

Millard's Crossing Historic Village, Inc.
Nacogdoches, Texas

Collection Management Policy

14 January 2009

Collection Management Policy¹

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¹This collection management policy has been adapted from the MIT Museum collections management policy via <http://web.mit.edu/museum/collections/manual.html>.

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Part I. Mission Statement and History

The mission of Millard's Crossing Historic Village, Inc. is to portray the spirit and ingenuity of pioneer settlement in East Texas. To accomplish its mission, Millard's Crossing Historic Village, Inc. will

- document, preserve, and maintain the historic nineteenth-century buildings which have been moved from various sites in Nacogdoches County as well as the replicated structures built on site;
- collect, preserve, and exhibit historic artifacts and documents relating to the pioneer settlement period of East Texas;
- create on-site and traveling educational programs utilizing the site's historic resources to interpret the daily lives of nineteenth- and early twentieth-century East Texans, with an emphasis on rural East Texas;
- develop collaborative programs with other historic and educational organizations to augment and enrich heritage tourism opportunities in East Texas;
- promote the Village as a resource for hosting public and private events which complement the site's historic character;
- and, document and interpret Lera Thomas's role as a pioneer in Texas preservation.

In the early 1970s Lera Thomas established Millard's Crossing on the northern edge of Nacogdoches, Texas. After her death in 1993 the property including structures and artifacts, were divided between Thomas's heirs and the Brown Foundation of Dallas. The Brown Foundation supervised the Village operations as part of its larger philanthropic activities. In 2005 a group of local supporters established a not-for-profit 501(c)3 organization to begin negotiations for independent local control of Millard's Crossing. After establishing a Board of Directors, opening negotiations with the heirs, and extensive fundraising, Millard's Crossing Historic Village, Inc. assumed full ownership of the entire property and all of the structures and artifacts on July 1, 2008. The Village will use its collection management policy and procedures to preserve, to exhibit, and to interpret its buildings, artifacts, and landscapes, as collected by Lera Thomas, to reflect and to teach nineteenth- and twentieth-century settlement history in East Texas.

Part II. Code of Ethics

Village staff members abide by the guidelines set forth in the most recent American Association of Museum's *Code of Ethics*. This code is available on the Association's website:

<http://www.aam-us.org/museumresources/ethics/coe.cfm>. In addition, the code of ethics outlined below applies not only to staff, but also to volunteers, members of the Board of Directors, and its associated committees. All of the above parties are guided by the following principles.

- Staff members owe their first professional loyalty to the Village and should fully and conscientiously fulfill the responsibilities of their employment.
- Staff members should avoid conflict of interest as described in the following code, and should discuss any potential conflicts with the Director.
- Staff members should not use their position at the Village for personal gain.
- Staff members should maintain the good name of the Village throughout the community and not misuse its name, reputation, property or services.
- A staff member may not intentionally do anything through family or friends that s/he may not

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do directly under these guidelines.

A. Staff.

1. Responsibility to the Village's Property, Real and Intangible. No staff member should use, away from the Village's premises or for personal gain, any object or item that is a part of the Village's collection or under guardianship of the Village, or use any other property, supplies or resources of the Village except for the official business of the Village. The name and reputation of this Village are valuable assets and should not be exploited either for personal advantage or the advantage of any other person or entity. Information about the administrative or non-scholarly activities of the Village that staff may acquire in the course of their duties which is not generally known or available to the public must be treated as information proprietary to the Village. Such information should not be used for personal advantage or for any other purposes. Staff members are responsible for maintaining the security of confidential records and information, and the privacy of individuals or groups who support the Village.

2. Personal Collecting by Staff. The acquiring, collecting, and owning of objects by Village staff and the Board of Directors is not in itself unethical, and can enhance professional knowledge. However, the acquisition, maintenance, and management of a personal collection by a Village staff member can create a conflict of interest. No Village staff member may compete with this institution in any personal collecting activity. No Village staff member may use his/her museum affiliation to promote his/her or an associate's personal collecting activities. No staff member may participate in dealing (buying or selling for profit as distinguished from occasional sale or exchange from a personal collection) objects similar or related to the objects collected by the Village.

