SAMPLE DOCUMENT

Type of Document: Collections Management Policy

Date: 2014

Museum Name: New Mexico Farm and Ranch Heritage Museum

Type: History Museum

Budget Size: $1 million to $4.9 million

Budget Year: 2015

Governance Type: State

Accredited: No

Core Verified: Yes

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

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

The document contains the following additional sections:

- Abandoned Property/Unclaimed Loans
- Appraisals
- Authority
- Categories of Collections
- Code of Ethics
- Cultural Property
- Glossary
- Housekeeping
- Other: Personnel and Collections Committee; Library, Archives, & Records Collection & Management; Addendums: ARGUS Collection Management System Backup Policy and Procedure; Issues in Celebratory States & Exhibitions that give Special Recognition to Individuals or Special Interest Groups

- Insurance & Risk Management
- Laws
- Mission Statement
- Objects Found in Collection
- Objects Left in Custody
- Photography
- Rights & Reproduction
- Review
- Scope of Collections

USE STATEMENT & COPYRIGHT NOTICE

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New Mexico Farm and Ranch Heritage Museum

COLLECTIONS
And
Collections Management Policy

Revised Edition, Adopted by the NMFRHM Board of Directors, November 2014
Revised Edition, Adopted by the NMFRHM Board of Directors, February 2004
First Collections Policy Adopted by the NMFRHM Board of Directors, March 1994

NEW MEXICO FARM AND RANCH HERITAGE MUSEUM
LAS CRUCES, NEW MEXICO
A Division of the Department of Cultural Affairs
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Mission Statement

The New Mexico Farm and Ranch Heritage Museum connects the present generation to the history of farming and ranching in New Mexico, inspiring a deeper appreciation and understanding of the State’s rich heritage. The Museum accomplishes this by providing exhibitions and programs that enable its users to understand and learn from the past in ways that enrich their present lives and help them shape a better future.

Stewardship of the Museum Collections

The Permanent Collections of the New Mexico Farm & Ranch Heritage Museum are the enduring assets that distinguish the Museum from other cultural and educational institutions. These collections hold the heritage of many communities in perpetual trust and connect the New Mexico Farm & Ranch Heritage Museum to the history and heritage of the peoples of New Mexico and the world community.

The New Mexico Farm & Ranch Heritage Museum’s stewardship of the Permanent Collections entails the highest trust and the presumption of permanence, care, documentation and accessibility. However, as situations and policies change, it is sometimes necessary to move an object from one accessioned collection to another, to change the status of an object within the collections, to deaccession an object from the collections, or to exchange between institutions.

The New Mexico Farm & Ranch Heritage Museum attributes importance, meaning, and value to its collections through educational programs, exhibitions, public forums, published documents, and scholarly research. Collections acquired and maintained by the Museum, whether artifacts, photographs, books, documents, or living plants and animals, shall support and enhance such programs and be evaluated in terms of the Museum’s mission and the emphasis on exhibition and education.

Acquisitions for the Permanent Collection

The Museum will collect and accept objects into the Permanent Collection if the objects are relevant to and enhance the Museum’s mission, purposes, and activities. The purpose the object will serve in the collection, for exhibition and/or research, and the condition of the object must be considered before any item is accepted for the Permanent Collection. Objects will not be acquired for the Permanent Collection unless the Museum can provide for their storage, protection, and preservation in keeping with professionally accepted standards.

All acquisitions (gifts, bequests, purchases, transfers, and exchanges) will be given directly to the New Mexico Farm & Ranch Heritage Museum. All acquisitions are the property of the Museum and the State of New Mexico.
The Museum seeks to develop collections that will enable the widest possible audience to learn about farming and ranching history and practices of the greater southwest, as this has had an impact on the lifestyles of the people of New Mexico through time.

The Museum’s Permanent Collections and programs will document American Indian and European derived approaches to land and water use in New Mexico in all its complexity. Specific criteria applicable to acquisitions for the Permanent Collection are the following:

A. **Relevancy**
   Objects acquired for the Permanent Collection must be relevant to the Museum’s Mission and consistent with the goals, purposes and activities of the Museum. Relevancy of an item is to be determined in accordance with this policy and specific acquisition programs developed from time to time by the Director and the Curator of Collections.

B. **Appropriateness**
   There must be reasonable certainty that objects acquired for the Permanent Collection will be used at some time by the Museum in one or several of its education, exhibition, research or publication programs. When objects offered the Museum do not meet these criteria it will be appropriate, upon the recommendation of the Curator of Collections, to consider the objects for inclusion into collections designated as Education Collections. Objects in these collections are not accessioned, preserved, and held into perpetuity as are those in the Permanent Collection. Education Collections are inventoried as Museum property and will not be considered part of the Permanent Collections. Educational Collections are used in Museum programming to allow for enhanced and hands-on experiences by the staff and public. Additionally, Education Collections are tools and equipment used by staff for work activities that reflect the Museum’s mission. Occasionally, an object from the Permanent Collections is transferred to the Education Collections and used for educational demonstrations, and may, or may not, be transferred back into Permanent Collections.

   Appropriateness also extends to the degree and richness of the known history and provenience for objects offered for the Permanent Collections and is relevant in the decision whether to acquire the objects for the collection.

C. **Preservation**
   There must be reasonable certainty that the Museum will be able to provide proper documentation, conservation, storage and protection for all objects that are acquired for the Permanent Collection and that the Museum will be able to preserve these objects for as long as they are relevant to the Museum’s mission, purposes, goals, and activities.
D. **Conservation**

It is policy of the Museum to provide preventive conservation measures to the collections by maintaining safe, stable environments for storage and exhibition. This policy is implemented through strategic and systematic evaluation and improvements in structures, storage, and collections to prevent deterioration.

The primary responsibility for the ongoing care and management of the collections lies with the Curator of Collections and the Collections Manager/Registrar. Major conservation activities will be the responsibility of contracted conservators that will be selected by specialty and reputation and who are committed to the best practices and highest professional standards of the “Code of Ethics and Guidelines for Practice” as set forth by The American Institute for the Conservation of Historic & Artistic Works (AIC).

Corrective conservation measures will be taken when the Collections Curator and/or the Collections Manager/Registrar find that the treatment will ensure the preservation, historic, aesthetic and value of the object. Because corrective conservation may alter some existing quality of an object, it is undertaken only after careful consideration of the proposed project. Proposals for conservation must be authorized by the Curator of Collections.

All Museum staff, student interns, and volunteers must be trained before they handle collections. The Curator of Collections or the Collections Manager/Registrar will provide training to staff, researchers and volunteers before they are allowed to handle or assist with the care of collections, and may decide that in specific instances, the care must be handled only by collections staff.

E. **Compliance with Law**

In considering acquisitions (gifts, bequests, purchases, or exchanges), it should be reasonably certain the Museum can acquire and have valid and legal title to the objects. The Museum endorses and will abide by the 1970 UNESCO convention which prohibits the “illicit import, export, and transfer of ownership of cultural property.” The Museum also endorses and will abide by all applicable provisions of the American Indian Religious Freedom Act as well as state and federal antiquities and endangered species acts. The Museum will not knowingly acquire any objects whose circumstances of collection were unethical or contrary to the goals or good practices of the Museum or the museum profession. No prehistoric materials, documented or undocumented will be purchased by the Museum. The Museum will not acquire human remains or associated funerary objects.

F. **Title**

Valid and legal title to objects shall be conveyed from the donor to the Museum via the document entitled “DEED OF GIFT.” Title to all objects acquired for the Permanent Collection shall be obtained free and clear and without restrictions as to use and future deposition. Objects accepted with restrictions or limitations may be allowed under exceptional circumstances with the approval of the Director, the
conditions will be clearly stated on the DEED OF GIFT, and reported to the Board of Trustees.

G. Gifts
Gifts, donations, bequests and transfers of objects for the Permanent Collection are made directly to the Museum. All new acquisitions for the Permanent Collections shall be presented as a report to the Board of Trustees at their regularly scheduled quarterly meetings. Fiduciary responsibility to accept and hold title to acquisitions rests solely with the Board of Trustees. Responsibility for the selection, acceptance, care and use of Museum acquisitions rests with the Director and Curator of Collections.

H. Purchases
Purchase of collections objects may be made using money available through Museum programmatic funds that are administered by the Friends of the NMFRHM, and shall be made only from reputable parties upon the recommendation of the Director or Curator of Collections, and approved by the Director. All purchases for the collections shall be reported quarterly to the Board of Trustees.

I. Accessioning and Cataloging
Collections staff shall accession (employ a unique accession number for tracking and documenting collections) and catalog (in-depth information related to each object) all objects acquired by the Museum for the Permanent Collection. Collections records and data base will show the manner of acquisition (gift, loan, purchase, transfer, exchange), and detailed description, provenience, historical information, and condition of the objects. Collections staff shall also establish and maintain a data base system that identifies the location of all objects in the Permanent Collection. Collections Department staff will submit quarterly reports of recent acquisitions to the Board of Trustees for their approval.

J. Inappropriate Objects
Objects offered to the Museum that do not enhance the Museum’s mission and are not appropriate for the Permanent Collection will not be accepted. These objects may be offered to the Friends of the NMFRHM with the condition and agreement with the donor that the Friends can dispose of the object. Any monetary assets acquired by the Friends of the NMFRHM shall be for the benefit of the Museum.

K. Acquisitions Planning
The Director of the Museum will recommend an acquisitions plan to the Board of Trustees every ten years or more frequently if needed. This plan will be based on the Curator of Collections analysis of the Museum’s most important collection needs. Acquisition decisions and decisions to purchase objects and fine art for the Permanent Collection will be made with reference to the plan. The Museum shall also take advantage of collection acquisition opportunities that are presented at any time and may not be covered by the plan but fall within the Museum’s general collections objectives as stated in this policy.
L. Personnel and Collections Committee

Professional staff members participate in the day-to-day management of the Museum’s Permanent and Education Collections. These include:

- Curator of Collections: responsible for the oversight of policy pertaining to collecting and collections management referred to in this document, and the overall management of the functions and operations of the Museum’s Collections Department.
- Collections Manager/Registrar: responsible for the daily operations of monitoring Museum environments where artifacts are stored or exhibited, for all artifact processing, record keeping, report production, and accounting for movement of artifacts within and outside the Museum.

