

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

Collection Management Procedures

Last Revised 4-1-2009

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

Acquisition Checklist

Object:

Criteria – must meet all three

- object fits mission and fits within collecting goals
- object must be able to be used in exhibits and/or research and scholarly purposes
- object in reasonable condition requiring no undue expense without linked endowment

Questions for consideration

- Is the source the rightful owner? Any legal title issues?
- Has source requested special conditions? Are they acceptable if so?
- Are there intellectual property constraints? Can they be transferred?
- Does the object have a documented provenance?
- Does the object unnecessarily duplicate other objects in collection?
- Can the Village care for the object? Will the Village use the object?
- Does the object require any special safety precautions?
- If being purchased is the price reasonable? Is there any conflict of interest?

Notes:

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

Deed of Gift

Name: _____ Date: _____
Address: _____ Email: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____

I own the personal property described below and desire to give said personal property to Millard's Crossing Historic Village, Inc. I do hereby irrevocably and unconditionally give and transfer to Millard's Crossing Historic Village, Inc. all right, title, and interest, including all copyright, trademark, and related interests, in and to the following described property.

Description of Gift

This gift is given in memory of: _____

Dated: _____

Donor/agent

Donor/agent

Date received: _____ Received by: _____

THE GIFT DESCRIBED ABOVE IS ACCEPTED FOR MILLARD'S CROSSING HISTORIC VILLAGE, INC.

Name Title Date

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

Incoming Loan Agreement

This is to acknowledge receipt of the items listed below from:

Name: _____ Date: _____
 Contact: _____ Tracking #: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Work #: _____ Home #: _____ Cell #: _____
 Website: _____ Email: _____

Insurance information:

Company: _____ Policy #: _____
 Representative: _____ Exp. Date: _____
 Phone #: _____ Insured Value: \$ _____ Premium: \$ _____

Description:

Object ID	Object name ---- Description

Received by: _____ Value:\$ _____ Return date: _____

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

Temporary Custody Receipt

This is to acknowledge temporary custody of the item(s) listed below from:

Name: _____ Date: _____
 Contact: _____ Tracking #: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Work #: _____ Home #: _____ Cell #: _____
 Website: _____ Email: _____

Insurance information:

Company: _____ Policy #: _____
 Representative: _____ Exp. Date: _____
 Phone #: _____ Insured Value: \$ _____ Premium: \$ _____

Description:

Object ID	Object name ---- Description

Dated: _____
Owner/agent

 Owner/agent

Date received: _____ Received by: _____

Date to be returned: _____ No item(s) will remain in temporary custody for more than ninety days. Millard's Crossing Historic Village, Inc., will not insure the object(s), re-house, catalog, or make it/them available to researchers.

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

List of Area Appraisers

Appraisers National Association
25602 Alicia Parkway
PMB 245
Laguna Hills, CA 92653
939-349-9179 or 888-262-2535
info@ana-appraisers.org
<http://www.ana-appraisers.org/>

Artukovic Appraisals & Estate Services
Rose Artukovic
Bullard, TX
903-596-8500
rose@artukovicappraisals.com

Bilbo and Company
107 Rusk Street
Mt. Enterprise, TX
903-822-3972.

East Texas Appraisal Services PLLC
1329 University Drive, Suite F4
Nacogdoches, TX
936-569-2500

Hough, Robert SRPA Real Estate
1329 University Drive, Suite C2
Nacogdoches, TX
936-564-5567

McKenzie Appraisal Service
Houston, TX
713-863-1213
weehahn@aol.com
<http://www.mckenzieappraisalservice.com>

Rees Jewelry
North Street
Nacogdoches, TX
866-904-8637
<http://www.rees-jewelry.com/>

Stitchwork Appraisals
Lisa M. Waddell
The Woodlands, TX
936-524-0597
lisa@stitchworkappraisals.com
<http://www.stitchworkappraisals.com>

Millard's Crossing Historic Village, Inc.

Objects at Risk Report
(All items on loan to the Village)

Month:

Year:

Object ID/Description:	Fair Market Value:

Submitted by: _____ Date: _____

(All items on loan from the Village to outside entities)

Month:

Year:

Object ID/Description:	Fair Market Value:

Submitted by: _____ Date: _____

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

Terms of Loan Agreement

1. It is understood that the objects in this loan will remain in the condition received and will not be repaired, restored, cleaned, or altered in any way without the permission of the Village. The condition is understood to be as stated on the form.
2. All damage to objects at any point in this loan from the out date until returned will be reported to the museum immediately.
3. The objects may not be lent to a third party without the advance approval of the museum.
4. The objects may be photographed only with the permission of the museum. The borrower agrees that the photographs taken of this loan will be used only for the purpose stated on this form and only for the number of times stated. The museum will receive a copy of all photographs for record purposes. All publications of photographs of items in this loan will bear a credit line acknowledging that the objects are the property of Millard's Crossing Historic Village, Inc.
5. The borrower is responsible for packing, transportation, insurance, and all other factors of transporting the loan, unless otherwise stated. The borrower is responsible for returning the loan at the time stated.
6. The museum may require proof of insurance, may wish to have its name on the policy, and may wish to receive a copy of the insurance policy.
7. The borrower agrees to use the loan only for the purposes stated on the form.

