SAMPLE DOCUMENT

Type of Document: Collections Management Policy

Date: 2017

Museum Name: Fort Nisqually Living History Museum

Type: History Museum

Budget Size: $250,000 to $999,000

Budget Year: 2017

Governance Type: Municipal

Accredited: No

Notes on strengths or special features:
The document contains the following required elements:

- Acquisitions/Accessioning
- Deaccessioning/Disposal
- Use of proceeds from the sale of deaccessioned collections
- Loans
  - incoming
  - outgoing
- Care
- Inventories and/or documentation
- Access and/or use of collections

The document contains the following additional sections:

- Abandoned Property/Unclaimed Loans
- Appraisals
- Authority
- Categories of Collections
- Code of Ethics
- Objects Found in Collection
- Objects Left in Custody
- Photography
- Review/Revision

- Cultural Property
- Glossary
- Housekeeping
- Insurance & Risk Management
- Laws
- Mission Statement
- Rights & Reproduction
- Scope of Collections
- Other:

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Collection Plan & Procedures Manual

Fort Nisqually Living History Museum

By Claire Keller-Scholz and Mikelynn Coffin

POLICY SECTION Approved by the Board of Park Commissioners 9/11/2017
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General Information

Purpose
This document establishes proper procedures for successful care of the collection managed by Fort Nisqually Living History Museum. The plan and procedures highlight the proper management of collection, which consists of the collecting plan, care, records management, and risk management. The Collection Plan and Procedures Manuel will be the primary resource for Museum staff and volunteers to use so that professional museum standards and best practices are being met.

History
Fort Nisqually Living History Museum is located in Point Defiance Park and is owned and operated by the Metropolitan Park District, (Metro Parks Tacoma). It serves both the residents of Tacoma and the South Sound Region of Washington State. The museum exists as an example of life in the Washington Territory circa 1855. The mission of Fort Nisqually preserves, protects and visually reflects the lives of men and women that worked for the Hudson’s Bay Company, as well as, those that settled this area and helped build the community that lives here today. At present, the Fort consists of two original structures that are recognized as National Historic Landmarks and many other reproduction buildings, some of which were constructed by the Works Progress Administration in the 1930s.

On July 14, 1986, the Board of Park Commissioners for the Metropolitan Park District reaffirmed that Fort Nisqually would be preserved as a historic site and represent, as accurately as possible, the original site of the Fort. This living history museum was meant to provide a variety of quality educational and recreational experiences for all residents and visitors of Tacoma and the surrounding region. In addition to support from Metro Parks Tacoma, the museum is also supported by the Fort Nisqually Foundation. The Foundation was recognized as a 501 © 3 by the Internal Revenue Service in 1995, with the mission to pursue all available sources of funding to support the restoration, preservation, historical interpretation and education programs of Fort Nisqually.

Over the years, a number of historians have increased the scholarship of Fort Nisqually Living History Museum. Without this work, the accuracy that is represented on a daily basis would not reflect the true picture of life in the Washington Territory, on the Puget Sound or at Fort Nisqually with the vivid detail that is omnipresent today. Thanks are due to these scholars that have poured over research material in the quest to recreate an accurate depiction of the first non-native settlement on the Puget Sound.

Vision Statement
Fort Nisqually Living History Museum envisions a more connected and resilient community that is inspired by the diversity and resourcefulness of our past.

**Mission Statement**
To promote knowledge and understanding, Fort Nisqually Living History Museum preserves, interprets and teaches the diverse mid-19th century story of Fort Nisqually bound within the history of Puget Sound.

This will be accomplished through:
1. Dedication to historic integrity through preservation and research.
2. Collection and care of artifacts and structures.
3. Living History interpretation.
4. Educational programs, both on and off site, including special events.
5. Site promotion and Community Outreach.

**Collecting Plan**

**Purpose**
The purpose of the collecting plan is to support the Mission of the Fort Nisqually Living History Museum as well as to demonstrate a more accurate portrayal of the diverse world of Fort Nisqually. The early history of the Fort in Pierce County is represented by the historic structures as well as the artifacts, dating between 1832 and 1869. The collecting plan emphasizes the importance of preservation and interpretation of the history, and it is the Museum’s foundation for research and educational outreach. The collecting plan is reviewed by the Board of Park Commissioners every five years as addressed in this document under compliance. The collecting plan section of the Collection Plan and Procedures Manual directly refers to the scope of collection that is highlighted in the Museum’s Collection Policy. The collection consists of three main categories:

1. The Permanent Collection
2. Living History Collection
3. The Research Library

**Scope of Collection**

**Permanent Collection**

*Purpose*
The purpose of Fort Nisqually Living History Museum (FNLHM) permanent collection is to provide public education through the acquisition, preservation, research, interpretation and exhibition of artifacts, documents and photographs relevant to these primary and secondary themes:
1. The Hudson’s Bay Company (HBC) and its historical role in regional settlement and development.
2. The Puget Sound Agricultural Company (PSAC) and its historical role in the further development of the region.

**Objective**
The period between 1832 and 1869 will be recognized as the chronological scope within which the collection will be maintained. This era saw HBC and PSAC control of the Puget Sound post and the territory it claimed. With the thematic scope, this chronological scope establishes limits for the collection, guards against random and indiscriminate expansion, while establishing goals for future acquisitions. Additionally, items outside the period of 1832 through 1869 will be considered for permanent collection status on a case-by-case basis if the item(s) has provenance to HBC employees or people connected with the historic Fort Nisqually. Subsidiary to the primary and secondary themes listed above, Fort Nisqually Living History Museum will also maintain documentation of its relocation and reconstruction history from 1933-1940 as a local project of federal work relief programs such as the Civilian Conservation Corps (CCC) and the Works Progress Administration (WPA).

**Living History Collection**

**Purpose**
In contrast to the Permanent Collection, the purpose of the Fort Nisqually Living History Museum (FNLHM) living history collection is to provide modern or period reproductions of the objects collected and maintained in the permanent collection, as detailed in the above thematic and chronological scopes.

**Objective**
The objects in the Living History Collection therefore exist to safeguard the artifacts of the Permanent Collection from harm through handling, soiling, wear, breakage and other undue use, while still conveying an appropriate historical impression to the visiting public. These objects include, but are not limited to: furniture, clothing, metal and ceramic table wares, books, firearms, tools and equipment, personal effects, etc. of the appropriate period. It is understood that objects in the Living History Collection are intended for active use by FNLHM staff and volunteers while interpreting Fort Nisqually history to enhance visitor experience, and that these objects will require eventual individual replacement as use demands.

**Research Library**

**Purpose**
The purpose of the Fort Nisqually Research Library shall be to support, enhance, and preserve the knowledge base necessary for interpreting the history of Fort Nisqually and the era in which it operated.

Objective
The above purpose shall be accomplished through the acquisition of print material, or other appropriate media, such as DVDs, and cataloging it in such a way as to be available and findable by Fort Nisqually staff, volunteers, and other interested parties. As a research library for a living history museum, works on the crafts, skills and material culture of the times are highly important. These would include works on blacksmithing, woodworking, trapping, firearms, agriculture, medicine, furniture, transportation, fashions, and many other topics.

It should be clear that this is a specialized and not a general library. The focus shall be on Fort Nisqually, the era in which it operated, and the skills and material culture associated with the living history program.

A distinction should be made between the research library and the collection of early books treated as historical artifacts in the book cases in the Tolmie House parlor. As artifacts, these are intended to be preserved for the future and handled as little as possible. These historic books will not appear in the Library Catalog.

Recommendations for Future Collecting
Future collecting will be geared towards building a more accurate portrayal of the diversity of personal possessions, furnishings, tools and equipment in use at Fort Nisqually from 1833 to 1869, particularly in areas where there is a current lack of representation. Such areas include:

1. Artifacts representing the local Native American and Metis presence.
2. Surgical tools and medical supplies as used by Dr. Tolmie.
3. Additional trade goods for the Sale Shop.
4. Transportation artifacts such as wagons or canoes.
5. Site appropriate clothing and personal items from the 1840s-early 1850s.
6. Site appropriate agricultural implements from the 1840s-early 1850s.

Other items of priority include those with provenance to Hudson Bay Company and Puget Sound Agricultural Company employees and their families.

Future collection acquisitions will be dependent upon space and resources, taking into account the Master Plan for 2016-2036.
Care of Collection

The care of collection is an essential function of the ongoing work at the Museum, and it is the responsibility of the Museum to preserve the collection for future generations. The Museum is responsible for the preservation of their collection by keeping with professionally accepted standards. This is achievable through the following principles:

1. The care of collection relates to the Museum’s mission.
2. The Curator and trained personnel will be responsible for the maintenance and professional care of the collection.
3. The Museum is responsible for maintaining accurate and up-to-date collection care procedures and documentation.
4. The Museum is responsible for the preventative, security, and risk management procedures to properly protect the collection.

Collection Personnel Training and Development

Fort Nisqually has at least one staff member whose designated responsibility includes collection care and collection management. It is the Curator’s responsibility to seek outside periodic training and continued professional development in collection management and collection care areas.

Fort Nisqually recognizes the benefits for ongoing training and development for staff and volunteers, and provides those opportunities for individuals seeking further knowledge in collection management through their internship and volunteer program. The Curator is responsible for developing and maintaining in-house training and orientation for staff and volunteers interested in working with the collection.

Collection Handling Procedures

The proper handling of artifacts is an essential function for the care and maintenance of the collection. The handling of artifacts in the Permanent Collection will be limited and only by authorized personnel to ensure the longevity of the artifacts. This will mitigate any possible damage to occur to artifacts, which can happen at any time. Staff members and volunteers interested in collection care will be trained in proper handling methods to safeguard the artifacts. Period artifacts in the Living History Collection are handled with the same professional care as in the Permanent Collection.

1. **Gloves**
   White cotton gloves or nitrile gloves will be worn to protect artifacts from fingerprints, stains, and skin oils. Disposable nitrile gloves will be worn when handling heavy, smooth surfaced, fragile, or flaking artifacts. Cotton gloves will be used when it is appropriate and depending on the artifact type. Cotton gloves will be
inspected before handling artifacts and will also be cleaned with detergent before they are reused.

2. Moving and Transporting Artifacts

When moving artifacts to the designated work space located in the Curatorial Storage, there will be a clear pathway. The work space will be clean for examining artifacts. Clean hands, white gloves, or disposable nitrile gloves are essential when handling and moving artifacts to the work space. If artifacts are stored in an acid-free box, do not remove the artifacts from the box instead move the content of the box to the work space.

Before moving the artifacts from the box, first examine the artifact for any breaks, cracks, or old repairs. When examining the artifact is complete, the artifact then will be fully supported with both hands for proper moving. Never lift artifacts with one hand, by the handles, or by the neck, and always support the artifact from the base.

At least two people will be required to move heavy or large artifacts, such as furniture or framed artifacts. Request and wait for extra assistance before moving heavy and large artifacts. Clean hands or disposable nitrile gloves are required. When a large artifact is ready to be lifted, first remove all extra attachments, such as lids or drawers, and place the artifact attachments aside in a safe area. Before lifting, examine the artifact for any breaks, cracks, tears, or older repairs, and lift with caution. Once these steps are complete, use proper form when lifting to protect against injuries. You will squat and lift with the legs while keeping the back upright.

The transportation of artifacts, due to loans, artifacts on exhibit, or for other museum related reasons, will first be documented with the proper paperwork and updated in the PastPerfect software database. Only the Curator or other trained personnel are authorized to transport and remove artifacts from storage. If artifacts are on loan, the Curator will be responsible for updating all appropriate paperwork and will not delegate responsibilities to untrained personnel. Trained personnel will ensure that packaged artifacts are wrapped in padding, bubble wrap, blankets, or Styrofoam pellets based on artifact needs for appropriate protection and support during moving.

Please see the Museum's Collection Policy for details about artifacts on loan to the museum, or loaning artifacts out for exhibit.

Framed artifacts hanging on the wall or in the Curatorial Storage will be inspected before moving. If the artifacts are large, two people will be required. When carrying
the framed artifact, keep it vertical with the design facing you, grasp the artifact with two hands: one at the bottom center frame and the other at the side midway. Never carry the framed artifact by its hanging wire and avoid touching the front or back of the framed artifact. This will prevent damage to the artifact when transporting.

Artifacts on display in cases will not be moved while in the case. They will be removed from the case and properly transported back to storage. The case will then be moved with the assistance of two people. The same procedures for moving heavy or large artifacts can be applied when moving exhibit cases.

Sensitive and damaged artifacts will be moved and handled appropriately by the Curator. The Curator will personally handle sensitive artifacts, delegated responsibly to other trained personnel at his/her discretion. Trained personnel handling sensitive or damaged artifacts will follow strict handling procedures as directed by the Curator.

If damage occurs to an artifact during handling or moving, report the extent of the damage and the circumstances surrounding the incident to the Curator. A brief written report is applicable for permanent damage and will be added to the artifact’s hardcopy file housed in Curatorial Storage’s filing cabinets. To report lesser damage to artifacts, such as new nicks or scratches, make a note in the “condition” tab of the artifact’s PastPerfect catalog entry. This field is to be updated as changes in the artifact’s condition is observed.

Specific handling procedures for artifacts in the collection:

**Books** Always wear nitrile gloves with books. Support with both hands, one hand on the spine while the other is on the side midway. Inspect the artifact of tearing or damaging pages and open with caution.

**Firearms** Always wear nitrile gloves with metal objects. Before handling, make sure firearms are disarmed. Do not use mechanisms or point at anyone. Until cleared by an appropriate expert or professional, treat all firearms as loaded.

**Glass and Ceramics** Always use disposable nitrile gloves. When lifting, support from underneath and never by the handles, neck, or edges. Inspect artifact of breaks, cracks, or older repairs. Avoid stacking multiple glass or ceramic pieces in storage boxes, likelihood of breakage increases in these cases.

**Leather** Always wear cotton gloves and support from underneath. Do not attempt to unfold creases, as well as fold or bend leather, continuous folding and bending of leather can deteriorate the piece over time.

**Metal** Always wear cotton or nitrile gloves when handling metal objects. Inspect artifact of unusual corrosion. If corrosion is present on the metal, report to the
Curator. Cast iron and silverware are prominent artifacts in the Museum’s collection, and should be handled with care.

**Paper and Photographs** Always wear nitrile gloves when handling paper objects. Never hold by the corner, fold, or bend paper. Inspect artifact for tears, creases, or loose backing. Fully support all documents and photographs when handling.

**Textiles** Always wear nitrile gloves when handling textiles. Be mindful of the possibility of snagging or unraveling. Avoid unnecessary folding and use acid-free tissue within folds. Some textiles may need to be wrapped in 100% cotton fabric to protect from dust particles and other air pollutants. As for clothing and accessories, they may need extra layers of acid-free tissue for bulking or housing in storage boxes and on display.

3. **Exhibits**

Appropriate safety and security procedures are maintained by the Museum to safeguard artifacts on display. Artifacts on display for special exhibits are protected with barriers, cases are kept locked and in some cases alarmed, and out of reach of visitors. Procedures such as providing appropriate light sources, temperature and humidity levels, protection from pests, and regular inspections by staff members help make sure that professional museum standards are met. The storage and exhibit materials and methods will be evaluated as part of the review of the Collection Plan and Procedures Manual every five years, to ensure better care of artifacts on display as new information becomes available.

The temporary exhibit procedures are important for the protection of the artifacts on display. No smoking or pets are allowed in temporary exhibit room, and only food served as part of programs or rentals is permitted. No flash photography of artifacts is allowed and photos can be used for personal use only. Tripods are allowed only with explicit staff permission, and none during special events or presentations in the Great Room.

4. **Storage**

The storing of artifacts is an essential function of collection care, and Fort Nisqually Living History Museum provides proper storage conditions based on professionally accepted standards. The bulk of artifacts are held in Curatorial Storage in the Large Store/Education Center as well as in the Factor’s House, with selected original pieces on display in the remaining buildings of the Fort, including the Visitor’s Center. Curatorial Storage, located in the Large Store/Education Center, holds the artifacts in the Permanent Collection not on display. With archival shelving, temperature and humidity controls, and a workspace for cataloging and assessing
artifact condition, it meets the professional museum standards for collection storage.