These staff members are responsible for the respective portions of this policy which they directly oversee.

The NMFRHM Collection Committee monitors acquisitions for the Permanent Collections. Voting members of the Collections Committee are the Curator of Collections (chair), Collections Manager/Registrar, Curator of History, Curator of Education, and two other members as appointed by the Museum Director or Curator of Collections. The Museum Director is an ex officio member of the Committee. Decisions shall be made by majority vote to approve donations, purchases, transfers, deaccessions, and exchanges. The Collections Manager/Registrar will follow approved Museum procedures to generate the documents formalizing the transaction.

Deaccessions from the Permanent Collection

Objects acquired for the Museum’s Permanent Collection should have permanency within the collection. When it becomes necessary to deaccession and permanently remove objects from the collection, the following criteria and procedures are to be followed:

A. Priority for deaccession should be given to objects which do not enhance the Museum’s mission; which do not fall within the criteria defined for objects deemed acceptable under the policy for Acquisitions for the Permanent Collection; and which are in such poor and deteriorated condition that the value of the object for use in research/exhibit/education is severely diminished.

B. Objects to be deaccessioned must reasonably be believed by the Director and Curator of Collections to be of no present or future use in the education, exhibition, research, or publication programs of the Museum or which cannot be properly preserved, secured, or stored.

C. Items may be deaccessioned with the recommendation of the Curator of Collections and approval of the Director and Board of Trustees.
D. In accordance with State of New Mexico laws, disposal of objects deaccessioned from the Permanent Collection shall be:

- Transferred and/or exchanged to responsible institutions whose missions are relevant to the deaccessioned objects, which can adequately care for the objects and ensure the general public will have access to the objects(s).
- Sale in a state sponsored auction.
- Destruction. The object is in such a condition that it cannot be repaired or conserved. It’s presence in the collection presents a situation that is harmful to other objects or to workers in the area.

E. The acquisition of deaccessioned objects by Museum trustees, employees, volunteers or members of their families shall be governed by the Code of Ethics set out in this policy.

F. All proceeds derived from deaccessioning of objects from the Permanent Collection shall be devoted to acquisitions for the Permanent Collection.

G. Records will be maintained on all objects that are deaccessioned from the Permanent Collection showing the date, rationale, and outcome (destruction, sale, transfer, etc.) of the deaccession action.

**Collection, Use, and Repatriation of Culturally Sensitive Objects**

The federal Native American Grave Protection and Repatriation Act (NAGPRA) contains provisions relating to the acquisition, possession, ownership, inventory and repatriation of Native American funerary objects, objects of cultural patrimony, and human remains. The guidelines for managing culturally sensitive objects listed below shall be followed:

A. The Museum recognizes the value of historic and scientific research and public education, and the need to pursue them in a respectful, non-intrusive manner that recognizes the rights of Native American nations and people.

B. The Museum recognizes that respect for the human rights of all New Mexico’s peoples means that it has a special responsibility in regard to materials that are considered sacred or having cultural patrimony.

C. The Museum will not acquire human remains.

D. The Museum will strive to resolve questions of the disposition and treatment of sensitive materials through cooperative and prompt discussions between the Museum and all interested groups. Where issues remain after good faith discussions, an attempt will be made, in accord with the NAGPRA to settle those issues through mutually agreed upon processes of mediation or arbitration.
E. The Museum recognizes its obligation to interpret cultural items with accuracy, sensitivity and respect. Dialogue should occur in order to permit the Museum to fairly and objectively represent the beliefs and viewpoints of all segments of New Mexico’s people.

F. When appropriate and necessary under the provisions established by NAGPRA, the Museum will compile inventories and document relevant data pertinent to its Native American objects and make these accessible to Native peoples who are or may be culturally affiliated with the objects held by the Museum.

G. The Museum will respond to inquiries from Native American secular or religious leaders requesting information about its Permanent Collection. The Museum’s response shall come from the Museum Director and/or the Curator of Collections.

H. In fulfilling its public trust obligation, the Museum will prepare a document transferring its fiduciary responsibility for any objects that are repatriated to Native American groups.

I. In those instances in which materials are appropriate for repatriation, but where the Native American group requires additional time to facilitate repatriation to the appropriate religious or secular leaders within the group, the Museum will maintain the materials in trust.

J. The costs associated with repatriation, such as transportation or other expenses incurred, will usually be the responsibility of the recipient.

K. In connection with the disposition of sensitive objects, the Museum may request an opportunity for valid and respectful scientific or educational uses of these materials if such uses are compatible with religious and cultural practices.

L. The Museum will ensure thorough documentation, for its own records, of objects that are to be repatriated.

Use of the Permanent Collections

The Museum uses its Permanent Collection in order to implement, support, and achieve the Museum’s mission. The scholarly, cultural and educational purposes for which the Permanent Collection has been gathered are of primary importance in its use. The Permanent Collection is available for use in the Museum’s exhibition, education and research programs and is available for use by scholars, specialists, and scientific, educational and cultural institutions, and the general public having specific interest needs. The Museum recognizes that a conflict may exist between the conditions required for the perpetual preservation of the Permanent Collection and the use of the collection for exhibition and educational purposes. In carrying out its education mission, all steps required by prudent museum stewardship should be observed in order to minimize the
damage and deterioration that use causes to an object. The following guidelines govern the use of the Permanent Collection:

A. Objects added to the Permanent Collection must be accessioned and cataloged and may not be used until this process has been completed.

B. The Museum will create and maintain an appropriate environment for the storage and long-term preservation of artifacts in the Permanent Collection. Within this environment, every effort will be made to maintain levels of safety, security, environmental control and protection against biological infestation that are consistent with standards generally accepted by the museum profession.

C. When artifacts are used in Museum programs, every attempt will be made to control their environment by minimizing the possibility of loss or damage from theft, display props and mounts, lights, humidity, temperature extremes, chemical reactions, or biological infestation. The Museum collections and exhibitions staff will be informed on current standards and techniques for the display of artifacts.

D. The Permanent Collection should be large and broad enough in scope to allow for the exhibition of an object while maintaining items of similar quality in a protected environment.

E. Objects in storage (not on display or used in a special program) will be available, by appointment, for study by scholars, specialists, curators, and professional and lay researchers.

F. Objects from the Permanent Collection used for exhibition will be presented within a setting that aids the viewer in gaining appreciation for cultural heritage, function, use, construction, and meaning of the objects.

Access to the Permanent Collections

Museum staff will make every effort to see that professional and lay researchers whose projects are considered to fall within the general research and education goals of the Museum are given reasonable access to the Permanent Collection and provided assistance with their research needs. Assistance will be limited only by space, cost, time, and the established care and security needs of the Permanent Collection. The following conditions will govern access to the Permanent Collection:

A. Access for research projects requires an appointment. Grants of access to the Permanent Collections will be made at the discretion of the Curator of Collections or the Director upon evaluation of the request for access.

B. References may be requested from applicants unknown to Museum staff by acquaintance or reputation.
C. All research activities are subject to supervision by a curator.

D. Admission of individuals into the storage area and access to objects in the Permanent Collections shall be at the discretion of the Curator of Collections having due regard for the duration, scope and importance of the research project.

E. All researchers who have utilized the Permanent Collections for study will provide the Museum with a copy of any resulting publication, brochure, etc., and will agree to give credit to the Museum in connection with published research.

F. All researchers will comply with the conditions of the Photographic Reproduction Agreement when images of Museum objects are utilized in any resulting publication.

**Photography of the Permanent Collection**

A. The Museum reserves the right to restrict any and all photography or video.

B. Non-commercial photography (including motion picture, video or any other forms of image recording) is permitted in the Museum galleries and are subject to the following general limitations relating to security, public safety or conservation of the collection:

   - Exhibits that have fragile artifacts which can be damaged by intense light will have special signage posted near the exhibit where photography is not allowed.
   - Tripods are not allowed, except with prior written authorization from the Director’s office.
   - Exhibits or objects loaned to the Museum may prohibit photography as a condition of the loan. Such exhibits or objects will be identified as off limits for photography.
   - The Museum does not assume liability for violation of copyright laws by a photographer.

C. Photographs of the Museum, its exhibits or collections may not be used for any commercial purpose without written permission from the Director’s office or the Curator of Collections. If permission is granted, it may be subject to requirements for credit, appropriate fees and/or royalties.

D. Photographs taken of materials which are subject to copyright restrictions may not be used for publication or any commercial purpose without the written permission of the copyright holder and the owner of the material.

E. Handling or touching objects for the purpose of photography is not permitted without supervision from Collections Department staff.
F. Requests for photography of objects not on exhibit should be directed to the Curator of Collections and are subject to the conditions of the Photographic Reproduction Agreement.

G. Photographs taken pursuant to contract with the Museum, or by a Museum staff member or anyone being paid by the Museum shall be considered “works made for hire” and are the copyrighted property of the Museum. All negatives, transparencies or other materials resulting from such photography are also “works made for hire” and are the copyrighted property of the Museum.

H. Any object taken from the Museum for the purpose of photography is subject to all procedures and restrictions on loans in addition to those relating to photography of the collection.

Loans From the Permanent Collection

The Museum will make loans (“Out-Loans”) of objects and fine art from the Permanent Collection to institutions and organizations for exhibition that are consistent with the educational goals and purposes of the Museum. The Museum will not make loans of its Permanent Collection for non-educational purposes to private, corporate, or individual entities.

Loan requests require the receipt of a Standard Facilities Report, where applicable, and a written request for the loan stating the intended use of the objects, the period for which the objects are required, and the environment in which they will be housed or displayed, including information on security, insurance, and ability to control temperature, humidity, light and biological infestation. The borrowing institution must agree in writing to the following conditions before the Museum makes any loan:

A. The borrowing entity will pay all costs incurred for handling, packing, transporting and conservation of all borrowed objects, the methods of which must be approved by the Curator of Collections or a conservator chosen by the Curator.