B. Volunteers and Board Members.

1. Volunteers have played an active and important role at Millard's Crossing Historic Village, Inc. for nearly twenty years. It is incumbent on the paid staff to be supportive of volunteers, receive them as fellow workers, and willingly provide them with appropriate training and opportunity for their intellectual enrichment. Volunteers have a responsibility to the Village as well, especially those with access to the museum's collections, programs and privileged information. Access to the Village's internal activities is a privilege and the lack of material compensation for effort expended on behalf of the Village in no way frees the volunteer from adherence to the standards that apply to staff. Volunteers must work toward the betterment of the institution and not for personal gain other than the natural gratification and enrichment inherent in museum participation. Conflict of interest restrictions and gift policies applying to the paid staff of the museum must be explained to volunteers and be observed by them. Volunteers must respect the confidentiality of any proprietary information to which their volunteer activities give them access. Although the Village provides special privileges and benefits to its volunteers, volunteers should not accept gifts, favors, discounts, meals, loans or other gratuities of value from other parties in connection with carrying out duties for the Village.

2. Board and Committee Members, like paid staff and volunteers, have a responsibility to the Village as well, especially those with access to the museum's collections, personnel, financial, or any other confidential information. Access to the Village's internal activities is a privilege and the lack of material compensation for effort expended on behalf of the Village in no way frees board members from adherence to the standards that apply to paid staff. Board members must work toward the betterment of the institution and not for personal gain other than

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the natural gratification and enrichment inherent in museum participation. Conflict of interest restrictions and gift policies applying to the paid staff of the museum must be explained to Board members and observed by them. Full and timely disclosure and discussion of all conflicts of interest with the Director is essential. It is the responsibility of a Board member to notify the Director of any conflict. Board members should not accept gifts, favors, discounts, loans, meals or other gratuities of value from other parties in connection with carrying out duties for Millard's Crossing Historic Village, Inc.

Part III. The Permanent Collection - Scope of Collection

Millard's Crossing Historic Village, Inc.'s permanent collection is divided into three main components, the scope of which pertain to the region's nineteenth- and early twentieth-century pioneer and agricultural heritage, especially rural East Texas, or Lera Thomas's role as a pioneer in Texas preservation. After the transfer on July 1, 2008 all additions to the collection will fall within this scope of collection.

A. Structures.

1. Historic Structures. These structures include extant buildings as well as nineteenth- and early twentieth-century buildings Mrs. Thomas moved to the site. The Millard family used the site as a farm until Mrs. Thomas established it as a historic site in 1968. The in situ structures as well as the landscape represent small-scale East Texas farming during the early-twentieth century. The extant structure is a two-story frame hall-and-parlor house (c. 1920). The identification of each moved structure is connected to its original builder(s) and/or owner(s), as is standard in the historic preservation and museum fields, thus ensuring continued recognition of their value as historic resources. The structures are the Burrows House* (1870); Millard-Lee House* (1837); Methodist Parsonage (1900); Watkins Log House (1830); Watkins Frame House (1895); Sitton Dog-Trot Log House (1843); Corn Crib (1830); Log Office (1860s); Chapel (1905); Henry Millard House (c. 1900); and the Hayter Carriage House (c. 1910). The names designated with an asterisk have received recognition by the Texas Historic Commission.

2. Replicated Structures. These structures have been built on the site to represent typical nineteenth century forms. The structures are the Log School House, Corn Crib addition, and the Country Store.

B. Artifacts. There are approximately six thousand artifacts stored and exhibited throughout the site. A majority of these artifacts (decorative arts, furniture, caboose, textiles, books, farming implements, household tools, etc.) were purchased or accepted by Lera Thomas from sources in the East Texas area.

C. Archives. The Village has a small, but significant collection of historic letters written by notable nineteenth- and early-twentieth century East Texans. The Village also has a limited collection of historic photographs, newspapers, and magazines pertaining to the history of the region and the Village.