Shelves and boxes are labeled to prevent excessive handling of artifacts. Excessive handling can cause wear, damage, or deterioration of artifacts. Hard-copy of the inventory list can be found next to the door in the filing cabinets. The inventories can easily be located in the PastPerfect software database. All artifacts in storage are organized and stored based on the Chenhall nomenclature standards. Small artifacts are housed in acid-free boxes, and have the catalogue number visible on the outside of the box. Large artifacts, such as furniture in the permanent collection can be located on the shelves with the catalogue number visible on the shelving units. Textiles and framed artifacts are located on the shelves or hanging storage racks with the catalogue numbers visible on the object through a tied acid-free card and string. The accessioning section has further procedures for cataloguing and labeling artifacts that are held in storage.

Five metal rolling shelves provide easy access to the collection, along with a stationary shelf for oversize pieces, such as furniture. The artifacts are stored and packaged using acid free tissue paper and boxes and polyethylene foam. Small artifacts are housed in acid-free boxes and organized based on the artifact context. Depending on the size and dimension of the artifact and the box, artifacts will be either protected with acid-free tissue or acid-free plastic zip-lock bags. Large textiles are rolled with acid-free tissue and wrapped with 100% cotton fabric sheets to protect the textile from dust particles or other air pollutants and housed on the shelves. Large artifacts are protected from damaging with wrapped polyester-based felt covers or acid-free tissues depending on the need of the artifacts.

Sensitive or damaged artifacts in the collection will be stored properly based on museum best practices, and will be monitored regularly by the Curator. Sensitive artifacts with noticeable decay or unstable materials will be examined every six months to check for any further deterioration. Staff is responsible for regularly checking on artifacts on display and reporting any damage to the Curator or Museum Supervisor as soon as possible.

The Curator is responsible for maintaining standards of functionality and cleanliness within Curatorial Storage and requesting additional assistance for maintenance issues when necessary. A housekeeping plan for collection, in storage or on display, will be strictly followed and enforced by the Curator. No food, drink, smoking, or pets are allowed in Curatorial Storage at any time. This is to safeguard the artifacts from damage, pests, air pollutants, and mold or mildew.
5. **Cleaning Artifacts**

The cleaning of artifacts is an important aspect of the care for artifacts. Minor cleaning and maintenance procedures for the Permanent Collection is managed and performed by the Curator or appropriately trained staff. The Curator will train and ensure proper cleaning and maintenance of the artifacts by designated staff or volunteers. The Curator is responsible for assessing the condition of artifacts in the existing collection as well as for incoming accessions. If judged necessary, professional conservators are consulted and hired to perform cleaning and maintenance on artifacts from the Permanent Collection.

**Preventative Procedures**

Preventative procedures help protect the collection from potential hazards and agents of deterioration in the environment. The Curator is responsible for monitoring and evaluating the conditions of artifacts in the collection, both in storage and on display. The Curator will also be responsible for delegating those responsibilities to other trained personnel at his/her discretion.

1. **Temperature & Relative Humidity**

Staff will conduct regularly scheduled checks of the relative humidity (RH) and temperature in Curatorial Storage to note any fluctuations. The Curatorial Storage is located in the Large Store/Education Building, and a designated temperature-controlled space with its own HVAC system is designed to house artifacts in Permanent Collection. The building as a whole is temperature controlled, and includes a temporary exhibit space where artifacts may be displayed. The Curator or designated personnel will check temperature and humidity readings once a week, noting the readings in a log notebook, which is kept in Curatorial Storage. **With a variable +/- 5 degree range, the temperature is maintained at 63 degrees Fahrenheit with RH between 45 and 55%.** This is to safeguard the Permanent Collection from dangerous fluctuations in temperature while recognizing seasonal variances and a wide range of materials in the collection. The Curatorial Storage space also has a freezer unit for artifact care as determined appropriate by the Curator or hired conservator. This is especially important when in-coming artifacts have insect infestations, mold or mildew residue. Original artifacts from the Permanent Collection displayed in the other buildings are maintained at a consistent temperature and relative humidity, but without the dedicated cooling system at work in Curatorial Storage.

Figure 1. Temperature and Relative Humidity Log.
2. **Light**

Lights are known for damaging artifacts, due to the chemical reactions that occurs. All light is damaging, including ultraviolet (UV), present in sunlight and fluorescent light, as well as the effects of visible light. In order to protect artifact detrition from light, the museum takes precautions to mitigate further damage and prolong the life of the artifacts. The Permanent Collection is housed in the dark unless the facility is being utilized by the Curator or trained personnel. When necessary, the Curator also uses the 7650 Environmental Monitor to observe and record light damage of artifacts on display. This information is documented in the PastPerfect database and in the log book kept in Curatorial Storage.iv

![Figure 2. Light Measurement Log.](image)

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<th>Initials</th>
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<td>59 deg. / 55%</td>
<td>CKS</td>
</tr>
</tbody>
</table>

3. **Integrated Pest Management**

Pests can damage artifacts and disrupt storage areas housing artifacts. Artifacts in the Permanent Collection and in the Living History Collection and historic structures on site are monitored weekly. The Curator is responsible for ensuring pest control measures are in place for the Permanent and Living History Collections, pursuant to the Metro Parks contract with Sprague Pest Control for the Fort facility overall and Regional Parks maintenance staff schedules. The Curator will monitor any pest activity in Curatorial Storage, where the Permanent Collection is housed, and check bug traps every two months and mice traps regularly in the historic buildings. The Curator will request additional supplies or support from custodial staff or pest control personnel as needed. Staff will refer to the Metro Parks Integrated Pest Management Plan for specific steps mitigating pest damage or deterioration issues that can affect historic structures and collection. The Integrated Pest Management Plan can be referred to in the Appendices.

4. **Conservation**
Conservation is essential for the maintenance and preservation of the artifacts within the collection, including the longevity of historic buildings on the site. Thus, the Curator and Museum Supervisor will be responsible for consulting conservators when it is deemed necessary for work to be conducted on artifacts and historic structures. The Fort Nisqually Foundation provides annual financial support for the Museum to consult and hire professional conservators for properly conducting collection and historic preservation procedures.

**Maintenance of Historic Structures**
The care of the historic structures is important for the preservation of the original buildings that are in the Museum’s care. The Museum Supervisor and Metro Parks custodial staff work together to insure that the historic structures are cared for through proper cleaning procedures. The Metro Parks custodial staff follow a Housekeeping Plan, addressing the proper procedures to effectively care for and clean the historic structures and recreated buildings. The Housekeeping Plan is only referred to for cleaning procedures and not for the maintenance of the historic structures.

The Museum Supervisor is responsible for coordinating regular maintenance of the historic and recreated structures. The Metro Parks’ Scheduled Maintenance and Asset Repair (SMART) team are consulted to assess and preform the appropriate maintenance duties on the historic structures to insure the preservation of the buildings. Conservators are consulted and hired to preform maintenance on the buildings on the National Register of Historic Places, such as the Granary and Factor’s House. For further details on the SMART team and their duties, refer to the Preventative Maintenance and Repair Plan. The best practices for the care and maintenance of Fort Nisqually’s historic structures can be referred to in Appendices under Metro Parks Tacoma Historic and Cultural Resource Management Plan.

**Collection Documentation Procedures**

**Records Management**
In adherence with the agency’s Records Management Policy, Fort Nisqually submits all formal policy documentation to the Board of Park Commissioners for approval. Through this process, Metro Parks Tacoma follows professional museum standards. The museum’s records management procedures include:

1. The Curator will maintain accurate and accessible collection information and will seek additional help from other MPT departments when needed.
2. The Curator will preserve all relevant papers (hard-copies) of collection documents such as donation forms and provenance records, using proper handling and storage methods and housing them in a secure location. Digital copies of relevant documents
are secured in the “Cloud” server through Metro Parks Tacoma’s internal computer network.

3. The Museum will actively preserve artifact information pertaining to the collection and will be maintained through the PastPerfect museum database software. Documentation and preservation consist of the accession, catalog, loan, storage, conservation, inventory, and object tracking information.

4. The Curator will be responsible for maintaining PastPerfect and delegating PastPerfect functions to trained personnel at his/her discretion.

5. Inventories are conducted periodically with spot-check inventories once a year. These inventories are based on PastPerfect, and any deficiencies are noted, including sensitive and damaged artifacts, and remedied as soon as possible by the Curator or trained personnel. Items that are determined to be “Missing” after all due diligence has been made to find them will be deaccessioned and removed from the database after a period of five years.

6. No documentation of artifacts shall be eliminated or destroyed, except when professional practices and the Museum Collection Policy permit.

7. Documentation for historic structures at Fort Nisqually may be referred to in the Historic and Cultural Resource Management Plan in the Appendices. Municipal and legal documentation is handled by the Preservation Officer for Metro Parks Tacoma.

**Permanent Collection**

**Moving Artifacts from Storage**
If artifacts are removed from the permanent collection for research, loan, or exhibit, and upon return they will be recorded in the PastPerfect database. The proper procedures and paperwork will be managed by the Curator. In order to properly physically move Permanent Collection artifacts, refer to the “moving artifacts” section of “Collection Handling Procedures” for further details.

**Accessioning**
Once the Curator together with senior staff makes the assessment that a donated item is to be added to the Permanent Collection, an Accession Form is filled out with the donor. This form, filled out by the Curator and the donor, officially transfers the title of the property to the museum. Professional ethics, the Museum’s Collection Policy and the IRS prohibits museum staff from appraising or authenticating an artifact for a given value, and the donor must assign the value for the donated property as listed on the form. Once the form is completely filled out, included the donor’s spouse’s signature if applicable, the museum retains the top two copies and the donor receives the bottom pink copy for their records.
See the FNLHM Collection Policy for more details regarding the criteria for accepting donations into the Permanent Collection through Accession, and the procedure to deaccession artifacts already part of the Permanent Collection.

The accession number on the form functions as the Object ID number in the Permanent Collection as well, and is made up of three parts. The first sequence indicates the year of the Accession, the second piece indicates the sequence in which it was donated relevant to that year, and the third section is unique to the specific object within the donation group that technically makes up the “Accession” component of the record.

The Accession number of this donation for museum registration is 2013.06. Each item is assigned the catalog number/object ID number that adds to the Accession number itself, thus 2013.06.01 for the rocking chair since it is the first item in this batch of donations, which is the sixth such batch donated to the Permanent Collection for the year. The donation previous to this would be Accession number 2013.05, with appropriate object ID numbers added for cataloging. The designation “a” and “b” for the teapot listed in the example above identify the teapot and the lid as component parts of the same item. For FNLHM’s cataloging process, this designation of component parts occurs when the separate pieces are integral to the operation of the item, or were donated as a single functional unit. Thus, a pair of shoes would be listed as 2013.05.15a & b.

Once an artifact has been catalogued in PastPerfect, photos are to be taken and uploaded as soon as possible. A copy of the Accession Form is to be scanned and connected with the catalog entry via the image or multimedia function. The original, signed copies of the Accession Forms are filed in the appropriate filing cabinet in Curatorial Storage.

Research Library

Cataloging

The Research Library records are maintained as part of the PastPerfect museum database software. Designed chiefly for the cataloging of museum artifacts, the database has a separate module for the creation of a searchable library. The purpose of cataloging is to document the existence of a book in the collection, to make it findable on the shelf, and generally to group it with other works on the same subject.

The works shall be entered in the PastPerfect Catalog and shall be searchable by author, title, call number, and by subject. When assigning subjects in the catalog, the first question should be “what is this book about?” The second question should be “how are people likely to look for this?” Assigning multiple subjects to a book helps increase the likelihood that
one of the subjects assigned to it will match the one used by the searcher. Thus, a book on trade beads might have several subjects assigned, such as: Beads, Trade Beads, Glass Beads, etc. If the book deals primarily with the use of the beads in the fur trade, designating it with the additional subject Fur Trade may be a good step as well. The research library makes use of the Dewey Decimal System, which is the cataloging method used in public libraries across America. This should not be confused with the Library of Congress Classification system, which is the other major cataloging system used by many University Libraries and others in the U. S.

The Dewey Decimal system is numeric and divides all human knowledge into 10 broad categories. The categories (000s – 900s) are generally referred to as “the hundreds.” The 000s are the generalities, 100s are philosophy and psychology. The 500s are natural sciences and mathematics. It should surprise no one that that most of the Fort Nisqually library collection is composed of works in the 900s, which is the broad general number for history, and geography. Within the 900s there are many subcategories. For example 973 is the number for general histories of the United States. 979 is the number for histories of specific areas of the United States. 979.778 is the number generally assigned for works specific to Washington State.

As a further means of identifying specific books, a second line is used below the Dewey Decimal number. This is called a Cutter number. It identifies the author, rather than the subject, of the book. The Cutter number is Alpha-Numeric, meaning that it uses both letters and numbers. The first letter of the Cutter line is the first letter of the author’s last name. When there is no identified author, the first letter of the title of the book is generally used. The rest of the number is a numeric code based on the rest of the author’s last name, using a print tool called “The Cutter Table.” The end of the Cutter number generally contains one more letter, which is the first letter of the title of the book.

Each book contains a spine label affixed to the spine or covers of the books itself. This spine label contains the call number (the Dewey Decimal number and the Cutter Number, and the copy number, if the library has more than one copy of this title). These number are an exact match of the call numbers shown for the book in the PastPerfect database. As long as the numbers are followed in replacing the book on the shelf after use, it should always be findable and always reside in the same place on the shelf.

Works of fiction are not a primary focus of the collection, but some selected works are useful for their level of historical accuracy, and for the possible development of a persona in the living history program. These works of fiction are not cataloged by subject in the Dewey Decimal system, but are labeled as fiction, with a spine label identifying the author,
and are placed at the end of the cataloged collection. Like any other work on the library shelves, they should appear in the Library Module of the PastPerfect catalog.

**Acquisitions**
The primary question when considering a book for acceptance into the library should be “Is this the best book to cover this subject in our collection.” The age of a book should not be the prime consideration in its acquisitions. Limitations of space also suggest a rigorous screening process for new acquisitions. As an example, a good understanding of the life history of the beaver is important to the interpretation of the fur trade. The collection should not and cannot contain every book ever written about the beaver. It should, rather, contain a small selection of the best, most accurate and comprehensive works on the subject.

Funding for purchasing acquisitions will come from the yearly Fort Nisqually/Metro Parks operating budget or from the Fort Nisqually Foundation.

**Circulation (Borrowing)**
The library shall be primarily a non-circulating resource for onsite use. Without a dedicated on-site circulation librarian, the widespread borrowing of books for offsite use will likely result in the gradual loss of much of the collection. With a photocopier available, users will be able to copy the pages they need. Researchers are also permitted to take digital photographs of pages or resources as needed.

Circulation, also called Checkout, should be allowed only in cases of identified need, where the library has multiple copies of the same book, and where the borrower is considered a reliable party by the fort staff. This practice should also be followed if the book is going to reside for long periods (more than a day or two) on a staff member’s desk. A record should then be made of who has the book, complete with the full title and call number for that book, and the date it was taken out with the user’s initials. The Curator is responsible for overseeing these operations, including the return of the book after a reasonable amount of time. The record is then to be notated with the date returned, and the check-out information struck out.

**Non-Book Materials**
Fort Nisqually has recorded or acquired a number of videos over the years. As video becomes increasingly obsolete as a media method, consideration should be given to either deleting these videos altogether, or for making arrangements to transfer them to DVD, or any newer standard format that may appear in the future. The DVDs should then be cataloged the same way as books (while still identifying their media type as DVDs) and placed in the same position by subject on the media shelves adjacent to the library proper.
Many articles in newspapers and journals are of use to Fort Nisqually and the living history program. Most articles should be clipped from the source, taking care to write the source (such as Tacoma News Tribune, March 23, 2011, or Beaver Magazine, June 2010) on the front page of the article. They should then be assigned a subject (such as Trade Beads, Fort Victoria, or Wagons) and placed in a file folder bearing that name and filed in alphabetical order in the appropriate location in the Subject File archive, located in the filing cabinet adjacent to the map case in the library.

