incoming Loan Agreement must be executed and signed by both the Foundation and the Lender. This form will be part of the permanent record and kept in the Incoming Loan File. If the Lender executes an Outgoing Loan Agreement, the Collections Committee must approve it before being signed by the Foundation. A Lender's Outgoing Loan Agreement signed by the Foundation eliminates the need for an Incoming Loan Agreement.
- 2) The university shall use reasonable care with the object and employ the same precautions it uses with property of its own. The Lender will be notified immediately of any deterioration or conservation needs.
- 3) The Foundation will complete a **Condition Report** upon the object's arrival and departure from the university. A copy of these reports shall be sent to the Lender and kept in the permanent file.
- 4) The Foundation shall have the right to photograph objects on loan for publicity and/or educational purposes. A photograph of the object(s) shall be taken upon its arrival.
- 5) The lending institution shall determine the value of the object being loaned to the Foundation for insurance purposes. If the lending institution does not determine a value, the Foundation will. However, it must be understood that this value does not represent an appraisal by the Foundation.
- 6) Insurance
 - a) The Lender will provide a certificate of insurance naming the Foundation as an additional assured or waive liability against the Foundation, or
 - b) The Foundation will insure the loaned object under its policy for the amount indicated on the signed loan agreement. The policy will include the usual exclusions of loss or damage due to such causes as gradual deterioration, inherent vice (an object inherently is destined to deteriorate), and war, or
 - c) The Foundation will reimburse the Lender for the cost of insurance.
- 7) The object shall be returned in the same or similar shipping material in which it was received.
- 8) If the Foundation would like to extend the loan at the end of the loan period, an extension may be requested.

9) It is the responsibility of the Lender to inform the Foundation of any change in address or ownership.

10) The object can be returned to the Lender at any time with the approval of the Committee.

11) If the Foundation's efforts to return a loan within a reasonable period following the termination of the loan are unsuccessful, the object(s) will be maintained at the lender's expense for a maximum of one (1) year. If after one (1) year the object(s) has not been claimed, the lender shall be deemed to have made the object(s) a gift to the Foundation.

12) Upon return of the object to the Lender, a Returned Object Receipt shall be sent separately by certified or registered mail to the last known address of the lender. If the lender for any reason fails to notify the Foundation of loss or damage within thirty (30) days of the mailing of the Returned Object Receipt, the lender shall be deemed to have waived any claim for damages or loss.

CRITERIA FOR OUTGOING LOANS (all criteria must be met)

1) The requesting agency must be a bona fide educational or cultural organization or approved by the collections committee. The Foundation does not loan objects to individuals, only organizations.

2) The loan shall be for a specified period of time, not to exceed three (3) years. No indefinite loans shall be made.

3) The loan will be made only for the purpose of research or exhibition.

4) The security and conservation measures of the requesting organization must meet the standards of the Foundation.

5) The requesting organization must agree to observe the Foundation's regulations regarding loans.

6) The object is not extremely rare or of a condition that being loaned could cause significant deterioration.

REGULATIONS FOR OUTGOING LOANS

1) An **Outgoing Loan Agreement** will be executed and signed by both the Foundation and the borrower. This form will become part of the permanent record. All regulations will be printed on the reverse of the Outgoing Loan Agreement and the borrower, with his/her signature, agrees to abide by them.

2) The borrower shall be instructed to exercise extreme care to ensure the safe handling and keeping of the object(s) throughout the duration of the loan.

3) Objects on exhibit must be protected by approved methods.

4) Any damage or loss must be reported to the Foundation immediately.

5) Prior to shipping the loan, a **Condition Report** will be completed by the Foundation and a copy of this report will accompany the loan. A photograph should also be taken of the object if there is not

already one on file. Upon arrival, the borrower should examine the object, sign the report, and return it to the Foundation to verify the object's safe arrival. An **Outgoing Loan Receipt** should also be filled out and returned with the Condition Report.

6) The object will not be cleaned, altered, or remounted in any way without prior written approval from the Foundation.

7) The object may not be photographed or used for commercial purposes without written approval from the Foundation in advance.

8) No object may be re-loaned to another institution or organization.

9) The Foundation shall receive appropriate credit for all loaned objects on display with a credit line that reads as follows: "On Loan from the Towson University Foundation, Inc.".

10) Shipping

a) The borrower must arrange and pay for all shipping costs in both directions.

b) All unpacking and packing should be done by experienced personnel.

c) The packing for the return shipment must be in the same manner and means as the original shipment.

