

**Collections Management Policy
of
Sibley County Historical Society**

The object of the [Sibley County Historical] Society shall be the collection, preservation, and dissemination of knowledge about the history of Sibley County and to relate it to the history of the State of Minnesota

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Table of Contents

Subject	Location
Chapter 1: Fundamental Information	pg. 3
1.1 Institutional History	
1.2 Purpose of this Policy	
1.3 Policy Review and Revision	
1.4 Legal Organization	
1.5 Collections Committee	
Chapter 2: Scope of the Collection	pg. 4
2.1 Brief History of the Collection	
2.2 Types of Collections	pg. 5
2.2.1 Permanent Museum Collection	
2.2.2 Manuscript Collection	
2.2.3 Institutional Archives	
2.2.4 Teaching Collection	
2.2.5 Resources/Vertical File	
2.3 Strengths and Weaknesses	pg. 6
Chapter 3: Accessions	pg. 7
3.1 What We Collect	
3.2 What We Do Not Collect	pg. 7
3.3 Criteria for Consideration	pg. 8
3.4 Methods of Acquisition	pg. 9
3.5 Appraisals	pg. 10
Chapter 4: Deaccessions and Disposal	pg. 10
4.1 Deaccession Regulations	pg. 11
4.2 Deaccession Criteria	pg. 11
4.3 Disposal Options	pg. 13
4.4 Proceeds from Deaccessioned Objects	pg. 14

Chapter 5: Loans	pg. 14
5.1 Outgoing Loans	pg.15
5.2 Outgoing Loan Exceptions	pg. 16
5.2 Incoming Loans	pg. 16
Chapter 6: Access and Use	pg. 16
6.1 Methods of Access	pg. 16
6.1.1 Public Access	
6.2 Intellectual Property	pg. 16
Chapter 7: Collections Care	pg. 17
7.1 Conservation	pg. 17
7.1.1 Preventative Conservation	
7.2.2 Conservation Treatment	
7.2 Facilities and Storage	pg. 18
7.3 Insurance	pg. 18
7.4 Collections Inventories	pg. 18
Chapter 8: Ethics	pg. 18
8.1 Personal Collecting	pg. 18
8.2 Institutional Collecting	pg. 18
8.3 Appraisals and Authentication	pg. 18
8.4 Use of Facilities	pg. 18
Glossary	pg. 19

I. Fundamental Information

1.1 Institutional History

The Poehler house was purchased in 1948 by the Sibley County Historical Society to become the county museum. The building was opened to the public on Memorial Day 1949 and continues to open for the season on that day each year. In the months prior to the 1949 opening, a countywide collection of artifacts was conducted. The many items collected were added to society holdings accumulated since the 1940 organization of the society. A curator was appointed, and with volunteer help, all articles were cataloged and arranged in displays. Items used by Sibley County pioneers were featured, from a farmer's ox yoke to a lady's Sunday bonnet.

Six principal rooms are on the main floor: dining room, library, parlor, music room, kitchen and summer kitchen. Items appropriate to these rooms are displayed in them; ceilings are 11'6" in height. There is a fireplace in the dining room surrounded by Italian tiles. Central heating and a bathroom were unusual amenities in this era. Original shutters hang on the windows in most of the rooms. Catching the eye of many visitors is the alternating maple and black walnut floors and wainscoting in the kitchen and dining room. The wood used in these areas was from the "Big Woods" of Sibley County and surrounding area. Also noteworthy is the original paint and stencil decoration found under many layers of wallpaper.

The basement has many unique tools and special items, such as the Eagle City post office desk and an early 20th century x-ray machine from a Gaylord dentist's office.

Upstairs, five rooms can be seen, arranged as a military room, children's nursery, textile/loom room, bedroom and the government room, which houses equipment used in the courthouse when it was located in Henderson, as well as other Sibley County history memorabilia. The former bathroom, maid's room and all closets are used for storage, as is the large attic.

Sibley County residents over the 70-year history of the Society have been generous with a great variety of treasures. The rooms are filled to capacity with items large and small with more in storage for changing displays.

1.2 Purpose of This Policy

The purpose of this policy is to define the scope of the Sibley County Historical Society collection; to develop a course of action governing the principled acquisition of collections, including proper donation documentation, preservation practices, and accessibility issues; and to

develop guidelines for deaccession and disposal. This policy establishes SCHS's commitment to being a responsible steward of its collections.