A notable exception to the policy on articles should be Fort Nisqually’s quarterly journal, *Occurrences*. As a primary reference tool for information about Fort Nisqually and its era, this resource should be made easily available for staff and other library users. A copy of each issue is maintained in a binder set, as well as a digital copy on the shared drive. These issues are stored on the shelf next to the media library.

**Deleting Items from the Collection**

Space considerations, and other factors, may dictate that some items need to be deleted from the collection at intervals. The Curator will coordinate the removal of such materials. The deletion may take place because better and more appropriate works on this topic have become available, because the physical condition of the book has deteriorated to the point where it is no longer easily useable, or in cases where it is determined that the subject area of the book is outside the scope of the collection.

In these cases, all record of the book should be removed from the PastPerfect database, and the call number, and any other stamp or other device showing Fort Nisqually as the owner should be removed or crossed out. If deletions from the collection become commonplace, it may be appropriate to follow the example of public libraries and have a rubber stamp made reading “No longer Property of Fort Nisqually.” This is intended to prevent the book ever finding its way back onto the shelf and causing confusion, since it is no longer part of the collection and is no longer in the PastPerfect Library Catalog.

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**Intellectual Propriety Rights**

Intellectual property rights for the Museum falls under Metro Parks of Tacoma guidelines. However, guidelines that are more applicable to Fort Nisqually can be referred to below. Also, for price and fees refer to in Appendices under Image Use and Copy Fees.

**Licensing and Duplication for Images and Digital Media Use**

1. All rates are calculated "per image" unless otherwise noted.
2. Postcards, posters, calendars or other single-use, mass-reproduced products are subject to special contractual agreements with the Fort Nisqually and Metro Parks Tacoma.

3. Rush orders requested for completion within a 48 hour deadline will incur a $25 service fee, and are also subject to staff review for fulfillment. If an order cannot be completed within a 48 hour timeframe as requested, the patron will be advised in advance.

4. All licensing periods are for one-time use only and for an unspecified time period unless otherwise noted for the usage below.

5. Additional shipping and handling charges may apply, depending on size of order and national/international shipping rates.

6. Fort Nisqually Foundation members and volunteers receive a 10% discount on use fees.

7. All images must be credited as follows: Image courtesy of Fort Nisqually Living History Museum

8. It is the responsibility of the user to determine and satisfy the status of copyright and other restrictions on materials when making use of the Fort Nisqually Research Library or Permanent Collection items.

**Newspapers, Periodical Print Publications and Online**

1. No licensing fees for editorial use of images for non-profit newsletters, newspapers, magazines, periodicals in print

2. No licensing fees for editorial use of images on websites, blogs or other, non-commercial online uses

3. PowerPoint Presentation, Classroom - No licensing fees for personal research or educational presentations where admission is not charged.

4. Normal scanning fees for 300 and 600 ppi image files may apply

A Fort Nisqually credit line should accompany any use of images or content. A Use Agreement is required in cases of free editorial use if the distribution is larger than 200 copies or more than 5,000 unique web page visitors per day.

**Guidelines for Reproducing Images and Artifacts**

**Photocopies of Entire Books**

If a book is currently in print (still available for sale by the author or publisher) and is still protected by copyright, cover-to-cover copying of the work is a violation of copyright and is illegal. Such cover-to-cover copied works should not be part of the library collection. In cases where the copyright has expired, meaning that the work is now part of the public domain, copying and binding may be the only way to make a particularly useful work
available to users at Fort Nisqually, and should be permitted, though the acquisition of the original hard copy book should still be the first choice.

Photographing Artifacts
Photographs are permitted for personal use only. Any commercial or public use of the photographs, including uploading them onto the internet, is subject to the terms and conditions of Fort Nisqually’s procedures regarding rights of publication and reproduction of research materials. Three-dimensional reproduction of the researched item is permissible as long as it is not intended for commercial use, there is no restriction on the artifact per the Accession Record or Deed of Gift, and it does not violate professional or personal ethics as laid out in Fort Nisqually’s Collection Policy. Refer to General Photo Policy in Appendices.

Access to the Collection

In the interest of protecting the Museum’s collection and research library, the Curatorial Storage and rooms in the Factor’s House are closed to the general public. Restrictions on access to collection and historic buildings are subject to the following exceptions:

1. Visiting museum professionals and/or historical agencies.
2. Persons associated with FNLHM daily operations, such as museum intern staff, volunteers, or consultants.
3. Visiting researchers.
4. Potential donors.
5. Potential media coverage related to museum standards, the collection, and collection storage and care.

Research on original artifacts in the Permanent Collection is to be carried out only with the authorization of the Curator, on-site, and by appointment. The Curator or a staff member designated by the Curator must be present at all times with the researcher, and will be responsible for handling the artifact. Notes may be taken with pencil and paper or with handheld computer devices. An Access Log Sheet is required for all individuals entering and exiting the Curatorial Storage to sign.

Figure 3. Access Log Sheet.

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Title</th>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>3</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Research in the Research Library is to be carried out only with the authorization of the Curator or Site Supervisor, on-site, and only by appointment. All research material in the Research Library is available to researchers and volunteers, but will not be allowed to be removed from the Research Library without the consent of the Curator. A Research Library Check-Out Sheet is required for all individuals checking out material from the Research Library.

Figure 4. Research Library Check-Out Sheet.

<table>
<thead>
<tr>
<th>Check-Out</th>
<th>Returned</th>
<th>Name</th>
<th>Book Title</th>
<th>Accession #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/3/2017</td>
<td>2/10/2013</td>
<td>John Doe</td>
<td>In the Beginning</td>
<td>979.7 B14</td>
</tr>
</tbody>
</table>

**Risk Management**

Risk Management provides for the care of collection through safety and security procedures, and it is the responsibility of the Museum staff to ensure that these procedures are followed. This section will focus on security measurements in safeguarding collection and historic buildings.

Additionally, a Disaster and Emergency Plan for Collection will be referred to and available for the additional instruction on the proper handling of disaster and emergency procedures for the Museum’s collection.

**Insurance**

The Fort Nisqually Living History Museum’s collection, structures, and staff are insured while on Metro Parks of Tacoma property from personal injury or harm, damage, loss, theft, and destruction. Refer to Collection Policy for artifacts on loan or borrowing for information on insurance coverage.

**Security**

The Museum is protected and secured by Metro Parks Sonitrol alarm system (contact information can be referred to in the appendices). All buildings connected to the Fort are secured with the Sonitrol alarm system, and the controls to disarm Sonitrol is located in the Large Store/Education Center and Visitor Center. The buildings, including the Clerk’s House, Granary, Sale Shop, Laborer’s Dwelling, Factor’s House, Kitchen, Bastions, and Wash House are motion censored and connected with Sonitrol.
Each building features a manual door lock, accessible by staff members using the appropriate key ring. There is a main gate and side gate that are manually locked as well. After the Museum is closed the side gate is locked from the inside while the main gate is locked from the outside. Metro Parks’ custodial staff or opening Museum staff disarm Sonitrol and unlock the main gate and buildings in the morning for day operations. Each staff member has an individual security code to disarm the alarm, and only authorized staff members have keys to the Fort and physical structures. The storage facility is accessible only for the Curator and the Museum Supervisor through a security code. The storage facility that houses the Permanent Collection is kept locked and alarmed unless staff members are actively working with the collection.

Artifacts on exhibit in the historic buildings and the Visitor Center are kept behind barriers, out of reach of visitors, and during off hours are secured by locked doors and the alarm system that covers the Fort as a whole. Visitors will not have access to off-limit rooms in the historic buildings or areas designated only for authorized personnel.

Compliance

The Curator shall report annually on the Museum’s ability to comply with the Collection Plan & Procedures Manual. He/she shall also be responsible for ensuring that professional excellence and best practices are being met, and these policies are observed and implemented by the staff and volunteers associated with the Museum. The Curator shall also be responsible for revising the Collection Plan & Procedures Manual every five years, if it is needed, and for presenting said revisions to the Museum Supervisor for approval by the Park Board of Commissioners.
APPENDICES

Appendix A
Collection Policies and Forms

- Collections Policy
- Records Management Policy
- Image Use and Copying Policies and Fees
- General Photo Use Policy
- Donation Form
- Condition Report
- Accession Form
- PastPerfect Database Software Example
- Historic and Cultural Assets Deaccession Policy
- Integrated Pest Management Plan (MetroParks)
Fort Nisqually Collections

Policy No.: 200.005
Resolution No.: 76-16
Date Approved: 09/11/2017
Supersedes the following Resolutions & Policies: 79-81; 9-85

POLICY SECTION: (Approved by the Board of Park Commissioners.)

PERMANENT COLLECTION:

Purpose: The purpose of Fort Nisqually Living History Museum (FNLHM) permanent collection is to provide public education through the acquisition, preservation, research, interpretation and exhibition of artifacts, documents and photographs relevant to these primary and secondary themes:

1. The Hudson's Bay Company (HBC) and its historical role in regional settlement and development.

2. The Puget Sound Agricultural Company (PSAC) and its historical role in the further development of the region.

The period between 1832 and 1869 will be recognized as the chronological scope within which the collections will be maintained. This era saw HBC and PSAC control of the Puget Sound post and the territory it claimed. With the thematic scope, this chronological scope establishes limits for the collections, guards against random and indiscriminate expansion, while establishing goals for future acquisitions. Additionally, items outside the period of 1832 and 1869 will be considered for permanent collection status on a case-by-case basis if the item(s) has provenance to HBC/PSAC employees or people connected with the historic Fort Nisqually. Subsidiary to the primary and secondary themes listed above, Fort Nisqually Living History Museum will also maintain documentation of its relocation and reconstruction history from 1933-1940 as a local project of federal work relief programs such as the Civilian Conservation Corps (CCC) and the Works Progress Administration (WPA).

Collection Ethics: The collections need continual improvement in the quality and representation of objects therein. Improvement includes growth through an active collections policy, which seeks acquisitions. It also includes the judicious removal of materials which are unrelated to the primary themes, unauthentic replicas of originals or inappropriate to the purpose of the facility.

Artifacts are acquired through donation or purchase for the FNLHM permanent artifact collection only when the following conditions are met:

1. The artifact must be consistent with and relevant to FNLHM's primary and secondary themes, which emphasize the interpretation and illustration of the HBC and PSAC in the Pacific
Northwest; or, with the subsidiary theme, which documents Fort Nisqually since its relocation/restoration in Point Defiance Park 1933-1940 as a local CCC/WPA project.

2. Acceptable artifacts are given as free and unrestricted gifts subject to conditions outlined in the museum's collections policy.

3. FNLHM must be able to provide for the storage, protection and preservation of said artifacts under conditions that insure their availability for the museum's use and in accordance with prevailing professional standards.

4. FNLHM will not knowingly and willfully accept or acquire any object that was illegally imported into the United States or that was collected or recovered under circumstances that would support or encourage irresponsible damage to or destruction of collecting sites, cultural monuments, or human burial places. The museum will comply with 43 CFR 10 NAGPRA (Native American Graves Protection and Repatriation Act of 1990) in its acquisition practices.

5. Museum staff will not appraise, identify or authenticate objects under circumstances that could encourage or benefit illegal, unethical or irresponsible traffic in such materials.

**Acquisition Ethics, Procedures & Records:** All objects accepted for review for potential donation to FNLHM will be documented on a Temporary Custody Receipt signed by the potential donor and by a FNLHM representative. Donations to FNLHM must be reviewed and acknowledged by the site curator before acceptance in the collections of the facility. The site's curator must approve purchases of artefactual objects in advance. All purchases made with Metro Parks Tacoma (MPT) funds will adhere to the MPT finance department's current policy regarding levels of approval.

At the point of acceptance the following procedure will be followed.

1. Deed of Gift: A Deed of Gift, listing all objects acquired with their respective provenance, will be signed by the donor, his/her representative, and the curator. In the case of acquisition by purchase, the corresponding receipts for the purchased items will be attached. Donors will receive a copy of this document for their records.

2. Registration: The object(s) will be listed in FNLHM's registration records and will then be assigned an accession number.

3. Donor file: All properly acknowledged donations will be recorded in the donor file and a notation made of the disposition of the objects if an accession number is not assigned to them at this time.

4. Disclaimer: FNLHM staff will not be held responsible for unsolicited or unacknowledged donations that have not undergone the procedures outlined in this collections policy.

**Deaccessions Ethics, Procedures & Records:** Consideration for the removal of objects from the permanent and living history collections will be a joint effort by the site's staff, MPT
administrators, the Historic Preservation Advisory Committee and if necessary, legal counsel. A listing of all potentially deaccessionable objects must appear before the MPT Board of Park Commissioners at a regular public meeting and meet with their approval.

An object may be removed from the site's collections if it is:

1. Determined to be a duplicate of lesser quality and surplus to current or projected needs within the permanent, living history or research collections.

2. Not relevant to the stated themes and purpose of the site.

3. Deteriorated and of an inferior quality.

4. Prohibitively expensive to restore, maintain warehouse, preserve and/or is otherwise impractical to retain.

5. Hazardous material that poses an immediate threat to the collections.

6. Unsolicited property of no redeeming quality for exhibit, living history, research or loan use.

Once the object is identified for removal it will undergo the following steps, insofar as it is practical to do so. Funds obtained from the disposal or sale of deaccessioned artifacts shall be used only for artifact acquisition and direct care of the collection.

1. The manner of disposition chosen will be in the best interests of FNLHM, the public it serves, the public trust it represents in owning the collections, and the scholarly and educational communities it represents.

2. Primary consideration will be given to placing the objects through trade, sale, or gift in another tax-exempt public institution wherein they may serve a valid purpose in research, education, or exhibition.

3. A public auction of objects will take place only if all other avenues of removal have been explored, and in a manner that will best protect the interests, objectives and legal status of the site.

4. Objects will not be given or sold privately to MPT or FNLHM employees, volunteers, officers, members of the Board or their representatives.

5. Catalogs and other records of the site shall document the removal of objects from the collections and the condition of their disposal.

6. Objects that are broken, deteriorated or of other non-redeemable quality may be consigned to waste.
**Loans Ethics, Procedures & Records:** Loans are of two types: those loaned by Fort Nisqually Living History Museum (outgoing) and those borrowed by FNLHM (incoming).

Outgoing loans require that:

1. The borrower must demonstrate an understanding of the proper environmental, exhibit, and security standards established by the museum profession.

2. If deemed necessary, the borrower must carry insurance for full value of the loaned objects.

3. The borrower must bear packing and transportation costs and assure the safety of the object(s) during transit to the satisfaction of FNLHM staff.

4. The borrower or his/her representative must complete a Loan Agreement form and abide by its conditions.

Incoming loans will be accepted for pre-arranged use only, usually exhibition, and for a definite period of time. For items loaned to the site, a loan agreement must be completed and signed by both parties.

Incoming loans require that:

1. The same degree of care is given as to those objects owned by FNLHM.

2. Written appraisal by a qualified third party be supplied if additional insurance is to be carried by the site.

3. Object(s) can be removed from the site upon reasonable notice (30 days) from the lender. The object(s) will be released after return signatures on the loan agreement form have been obtained and appropriate return arrangements have been made.

4. Object(s) loaned to FNLHM must be claimed on the loan termination date by the lender, his/her representatives (or the legal heir of the estate in the event of his/her death); or a new loan agreement may be formulated between the parties; or if the loan remains unclaimed, legal procedures will be enacted to claim the object(s) as outright property of the FNLHM in accordance with RCW 63.26 (Unclaimed Property Held By Museum or Historical Society).

5. Loaned property will be exhibited and utilized at the full discretion of the site's curatorial staff and in accordance with the conditions of the Loan Agreement, and will properly recognized.

