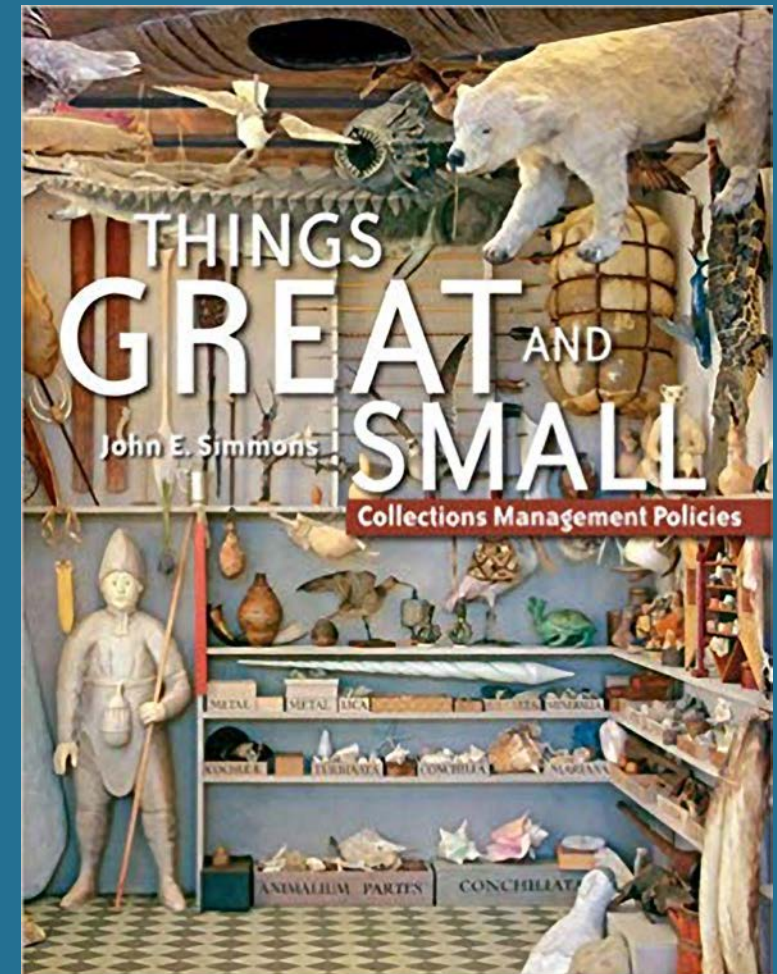


Developing a Collections Management Policy

Create Yours Here!



Danielle M. Benden, Owner
Driftless Pathways



14th Annual Wisconsin Local History
and Historic Preservation Conference

Virtual Workshop | October 21st, 2020

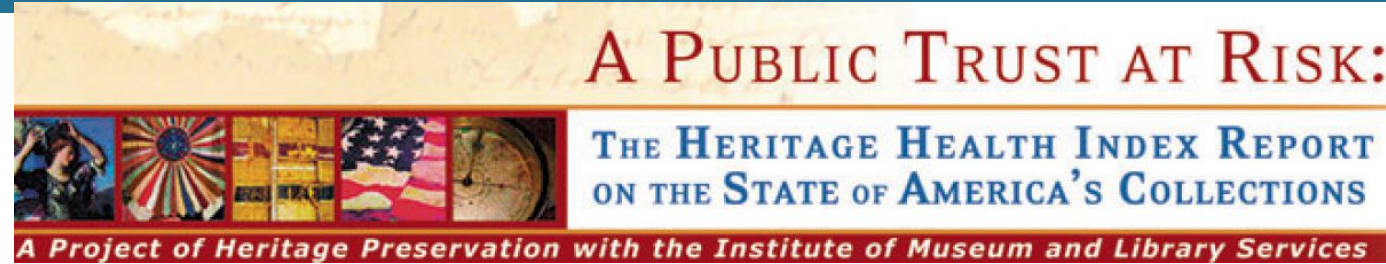
Overview of Today's Workshop

1. Collections management policy: What it is, why you need one, and how to create it
2. Explanation of the basic elements of a collections management policy
3. Participants will draft a policy for their institution

Major Goals of Good Collections Management

What do we have? Where is it located? How can we preserve *and* use it?

2005 report by Heritage Preservation, now the American Institute of Conservation (AIC)



- First comprehensive survey that details condition and preservation needs of cultural heritage collections in the United States
- **4.8 billion artifacts** including rare books and manuscripts, photographs, documents, sound recordings, moving images, digital materials, art, historic and ethnographic objects, archaeological artifacts, and natural science specimens held in the public trust in **30,000+ repositories**
- At least 30% of objects in repositories are in unknown condition
- 50% of facilities did not have a collections management plan

Major Goals of Good Collections Management

- Physical Control
 - Development and maintenance of collections care for the long-term



- Intellectual Control
 - Access and Use



What Is a Collections Management Policy?

A detailed *written* document that explains why a museum is in operation and how it goes about its business: **your institutional Road Map**

- Identifies who is responsible for and has the authority to make decisions and carry out specific tasks
- A good policy usually includes the following elements:
 - Mission statement
 - Scope of collections and collecting goals
 - Methods for acquiring (accessioning) collections
 - Methods for disposing of (deaccessioning) collections
 - Loan policies
 - Collections care, access and use
 - Insurance
 - Records maintenance
 - Compliance with legal regulations

Collections Management Policy: A Useful Tool....Only if You Use It!