1.3 Policy Review and Revision[1]

The Executive Director manages compliance with this collections management policy, and the Board of Directors monitors this compliance. The policy will be reviewed once every two years to ensure it remains relevant to SCHS's mission and needs. SCHS staff will submit revisions to the Collections Committee for review and recommendation to the Board of Directors for final approval.

1.4 Legal Organization

The Sibley County Historical Society is a 501(c)(3) nonprofit institution under the laws of the United States and the State of Minnesota.

1.5 Collections Committee

The Collections Committee is comprised of interested individuals from the community and at least one member of the Board of Directors. The Board of Directors has charged the Collections Committee with:

- assessing potential museum collections and making recommendations for accession;
- assessing the relevancy of current museums collections and making recommendations for deaccession;
- reviewing all loan requests; and
- drafting and maintaining a collections management policy that adheres to industry ethics and best practices.

All recommendations made by the Collections Committee will be thoughtfully considered by the Board of Directors, and if approved, carried out under the guidance of SCHS staff.

II. Scope of the Collection

2.1 Brief History of the Collection

After the purchase of the Poehler house in 1948, the SCHS volunteers began a systematic, county-wide collections drive, seeking to collect objects that were key to the history of Sibley County. Since that first push, the collection has grown steadily, primarily through donation. The collections have been managed since, primarily by volunteers, who have tried to hew to professional museum standards, seeking out, and taking training offered by the Minnesota Historical Society and the Minnesota Alliance of Local History Museums. With each new group

of collections volunteers, procedures were refined, changed or new ones implemented. There is some consistency in the way that data were gathered about the collection, and the implementation of PastPerfect museum software in _____ has regularized the data collected at the time of donation. Probably the most valuable thing that collections volunteers have kept up are the accession registers, which list the name of the object, its assigned accession number, the name of the donor, and the date it was received.

2.2 Types of Collections[2]

The SCHS locates and collects any material which may help to establish or illustrate the history of the county or the state, the exploration, settlement, development and activities in peace and war, the progress in population, ethnic groups, wealth, education, arts, science, agriculture, manufacturing, trade, transportation, religion and finance. These materials shall include printed materials, such as histories, genealogies, biographies, gazetteers, directories, newspapers, pamphlets, catalogues, circulars, handbills, programs and posters; manuscript materials such as letters, diaries, journals, memoranda, reminiscences, rosters, service records, account books, charts, surveys, field books, tapes, cassettes, films and other multi-media materials; and museum materials such as pictures, photographs, paintings, portraits, scenes, American Indian artifacts and all material objects illustrative of life conditions, events and activities from the geological past to the present.

Accessioned Collections

2.2.1 Object Collections:

Generally three-dimensional, these artifacts:

- have the ability to tie a person to a place and to a time in the past;
- have documented maker/user and occasion upon which it was made/used; or
- should be unique or part of a larger collection that can provide some context for their interpretation;

The Historical Society should be able to secure good title to object collections. These artifacts are accessioned and acknowledged to the donor, who signs and returns a Deed of Gift.

2.2.2 Manuscript Collections: This class of artifacts:

- are *documentary* in nature, will generally be larger in volume, and comprised of many individual pieces;

- includes personal papers, corporate/organization business records, photographs (in albums or single), scrapbooks, and printed material such as training manuals; and
- are valued highly for uniqueness.

Sibley County Historical Society's interest in these materials increases the more complete the collection and the more relevant they are to the collecting focus. Manuscripts will be accessioned, and acknowledged to the donor, who will sign and return a Deed of Gift.

2.2.3 Institutional Archives: This material:

- pertains directly to the growth and development of the Sibley County Historical Society, and
- includes non-current office files, copies of all publications, photographs, scrapbooks, and potentially, artifacts that have value in telling our institutional story.

These objects will be accessioned, and acknowledged to the donor, or archived as they reach the end of their useful life as current records. A records retention schedule for the Society will be developed, and followed, to ensure the preservation of institutional records.

Non-accessioned Collections

2.2.4 Prop Collection: Generally three-dimensional, these artifacts:

- can be handled by members of the public, used in demonstrations for educational purposes, or as costumes;
- do not need a known provenance; and
- can be damaged or in condition lower than exhibit quality. Further damage may be caused by handling for the purpose of education and may affect future use.

Objects in the prop collection are not held in the public trust and are therefore do not require the same stringent preservation as do objects in the permanent museum collection.[3] These objects may be “used up” by handling, and will be documented and disposed of when they are no longer useful. These gifts are acknowledged to the donor, who signs and returns a Deed of Gift which clearly states their teaching status in the museum.