**LIVING HISTORY COLLECTION:**

**Purpose:** In contrast to the Permanent Collection, the purpose of the Fort Nisqually Living History Museum (FNLHM) living history collection is to provide modern or period reproductions of the objects collected and maintained in the permanent collections, as detailed in the above thematic and chronological scopes.
The objects in the Living History Collection therefore exist to safeguard the artifacts of the Permanent Collection from harm through handling, soiling, wear, breakage and other undue use, while still conveying an appropriate historical impression to the visiting public. These objects include, but are not limited to: furniture, clothing, metal and ceramic table wares, books, firearms, tools and equipment, personal effects, etc. of the appropriate period. It is understood that objects in the Living History Collection are intended for active use by FNLHM staff and volunteers while interpreting Fort Nisqually history to enhance visitor experience, and that these objects will require eventual individual replacement as use demands.

Objects in the Living History Collection:

1. Must be reviewed by FNLHM staff before active use to ensure that they meet the appropriate historical and safety standards.

2. Are not accessioned into the Permanent Collection, and will be marked "FNLHC (Fort Nisqually Living History Collection + (YEAR))", so that their status is apparent.

3. Will be replaced as required by use and wear.

**ADMINISTRATIVE PROCEDURE:** (Procedures have been developed as of adoption of the Policy. Future Procedures, if and when necessary, will be adopted by the Executive Director.)
Records Management Policy

RECORDS MANAGEMENT POLICY

<table>
<thead>
<tr>
<th>Policy No.:</th>
<th>Resolution No.:</th>
<th>Date Approved:</th>
<th>Supersedes the following Resolutions &amp; Policies:</th>
</tr>
</thead>
<tbody>
<tr>
<td>200.004</td>
<td>RR13-08</td>
<td>2/25/08</td>
<td></td>
</tr>
</tbody>
</table>

Date procedures adopted by the Executive Director:  Procedure revision date:  Procedures approved by the Executive Director:

POLICY: (Approved by the Board of Park Commissioners.)

Purpose: All public records shall be and remain the property of the Metropolitan Park District of Tacoma and the state of Washington. They shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred, destroyed or disposed of, and otherwise managed, only in accordance with the provisions of chapter 40.14 RCW.

Policy Requirements:
Section I. In order to insure the proper management and safeguarding of public records, the Board of Park Commissioners authorizes the Executive Director to appoint a Records Officer and develop administrative procedures to comply with the provisions of RCW 40.41 and coordinate such procedures with the division of archives and records management in the office of the Secretary of State.
Image Use and Copying Policies and Fees

All fees and other information effective as of August 1, 2014. Services and fees are subject to change without notice.

General Information: Licensing and Duplication Fees for Images/Digital Media Use

- All rates are calculated "per image" unless otherwise noted.
- Postcards, posters, calendars or other single-use, mass-reproduced products are subject to special contractual agreements with the Fort Nisqually and Metro Parks Tacoma.
- Rush orders requested for completion within a 48 hour deadline will incur a $25 service fee, and are also subject to staff review for fulfillment. If an order cannot be completed within a 48 hour timeframe as requested, the patron will be advised in advance.
- All licensing periods are for one-time use only, and for an unspecified time period unless otherwise noted for the usage below.
- Additional shipping and handling charges may apply, depending on size of order and national/international shipping rates.
- Fort Nisqually Foundation members and volunteers receive a 10% discount on use fees.
- All images must be credited as follows: Image courtesy of Fort Nisqually Living History Museum
- It is the responsibility of the user to determine and satisfy the status of copyright and other restrictions on materials when making use of the Fort Nisqually Research Library or Permanent Collection items.

Image Scan and Photocopy Pricing

- Low resolution image file via email: $5
- 300 dpi - 600 dpi TIF format image file via email: $15
- Other non-image digital media: $25 per CD/DVD, per order
- CD burn plus shipping costs (within U.S.): $5 per CD
- New Shoot Fee (Per artifact, unscanned document) - $20.00

Photocopies

- $0.10 per copy, from 10 to 100
- $0.25 per copy after the first 100
- $0.15 per copy on 11x17" paper, up to 100
- Photocopying of primary manuscript materials, photographs, fragile or oversize books, and maps may be restricted.

Use Pricing: Newspapers, Periodical Print Publications and Online
• No licensing fees for editorial use of images for non-profit newsletters, newspapers, magazines, periodicals in print
• No licensing fees for editorial use of images on websites, blogs or other, non-commercial online uses
• PowerPoint Presentation, Classroom - No licensing fees for personal research or educational presentations where admission is not charged.
• Normal scanning fees for 300 and 600 ppi image files may apply
• Fort Nisqually credit line to accompany any use of image content. A Use Agreement is required in cases of free editorial use if the distribution is larger than 200 copies or more than 5,000 unique web page visitors per day.

Use Pricing: Books (includes e-books and other electronic format distribution)
Inside book, e-book:
• 1-999 copies - $20
• 1,000 –4,999 copies - $35
• 5,000-24,999 copies - $75
• 25,000+ copies - $150
Cover of book, e-book - $100.00

Use Pricing: Other Multimedia (e.g. film, broadcast media)
• Video, film or CD-ROM - $100.00
• Television, Video, Film or CD-ROM - $100.00 per year (Including home distribution of VHS or DVD)

Use Pricing: Commercial Use – Online, Print, Multimedia, or Commercial Display
• Rate for Commercial or Advertising, online, print or other multimedia use - $100

Use Pricing: Exhibition or Public Display for Non-profit Organizations
• Public exhibition/display/decor, 16x20” or smaller - $40
• Public exhibition/display/decor, up to 24x36” - $70
• Public exhibition/display/decor, up to and over 48x72” - $100

Hourly Service Fees
There is no fee to use the Fort’s on-site Research Library, open to the public Thursdays 1-4 pm or by appointment. If you are not able to visit in person, staff may be available to assist with research at the rate of $30 per hour (first ½ hr. free).

This fee covers:
• Research in catalogs and indexes, clipping files and databases
• Locating, retrieving, and searching manuscript collection
• Requests that require conservation or courier services

Sources: WSHS, MOHAI, Oregon Historical Society, Maryland Historical Society, University of Tulsa’s Gilcrease Museum

Research Library Use Policies - Manuscript and Published Documents

The Research Library is happy to provide access to the library materials for on-site use. A copy machine is available to use with the assistance of the Curator or another staff member.

Electronic manuscripts
Certain manuscripts, including transcriptions of primary sources, are available in PDF form. These documents are available for research and personal use, however restrictions apply for publication.

• PDF documents via email: $2.00 flat rate per email (up to 15 MB). This fee is waived for Fort Nisqually Foundation members and Fort Nisqually volunteers.
• PDF documents on CD: $5.00 plus shipping.

Source: Huntington Library. Retrieved from
http://www.huntington.org/uploadedFiles/Files/PDFs/photopricelist.pdf
General Photo Use Policy

Visitors are encouraged to take photographs and make video recordings in the museum for their personal use. Publications, broadcasts or other distribution or commercial use is prohibited without the express written permission of Fort Nisqually Living History Museum.

General Public
Visitors are encouraged to take photographs and make video recordings of Fort Nisqually Living History Museum for their personal use.

Scholars/Students
Not for profit/educational use of Fort Nisqually Living History Museum in pictures, video or other media is allowed with site credit and prior approval.

Media
Not for profit/educational publications and/or broadcast use of Fort Nisqually Living History Museum is allowed with site credit, approval of images and prior approval.

Commercial
Commercial use of Fort Nisqually Living History Museum images for profit is only allowed with prior approval of images, site credit and usage fee.
DONATION FORM

Received from

Address

City/State/Zip

Email

Phone

Business Phone

Title Transfer
I hereby give, convey, and assign to Fort Nisqually Living History Museum of the Metropolitan Park District of Tacoma all of my right, title, and interest in the property hereafter described, and give it as an outright and unconditional gift, free and clear of restrictions or agreements to be used or disposed of by Fort Nisqually Living History Museum in its sole discretion. I have received a copy of the Collections Policy and understand its content.

I hereby represent that the materials contained in this gift were, to the best of my knowledge and belief, acquired legally and without encumbrance, and that I have the legal authority to transfer ownership to Fort Nisqually Living History Museum by the deed of gift.

It is clearly understood by me that it is my purpose and intention to vest any and all the incidents of absolute ownership, including but not limited to all rights of copyright, of the property described below in Fort Nisqually Living History Museum’s inventory list, from the date of this document forward.

In witness whereof I have executed this deed on

Click here to enter text.

(date)

Click here to enter text.

Donor's Signature

Click here to enter text.

For Fort Nisqually Living History Museum

Click here to enter text.

Title

Spouse’s Signature (if unmarried so indicate)

Click here to enter text.

Accession No.

Description

Auth.

Replica

Value

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

☐ Continued on additional page if box is checked

Accepted into: (check one)

☐ Permanent Collection

☐ Research Library

☐ Living History Collection

☐ Operational supplies

Revised 01/10
# Condition Report

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<td>Individual components:</td>
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</tr>
<tr>
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<td>Good</td>
<td>High</td>
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<td>Fair</td>
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Physical:

- Abraded
- Brittle
- Cracked
- Dry
- Chipped
- Warped
- Foreign deposits
- Powdering
- Torn
- Holes
- Scratched
- Water damage
- Flaking
- Smoke damage
- Worn
- Parts missing
- Stained
- Other

Biological:

- Dry rot
- Vermin damage
- Insect damage
- Fungal damage

Comments:
# Accession Form

## Accession

**Fort Nisqually Living History museum**

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<th>Date received 05/12/2015</th>
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<tr>
<td></td>
<td>Date accessioned 05/19/2015</td>
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<tr>
<td>Olympia WA 98502</td>
<td>Acknowledged by Registrar Yes □ No □</td>
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<td>Received as Gift</td>
<td>Purchase price or value $ 500.00</td>
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<td>O 2015.03.01</td>
<td>Spoon — Hand-wrought iron spoon, with twisted, corkscrew, handle ending in a fiddle-head</td>
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<tr>
<td>O 2015.03.02</td>
<td>Knife — Hand-wrought iron knife, with twisted, corkscrew handle, handle ending in a</td>
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Total Objects: 2
Restrictions: None
### Historic and Cultural Deaccession Policy

- **Collection**: Historic and Cultural Deaccession Policy
- **Category**: 4: T&E For Materials
- **Subcategory**: Woodworking T&E

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<tr>
<td>Source</td>
<td>Mrs. Helen (Huggins) Scott</td>
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<td>Education Center/Large Store/Collection Storage</td>
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<td>Description</td>
<td>Hatchet head, no handle. According to donor, was a fire ax from SS Beaver, the steamship, where it was used to chop wood for the boiler. Ax head is in fairly good condition, some oxidation on surface. Measures 6 inches long and 3 1/4 inches wide at blade.</td>
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<td>Bequeathed to the Fort by Mrs. Helen Huggins Scott, the granddaughter of Edward and Letitia Huggins, this ax was believed to have been a fire ax on the steamship the SS Beaver.</td>
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Historic and Cultural Deaccession Policy
HISTORIC AND CULTURAL ASSETS DEACCESSION POLICY

<table>
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<th>Policy No.: 200.018</th>
<th>Resolution No.: RR59-08</th>
<th>Date Approved: 6/23/08</th>
<th>Supersedes the following Resolutions &amp; Policies:</th>
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<td>Procedure revision date:</td>
<td>Procedures approved by the Executive Director:</td>
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POLICY: (Approved by the Board of Park Commissioners.)

Purpose: To establish a process for the removal, sale, relocation, and/or disposal of assets listed on the Metro Parks Tacoma Historic and Cultural Assets Inventory (HCAI). This policy does not supersede collection policies based on specific collections with existing professional criteria, such as Fort Nisqually Living History Museum, Northwest Trek Wildlife Park, Point Defiance Zoo and Aquarium, and the W.W. Seymour Botanical Conservatory.

Items on MPT’s Historic and Cultural Assets Inventory (HCAI) include: structures meeting the criteria for eligibility on the National Register of Historic Places, one of a kind public art, monuments placed in the parks by various individuals and organizations, durable memorials and other items of historic significance to Tacoma or MPT’s park system.

Policy Requirements:

Section I. A Historic or Cultural Asset may be considered for deaccession under the following conditions only:
A. Theft: The condition or security of the asset cannot be reasonably guaranteed.
B. Theft: All stolen assets will be documented through an official report to the Tacoma Police Department or appropriate authority and a report will be filed in MPT permanent records.
C. Inauthentic: The asset is discovered to be inauthentic, fraudulently acquired, or stolen.
D. Damage beyond repair: The asset has been damaged beyond repair; damaged to the extent that the expense of restoration and repair is found to exceed current market value of the asset.
E. Loss of site: Metro Parks Tacoma will make every effort to find a suitable location for all items on the HCAI, however, lack of appropriate location or proper storage could merit Deaccessioning.
F. Site alteration: If the site for which an asset was specifically created is structurally damaged or otherwise altered so that it can no longer accommodate the item, or if the asset is made publicly inaccessible by a change in its surrounding environment such as new construction or demolition, the asset may be considered for Deaccession.
G. Safety: The asset poses a threat to public safety or exposes MPT to liability concerns.
H. Acceptability: The asset has not withstood the test of time. It has been professionally determined to lack aesthetic, artistic or historic value to justify its continued upkeep and storage within the HCAI.

Policy and Procedure Manual
Section 200. Administration
Historical and Cultural Assets Deaccession
6/23/2008 - 200.018-1

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Section II. In the event that it is determined that an asset(s) is threatened by any of the above criteria; the Board will bring forth a resolution and/or staff will prepare a deaccession recommendation for review and evaluation by a Review Committee as needed. Review committee will be comprised of appropriate community members representing organizations such as the MPT Arts Advisory Council, MPT Historic Preservation Task Force, or other relevant committee qualified to assess specific asset.

Section III. It is the obligation of the Cultural and Historic Assets Manager to assure that all disposals be formally and publicly conducted and adequately documented.

Section IV. Upon recommendation by the Board or the Review Committee, the Board of Park Commissioners will deaccession assets from the HCAI by adoption of a resolution.

Section V. The asset shall be disposed of by the Business and Operational Support Department or its agents upon deaccession action. Assets may be sold, relocated, destroyed, or returned to artist or donor.

Section VI. In the event that the removed asset is sold, pursuant to the criteria above, the proceeds of such sale shall be deposited into the MPT General Fund to support the care of remaining assets on the inventory.

ADMINISTRATIVE PROCEDURE: (No procedures have been developed as of adoption of the Policy. Future procedures, if and when necessary, will be adopted by the Executive Director.)
Integrated Pest Management Plan (MetroParks)

DEPARTMENT OF PARKS AND NATURAL RESOURCES

MAINTENANCE STANDARD 9.0:
INTEGRATED PEST MANAGEMENT

Description
Integrated Pest Management (IPM) is a strategy of pest control that integrates all available methods including cultural, physical, mechanical, chemical and biological controls to reduce and control insects, diseases, weeds and cultural problems to an acceptable level in a cost-effective, environmentally rational manner. Pest and weed management decision-making is based upon information gathered from a regular monitoring program. Weekly, regular inspection of plants and landscapes enables you to detect potential problems early before they develop into serious problems. Metro Parks Tacoma is committed to the principles of IPM and shares a Landscape Management Guide including IPM with other public land management agencies throughout Pierce County.

Standards and Frequencies

Monitoring and Scouting
Perform thorough, consistent scouting for pest and weed problems. Plants and landscapes should be inspected for pests and weeds weekly during the growing season. Once a problem is identified monitor bi-weekly until resolution. Know your pests and weeds. Gathering information on the biology and lifecycle of weeds and pests is critical to ensure effective decision-making.

Sanitation and Prevention
- Use clean, healthy, disease resistant plants suitable to the location you plant them in.
- Remove diseased plants and plant parts and disease harboring leaf litter.
- Clean tools at the end of pruning sessions.
- Control weeds before they go to seed.
- Keep adjacent landscapes weed free or control weed seed production when possible.

Environmental Control
Provide the proper environmental conditions to promote healthy plants. Proper nutrition levels will discourage many pests and diseases, and help plants outcompete weeds. Proper spacing of plants will promote healthy growth and discourage the development of foliar diseases.