Borrower hereby acknowledges receipt of the object(s) listed on the attached page(s). The undersigned assumes full responsibility for the objects subject to the conditions printed above until their return.

I have read and accept the above loan conditions _____ Date _____

Approved and Released by: _____ Date: _____
Museum Representative

Prepared by: _____ Date: _____
Museum Representative

Loan returned and accepted by: _____ Date: _____
Museum Representative

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

Outgoing Loan Agreement

This is to acknowledge receipt of the Village's items listed below:

Name: _____ Date: _____
 Contact: _____ Tracking #: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Work #: _____ Home #: _____ Cell #: _____
 Website: _____ Email: _____

Insurance information (required of borrower and a certificate of insurance to be sent to Village):

Company: _____ Policy #: _____
 Representative: _____ Exp. Date: _____
 Phone #: _____ Insured Value: \$ _____ Premium: \$ _____

Date Out: _____ Due Back: _____
 Purpose: _____ Transport: _____

Description:

Object ID	Object name ---- Description & Value

I have read and accept the attached conditions of the loan _____.
Borrower Date

Approved and released by _____
Village Rep. Date

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

De-accession Recommendation Form

Definition:

De-accessioning is the process of removing accessioned material from the collections of the museum. This process should be cautious, deliberate, and ethical. The Village's collections shall include accessioned material held by any of its departments. This includes museum objects, archival material, and library books.

De-accessioning Criteria:

In all instances of potential de-accessioning, the historical significance of an object shall be considered of primary importance and will override any of the other criteria. Material from the Village's collections to be considered for de-accessioning must meet at least one of the following criteria:

- The material is outside the scope of, or is irrelevant to the mission of the Village and its collection policies.
- The material lacks physical integrity. (It is incomplete, broken, or in poor and unsalvageable condition).
- The material has failed to retain its documentation or authenticity, or has been lost or stolen and has remained lost for longer than two years.
- The material has been discovered not to be authentic.
- The material duplicates other examples in the Village's collections of the same type of material which are sufficient or better-suited to the needs of the Village.
- The Village is unable to preserve the material properly.
- The material has deteriorated to the degree that it cannot be used for exhibit or research purposes.
- The material has doubtful potential use in the foreseeable future.
- There exists a more appropriate repository for the material.
- Compliance under a legal requirement (i.e., NAGPRA).

De-accession Checklist

Accession Number: _____

Initial and date as completed:

- _____ 1. De-accession Form filled out.
- _____ 2. Certificate of Transfer of Title filled out.
- _____ 3. Records updated, accession record and object record.
- _____ 4. Donor file noted with "De-accessioned."
- _____ 5. Accession Forms noted with "De-accessioned."
- _____ 6. Number removed from object.
- _____ 7. Deed of Gift noted with "De-accessioned."
- _____ 8. De-accession Form filed with Deed of Gift.
- _____ 9. Certificate of Transfer of Title filed with Deed of Gift.
- _____ 10. De-accession Checklist filed in donor file.

Millard's Crossing Historic Village, Inc.
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Notification of Intent to De-accession

Name: _____ Date: _____
 Address: _____ Email: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Cell: _____

You are hereby being notified that the object(s) listed below and donated by you to Millard's Crossing Historic Village, Inc. are intended for de-accession for the following reason(s). You have sixty days from the date of this notice to notify the Collection Manager of Millard's Crossing Historic Village, Inc., if you would like the object(s) returned to your ownership.

Object ID	Object name ---- Description & Value

De-accessioning Criteria:

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- The material has failed to retain its documentation or authenticity, or has been lost or stolen and has remained lost for longer than two years.
- The material has been discovered not to be authentic.
- The material duplicates other examples in the Village's collections of the same type of material which are sufficient or better-suited to the needs of the Village.
- The Village is unable to preserve the material properly.
- The material has deteriorated to the degree that it cannot be used for exhibit or research purposes.
- The material has doubtful potential use in the foreseeable future.
- There exists a more appropriate repository for the material.
- Compliance under a legal requirement (i.e., NAGPRA).

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

De-accession Form

Accession Number: _____

Object Name: _____

Provenance: _____

Condition: _____

Reason(s) for De-accession: _____

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

Certificate of Transfer of Title

In accordance with the established policies of Millard's Crossing Historic Village, Inc. and upon the directive of the Board of Directors, the object(s) described below, which is/are accessions of the Village, are hereby given, granted, and conveyed to the following:

Organization or Individual: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____

Email: _____

Former Accession #(s): _____

Description of Object(s) Transferred: _____

Date Transferred from Millard's Crossing Historic Village, Inc.: _____

Director's Signature: _____

Date Accepted: _____

Accepting Representative: _____

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

Disposition Action Record

Accession #: _____

- _____ Sold at public auction or sale.
- _____ Exchanged with individuals, organizations, institutions, or other sources for objects needed in the collection.
- _____ Re-designated as prop or educational tool.
- _____ Transferred to another museum, library, archives, or public educational institution.
- _____ Returned to the donor or donor's family.
- _____ Destroyed.

Date Approved by Committee: _____

Date Approved by Board of Directors: _____

Signature of Director: _____