Part IV. Collection Management Policy

Millard's Crossing Historic Village, Inc.'s collection is to be used for both scholarly research and educational exhibits and activities that will include static and interactive displays, tours, and resources to encourage active learning across a broad range of learning styles for a diverse audience to create a greater awareness, understanding, and appreciation of the region's pioneer

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and agricultural heritage for East Texans as well as others beyond the region. In order to fulfill its mission, the Village must preserve and use the collection in a "controlled and professional manner."² Museums generally derive their mission from their collections, and these holdings constitute the primary difference between museums and other kinds of institutions. A museum's obligation to its collection is paramount. Each object is an integral part of a historic composite. That context also includes a body of information about that object which establishes its proper place and importance and without which the value of the object is diminished.

The maintenance of this information in an orderly and retrievable form is critical to the integrity of the collection and is a central obligation of those charged with collection management. A museum must be in control of its collections and know the location and condition of the objects it holds. Procedures must be maintained for the periodic evaluation of the condition of the collections and for their general and special maintenance. The Village realizes its obligation to protect its collections, therefore, the Village shall act to the best of its ability, according to the following guidelines: (a) A stable environment for items in storage or on display shall be maintained by protecting them from excessive light, heat, humidity and dust. The environmental needs of different materials shall be considered. (b) All materials shall be protected against theft, fire, and other disasters by a security system and by a written disaster plan. (c) When possible, paper materials shall be copied on microfilm, photocopied on acid-free paper, or otherwise made redundant and stored in a separate location. (d) When deemed necessary, conservation of materials shall be undertaken with the advice of a trained conservator. (e) Records shall be kept using appropriate forms for documentation: i.e., temporary receipt form, deed of gift, accession forms, relevant correspondence, conservation reports and deaccession records. (f) Inventories and location records shall be kept up to date to facilitate public access and to prevent loss.

The physical care of the collection and its accessibility must be in keeping with professionally accepted standards. Where gross deficiencies exist, a decision may be made by the Village management to dispose of the collection, in whole or in part, preferably to another comparable institution.

A. Acquisition. All acquisitions are made by the Village to document, preserve, and exhibit artifacts, structures, and landscapes portraying the spirit and ingenuity of the pioneer settlement of rural East Texas during the nineteenth and early-twentieth centuries and to document and interpret Lera Thomas's role as a pioneer in Texas preservation. The permanent collection contains those objects which directly support the mission of the Village and help to achieve its primary collecting goals, as outlined above. The Village collects materials for its permanent collection in the form of structures, tools, textiles, hardware, implements, furniture, paintings, drawings, photographs, prints, decorative arts, memorabilia, audiovisual materials, and documentary written materials. It is the Village's policy to retain no more than two duplicate artifacts: one for the permanent collection and the second for the education collection.

1. Acquisition Decisions. Decisions as to the appropriateness of proposed acquisitions are made according the following four requirements.

a. A recommendation is made by the Village's Director operating in accordance with the Bylaws, to the Collections and Acquisitions Committee, who, taking into account the

²Martha Fruth, "A Primer on Museum Collections Management," *Local History Notebook* July/August, 1985 (Columbus, OH: Local History Office, Ohio Historical Society, 1985), 1.

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Director's recommendation, makes the final recommendation to the Board of Directors as to whether the object should or should not be acquired.

b. Objects may be acquired from private individuals or organizations in the form of bequests, exchanges with other repositories, gifts, or purchases.

c. The Village will not directly or indirectly acquire objects that have an unethical history of ownership. The Village adheres to the archaeological standards of the Council of American Maritime Museums (article VI, section 3) and will not knowingly exhibit artifacts which have been stolen, illegally removed from their country of origin, illegally salvaged, or removed from commercially exploited archaeological or historic sites.

d. The Village does not accept acquisitions on which restrictions or special conditions, other than donor recognition, have been placed. Exceptions to this policy must be considered by the Collections and Acquisitions Committee and approved by the Board of Directors. Partial title will be accepted only under conditions pre-approved by the Board of Directors. Due to limited exhibition space and periodically changing exhibitions, no commitments shall be made to exhibit objects acquired for the collections in the Village's historic or replicated structures or any future galleries for any duration of time as a condition of acquisition.