B. The borrower will assume full responsibility for any loss of or damage to the loaned objects while in transit or on location away from the Museum. A Certificate of Insurance indicating insurance coverage of the value of the objects “wall-to-wall” may be required. Any losses or damages not covered under such policy or that are otherwise excluded by the policy will remain the responsibility of the borrower.

C. The borrower will observe all preservation requirements for exhibition or use imposed by the Museum and will exercise extraordinary care with respect to all borrowed objects. All borrowed objects shall be inspected upon arrival and condition reports must be submitted to the Museum where applicable. Accession numbers or tags must not be removed. Cleaning and restoration are not permitted. No adhesives (tapes, gummed labels, etc.) may be used on any object, nor may any object be
modified either for display or research purposes except with written permission from the Curator of Collections or the Director of the Museum.

D. Labels for exhibits and publication utilizing the borrowed objects must give credit to the Museum and read “New Mexico Farm and Ranch Heritage Museum, Las Cruces, New Mexico.” Where applicable, additional credit may be required and the borrower will be advised by the Curator of Collections.

E. Sub-loans of Museum objects on loan to an institution and loaned out by that institution shall not be permitted.

F. The loan agreement will specify delivery and return dates. Requests for an extension of the loan must be per request to the Curator of Collections and where required, accompanied by a supplemental Certificate of Insurance covering the extension period.

G. The Curator of Collections may require that loans be accompanied by a Museum staff member while in transit to or from the Museum and that unpacking, mounting, dismounting and repackaging be done under the supervision of a Museum staff member at the borrower’s expense.

H. The Museum reserves that right to require a loan fee for preparing and providing objects from its Permanent Collection for loan. Loans can be granted for a period of up to one year and reviewed annually for renewal consideration. No loan will be made where there exists unreasonable risk to the safety of the loaned objects from either an environmental or security point of view. Objects determined by the Curator of Collections to have special historical or cultural value and which are deemed irreplaceable and objects determined to be too fragile to travel will not be loaned.

I. A complete and accurate record of all out-going loans will be maintained by the Collections Manager/Registrar.

J. Out-going loans of single objects valued at $50,000.00 or more and groups of objects valued at $100,000.00 or more must be reported to the Board of Trustees. Loans of lesser value require the approval of the Curator of Collections or the Museum Director.

**Loans to the Permanent Collection**

In recognition of the fact that the Museum will never have the space or financial resources to house every object that it might require and utilize in one of its various education, exhibition, or research projects, the Museum will at times borrow (“Incoming-Loans”) objects for its programs. The Museum shall not borrow any object(s) unless there is a specific purpose or program for which it will be used and for a specific period of
time. Upon the conclusion of the use for which any object is borrowed, it will immediately be returned to the owner (lender).

Objects borrowed by the Museum will be given the same care as objects in the Permanent Collection. No cleaning or modifications will be made to such objects without prior consent of the owner (lender). Borrowed objects will be insured by the Museum’s State of New Mexico insurance underwriters for the full value fixed by the owner (lender). The Curator of Collections must approve all in-coming loans to the Permanent Collection. A complete and accurate record of all in-coming loans will be maintained by the Collections Manager/Registrar.

**Abandoned Property and Expired Loans**

Every item in the custody of the Museum will be covered by a signed Deed of Gift, bill of sale, or an active loan agreement. However, objects sometimes become disassociated from their paperwork; appropriate paperwork is not completed; or a lender cannot be located after the loan period ends. Every effort shall be made on the part of the Museum’s Collections Manager/Registrar to ensure this does not happen. If these situations occur, and if Museum ownership cannot be established (or the original owner or heirs cannot be located), an item will be considered abandoned property as defined by the *Abandoned Cultural Properties Act* (§§ 18-10-1 to 18-10-5, NMSA 1978, as may be amended). Under this law the Museum may take possession of property deemed abandoned. Property that falls within this category includes, but is not restricted to, property left unclaimed by the owner for the length of time prescribed by the Abandoned Cultural Properties Act, property for which the owner cannot be located and property found within the collections where Museum ownership cannot be demonstrated. Such property shall be managed by the Curator of Collections or the Collections Manager/ Registrar who will implement procedures prescribed by the *Abandoned Cultural Properties Act* to gain clear title to the property. If the Museum wishes to accession the object or artwork into the Permanent Collection, normal procedures for accessioning an object will be followed including presenting it to the Board of Trustees for approval. If the Museum does not wish to accession it into the collection, the object should be disposed of in a manner similar to deaccessioned materials.

**Library, Archives, and Records Collection and Management Policy**

The Library, Archives, and Records Collection and Management Policy governs the collection, management, and disposition of books, periodicals, public records, historical collections, oral histories, and institutional records that are created, managed, acquired, or collected by the New Mexico Farm & Ranch Heritage Museum and those individuals acting on its behalf. This policy covers four distinct areas:

- Museum Library – consisting of the books, reference materials, rare books, periodicals, and research files utilized by the staff and volunteers in the
research and education endeavors that support the other divisions of the Museum’s operations.

- Public Records – those materials as defined by the State Records Center and Archive and any regulations governing the use or disposition of those records.
- Institutional Archives – the Museum’s repository for the storage of permanent public records and other materials relating to the Museum’s history and operation.
- Historical Collections and Records – those materials created by individuals or institutions other than the Museum and collections specifically created by the Museum of a historic nature, including the Oral History Collection.

**Personnel and Oversight Committee**

Several staff members materially participate in the day-to-day management of the materials covered by the Library, Archives, and Records Management Policy. These include:

- History Curator - oversees the Museum’s Library.
- Records Liaison Officer (RLO) – administratively responsible for the retention and disposition of public records. The designation of the RLO shall be made by the Museum Director.

Each staff member is primarily responsible for the respective divisions or portions of this policy which they directly oversee.

**Records Management Committee**

The Library, Archives, and Records Management Policy and issues related to records management and retention shall be administrated by a staff oversight committee:

- consisting of History Curator, RLO, and two other members as appointed by the Museum Director. The Museum Director is an *ex officio* member of the Committee.
- that meets quarterly and more often as needed to perform its functions.
- to advise the History Curator and RLO on records management and retention issues.
- to review and revise the Museum’s Library, Archives, and Records Management Policy.
- in collaboration with the State Records Center and Archive, to review and revise the Museum’s Records Retention Schedule.
- to conduct in-service and staff training on the disposition of Museum and historical records in accordance with the administrative or institutional records policies.

The Records Management Committee does not have a direct oversight of the History Curator, the Library, or its operations, but may be consulted as desired by the History Curator.
**Museum Library**

The Museum Library consists of the books, rare books, periodicals, and reference and research materials used by the Museum staff and volunteers to produce exhibits, educational materials, and programming for the Museum. Materials in the Museum Library are also available for research by the general public as outlined in the section on access and circulation below.

**General Acquisition Guidelines**

The Museum Library will collect and accept materials if the acquisitions are relevant to and enhance the Museum’s mission, purposes, and activities. Materials will not be acquired for the Library unless the Museum can provide for their storage, protection, and use in keeping with professionally accepted standards. All acquisitions (gifts, bequests, purchases, transfers, and exchanges) will be directly to the Museum. All acquisitions are the property of the Museum and the State of New Mexico.

The Library will enable historical and scientific research and public education about agricultural history and practices of the greater Southwest, as this has had an impact on the lifestyles of the people of New Mexico through time. The Library’s collections and programs will encompass American Indian- and European-derived approaches to land and water use in New Mexico in all of its complexity. Specific criteria applicable to acquisitions for the Library include:

- Material acquired for the Library must be relevant to the Museum’s mission and consistent with the goals, purposes, and activities of the Museum. Relevancy of an item will be determined in accordance with this policy and specific acquisition programs developed from time to time by the History Curator and the Director.

- There must be reasonable certainty that materials acquired for the Library will be used by the Museum in one or several of its education, exhibition, research, or publication programs. Appropriateness also extends to the degree and richness of the known history, topic, scope of content, and provenience for materials offered for the Library and is relevant in the decision whether to acquire these materials.

- There must be reasonable certainty that the Museum will be able to provide proper conservation, storage, and protection for all materials acquired for the Library and that the Museum will be able to preserve these materials for as long as they are relevant to the Museum’s mission, purposes, goals, and activities.

- Acquisitions made by purchase shall conform to the State and Museum purchasing guidelines. The History Curator, in consultation with the Director and staff curators, is responsible for the selection, care, and use of Library materials.

- The History Curator, in consultation with the Director, may periodically recommend an acquisitions plan to meet the Library’s most important needs. The Museum will also take advantage of collection acquisition opportunities that are presented at any time and that may not be covered by an acquisitions plan but still fall within the Museum’s and Library’s general collections objectives.
Special Acquisition and Disposal Guidelines by Category of Material

- **Books & Reference Books** – the general collection of library books. There are no special provisions regarding the acquisition of general and reference books. Although most of these works are expected to be retained permanently, the History Curator, in consultation with the Director and staff curators, may withdraw and remove any books which are no longer relevant, out of date, or do not meet the Museum’s or Library’s mission. Such books will be disposed of to the benefit of the Library, such as by trade or sale, or will be destroyed.

- **Rare Books & Materials** – a permanent collection of books or other materials that is rare or fragile. Acquisitions to this collection will be documented with purchase documents or a deed of gift. Access, storage, and handling of this collection will be at the discretion of the History Curator. Materials in this collection do not circulate, but may be removed with the direct, documented permission of the History Curator, for exhibition and research purposes.

- **Periodicals** – the journals and magazines acquired for the Library by donation, purchase, or subscription. Periodicals may be bound for convenience of storage and use. Duplicate copies of individual issues may be traded or exchanged to acquire other periodicals needed in the Library or donated to another non-profit facility or government agency.

- **A/V Materials** – including microforms, audio or video tapes, and computer media. The Library will acquire or retain only those materials which can be accessed using equipment acquired by the Museum.

- **Maps, Bulletins, Ephemera, and other special publications** – this collection should contain material for research purposes only. Items with unique value because of their historical content should be transferred to the Rare Books collection, the Collections Department, or the Institutional Archive as appropriate. This collection circulates at the discretion of the History Curator.