Biological Control
- Biological control can be effective and appropriate when some level of damage can be tolerated in a population. This method employs predator insects that feed on damaging insects or noxious weeds. Beneficial insects are released as needed after careful monitoring.

Mechanical and Cultural Control
Includes, but is not limited to, mowing, burning, mulching, competitive planting, hand pulling, grazing, and cultivation. Frequency of treatment depends on plant species, growth rates, and type of treatment.
Chemical Control
Use the least toxic, effective chemical when making chemical applications. Time applications to target pests or weeds when they are most vulnerable. Try the lowest recommended label rates to be successful. Use chemicals sparingly and as one of many strategies for pest and weed control.

Record Keeping
Keep good records. Consult pesticide application records, weather records, notes on performance of plant varieties and any other pertinent information available to make pest control decisions. Keep files and notes on least toxic alternatives that provide the best, most cost effective control of a pest for future reference. Files should be updated to reflect outcomes after each growing season.
Appendix B
Historic Structures Policies and Procedures

Historic and Cultural Resource Management Plan
Protection of Asset and Existing Infrastructure
Housekeeping Plan
Assets and Preventative Maintenance
Historic and Cultural Resource Management Plan

Introduction
The historic and cultural resources of a community tell the story of its past, a past that makes any single community distinct from all other places. From community centers to schools, park landscapes to archaeological sites, rustic cabins to elegant hotels; our historic and cultural resources provide everyone with a tangible link to persons and events that have shaped our communities and ourselves. Preserving these physical reminders of our past creates a sense of place, the result being an environment that instills civic pride and community spirit.

The Metro Parks Tacoma (MPT) Historic and Cultural Resource Management Plan works in tandem with the Historic and Cultural Assets Inventory to identify those assets with historic and cultural value to the community and to outline the appropriate protocol, guidelines and regulations associated with preserving, maintaining and interpreting these valuable assets.

The Historic and Cultural Resource Management Plan:
- Clarifies the guidelines used to develop the MPT Historic and Cultural Assets Inventory and outlines best practices for its maintenance and use by all MPT departments.
- Provides Parks staff with information and guidelines for proper care and maintenance of historic and cultural assets, including references to outside providers when specialized treatments or repairs are needed.
- Enumerates city, state and federal policies that directly relate to historic properties, art work, and MPT capital projects funded by state and federal agencies.
- Establishes appropriate guidelines to manage and protect the cultural landscapes surrounding MPT historic structures as well as park lands.
- Outlines an Educational Component for community outreach to engender respect and knowledge about MPT’s historic and artistic assets to help the community value its cultural resources as a legacy worth saving for future generations.

Historic and Cultural Assets Inventory
Since the beginning of Tacoma’s park system in 1883, individuals, organizations, the City of Tacoma, and the Metropolitan Park District of Tacoma have installed memorials and monuments that commemorate significant historic events in American history and/or prominent individuals; built or purchased structures that served various purposes, many of which tell an important piece of Tacoma’s history; placed unique pieces of art in the parks and facilities for all to enjoy; and added or improved park amenities during significant
periods in American history such as the Works Progress Administration (WPA) projects during the Great Depression of the 1930s.

The first step in the management of Metro Parks’ historic and cultural resources is the development of a comprehensive inventory of the historic and cultural resources owned by the park district. The MPT Historic and Cultural Assets Inventory includes MPT owned historic structures, public art, memorials, monuments, archival records and artifact collection that serve to tell the story of the parks’ development and cultural history. Many of the items in the parks have become iconic symbols of Tacoma’s history and culture and help to sustain a unique sense of place for the citizens of the city.

The list includes:

- Structures and parks meeting the criteria for eligibility on the National Register of Historic Places. (Criteria includes structures associated with the lives of persons significant from our past, structures that are associated with events that have made significant contributions to the broad patterns of our history, and properties that embody distinctive characteristics of a type, period, or method of construction), such as:
  - Point Defiance Pagoda
  - Fort Nisqually’s Granary
  - Wright Park

- One-of-a-kind public art such as:
  - Wright Park statuary
  - Bronze lion in the MPT headquarters building
  - Sempervivum sculpture at the STAR Center

- Monuments and Memorials placed in the parks, such as:
  - U.S.S. Maine shell in the Japanese Gardens of Point Defiance Park
  - Ibsen bust and monument in Wright Park
  - Francis Cushman statue and memorial in Point Defiance Park

- Archival Materials such as:
  - Historic photographs
  - Documents, business records and ephemera

- Artifacts such as:
  - Fort Nisqually Artifact Collection
  - Northwest Trek Hellyer Collection

- Miscellaneous items of historic significance in Tacoma’s parks
  - WPA culverts and cairns in various parks
  - The 1892 U.S. Coast and Geodetic Survey marker in Wright Park
The Historic and Cultural Asset Inventory is maintained by the MPT Historic and Cultural Resource Manager. That position is responsible for keeping the inventory up-to-date and developing the historical context and background information for each item.

**Inventory Records**

All items on the inventory are assigned an accession number. This number, a description of the item, photographs and all associated records are entered into the Past Perfect system. In addition to the electronic files, hard copies of records are also maintained by the Historic and Cultural Resource Manager. For all new pieces of public art a maintenance folder will be kept on file that includes the original “Technical and Maintenance Report” for each piece of public art, specification sheets on material used, contracts for vendors and fabricators, collection review reports, and maintenance reports.

Action Plan to develop further usefulness of the Inventory to support all MPT departments and the general public include:

- Develop a link to all items/places on inventory that outlines the historic background, provides historical context, and includes historic and modern photographs.
- Link each item on the inventory to the Metro Parks’ GIS system.
- Develop a budget line item for appraisals of items on the inventory to insure that they are adequately covered by MPT insurance policies and that information in the Capital Assets reports are correct and up-to date.

Recommendations:

- Perform a visual review of all items on inventory every five years.
- Perform a visual review of all public artworks every two years.
- Perform a review of public artworks under warranty before the warranty period ends.
- Perform a detailed review of all public artwork every ten years by a qualified conservator.

**Care and Maintenance of Historic and Cultural Assets**

As with all Metro Parks’ facilities and assets, the Parks Maintenance staff maintains and cares for all items on the Historic and Cultural Assets inventory. Appropriate on-going maintenance and repair presents the most cost-effective means to care for MPT's historic and cultural assets and to preserve existing character-defining features, as opposed to intense and often invasive repairs after long periods of neglect.
In all cases, the most conservative and gentle materials and techniques will be used for routine cleaning of items on the inventory to prevent any unnecessary loss of original materials. Due to the age, significance, and materials of many of the items on the inventory, special care will be taken when routine cleaning and repairs are made, and the guidelines of the American Institute for Conservation of Historic and Artistic Works will be followed. http://www.conservation-us.org/

In addition, all repairs and maintenance of historic structures on the inventory will abide by the guidelines of the Secretary of Interiors Standards for the Treatment of Historic Properties. https://www.nps.gov/tps/standards.htm

To assist Park staff in determining the best methods for care of individual items on the inventory, the National Park Service produces Preservation Briefs with detailed information about the proper care of specific materials such as the repair of historic wooden windows and removing graffiti from historic masonry. The National Park Service also produces Preservation Technical Notes which provide practical information on traditional practices and innovative techniques for successfully maintaining and preserving cultural resources such as conserving outdoor bronze sculptures.

Preservation Briefs can be found at: https://www.nps.gov/tps/how-to-preserve/briefs.htm
Preservation Technical Notes can be found at: http://www.nps.gov/tps/how-to-preserve/tech-notes.htm

In addition, MPT staff may also require the services of outside professionals to implement needed repair or conservation work on items on the inventory. Examples of local experts include; Lynn di Nino (lynnndin@msn.com, 253-396-0774) concrete artist for help with repair and restoration of concrete statues in Wright Park and Artech (http://artechseattle.com/, 206-728-8822) for conservation and preventative maintenance on art objects in the collection. The MPT Historic and Cultural Asset Manager will assist Parks staff to locate and evaluate outside professionals when needed.

Public Art:
All public art added to the MPT collection after 2015 will require artists to complete a “Technical and Maintenance Report” detailing the materials and fabrications methods used, as well as directions for future maintenance. The Washington State Arts Commission produces a Materials and Fabrication Handbook that should be used during the commissioning of new public art to ensure that appropriate materials and fabrication methods are used. The handbook can be found at: http://www.arts.wa.gov/media/dynamic/docs/Materials%20and%20Fabrication%20Handbook_2014-04-01.pdf. The artist’s direction for routine and long-term care must be
followed. When performing any work that will alter the artwork (besides routine maintenance) the artist must be notified. When appropriate, the artist should be contracted to perform conservation work and/or provide input for professionals to perform conservation work. It is essential that conservation efforts honor the artist’s original intention and do not alter the artwork without the artist’s consent.

Collection care, including regular maintenance, conservation, re-siting, deaccession, and any other activity that alters the artwork in any way must be performed with the utmost respect of the artwork and the artist. Collection care must always be performed in accordance with the U.S. Copyright Law and the Visual Artists Rights Act of 1990 which protects artists rights to integrity and attribution.

Archival Records: Archival materials will be maintained in climate controlled environments with more significant documents also secured in fire-proof cabinets with controlled access. The Fort Nisqually Artifact Collection is managed by the Fort Nisqually Curator following the guidelines of the American Alliance of Museums (http://www.aam-us.org/). The collection items not on display at Fort Nisqually are stored in a secure, climate controlled room in the fort’s Education Building.

The majority of items on the Historic and Cultural Assets Inventory are the property of Metro Parks Tacoma. However, the City of Tacoma also owns several pieces of artwork in the parks such as the bronze statues in Wright Park and artwork along Ruston Way. Ownership of items is designated on the inventory. In the case of city owned assets, MPT staff will continue to provide routine maintenance and due diligence to ensure that they are properly cared for, however, needs for repairs or replacement should be directed to the City of Tacoma’s Arts Administrator, Amy McBride. (253-591-5191 or amcbride@ci.tacoma.wa.us).

Action Plan:

- Link items on the Historic and Cultural Assets Inventory to the Metro Parks’ Work Order system to ensure that all work orders affecting items on the inventory are reviewed by the Historic and Cultural Assets Manager and to alert Parks staff to the need to apply the proper standards for maintenance and repair.
- Develop a training plan for appropriate Parks staff members on the best practices for maintenance and repair of historic and cultural assets.
- Develop a budget line item for routine professional care of items on the inventory that is beyond the scope of MPT staff members.

Deaccession
Deaccessioning (or removing) items on the Historic and Cultural Assets Inventory is an important part of maintaining a healthy collection. When any time on the Inventory is sold, destroyed or removed from the MPT collection, the Historic and Cultural Assets Inventory Policy (Policy 200.018) must be followed. When MPT deaccessions an item, that item is removed from the inventory and copies of all paperwork associated with the deaccessioned items are kept in a separate Deaccession Collection File to ensure that the history of the items are maintained as well as why they were removed from the collection.

**Loans**

Where appropriate, items on the Historic and Cultural Assets Inventory may be loaned to other public agencies, nonprofits and cultural institutions for public exhibition. Loans will be coordinated by the Historic and Cultural Resource Manager. Considerations for loaning items from the inventory will include: the capacity of the borrower to safely keep and return the item; the condition of the item, and its ability to withstand travel and display; the public benefit of the exhibition; and, the benefits to MPT and its reputation and mission.

Loans must be requested in writing. Borrowers will work with MPT Historic and Cultural Resource Manager to arrange the loan, including removal, travel, exhibition, storage and/or return. Unless otherwise negotiated, all costs will be borne by the borrower and the item insured by the borrower from the time it leaves MPT custody until the time it returns.

**Code Compliance / Federal, State and City Laws and Regulations**

**Historic Registers**

MPT owns several properties listed on the National, State and Tacoma Register of Historic Places as well as two National Historic Landmarks.

City of Tacoma - When building permits are required for work on any of the structures listed on the Tacoma Register of Historic Places, the Tacoma Landmarks Commission must review and approve the project before a building permit is issued. To schedule a review, contact the city's Historic Preservation Officer at landmarks@cityoftacoma.org. The Landmarks Commission review ensures that all planned work meets the Secretary of Interior's Standards for the Treatment of Historic Properties. (Tacoma Municipal Code 1.42 and 13.07)

MPT properties on the Tacoma Register of Historic Places are:

- Fort Nisqually Living History Museum Site (all buildings)
- Wright Park (entire park)
- W.W. Seymour Botanical Conservatory
- Pagoda at Point Defiance Park
Because of the historic designation of these buildings, the city’s Historic Preservation Officer can recommend variances to some city building code regulations unless they are considered necessary for public safety.

State of Washington - When state or federal funding is utilized for projects involving any places on either the state or national register the State of Washington’s Department of Archaeology and Historic Preservation (DAHP) must be consulted for their approval of the project. DAHP review ensures that any planned work meets the Secretary of Interior’s Standards for the Treatment of Historic Properties.

MPT properties on the State and/or National Register of Historic Places are:
- Browns Point Lighthouse Park – National Register*
- Fort Nisqually Living History Museum Site (all buildings) – State Register
- Fort Nisqually Granary – National Historic Landmark
- Fort Nisqually Factor’s House – National Historic Landmark
- Point Defiance Streetcar Station (Pagoda) – State and National Register
- Wright Park – State and National Register
- W. W. Seymour Botanical Conservatory – State and National Register

*Browns Point Lighthouse Park is owned by the U.S. Coast Guard. MPT operates the park under a lease agreement with the Coast Guard. Since the entire site is on the National Register of Historic Places work on all buildings as well as alternations to the grounds must also be approved by the Coast Guard’s Preservation Officer. The Coast Guard’s contact person is Will Robinson – William.a.robinson@uscg.mil. The Coast Guard relies on the expertise of the State Historic Preservation Officer (SHPO) and the Washington State Department of Archaeology and Historic Preservation to guide their decisions.

Action Plan:
- Complete National Register nominations for eligible historic buildings owned by Metro Parks Tacoma.
- Complete Tacoma Landmarks nominations for eligible historic buildings owned by Metro Parks Tacoma.

City of Tacoma Historic Preservation Plan
In 2011, the City of Tacoma adopted a Historic Preservation Plan as a portion of the city’s Comprehensive Plan. The primary goal of the plan is the preservation and active use of cultural resources to enhance the city’s quality of life, economic vibrancy and environmental sustainability. This plan recognizes the historical significance of many of
Tacoma’s parks. As such, MPT historic preservation efforts will work to integrate our efforts with the city’s plan.

State and Federal Laws and Regulations:
Several state and federal laws and regulations speak to the protection of cultural resources. The Department of Archaeology and Historic Preservation (DAHP) works with agencies, tribes, private citizens and developers to identify and develop protection strategies to assure that Washington’s cultural heritage is not lost. In all cases, the federal government relies on the expertise of the state’s DAHP and the State Historic Preservation Officer (SHPO) to ensure that projects comply with federal guidelines. Compliance programs reviewed by DAHP include:

Executive Order 05-05:
On November 10, 2005, Governor Gregoire ordered that all state funded capital improvement projects integrate the DAHP, the Governor’s Office of Indian Affairs (GOIA), and concerned tribes into their capital project planning process in order to protect the public interest in historic and cultural sites. This review is to be conducted as early in the planning process as possible by DAHP and by tribes that might be affected by projects.

State agencies that provide funding to MPT capital projects such as RCO and the Department of Commerce require a review of the project before funding is approved. DAHP reviews generally are concluded within thirty days. These reviews are done through the use of forms (EZ forms) provided on the DAHP website. http://www.dahp.wa.gov

Section 106 of the National Historic Preservation Act:
The National Historic Preservation Act requires that all federal-funded agencies consider cultural resources as part of all licensing, permitting, and funding decisions. When federal funding is part of a MPT capital project, MPT must consult with DAHP to assure that cultural resources are identified, and to obtain the formal opinion of the Office on each site’s significance and the impact of its action upon the site.

