

ELLENVILLE PUBLIC LIBRARY & MUSEUM
MUSEUM COLLECTION MANAGEMENT POLICY

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I. Introduction

The Board of Trustees of the Ellenville Public Library and Museum is the representative of the people of the Ellenville Central School District. In this capacity, the Board acts as the legal custodian of all artifacts, including works of art, historical items, and records entrusted to its care.

Policy changes are generally made in the following order:

1. Staff recommendation
2. Director
3. Museum Advisory Board
4. Board of Trustees

Every staff member and volunteer who handles the collection shall read this document. Every Museum Advisory Board member and Board or Trustee member shall have a copy and should be familiar with the policies.

II. Purpose and Scope of the Collection

A. Mission and Statement of Purpose

1. The mission of the Museum of the Ellenville Public Library & Museum (EPLM) is the preservation of materials significant in the history of the territory of the Ellenville Central School District and the Town of Wawarsing, as now or hereafter constituted, for the benefit of local residents and visitors.
2. Emphasis is on items illustrative of, and informative about, significant periods in the social and economic history of the area, beginning with the Indian era and continuing thereafter.

B. Public Access

1. The Museum will be open regular hours approved by the Board of Trustees. A staff member must be on duty during all open hours, which shall be posted at each entrance, in library publications, and on the website.
2. The Museum will be open by appointment as regular operation of the Library allows. Arrangements must be made with the Director or designee in advance. Access to the Museum outside of regular hours is possible by advance arrangement.

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C. Restricted items

1. Manuscripts and other fragile materials may be handled only by special permission from the Director, under the supervision of a designated staff member. Every attempt will be made to provide a duplicate access copy of fragile material.

D. Scope of the Collection

1. In keeping with its primary responsibility as the guardian and custodian of artifacts, art works, photographs, and documentary materials relating to the history of the Ellenville area and the Town of Wawarsing, it is the policy of the EPLM to accept for its permanent collection objects which meet the following criteria:

- a. Material of local manufacture or origin, excluding furniture and clothing, unless of significant historical value.
- b. Material produced by artists, inventors, artisans, writers, or musicians of the Ellenville area and Town of Wawarsing.
- c. Objects relating to the economic, social, religious, political, or Cultural development of the Ellenville area and the Town of Wawarsing. While such objects need not have been manufactured or Used in the area, they should have a specific demonstrable relevance to the history or growth of the area.
- d. Objects meeting criteria a & b must be no more than 10 square feet in overall measurement.

III. Acquisition Policies

A. The Ellenville Public Library & Museum may acquire museum objects and archival materials by gifts, bequest, or purchase.

B. General Acquisition Criteria

1. The donor has clear title to the object and will attest in writing or will affirm in the Certificate of Gift.
2. The object donated to EPLM is free of any restrictions imposed by the donor.

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3. A potential acquisition must be in good condition or repairable within the EPLM's financial means to do so.
4. The object or collection can be secured, stored, and exhibited safely.

C. Acquisition method: Gift

1. Person wishing to donate objects shall be referred to the Director or designee.
2. Using a Temporary Deposit form, the Director or designee shall temporarily receive objects that appear to meet the acquisition criteria. If the donation clearly meets the criteria, the Director may accept the gift immediately.
3. The Director or designee shall secure a properly executed Certificate of Gift from the donor. The Director shall ensure that refused objects are returned to the owner.

D. Acquisition method: Bequest

1. If EPLM has knowledge of a planned bequest of any property prior to the death of the testator, the Director shall provide the testator with written copies of its Statement of Purpose and attempt to obtain as much background (provenance) information about the bequest as possible.
2. The Director or designee shall temporarily receive objects offered through a bequest that appear to meet the acquisition criteria for addition to the Collection.
3. The director or designee shall secure a properly executed Certificate of Gift. The Director shall ensure that refused objects are returned to the estate.

E. Acquisition method: Purchase

1. EPLM does not budget for the purchase of Museum items. Should outside funds become available for Museum purposes, the Board of Trustees will determine how the funds will be administered.

F. Appraisals and donor tax deductions

1. The Museum shall not pay for an appraisal of the proposed gift for a donor, nor shall any member of the EPLM Board of Trustees, Advisory Board, or staff appraise a potential gift for a donor.

IV. Deaccessioning objects from the collection

A. Objects in the Museum Collection are acquired for long-term retention. Deaccessioning may be considered if:

1. the object's condition has deteriorated.
2. another copy has been received which is in better condition.
3. upon review, it has been decided that the item is outside the scope of the Collection.

B. Deaccessioning procedure

1. Staff will recommend deaccessioning an item to the Director or designee, who will discuss the recommendation with the Museum Advisory Board. If the Director and the Advisory Board concur, the recommendation will go to the Board of Trustees for approval.

C. Means of disposal

1. Disposal of Museum items shall comply with the EPLM general policy regarding surplus items.

D. Theft

1. See the EPLM Disaster Plan.

V. Loans

A. General guidelines.

1. Objects may temporarily leave the collection for the purposes of study, exhibition, or conservation treatment.
2. Loans shall be formalized by written agreement between the Museum and the borrower or lender and renewed by the Board President once a year.
3. Loans shall not be authorized for a period exceeding one year (12 months), but may be renewed after review and recommendation by the Director.