- **Research Files** – also called vertical files or reference files, the Research Files are the working information files for the development of Museum exhibits, programs, and publications. This may include copies of materials from other institutions retained here as “working copies.” No deed of gift or other documentation will be used for materials in the Research Files, though they may pertain to “original copies” accepted or stored elsewhere. Research Files should be used or checked out as a whole file, rather than removing some of the contents and replacing them later.

  Research Files may be expanded or purged at the discretion of the History Curator, in consultation with the Director and staff curators. Material in these files may be disposed in whatever manner is convenient or proper, and such files will be considered as non-records and thus not subject to a records retention or disposal schedule.

- **Oral History Collection** – refer to detailed information on acquisition and use under the section “Historical Collections and Records.”

### Donation of Library Materials

Gifts, donations, and bequests of materials for the Library will be made directly to the Museum. Items offered to the Museum Library that are not appropriate or which duplicate previous holdings will not be accessioned (except for those items that are placed in the rare book collection) into the Library collections. However, such material may be accepted if the donor agrees that the material may be disposed of for the benefit of the Library. For example, duplicate copies of the *USDA Yearbook* may be accepted for the purpose of trading or selling the copies to a used book dealer in order to obtain other books or materials which the Library is seeking to acquire. A letter of
acknowledgement will be issued for library acquisitions except for the acquisition of rare books. In this case a Deed of Gift will be issued.

Donations, gifts, and bequests of “library only” materials will be processed by the Library, including the completion of an acknowledgement letter and any related paperwork. Donations which include any combination of objects and library materials will be processed through the Museum’s Collections Department, who will complete a deed of gift and any related paperwork. After the collection is processed, the library materials will be transferred to the Library with a copy of the accompanying paperwork.

Public Access
The Museum Library is a research library for staff and volunteers and is only available to the public by appointment. Such arrangements should be made with the History Curator or by personnel designated by the History Curator in the curator’s absence up to forty-eight hours in advance. As such, the Museum Library shall be open weekdays under a schedule set and posted by the History Curator and at other times, including weekends, only by appointment.

Public access to materials in the Museum Library should not be construed as necessarily meaning in-person access to the areas where materials are stored. Requested materials may be pulled for use in a location other than the Museum Library.

Staff and volunteers may photocopy or duplicate materials from the Museum Library in accordance with copyright guidelines and the general office policies and procedures as established by the Director. Photocopying or duplicating of materials by or for the public will be permitted at the discretion of the History Curator and will use the fee schedule outlined in this policy.

Circulation of Materials
Paid staff members may check out library books, A/V materials, oral history tapes or transcripts, periodicals and research files for a three-week period. Volunteers may check out only library books and oral history tapes or transcripts for a two-week period.

Special library privileges may be extended to individuals under unique circumstances. Application should be made to the History Curator, who will decide what privileges may be extended. No materials in the Museum Library can be checked out to members of the general public. Materials in the Rare Books collection and selected materials in the maps et al. collection may not be checked out by anyone, except by direct documented permission of the History Curator.

There will be no fines for overdue material, but library privileges may be suspended. Lost or damaged books, however, will be subject to replacement at current market rates.
Interlibrary Loan
At this time the Museum Library will not participate in the exchange of materials with other libraries and institutions.

Controversial Materials
It is the policy of the Museum to allow the History Curator to select material for the Museum Library that fits within the guidelines of the Museum’s mission statement and the Library, Archives, and Records Management Policy. If material is believed to be unsuitable for the Museum Library, a form will be filled out by the person or persons requesting the materials’ withdrawal from the collection. The form shall include the name, address, and phone number of those making the request, the author, title, and call number of the material in question, and the reason for the request.

The material in question will then be reviewed by a committee consisting of the Museum’s Curator of History, Curator of Collections, Curator of Exhibits, and ad hoc members of the library staff directly concerned with the material in question. Their decision will be delivered within three calendar weeks of the filing of the withdrawal request form. If the requesting party is not satisfied with the resulting decision, it may be appealed in writing to the Museum Director. The Director will review the material within three calendar weeks and render a decision, which will be final.

Public Records
As defined in Chapter 14, Article 3 of the NMSA, also known as the Public Records Act (§14-3-1 NMSA 1978), public records are:

all books, papers, maps, photographs or other documentary materials, regardless of physical form or characteristics, made or received by any agency in pursuance of law or in connection with the transaction of public business and preserved, or appropriate for preservation, by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government or because of the information and historical value of data contained therein. Library or museum material of the state library, state institutions and state museums, extra copies of documents preserved only for convenience of reference and stocks of publications and processed documents are not included.

The Museum’s public records shall be primarily governed, until otherwise transferred from the Museum’s custody, by the records retention and disposition schedules applying to them, which includes but is not limited to:

- General Administrative Records Retention and Disposition Schedule (1 NMAC 3.2.90.10)
- General Financial Records Retention and Disposition Schedule (1 NMAC 3.2.90.20)
- Records Retention and Disposition Schedule for the General Personnel Records (1 NMAC 3.2.90.30)
• Records Retention and Disposition Schedule for the Office of Cultural Affairs (1 NMAC 3.2.93.505)
• Records Retention and Disposition Schedule for the Farm & Ranch Heritage Museum Division (1 NMAC 3.2.93.505.295)

Records Retention, Storage, and Disposition
While the Museum will follow the appropriate records retention and disposition schedules applicable to records, the Museum reserves the right to decide whether or not to physically transfer any records outside the Museum itself. In general, the policy towards each of the following groups of records is as follows:

• Permanent public records that the Records Management Committee, or its designees, believes should be retained at the Museum rather than at the State Archive shall be transferred to the Museum’s Institutional Archive. In general, most permanent public records will be retained at the Museum for no more than seven years.

• Some permanent public records, specifically those regarding collections donations that may contain confidential information, will be retained indefinitely at the Museum in a location agreed upon by the Records Management Committee.

• Any other permanent public records will be transferred to the State Archive according to the established guidelines.

• Temporary public records may be transferred to the Institutional Archive, but in most instances these records will be transferred for storage in the designated State Records Center facility in Santa Fe until such time as their destruction is authorized and carried out.

• Department records which are designated as temporary public records but are still considered in use may be transferred to the Institutional Archives for storage and access until such time as their disposition is specifically applicable according to a records management schedule. For example, the Exhibits department may wish to transfer files relating to permanent exhibits, which according to schedule are to be retained for a stated period after the exhibit closes.

The Records Management Committee and RLO are authorized to hold temporary public records in a secured, designated location until such time there is a sufficient number of records to require transfer. Usually this will be one standard box, as defined by the State Records Center, of either common records or records with the same destruction date. It is recommended that if any transfers to the State Records Center are needed, that they take place at least annually following the close of the previous fiscal year.

Official Copies
It is Museum policy that the preferred medium for the official copy of a record that may exist in multiple formats is a printed paper copy. Any other medium may be considered as a draft, courtesy, or duplicate copy, unless directly superseded by other regulations or policies, and may be disposed of as a non-record.
In situations where multiple copies of a document are handed out, such as for committee meetings or for courtesy copies for the Director or other staff members, the official copy generally will be the original document made and held by the creator. The only exception to this will be that the chair of a committee will gather and retain a copy of all handouts and documents which will be designated as the official copy for the work of that committee. Other duplicate copies held by other individuals or members of a committee may be considered as a courtesy or duplicate copy, unless directly superseded by other regulations or polices, and may be disposed of as a non-record. Note: The individual documents produced by committee members but not distributed to the rest of the committee may be official copies and cannot be disposed of as non-records. Consult the RLO and the records retention and disposition schedules on a case-by-case basis.

Correspondence can generally be grouped into four categories based on whether the correspondence is being sent or received by an individual and whether the correspondent is within or outside the Museum. This correspondence may be in the form of written letters, memos, or email.

For correspondence received from a correspondent outside the Museum, the records retention and disposition schedules require that the correspondence be held and disposed of according to the appropriate schedule.

For correspondence being sent to a correspondent outside the Museum, the state records management policy does not require that a file copy be retained. In most instances, however, the Museum will be expected to retain a copy of that correspondence. If this is in response to a received correspondence, the file copy should be retained and disposed of with the original (previous paragraph).

For correspondence being sent within the Museum, the state records management policy does not require that a file copy be retained by the sender, but that the receiver does retain the original. If the correspondence includes an attachment or enclosure, the recipient shall retain the attachment or enclosure as the official copy unless it is part of a multiple-copy distribution. In the latter instance, the sender retains a copy of the attachment or enclosure as the official copy. If a correspondent is forwarding another piece of correspondence, particularly via e-mail, the additional correspondence indicating the material is being forwarded does not have to be retained, only the original correspondence. This policy is not applicable to more specific guidelines pertaining to memos, letters, and e-mails as outlined in the records retention and disposition schedules. See additional details specifically pertinent to electronic records in the sub-section below.

Confidential Materials

The Museum will adhere to all state policies governing the review of confidential materials in public documents. In our institution, this largely consists of personnel records and some financial documents. Access to these records will be restricted to the appropriate department head or supervisor, the RLO, or the Director as a matter of policy, regardless of the reason for review. They are otherwise to be considered as restricted records.
Part of general museum practice throughout the United States is protecting certain information regarding donations of objects to a museum as confidential information. The only items that may be considered as a matter of public record is the name of the donor, a brief description of the material donated, and an accession number (if assigned). Other information, including the address or phone number of the donor and the estimated value of the donation, will be confidential information held in the Registrar’s/Collections files. Access to these records will be restricted to the Curator of Collections, the Registrar, and the Director as a matter of policy, regardless of the reason for review. These records are permanent records and generally will be retained in the custody of the Collections Department rather than the Institutional Archive.

Transfer of Records from Departments to Institutional Archives
Each department shall periodically, in coordination with the RLO, History Curator, and/or Records Management Committee, transfer outdated records to the Institutional Archives for evaluation and processing. Each department should retain a list describing what records are being transferred, the date of the transfer, and an acknowledgement from one of the above listed individuals.

The records will be evaluated in a timely fashion to see how they are classified on a records retention and disposition schedule and what their historical or intrinsic value may be. Following the guidelines established above in “Records Retention, Storage, and Disposition,” the records will be processed for temporary or permanent storage and transferred to their storage location.