11) Insurance (value of object determined by the Foundation)

a) The borrower will insure the loan under their own policy and forward a certificate of insurance to the Foundation prior to shipment, or

b) The borrower will reimburse the Foundation for the cost of insurance, or

c) The borrower agrees in writing to assume liability for the loss or damage of the object(s) in lieu of insurance.

Documentation for insurance must be provided before the object is sent out on loan.

12) At the end of the loan period, the borrower may, in writing, request an extension on the loan.

13) The Foundation reserves the right to recall a loaned object at any time.

14) The object must be returned immediately when taken off of exhibit or research is concluded.

DELEGATION OF AUTHORITY AND RESPONSIBILITIES

The Director or Director's designee will sign for all incoming and outgoing loans.

It is the responsibility of the Director to maintain the appropriate files for all incoming and outgoing loans and monitor all loan agreements. Furthermore, it is the responsibility of the Director to oversee all packing and shipping of loans to and from the Foundation.

VIII. RECORD KEEPING

The following records shall be kept regarding the collections:

- 1) **Temporary Custody Receipts** (all collections) - When a potential donor delivers an artifact or group of artifacts for the Committee's consideration or for identification, a temporary custody receipt will be signed and kept on file. This receipt should include the individual's name, address, phone number, a description and condition of the artifact(s), the purpose of the deposit, a list of the conditions of deposit, and signature of depositor/owner.
- 2) **Deed of Gift** (all collections) - A Deed of Gift will be sent to each donor to be signed and returned to the Foundation. The Deed should state that the donor is the rightful owner of the artifact(s) and that he/she understands that all rights of ownership are being passed on to the Foundation. It should be clear that the Foundation would have every right to display, store, or dispose of the artifact. The Deed should include a description of the artifact(s) donated, donor's name, address, date, and signature. The Deed should also include the signature of the Assistant Director or Director.
- 3) **Accession Sheets** (Historical collection) - Every artifact shall have an accession sheet containing information about the artifact itself, location, donor, value, and condition. These sheets will be kept on paper and the information will be transcribed into a computer file.
- 4) **Accession Files** (Historical collection) - Every artifact will have an accession file containing all correspondence regarding the artifact. Included in this file will be letters between the donor and the foundation, evidence of transfer of title (i.e. Deed of Gift, letter of transmittal or bill of sale), record of and location of manuals or documentation that accompanied the artifact, and deaccession and outgoing loan information when necessary.
- 5) **Loan Agreements** (Historical collection only)
 - a) **Incoming Loan Agreement** - An Incoming Loan Agreement will be sent to each lender to be signed and returned to the Foundation prior to or concurrent with receipt of the loaned artifact(s). This form will be kept in the Incoming Loan File. Included on this form will be the period of the loan, the purpose of the loan, the lender's name and address, the value of the artifact, any special conditions pertaining to the loan, appropriate signatures, and a statement that the lender is the owner of the artifact or is a duly authorized agent of the owner with full authority to enter into the loan agreement. All regulations will be printed on the reverse of the Incoming Loan Agreement. If the lender has an agreement, it may be used in place of this form.
 - b) **Outgoing Loan Agreement** - An Outgoing Loan Agreement shall be signed for each artifact or group of artifacts prior to shipment of the loaned artifact(s). This form will be kept in the Accessions File. Included on this form will be the period of the loan, the purpose of the loan, the borrower's name and address, the value of the artifact, any special conditions pertaining to the loan, appropriate signatures, and a statement that the borrower will indemnify the Foundation for any loss or damage to the artifact on loan. The Outgoing Loan Agreement should also include a statement that failure of the borrower to have in effect the agreed-upon insurance will in no way release the borrower from liability from loss or damage. All regulations will be printed on the reverse of the Outgoing Loan Agreement.
- 6) **Incoming Loan File** - A file will be kept for each artifact that is on loan to the Foundation. The file will contain all correspondence and signed loan forms.

7) **Deaccession Forms** (Historical Collection) - A Deaccession Form will be kept for the deaccession of any artifact out of the Historical Collection. This form will become part of the artifact's permanent record. The form should include the artifact's name, university identification number, donor name, reason for deaccession, recommended method of removal, date of recommendation, actual method of removal, date of removal, and a minimum of two (2) signatures from the following: Committee members, Director, or the Chair.

8) **Condition Reports** (Historical collection) - Condition reports shall be made for all newly accessioned historic artifacts. The report should include a description of the artifact and its condition.

