SAMPLE DOCUMENT

Type of Document: Collections Management Policy

Date: 2006

Museum Name: William Hammond Mathers Museum

Type: Natural History

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

Budget Year: 2009

Governance Type: College/University

Accredited: 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: Policy Committee of the Museum, Conservation Policy, Public Education of Preservation Practices, Personal Collecting

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

The table of contents makes this document easy to use.

USE STATEMENT & COPYRIGHT NOTICE

The AAM Information Center has provided this sample document. It serves as an example of how one museum addresses a particular issue. Museums should compose original materials based on their unique circumstances. Any document produced by the recipient should not substantially use the contents of this sample as the basis.

Materials in the AAM Information Center are provided "as is," without any guarantee or warranty of any kind, expressed or implied.

NOTICE CONCERNING COPYRIGHT RESTRICTIONS

Under certain conditions specified in the copyright law of the United States (Title 17, United States Code), libraries and archives may furnish a photocopy or other reproduction. The photocopy or reproduction may not be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.
Mathers Museum Collections Policies

Approved:
January 27, 2006

Pravina Shukla, Chairperson

Geoffrey Conrad, Director
Introduction

The William Hammond Mathers Museum, which replaces the former Indiana University Museum (established July 1963), was dedicated on April 21, 1983. The new Museum was made possible through the generosity of Dr. Frank C. Mathers, distinguished member of the chemistry faculty at Indiana University from 1907 to 1950, and is named in memory of his son, William Hammond Mathers, who died shortly after graduating from the University in 1938.

Statement of Purpose

The William Hammond Mathers Museum is Indiana University’s museum of world cultures. Through its collections, exhibits, and programs, the Museum is dedicated to preserving and promoting knowledge of the world’s cultures, past and present. In all of its activities, the Museum strives to further its audiences’ understanding of both the diversity of the world’s specific cultures and the underlying unity of culture as a human phenomenon.

Mission Statement

The William Hammond Mathers Museum fosters Indiana University’s role as a public educational and research institution by holding specialized collections of material culture in trust. Proper use of these collections is the core of the Museum’s mission, which may be described in terms of preservation, research, and communication.

To preserve knowledge of the world’s cultural heritage, the Museum acquires and conserves collections of material culture. The Museum acquires only collections that serve its stated purpose. The Museum strives to meet the highest standards of conservation in maintaining its collections, so that they may be preserved for future generations. The Museum applies the same standard of stewardship to the documentation of the objects in its collections and seeks constantly to expand and improve that documentation.

The Museum’s collections are available to scholars, students, and interested members of the public for research. The Museum also emphasizes two other aspects of its research mission. First, the Museum trains students to conduct research on material culture, so that knowledge and understanding of the world’s cultural heritage may be enhanced in future generations. Second, the Museum is committed to improving informal education by making its exhibits and programs available to faculty and students doing research on methods and results of informal education.

The Museum’s communication mission is three-fold. First, through exhibits and educational programming the Museum provides audiences of diverse ages and backgrounds with opportunities for informal, non-classroom education about the world’s cultural heritage. Second, the Museum enhances classroom teaching, both at Indiana University and in other Indiana schools at all levels. To achieve this end, when the prerequisite of conservation has been met, the Museum makes it collections available for course work, along with the expertise of its staff. Third, the Museum helps train students for careers in museums by providing classes in museum studies and other opportunities for experience in museum work.
In all activities, the Museum serves its diverse audiences by providing educational experiences that meet the highest standards of scholarship and, within the Museum’s means, the highest attainable standards of presentation. In turn, the Museum serves Indiana University by making the university’s research and reaching about the world’s cultures accessible to the broadest possible audience.

Statement of Authority

The William Hammond Mathers Museum is organized as a unit within the Office of the Vice Provost for Research. The Director of the Museum reports directly to the Vice Provost for Research, and through the Vice Provost to the Provost and Vice President for Academic Affairs for the Bloomington Campus, the University President, and the Board of Trustees (in that order). In turn, the Board of Trustees has delegated authority for the day to day operations of the Museum through the University President, the Provost and Vice President for Academic Affairs for the Bloomington Campus, the Vice Provost for Research, and the Director of the Museum. This delegation of authority follows the organizational structure described in the Academic Handbook of Indiana University.

The Director is the chief operating officer of the Museum, and is responsible for the operation of the Museum’s programs, the development and maintenance of the Museum’s collections, the needs of the building, and the security of the Museum. In matters of policy making the Director shares responsibility with the Policy Committee of the Museum, but bears the ultimate authority and responsibility for the implementation of the Museum’s policies. The Director serves as an ex officio member on all subcommittees of the Policy Committee.