2.2.5 Resources/Vertical Files: This includes material that:

- serves as a resource for the museum (such as a collector's guide);
- serves as a resource for researchers (such as newspaper articles about any topics of interest to the SCHS); or

- is not generally original or unique, but contains information that can supplement knowledge of our areas of interest.

These resources will be acknowledged to the donor, but not accessioned.

2.3 Fulfillment of Mission

The mission of the SCHS shall be the collection, preservation, and dissemination of knowledge about the history of Sibley County and to relate it to the history of the State of Minnesota.

SCHS does this to ensure that the history of Sibley County is collected, preserved, and made available to future generations of County residents, so that they may know how their home has grown and developed. The permanent collection is used and exhibited at the Society's headquarters and home in Henderson, at events around the County, and on temporary loans to other historical organizations around the State and country, who might have a legitimate exhibition use for something in the Society's possession. Outreach exposes audiences who may not have the opportunity to visit the museum. The collection is also available for researchers.

III. Accessions

Collecting is an important function of any historical institution, without which the collection and institution would stagnate. It is through mission-guided collecting that historical institutions grow and refine their collection and educational offerings to better serve the public. All SCHS property shall be used or properly disposed of to fulfill the mission, as the institution sees appropriate.

3.1 What We Collect

Today, the SCHS collections demonstrate the breadth of the political, social, business, religious, and cultural life of Sibley County, Minnesota. These objects are related to life within the County borders of Sibley County, its inhabitants, and those who work in the County, as well as how this county's history relates to state history. The totality of the life of Sibley County natives (whether or not they still reside in the County) is also of interest, although care must be taken in collecting such material, especially if it represents the sum total of an individual's life, and their County connection is only that they were born here. SCHS collects objects that allow for educational interpretation, either individually or through their relationship to other objects already in the collection. Objects must be in appropriate condition and SCHS must have the capacity to give it proper care. Specific requirements are determined by the collection into which an object is being accessioned, detailed in section 2.2

3.2 What We Generally Do Not Collect

In keeping with the institution's mission, SCHS may not accept objects:

- that are devoid of any intellectual or historical significance;
- That are in such poor condition as to be unidentifiable, useless, or
- unrelated in any way to life in Sibley County, Minnesota, past or present.

In keeping with the industry best-practice, SCHS will not accept objects:

- with a condition that threatens the rest of the collection (such as mold);
- with unknown provenance, though exceptions can be made for objects of extraordinary interest;
- that duplicate an object already in the collection, unless it comes with a larger collection that provides important context or is needed in the prop collection, or meets certain criteria established by the Collections Committee; or
- with extreme restrictions that require an object to be permanently displayed or that prevent SCHS from deaccessioning the object.

Exceptions to these provisions may be made, and must be called specifically to the Board’s attention at the time of the Collections Committee’s recommendations for acquisition.

The SCHS does not generally accept restricted donations. Exceptions may be made for unique objects of incredible intellectual or historical value. If such a donation is to be accepted the board must address and approve it separately from a regular Collections Committee report.

Any artifact donations offered to the museum to be sold for profit, rather than retained in the collection, will be handled differently from the museum’s permanent collection. Policy and procedures for such gifts will be developed by the Financial Management Committee.

Any exceptions to the policy above require approval of the Board of Directors.

3.3 Criteria for Consideration

While in temporary custody of SCHS, objects being considered for accession are assigned a temporary number (“TD”object number – accession consideration group - year) and given care equivalent to that of comparable SCHS property. SCHS insurance does not cover specific objects on temporary deposit, but these objects *may* be covered by an uncheduled property rider to the museum’s basic insurance policy.

The Collections Committee will review the object(s) and make recommendations to the Board of Directors based on the following criteria, guided by the SCHS mission and industry standards:

- **Relevance** - Does the object pertain to the mission of the institution?
- **Geography** - Does the object relate to the County, or its inhabitants?

- **Use** - Can or will the object be used for exhibition, education, or research in the foreseeable future?
- **Care** - Is the object in relatively good condition, or so unique that condition does not matter? Will it compromise the condition of other objects in the collection[4]
- **Facilities** - Does SCHS have the facilities to properly and safely store or display the object?
- **Duplicate** - Is the object a duplicate of an object already in the collection, and if so, is it in better condition than the one already owned? Duplicates may be considered for the Prop Collection.
- **Title** - Can SCHS acquire full legal title to the object?
- **Restrictions** - Can SCHS accommodate the restriction without compromising the institution's mission or care of other objects in the collection? Is the object particularly unique or significant?