9) **Receipts for Incoming Loan Returns** - A receipt shall be mailed to all lenders upon return of their artifacts. This receipt should signify the safe return of the artifact(s). The receipt should include the name of the object(s) and a brief description. This receipt should be signed by the lender and returned to the Foundation to become part of the Incoming Loan File.

10) **Outgoing Loan Receipt** - An Outgoing Loan Receipt shall be completed by the borrower upon receipt of an artifact from the Foundation. This receipt shall include the loan number, description of the artifact, and the date. The Outgoing Loan Receipt will serve to validate that the borrower actually received the artifact and when. The receipt shall be signed by the borrower and returned to the Foundation to become part of the artifact's permanent file.

Computer files will be copied and kept in a separate location for backup in case of fire or accidental loss.

IX. TEMPORARY CUSTODY OF OBJECTS

Objects may be left temporarily in the custody of the Foundation for the following reasons:

- 1) For Committee review as a possible acquisition
- 2) For identification purposes

A **Temporary Custody Receipt** will be executed and signed for objects left in the temporary custody of the Foundation. The Temporary Custody Receipt will contain the following conditions or regulations:

- 1) The Foundation will inform the individual within sixty (60) days regarding its intentions if the object is under consideration for acquisition.
- 2) The Foundation will exercise the same care with respect to the object(s) left in its care as it does in the safekeeping of comparable property of its own.
- 3) The object will not be restored, treated, or altered in any way without prior written approval from the depositor.
- 4) Any object that is not accepted into the collection or that has been left for identification must be claimed within one (1) year and the donor must have been notified in writing of the date of the

Temporary Custody Receipt. If, after this date, the object has not been removed, the object(s) will be considered a gift to the Foundation.

Objects left in the temporary custody of the Foundation should be processed and returned in a timely manner.

It is the responsibility of the Director to monitor all objects in the Foundation's temporary custody. The Director will execute and sign for all objects in temporary custody.

X. CARE AND CONTROL OF COLLECTIONS

GENERAL STATEMENT OF POLICY

It is the desire of the Committee to care for its collections in order to ensure each object's long-term preservation. Whether on display or in storage, each object should receive the reasonable care and handling that the Foundation can provide within its financial resources.

The following Regulations for Conservation apply to objects in the Historical Collection. Objects in the other types of collections do not need to be handled with the same strict guidelines. However, all objects in the collection should be handled carefully and with regard to their long-term preservation.

REGULATIONS FOR CONSERVATION

The Foundation strives to maintain the original condition of objects in its permanent collection. When conservation procedures are undertaken to restore an object in the Historical Collection or save it from deterioration, the following regulations must be observed:

- 1) An object is never altered in any way without the approval of the Collections Committee.
- 2) Every conservation procedure that is performed on an object is fully documented and added to the object's accessions file.
- 3) A "before" and "after" photograph is taken of the object. These photographs are kept in the object's accession file.
- 4) Every procedure done to the object must be reversible, when feasible.
- 5) Any pieces or parts removed from an object must be retained.

When possible, conservation work shall be performed in-house. When the work is beyond the abilities of the Foundation's staff or volunteers, outside help may be sought.

HANDLING

Objects in the Historical Collection should only be handled, following the Foundation's handling procedures, by authorized staff members, and the Committee members.

Objects in the Educational Collection are meant to be used.

SECURITY

All objects should be kept secure, whether in storage or on display. Access to the storage area is limited to staff or volunteers with staff supervision. When deemed necessary objects on display should be under acrylic covers, fastened down, or otherwise protected. This is particularly the case with small or fragile objects.

INVENTORY

An inventory of all objects on display and in storage should occur on a rotating basis. Such a schedule would have the galleries, warehouse shelving, high storage, special storage, and the flat files inventoried on a rotating yearly basis.

Inventory records should become part of the permanent file.

Any object that is discovered to be missing should be reported to the Director and to the Collections Committee. Every effort should be made to find missing objects. If an object continues to be missing following two complete inventories, it should be noted in the accessions file.

DELEGATION OF AUTHORITY AND RESPONSIBILITIES

It is the responsibility of the Director to monitor all objects on display and in storage, constantly ensuring their proper care and security. It is also the Director's responsibility to oversee all inventories and maintain all records regarding conservation and inventories.

It is also the responsibility of the Collections Committee to monitor all objects on display and in storage noting any objects that need conservation work performed. When conservation is needed on an object, the Committee shall bring this to the attention of the Director. If the conservation work is expected to be extensive, it shall be brought to the attention of the Executive Vice President and Executive Committee for a recommendation for the appropriate source of funding before proceeding.