The Policy Committee is a consulting group established to assist the Director in formulating policies for the Museum. The Policy Committee and its Chairperson are appointed bi-annually by the Vice President for Research.

The Policy Committee consists of voting and ex officio members. It shall have no fewer than six (6) voting members, appointed from the general community and departments, programs, and other units of Indiana University whose work is related to that of the Museum. The voting members of the policy Committee do not represent specific constituencies. Instead, they should address themselves individually, to the best of their judgments and abilities, to the larger needs and goals of the Museum.

The number of ex officio members should not exceed the number of voting members. The ex officio members should include the Director of the Museum, one other Staff member selected by the Director, and a representative of the Office of the Vice President for Research. Ex officio members do not vote except under the circumstances described below.

The Chairperson of the Policy Committee is appointed from the voting members. The Chairperson presides at the Committee’s meetings.
The total membership of the Policy Committee is involved in all discussions, but it is the charge of the voting members to vote upon recommendations concerning the policies of the Museum. Policy drafts are prepared by the Director of the Museum, with input by the Museum staff, and submitted to the Policy Committee for discussion and voting. All policies or subsequent amendments must be approved by the Policy Committee according to the voting procedure described below.

The presence of two-thirds (2/3) of the voting members of the Policy Committee shall constitute a quorum on all matters. Proxy votes are not permitted. If a quorum exists, a simple majority of voting members shall effect a decisive vote. In the case of a tie vote, the Director of the Museum shall cast the deciding vote. The Director of the Museum shall also have the power to veto any decision made by the voting members. The Director’s veto can be overruled by a vote of four-fifths (4/5) to the combined voting and ex officio membership (excluding the Director in this case). Records of all votes and decisions of the Policy Committee shall be maintained by the Museum. A copy of the approved policy or amendment shall be sent to the Office of the Vice President for Research, to which the Museum reports.

An exception to holding votes during Policy Committee meetings is made for voting on materials submitted for deaccessioning. Approval for deaccessioning materials may be sought via mail, with lists of proposed items and the reason for seeking their deaccession provided to all Policy Committee members. Votes are cast by way of paper ballots, with deadlines specified for their return to the museum. A simple majority of votes cast at the time of the deadline will determine the decision. As with other votes, the Director of the Museum shall cast the deciding vote, and can veto deaccession decisions. Overrule of the Director’s veto of a deaccession decision may be made at the next meeting of the Policy Committee.

Definition of Collections

The William Hammond Mathers Museum holds five collections within the institution. These are the Permanent Collection, the School Loan Collection, the Conservation Collection, the Library Collection, and the Exhibit Prop Collection.

The Permanent Collection consists of objects that have been acquired by the Museum for preservation, study, exhibition, and programming purposes in fulfillment of the Museum’s Statement of Purpose. The highest degree of care and documentation is given to the objects, and the highest degree of accountability is attached to the collection. Only those objects deemed suitable for acquisition into the Museum’s Permanent Collection are accessioned and curated.

The School Loan Collection consists of materials that have been acquired for use in the Museum’s hands-on education programming. These materials are non-accessioned and non-curated, but records are kept of acquisition and use of School Loan objects. Items designated as School Loan Collection materials are not subject to the collections management policies as set forth in this document.
The Conservation Collection consists of materials that have been acquired for use in the Museum’s Conservation Laboratory for research and experimentation into conservation methods and techniques. These materials are non-accessioned and non-curated, but records are kept of acquisition and use of Conservation Collection materials. Items designated as Conservation Collection materials are not subject to the collections management policies as set forth in this document.

The Library Collection consists of materials that have been acquired for use in the Museum’s Library for research and study by Museum staff, students, and visitors. These materials are non-accessioned and non-curated, but records are kept of acquisition and use of Library materials. Items designated as Library Collection materials are not subject to the collections management policies as set forth in this document.

The Exhibit Prop Collection consists of materials that have been acquired for use in the Museum’s Exhibition Program. These materials are non-accessioned and non-curated, but records are kept of acquisition and use of Exhibit Props. Items designated as Exhibit Props are not subject to the collections management policies as set forth in this document.

Scope of the Permanent Collections

As noted in the Statement of Purpose, the William Hammond Mathers Museum is dedicated to the preservation and promotion of knowledge of the world’s cultures, and the Museum undertakes this mission by developing appropriate Permanent Collections of material culture.

Culture is a set of shared understandings about the world and how to get things done in it. It is both shaped by and shapes history and values, and is learned and shared within a social context. Cultural activities reflect social, economic, political, and religious understandings as well as aesthetic and artistic concepts. Cultural processes, revealed through cross-cultural analysis, are patterns of human behavior that transcend specific times and places, such as mechanisms of cultural change in response to internal or external influences.