“A collections management policy is like a pair of eyeglasses: both are effective aids...only if individually prescribed and faithfully used.” – Malaro and DeAngelis

Collections Management Policy: An Effective Guide

- A good policy is clear and concise without being too rigid
- Comprehensive but practical
- Different policies for different kinds of facilities: unique needs



Why a Collections Management Policy?

- Provides a consistent set of agreed upon *written* practices to protect the collection and provide proper care and management
- Helps the museum to:
 - fulfill its ethical obligations to care for collections that are held in the public trust
 - navigate legal and ethical issues and prevents problems
- Affords the museum protection (e.g., when someone wants to donate something and you don't want to hurt their feelings but you cannot take the donation, you can point to your policy!)

Why a Collections Management Policy?



Policy vs. Procedure: What's the Difference?

- Need good *procedures* for carrying out the *policy*



Policy = what we do
(the guiding principles)

Procedures = how we do it
(set of steps to accomplish end goal)

Drafting the Policy, Approval and Revision

You want a policy that is:

- Easy to use
- Reflects the actual workings of the museum
- Today you will develop the tools to *draft* a collections management policy. Make sure to *engage* you Board of Directors, Collections Committee, staff and volunteers, etc. and seek input before finalizing.
- Policy should be reviewed and updated periodically, at least every 5 years



Drafting the Policy: Define Terms

Registration system: The repository's memory, the records of everything in the collection. A system of policies and procedures that:

- Documents collections ownership
- Accounts for every object in the collection
- Preserves important associations with events, places, objects
- Tracks object preservation

Acquisition: “Anything acquired by the museum”. (Buck and Gilmore, *Collections Conundrums*, p.18)

Accession: the formal, documented process of formally accepting collections into the repository. (Malaro, *Legal Primer on Managing Museum Collections*)

- The two-part process of acquiring an object (acquisition) and documenting it (registration), including demonstration of transfer of title (ownership) to the museum. (Buck and Gilmore, *Collections Conundrums*, p.17)

Drafting the Policy: Define Terms

- **Accession: a noun, a verb, and an adjective!**

- **Noun:** one or more objects acquired at one time from one source constituting a single transaction.
- **Verb:** the process used to accept and record an object for the permanent museum collection.
- **Adjective:** Describes an object that has been accessioned or something related to the process of accessioning. (e.g., accession form or number)



UNIVERSITY OF WISCONSIN-MADISON DEPARTMENT OF ANTHROPOLOGY UNIVERSITY OF WISCONSIN - MADISON		ACCESSION FORM	
Accession Number: _____			
Number of Objects in Accession Group: _____			
List all objects and catalog numbers for this Accession in the table below. Attach a separate sheet if necessary.			
Object Description	Catalog Number		
Additional Notes: _____			
Date of Accession: _____		Accessioned by: _____	
Method of Acquisition			
<input type="checkbox"/> Gift/Donation <input type="checkbox"/> Exchange <input type="checkbox"/> Excavation <input type="checkbox"/> Other: _____			
Source of Acquisition			
Name: _____			
Address: _____			
Additional Contact Information: _____			
Date(s) of Acquisition: _____			
Object Provenance/ Provenance (circle one): _____			
Geographic Location of Objects in Accession: _____			
Photographed?	Date: _____	Condition Reported?	Date of Most Recent Condition Report: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional Notes: _____			

Drafting the Policy: Define Terms

Deaccession: the formal, documented process of removing an object(s) from the museum.

Loan: temporary transfer of object(s) from one institution to another in which there is no transfer of ownership.

Preventive Conservation: Non-intrusive processes by which a museum's collections are stored, displayed, handled, in ways that promote long-term stability and slows the process of deterioration.

- Avoids the need for often expensive remedial conservation
- Includes collections assessments, good policies and procedures (strategic plans, disaster management plan, etc.)
- Basic common sense approach



Drafting the Policy: Define Terms

Agents of Deterioration

- Physical Forces



- Thieves and Vandals



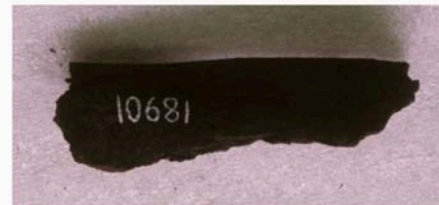
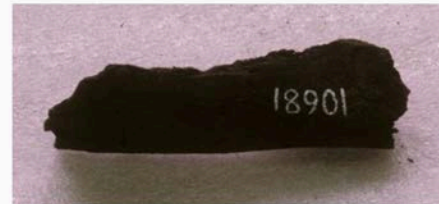
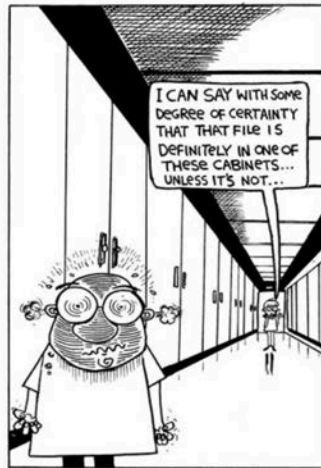
- Fire



- Water



- Pests



- Pollutants



- Radiation



- Incorrect Temperature and Relative Humidity



- Dissociation

Drafting the Policy: Define Terms

Integrated Pest Management

- **Prevention:** provide barriers of entry to rooms, cabinets (good gaskets), good policies (no food/drink in collections), vacuum to keep areas clean, correct temp and RH
- **Monitoring:** regularly check pest traps, become aware of trends with seasonal variations, track distribution across space
- **Identification** of pests
- **Treatment:** several treatments available including low temperature/freezing, isolation, etc.