2. Acquisition Criteria. Potential acquisitions must meet three basic criteria: a) relevance: the object must support the Village's mission and fit within its stated collecting goals; b) use: the object must have the capacity for use in exhibitions and/or for research and scholarly purposes; c) condition: the object must be in reasonable condition and must not require significant expense for treatment in order to make it relevant or useful unless such funds are pledged in writing by a donor. In addition, the following questions must be considered when evaluating a potential acquisition. If the answer to any one of these questions casts doubt on the ability of the Village to properly care for or manage the object, serious thought should be given to declining the acquisition.

- Is the source the rightful owner of the object and are there any conflicts regarding property rights or legal title?
- Has the source requested that any restrictions or special conditions be placed on the acquisition? If so, is their acceptance justifiable given the Village's policy?
- Are there any constraints in terms of intellectual property rights? Will all intellectual property rights be turned over to the Village? If the source is not the copyright holder, has the holder been identified and can copyright be transferred to the Village or a licensing arrangement made?
- Has the provenance of the object been properly documented? Are there any concerns as to the authenticity of the object or its provenance?
- Does the object unnecessarily duplicate another object already in the collections?
- Does the Village have the ability and intention to use and care for the object? Is appropriate storage space available? Are additional funds beyond the scope of the general collections budget necessary to make the object accessible? If the answer to any of these questions is no, the Village should explore with the prospective donor the possibility of his/her establishing an endowment to support the extraordinary costs of care, storage, and/or access.
- Are there any safety concerns related to the object which might demand special handling, display, and/or insurance requirements?
- If the object is being purchased, is the price fair and reasonable? Could the object or its equivalent be acquired by gift or bequest rather than purchase?

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3. Gifts. The Village reserves the right to refuse gifted objects that do not meet its criteria for acquisition, or it may choose to accept only a portion of the gift. For all gifts, a Deed of Gift agreement must be signed by the donor or the donor's authorized representative at the time of donation. Objects will not be rehoused, preserved, cataloged, or made available for use by researchers until a Deed of Gift has been executed. The Village does not accept donations in which legal title is not transferred to Millard's Crossing Historic Village, Inc. If a donor wishes to retain title to an object, the object shall be considered an adjunct to the Permanent Collection and processed as an extended loan. In this case, it is understood by the Village that the donor's intent is to turn all rights and title in the object over to the Village at some future point and an agreement to this end must be entered into prior to acceptance of the loan.

Gifts to the Village Museum are tax deductible to the extent allowed by law. If a donor wishes to take a charitable deduction, it is their responsibility to initiate IRS Form 8283 for Noncash Charitable Contributions. The Village is responsible only for certifying receipt of the gift and is not allowed to establish any valuations, nor provide any recommendations as to appraisers. Under no circumstances will Village staff appraise donations or make arrangements for an appraisal on the donor's behalf. Unsolicited objects offered as potential acquisitions for the Village's collections are considered to be in the **temporary custody** of the Village. If the acquisition of an unsolicited object is approved, the object will be formally accessioned into the collections and the Temporary Custody Receipt will be retained in the object's accession file. Unwanted, unsolicited objects will be returned to the source, if the source is known. If the source is not known, Village staff will attempt to locate an appropriate repository for the object and if unsuccessful, the object may be disposed of by witnessed destruction.

4. Bequests. Bequests will be considered for acquisition in the same manner as gifts. The Village reserves the right to refuse bequeathed objects that do not meet its criteria for acquisition, or it may choose to accept only a portion of the bequest. For all bequests, copies of the will including all codicils shall be retained for the object's Accession File.

5. Exchanges. Exchanges are treated as two separate collections management actions. Incoming objects will be considered for acquisition in the same manner as other acquisitions and must be approved before the exchange takes place. Title transfer documentation appropriate to the type of acquisition will be retained in the object's Accession File. Outgoing objects must be deaccessioned in accordance with Village's policy. Deaccession Recommendation and Deaccession Action forms will be retained in the object's Accession File.