State Environmental Policy Act:
Environmental laws such as the National Historic Preservation Act and the State Environmental Policy Act (SEPA) require that impacts to cultural resources be considered during the environmental review process. Under SEPA, DAHP is the sole agency with technical expertise in regard to cultural resources and provides formal opinions to local governments on a site’s significance and the impact of proposed projects upon such sites.
HUD Review:
HUD-assisted projects typically require an evaluation of the impacts to historic properties. This includes projects where HUD assistance is proposed for property repair, rehabilitation of an existing structure, conversion of use, demolition, new construction, or the acquisition of undeveloped land. This environmental review with the SHPO is required under federal law. (24 CFR 58.5(a) or 24 CFR 50.4 (a)).

Shoreline Management Act:
The Shoreline Management Act requires that development permits issued by local governments in areas with archaeological sites require a site inspection or evaluation by a professional archaeologist in coordination with affected Indian Tribes prior to issuing development permits.

Americans with Disabilities Act
The ADA does allow some variance within its guidelines for historic structure on or eligible for the National Register of Historic Places.
For details: http://www.adaportal.org/Facility_Access/ADAAG/Scoping/ADAAG_4-1-7_Scoping.html

**Federal Law Specific to Public Artwork**

**Copyright**
Under Copyright Law, artists reserve copyright to their artwork and any proposal materials (including drawings and models). MPT will preserve the right to use images of the artwork for non-commercial, education purposes. In all matters, MPT will comply with copyright law and contracts it enters into with artists.

Under the Visual Artists Rights Act of 1990, artists who create works of visual art are granted the right of attribution and the right of integrity. Artist have the right to prevent intentional distortion, mutilation, or modification of an artwork (except when it is the result of conservation or public presentation), unless specifically waived. MPT must not intentionally alter, modify, change, destroy, or damage artwork without first obtaining permission from the artist or making a diligent, good faith attempt to reach the artist. If the artist's work is accidentally damaged, the artist has the right to remove his or her name from the artwork. Artists are responsible for notifying MPT of change in address or contact information so that they may be kept informed of any major changes to their artworks.

All reproductions by MPT must credit the artist and photography credit if known.

Third Party Documentation
Photography or filming of artwork in publicly accessible places is generally allowed. This does not include permission to publish. MPT does not own the copyright to each artwork, so MPT cannot provide copyright to third parties. MPT may allow third parties to publish for publicity, education or exhibition, if it is aligned with the rights agreed upon in the artist's contract (non-commercial purposes).

In the case of third party reproductions, MPT does not assume the responsibility for obtaining necessary permissions, determining the rights or ownership, or determining the nature of liabilities resulting from publication or use.

Action Plan:
• Incorporate the city, state and federal guidelines into MPT design standards for all work impacting items on the Historic and Cultural Assets Inventory to ensure that outside contractors and designers comply with the best practices outlined in the plan.

**Cultural Landscapes**

Cultural landscapes provide a sense of place and identity; they map our relationship with the land over time; and, they are part of our heritage and our lives. Cultural landscapes can range from hundreds of acres of rural tracts of land to a small homestead with a front yard of less than one acre. Like historic buildings, these special places reveal aspects of our community’s origins and development through their form, features and the way they were used. Cultural landscapes also reveal much about our evolving relationship with the natural world.

A cultural landscape is defined as “a geographic area, including both cultural and natural resources and the wildlife or domestic animals therein, associated with a historic event, activity, or person or exhibiting other cultural or aesthetic values.” There are four general types of cultural landscapes, which are not mutually exclusive: historic sites, historic designed landscapes, historic vernacular landscapes and ethnographic landscapes. Almost every historic property has a landscape component. Metro Parks Tacoma promotes practices that protect our city's irreplaceable legacy of cultural landscapes.

The planning, treatment, and maintenance of cultural landscapes requires a multi-disciplinary approach. In landscapes such as parks and open space, communities rightly presume a sense of stewardship. A systematic planning process will assist in making educated treatment, management and maintenance decisions. Wise stewardship protects the character, and or spirit of a place by recognizing history as change over time. Often, this also involves our own respectful changes through treatment. The potential benefits from the preservation of cultural landscapes are enormous. Landscapes provide scenic, economic, ecological, social, recreational and educational opportunities that help us
understand ourselves as individuals, communities and as a nation. Their ongoing preservation can yield and improved quality of life for all, and a sense of place or identity for future generations.


Action Plan:
- Develop a general plant collection management policy for Point Defiance Park and Wright Park that includes details of historic landscape designs by noted landscape architects E. O. Schwagerl, Hare & Hare and Ebenezer Roberts.
- Develop a cultural landscape plan for all parks and structures on or eligible for the National Register of Historic Places.

Education
Evaluating the public is an important aspect of any collection care initiative. It engenders respect and knowledge and helps the community value its cultural resources as a legacy worth saving for future generations. MPT has taken an active role in producing books, exhibits, tours, and interpretive signage to educate the public and inspire enthusiasm about its valuable collection of historical and cultural assets.

In partnership with the City of Tacoma’s Historic Preservation Plan and the MPT Public Art Plan, MPT supports the goals of fostering public appreciation of Tacoma’s diverse history and its historic and cultural resources, and promoting the understanding of diverse perspectives and embracing Tacoma’s rich historic and cultural heritage.

MPT’s efforts will also complement Action HP – 35 in the City’s Preservation Plan: Provide tools to educate the public regarding Tacoma’s history and resources. MPT’s tools include books, pamphlets, public programs, exhibits, MPT website information, interpretive signs, TV Tacoma programs, and mainstream media features.

MPT also supports the City of Tacoma’s effort (Policy HP -38) to incorporate preservation education into local school programs.

Action Plan:
- Allocate funding for the design, manufacture and installation of interpretive signage in parks and facilities.
• Continue to offer public programs highlighting the unique history of MPT’s cultural assets, facilities and parks.
• Provide access to historical background on all parks and facilities on the MPT website.
• One of the most effective ways to excite the public about historic parks is through on-site tours. MPT will develop a volunteer training program for docents interested in learning about Tacoma’s historic parks so that the docents can offer free tours to the public.
• Develop a GIS overlay of all significant historic/cultural landscape values for use by Planning in implementation of future capital projects.
Protection of Asset and Existing Infrastructure

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<th>Resolution No.:</th>
<th>Date Approved:</th>
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**Policy:** (Approved by the Board of Park Commissioners.)

**Purpose:** The Metropolitan Park District of Tacoma (Metro Parks Tacoma) is accountable to its citizens for its use of public dollars. The limited financial resources of Metro Parks Tacoma must be wisely used to ensure adequate funding to support the services, public facilities, and infrastructure necessary to meet the community's present and future needs.

The Board of Park Commissioners recognizes the need to protect and enhance existing district assets as a first consideration before new assets are developed. New assets will be developed only when financial resources have been identified, to support successful implementation of the project as well as the annual operation and maintenance costs associated with the asset.

The Board of Park Commissioners recognizes the need to repair existing, aging infrastructure throughout the park district. Asset repair and maintenance have been identified as a district priority. The preservation of these assets provides for the health, safety, and welfare of our customers. Investment in existing assets will help protect and extend their life as valuable community assets and, in many cases, may reduce the costs of maintenance of the existing asset.

This policy supports the guiding principles of protection of existing assets prior to completing new, as stated in the 2001 Master Agreement between the Metropolitan Park District of Tacoma and the City of Tacoma, as adopted by the Board of Park Commissioners, Resolution No. R131-01.

The Board of Park Commissioners also recognizes that the need for park and recreation assets is not a static need but a dynamic need that reflects changes in the neighborhoods and communities throughout Metro Parks. Shifts in population combined with changes in demographic make-up, community economic factors and an increasing shift in the ethnic diversity within Metro Parks requires that Metro Parks plan for changes within its parks and recreation asset and infrastructure base. Existing assets may, over time, become less valuable in meeting the demand for park and recreation assets due to location, potential impact on the surrounding neighborhood, physical limitations of the asset, or recognition of the fact that an asset may have exceeded its useful life and needs to be removed or replaced with new asset(s) capable of meeting current and future needs and demands for park and recreation facilities.

This policy identifies that new projects generally be considered replacement, expansion, new, renovation or other means that when completed, will require new financial resources or adjustments in existing resources/allocation. In general, asset and infrastructure projects will be considered to fall into one of the four following categories:
A. Renovation or expansion of existing assets;
B. Replacement, in whole or in part, of existing assets;
C. Acquisition or development of new assets; or
D. A combination of the above.

Before Metro Parks Tacoma commits to undertake any asset or infrastructure project noted above, resources required to pay for the project plus all on-going maintenance and operation costs must be identified and approved by the Board of Park Commissioners as part of a budget amendment process. To provide for the costs noted above, the Executive Director shall consider the following:
A. Re-allocation of existing resources from lower priority programs;
B. Appropriation of new resources – either enhanced tax-based subsidy or new/increased user fees; or
C. A combination of re-allocation of existing resources together with new appropriations.
D. Establishing a maintenance and operation endowment fund.

In addition, any new resources or adjustments in current level of service necessary to meet the future operational and maintenance costs of said new facilities must be identified prior to project implementation and approved by the Board of Park Commissioners. The Board of Park Commissioners does recognize the need to be adaptable to changing circumstances and demands in providing park and recreation service delivery and directs the Executive Director to continue in evaluating services and business practices that will allow for enhancement to existing assets as well as new assets.

The Board of Park Commissioners by this policy directs the Executive Director and appropriate staff to communicate this policy, including the need and benefit of protecting assets to the general constituency of the Metropolitan Park District of Tacoma.

To allow the Board of Park Commissioners to make the best possible decision while taking into account the often compelling demands for financial resources within Metro Parks requires that the public be actively involved in the decision making process. The Executive Director and appropriate staff will communicate the policy considerations contained in the Asset and Infrastructure Policy to Metro Parks Advisory Committees, Neighborhood Councils, the Community Council, general public, Mayor of Tacoma and members of the City Council, and appropriate City of Tacoma staff.

**Administrative Procedure:** (No procedures have been developed as of adoption of the Policy. Future procedures, if and when necessary, will be adopted by the Executive Director.)
Housekeeping Plan

One to Two times per week:
- Empty trash & recycling bins, in all buildings
- Wheel out garbage cans for pick-up, take recyclables to MPT Shop
- Sweep staff stairs, front & back porch, & benches
- Disinfect workbenches in Great Room
- Vacuum Staff offices, entry rugs, elevator, kitchens & restrooms
- Dust and wet mop Great Room
- Vacuum Clerk’s rugs, sweep wood floors and entries
- Vacuum Visitor Center, dust & wet mop wood floors, spot clean bath & kitchen, sweep porches front & back
- Vacuum Factor’s house, dust chairs, mantle, dish rack, & cordons, spot clean windows & lights. Sweep porch (& spider webs)

Once or twice per month:
- Distribute paper goods to all buildings. Wash mop heads/rags
- Replace light bulbs & dust high areas as needed

In Offices & Great Room:
- Clean desk chairs & conference table area
- Disinfect phones, door handles & light switches, elevator handles & buttons, stair handrail, office equipment buttons
- Clean computer screens & keyboards
- Dust bookcase & file cabinet tops/ledges
- Deep clean bathrooms & kitchen
- Clean & put away event tables & chairs in Great Room
- Clean Great Room windows & display cases

In Visitor Center:
- Clean TV and computer monitor
- Disinfect interpretive display cases and books, light switches/ phones/ door knobs
- Clean windows, woodwork, baseboards, visitor chairs
- Deep clean bathroom & kitchen

In Period buildings:
- Clean exterior interpretive signs all buildings
- Deep clean Clerk’s bathroom, clean stove & coffeemaker
- Clean Factor’s house woodwork & benches
  - Sweep floors all (5+) buildings & necessaries, knock down cobwebs

Seasonal Additions:
• Check rain barrels for water level (filling) or mosquito dunks, run hose/sprinkler in barrels or garden as needed
• Rake leaves from walkways & lawn
• Rake bark back onto paths, from lawn
• Clean and refill period kitchen & wash house barrels
• Clean trash & recycling bins
• Clean entry gate trash can lid
• Wash exterior of windows & sills

Special Projects when time allows:
• Paint outside benches before winter
• Paint Clerks bathroom door and trim
• Clean out Clerk kitchen & bath cabinets
• Scrub clean the White House porch posts
• Wash muslin curtains Office/GR/Clerk’s/etc
• Clean ceiling light fixtures
• Prune trees that are hanging over structures
• Clean debris roofs that are accessible
• Communicate to Maintenance Supervisor when roofs are not accessible, but need to be cleaned

Fort Nisqually Custodial – Summer Hours

Monday 6-11 AM

Visitor Center:
• Empty trash & recyc, sweep porches front & back, vacuum,
• Clean K&B, sale counters & cases/mirror, dry & wet mop floors
• Replace VC rugs at doors
• Take recycles to Shop
Week 1) dust baseboards/TV/ceiling cobwebs, check light bulbs
Week 2) switches/phones/door knobs/exhibit display books
Week 3) chairs, stool, woodwork/doors
Week 4) clean windows & sills, door knobs/displays

Factor’s House:
• Vacuum, sweep entries/porch, cobwebs
Week 1) dust lights/cobwebs/baseboards
Week 2) dust chairs
Week 3) clean windows
Week 4) wipe porch benches

Great Room:
• Empty trash & recyc, clean hands-on table & exhibit cases/mirrors
- Clean door knobs & light switches, check light bulbs
- Replace dress-up clothes on hooks
- Sweep front/back/side porch & benches
- Vacuum GR rugs & K/B floors, dry mop
- Clean K&B, fill dispensers, check paper supply, clean changing table
- Empty/load DW

Clerks:
- Empty trash & recyc, check paper supply
- Mop Clerk’s wood floors

Mowing:
- Mow all yards, inside and out of the Fort
- Weed eat as needed including behind structures

Tuesday/Thursday 6-11 AM

- Grounds Custodial
- Rake and remove all grass clippings
- Check and replace mosquito dunk in barrels
- Rake bark paths/leaves
- De-cobweb outbuildings, sweep floors
- Clean recycle bins/trash cans
- Wash exterior windows & sills
- Clean Factor’s porch posts
- Set out rolling trash totes for pick-up

Wednesday 6-11 AM

Great Room/Office:
- Empty trash & recyc, clean hands-on table & exhibit cases/mirrors
- Sweep stairs, sweep front porch
- Replace dress-up clothes on hooks
- Vacuum rugs & K/B floors/office/elevator, dry mop
- Clean K&B, fill dispensers, check paper supply, clean changing table

Week 1) clean chairs, and conference area
Week 2) phones, switches, elevator, handrail
Week 3) screens/keyboards/ ck light bulbs
Week 4) dust bookcase tops/ledges/cobwebs

Clerks:
- Load/empty dishwasher
- Clean K&B, occasionally refrigerator/appliances
- Check paper supply & light bulbs
• Vacuum (& return to VC storage)
• Occasionally mop floors
• Clean Clerks appliances/cobwebs, etc.