UW-MADISON ANTHROPOLOGY COLLECTIONS STORAGE INTEGRATED PEST MANAGEMENT LOG				
Date	Trap Number	Contents of Trap	Trap Changed? (Y/N)	Recorder's Initials

Museum mission, scope of collecting

- Statement of purpose, scope of collections, collecting goals
 - States why the museum/historical society is in business, what it collects and what it *does not* collect.
 - This section often includes the museum's mission statement.
 - Sometimes includes collecting goals (e.g., our goal is to build up our collection of World War II memorabilia by 10% over the next 2 years).

A good mission statement leans toward societal impact rather than simply an explanation of operations, "transitioning from being about something to being for someone." –Stephen Weil

Acquisition and Accessioning

This part of the policy asks you to consider:

- Consistent with collecting goals?
- “Exceptional opportunity?”
- Will you purchase objects?
- Can the museum effectively care for new acquisition long-term, costs?
- Is there good provenance, is it an unencumbered gift?
- Does the museum/institution intend on keeping the object as part of its collections long-term and will the museum use it?

DEED OF GIFT

I/We [insert name] the undersigned, hereby unconditionally and irrevocably convey, donate, give, and deliver the item(s) listed and/or described below or on the attached pages to the [insert museum name]. I/We waive all present and future right and title to the listed items.

This gift includes all present and future copyright, trademark, reproduction, and associated rights to the listed item(s).

I/We acknowledge that the [insert museum name] can and will use these in any manner that is deemed to be in the best interest of the museum in accordance with the institutional collections policies.

I/We also certify that I am/we are the only legal and lawful owner(s) of the item(s) listed below or on the attached pages, and have sole authority to make this gift.

I/We acknowledge actual delivery of the item(s) listed below to the [insert museum name].

By signing below, I/we acknowledge acceptance of the foregoing conditions that are provided on the reverse of this form.

Donor(s): [insert names]

Address: [insert address]

Phone: [insert phone]

Date Items Received: [insert date]

ITEM(S)/SPECIMEN(S): Accession Number (to be assigned by the [insert museum name]): _____

[insert specific details about the accession items/specimens]

Donor

Donor

Date: _____

(Please sign one copy, return it to [insert museum name], and retain one copy for your records).

- Document each acquisition with a Deed of Gift form
- Ensure that accurate donor information is obtained
- Generally, no restrictions on gifts is best practice

Acquisition and Accessioning (Procedure)

- **Document** each new collection with an Accession Form immediately
- Photograph objects as they come in

Quick Tip: A picture is worth 1,000 words! A simple point-and-shoot camera is useful for documenting collections.

UNIVERSITY OF WISCONSIN-MADISON		DEPARTMENT OF ANTHROPOLOGY UNIVERSITY OF WISCONSIN - MADISON		ACCESSION FORM	
Accession Number: _____					
Number of Objects in Accession Group: _____					
List all objects and catalog numbers for this Accession in the table below. Attach a separate sheet if necessary.					
Object Description				Catalog Number	
Additional Notes: _____					
Date of Accession: _____				Accessioned by: _____	
Method of Acquisition					
<input type="checkbox"/> Gift/Donation <input type="checkbox"/> Exchange <input type="checkbox"/> Excavation <input type="checkbox"/> Other: _____					
Source of Acquisition					
Name: _____					
Address: _____					
Additional Contact Information: _____					
Date(s) of Acquisition: _____					
Object Provenience/ Provenance (circle one): _____					
Geographic Location of Objects in Accession: _____					
Photographed?		Date: _____		Condition Reported?	
<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional Notes: _____					

Deaccessioning

Establish Criteria for Deaccessioning Objects:

- Does not support mission or scope of collections
- Has inadequate or missing documentation
- Object deemed to have little/no scientific or cultural value
- Cannot be preserved or has deteriorated irreparably
- Is a redundant sample
- Poses a hazardous risk to collections or personnel
- Item(s) has been approved for repatriation under the Native American Graves Protection and Repatriation Act (NAGPRA) or other regulatory measure

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL
Museum Property Handbook
(411 DM, Volume II)

Chapter 6 Deaccessioning

**SAMPLE
DEACCESSION FORM**

General

Deaccession No. _____ Date Deaccessioned _____
Item Count of Objects and/or Specimens: _____ G List attached _____
Accessions Involved: _____
Deaccession Type: _____
G Return to Rightful Owner
G Loss or Involuntary Destruction
G Outside Scope of Collection
G Exchange G Transfer G Sale G Donation G Abandonment
G NAGPRA Compliance

Prepared By: _____ (Signature & Title) _____ (Date)

Justification for Deaccession: _____
Cause of Loss or Abandonment: _____
Proposed Disposition: _____
Total Value: \$ _____ Estimate: \$ _____ Appraisal: \$ _____

Museum Property Committee

Deaccession Recommended: Yes ___ No ___
Disposition Recommended: Yes ___ No ___
Comments: _____

(Signature of Chair, Museum Property Committee) (Date)

Designated Authority

Deaccession: Approve: ___ Disapprove: ___
Disposition: Approve: ___ Disapprove: ___

(Signature & Title) (Date)

Note: Attach required justification.