6. Purchases. Should the Village establish an acquisition fund it will be under the supervision of the Director, with approval by the Collections and Acquisitions Committee, and would be used towards the purchase of objects for the collection and for the direct care of the collection, which is defined as the conservation of collections objects or the improvement of collection storage facilities. Funds for a purchase must be in hand or secured in writing prior to submitting an acquisition proposal to the Collections and Acquisitions Committee. Objects purchased with funds from the sale of donated objects will be credited to the original donor. The bill of sale or signed Receipt of Purchase will be retained in the object's Accession File.

7. Loans. The Village strongly discourages the use of long-term loans to expand the collection. If utilized, loaned objects should be retained by the Village no more than one year with two limited renewals of up to three years total. Short-term loans for specific exhibits will be considered as long as the owner's loan stipulations do not place an undue burden on the Village. It will be strongly suggested that long-term and short-term loan owners independently

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insure their objects. The Director will present all loan agreements to the Collections and Acquisitions Committee for Board approval.

Requests for loans to the Village are made by the appropriate curator and are reviewed with consideration of the object's provenance, its condition, the clarity of rights and title, the presence of lender imposed restrictions, and the associated costs of the loan. The Village does not accept incoming loans offered for the purposes of commercial exploitation of the object or to increase the value of the object when sold, nor does it provide long- or short- term storage services. The Village adheres to the archaeological standards of the Council of American Maritime Museums (article VI, section 3) and will not knowingly exhibit artifacts which have been stolen, illegally removed from their country of origin, illegally salvaged, or removed from commercially exploited archaeological or historic sites.

All incoming loans are subject to the conditions set forth on the reverse of the Incoming Loan Agreement, which must be signed by the lender prior to shipment of the object. Any special conditions, requests, or restrictions must be discussed with Village staff in advance and documented on the Loan Agreement. Loans are made to the Village for the period of time listed on the Incoming Loan Agreement and may not be withdrawn without adequate prior notification. All costs involved with incoming loans must be discussed in advance with the Village Director and require approval from Collections and Acquisitions Committee. These can include loan or rental fees, framing costs, insurance fees, and two-way shipping charges. If requested, the Village will provide the borrower with a certificate of insurance as evidence that the Village has **insurance** coverage in place for the object on loan. Loans will be insured based on their fair market value as provided by the lender. It is the responsibility of the lender to inform the Village if the stated value of the object changes during the period of the loan. The Village will also, when requested, provide the lender with a current Facilities Report. It is the responsibility of the lender to inform the Village in writing if their address or ownership status changes during the loan period. The Village will return the object to the lender listed in the Incoming Loan Agreement and will only deliver the object to another party with written authorization from the lender.

8. Temporary Custody. Objects may be placed in the temporary custody of the Village, the period of which may not exceed ninety (90) days, for the purposes of research, identification, consideration for acquisition into the collections, or evaluation for loan. Placement of an object in the temporary custody of the Village does not constitute a transfer of legal title to the Village. All temporary deposits are subject to the conditions set forth on the reverse of the Temporary Custody Receipt, which must be signed by the owner or owner's representative before the object is delivered to the Village. Objects on temporary deposit will be stored properly and monitored; however, the Village will not insure objects placed in its temporary custody, nor will it re-house, catalog, or make them available to researchers.

9. Appraisals. Donations are tax deductible to the extent of the law; however the Village's staff, volunteers, or Board members cannot appraise items for a private owner. Donors, therefore, are expected to get independent appraisals for the objects they are donating prior to making the donation. When donors or visitors request information on outside suppliers or professional resources utilized by the Village, the staff should be circumspect in referring members of the public to outside vendors. More than a single qualified source (and three if possible) should be named in order to avoid the appearance of personal favoritism in referrals.

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B. Record Keeping. The *Collection Manager* is responsible to the Director and the Collections and Acquisitions Committee for the care of the collection. In carrying out that responsibility, the Collection Manager will work with the Director to ensure that policies and procedures are adhered to. *The Collection Manager is responsible for the tracking of all objects as they enter or leave the Museum's control and will ensure the safe handling and accurate documentation of the collection.*

The maintenance of current, accurate collection records is of primary importance to the professional management of all of the Village's collection. *The Collection Manager will maintain all accession, deaccession, and loan records, as well as collection-related insurance records.* Any original documents relating to these functions must be retained in the Village's master collection management files. These records shall only be made available to curators and other Village staff designated by the Director.