3.4 Methods of Acquisition

SCHS may acquire objects for the collection through any transaction that is appropriate, ethical, and legal. The museum must keep detailed acquisition records for all transactions. The three most common methods are listed below.

- A **gift** is an acquisition in which the title of an object is transferred to the museum during the life of the donor, at no cost to the museum. In order for a gift to be complete, the donor and SCHS representative must complete the following paperwork:[5]
 - intent to donate and proof of SCHS's physical receipt of the object, accomplished by checking the "Gift Consideration" box on the temporary deposit receipt. Both the donor and SCHS sign and maintain this record while the Collections Committee and Board review the potential gift.
 - written acceptance of the gift, accomplished through the deed of gift form, completed and signed by the donor and a SCHS representative. The donor should receive a copy for their records, accompanied by a note of appreciation.

Any "doorstep donation" left on SCHS property with no donor information is reasonably interpreted as "intent to donate" and "delivery", under basic laws of gifts.[6] If the Collections Committee and Board of Directors decide to accept the gift, the material must be held for a period of 60 days (from date of discovery) under the "Minnesota Museums Property Act" (345.72, 2004), before title can simply be taken. SCHS will treat these objects like found in collection objects and retain detailed records on how the donation was obtained in the acquisition file. If the gift is refused, it should be disposed of through one of the methods outlined in section 4.3, with records retained by SCHS.

- A **bequest** is an acquisition in which the title of an object is transferred to SCHS under the terms of a will or trust. If SCHS decides to accept the gift, a copy of the will or trust provision concerning the bequest and a copy of the final receipt must be retained, indicating the museum's acceptance of the bequest. If the title does not pass through a will or trust, but instead passes to the heirs who in turn donate an object to the museum, that donation is treated as a gift and not as a bequest.[7]
- The institution may **purchase** objects through auction, bargain sale, commission, or directly from a seller. SCHS must retain a bill of sale and proof of payment in the acquisition file. With bargain sales, the institution completes the above-mentioned protocol and issues a written acknowledgment of the reduced price to the donor, also to be filed at SCHS.[8]

In 2004, Minnesota passed statute 345.72, commonly referred to as the **Minnesota Museum Property Act**. This statute identifies loaned objects with expired contracts and objects left at the museum as abandoned property. It provides a means by which the museum may obtain good title to this property 60 days after its been abandoned if the museum sends notice to the donor's last known address clearly communicating the property's status and ownership transfer unless the current owner takes action.[9] For specific verbiage and requirements, please refer to the Minnesota Office of the Revisor of Statutes [website](#).

3.5 Appraisals

If a potential donor requests an appraisal, no one affiliated with SCHS, within the meaning of Section 8.3, may provide one or recommend an appraiser, although the museum will fully cooperate with any appraiser selected by the donor.

IV. Deaccessions and Disposal

“A museum, no more than an individual, cannot constantly ingest without occasionally excreting.” - Thomas Messer, former Director of the Guggenheim[10]

SCHS will conduct intermittent evaluations of the collection to determine the relevance of individual artifacts to the institution's mission. Deaccession and disposal of any objects not pertinent to the scope of the collection may take place, keeping in mind the institution's responsibility to the public, board members, donors, benefactors, and will be performed in compliance with industry ethical and legal standards. The process will also take into consideration any protection and preservation that has been given to the object.[11] No effort shall be made to cover up the deaccession process and the SCHS will respond to any inquiries.

4.1 Deaccession Regulations

If the **donor is known** and did not place any restrictions on the donation, then as a matter of goodwill a SCHS representative will notify the donor that the object has been approved for deaccession. *The donor has no rightful claim upon the object but if the disposal method is determined to be sale, the donor should be informed of the time and place at which the sale will occur.* If the gift was restricted, the Executive Director will explain the reason for deaccession to the donor and ask if they would be willing to lift the restrictions.

If the **donor is unknown**, the object can be deaccessioned after a SCHS representative has conducted a thorough search of donor records, comparing all similar objects found to the potential deaccession object, and determining that no object descriptions fit the potential deaccession object.

A **fragmented object** or part of an object may be deaccessioned after the Executive Director or other staff has conclusively determined that the fragment is not a part of an object within the collection that the museum wishes to retain.