Material culture is the durable, physical manifestation of cultural activities and, ultimately, cultural processes. The study of material culture thus focuses on the roles of material culture in the course of cultural activity, and includes the technical, social, and symbolic dimensions of manufacture and use.

The goal of the Mathers Museum is to develop a comprehensive reflection of these material culture dimensions through collections development and research, with especial attention to obtaining well-documented material whose value can be enhanced through library research and consultation with experts. Although the Museum is interested in culture as a universal human dimension, in practice, our focus is narrowed to various material cultural forms and geographical areas, and to material illustrative of cultural processes of adaptation and change.
Material culture forms include comparative collections of musical instruments, textiles, beadwork, and tools for craft production. Geographical strengths include the Americas, with material from both Native American and immigrant American communities; West Africa and Central Africa; the Asian subcontinent; and the Pacific Basin. Each of these area-specific collections contain materials reflecting cultural adaptation to environmental and social change.

Collecting Policy

Artifacts acquired for the Permanent Collections must fall within the scope of the Museum’s Statement of Purpose, and reflect the needs and interests of Indiana University and the general community the Museum serves. Artifacts should be of sufficient quality, condition, and possess physical and documentary integrity to ensure their use in on-going study, research, teaching, and exhibit programs. The museum may decline artifacts if it is determined that the museum cannot properly provide for their care.

Since Indiana University, Bloomington, maintains the IU Art Museum, the Elizabeth Sage Costume Collection, the Wylie House, the Archives of Traditional Music, the Glenn Black Laboratory of Archaeology, the Lilly Library, and other collection-holding units, the William Hammond Mathers Museum avoids acquiring artifacts that are more appropriate to other such units on campus. The Museum must also carefully consider the current collecting policies of sister institutions such as the Monroe County History Center and other non-campus institutions, to avoid duplication of effort.

The Museum gives high priority to acquiring systematic, well-documented sets of artifacts that fall within the scope of its Statement of Purpose. Documented individual artifacts that fill a gap in existing collections have a lower priority. The Museum does not normally seek to acquire undocumented artifacts for its collections. Beyond the necessity to provide financial records of purchases and the documentation of an artifact’s origins and uses, it is of absolute necessity to document the selection process by which an artifact comes into the Museum. Once that train is broken, it cannot be reconstructed. Therefore, purchase from third party dealers is to be avoided.

Understanding that not all cultural artifacts are the product of expert artists, the Mathers Museum seeks demonstrable “typicality,” rather than focusing exclusively on “fine art” quality. Objects which have been used, repaired, or modified are especially useful in fulfilling the Statement of Purpose, as are items which document processual developmental trends and experimental variations.

Collection priorities for the Mathers Museum are to build upon the strengths of the Permanent Collections discussed under “Scope of the Permanent Collections,” with an emphasis on materials which demonstrate cultural processes, including change and adaptation in response to the global realities of the twenty-first century.
Temporary Custody Policy

The Mathers Museum accepts temporary custody of artifacts primarily for acquisition consideration, but also for other activities, including identification, research, and conservation review.

Legal Considerations
Bailment is established when the Museum accepts temporary custody of artifacts for acquisition consideration, and therefore, the same care given its own collections will be extended to artifacts that fall into this category. Objects on premises for identification or other activities that do not evoke bailment will receive care, but will not be insured by the Museum.

Museum staff members are prohibited from authenticating and/or providing appraisals.

Acquisition Policy

The William Hammond Mathers Museum acquires objects for its Permanent Collection through gifts, transfers, and purchases. Such acquisitions are governed by the policies set forth below.

Priorities
Acquisitions shall be in accordance with the Museum’s Statement of Purpose and Collecting Policy. Each object/collection under consideration for acquisition must be further evaluated with regards to condition, duplication of existing collections, and associated costs. Each of these factors may be cause for declining the offered materials.

Legal Considerations
The acquisition of museum objects is subject to certain international, federal, and state laws. The Museum will decline any potential purchases, gifts, or transfers offered in violation of such laws. In addition, the Museum will not attempt to acquire any object or collection to which legal title is in doubt.

Restrictions on Use
Vendors and donors occasionally wish to place restrictions on the subsequent use of objects acquired for the Permanent Collection. In the case of objects offered for acquisition by purchase, such restrictions are not acceptable. The Museum will not purchase any object on which the vendor has placed restrictions as to use.