Cataloging, research, and exhibition records on objects will be maintained by the Collection Manager or assigned staff member. Wherever appropriate, it is the responsibility of the Collection Manager to ensure that duplicate copies of significant records are maintained in a secure, off-site storage area. The following information is restricted and will only be given out to those individuals approved by the Director: names of donors, former owners, or lenders who wish to remain anonymous; mailing addresses and telephone numbers of all donors, former owners, and lenders; storage locations of objects; object values, including purchase prices, appraisals, and insurance valuations.

1. Insurance. The Village's permanent collection is covered by the Village's insurance policy, which is administered by the Board of Directors via the Collections and Acquisitions Committee, while in storage or on exhibition at the Village. Annually, the Collection Manager will review with the Director the schedule of values for the Village's collection to ensure that the collection description and values are current. The Collection Manager will also the Director if an object from the collection is being stored or exhibited in an unusual location which may not be covered under the Village's regular policy.

The Collection Manager is responsible for submitting a current Objects-at-Risk Report to the Director. This report is a complete listing with values for all objects on loan to the Village in a given month. The report must be updated whenever a loan enters or leaves the Village's custody. Objects placed in the **temporary custody** of the Village for the purposes of identification, research, or evaluation as a potential acquisition or loan will not be insured. The Village requires insurance coverage based on the fair market value of an object for all **outgoing loans**. Insurance must be carried by the borrower and a certificate of insurance supplied to the Village, or else the Village will maintain its own insurance at the borrower's expense. The Village reserves the right to require that the borrower provide written evidence of their ability to pay any deductible limits of coverage. Damage to or loss of objects must be reported to the Collection Manager as soon as it is discovered. The Collection Manager will maintain related records and coordinate conservation treatment with outside vendors and curatorial staff.

C. Conservation. All objects in the Village's permanent collection are subject to the same standards of professional care. To ensure consistency, the Collection Manager, with significant input from curatorial staff and/or the Collections and Acquisitions Committee, will issue general guidelines for the care of the collections. It is the responsibility of all collections staff to inform interns, volunteers, researchers, consultants, and vendors with whom they work about these policies, procedures, and guidelines, and ensure that they are followed.

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Conservation action may only be taken by trained, professional conservators and any treatment must respect the integrity of the object. Conservation treatment of the fabric of an object must include earlier repairs and modifications which, after examination and research, are found to be historically significant. Any new material added to the object must be minimal and must be compatible with the future welfare of the object. No action may be taken without a thorough technical examination of the object and a written proposal of treatment listing all possible treatment options. Once treatment is undertaken, the conservator must provide a written report of all conservation actions which will be maintained in the object's Accession File and made available to researchers and scholars upon request. Objects on loan to or from the Village will not be repaired, cleaned or otherwise treated without written permission from the owner of the objects.

D. Use. Although the Village encourages reasonable public access to its collections on a nondiscriminatory basis, the Village assumes as a primary responsibility the safeguarding of its materials and therefore may regulate access to them. The judgment and recommendation of professional staff members regarding the use of the collections must be given utmost consideration. In formulating their recommendations, staff should let their judgment be guided by three primary objectives: the continued physical integrity and safety of the object or collection, scholarly or study purposes, and public access/education. In addition, unprocessed collections and objects undergoing retrospective cataloging, conservation, exhibition or loan purposes will not be made available to researchers.

1. Interpretation. It is the responsibility of museum professionals to use museum collections for the creation and dissemination of knowledge. Intellectual honesty, balanced arguments, and objectivity in the presentation of objects is the duty of every museum professional. The stated origin of the objects or attribution of work must reflect the thorough and honest investigation of the curator and must yield promptly to change with the advent of new facts or analysis. Museums may address a wide variety of social, scientific, artistic or political issues. Any can be appropriate, if approached objectively and without prejudice. Museum professionals must use their best efforts to ensure that exhibits are honest expressions and do not perpetuate myths or stereotypes. Exhibits must provide, with candor and tact, an honest and meaningful view of the subject. Sensitive areas such as ethnic and social history are of most critical concern. The research and preparation of an exhibition will often lead the professional to develop a point of view or interpretive sense of the material. That individual must clearly understand the point where sound professional judgment ends and personal bias begins. S/he must be content that, as far as possible, the resultant presentation is the product of objective judgment. The interpretive products should support and further the mission of the Village.