These guidelines and procedures also apply to electronic forms of records. Departments should transfer digital records or images to an appropriate disk media or a designated location on the server for evaluation in similar manner as they would for paper records.

Electronic Records
It is Museum policy that the preferred medium for the official copy of a record that may exist in multiple formats is a printed paper copy. Any other medium may be considered as a draft, courtesy, or duplicate copy, unless directly superseded by other regulations or policies, and may be disposed of as a non-record. Drafts of documents later finalized and printed may be considered as non-records.

Email messages with substantive business content are to be considered public records. These messages should be printed off and appropriately filed. Email messages that have transitory informational value and are not substantively connected with the day to day operations of the Museum can be considered as non-records and deleted. Refer to the discussion on correspondence under “Official Copies” for further information on how to treat email messages and inquiries that are of a correspondent nature.

For electronic records which have a temporary or permanent retention and cannot be disposed, the originating department creating the record will need to ensure that there is correct hardware and software to access electronic records. That department will ask
Information Technology staff to check the integrity of the medium on which the electronic records are stored and migrating them to a replacement or improved medium in order to ensure access to the data.

Further information, details, or overriding policies may be contained in policies on electronic public records (1 NMAC 3.2.70.1.1) or a Museum electronics, computer, hardware, and software policy.

Disposition or Destruction of Records
The Museum and its staff and volunteers will endeavor to participate, to the fullest extent possible, in a site-wide recycling program. The preferred method of disposal of non-records will be recycling, except for those non-records which may contain confidential information, which shall be destroyed by burial, burning, or shredding.

Other records which are to be destroyed shall follow those procedures and guidelines as established in 1 NMAC 3.2.50.1—Destruction of Public Records and by the State Records Administrator and the State Records Center and Archives. These guidelines dictate a specific procedure for separately requesting and actually destroying records, whether on site or at an approved state facility. Once written permission has been received to destroy records, the preferred method of disposal will be recycling through a bonded recycler or witnessed shredding or incineration. In the case of the latter forms, at least three individuals from the Records Management Committee—one to destroy and two to witness, will be required to destroy records or to authenticate their destruction by signing a certification of destruction document.

Institutional Archives
The Institutional Archives is the Museum’s repository for the storage of permanent public records and other materials relating to the Museum’s history and operation. This may include, but is not limited to: board minutes and proceedings, press releases, staff lists, building blueprints, and photographs and slides. These records may be consulted from time to time by the Museum staff for reference or in production of other materials. Institutional Archives materials are also available for research by the general public as outlined in the section on access and circulation below.

Acquisitions and Withdrawals
The Institutional Archives will accept only records and collections that it will keep permanently. Notable exceptions are temporary records which are being held for long-term temporary storage, records awaiting transfer to the State Archives and Records Center, and permanent public records which are no longer needed on-site in the Institution Archives. Thus, withdrawals from the Institutional Archives will be rare and generally will be only to transfer records to the State Archives or the State Records Center. Specific details are included in each section below.
Permanent Public Records
Records may be transferred from Museum departments to the Institutional Archives in accordance with the guidelines and specifications discussed earlier in this policy. Departments will retain a copy of the list of materials transferred. This list will become the initial finding aid until the History Curator can properly process the materials and create a permanent finding aid.

Photographs
For the purposes of this policy, the term “photographs” includes all visual media, whether color or black-and-white, regardless of form. This includes photographs, slides, digital images, and non-oral history videotapes. Non-digital images will be cataloged and stored on a system separate of that for other Institutional Archives materials. Relevant catalog information should include as much information about the subject of the picture, as well as the date the picture was taken, photographer, purpose and use. Subsequent use of photographs for publications or exhibits should be noted.

Due to the difficulties of technology changing over time, the long-term storage and retention of digital images and videotapes is a difficult issue. It is the policy of the Museum that images needed for documentation purposes be made using a regular print film, preferably black-and-white. However, it is recognized that a body of digital images or videotapes may be desired for various purposes. The Records Management Committee and the History Curator are charged with finding the most expedient means of retaining these images for the longest reasonable period of time. If the informational value of such images no longer exceeds the ability to retain those images, the History Curator is authorized to destroy those materials in consultation with the Records Management Committee and following any applicable guidelines as established by the State Records Center and Archives.

Old Foundation and Friends of the NMFRHM Records
The Museum’s institutional history begins many years before its creation in law in 1991 and the occupation of the museum building in 1997. As such, the Museum is desirous of acquiring and retaining portions of the records that pre-date the institution. “NM Farm & Ranch Heritage Foundation” records created after 1 July 1999 are to be considered wholly separate from the Museum.

The Museum will consider any requests by the current 501 (c) 3 support arm of the Museum (aka: Friends of the NMFRHM), through a Records Management Committee evaluation and recommendation to the Director, to house any or all Friends of the NMFRHM records permanently in the Museum’s Institutional Archives.

The transfer of Friends of the NMFRHM records will follow the guidelines used for Museum departments transferring public records to the Institutional Archives. The Friends of the NMFRHM may set restrictions on the access to those records for a period of time or to certain individuals or groups, but this must be outlined at the time of transfer in the appropriate paperwork.
Historic Records
The Museum and the Institutional Archive expect to periodically be offered records or personal papers from individuals outside of the Museum. Policies regarding these records are contained in a separate section on Historical Collections and Records later in this document. The Museum does reserve the right to keep records which relate to the creation or history of the Museum or the old NM Farm & Ranch Heritage Foundation in its Institutional Archive.

Storage Locations
Institutional Archive materials will be stored in one of at least three locations. Temporary public records being held for transfer and sensitive or confidential materials will be held in locations as designated by the History Curator and/or the Records Management Committee. All other records will presently be stored in the Museum Library or its storage room. In the Library, archival materials will be stored either in a special section of the general library shelving space or secured in the storage room. The distinction will be based on the History Curator’s determination that some materials can be generally accessed and stored, such as board minutes and proceedings or “history notebooks” containing newspaper clippings, press releases, and other general institutional history information.

Access & Circulation
Records stored in the general archive section of the library may be accessed at any time by regular library patrons. These materials cannot be checked out or removed from the library.

Other archive records in the storage room or other locations will be made indirectly accessible through finding aids, folder lists, or similar forms. Requests to pull these records can be made to the History Curator, or a designee. These materials cannot be checked out or removed from the library.

Temporary records and records with confidential information will be stored separately from other records and may only be accessed by the History Curator or the RLO. Staff, volunteers, or the public desiring information from these records must demonstrate the need to the satisfaction of the Director, History Curator, or RLO, including by means of following an open records request.

Staff and volunteers may photocopy or duplicate materials from the Institutional Archives reference shelf in accordance with the general office policies and procedures as established by the Director. Photocopying or duplicating of the same materials by or for the public will be permitted at the discretion of the History Curator and will use the fee schedule outlined in this policy.

Most materials from Institutional Archives storage may be photocopied or duplicated only by the History Curator, or a designee, and if for the public, will use the fee schedule outlined in this policy.
Historical Collections and Records

Due to limitations in storage space, the Museum, Library, and Institutional Archives will retain archival collections that directly pertain to the institution’s history or use and other archival and historical collections that are relevant to the Museum’s mission, if storage space is available.

Records or collections that pertain to the institution’s history or use may be accepted into the Institutional Archive. The affirmative recommendation of the History Curator will be required. Such donations should also be approved by the Board of Directors and the Director in a manner similar to that for objects. These donations should be accompanied by the standard Library Deed of Gift form with a notation that the materials are to be transferred to the Institutional Archives.

Objects
The acquisition of objects and fine art will be governed by the Museum’s Collections Policy and will be processed by the Collections Department. Donations that consist of both objects and historical records will first be processed by the Collections Department. Historical records will then be processed as outlined above.

Oral History Collections
The Oral History Collections consist of the interview tapes, transcripts, and associated paperwork created by the Museum’s Oral History Program. This program is conducted by Museum staff and volunteers in order to preserve the history and culture of farming and ranching, rural life, agricultural labor, the impact of technological innovation and development on New Mexico agriculture, and the founding of the Museum.

The oral history coordinator and the interviewer will sign a release that allows the documentary evidence contained in the oral history interview to be made available for research and to the general public. Under certain conditions, portions of interviews may be closed to all researchers for a period of fifty years from the date of interview as determined by the interviewer in consultation with the History Curator or Oral History Coordinator.

The Oral History Program will deposit the master tape(s) [regardless of format], the transcript, and a copy of supporting documentation of oral history interviews it conducts in the Museum Library.

The fifty-year period for restricted portions of interviews will be observed. The copy tape(s) intended for the Oral History Collection in the Museum Library will be flagged “restricted” and may only be accessed with the directed supervision of the History Curator.

The Oral History Collection will be made available to staff and volunteers for research and exhibit purposes. This material can be checked out of the Library according to the guidelines outlined for Museum Library materials earlier in this policy.
The Oral History Program will maintain a complete listing of abstracts of its interviews in such places as the Museum’s web site for other researchers and the public. The History curator or Oral History Coordinator can permit access to transcripts or tapes if special circumstances apply.

The Museum may collect oral history interviews relevant to its mission from other sources, including individuals, family members, and other institutions. This material, including copy tapes, abstracts, and transcripts, will be available to Museum staff and volunteers for research and exhibits. These materials will be available to the public, by request, only if appropriate releases from the originating institution and the interviewee are on record with the Museum. If these releases are not available, members of the public wishing to access these materials will be referred to the original source from where the material was acquired.

Requests to Inspect Public Records

The Museum will follow the spirit and letter of the Inspection of Public Records Act (§14-2 NMSA 1978). In accordance with Section 7 of that Act, the Museum designates the History Curator and RLOs as official custodians of public records for this institution. The procedures and policies outlined herein are consistent with and intended for a written request to inspect public records. As outlined in Section 8 of the Act, the Museum is not penalized for not responding to a verbal request, and as a matter of Museum policy, requests are asked to be made in writing.