Figure 6.2 Deaccession Form

Release Date: 6:27
New

Deaccessioning (Procedure)

Methods of Deaccessioning

- Transfer
- Exchange or donation
- Destruction
- Return to rightful owner
- Educational use

- Sale? Not always ethical or acceptable, but if this method is used, consult American Alliance of Museums ethical guidelines and the *National Standards and Best Practices for U.S. Museums* as well as International Council of Museums (ICOM) Code of Ethical Standards regarding Deaccessioning.

Processes for Deaccessioning

Museums should:

- Identify object that meets the deaccessioning criteria
- Consider all legal and ethical obligations, as an institution held in the public trust
- Ensure no restrictions are placed on the object(s) (e.g., donor-imposed restrictions)
- Take reasonable steps to contact donors/owners as a courtesy (if applicable)
- Prepare all required paperwork
- Obtain necessary approval: board of directors, collections committee, etc.
- Document deaccession process extensively

Loans and Insurance

- For what purposes are loans made?
- Who has the authority to make them?
- Loan period specifications?
- Loan to institutions and individuals or just institutions?
- Do you have a loan form? (procedure for carrying out this part of your policy)
- Conditions for loans?
- Who will monitor the loan process?
- Can objects withstand travel?
- Insurance? Who covers, when?

Outgoing Loan Receipt

Wisconsin Archaeology Lab
Department of Anthropology
University of Wisconsin
5240 Social Science Building, 1180 Observatory Dr.
Madison, WI 53706
(608) 262-2866 or 0317
email: sschroeder2@wisc.edu

Outgoing Loan # _____

The following specimens from the Wisconsin Archaeology Lab collections of the University of Wisconsin, Department of Anthropology, are loaned to:

Borrower's Name: _____
Borrower's Institution: _____
Address: _____
Telephone: _____

Evaluation for Insurance Permanence NA Insured By: _____
Insurance Policy #: _____ Permits Required(circle): YES NO
Why is a Permit Required? _____ (attach permit)
Purpose of the Loan (circle): RESEARCH INSTRUCTION EXHIBITION OTHER
Briefly Describe the Purpose of the Loan: _____

Duration of the Loan (dates): _____

Items are released

1. The items described above are loaned by the UW Wisconsin Archaeology Lab to the above named borrower. This loan has been authorized by:

Name	Title	Signature	Date
_____	_____	_____	_____

Items are Transported

2. The items described above have been received from the UW Wisconsin Archaeology Lab for transportation to the borrowing institution. The terms of the loan listed on page 2 of this form are hereby accepted by the transporter named below:

Name	Title	Signature	Date
_____	_____	_____	_____

Items are Received

3. The items listed have been received in the condition described on page 2, and the terms of the loan are hereby accepted by the chief administrative officer of the borrowing institution:

Name	Title	Signature	Date
_____	_____	_____	_____

and the researcher who will be directly responsible for the use of the loaned item(s):

Name	Title	Signature	Date
_____	_____	_____	_____

Items are Returned

4. The items listed on page 2 of this form (or in a separate attachment) have been returned to the UW Wisconsin Archaeology Lab, in the condition described, by:

Name	Title	Signature	Date
_____	_____	_____	_____

Items are Received and the Loan is Terminated

5. The items listed on page 2 of this form (or in a separate attachment) have been received in the condition described, thus terminating the loan agreement between the UW Wisconsin Archaeology Lab and the borrowing institution. This termination is authorized by:

Name	Title	Signature	Date
_____	_____	_____	_____

The reverse side of a loan form contains stipulations for the loan. See the "Resources" section of this presentation for more information.

Care of and Access to Collections

- Access to Collections
 - Who has access, when?
 - Who sets rules for access?
 - Will you charge fees for access to collections, to make copies or records, etc.?



Objects Left in the Temporary Custody

- Make sure to fill out a form for any object left in the temporary custody of the museum
- Be clear about time frame for return
- Ensure that contact information for the lender is clear and up to date
- These practices avoid a potential for problems associated with unclaimed or abandoned property

Receipt No: _____

Temporary Custody Receipt

**New London Public Museum
406 S. Pearl St.
New London, WI 54961**

This is to acknowledge receipt of the items listed below by the New London Public Museum from:

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

The items listed below are left in the custody of the New London Public Museum to be considered as:

- ☐ An unconditional donation. The Museum reserves the right to keep, lend, or otherwise dispose of the donated material.
- ☐ To be considered for acquisition.
- ☐ For identification. Does not constitute an authentication; will not include appraisals. Museum reserves the right to photograph.
- ☐ For other. Please specify _____

Disposition if not accepted for accession:

<input type="checkbox"/> Source will pick up	<input type="checkbox"/> Please dispose of or destroy	<input type="checkbox"/> May be sold to benefit New London Public Museum
--	---	---




Items and Description

Received by: _____ (Signature) _____ (Date)	Received from: _____ (Signature) _____ (Date)
--	--

Inventories and Records

■ Inventories

- ❑ Uniform method of maintaining collections records
- ❑ Schedule periodic inventories
- ❑ Spot-check inventories
- ❑ What to do if something is missing

Inventory Module Checklist		05/14/2012	Name _____
Inventory List generated 05/14/2012 15% of Collection		Date _____	
	1995.1.4 Tape, Magnetic Oral History Tape of Ernestine McMillan Hilton PastPerfect Museum Archives:Cabinet 2:Oral History Tape Box 1	Status OK	<input type="checkbox"/> Item Observed in this Location <input type="checkbox"/> Missing <input type="checkbox"/> Found in Location: _____
	1998.3.3 Stereograph Mr. R. W. Sears at his Desk PastPerfect Museum Archives:Cabinet 2:Photo Storage Box 1	Status OK	<input type="checkbox"/> Item Observed in this Location <input type="checkbox"/> Missing <input type="checkbox"/> Found in Location: _____
	1999.1.4 Print, Photographic Rocky Pine Ranch Barn PastPerfect Museum Archives:Cabinet 2:Photo Storage Box 1	Status OK	<input type="checkbox"/> Item Observed in this Location <input type="checkbox"/> Missing <input type="checkbox"/> Found in Location: _____