Objects found in the collection (FIC) are considered to be owned by the museum with good title. Objects found in the collection that are not pertinent to the mission will be deaccessioned and disposed of in any way the Collections Committee sees fit within the limits of the disposal policy.[12] FIC objects will be tracked using an FIC number system.[13]

Missing objects may not be deaccessioned. Instead, a note shall be placed in the accession file stating that the object cannot be found.[14]

Objects from the **Prop Collection** may be deaccessioned and disposed of at the discretion of the Executive Director. They do not need to meet the criteria outlined in section 4.2 or follow permanent collection deaccession and disposal criteria. A careful record of deaccessioned Prop Collections objects will be maintained including:

- prop collection accession number
- photograph
- reason for deaccession and date
- disposal method

4.2 Deaccession Criteria

Objects qualify for deaccession if they meet any of the following criteria:

- The object does not further the SCHS mission and is not pertinent to the collection because it:

- lacks historical or intellectual value
- is no longer in a class of objects being collected by the museum
- The object does not meet collection standards, set forth in sections 2.2 – 2.4.
- This includes objects that are:
 - duplicates of another object in the collection
 - a poor, less important, or incomplete example[15]
 - harmful to the rest of the collection (e.g. mold)
- SCHS’s continuing custody of the artifact goes against industry best practice.
 - This includes objects that are:
 - unlikely to be used for exhibition, educational, or research purposes in the foreseeable future
 - more appropriate in another collection
 - beyond the SCHS’s ability to properly care for, store, or preserve
 - no longer sustainable due to donor restrictions[16]
 - fake or forgery
 - obtained illegally or unethically[17]
 - a violation of a legislative mandate and must be repatriated to a national government, tribal entity, or cultural group

Excluding ethical or legal criteria, exceptions can be made at the discretion of the Executive Director and the Board.

An object must be in the collection for a minimum of two years before it can be considered for deaccession. After this time, SCHS staff may present a deaccession proposal to the Collections Committee. This includes:

- physical description of the object;
- the reason for the recommendation;
- copies of all donor records and correspondence;
- restrictions, if any;
- copyright and trademark information; and
- recommendations for disposal.

The deaccession proposal must be approved by the Collections Committee and Board of Directors, in that order. If approved, SCHS staff will remove the object from the collection, photograph it one final time, and follow the approved disposal instructions.[18]

Deaccession recommendation forms and accompanying documents are permanent records that will be kept in the SCHS institutional archives. All accession numbers will be removed prior to

disposal and will not be reused. If deaccession is not approved, the object will remain in the collection and continue to be cared for by SCHS.

4.3 Disposal Options

If an object has been deaccessioned, it may be disposed of in any of the following manners, as recommended by the SCHS Staff and Collections Committee and approved of by the Board of Directors. With every method of disposal except for destruction, a good faith effort will be made to keep the object in the area of its provenance.[19] Disposal options include:

- transferring the object to the Prop Collection. In order for the SCHS to act in public trust, the object must be deaccessioned from the Permanent Collection and then accessioned into the Prop Collection. Once in the Prop Collection, the object will be receive a lower level of care, less prominent status, and require less stringent guidelines for deaccession and disposal. Thus, there must be clear documentation that SCHS followed official protocol to deaccession the object into the Prop Collection, even though the object is remaining within the institution.[20]
- donating the object to or exchanging the object with another institution or non-profit organization. In this instance, an object should only be exchanged for one of equal or greater historic or monetary value.[21]
- destroying the object by safe and appropriate method, witnessed by a third party.[22] Hazardous materials will be destroyed in the manner recommended by its regulatory agency[23]
- selling the object at a public auction by a disinterested third party. If an auction is to take place, the museum will keep the public informed through press release. If a large number of objects are to be auctioned, a press conference will be held.[24] The process of selecting a potential seller will include:[25]
 - museum client referral
 - marketing strategy analysis
 - auction location

Potential sellers will bid on the right of the sale. After determining the seller, SCHS will:[26]

- create a customized contract with the seller
- inform the seller of sale expectations
- write description of the material
- create time frame for sale
- create criteria for judging the bidders
- the Executive Director, Chair of the Board of Directors, or some other pertinent stakeholder will write a statement to be included in the auction catalog, explaining the action as well as the use of the proceeds.