In the case of objects offered as gifts or transfers, such restrictions may or may not be acceptable, depending upon their nature. The following types of restrictions cannot be accepted under any circumstances.

a. The Museum cannot guarantee that any object(s) acquired as a gift or transfer will be retained in perpetuity as part of the Permanent Collection. In accepting any gift, the Museum reserves the right to deaccession the object(s) so acquired should it see fit to do so in the future. Potential
donors shall be notified of these terms at the time of initial approach and shall sign a Gift Agreement certifying their awareness of and agreement to these terms before the gift can be accepted.

b. The Museum cannot agree to place an object permanently on exhibit.

c. Museum cannot agree to any restriction that would alter the appearance or integrity of an object. For example, the Museum cannot agree to affix a plaque or other permanent label bearing the donor’s name to an object.

Documentation Policy

All objects taken into possession of the Museum, even temporarily, are tracked by means of a numbered receipting system. In addition to this primary tracking system, all artifacts acquired for the Permanent Collection, whether obtained by purchase, transfer, or as gifts, shall have both paper and electronic records created and maintained. Maintenance of records includes noting physical disposition of objects. Documentation of objects deaccessioned by the Museum is retained and updated as appropriate.

Ideally, “documentation” consists of several kinds of documents. The first are the legal documents establishing the Mathers Museum’s title to the artifact (Gift Agreement, Transfer of Title) and its accompanying rights (License of Copyright). Artifacts accepted into the Mathers Museum collections should have documentation concerning the cultural, social, or economic context within which the artifact was collected or acquired by the donor; lack of such documentation can be grounds for declining an acquisition. In addition, it would be preferred that accompanying documentation include the cultural context of use, native name, locale, maker, etc. These can include photographs of the artifact in use.

Conservation Policy

The Mathers Museum houses an original collection of largely irreplaceable artifacts. Conservation seeks to preserve the physical and chemical substrate in its original form, or at its present level of stability. The objective of such effort is to foster intellectual research into the actual object, and to preserve the collection for posterity.

The Mathers Museum adheres to and functions within the framework of the Code of Ethics and Standards of Practice of the American Institute for the Conservation of Historic and Artistic Works. The Museum specifically affirms those concepts itemized in part I section II, including: respect for the integrity of the object, adoption of a single standard, establishing the suitability of treatment, and maintaining the principle of reversibility.

The Mathers Museum preserves artifacts as physical evidence of cultural history. Conservation is consequently oriented towards the meaning of the artifact as a whole; its original cultural context, artistic intent, evidence of use and change, and physical condition.
The Mathers Museum keeps abreast of current research in conservation, maintains an active dialogue with conservation professionals, and works to keep its standards of practice current.

Conservation proceeds via preventive care, remedial treatments, and public education.

**Preventive Care**
The Museum seeks first and foremost to do no harm to the collection, and to provide a safe haven. To this end the provision of a stable environment should take precedence. However, the fulfillment of our commitment to the collection requires equal effort in all of the following areas.

a. The Museum provides a stable environment for the collection at all times and in all situations.

b. The Museum handles the collection safely and responsibly.

c. The Museum provides safe and secure storage for the collection in all situations, temporary and permanent.

d. The Museum ensures that new acquisitions do not threaten the existing collection.

e. The Museum seeks to ensure that safe and stable conditions will be provided for outgoing loans.

f. The Museum ensures that Museum activities do not jeopardize the collection.

**Remedial Treatments**
In addition to preventing deterioration, the Museum acts to intervene with the artifacts in the collection to stabilize an existing condition, repair damage, or restore an artifact to a previous condition, within cultural guidelines. Treatment decisions are guided by the following considerations:

a. The actual condition of the artifact in need

b. The priority of the artifact in need, with regard to curatorial and educational objective of the Museum

c. Current understanding in the field of conservation of the meaning and value of restorative treatments of ethnographic artifacts

d. The capacity of treatment to stabilize the problem and preserve the artifact

e. The resources to provide treatment, and maintain consequential needs that may result from treatment
Public Education
In addition to work on its own collection, the Mathers Museum also seeks to represent, foster, and promote preservation in the community at large. It is the role of the Mathers Museum to communicate the need for preservation in the community, and demonstrate methods. Maintaining the collection according to conservation standards at all times has the automatic consequence of raising public awareness of preservation issues. The Museum may offer preservation workshops, sell archival supplies in the Museum Store, and offer its facilities for use in the preservation of external collections. However, the Museum acknowledges that these activities must be carefully and cautiously approached. The Mathers Museum does not endorse specific uses of archival materials sold in the Museum Store, or specific applications or training received on its premises.

Access Policy

Access to Materials on Display
The Museum’s exhibit area is open to the university community and the general public on a regular schedule and is therefore subject to few restrictions on access. The Museum reserves the right to deny access to anyone behaving in an unruly or menacing manner or whose actions threaten the safety of the objects on exhibit.