■ Records: Two general types: (1) those pertaining to registration functions (i.e. ownership of collections, loans, conservation) and (2) records that document the historical/cultural value of the object

- ❑ Store records in safe location (fireproof safe)
- ❑ Create duplicate copies of records, store off site (and digitize)

Resources for Further Exploration

Prepared by Danielle Benden, Driftless Pathways, LLC |
14th Annual Local History and Historic Preservation Conference | Virtual | October 21st, 2019

There are many excellent references for developing a collections management policy. Here are a few good places to start:

American Alliance of Museums, Collections Management Policy: <https://www.aam-us.org/programs/ethics-standards-and-professional-practices/collections-management-policy/>

A Legal Primer on Managing Museum Collections, 3rd edition, by Malaro, Marie and Ildiko P. DeAngelis
Smithsonian Books, Washington, D.C. (2012). (My favorite reference for collections management policies!)

Things Great and Small: Collections Management Policies, 2nd Edition, by John E. Simmons. American Alliance of Museums/Rowman and Littlefield Publishing Group (2018).

Template for Developing a Collections Management Policy (created by Danielle Benden. This document was emailed to you.) and Connecting 2 Collections Care: <https://www.connectingtocollections.org/coming-up-essential-elements-of-a-collections-management-policy/>

Resources for Further Exploration

Prepared by Danielle Benden, Driftless Pathways, LLC |
14th Annual Local History and Historic Preservation Conference | Virtual | October 21st, 2019

Sample Forms:

- **Deed of Gift**
- Accession
- Deaccession
- Loan Form
- Objects left in the temporary custody

DEED OF GIFT

I/We [insert name] the undersigned, hereby unconditionally and irrevocably convey, donate, give, and deliver the item(s) listed and/or described below or on the attached pages to the [insert museum name]. I/We waive all present and future right and title in the listed items.

This gift includes all present and future copyright, trademark, reproduction, and associated rights to the listed item(s).

I/We acknowledge that the [insert museum name] can and will use these in any manner that is deemed to be in the best interest of the museum in accordance with the institutional collections policies.

I/We also certify that I am/we are the only legal and lawful owner(s) of the item(s) listed below or on the attached pages, and have sole authority to make this gift.

I/We acknowledge actual delivery of the item(s) listed below to the [insert museum name].

By signing below, I/we acknowledge acceptance of the foregoing conditions that are provided on the reverse of this form.

Donor(s): [insert names]

Address: [insert address]

Phone: [insert phone]

Date Items Received: [insert date]

ITEM(S)/SPECIMEN(S): _____ Accession Number (to be assigned by the museum): _____

Donor 1 Signature

Donor 2 Signature

Date: _____

(Please sign one copy and return it to _____ and retain one copy for your records).

ACCEPTED BY and agreed to for the [insert museum name]:

Signature: _____

Printed Name: _____

Title: _____

Date: _____

[INSERT MUSEUM NAME] COLLECTIONS POLICIES AND CONDITIONS GOVERNING GIFTS

GENERAL CONDITIONS

- The [insert museum name] is a tax exempt, 501(c)3 non-profit organization. The museum collects items for the purposes of _____.
- Donations to the [insert museum name] are charitable contributions to the full extent of the law. According to Internal Revenue Service codes, donors are solely responsible for the appraised value for any donation. Benefiting institutions cannot provide appraisals or estimates of fair market value. Consequently, the [insert museum name] cannot provide appraisals or fair market valuations either expressed or implied for donations. The [insert museum name] urges the donor to consult with his/her attorney, the Internal Revenue Service, or a licensed appraiser should any questions concerning tax-deductible donations or appraisals arise.
- Objects in the museum that are not on public display are generally available through responsible inquiry to scholars, researchers, and the general public for study.
- Only objects that will be used in the foreseeable future are acquired. Objects must adhere to the [insert museum name] mission and scope.
- Objects for which the [insert museum name] anticipates no foreseeable use for exhibition, research, education, or exchange will not be accepted.
- The [insert museum name] only accepts unrestricted acquisitions, free of limitations in its use. All acquisitions become the permanent property of the [insert museum name] and will be held and accessed in a manner consistent with the policies of the [insert museum name] and applicable law.
- Care will be taken to ascertain that the [insert museum name] acquires clear title to all incoming material.
- If an object is offered for sale, it should be determined prior to purchase whether a comparable object may be acquired via gift or bequest.
- Because of its trusted responsibility to maintain and preserve collections in perpetuity for the public, the [insert museum name] will accept and acquire only those objects for which it can provide proper care, conservation, and storage. The [insert museum name]

COLLECTIONS

- The [insert museum name] collects _____.
- The _____ makes materials available for research and public outreach, and curates these materials in the public trust for future generations.

Resources for Further Exploration

Prepared by Danielle Benden, Driftless Pathways, LLC |
14th Annual Local History and Historic Preservation Conference | Virtual | October 21st, 2019

Sample Forms:

- Deed of Gift
- **Accession**
- Deaccession
- Loan Form
- Objects left in the temporary custody



ACCESSION FORM

Accession Number: _____
Number of Objects in Accession Group: _____

List all objects and catalog numbers for this Accession in the table below. Attach a separate sheet if necessary.