Friday 6-11 AM

Visitor Center:
• Empty trash & recyc, sweep porches front & back, spot clean K&B, counters & cases/mirror, vacuum & dry mop

Great Room:
Same as Monday PLUS: Wet mop Great Room/Staff entry/ stairs and-
Week 1) dust baseboards/ ceiling cobwebs
Week 2) clean light fixtures
Week 3) clean doors & woodwork
Week 4) clean windows & sills

Factor's House:
Vacuum, sweep entries
Week 1) clean woodwork
Week 2) wipe porch benches
Week 3) clean curtains
Week 4) dust chairs

All buildings:
Wash muslin curtains

Fort Nisqually Custodial – Winter Hours

Monday/Wednesday/Friday
(Before 8 AM, when SAMI arrives)

Great Room & Kitchen/Baths:
• Empty trash & recyc, clean hands-on tables & exhibit cases/mirrors clean door knobs & light switches, check light bulbs
• Replace dress-up clothes on shelves/hooks
• Sweep front/back/side porch & benches
• Vacuum GR. rugs & K/B floors, dry mop GR
• Clean K&B, fill dispensers, check paper supply, clean changing table load/empty DW

Staff Offices:
Empty trash & recyc
Week 1) clean chairs & table in staff conference area, & windows
Week 2) clean phones, switches, elevator & stair handrails
Week 3) dust screens/keyboards
Week 4) dust bookcase tops/ledges/windows, ceiling cobwebs

Take vacuum, recycles, & rolling trash tote to Clerks:
- Empty trash & recyc, load/empty DW, check paper supply & light bulbs, clean & mop bathroom
- Vacuum floors & rugs up/down stairs & return it to GR storage closet
- Take rolling trash tote & recycles to Visitor center

Visitor Center:
- Empty trash & recyc, vacuum, sweep porches front & back
- Clean K&B, clean sale counters & cases/mirror, dry & wet mop

Week 1) dust baseboards/TV/ceiling cobwebs, check lite bulbs
Week 2) switches/phones/door knobs/exhibit display books
Week 3) clean chairs, stool, woodwork/doors
Week 4) clean windows & sills, door knobs/exhibit displays

Set rolling trash tote cans out front for pick-up
Load recycles in your vehicle to take to Maintenance Shop

Factor’s House:
Vacuum, sweep entries/porch cobwebs
Week 1) clean windows & woodwork
Week 2) dust chairs
Week 3) wipe porch benches
Week 4) dust lights/cobwebs/baseboards

**Monday/Wednesday/Friday**
(Before 11 AM)

Great Room & Staff Offices:
- Empty trash & recyc, clean hands-on tables & exhibit cases
- Clean door knobs & light switches, check light bulbs
- Replace dress-up clothes on shelves/hooks
- Sweep staff stairs, front/back/side porch & benches
- Clean K&B, fill dispensers, check paper supply, clean changing table
- Vacuum GR. rugs & K/B floors, dry mop GR
- Wet mop Staff stairs & entry, and Great Room

Week 1) clean windows & sills
Week 2) clean doors & woodwork
Week 3) clean light fixtures
Week 4) dust baseboards/ ceiling cobwebs

Visitor Center:
- Empty trash & recyc, vacuum, sweep porches front & back
- Spot clean K&B, clean sale counters & cases/mirror
• Dry mop floors, spot clean
• Take trash & recycs back to totes

Factor’s House:
Vacuum, sweep entries/porch cobwebs

Tuesday/Thursday 6-11 AM

• Rake bark paths/leaves
• De-cobweb outbuildings, sweep floors
• Clean recycle bins/trash cans
• Clean Clerks appliances/cobwebs, etc.
• Wash exterior windows & sills
• Clean Factor’s porch posts
• Clear between porch floor boards in fall
• Wash muslin curtains
• Mop Clerk’s wood floors
Asset and Preventative Maintenance
ASSETS AND PREVENTATIVE MAINTENANCE

Vito Iacobazzi
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PROGRAM MISSION

The mission of the Assets and Preventative Maintenance (APM) Program is to provide, preserve, protect and maintain, through sustainable practices park district assets and facilities by providing maintenance and repair through best management practices.

The guiding principle for the APM Program is to provide repair and operational maintenance for district facilities, equipment and parks. The principal goal is to preserve and maintain the assets held in public ownership in a manner that reflects the long-term needs of the community.

PROGRAM OBJECTIVE

APM provides a comprehensive program involving the maintenance of park assets, ranging from park infrastructure such as utilities, to facilities like pools and community centers to recreational features like spray grounds, picnic shelters, sports courts and district fleet. It provides the technical repairs and maintenance beyond what the daily operating staff can provide. Program objectives include preservation and protection of the District’s recreational park system for healthy communities, quality facilities, recreation opportunities, and safety for park patrons.

KEY ISSUES

Metro Parks Tacoma will continue to grow and develop new venues for the community. Preserving the District’s park system and assets is critical in maintaining the communities recreational infrastructure and the equality of life that the community values. As Metro Parks Tacoma continues to meet the needs of the community with new recreational assets, the community’s desire and demand will increase rather than decrease. Maintaining and operating these park assets to meet the growing demand will be an increasing challenge.

Public knowledge and community involvement through surveys is an important element for the preservation of park assets. Citizen participation and interest for the recreational programs results in
community ownership and a vested interest in supporting the resources to fund those assets. The division will continue and constantly work on efficiencies for alternative maintenance practices. This will include advancements with computer based technology for managing operating systems, streamline staff work assignments, and expanding routine and preventative maintenance contracts.

As the population in the City of Tacoma grows there is an increased need for the health benefits that recreational assets provide. To maximize benefits derived from park assets and recreational facilities; we must manage these resources with increased skill and efficiency. APM will advocate for the ongoing need for maintenance and preservation to insure quality recreational programs and venues are available for park patrons.

CORE OPERATIONAL FUNCTION(S) AND ROUTINE TASKS
Managing and maintaining the District’s facilities and park assets involves the management of a comprehensive program. Therefore, the Assets & Preventative Maintenance Program consists of three integrated areas:

✓ Preventative Asset Maintenance
✓ Trades, Systems and Work Orders
✓ Fleet Maintenance and management

PREVENTATIVE MAINTENANCE & MANAGEMENT
The Preventative Maintenance and management program will include: a district vision, asset planning, inventory, resources, setting goals and objectives, and the development of a workload action plan. Park asset management is based on mandated requirements for the operating system, Facility and park asset specific work plans are planned and developed to direct the implementation of operational activities associated with programmed recreational facilities. This department recognizes and includes the non-programmed assets as a critical component of the system.

Additional responsibilities will include scheduling routine ongoing inspection, testing and monitoring of systems. This may be a mandated requirement of local or state agencies for operation.

ASSET MANAGEMENT
The effective management of park assets begins with a comprehensive inventory of park facilities and systems. Geographical Information System (GIS) technology, Geographical Positioning System (GPS) data, topographic and legal surveys combined with field inspections are necessary tools used to effectively evaluate the physical information of each asset. Along with this inventory is a scheduled
program that records condition assessment for these assets. Current inventory updates are utilized to plan work priority.

**RECREATIONAL FACILITIES**

Recreational Facilities are designed to meet the needs identified and planned in the MPT strategic plan. Specific recreational programs dictate the required programming and maintenance levels of service. The division goal is to provide repair, maintenance and oversight for these district facilities. Implement work schedules and plans for repairs, restoration techniques and preventative maintenance that provide uninterrupted program operation is essential. This work involves such activities as facility staff input, routine scheduled and contracted maintenance.

Long term goals include identifying and acquiring knowledge of the operating system to provide best management practices, as well as, preserve the program areas throughout the District. The division must have ongoing discussions with recreation staff regarding input with current recreational programs is vital. Planned program adjustments must be decided together. Agreements need to be made requiring additional capacity for the division.

As current facilities are maintained and operated having operating manuals are critical documents for the program’s success. Updated “as built” per any project work with improvements noted and recorded is vital. This saves a significant amount of time for staff on project work. The goal of the preventative maintenance program is to preserve the operating systems from possible breakdown.

Maintenance staff must work closely with recreation staff supervisors to meet expectations. This involves ongoing established communication between departments. The goal is to provide quality facilities and park assets.

During budget development all new or adjusted programs that impact facilities, infrastructure and park assets will be disclosed. Planned and ongoing discussions regarding the expected level of service between program and maintenance staff is crucial. If old assets are no longer needed the district will plan a process for disposal and demolition. MPT is mandated to protect and provide scheduled maintenance so that the asset doesn’t become a derelict object for the community.

**SMART PROGRAM**

MPT recognizes the importance for a preventative maintenance program and in 2007 established “Scheduled Maintenance and Repair Team”, SMART program. The program began with a carpenter, maintenance technician and seasonal staff as our SMART crew. The SMART program follows a similar
program that a local school district has been managing for their facilities. We systematically schedule this crew one or two weeks per year to address the listed maintenance and repair needs.

Since MPT is a peak season operation we schedule these windows of work prior to the season opening. We address and prioritize the exterior envelop, doors and windows for energy efficiency. We may include entry areas that need painting and wall repairs for quality appearance. If there is particular specialized venue we focus on that system. An example is our seasonal pool program. We discuss that work list with program staff and will identify any work orders that still are schedule to be addressed during this maintenance period. Park & Recreation staff provides a thorough walk through of the facility and the list of priority maintenance is scheduled. This program is designed to schedule each facility or program at least once during the year.

**CONTRACTED MAINTENANCE**

Preventative asset maintenance program manages several specific contracts. The department recognizes the specialized areas that require certification, licensing and professional expertise for the contracted work. Managing these contracts insures the work is completed on a scheduled basis and supports the preventative maintenance requirements. The contracts include: Elevator maintenance, sewer tank pumping, asphalt maintenance, boiler & HVAC systems, fire extinguishers, fire systems, catch basins, vegetation management, pest control, security systems, roof and gutters, audits and glass-window replacement. This is the primary list for contracted, however if required this is expanded.

**MAJOR OR CAPITAL MAINTENANCE PLAN**

During budget development funding allocations for priority replacement for major equipment is crucial. MPT strives to provide a percent of the budget funds to begin covering this program. Priority discussions regarding recreational programs, facilities, operating equipment and life cycle are key elements for the major and capital replacement plan.

**TRADES AND SYSTEMS MAINTENANCE**

The trades and systems program is responsible for the 1500 average annual work orders that are completed. This program manages the submitted work throughout the parks, recreation and district needs. Work orders are recognized maintenance work that is required for the ongoing operation of the facility. The work is the repair and routine maintenance of deteriorating park asset.

Point Defiance Zoo and NW Trek provide and manage their own maintenance programs for ZEED facilities. That department has staff assigned at those facilities to manage and schedule maintenance and repairs.
This division recognizes three different types of work order categories: 1- Emergency repairs [where the operation or security is compromised and without repairs the facility or systems is compromised], 2- Requested repairs [this is routine and scheduled maintenance and repairs] and 3- Installation and new improvements [this is something desired by program staff for an upgrade]. The primary focus is emergency and requested repair maintenance. This provides repair maintenance and preserves the existing operation or asset from being compromised. The last category is secondary and only if resources are available.

The work order system has been used for decades, however MPT has modernized the method from written format to Microsoft “Outlook” based form for staff to submit through our computer based system. Records and data are saved on an access data base file. MPT has over ten years of records that capture work order history. To read this program outline, please download the intranet program on the PNR page under maintenance programs. The division is currently reviewing the work order system for improvements. As a data driven organization there is potential to advance the work order system for efficiencies.

In addition, standards from the original facility project design are a focused priority. Every effort will be made to preserve that design and constructed features. Until staff has ongoing issues with materials and fixtures that continue to be in disrepair will staff look into new hardware or furnishings for replacement. An example is the change to door and key hardware several years back. MPT had a key system that was easily copied and security was compromised at our facilities. The Asset and preventative maintenance program initiated a proprietary key hardware system. This division assigns keys and retains records for security.

PNR staff work closely with planning staff on park standards so that maintenance and repair is minimized. During major project design we look internally at technical standards so that specifications are approved by PNR department and meet our district standard. This department has agreement with planning staff on at least twelve asset standards: These include, irrigation, chain link fencing, landscape products, plantings, door hardware, lighting, electronic and magnetic door locks etc.

**POOL MAINTENANCE**

The trades and systems program is responsible for district pool maintenance. The staff is certified/licensed pool operators through the state. The majority of the work is through ongoing inspection and routine maintenance for optimum operation. This includes testing water chemistry, adjusting chemical levels for health standards. This program manages the maintenance and repair for two year round indoor facilities and two seasonal outdoor facilities. These recreational facilities are extremely mechanical and require trades support for major maintenance and dependable operation. The park district has planned.
designed and built several spray grounds. This program assists with the seasonal operation, maintenance and repair for these assets.

**FLEET MAINTENANCE AND MANAGEMENT PROGRAM**

This program provides routine, minor and major repair maintenance, future planning, replacement, purchasing and disposal of old equipment:

- Maintain the current inventory for fleet and equipment
- Provide maintenance and repair on the existing inventory
- Provide guidance, planning, purchasing and need to preserve and protect the District’s fleet and transportation resources

This division is to provide a comprehensive fleet program that supports the need for vehicles and equipment. The fleet inventory is used by Metro Park staff in the PNR and RLS departments. The vehicles, equipment and rolling stock are used for all types of maintenance work and program transportation. This includes material and equipment hauling and staff transportation to all district facilities.

The Fleet program coordinates a balance with equipment and the system needs. Of primary importance is the connection between the planned delivery of service of each division and the existing inventory of equipment. When a new program is introduced and there is a requirement for fleet support that needs to be included into the budget plan for the future time period. Other methods should be considered when planning new programs that require some type of vehicles and equipment. Renting and short term leases should be considered. Staff has considered and used it acceptable to the fleet management program the short term use of this equipment. This needs to fit the program.

**WORK ORDER SYSTEM**

This program utilizes the department work order system for scheduling and assigning maintenance. The fleet shop use reminder stickers on the windshield for staff to schedule routine repairs based on miles or hours of equipment usage. During this scheduled maintenance staff will change oil, provide at least a sixteen points of inspection for the vehicle. Staff is advised to disclose on the work order any other mechanical issues with the vehicle. If equipment requires maintenance or immediate attention works orders are submitted immediately. This division is receptive to the critical nature of specialized equipment like mowers during the spring season and will prioritize that equipment for repair. Communication to the fleet manager and supervisor is vital beyond the work order to voice the urgency.
SHOP CAPACITY & LIMITATIONS
The mechanic shop at Point Defiance is capable of handling most of the vehicles and equipment for maintenance and routine repair. The mechanics have the skills and knowledge to diagnose and make major repairs.

The limitations are we have two full time staff performing mechanical maintenance on over one hundred vehicles and equipment. The park district is growing and staffing levels increase to cover the park system. Demand for more equipment is constant.

Management decisions on streamlining and having versatile equipment is crucial. Purchasing attachments that can make base units mow, blow and grade are important decisions. MPT has not kept current with technology to diagnose mechanical systems. All manufacturers and engine systems are computerized requiring sophisticated diagnostic tools to check and reset operating systems. This type of diagnostic testing must be sent to local mechanic shops.

Our current mechanic shop was built in the sixties with only minor renovations over the years. It lacks the appropriate lift equipment to safely work on specialized equipment. The large equipment that weighs a few tons is challenging and difficult to provide full maintenance. If this equipment requires major repairs those items are contracted out to local shops. With that we no longer have control over priority. Contracting is helpful with repairs, however usually impacts the urgency to have that unit quickly returned back in operation. Scheduled repairs can be delayed for weeks before equipment is repaired and returned.

The maintenance facilities that were originally designed still provide the support for repair and maintenance for the district. MPT has made minor renovations throughout the years. However this mechanic shop is in need of a new roof, increased storage and technical improvements. In general most of the department maintenance facilities lack dry storage, proper security for equipment and vehicles.

FLEET & EQUIPMENT PURCHASING
The fleet program provides the coordination for the district fleet. This program maintains an updated inventory for all equipment. Departments are responsible for oversight and managing their inventory. At a minimum an annual accounting for this equipment inventory is completed. Based on age, current and historic repair maintenance records the replacement plan is updated. Depending on existing purchasing capacity a priority replacement is requested. Funding for the replacement is based on a revolving replacement fund established in 2006.
The original goal is to have a self-supporting fund by 2013. The basis for funding was as vehicles are purchased an additional ten percent contribution was made for future replacement. Parks, Recreation and ZEED have contributed to this revolving replacement fund. Because of budget limitations the fund is pushed forward a couple additional years. Financing since 2006 is through park board approval and LOCAL funds loaned through a state funding program.