Access to Materials Stored in Non-Public Areas
The Museum’s responsibility to maintain its collections and records in a secure, orderly manner decrees that the Collections Storage Area and the Collections Workroom should not be open to the public. However, the Museum also recognizes that individuals who are not members of its staff can have a legitimate need for access to its stored collections and records, and the Museum will consent to requests for proper and appropriate uses of its resources. Proper and appropriate uses are deemed to be those that serve research projects and educational functions (teaching and exhibition), either at Indiana University, Bloomington, or at other institutions. The ultimate responsibility and authority for determining whether any specific request represents proper and appropriate use rests with the Director of the Museum.

Access to non-public areas by Mathers Museum staff and visitors is prioritized as follows:

Class One: Unrestricted Access
Unlimited access via assigned keys/key sign-out to collections areas, remove artifacts from collections area [Permanent Staff]

Class Two: Limited Access
Following training, access to collections area via sign-out key, no removal of artifacts from collections area [Work Study, Practicum Students, Volunteers, Associate Curators, Custodial Staff]

Class Three: Supervised Access
Access to collections area with supervision, approved and supervised handling of artifacts [Researchers-- Note: long-term researchers may receive training to qualify for Class Two access]
Class Four: Restricted Access
Access to collections area with supervision, no handling of artifacts [Visitors, Classes, Tours]

Regulations
In accordance with the foregoing, access to materials in the Collections Storage Area and Collections Workroom is governed by the following regulations:

a. Requests for use of collections must be made in advance and directed to the Curator of Collections, who determines the validity of the request, and develops an appropriate schedule.

b. Priority in usage will be given to Indiana University faculty, staff, and students.

c. Usage of materials in non-public areas will normally be carried out in the Collections Workroom, and is subject to current procedures. The Museum reserves the right to deny access to collections to anyone in violation of said policies and procedures.

d. A copy of the research produced from the use of the collections must be left with the Museum, to be available for reference in the Museum’s Documentation Files.

e. Requests that artifacts be removed temporarily from the Museum for use in other locations are governed by the Museum’s Internal/External Loan policies.

f. Records may be photocopied for research purposes only, following procedures, but original records may not leave the premises.

g. All individuals working in the Museum must wear their identification badge at all times. Non-permanent staff such as work-study students, hourly staff, practicum students, researchers, and volunteers sign out their identification badges at the security desk upon arrival at the Museum. These badges are to be returned to the reception desk at the end of their visit.

Photographic Policy

The Mathers Museum complies with U.S. Copyright Law in its photographic services and activities.

All photographs of the Mathers Museum collections intended for publication will be made by the Mathers Museum Photographer. Exceptions must be approved by the Collections Committee. In the event that an outside photographer is brought in to photograph Mathers Museum collections, any negatives, slides, or digital images so produced shall be the property of the Mathers Museum, and shall be returned to the Mathers Museum upon publication of the work.

Researchers may make photographs of the Mathers Museum collections for personal use, but not for publication.
Borrowing Policy

The Museum occasionally borrows objects or collections from other museums, institutions, or individuals for specific educational purposes. Such loans shall be governed by the following policies.

Terms
The acquisition of museum specimens is subject to certain international, federal, and state laws. The Museum will refrain from borrowing any materials offered in violation of such laws. Furthermore, the Museum will not attempt to borrow any specimen or collection to which legal title is in doubt.

Conditions
The conditions of the loan shall be specified in advance and shall be mutually acceptable to the lender and to the Museum.

Permanent Loans
The Museum does not accept “permanent loans.” All loans shall be for a fixed term that is mutually acceptable to the lender and to the Museum but does not exceed five (5) years. Loans may be renewed, but again only for fixed terms not exceeding five (5) years. As long as the continuation of a loan remains mutually acceptable to the lender and to the Museum, there is no limit on the number of times the loan may be renewed.

Documentation
A permanent record of all loans shall be kept in the Museum’s loan files.

Non-artifactual Loans

A non-artifactual loan is defined as an object loaned to the Museum, where the value of the object to the lender is low enough, and the risk to the Museum and its property is low enough, that the lender and the Museum agree that the loaned object will not receive attention that other artifact loans should, including Museum liability for damage to or loss of loaned object.

Loan Policy

The William Hammond Mathers Museum maintains an Internal Loan Policy for loans to other departments, programs, and institutions at Indiana University, Bloomington, and an External Loan Policy for loans to institutions not affiliated with or located at Indiana University, Bloomington. The Museum reserves the right to withhold loaning privileges for failure to comply with stated policies and procedures.