Object Description	Catalog Number

Additional Notes: _____

Date of Accession: _____ Accessioned by: _____

Method of Acquisition

☐ Gift/Donation ☐ Exchange ☐ Excavation ☐ Other: _____

Source of Acquisition

Name: _____
Address: _____
Additional Contact Information: _____

Date(s) of Acquisition: _____

Object Provenience/ Provenance (circle one): _____

Geographic Location of Objects in Accession: _____

Photographed? Date: _____ Condition Reported? Date of Most Recent
☐ Yes ☐ No ☐ Yes ☐ No Condition Report: _____

Additional Notes: _____


Resources for Further Exploration

Prepared by Danielle Benden, Driftless Pathways, LLC |
14th Annual Local History and Historic Preservation Conference | Virtual | October 21st, 2019

Sample Forms:

- Deed of Gift
- Accession
- **Deaccession**
- Loan Form
- Objects left in the temporary custody

Deaccession No.: _____

 **Application to Deaccession**
Burke Museum of Natural History and Culture, University of Washington, Box 353010, Seattle, WA 98195-3010
Phone: 206-616-7318 Fax: 206-685-3039 Email: burkereg@u.washington.edu

Accession Number: _____ Date of Acquisition: _____ Non-exempt ☐ Exempt ☐

Description (Include catalog numbers and a brief description):

_____ ☐ Continued on additional sheet(s)

Reason for Deaccessioning:

Proposed Method of Disposal (please check one):
☐ Transfer ☐ Exchange ☐ Sale to not-for-profit institution
Institution name: _____
Address: _____
☐ Place in Museum education or teaching collection: _____
☐ Place for sale at public auction: _____
☐ Discard or destroy: _____

Submitted by:

Signature of Museum Officer	Signature of Curator
_____	_____
Please Type or Print Name	Please Type or Print Name
_____	_____
Title	Title
_____	_____
Date	Date
_____	_____

Authorization to Deaccession and Dispose of Objects: (Director, in consultation with the Management Committee, for non-exempt objects and divisional curator for exempt objects)

Authorization: _____ Date: _____

Date: _____

Final Disposition: _____

Monies Received: \$ _____ Deposited to account: _____

If discarded, 2 signatures are required (person discarding and witness):

Signature of Museum Officer	Signature of Museum Officer (Witness)
_____	_____
Please Type or Print Name	Please Type or Print Name
_____	_____
Title	Title
_____	_____
Date	Date
_____	_____

Routing: White – Registrar, Yellow – Museum Division

Revised 3/24/2005

US Department of the Interior
National Park Service

Deaccession Number _____

Deaccession Form

Park Name _____

DEACCESSION TYPE: _____

DISPOSITION OF OBJECTS OUTSIDE SOC: _____

OBJECTS IN DEACCESSION: _____ Number of Objects: _____ Value _____
(Attach List of Objects, or for a few objects, list required information here)

DISPOSITION DOCUMENT (attached): _____

ATTACHMENTS: _____

NOTES ON DEACCESSION: _____

CURATORIAL REVIEW AND RECOMMENDATION:

Deaccession Recommended: _____ (if no, attach explanation)
Disposition Recommended: _____ (if no, attach explanation)

Curator: _____
Print Name Signature Date

COLLECTIONS ADVISORY COMMITTEE MEMBER REVIEW AND RECOMMENDATION

☐ See attached Collections Advisory Committee Member Review (required for non-DOI transfers, conveyances, non-DOI exchanges, voluntary destruction)

APPROVAL:

Deaccession Approved: _____ (if no, attach explanation) Attach explanation if decision is contrary to one or more committee member recommendations. Attach written approval from non-accountable reviewing official for abandonment.
Disposition Approved: _____ (if no, attach explanation)

Superintendent: _____
Print Name Signature Date


NPS Form 10-643 Rev.
Feb 1995

Resources for Further Exploration

Prepared by Danielle Benden, Driftless Pathways, LLC |
14th Annual Local History and Historic Preservation Conference | Virtual | October 21st, 2019

Sample Forms:

- Deed of Gift
- Accession
- Deaccession
- **Loan Form**
- Objects left in the temporary custody

**The Evelyn Burrow Museum**

Wallace State Community College, 801 Main Street NW, PO Box 2000, Hanceville, AL 35077-2000, t: 256.352.8118

LOAN AGREEMENT

LOAN PURPOSE	
Exhibition/ Loan purpose	
Exhibition dates & location(s)	
Loan period, including estimated time for transport	

Shipping/transport to be arranged by THE BURROW MUSEUM Administrator in consultation with lender.

LENDER INFORMATION			
Name & Address			
Phone	Cell	Email	

WORK/S OF ART TO BE LOANED

Credit line	Please indicate how you would like to be credited in a catalogue, on exhibition labels, and/or in publicity materials (i.e. Collection of Mr. and Mrs. John Smith):
Please describe any special handling requirements:	

INSURANCE

Please read the conditions regarding insurance coverage on the reverse of this form.

Should THE BURROW MUSEUM insure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please provide estimated market value:	
Do you elect to insure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please provide estimated premium:	

Signatures below indicate that conditions on reverse are accepted.

Lender _____ Date _____

Borrower _____ Date _____

Please sign both original copies of the form. **Return one copy to THE BURROW MUSEUM** Administrator. Thank you.