2. Loans. The Village makes loans of objects from its collections to qualified borrowers, and may request loans from other organizations or individuals, for exhibition purposes. Documentation of loans is maintained in the object's Loan File. The Collections Manager will provide the Director with a report on all loans to and from the Village at the close of the fiscal year which will be presented to the Collections & Acquisitions Committee. Requests for loans from the Village's collections will be evaluated according to the following criteria:

- The object is not judged to be too fragile to withstand the associated handling, shipping and changes in climate.
- Conditions during the loan period will not endanger the object.
- The object is not needed during the requested loan period by Village staff.

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Loans from the collections are made at the discretion of the appropriate curator or the Director, with final approval from the Collections & Acquisitions Committee. Loans are not made for personal use or for commercial purposes. The Village will not consider requests for loans of original documentary photographs unless the borrower can show a need to exhibit the original object. The Village does not make indefinite or permanent loans. The duration of a loan must be specified on the Loan Agreement and cannot exceed three years. Requests for loan extensions are evaluated by the appropriate curator, approved by the Director, and submitted to the Board of Directors via the Collections and Acquisitions Committee. If granted, loan extensions must also be for a specified period of time, not exceeding three years. Requests for outgoing loans must be made in writing to the appropriate curator and the borrower must include a current facilities report with the request. Non-museum educational organizations must certify to the Village that they are able to provide professional, museum-quality care for loaned objects before an outgoing loan will be approved. All outgoing loans are subject to the conditions set forth on the reverse of the Outgoing Loan Agreement, which must be signed by the borrower prior to shipment of the object. Any special conditions, requests, or restrictions must be discussed with Village staff in advance and documented on the Loan Agreement.

The Village charges a loan fee of \$50 per item for all outgoing loans. In addition, the borrower is responsible for any appraisal, conservation, packing, shipping, handling, and insurance costs associated with the loan. If an outgoing loan is insured by the borrower, a certificate of insurance must be issued to Millard's Crossing Historic Village, Inc. prior to shipment of the object. If the borrower requests that the Village maintain its own **insurance** on the object for the duration of the loan, it will be done at the borrower's expense. Appraisal values for insurance purposes will be based on the fair market value of the object as determined by the Village's curatorial staff. If the Village's staff cannot provide an accurate valuation or if the period of the loan is greater than one year, a professional outside appraisal may be required at the borrower's expense.

3. Village Shop and Other Commercial Activities. The Village's shop and other commercial activities of the Village, as well as publicity relating to them, should be in keeping with the Village's mission, should be relevant to the collections and the basic educational purposes of the Village, as determined by the Director, and must not compromise the quality of the collections. In arranging for the manufacture and sale of replicas, reproductions, or other commercial items adapted from an object in the Village's collection, all aspects of the commercial venture must be carried out in a manner that will not discredit either the integrity of the Museum or the intrinsic value of the original object. Great care must be taken to permanently identify such objects as reproductions and to ensure the accuracy and high quality of the manufacturer.

E. Disposal. Acquisitions are made with the intention of building the Village's collections and preserving them for future use in exhibitions and for historical research. Objects accessioned into the collections will be permanently retained provided they continue to support the mission of the Village. However, the Village may choose to deaccession, or remove from the collections, any object which it legally owns that, upon examination, is deemed to be inappropriate for further retention. Once an object has been accessioned into the Permanent Collection, it can only be removed through completion of the deaccession process. The act of deaccessioning presupposes that the object has been formally accessioned into the Village's permanent collection. The same

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degree of careful examination shall go into making decisions regarding the deaccessioning of objects as is given to the evaluation of potential acquisitions.

1. Deaccession Decisions. Decisions as to the appropriateness of proposed deaccessions of the permanent collection are made as follows: The Collections Manager, after a review by the Director, will make a recommendation to the Collections and Acquisitions Committee who will present its decision to the Board of Directors who, taking into account the Committee's recommendation, makes the final decision as to whether the object should or should not be removed from the collection.