Internal Loan Policy

The Museum expects and encourages the use of its collections by other departments, programs, and institutions (hereafter “departments”) at Indiana University, Bloomington, and by individuals affiliated with those departments.
a. Priority will be given to internal loans over external loans.

b. Artifacts may be loaned for short-term exhibit or display.

c. Requests for loans may be denied if the artifact(s) in question is scheduled for exhibition, research, or conservation within the Museum, or if the artifact(s) is considered physically unsuitable for handling or transportation, or if the value of the artifact(s) makes removing it from the Museum inadvisable for security reasons, or if the conditions into which the artifact(s) would be brought would be deleterious. The Director of the Museum is the final authority for all loan decisions.

d. A Loan Contract must be completed prior to the release of artifacts for loan. The Loan Contract must be executed with the full knowledge and approval of the chief administrative officer of the borrowing department and must be signed by the chief administrative officer of the borrowing department or by his/her legally authorized agent.

e. The artifact(s) borrowed must not be used for profit-making purposes without a prior written agreement with the Museum. The Museum’s written permission must also be obtained to make photographic copies, reproductions, or casts of the artifact(s), or to use the artifact(s) for research or publication, or to alter or repair the artifact(s) in any way.

f. Unless otherwise stated, all costs incurred in the borrowing of the artifact(s) from the Museum will be borne by the borrowing department. This includes but is not limited to the costs of crating, transportation, and insurance at full value, if applicable.

g. The Museum reserves the right to charge loan fees in addition to the above stated charges. Any loan fees must be paid by the borrowing institution prior to the release of the artifacts.

*External Loan Policy*

Loans will normally be made to permanent, professionally organized institutions such as libraries, universities, non-profit organizations, other museums, etc., or to individuals representing such institutions.

a. Priority will be given to internal loans over external loans.

b. Artifacts may be loaned for short-term exhibit or display.

c. Requests for loans may be denied if the artifact(s) in question is scheduled for exhibition, research, or conservation within the Museum, or if the artifact(s) is considered physically unsuitable for handling or transportation, or if the value of the artifact(s) makes removing the artifact from the Museum inadvisable for security reasons, or if the conditions into which the artifact(s) would be brought would be deleterious. The Director of the Museum is the final authority for all loan decisions.
d. A Loan Contract must be completed prior to the release of artifacts for loan. The Loan Contract must be executed with the full knowledge and approval of the chief administrative officer of the borrowing department and must be signed by the chief administrative officer of the borrowing department or by his/her legally authorized agent.

e. The artifact(s) borrowed must not be used for profit-making purposes without a prior written agreement with the Museum. The Museum’s written permission must also be obtained to make photographic copies, reproductions, or casts of the artifact(s), or to use the artifact(s) for research or publication, or to alter or repair the artifact(s) in any way.

f. All costs incurred in the borrowing of the artifact(s) from the Museum will be borne by the borrowing institution. This includes but is not limited to the costs of crating, transportation, and insurance at full value.

g. The Museum reserves the right to charge loan fees in appropriate cases.

h. Prior to the release of artifact(s) from the premises of the William Hammond Mathers Museum (“Museum”), the borrowing institution must provide proof of purchase of an insurance policy guaranteeing coverage of the artifact(s) under the following conditions.

1. The policy must cover the total value declared by the Museum for each artifact listed on the Loan Contract. This total declared value is the value of the artifact to the Museum; it is based not only on the original purchase price of the artifact, but also on such additional factors as increase in market value, cost of conservation and restoration, the prorated cost of travel and salary for the collector in the field project that obtained the artifact as a piece in a larger collection, and so on. In the event of loss or damage to the artifact while in the care of the borrowing institution, the Museum is not obligated to accept reductions in total declared value from either the borrowing institution or the insurance company.

2. Furthermore, the Museum will not accept adjusted values derived by third parties such as appraisers, since the Museum’s total declared value of an object represents the value of the object for scientific research and not its value as an object for potential sale in a commercial marketplace.

3. The Museum will not accept from a borrowing institution an insurance policy containing automatic monetary deductions or clauses defining types of loss or damage or conditions under which damage occurs that are excluded from compensation.

4. The insurance policy must provide complete coverage of the total declared values of the loaned artifact(s) from the time they leave the premises of the Museum until the time they are returned and officially received by the Museum.
Inventory Policy

A periodic inventory of the permanent collections is of primary importance in maintaining accountability for the Museum’s Permanent Collection. The inventory enables Museum staff to reconcile records and documentation with the artifacts, in order to update and upgrade the written record. The inventory also provides the opportunity for review of the physical integrity of the Museum’s collection.