If there are any known hazards associated with a deaccessioned object then the museum will inform the potential recipient.[27] If an object is deaccessioned because it has been discovered to be a fake, forgery, or replica, it shall be permanently marked or destroyed to avoid confusion in the future. **All institutional staff, current board, and their family members are prohibited from acquiring deaccessioned objects through direct sale from the museum, unless a specific exemption is granted by the board.**

4.4 Proceeds from Deaccessioned Objects

If a deaccessioned object is sold, proceeds from the sale will be put into a fund consisting solely of monies raised from deaccession sales. SCHS follows American Association of State and Local History recommendations on deaccession funds, which dictate “collections shall not be deaccessioned or disposed of in order to provide financial support for institutional operations, facilities maintenance, or any reason other than the preservation or acquisition of collections.”[28] Therefore, the use of these funds is restricted to:

- acquisition of new collections
- conservation costs
- treatment
- preservation supplies
- storage equipment and furniture
- technology for monitoring and regulating storage or exhibit environment

An exception can be made only if the institution is in the direst financial need and will close permanently without these funds, and only after consulting with the state Attorney General.[29] If this occurs, the museum must be fully prepared to publicly explain why this unusual use of funds is necessary, why the financial crisis could not have been averted, and how the proceeds will allow the museum to effectively operate in the near future.[30]

V. Loans

Loans can be made for exhibition, scholarly, or institutional use, including broadening the museum’s audience, promoting the institution, and furthering SCHS’s educational mission. **All incoming and outgoing loans are limited to a one-year term, but loan contracts may be renewed.** *There is no such thing as a permanent loan (either incoming, or outgoing).*

5.1 Outgoing Loans

Outgoing loans must be recommended by the Collections Committee and approved by the Board of Directors. In order to be considered, all loan requests must include:

- exhibition title and/or purpose of the loan;
- length, not to exceed one year;
- location, including a standard facility report (traveling exhibits must include facility reports from all participating institutions); and
- Insurance policy summary including coverage limits, deductibles, exclusions, property insured, policy terms, and terms of cancellation.

Loans requests may be denied based on SCHS needs, object condition, or borrowing institution practices. In order for an object to be eligible for an outgoing loan, it must be in stable condition and able to withstand the rigors of travel and display. If not, the borrowing institution may proceed with the loan only if they are willing to pay for the conservation treatment.

If the SCHS approves the loan request, an official financial statement must be prepared before loan documents are signed. The borrowing institution may be financially responsible for:

- insuring the object under a “wall-to-wall” fine arts policy, the value of which is to be set by SCHS;
- packing and transportation of the object, to be determined by SCHS;
- courier expenses;
- special display requirements, including special frames, cases, lights, or environments; and
- any conservation required for travel or display.[31]

All special requirements must be approved by both parties before a loan contract is signed. An outgoing condition report, certification of borrowing institution’s insurance listing SCHS as “additional insured,” and a SCHS outgoing loan contract must be signed prior to the object leaving the institution. Signed loan agreements override all other documents and understandings and in order to avoid conflicting loan terms, SCHS will not sign a contract from the borrowing institution without seeking legal counsel.[32] Borrowing institutions may photograph loaned objects for documentation purposes but SCHS must grant permission to use images for publication.

Requests for the return of a loan must agree with the signed contract. An incoming condition report must be completed and the borrowing institution will be contacted immediately regarding any damages.

5.2 Outgoing Loan Policy Exceptions

The following are the only exceptions to the outgoing loan policy granted without vote by the Board of Directors:

- **Prop Collection Loans** - The Executive Director may grant loan requests for objects from the Prop Collection. Prop Collection loans require a written request, detailing the purpose of the loan, location, and length, not to exceed one year. Prop Collection loans may be renewed at the discretion of the Executive Director.

5.3 Incoming Loans

Incoming loans must be recommended by SCHS staff and approved by the Collections Committee. The Board of Directors must approve any financial expenditures outside of the approved budget. SCHS staff will issue a formal loan request which should include the information required for outgoing loan requests and any other requirements dictated by the lending institution.

VI. Access and Use[33]

6.1 Methods of Access

6.1.1 Public Access Collections will be made available to the public unless doing so jeopardizes the object or document. Objects from the permanent collection are on display at the Poehler House, 700 Main Street, in Henderson, Minnesota. Objects from the prop collection are made available through educational programming.

6.1.2 Access for Research All researchers must be authorized by the Executive Director to work with the 3-dimensional objects collection. All special handling requirements are strictly enforced, and researchers must demonstrate competency with object handling prior to touching SCHS collections. SCHS permits documents to be copied, but researchers must secure permission to publish. Any publication or published uses of SCHS collections must be fully credited to the appropriate SCHS collection, and a copy of the work sent to the Executive Director. SCHS does not hold copyright to all of its published collection material, although SCHS staff may assist researchers in obtaining appropriate usage approval.