Objects in the Historical Collection shall not be altered in any way without the approval of the Collections Committee or its designee.

XI. ACCESS TO THE COLLECTIONS AND RECORDS

GENERAL STATEMENT OF POLICY

The Foundation holds its collections in trust for the public. Thus, the University will have regular operating hours at which time the public may visit and enjoy the objects on display.

Objects in storage and records are available for legitimate study, research, inquiry and examination by responsible parties. Access will be granted on a “case by case” basis, with the safety of the collections being the primary concern.

The University will make a reasonable effort to ensure that objects on display are accessible to individuals with handicaps.

The University will ensure that objects on display do not pose a potential hazard to visitors.

REGULATIONS TO ACCESSIBILITY

The following regulations should be adhered to by all staff, volunteers, and board members:

- 1) The Foundation’s storage area is not open to the public. Individuals that are not members of the Collections Committee must have an escort when entering the storage area.
- 2) The Foundation's records regarding objects in the permanent collections are available, except for the following:
 - a) information regarding donors
 - b) information regarding the value of objects
 - c) any file or record that the staff or Board views as inappropriate for public information
- 3) Accessibility is limited by staff and volunteer availability, conservation considerations, safety considerations, condition of collections, restrictions to collection, or purpose or nature of examination.
- 4) Persons requesting access to collections or records must be supervised at all times.
- 5) A copy of this Collection Management Policy shall be made available to any donor, prospective donor, lender, prospective lender, or other responsible person upon request.
- 6) Access to and use of the collections and records shall be credited in all publications, exhibitions and presentations.
- 7) Photography of any item on display at the university may only be made with express prior permission.

DELEGATION OF AUTHORITY AND RESPONSIBILITIES

Any individual requesting access to objects in storage or any of the Foundation's records must see a staff member or member of the Committee for permission. Exception to any regulation can only be granted by the Director, or documented designated individual.

CHARGES AND FEES

Access to, reproduction of and use of permanent collections may involve fee charges. These charges will be based upon fee schedules determined by the Director or the Director’s designee, subject to approval by the Foundation Board.

XII. INSURANCE

The Foundation will carry insurance for objects in its possession, and objects on loan to and from the university (according to the loan agreements) as part of the Foundation's overall insurance package. The amount of coverage has been determined by the Director of Finance in conjunction with the Executive Committee, based on an appraisal every five (5) to seven (7) years. Only items appraised at \$10,000 and above will be insured.

The Foundation Board periodically will review and approve the insurance coverage.

Objects on loan **to** the Foundation will be insured according to the agreement that is made between the lender and the Foundation. The value and agreement specifics should appear on the Incoming Loan Agreement that is executed.

Objects on loan **from** the Foundation will be insured by the borrower, unless other arrangements have been made. Before shipment of any object, the borrower is responsible for furnishing adequate documentation of insurance. The value (determined by the Foundation) and agreement specifics should appear on the Outgoing Loan Agreement.

Funds recovered from insurance claims will be used to do one of the following:

- 1) Provide for the purchase of objects that would serve to improve the collections, or
- 2) Provide conservation for objects already in the collection.

DELEGATION OF AUTHORITY

It is the responsibility of the Director of Finance and the Executive Committee of the Foundation Board to determine appropriate levels of insurance and to execute all insurance needs.

XIII. ETHICAL STANDARDS

The Foundation endorses and adopts as a guide the American Association of Museums' **Code of Ethics for Museums** (see Appendix I).

XIV. OBJECTS FOUND IN THE COLLECTION AND ABANDONED PROPERTY

RULES AND REGULATIONS

If an individual attempts to claim an object that the Foundation has categorized as "Found in the Collection", the advice of the Foundation's legal advisor should be sought. The claimant must prove that he or she holds title and is the sole party at interest.

If the Foundation wishes to dispose of objects "Found in the Collection", it should be extremely careful and weigh each situation individually.

Once the Foundation considers an object to be "Abandoned Property" it will consider the object to be an unrestricted gift to the Foundation.

DEFINITION

The phrase "Found in the Collection" refers to objects in the Foundation's possession that have never been officially accessioned into the collection. With no solid records, it becomes difficult to identify the original donor, acquisition date, and any other relevant information.

The Foundation considers an object to be "Abandoned Property" when a year has passed without any attempt by an individual or organization to retrieve it.

Policy Approved at 10/18/05 Annual Board Meeting