A written request can be made using the Museum’s form or by other written means and will include the following: the name, address, and telephone number of the person seeking access to the records; and the records being sought with reasonable particularity. Such request can be sent or given to the Director or his designee. The request should be date stamped to indicate the day of receipt. The Museum may promptly collaborate with or transfer responsibility of the request to another designated custodian.

After receipt of a request, the Museum will permit the inspection immediately or as soon as practicable under the circumstances, but not later than fifteen calendar days after receipt of the written request. If the inspection is not permitted within three business days of the delivery of the written request to the Museum office, the Director or his designee shall explain when the records will be available for inspection or when the Museum will respond to the request.

The Museum will pull the applicable public records, removing all information that is exempt from disclosure. The State Records Administrator may be consulted for clarification of exempt and nonexempt records. The Director or his designee will then arrange for a time and location at the Museum for the requester to review the materials.

If, after reviewing the request and the Museum determines it does not have possession of or responsibility for the materials being requested, the Museum shall promptly forward
the request to the custodian of the requested public records, if known, and notify the requester. The latter notification shall state the reason for the absence of the records from that person’s custody or control, the records’ location and the name and address of the custodian.

If the requester desires copies of all or some of the requested records, the requester will be charged in accordance with the Museum’s fee schedule outlined in this policy, with payment required in advance of making the copies. The Museum may also charge the exact amount for postage if the requester asks that the records be sent by mail or delivery service. The Museum will also provide a receipt for the transaction and note these facts on the written request. The Museum will not send facsimile (FAX) transmissions of copies of requested records.

If the Museum determines that a written request is excessively burdensome or broad, an additional reasonable period of time not exceeding fifteen days shall be allowed to comply with the request. Museum policy is to make this determination and notice within three days of the receipt of the written request.

If the Museum denies a written request, the written denial shall include: a description of the records sought; specify the names and titles or positions of each person responsible for the denial; and be delivered or mailed to the requester within fifteen days of the receipt of the original request. Museum policy requires that the Director signs-off on any denial and includes an explanation for why the request for some or all of the requested materials is being denied.

The Museum will make every effort to respond to public records requests as quickly as possible, but it will be unable to answer and fulfill requests in less than one business day.

**Duplication of Materials and Fee Schedule**

According to 14-2-9 NMSA 1978, the Museum may charge reasonable fees for copying records, not exceeding one dollar ($1.00) per page for documents eleven by seventeen inches in size or smaller. Fees may reflect the cost of copying, including any personnel time involved.

Where copies are being sent to a requestor, the Museum also will include in the charges the actual cost for postage or shipping. Standard shipping is first class U.S. mail service. If other shipping is desired, the postage fee will be determined and paid in advance of mailing materials.

The Museum may require payment in advance or a deposit against the estimated cost of copying materials. The remaining amount due is required at the time copies are picked up by the requestor.

The fee schedule for all materials (per page or item) is:

| Photocopies – 8.5 x 11 inches | $0.15 |
| Photocopies – 8.5 x 14 inches | $0.15 |
| Photocopies – 11 x 17 inches | $0.25 |
| Photocopies – Other Sizes actual cost charged by outside vendor + 10% handling fee | |
Internal Revenue Forms Relating to Donations of Objects, Books and Archival Materials to the Museum

Donations to the Museum are eligible for treatment as charitable contributions. With respect to all donations for which the donor intends to claim a charitable deduction, with the exception of donations of cash, it shall be the responsibility of the donor to provide to the Curator of Collections, the Internal Revenue Form 8283, identified as “Noncash Charitable Contributions” or its successor form, for each donation of an object or group of objects. When INS Form 8283 is presented it must include the following minimum information:

A. Name of the donor.

B. Description of the donated property in enough detail to identify it.

C. Description of the physical condition of the donated property at the time it was donated.

D. Under current IRS regulations, the donor is required to have the artifact appraised as of a date not more than sixty days prior to the donation or within the tax year after the donation has been made. Part III of INS Form 8283, the Declaration of Appraiser, need not be signed at the time of the donation but must be acquired by the donor prior to the due date for filing his/her tax return.

E. After a donation has been accepted by the Museum, the Curator of Collections or Director of the Museum may sign the Donee Acknowledgement (Part IV, INS Form 8283) and enter the date on which the donation was received. The Donor Acknowledgement does not represent any agreement with the claimed fair market value of the donated property. However, the Donee Acknowledgement does affirm that in the event the Museum sells, exchanges, or otherwise disposes of the donated property described on the INS Form 8283 within two years after the date of receipt, the Museum will file INS Form 8282 (Donee Information Return) with the Internal Revenue Service.

F. The original of INS Form 8283 or 8282 (when applicable) will be returned to the donor. A copy of the form will be retained by the Collections Department.

G. Museum staff members may not provide appraisals to donors nor suggest values to outside appraisers.
Living Collections Policies and Procedures

Introduction

This document contains policies and procedures for the care and handling of livestock at the New Mexico Farm Ranch Heritage Museum.

There is not any one specific set of rules or practices for the handling and care of livestock. The information contained in this document are guidelines based on or derived from the USDA, Beef Quality Assurance Advisory Board, NCBA guidelines for care and handling of beef cattle, also NM Statute 13-6-1 (disposal of animals).

The health, comfort, public safety, and appearance of the Museum’s livestock are the number one priority of the livestock department.

Health Care and Disease Prevention

Livestock, like other animals and wildlife, are susceptible to infectious diseases, parasites, metabolic disorders and injury. Some infectious diseases, parasites, and metabolic disorders can be controlled or prevented with vaccines or medication. However, not all diseases can be controlled by vaccination. In these cases, proper nutrition and management practices can help to prevent or control such occurrences.

NMFRHM requires all livestock department staff to have the ability to recognize common health problems of livestock. Problems are to be reported to the livestock curator so proper animal husbandry practices can be utilized to care for the animal. When therapeutic measures appear to be ineffective for prevention or control, the livestock curator will promptly contact a veterinarian for diagnosis and treatment procedures.

Vaccines

Cattle will be given the following vaccines annually:
1. Cattlemaster 4+VL5 or Bovi-Shield FP 4+VL5 for:
   a. Respiratory infections
      • IBR (Infectious Bovine Rhinotracheitis)
      • BVD (Bovine Virus Diarrhea)
      • PI3 (Parainfluenza)
      • BRSV
   b. Reproductive Diseases
      • Leptospirosis (given twice a year if needed)
      • Vibriosis (given twice a year if needed)
2. Brucellosis (given to all heifers before 12 months of age and administered by a veterinarian)

3. 7-Way Blackleg and Clostridial Diseases (given twice a year)
   - Blackleg (Clostridium Chauvoei)
   - Malignant Edema
   - Clostridium Novyi
   - Clostridium Sordellii
   - Tetanus
   - Entertoxemia
   - CI Perigens Type B,C, and D

Sheep and Goats will be given the following vaccines annually:
1. Reproductive vaccines
   - Leptospirosis (given twice if needed)
   - Vibriosis (given twice if needed)
2. 7-Way Blackleg and Clostridial Diseases

Horses, Mules, and Burros will be given the following vaccines:
- Encephalomyelitis (Eastern-Western sleeping sickness), given twice a year
- Tetanus, given twice a year
- Rhinopneumonitis, given twice a year
- Influenza, given twice a year
- West Nile, given annually

Livestock Medical Management Practices

- Livestock curator and veterinarian will give vaccines and medications when required.
- Livestock foreman may administer necessary medication upon the absence of curator.
- All vaccines and medications will be administered according to labeled instructions produced by manufacture.
- All vaccines and medications given to Beef Cattle will be in accordance with Beef Quality Assurance Guidelines (BQA).
- Livestock curator and livestock foreman will perform branding, castration, and dehorning. These procedures are performed for the protection of the animal, other animals, and museum staff members that handle the livestock.

Parasites and Fly Control

Parasites and flies are the number one causes for diseases, sickness, and unhealthy appearance in livestock kept in confinement. For these reasons the NMFRHM will maintain a very aggressive parasite and fly control program.
1. Parasites
   • Cattle will be dewormed every 60 to 90 days with a variety of wormers including injectable, topical pour-ons, and paste wormers.
   Note: Precautions will be taken to not worm cattle during July to mid-September to prevent any undesirable host-parasite reactions.
   • Horses, Mules, and Burros will be dewormed every 3 months with a variety of paste wormers.
   • Sheep and Goats will be wormed every 90 days with a variety of oral wormers.

2. Fly Control
   • Automatic fly sprayers containing pyrethrins will be placed in all livestock barns and outside shades.
   • Sprayers will be checked weekly to make sure they are fully operational and spray bottles will be changed monthly.
   • Batteries in sprayers will be changed yearly.
   * Automatic sprayers will be kept in operation during the fly season only (March to November).
   • Livestock rubs will be placed in all pens; appropriate insecticide containing pyrethrins mixed with diesel fuel will be applied to rubs as necessary.
   • Insecticide ear tags will be used on cattle during the fly season. These tags will be removed during the winter months.

Management of Sick Animals

   • Sick or injured animals will be located away from public view and isolated from other animals while undergoing appropriate treatment.
   • Sick animals will be kept in confinement and out of reach from the public to allow the animals to rest, be free from stress, and allowed to recover from illness or injury.
   • If injury or illnesses are so severe that the appearance of an animal would be disturbing to the Museum visitor, the animal will be removed from the Museum site. The animal will be placed in a private facility where arrangements have been made to keep the animal, until it’s healthy enough to return to the Museum.

Nutrition

Nutritional requirements vary according to age, sex, weight, breed, weather, body condition, and stage of production. All these factors will be considered when formulating rations for the Museum’s animals.
Feed and Water

1. Feed
   - Roughage fed to the Museum’s livestock will be in the form of alfalfa hay, first quality, none striped, cut no later than early bloom (20% to 30% bloom), protein content no less than 17%.
   - Supplemental rations will be fed at times when animals need additional fat and energy in their diets (lactation, breeding season, and extreme environmental conditions).
   - Supplemental rations will consist of cracked corn and pre-mix rations formulated for specific needs of animals.