6.2 Intellectual Property[34] The SCHS deed of gift requests the donor give “all rights (including trademarks and copyrights) associated with,” the object to the institution.

The broadcast, exhibition, or publication of any item from the SCHS collection requires written permission from the Executive Director, regardless of who owns the copyright.

In the absence of formal arrangements to the contrary, SCHS owns the copyright and trademark to all SCHS-related material produced by all permanent, part-time, and contractual staff.

VII. Collections Care^[35]

7.1 Conservation

“Lack of proper routine maintenance is responsible for 95% of conservation treatments; the remaining 5% result from inappropriate handling.”[36]

7.1.1 Preventive Conservation: Preventive Conservation attempts to stave off deterioration by identifying inherent vice and mitigating deteriorative agents. This method of conservation is the most cost effective for the museum and most beneficial to the object. Preventive Conservation includes:[37]

- ensuring a clean, pest-free facility to prevent insects from feeding on organic materials and leaving behind waste. No food or drink is allowed in gallery or storage space;
- providing as stable an environment as the facility permits, including both climate and light;
- providing secure, accessible storage with clear labels; and
- limiting object handling--all volunteers must be trained by SCHS staff before handling accessioned objects.

SCHS is constantly assessing its preventive care measures, including monitoring temperature and humidity, surveying lighting in the gallery and storage, and addressing collections procedures and storage techniques. SCHS currently does not utilize a pest management system, but will solicit services if conditions dictate a need. All collections will be maintained at the best and most appropriate environment SCHS can provide and all preventive conservation techniques will be utilized as fully as staff time and funds allow.

7.1.2 Conservation Treatment: Funding for conservation treatment will be raised as needed. All conservation needs will be identified by SCHS staff, reported to the Collections Committee, and addressed by the Board of Directors, who will approve services from an accredited conservator.

7.2 Facilities and Storage

7.2.1 The Poehler House: SCHS gallery space, staff offices, and collections storage are at the main facility. This building is monitored through a private company and includes motion sensors, window break alarms, and fire detection. There is also the log cabin out-building at this site.

7.3 Insurance: SCHS has general property insurance and building insurance for the Henderson facility, which covers all SCHS property except for the collection. SCHS also has liability insurance, which covers staff, volunteers, and visitors. Incoming loans will be insured for their full market value while in SCHS custody.

7.4 Collection Inventories: Collections inventories will be performed periodically, as outlined in the Collections Procedure Manual.

VIII. Ethics[38]

8.1 Personal Collecting

SCHS staff, board members, and Collections Committee members are not permitted to collect in competition with the institution. That means they may not collect in the areas of interest stated in the institutions mission statement. Staff and board members cannot use their positions within SCHS to obtain profit, gain, or enrich their personal collections. No deaccessioned objects will be sold to staff, current board members, their family members, or their representatives. Exceptions can be made to the above by board action.

8.2 Institutional Collecting

Objects purchased for the collection cannot be purchased from staff, board members, committee members, their family members, or their representatives, if there will be any profit or gain to the individual involved.

All donated objects and documents must have free and clear title, and have been obtained by the donor through legal and ethical means, and in accordance with international agreements, federal, and state laws.

8.3 Appraisals and Authentication

SCHS employees, board members, and committee members are prohibited from authenticating or appraising potential donations to SCHS for the donor's tax purposes.

8.4 Use of Facilities

No one is allowed to store personal collections at a SCHS facility.

Glossary

Accession - 1. An object acquired by a museum as part of its permanent collection; 2. the act of recording/processing an addition to the permanent collection; 3. one or more objects acquired at one time from one source constituting a single transaction between the museum and a source, or the transaction itself.[39]

Accession Number - A control number, unique to an object, whose purpose is identification, not description.[40]

Archives - The non-current records of an organization or institution preserved because of their continuing value.[41]

Certificate of Insurance - A document, signed by the insurance company or its agent, that is written evidence of insurance in force at the time of issuance. Museums or lenders often require certificates of insurance from one another before releasing objects on loan.[42]

Condition - 1. The physical state of an object; 2. a contract provision or stipulation.[43]

Conservator - Trained professional who treats objects to repair damage, maximize endurance, and minimize deterioration.[44]

Courier - An individual, usually a representative of the owner of an object, who travels with the object to ensure its proper care and safe arrival.[45]