Security Policy

All collections of the Museum should be secure from vandalism and theft, whether in storage, on exhibit, or on loan to another institution. In addition, the Museum must provide its lenders with assurances of security for objects loaned for exhibition. Other policies and procedures regarding Museum security are contained within the Museum’s Security Statement.

Risk Management Policy

Recognizing the public trust inherently placed in cultural institutions, the Museum has the responsibility to develop, implement, and maintain a disaster preparedness plan. This preparation is essential to recovery from potential hazards, including natural disasters, vandalism, theft, and mechanical system failure.

The plan seeks first to identify, and then eliminate or reduce risks to:

a. the Museum’s visitors and personnel,

b. its permanent collections, and

c. its building

Unclaimed Loans, Abandoned Property, and Objects Found in Collections

Unclaimed loans, abandoned property, and objects found in collections often place the Museum in the difficult situation of holding an object in its collections without bearing title, and thus having no right to care for and claim the object. To that end, the Museum, when it deems it necessary to do so, will employ and abide by the Indiana Abandoned Property Act (IC 32-9-10) to acquire clear and free title to such objects.

Repatriation Policy

Deaccessioning Policy

The Museum’s collections and programs can sometimes be strengthened by the wise and constructive sale, exchange, or donation of previously acquired artifact(s). Accordingly, when it is deemed prudent, the Museum may deaccession artifacts or groups of artifacts (hereafter “artifact”) from its Permanent Collection. Artifacts in the School Loan, Conservation, Library, and Exhibit Prop Collections do not require formal deaccessioning.

Recommendations for deaccessioning shall originate with the Curator of Collections, and shall require approval by the Director before presentation to the Museum Policy Committee. The Policy Committee will review the recommendations and vote to approve or disapprove of the deaccession following the policies outlined in the Statement of Authority.

Selection Criteria
The Curator of Collections shall recommend deaccessioning based on the following selection criteria:

a. Artifacts may be deaccessioned from the Permanent Collection if they are deemed to be irrelevant or are inappropriate to the Museum’s Statement of Purpose.

b. Artifacts may be deaccessioned from the Permanent Collection if they are deemed to be unauthentic.

c. Artifacts may be deaccessioned if they are not of sufficient quality to be held in the Permanent Collection.

d. Artifacts may be deaccessioned if they are too poorly documented to serve the Museum’s Statement of Purpose.

f. Artifacts may be deaccessioned if the artifacts are determined to be in poor or hazardous condition, and/or the costs or repair or stabilization exceed the value of the artifact.

g. Artifacts may be deaccessioned in accordance with conditions set forth by the Native American Graves Protection And Repatriation Act or other such laws and legal instruments which nullify the Museum’s title to the artifact.

Restrictions on Artifacts
Documentation of all recommended artifacts must be reviewed to determine whether there are any restrictions placed on the artifact. These restrictions shall be noted by the Curator of Collections in making the recommendation.

Documentation
Accession files shall be maintained for deaccessioned artifacts.
Disposal Policy

The process of disposal of deaccessioned objects is separate and distinct from the deaccessioning review. There are various methods of disposal of artifacts deaccessioned from the Permanent Collection. The Museum may consider transfer to other collections within the Museum; transfer to other units on campus; discard; public auction; consignment; trade; exchange; and negotiated transaction with other public institutions. The Museum reviews each artifact and its context to determine the most appropriate method of disposal. Regardless of the method chosen, all deaccessions are governed by the following conditions. Disposal date and method will be recorded in the permanent record for the artifact(s).

Staff Prohibition
Deaccessioned artifacts may not be acquired in any manner whatsoever by members of the Museum staff, members of the Policy Committee, other persons affiliated with the Museum, or third parties acting in their interests.

Prohibition on Museum Store Sales
Artifacts approved for deaccessioning may not be sold through any store established by the Museum.

Museum Name and Auction
On the recommendation of the Director, the Policy Committee shall determine whether or not the Museum’s name is to be associated with the sale of an artifact.

Use of the Proceeds
Proceeds from deaccessioning shall not be used for any purpose other than the support of the Museum’s Collections. The Director of the Museum shall have the final authority and responsibility for determining the proper use of proceeds from deaccessioning.

Code of Ethics

As an institution, the Museum subscribes to the Code of Ethics for Museums established by the American Association of Museums. To expand upon that code and elaborate specific practices and responsibilities, the Museum also maintains its own Code of Ethics.

The following Code of Ethics is meant to apply to all members of the Museum staff. Certain provisions also apply to members of the Policy Committee. Persons affiliated with the Museum should not use, or appear to use, that affiliation with the Museum to further personal interests.