APM ORGANIZATIONAL STRUCTURE

This APM program currently employs 13 full time staff members possessing a diversity of skills and abilities suited to the maintenance, operation and management of human and natural resources, parks, facilities, amenities and systems, including professionally certified licenses and trades.
Appendix C
Risk Management Procedures

Security Code Procedures
Key Management and Control Procedures
Security Code Procedures

DEPARTMENT OF PARKS AND NATURAL RESOURCES (DPNR)
SECURITY CODE PROCEDURES
DEPARTMENTAL PROCEDURE NO. PNR 100.007
ORIGINAL APPROVAL BY DPNR DIRECTOR: 1/30/2014
REVISIONS/UPDATES: Listed in Appendix

PROCEDURE STATEMENT
Metro Parks Tacoma is accountable to its citizens for providing safe and protected park district assets for public use. Utilizing a dependable and comprehensive security system provides that level of safeguard for district facilities. The procedure below outlines the process PNR uses to assign security codes for its facilities to both employees and authorized staff. Security codes allow authorized individuals to arm and disarm a building’s security alarm upon exit and entrance; however, this alone does not allow access into a building. An employee or staff member must also have a key. Key management is addressed within the PNR 100.008 Key Control Procedures. Although the district uses several different security systems; the Department of Parks and Natural Resources (PNR) long term goal is to have one comprehensive security system to manage our facilities.

PROCEDURE
SONITROL SECURITY SYSTEM
Sonitrol Pacific offers a complex security system and is the most commonly used system within the district. The system has several features for monitoring including perimeter alarms on doors and entry ways, interior sound detection, movement detection, smoke and fire detection and elevator emergency calls to Tacoma Fire Department. Alarms are silent and are under constant monitoring by Sonitrol. Sonitrol uses a Metro Parks approved pre-established call list for emergency contacts for Metro Parks, by facility and then by hierarchy of who to call first. If an alarm is triggered, Sonitrol will notify the first appointed staff member on the list for that particular facility and/or then call the Tacoma Police dispatch if unable to reach anyone. Notifying staff first may avoid the alarm fee associated with a false alarm call due to staff’s familiarity with their facilities and the ability to make the decision in the best interest for that particular location.

When a facility is armed, Sonitrol is monitoring building activity. Sonitrol has a comprehensive reporting capability which can provide managers the dates and times buildings are either armed or disarmed. This system utilizes entry key pads (see diagram below). For larger facilities Sonitrol may advise installation of several key pads for multiple ingress and egress. PNR management typically negotiates installation and new service agreements for facilities, with service agreements maintained by PNR throughout the duration of the service.

OBTAINING A SECURITY CODE

1. When a new hire occurs, it is the responsibility of their Manager (not their direct report Supervisor) to request a security code for their staff member. Requests are managed through the PNR Work Order System. At no time, will a code be given to a staff member themselves or a staff member that is not their direct manager. While potentially cumbersome, this procedure and expectation maintains the credibility of the security process and assigns accountability to the manager to understand their direct staff team’s authorization into facilities.

It is important for the Manager to consider the needs of the staff member when requesting a security alarm code in an effort to keep the list at a manageable basis using consistent criteria. For instance, if a staff member is always working an afternoon shift where there is no need to open or close, the Manager should consider NOT issuing a security code because it is not necessary to have one.

DPNR Security Code Procedures - 1
a. There are times when contractors need access to our facilities for general purposes such as cleaning and/or building maintenance. Again, requesting a code falls to the manager overseeing the identified service and all steps within this procedure must be followed.

2. Codes can be assigned on a permanent basis and/or a temporary basis. This needs to be clarified in advance from the Manager when requesting a new security code.

3. The entire assignment process and tracking of district codes is managed directly by PNR, through its Business Operations Division. Select staff requests codes from Sonitrol via email and all security codes are kept in a secured, password protected location.

4. The assigned staff member will then be given their unique 3 digit security code by Sonitrol to their assigned email account, along with the building code they have been allowed access to. This is a confidential code and is NOT to be shared with others at any time. Staff will enter in the keypad (below) the 4 digit building code first, then followed by their personal 3 digit security code to disarm and arm a building. Although the code goes directly to the staff member, a confirmation email will be sent back to the requesting manager closing the loop.

![Sonitrol Keypad]

**CANCELING A SECURITY CODE:**

When an employee leaves or moves to another facility within Metro Parks, it is their assigned Manager’s responsibility to either cancel their security code or transition the authorization to their new location. Again, the request to cancel a security access code is done through the PNR Work Order System. The PNR Department’s Business Operations Team will then cancel their code through Sonitrol and update their information. A confirmation email will be sent back to the requesting manager closing the loop.

PNR requests updated reports from Sonitrol on a bi-annual basis per building that lists all individuals with codes to each building. (Note: the personal security codes are not indicated on this report). These reports are reviewed by Managers to determine the updated list of people for access. PNR will make any official change requests to Sonitrol.
Facilities currently utilizing the Sonitrol Security System (with a 3 digit personal access code) are listed below, along with their unique building #:

- Eastside Pool ........................................ 1098
- Headquarters ........................................... 2839
- Kandle Pool .............................................. 3957
- Norpoint Corn Center .................................. 3825
- Point Defiance Ft Nisqually ............................ 3471
- Point Defiance Lodge................................. 3151
- Point Defiance Marina ................................. 3382
- Point Defiance Pagoda ................................. 3150
- SERA Work Center ...................................... 3871
- Seymour Conservatory ................................. 1117
- STAR Corn Center ...................................... 3971
- Tifton Lodge ............................................. 2345
- Wapato Maintenance ................................... 1003
- Wright Park Maintenance ............................. 3970
- *Universal Building .................................... 3471

*This code is used for TRADES staff to access all buildings for repairs.

NON SONITROL SECURITY SYSTEMS

Until the district has a centralized security provider, Metro Parks utilizes other security monitoring companies that are outside of the Sonitrol system (as identified in Table 1). Although these security systems are monitored by other companies, the process for obtaining and cancelling codes is still the same. See above procedure. The PNR Department is still the only department that will obtain/cancel access codes (if applicable) to these security systems.

TABLE 1: BREAKDOWN OF FACILITIES AND MONITORING SYSTEMS:
The below outlines which security companies monitor the following buildings:

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>MONITORING COMPANY</th>
<th>SERVICE PROVIDED</th>
<th>DEPT TO ISSUE CODES</th>
</tr>
</thead>
</table>
| Eastside Pool * | Sonitrol
Tacoma Fire Department | Security Monitoring
Fire Monitoring | DPNR |
| Ft Nisqually Buildings: | Sonitrol | Security & Fire Monitoring | DPNR |
| Bastion/Picket | | | |
| Blacksmith Shop/Store House #2 | | | |
| Clerk's House/Staff Building | | | |
| Curatorial/Large Store | | | |
| Education Building/Large Store | | | |
| Factor's House/White House | | | |
| Granary | | | |
| Laborers' Dwelling | | | |
| Museum/Men's Dwelling | | | |
| Sales Shop/Trade Store | | | |

DPNR Security Code Procedures - 3
Key Management and Control Procedures

DEPARTMENT OF PARKS AND NATURAL RESOURCES (DPNR)
KEY MANAGEMENT AND CONTROL PROCEDURES
DEPARTMENTAL PROCEDURE NO. PNR 100.008
ORIGINAL APPROVAL BY DPNR DIRECTOR: 1/30/2014
REVISIONS/UPDATES: Listed in Appendix

PROCEDURE STATEMENT
Metro Parks Tacoma is accountable to its citizens for providing safe and protected park district assets for public use. Metro Parks recognizes the importance of safe guarding our facilities and included in that process is authoring, assigning and record keeping for the distribution of keys. Metro Parks has a pre-defined standard for key type and procedures listed below for control and oversight. Keys will allow the unlock and locking of a door, however, this alone does not allow access into a building, authorized individuals will still need to obtain an access code to arm and disarm a building's security alarm upon exit and entrance. Security Alarm Management is addressed within the PNR 100.007 Security Alarm Procedures.

PROCEDURE
The distribution of keys to Metro Parks facilities is managed by the Department of Parks and Natural Resources (PNR). This includes all facilities with the exception of its Enterprise Funds who need more flexibility in the assignment of keys due to the unique operations of their businesses: Point Defiance Zoo & Aquarium, Northwest Trek, Point Defiance Marina and Meadow Park Golf Course.

PNR manages the following key controlled areas:

1. Eastside Pool
2. Ft Nisqually Buildings
3. Headquarters
4. Kandle Park Pool
5. Manitou Community Center
6. Norpoint Community Center
7. Peoples' Community Center
8. Portland Ave Community Center
9. Pt Defiance Lodge
10. Pt Defiance Pagoda
11. SERA Work Center
12. Seymour Conservatory
13. South Park Community Center
14. STAR Center
15. Stewarts Heights Pool
16. Tacoma Nature Center
17. Titlow Lodge
18. Wapato Park Bathhouse
19. Wapato Park Maintenance
20. Wright Park Maintenance
21. Outdoor Restroom Buildings
22. Concession Stands
23. Maintenance Shops
24. Access Gates within Parks
25. Bollards

DPNR Key Control Procedures - 1
OBTAINING A KEY

1. When a new hire occurs, it is the responsibility of their Manager (not their direct report Supervisor) to request a key for their staff member. Requests are managed through the PNR Work Order System. At no time, will a key be given to a staff member themselves or a staff member that is not their direct manager. While potentially cumbersome, this procedure and expectation maintains the credibility of the security process and assigns accountability to the manager to understand their direct staff team’s authorization into facilities.

   It is important for the Manager to consider the needs of the staff member when requesting a key in an effort to keep the list at a manageable basis using consistent criteria. For instance, if a staff member is always working an afternoon shift where there is no need to open or close, the Manager should consider NOT issuing a key because it is not necessary to have one.

   a. There are times when contractors need access to our facilities for general purposes such as cleaning and/or building maintenance. Again, requesting a key to any facility falls to the manager overseeing the identified service and all steps within this procedure must be followed.

2. Keys can be assigned on a permanent basis and/or a temporary basis. This needs to be clarified in advance from the Manager when requesting new keys.

3. The entire assignment of processing and tracking of district keys is managed directly by PNR, through both its Business Operations and Assets and Preventative Maintenance Divisions.

4. The requesting Manager will be given the keys requested and will be required to sign off receipt of the keys in their possession. The Manager is then responsible for assigning said keys to their staff member(s). There may be times when a Manager requests a group of keys (up to a set amount) to give to their seasonal staff to use interchangeably and then collect back at the time of termination or season end. It is the Manager’s responsibility, who signed off for the original receipt of keys, to keep track of where the assigned keys are and to whom. It is expected that unused keys will be either returned or locked during the off season. Within the PNR Department, Maintenance Leads and Supervisors have been delegated the role of keeping track of their assigned keys.

5. It is prohibited to pass forward assigned keys to another staff person without getting those keys first updated by the PNR Department. It is very difficult to keep track of assigned keys, thereby, communication and diligence upon hire and termination is critical to keep accurate records.

6. Management, directors, program managers and supervisors will emphasize the importance of key control for optimum security for our facilities.

RETURNING A KEY:

When an employee leaves or transfers to another location within Metro Parks, it is their assigned Manager’s responsibility to update their employee’s key information with the PNR Department, either by returning the existing assigned keys or if the keys were a result of an assigned seasonal group of keys assigned to the Manager, the Manager needs to get the key from their employee and update their records.

Keys can be returned directly to the PNR Department, Business Operations Office in the Boy Scouts of America Building, down the hill from the HQs building. A confirmation email will be sent back to the requesting manager closing the loop.

DPNR Key Control Procedures - 2
**KEY MANAGEMENT**

Metro Parks Tacoma is using “KeyMark” brand by Medeco for security at these facilities. This key system is protected from duplication. Only two designated staff have current authority to order these keys for assigned individuals. PNR is contracting with one local vendor and supplier to cut these keys. This type of key cannot be duplicated at any hardware store. Currently, PNR is using five different keys for access into the various facilities.

Miscellaneous buildings, beyond what is listed above, are under sub master keys for additional level of security. These are concessionaire locations where the lessee has requested those facilities keyed differently. Maintenance shops are keyed differently using sub masters to provide integrity for satellite shops. Gate & bollard are padlocks and will be requested through the work order system requesting that equipment.

If a manager feels that the specific keyed building has been compromised which may ultimately warrant a request to re-key the facility, this could involve changing the key cores to a new series. This is preventable by providing an emphasis to staff for key control. It is everyone’s role and of great importance to keep in one’s possession assigned keys.

**CURRENT INVENTORY AND KEY CORE ASSIGNMENT – EXTERIORS**

<table>
<thead>
<tr>
<th>Key Type</th>
<th>Brand</th>
<th>Category</th>
<th>Location(s)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA</td>
<td>KeyMark</td>
<td>Parks &amp; Conservatory</td>
<td>Conservatory Eastside Stewart Heights</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABA</td>
<td>KeyMark</td>
<td>Community Centers</td>
<td>Jefferson Napa Point Oakland Pagoda People’s Pool only Portland Ave STAR Center Tillow Lodge Wright Park</td>
<td></td>
</tr>
<tr>
<td>ABB</td>
<td>KeyMark</td>
<td>Restrooms</td>
<td>ABB1 – Point Defiance ABB2 – Ruston Way ABB3 – West ABB4 – Central ABB5 – South</td>
<td></td>
</tr>
<tr>
<td>ABC</td>
<td>KeyMark</td>
<td>Administration</td>
<td>Headquarters</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>KeyMark</td>
<td>Misc. outside buildings</td>
<td>PT Higley archive and two more areas Stewart Heights – aquatic office and Subway</td>
<td></td>
</tr>
<tr>
<td>1D005</td>
<td>Master Lock</td>
<td>Restrooms - Padlocks</td>
<td>PT Higley Gig Harbor Maltin Owen Beach PT Defiance Bowl</td>
<td></td>
</tr>
<tr>
<td>Grandmaster &amp; subi</td>
<td>Corbin Russ win</td>
<td>Misc. outside buildings</td>
<td>Owen Beach Concession PT Defiance Lodge SERA Work Center</td>
<td></td>
</tr>
<tr>
<td>BH4</td>
<td>Corbin Russ win</td>
<td>Concessions</td>
<td>Heidelberg Les Davis Pack SERA</td>
<td>Murphy leases these building.</td>
</tr>
<tr>
<td>1D001</td>
<td>Master Lock</td>
<td>Security features</td>
<td>Gates &amp; Bollards</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maintenance Shops</td>
<td>Brick House Greenhouse PT Defiance Shops Wright Park Wapato</td>
<td>All have their own systems. No master key.</td>
</tr>
<tr>
<td></td>
<td>KeyMark</td>
<td>Enterprise area</td>
<td>PT Defiance Boat House</td>
<td>Managed by their staff</td>
</tr>
</tbody>
</table>

DPNR Key Control Procedures - 3
KeyMark® by Medeco®

KeyMark® by Medeco® offers patented key control without the physical pick and drill resistance of Medeco’s Biaxx® product line. Medeco manufactures KeyMark for applications when key control is a necessity, but resistance to physical attack may not be as high a priority. KeyMark cylinders will fit into most common locks, including conventional rim and mortise cylinders, knob cylinders, and Best® style and other lock manufacturers’ interchangeable core installations. KeyMark is an entire system of affordable replacement cylinders with genuine, patent protected key control from Medeco, the company who pioneered high security key control. Not all Medeco dealers are KeyMark dealers.

Dugmore & Duncan is an official KeyMark dealer.

<table>
<thead>
<tr>
<th>Assured Key Control</th>
<th>Patented Key Control (prevents unauthorized key duplication)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Custom key coining (for added security)</td>
</tr>
<tr>
<td></td>
<td>Lifetime warranty on keys</td>
</tr>
<tr>
<td></td>
<td>Pick resistant keyway (for added security)</td>
</tr>
<tr>
<td></td>
<td>Raised plugface (ensure against key breakage, increases cylinder life)</td>
</tr>
<tr>
<td></td>
<td>Solid brass machined construction with tight tolerances (ensures long-lasting, quality operation)</td>
</tr>
<tr>
<td></td>
<td>Available in most cylinder types (provides flexibility for different security requirements)</td>
</tr>
<tr>
<td></td>
<td>Available in all architectural finishes (easily matches existing hardware)</td>
</tr>
<tr>
<td></td>
<td>Temporary construction cores available</td>
</tr>
<tr>
<td></td>
<td>Manufactured in the USA (proven security and quality)</td>
</tr>
</tbody>
</table>
The following resources were referenced when creating the Collection Policy and Procedures Manual.


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