THIS LOAN IS GOVERNED BY THE CONDITIONS PRINTED BELOW

CONDITIONS GOVERNING LOANS

CARE AND PRESERVATION

The Evelyn Burrow Museum at Wallace State Community College (hereafter THE BURROW MUSEUM) will exercise the same care with respect to handling and exhibiting works of art on loan as it does in the safekeeping of comparable property of its own. Objects will be protected at all times from excessive light, unfiltered artificial or natural light, and heat, humidity, or dry conditions. Unless otherwise specified, works on paper will be exposed only to light levels measuring 10 foot candles or less. Works will not be unframed or removed from mats, mounts, or bases, nor cleaned, repaired or altered in any way except with the express written permission of the Lender.

TRANSPORTATION AND PACKING

Costs of the handling and transportation of loans will be borne by THE BURROW MUSEUM. Packing will be done by the lender and the same or comparable packing will be provided for the return. Shipping arrangements can be made only by the Administrator or Director, THE BURROW MUSEUM. Methods used must be agreed upon in advance by both Lender and THE BURROW MUSEUM.

INSURANCE COVERAGE

Unless the Lender expressly elects to maintain his/her/its own insurance coverage, THE BURROW MUSEUM will insure invited loans wall-to-wall under its fine arts policy against all risks of physical loss or damage from any external cause while in transit and on location during the period of the loan. THE BURROW MUSEUM insures loans at the valuation specified by the Lender.

The insurance coverage contains the usual exclusions of loss or damage due to such causes as wear and tear, gradual deterioration, moths, vermin, inherent vice, war, invasion, hostilities, insurrection, nuclear reaction or radiation, confiscation by order of any government or public authority, risk of contraband or illegal transportations and/or trade, and any repairing, restoration, or retouching authorized by the Lender.

If the Lender elects to maintain his/her/its own insurance, the insuring company must furnish a certificate naming The Evelyn Burrow Museum and Wallace State Community College as additionally insured or issue a waiver of subrogation against same for the duration of the loan period. Without the certificate, The Evelyn Burrow Museum and Wallace State Community College are automatically held to be co-insured and subrogation waived for the duration of the loan.

RIGHTS TO REPRODUCTION AND PHOTOGRAPHY

THE BURROW MUSEUM will photograph loans only for record, publicity, or educational purposes. It is understood that the general public may photograph without the use of flash works while on exhibition only for non-commercial, educational purposes. Permission to reproduce for publicity, educational, and other non-commercial purposes is assumed unless THE BURROW MUSEUM is notified in writing to the contrary.

PERIOD OF LOANS

THE BURROW MUSEUM will assume responsibility for loans during the period specified on the face of this form with time allowed for shipping and handling. Loans may be withdrawn from exhibition by the Administrator or President of THE BURROW MUSEUM, at any time, at their discretion. The Lender must give 30 days notice in writing for the recall of loans.

Unless THE BURROW MUSEUM is notified in writing to the contrary, loans will be returned only to the owner or his or her duly authorized agent, so identified in writing, to the address stated on the face of this agreement. Notification of a change of the Lender's address or of a different address for the return of loans must be made in writing to the Registrar, THE BURROW MUSEUM, prior to the expiration date of the loan.

If THE BURROW MUSEUM is unable to contact the Lender within one month following the expiration of a loan, and no special arrangements have been made for the return of the work, then the loan will be placed in storage at the Lender's risk and expense. If after seven years a work has not been reclaimed, the Lender shall be deemed to have made it an unrestricted gift to The Evelyn Burrow Museum and Wallace State Community College.

PROVENANCE:

By signing this agreement, the Lender confirms that to the best of his/her knowledge he/she/it has clear title to the loaned objects and no part of the provenance of any of the works conflicts with import laws, endangered species legislation, Native American legal issues, Nazi/World War II era legal issues and/or national or state civil or criminal laws.


Resources for Further Exploration

Prepared by Danielle Benden, Driftless Pathways, LLC |
14th Annual Local History and Historic Preservation Conference | Virtual | October 21st, 2019

Sample Forms:

- Deed of Gift
- Accession
- Deaccession
- Loan Form
- Objects left in the temporary custody

Accession No.:

**Temporary Custody Receipt**
Burke Museum of Natural History and Culture, University of Washington, Box 353010, Seattle, WA 98195-3010
Phone: 206-616-7318 Fax: 206-685-3039 Email: burkereg@u.washington.edu

Date of Deposit:

Purpose:
The below listed items are deposited in the custody of the Burke Museum of Natural History and Culture. The object(s) are in the custody of the Museum for the following purpose (check one):

1. Acquisition review: _____ Specify: Gift () Unconditional Donation () Transfer () Exchange () Purchase () Expedition () Salvage ()
2. Identification: _____
3. Other _____ (specify) _____

Proposed storage location: ☐ On-site (within divisional collections storage space) ☐ Off-site ☐ Other: _____

Description of Property: _____ Approval to Consider Accession: _____
Divisional Curator Initials

☐ Continued on additional sheet(s)

Acquisition Information (include from whom, location and date of depositor's acquisition): _____

Depositor Signature: I have read and accept all the conditions on the obverse and reverse sides of this Temporary Custody Receipt.