2. Water
   - Clean fresh water will be made available free choice to all Museum animals.
   - Drinking troughs will be cleaned out weekly. This practice is also an excellent method for controlling certain insects and diseases that affect livestock.
   - Several different types of water troughs will be used to accommodate the needs of the animals.

3. Minerals
   Minerals are an essential part of any livestock’s diet. Without adequate minerals in their ration they will not grow, reproduce, or convert feed efficiently.
   - 12:12 mineral blocks will be kept out for all livestock (free choice).
   - 12:12 loose mineral will be made available at certain times of the year at rate of ½ lb./head/week (cattle).
   - Bloat Guard blocks will also be kept out for preventive measure for cattle eating alfalfa hay.

4. Feeders
   Feeders will be utilized for all livestock. The use of feeders keeps feed cleaner and cuts down on the waste dramatically.
   - There are many styles of feeders; the Museum will use the appropriate feeder for each particular animal:
     - Slant bar feeders will be used for beef and dairy cattle.
     - Trough feeders will be used for longhorn cattle, sheep, and goats.
     - V rack feeders for all equines (horses, mules, and burros).

5. Feeding Schedule
   - All livestock will be fed at 7:00 a.m. and 3:30 p.m. 7 days a week, there will be no deviation from this schedule.
   - Museum livestock staff is responsible to feed the animals and there will be no exceptions to this procedure.
Livestock Handling

1. Training and Education
   - There are many skills required to operate a successful livestock operation. These skills become a sense of pride to supervisors and workers and on-the-job training can be very effective. Training of supervisors will be a priority, as they usually become trainers of new employees.

2. NMFRHM farm and livestock staff will have the following training and understanding of animals.
   - When handling livestock the employee will have an understanding of livestock’s flight-zone and point of balance.
   - Proper use of livestock restraining devices (squeeze chutes).
   - Ability to recognize early signs of sick or distressed animals.
   - Diagnose common illnesses.
   - Livestock curator and livestock foreman will be able to administrate medications and perform routine livestock health procedures.
   - Basic nutritional requirements of all classes of livestock.
   - Recognize signs of stress due to environmental conditions and appropriate actions to be taken.

3. Humane Treatment
   - Inhumane treatment or abuse of the Museum’s animals by staff or Museum visitors under any circumstances will not be tolerated.
   - Livestock staff caught mistreating animals by supervisor are subject to documented reprimand on the first offense. If incidents continue, appropriate disciplinary action will be taken up to and including dismissal.
   - Visitors caught teasing or mistreating Museum animals will be asked to leave the livestock area.

4. Safety (Livestock and Visitor)
   - The most important issue for consideration when handling livestock is safety. Livestock are considered to be a domesticated animal, however, working or being around livestock is inherent with risks. It’s important for the entire Museum staff to understand that animals have both instincts and habits known as behavior patterns. These behavioral patterns make animals react to changes in their environment visitors from becoming injured. Many of these instincts are strong and can become potentially dangerous.
   - All Museum staff and volunteers who assist in the livestock area will be trained on these behavioral patterns so they can protect the Museum visitors and livestock from any unnecessary accidents or injuries. This training must be completed annually.
   - Only Museum’s livestock staff will be allowed to handle and work directly with the animals. Knowing these instincts and habits can greatly reduce the risk to handlers and livestock.
**Livestock Housing Facilities**

1. Paddocks will contain the following:
   - Appropriate feeders for the livestock in that particular paddock.
   - Fresh water (free choice).
   - 12-12 mineral block or loose mineral and bloat guard (cattle).
   - Shade structure with at least two solid sides for protection against adverse environmental conditions.
   - Automatic fly sprayers under each shade structure.
   - Insecticide treated rubs.
2. Paddocks will be cleaned at least once a month.
3. Rocky ground and slopes in the paddocks allows for excellent drainage and keeps livestock’s feet trimmed and in good condition.
4. Crusher fines are to be laid down inside each shade structure to give animals a clean and dry area to rest.
5. Barns will contain the following:
   - Pen sizes are according to USDA animal welfare guidelines.
   - Automatic fly control sprayers.
   - Fresh water (free choice).
   - Fresh bedding (sawdust or straw).
   - All pen designs and materials will be built for animal and Museum visitor’s safety.

**Marketing Livestock**

1. According to section 13-6-1 NMSA 1978 (sale of public property), the governing body of the NMFRHM may; dispose of any item of personal property belonging to the Museum and delete the item from its public inventory upon a finding by the Museum that the item(s) is of a current resale value of five thousand dollars ($5,000) or less.
2. According to section 13-6-2 NMSA 1978 any state agency is empowered to sell or otherwise dispose of it’s personal property that has a current resale value of more than five thousand ($5,000). Such sale or disposition must receive the prior approval of the State Budget Division of the Department of Finance and Administration.

**Procedures for Marketing Livestock**

**Animal Guarantees**

- Breeding bulls will be guaranteed sound breeders and semen evaluation certificates from a licensed veterinarian will be provided on each bull.
• Bulls will be guaranteed breeding sound for 6 months. A full refund will be given to buyer of said bull is determined to have become infertile. No refund will be given if the infertility of the bull was caused by inadequate or inhumane treatment. A licensed veterinarian on contract with the Museum will determine this.

• Equines (Horses, Mules, and Burros) will be guaranteed sound for 4 days. Equine guaranteed sound means they can walk and breathe and is not related to breeding capability, unless the animal has been guaranteed to be a sound breeder.

Three methods for marketing livestock will be used by the NMFRHM

1. Private Treaty
   • A fair market value will be placed on a particular animal. Taking into consideration its pedigree, conformation, EPD’s (estimated progeny differences), and animal’s personality.
   • Described animal will be advertised in appropriate publications that will insure the best possible response. The price placed on the animal will be non-negotiable.
   • Method of payment is personal check, cashier’s check, or interdepartmental exchange (Purchase Order). Cash payments will not be accepted under any circumstances.

2. Public Auction
   • Livestock may be sold at public auction.

3. Livestock Broker
   • Livestock, such as sheep, that are difficult to sell private treaty or public auction may be sold to a livestock broker for an agreed upon price.

4. All funds received from livestock sales are turned-over to the Museum’s finance department for deposit into the NM Farm & Ranch Heritage Museum Livestock fund.

Disposal of Dead Animals

• Animals weighing less than 400 lbs. can be taken to the city landfill for a nominal fee.
• A rendering company will dispose of larger animals and equines.
• Upon the death of an animal, Museum staff will make arrangements to pick-up the animal within 24 hours of its death. The animal will be placed out of view from Museum visitors.

Euthanasia of Livestock

Euthanasia is results in a humane death that occurs without pain and suffering. Euthanasia will be administered via injection of the appropriate drug for the particular animal being euthanized.
NMFRHM will euthanize livestock for the following reasons:

- Downer cattle that will not sit up, refuse to eat and drink, and are not responding to medical treatment.
- Severe debilitating pain.
- Compound (open) fracture.
- Spinal injuries.
- Medical conditions for which therapies have been unsuccessful.

Arrangements with a rendering plant will be made before an animal is euthanized, so it will be immediately hauled off.

**Donation of Livestock**

The NMFRHM has a controlled breeding program for all of its livestock. The goal is to produce the best possible representations of each species and breed.

1. The Museum cannot and will not accept donations of livestock from the general public that do not meet the Museum’s mission and specific goals for its controlled breeding program.
   - The Museum’s goals for its breeding program are to produce quality individuals that best represent each particular breed and species. These animals will then be sold back to breeders in the livestock industry.
2. The Museum reserves the right to assess and evaluate all offerings of livestock and refuse the acquisition of these animals if they are found to be undesirable or do not enhance the Museum’s mission.

**Loans of Livestock to the Museum Herd**

All livestock on loan to the Museum must meet the following criteria.

1. **Cattle**
   - Vaccinated for the following:
     - Brucellosis
     - Leptospirosis and Vibriosis
     - 7-way Clostridial diseases
     - IBR, PI3, BVD, BRSV
   - Health certificate from licensed veterinarian.
   - Inspection papers from NM livestock board showing proof of ownership.
   - Signed agreement stating terms and conditions with the Museum.

2. **Equines**
   - Vaccinated for the following:
     - Rhinopneumonitis
     - Influenza
• Encephalomyelitis
• Tetanus
• West Nile
• Negative coggins test with current health papers from a veterinarian
  Inspection papers from NM Livestock Board showing proof of ownership.
  Signed agreement stating terms and conditions with the Museum.

3. Sheep and Goats
   - Vaccinated for the following:
   • 7-way Clostridial Diseases
   • Leptospirosis and Vibriosis
   - Health certificate from licensed veterinarian.
   - Inspection papers from NM Livestock Board showing proof of ownership.
   - Signed agreement stating terms and conditions with the Museum.

**Inventory and Documentation of Museum Herd**

An inventory will be kept on all livestock at the NMFRHM. This inventory list will be in a state of constant change with the buying and selling of livestock and the offspring of these animals that are produced every year.

Documentation will consist of 3 methods:
1. Cattle Max software will be used for all cattle records and registration papers.
2. Computer files will be kept on all classes of livestock.
3. Hard files will also be kept on all classes of livestock.

**Emergency Procedures**

The following are procedures for the NMFRHM to ensure the welfare of the Museum’s animals when emergencies occur.

• At least one member of the Farm and Livestock Department Staff will be present on the Museum grounds at all times during business hours, without exception.
• Arrangements will be made by the livestock curator to care for animals during the weekends, holidays, unexpected absences, and scheduled holiday leaves.
• A member of the Farm and Livestock Staff will be on call 24 hours a day, 7 days a week, for any emergency.
• The livestock curator will contact a veterinarian immediately in the event of disease outbreak in livestock.
• After hours emergency phone numbers are posted below. Contact the livestock manager first. If he cannot be reached go to the next person on the list. Phone numbers will be found in the Duty Officer Handbook kept at the Administration Desk and in the Disaster Plan and Procedures notebook.
In Case of Disaster

Fire or Flood
In the event of fire or flooding, livestock would be turned loose by Museum staff. There is a perimeter fence surrounding the Museum property so this is a feasible approach. (See building maps for location of fire extinguishers and exits.)