In addition to the general considerations listed below, members of the Museum staff should abide by the specific Codes of Ethics established for their individual professions by the American Association of Museums, the American Institute of Conservation, or other professional organizations.
**Museum Personnel and Museum Collections**

a. Museum staff must abide by all policies of the Museum. Staff members are specifically reminded that they must never purchase, even at public auction, objects deaccessioned from the Museum’s collections. Members of the Policy Committee must never purchase, even at public auction, objects approved for deaccessioning during their terms of service, no matter when such objects are actually deaccessioned.

b. In recommending objects for acquisition, Museum staff should not attempt to overstock the collections with objects that fit their personal interests.

c. Museum staff may prepare appraisals only for internal use at the Museum and, with the approval of the Museum, for insurance purposes in dealing with other nonprofit institutions.

d. Museum staff should carefully evaluate proposals to replicate objects from the collections for commercial use. The safety of the original object must not be threatened; inaccurate copies and inappropriate uses must be forbidden. To the extent possible, a replica should be marked as such, and the Museum should be identified as the source of the original object, in as permanent a manner as possible.

**Personal Activities**

a. In all activities and statements involving matters related to the Museum, Museum staff must specify whether they are acting or speaking for the Museum or for themselves as individuals. They must not represent, or appear to represent, the Museum without permission to do so.

b. As employees of Indiana University, Museum staff are bound by the conflict of interest regulations of Indiana University and the State of Indiana. In addition, Museum staff must avoid activities that favor outside or personal interests over those of the Museum. Critical areas where Museum staff must avoid conflicts of interest are personal collecting, dealing, gifts and discounts, and outside employment and consulting. In all such areas, the open and frank disclosure by Museum staff of all private holdings and transactions is essential.

c. Personal collecting, while not expressly forbidden by the Museum, requires careful attention to ethical concerns. Museum staff who collect privately must adhere to the following guidelines. Family inheritances and collections outside the Museum’s fields of interest are exempt from such guidelines.

1. Museum staff who collect privately should provide the Museum with an inventory of their collections as soon after the time of their employment or appointment as is feasible. This inventory should be updated annually.

2. Persons affiliated with the Museum must never compete with the Museum for the acquisition of an object. Museum staff must give the Museum first option to acquire at the purchase price, an object that they have purchased before adding it to their personal collection.

3. Again, persons affiliated with the Museum must not purchase objects deaccessioned from the Museum’s collections. Likewise, they must not trade objects from their personal collections for objects from the Museum’s collections.
4. Museum staff should not store personal collections on Museum property or research or conserve their personal collections on Museum time without the permission of the Museum.

5. Museum staff who decide to dispose of part or all of their personal collections by sale should first offer the objects in question to the Museum at fair market value. If the Museum declines the offer, the nature of any subsequent transactions should be reported in writing to the Museum.

6. Neither relatives nor friends should engage in third party transactions on behalf of Museum staff that are not in accordance with the principles stated above.

d. There is a distinct difference between dealing (buying and selling for personal profit) and occasional sales to upgrade a personal collection. To avoid conflicting loyalties, Museum staff must not become involved in dealing. Museum staff must not act as dealers, be employed by a dealer, or retain an interest in a dealership. No person who acts as a dealer, is employed by a dealer, or retains an interest in a dealership will be allowed to serve as a member of the Policy Committee.

e. In the case of objects relevant to the Museum’s collections, Museum staff should normally avoid accepting gifts from individuals who are also donors to the Museum. However, when the donor is a relative or close personal friend, Museum staff may accept such gifts but must submit a record of the transaction to the Museum. Museum staff must not accept personal discounts from a dealer if the Museum also does business with that dealer.

f. As employees of Indiana University, Museum staff are bound by the University’s policies on outside employment and consulting. In addition, no person affiliated with the Museum may draw upon any of the Museum’s resources when involved in outside employment or consulting, except with the permission of the Museum.

Museum Staff and Museum Management Policy

a. Museum staff should work in full support of and cooperation with one another. In the event of problems or disputes, Museum staff must make every effort to work within the institutional framework of the Museum and Indiana University. If any member of the Museum’s staff has a grievance against another member, he or she should follow the grievance procedures established by Indiana University and published in the Personnel Manual.

b. The ownership of scholarly material derived from research on the Museum’s collections is governed by the policies established by the Office of the Vice President for Research and Dean of the University Graduate School published in the Research Policy Manual of Indiana University.

c. In the case of projects involving technology transfer, the Museum shall work with Indiana University’s Technology Transfer Office to make certain that the rights and responsibilities of all parties involved are clearly understood and agreed to by those parties.