2. Deaccession Criteria. No action pertaining to the deaccessioning or disposition of an object will be undertaken that would impair the integrity and good standing of Millard's Crossing Historic Village, Inc. within the community at large or within the museum profession. To be considered for deaccessioning, an object must meet at least one of the following criteria:

- Relevance: inclusion of the object in the collections does not support the Village's mission or fit within its **stated collecting goals**.
- Condition: the object has deteriorated or been damaged beyond repair or poses a health hazard.
- Care of the Object: the Village is not able to provide proper care for special preservation requirements associated with the object.
- Duplication: the object is an exact duplicate or unnecessarily duplicates the subject matter or relevance of another object.
- Authenticity: the object is found to be falsely attributed or documented, or proved to be a fake or forgery.
- Quality of the Collection: deaccessioning of the object will improve or strengthen another area of the collections and, in so doing, further the goals of the Village. In this case, great care must be taken to ensure that an object in one area of the collection is not disposed of purely for the sake of acquiring an object in another area.

3. Disposition of Deaccessioned Objects. Disposition of deaccessioned objects will be carried out in accordance with any local, state, and federal regulations and legal requirements. Village employees, officers, members of the Village Board of Directors, and their immediate family members may not purchase or otherwise benefit from the disposition of a deaccessioned object. When deemed necessary by the Collections Manager and/or the Director and approved by the Collections and Acquisitions Committee, an outside appraisal or qualified consultation shall be obtained to assist in determining the appropriate disposition method. Any disposition restrictions placed on an object by a donor will be strictly observed. If the object was a gift or bequest, donors or their heirs will be notified, when possible, of the Village's intention to deaccession the object. Such notification is carried out as a courtesy and does not constitute a request for permission to dispose of the object, nor shall a donor be given preferential treatment in reacquiring the object. The method of disposition must be approved by the Board of Directors and documented on a Disposition Action Record. Disposition of approved deaccessions shall take place in a timely fashion. In determining the appropriate method of disposition, consideration should be given to the best interests of the Museum, the public and scholarly communities it serves, and the public trust it represents. Appropriate methods of disposition are:

- Donation: the object may be donated to another repository or educational organization.
- Exchange: the object can be exchanged with another repository or educational organization in return for an object of equal or greater value.
- Sale: the object may be sold at public auction or sold privately to another educational

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organization.

- Destruction: if an object has deteriorated or been damaged beyond repair, poses a health hazard, is determined to be a fake or forgery, or holds neither intrinsic nor monetary value, it may be deliberately destroyed.

The Village will place all net proceeds (all proceeds less out-of-pocket expenses) from the sale of deaccessioned objects into its acquisition fund. This restricted fund will be used solely for the acquisition of objects for the Village's collection or for the direct care of the collection, which is defined as the conservation of collection objects or the improvement of collection storage facilities. The original donor will be given credit for acquisitions made with the proceeds from the sale of the deaccessioned object. A Deaccession Recommendation and Disposition Action Record will be completed for all deaccessions and retained permanently in the object's Accession File. The Collection Manager will provide a report on deaccession actions at the close of the fiscal year.

Part V. Conclusion. The development of collections management policies and the maintenance of this document, and its accompanying procedure manual, are the responsibility of the Collections Manager, with significant assistance from members of the collections staff. All collections management policies must be approved by the Director before submittal to the Collections and Acquisitions Committee and final approval by the Board of Directors. These policies are subject to comprehensive review every three years; however, recommendations for changes or additions may be made at any time to the Collections Manager and, upon approval from the Director, the policies will be revised and updated.

A. Collection Management Procedures. The Collection Management Procedures provide the framework for the day-to-day management of the collection. The procedures will be used according to the Village's Collection Management Policy and all forms and actions will reflect this guiding document. The procedures will include all required documents including, but not limited to the accession record, registration record, catalog record, loan agreements, conservation reports, gift forms, storage records, deaccession records, and disposition records.

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Part VI. Selected Bibliography

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Initial Approval by the Board of Directors: 14 January 2009

Last Revision: 14 January 2009