High Winds, Tornado, Severe Storm
In the event of high winds, tornados, bad storms, the livestock would remain in their pens where they have shelter.

Summary
Emergency procedures are very simple with a livestock department staff member on call 24 hours a day, 7 days a week; someone can always be reached.

The policies, procedures, and guidelines for the NMFRHM will change periodically with the Museum’s growth. Management programs and policies will be science based. The Museum has a commitment to the proper care and humane treatment and handling of livestock.

Code of Ethics Related to Collecting and the Museum’s Collections
Board of Trustees members, Museum staff members and Museum volunteers who collect artifacts, fine art, literary and archival material in the same general categories collected by the Museum must adhere to the following guidelines:

A. Trustees, staff and volunteers must observe the highest ethical standards relating to their personal collections.

B. Trustees, staff and volunteers must never attempt knowingly to acquire an object in competition with the Museum or use his/her position with the Museum for personal gain. Trustees, staff and volunteers who collect should be aware of the Museum’s collection objectives and should, when possible, consider informing the Museum of the availability of an object that might be appropriate for the Permanent Collection when such an object will be available. However, if the Museum elects not to acquire the object, it may be acquired by a Trustee, staff member, or volunteer.

C. Trustees, staff members, and Museum volunteers may not purchase objects deaccessioned by the Museum unless these objects are offered at public sale or auction. Trustees, staff, and volunteers may not trade an object from his/her personal collection for an object in the Museum’s Permanent Collection. The Museum will not
purchase objects from Trustees, staff or volunteers unless the purchase has been approved in advance by the Board of Trustees.

D. Trustees, staff members, and Museum volunteers may not store objects from their personal collection in the Museum’s collections storage area or library.

E. Trustees, staff, or volunteers lending objects for an exhibition in the Museum, or for a Museum publication, must remain anonymous as lenders.

F. Trustees, staff, and volunteers who plan to sell all or part of a personal collection (similar to that collected by the Museum) should first consider offering the items to the Museum as a gift or purchase. All such offers shall be documented.

G. Relatives of Trustees, staff members and volunteers must not engage in any transaction on behalf of the Trustee, staff member, or volunteer which is prohibited by these guidelines.
Addendum A
New Mexico Farm & Ranch Heritage Museum
ARGUS Collection Management System
BACKUP POLICY AND PROCEDURE
August, 2008

Purpose

To provide continuity for the ARGUS Collections Management system software and services that comply with the State of New Mexico Department of Cultural Affairs IT Department backup requirements, as implemented by the Chief Information Officer.

Overview

Creating a backup of data on media that can be safely stored both onsite, and at an offsite location, is essential to the data recovery operation in the event of loss or corruption of the ARGUS database on the server, on which the data resides. A clear, defined, documented backup strategy implemented and followed by the IT Network Administrator and the Collections Management departments should ensure that routine data backup processes and procedures are in place at all times. This policy includes, but is not limited to, the backups for all files, records, images, and voice or video files that may contain New Mexico Farm and Ranch Heritage Museum critical collections information.

The ARGUS Collection Management database contains valuable information regarding the Museum’s permanent and education collections including donor and loan information, provenience, cataloged historical data, updated condition reports and locations and images. This information is irreplaceable and its reconstruction to whatever degree would be extremely costly in terms of time, money, and human resources.

Policy

It shall be the policy of the New Mexico Farm and Ranch Heritage Museum that appropriate measures will be taken to ensure the protection of, and continued availability of all information resources specifically related to the ARGUS Collections Management System software. To ensure the continued availability of critical information, the following data backup procedures shall be implemented and followed:

- Data backup procedures and the testing of those procedures will be performed simultaneously and weekly on Friday, beginning at 11:00AM. These actions are needed to create and maintain retrievable copies commensurate with data value and associated risk to the management and stewardship of the collections. Testing of backup procedures will note the increase, if any, in incremental data. The IT Network Administrator will be accountable and responsible for these procedures.

- The IT Administrator will maintain a log, indicating date and time, of the weekly backup procedure and the testing procedure.
• The Collections Department will not enter data into ARGUS for thirty minutes (11:00AM to 11:30AM) during the performance of weekly (every Friday) backup and testing procedures.

• Backup media will be stored in a physically secure environment on-site on the IT administrator’s computer. Images will be backed-up onsite in the same area as the ARGUS database (or as hardware becomes available, on an external hard drive).

• Offsite storage for backed-up ARGUS data and images will be in a physically secure environment in Santa Fe on a shared drive. The primary contact person in Santa Fe for routine or emergency inquiries will be the Chief Information Officer (505-827-3993)

• ARGUS Collections Management System software and services are provided only through Questor Systems, Inc., 3878 Carson Street, Suite 218, Torrance, California 90503; telephone 310-316-9500; email www.Questorsys.com; inquiries should be made to client services or tech support.

• A protocol for communicating problems and concerns between the onsite IT Administrator and the Collections Department will be followed.
  1. The Collections Department staff will consult with the onsite IT Administrator first when questions arise or problems are identified with the ARGUS Collections Management software.
  2. If the on-site IT Administrator is unable to assist, off-site help should be sought. Regardless of which department initiates the action to contact outside assistance, the information (who was contacted and why, and what was recommended) must be communicated with the other department (IT or Collections).

Accountability

Violations of this policy are subject to disciplinary action by the Division Director or direct supervisors.
Addendum B

New Mexico Farm and Ranch Heritage Museum
Issues in Celebratory Statements & Exhibitions that give Special Recognition to Individuals or Special Interest Groups
August, 2008

A Policy Statement

The Museum Purpose and Mission

The legislation that created the New Mexico Farm and Ranch Heritage Museum describes the Museum’s mission to:

“…collect, preserve study and display material representative of the farming and ranching of the state and region and develop and maintain exhibits and programs of an educational nature for the benefit of the citizens of New Mexico and visitors to the state.”

Building on this intent, the interpretive philosophy and goals of the Museum, as stated in the Master Interpretive Plan (February 2006), encourage visitors to explore agriculture (farming, ranching, and rural life). Those stated goals are to:

• Promote understanding and appreciation for the history and science of New Mexico agriculture.
• Go beyond providing information to reveal meanings.
• Inspire and provoke people to acquire new knowledge.
• Present all topics in a balanced and objective manner.

To accomplish these goals, acquisitions for collections, exhibition topics and interpretive programming must support the Museum’s mission. The most critical point of understanding of the Museum’s interpretive significance is defined in the first sentence of the Museum’s mission statement:

The Museum connects the present generation to the history of farming and ranching in New Mexico, inspiring a deeper appreciation and understanding of the state’s rich heritage. The Museum accomplishes this by providing exhibitions and programs that enable its users to understand and learn from the past in ways that enrich their present lives and help them shape a better future.

The word “heritage” in the Museum’s name or in its mission statement does not imply that the Museum is dedicated to a purely celebratory purpose or that it serves as a hall of fame to honor individuals or organizations.” Rather, heritage is inextricably linked to history and the Museum exists to interpret New Mexico’s agricultural history and
The Museum has a variety of groups for whom its educational programs are intended. These include the multiple cultures that have shaped New Mexico’s agricultural past, present, and future as well as the current residents and visitors from beyond our borders. The Museum’s educational programs and exhibition topics are intended to appeal to people from all walks of life including those from urban as well as rural backgrounds. The Museum has, and will continue to make connections to individuals and families throughout the state, to schools and community groups, and to academic and agricultural groups. The Museum recognizes the important role that all of these entities play in our collective contemporary life and their interest in sharing their history and their personal and/or group heritage. However, the credibility of the Museum depends on its ability to give equal weight in its exhibits and educational programs to the expectations and needs of all its constituents. Exhibits and programs will be viewed by all visitors and must attempt to be unbiased while still portraying New Mexico’s unique multicultural diversity.

Exhibit content will be grounded in three central themes---farming, ranching, and rural life. New Mexico’s agriculture history is one of great time depth, historical complexity and cultural diversity. The broad nature of this history assures that every subject, time period, and story cannot be covered in the Museum’s long-term “permanent” exhibits. These exhibits constitute the core of the Museum experience for visitors. Temporary exhibits, lectures, demonstrations, and programs are a means of addressing gaps in the interpretive content covered by long-term exhibits.

Recognition of Individuals and Special Interest Groups

Even while striving to be even handed, it is recognized that special interest groups and notable individuals are an important Museum constituency and their involvement in the Museum is welcomed. The following procedures provide a structure within which this constituency may be recognized.

1. Celebratory or honorific exhibits focusing on individuals or particular groups can be proposed by organizations outside the Museum. Exhibit concepts and objects that are offered the Museum for the sole purpose to recognize an individual or special interest group will be evaluated by the Museum’s Project Review Committee and accepted, or not, for exhibition by the Chief Curator and Museum Director.

2. All celebratory exhibits shall strive to enhance and reflect the mission and interpretive goals of the Museum as stated in the first three paragraphs of this Policy and in other Museum Board sanctioned Museum policies.

3. Exhibits conceived by private individuals or special interest groups will be considered for use as short-term (3-4 months) temporary exhibits by the Museum. Their
purpose must be educational and their content historical. The Museum and its curatorial staff will develop the exhibit and accommodate special requests and wishes to the extent that this is possible given other practical and mission related considerations.

4. To facilitate the planning and development of a temporary exhibit, the Museum will maintain a dialogue with respective individuals or designated representative(s). The point of contact at the Museum will be the Chief Curator.

5. The Museum will specify the exhibit area for temporary exhibits that feature notable individuals or special interest groups. In practice this is the location identified as the south corridor inside the Bruce King Building.

6. The terms by which the Museum receives materials and objects used in temporary exhibits will be those identified in the Museum’s acquisition and collection management policy. Gifts of materials and objects will be curated and used in the manner the Museum chooses. Loans (temporary custody) of materials and objects will be accepted only for exhibit purposes and will be returned to the lender at the time of the closing of the exhibit or earlier if the objects are not used for the temporary exhibit.

7. Individuals and special interest groups that make monetary contributions to the Museum or in support of an educational exhibit or program will be recognized in donor panels or printed material but not in the body of the interpretive text and imagery in exhibition areas.