Depositor Signature _____	Date _____	Received by (Museum Representative) _____	Date _____
---------------------------	------------	---	------------

Depositor Information:

Name _____	Phone number (home) _____
Address _____	Phone number (work) _____
City _____ State _____ Zip code _____	Email _____

Are you the legal owner or authorized agent of the legal owner? Yes ___ No ___
If not, please explain: _____

Final Disposition of Object(s):

Returned to Depositor _____	Date of Return _____	Depositor Signature _____	Date _____
-----------------------------	----------------------	---------------------------	------------

Notes: _____
Museum Representative _____ Date _____

Routing: White and Blue – Registrar, Yellow – Donor, Pink – Museum Division

Revised 10/9/2006

**Temporary Custody Receipt
CONDITIONS**

The Burke Museum of Natural History and Culture accepts deposit of the object(s) listed on the reverse side of this Temporary Custody Receipt subject to the following conditions:

Care and Preservation
The Museum will exercise the same care of the object(s) covered by this receipt as it does in the safekeeping of comparable property of its own. In no event shall the Museum be liable for any loss or damages to the object(s) covered by this receipt while the object(s) are in the Museum's possession or in transit.

Insurance
The Museum does not insure objects during the period of temporary custody. The receipt shall constitute the agreement by the Depositor to release and hold harmless the Museum from any liability to or loss of the deposited object(s).

Status of Offer/Return of Deposited Object(s)

1. This receipt does not constitute a formal acceptance of the object(s). The Museum will acknowledge the acceptance or decline the offer of an acquisition (for example, gift or purchase) or a loan, or return the object(s) within sixty days of date deposited, unless otherwise noted.
2. If the object(s) is deposited with the Burke Museum as an unconditional donation, the Museum reserves the right to keep, lend, transfer or otherwise dispose of the object(s).
3. If the object(s) is deposited for identification, any identification does not constitute authentication or appraisal.
4. If the offer is declined, or when the Museum has notified the Depositor that its examination of object(s) has been completed, the Depositor may at once claim his/her property. If the Depositor has failed to claim his/her property within 90 days of notice by the Museum by certified mail to the address provided by the Depositor, title to the object(s) vests in the Museum free from all claims of the owner and all persons claiming through or under the owner.
5. If the offer is accepted, the Museum will send to the Depositor for signature and return, the appropriate deed of gift, loan or purchase agreement form.
6. The Depositor must comply with all applicable government regulations. If the Depositor has knowledge of special conditions governing the object(s), she/he shall inform the Museum thereof.

Photography
Unless the Museum is notified in writing, the Museum may photograph or otherwise reproduce the object(s) in any and all media for record and examination.

Ownership or Address Change
By signing this Temporary Custody Receipt, the Depositor certifies that she/he is the legal owner or authorized agent of the legal owner (Agent) of the object(s). If the Depositor is not the legal owner or Agent, she/he shall explain to the Museum how the object(s) came into their possession. Object(s) deposited without a legal owner or Agent may not be considered for acquisition. The Depositor must promptly notify the Museum in writing of any changes of address, pursuant to RCW 63.26.030. If there is change of legal ownership of the object(s) during the period of temporary custody, the new owner will be required to establish her/his legal right to receive the object(s) by proof satisfactory to the Museum.

Correspondence:
All written requests or notices required by this Temporary Custody Receipt shall be considered sufficient if sent by certified mail to the Depositor at the address given on the front of this form. All correspondence to the Museum shall be sent to:

Museum Registrar
Burke Museum of Natural History and Culture
University of Washington, Box 353010
Seattle, WA 98195-3010

Resources for Further Exploration

Prepared by Danielle Benden, Driftless Pathways, LLC |
14th Annual Local History and Historic Preservation Conference | Virtual | October 21st, 2019



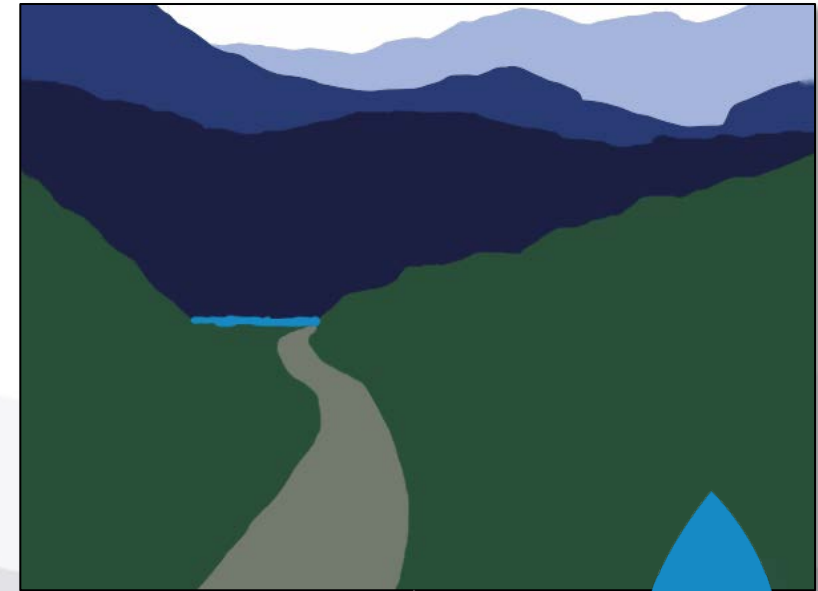
Thank you for
participating!

www.driftlesspathways.com

Contact Information

Danielle M. Benden, Owner
Driftless Pathways, LLC
Email: danielle@driftlesspathways.com
Phone: (608) 284-8907

The information provided herein is made available to aid in your ability to develop a collections management policy. Please consult an attorney for legally binding matters.



Driftless
PATHWAYS

Museum Consulting • Archaeological Tours • Curation Training