Deaccession - 1. An object that has been removed permanently from the museum collection; 2. formal removal of accessioned objects from the museum's permanent collection. Objects removed from the unaccessioned collection of the museum are not considered deaccessions.[46]

Deed of Gift - A contract that transfers ownership of an object or objects from a donor to an institution. It should include all conditions of the gift.[47]

Disposal - The act of physically removing object(s) from a museum collection.[48]

Incoming Loan - An object borrowed by an institution. It is an incoming loan from the perspective of the borrowing institution.[49]

Integrated Pest Management - The selection, integration, and implementation of pest management methods based on predicted economic, ecological, and sociological consequences. A decision-making process that helps one decide if a treatment is necessary and appropriate, where treatment should be administered, when treatment should be applied, and what strategies should be integrated for immediate and long-term results.[50]

Intellectual Property - A work or invention that is the product of human intelligence or creativity. A piece of intellectual property is protected by one of four laws: copyright, patent, trademark, or trade secret.

Loan Agreement - A contract between a lender and a borrower of an object or objects, specifying the object(s) and outlining the condition of loan and the respective responsibilities of each party.[51]

Outgoing Loan - An object loaned by a museum to another institution. It is an outgoing loan from the perspective of the lending institution.[52]

Temporary Custody - Are objects that the museum is responsible for but do not own as they are not acquisitions, accessions, or loans. [53]

Preventive Conservation - Maximizing the endurance or minimizing the deterioration of an object through time, with as little change to the object as possible[54]

Provenance - The background and history of ownership.[55]

Relative humidity (RH) - The proportion of actual vapor pressure of air to its saturation vapor pressure at that temperature.[56]

Standard Facility Report - A form completed by the borrower of objects to demonstrate his or her institution's suitability as a venue to lenders of objects.

Undocumented Objects - Objects in the collections that lack any useful documentation as to how they were acquired.

[1]Ramsey County Historical Society, Collections Management Policy, Promulgated February 2008, 21

[2]Committee Report January 16, 2007

- [3]Rebecca A. Buck and Jean Allman Gilmore, *Collections Conundrums: Solving Collections Management Mysteries*, (Washington, D.C.: American Association of Museums, 2007), 61.
- [4]John E. Simmons, *Things Great and Small: Collections Management Policies*, (Washington, D.C.: American Association of Museums, 2006), 39.
- [5]Rebecca A. Buck and Jean Allman Gilmore, Ed., *The New Museum Registration Methods*, (Washington D.C.: American Association of Museums, 2001), 163.
- [6]Conundrums, 49.
- [7]Registration, 158.
- [8]Registration, 159.
- [9]Minnesota Office of the Revisor of Statutes,
[<https://www.revisor.mn.gov/statutes/?id=345.72>] accessed 06/08/11
- [10]Things Great and Small 51.
- [11]Things Great and Small, 52.
- [12]If someone claims that they are the rightful owner of anything in the collection including objects found in the collection then the burden of proof lies with the claimant.
- [13]Registration 107.
- [14]Things Great and Small, 54.
- [15]Registration, 102.
- [16]Registration, 102.
- [17]Registration, 102.
- [18]Registration, 106.
- [19]Registration, 102.
- [20]Conundrum, 61.
- [21]Registration, 103.
- [22]Registration, 55.
- [23]Registration, 103.
- [24]Registration, 105.
- [25]Registration, 104.
- [26]Registration, 104.
- [27]Things great and small 55.
- [28]American Association of State and Local History Statement of Professional Standards and Ethics [<http://www.aaslh.org/ethics.htm>] accessed 06/08/11.
- [29]Legal Primer 232.
- [30]Legal Primer 234.
- [31]Registration, 179.
- [32]Registration, 179.
- [33]RCHS 17
- [34]RCHS 19
- [35]RCHS, 15-16

- [36]Registration, 103
- [37]Registration, 104
- [38]RCHS 20
- [39]Registration, 359.
- [40]Registration, 359.
- [41]Registration, 360.
- [42]Registration, 361
- [43]Registration, 361.
- [44]Registration, 361.
- [45]Registration, 362.
- [46]Registration, 362.
- [47]Registration, 362.
- [48]Registration, 362.
- [49]Registration, 364.
- [50]Registration, 364.
- [51]Registration, 365.
- [52]Registration, 365.
- [53]Things great and small, 85.
- [54]Registration, 361.
- [55]Registration, 366.
- [56]Registration, 366.