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4. Reports detailing security arrangements and other collection care concerns shall be obtained by the Director or designee from borrowing institutions and shall be provided by the Museum to lending institutions. The Director or designee shall take these reports into consideration when reviewing either type of loan request.

5. The loan may be terminated by either party thirty days after written notification to the other party.

6. After approval, the loan shall be administered by the Director or designee.

B. Outgoing loans

1. Outgoing loans are permitted only by approval of the Board of Trustees.

2. Loans shall only be made to an historical society, library, museum, or other organization after careful consideration of the physical stability of the object and the ability of the borrower to provide proper care, environment, and security.

3. The preservation of the object shall take priority at all times.

4. Loans shall not be made to private individuals.

5. Loans shall not be made for commercial purposes.

6. Outgoing loan criteria:

a. The borrower shall provide insurance for an all-risk, wall-to-wall fine arts policy covering the objects at the appraised value by the Museum. The approved coverage shall be in effect for the duration of the loan, including transit to and from the borrowing institution and while on the institution's premises.

b. The object is suitable for exhibit and can withstand the stresses of travel, handling, study or exhibition.

c. Photos will be taken of all surfaces of the object before being loaned out. Date of the photo will be noted on the copy.

7. Conditions of loan for borrower:

a. To bear the cost of transporting the object.

b. To report immediately any damage, breakage, or loss of an object.

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- c. Not to clean, repair, re-mat, remount, or in any way alter any borrowed object without the express written permission of the Museum.
- d. The organization's full name, "The Ellenville Public Library & Museum," shall be used to credit borrowed objects, on all appropriate labels, in exhibition catalogues, press releases, and related materials.
- e. Borrowed objects shall not be used for any commercial purpose without specific advance approval of the Director.
- f. Packing for return shipping shall be in the same manner as the original shipping, unless prior approval is granted by the Director.
- g. The Museum has the right to inspect the loaned objects on the borrower's premises during regular visitation hours.

C. Incoming Loans

1. Incoming loans may be accepted from individuals, institutions, or businesses for exhibition or research. The Museum cannot store or maintain objects belonging to others that are not required for exhibition or ongoing research.
2. Incoming loan criteria (before requesting or approving an incoming loan, the following criteria shall be met):
 - a. The Museum has determined that it can afford the estimated cost of exhibition, storage, security, transportation, collection maintenance and/or all-risk, wall-to-wall fine arts insurance (insuring the personal property of others) on the objects loaned to the Museum at the appraised value of the amount established by the lender.
 - b. The Director or designee shall review the loan request with regard to the incoming loan criteria.
 - c. If the loan is approved, the Director or designee shall prepare and implement the written loan agreement.
 - d. If required, the Director or designee shall make a written condition report upon receipt of the borrowed object and before it is returned. Photos will be taken upon receipt and return. The retention term shall be specified in the EPLM retention plan.

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e. The Director or designee shall administer the loan transaction including transportation and insurance, monitoring condition, and maintaining all records.

D. Loan and copy

1. EPLM may temporarily borrow archival objects and photographs with the intention to make replicas of them. This may be done by photographing, photocopying, or scanning the archival material.

2. The Museum shall return the object to be copied to the lender in a timely manner and in the same condition as when it was received.

VI. Temporary custody of objects

A. In order to achieve complete accountability for objects in the Museum's custody, all objects temporarily left for any purpose, including identification, photography, study, or as a potential donation, will be temporarily registered. This provision applies only to objects not covered by the Museum's incoming loan agreements or Certificate of Gifts.

B. If not already covered by an Incoming Loan agreement or a gift agreement, any object coming into the custody of the Museum shall be immediately registered on a Temporary Custody Receipt that limits temporary custody to sixty (60) days. The lender shall sign the form before the object may be left.

C. The Director or designee shall monitor registered objects in the same manner as loans. If acceptance is declined the Director or designee shall ensure that the item is returned to the owner with the owner signing a release form. If the object is accepted the temporary receipt is so noted and the gift agreement process is implemented.

D. Objects in this type of custody will not be insured.

VII. Care of the collection

A. EPLM shall, to the best of its ability utilize recommended techniques and procedures in the housing, handling, preservation, and access to the documents and artifacts in the Local History Collection.

B. Every effort shall be made to

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1. protect the collection from theft, vandalism, mishandling, and destruction by natural disaster.
2. provide an environment that will prolong the useful life of the objects.
3. ensure that objects receive professional conservation care when necessary, while maintaining their historical integrity.

VIII. Records

A. The Director or designee shall initiate and maintain all records pertaining to museum objects and archival materials coming into or leaving the Museum's permanent or temporary custody.

IX. Insurance

A. The Director and the Board of Trustees shall review insurance coverage related to the Museum's collection as per EPLM policy.

B. Objects in the Museum's collection

1. Objects in the Museum's Collection should be appraised at full value at least every six (6) years.

X. Inventories

A. To maintain, manage, and secure its holdings properly, the Museum will inventory the Collection every three (3) years. The inventory will be prepared under the direction of the Director, or designee. Inventories may be carried out on smaller related parts of the permanent Collection by category or location in different years, but each collection should be inventoried every three (3) years.

XI. Access to the Collection and Collection Records

A. Collection objects not on exhibit may be made available for research upon request, if the staff determines that the physical stability and security of these

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materials will not be compromised. Depending on the nature of the object, the EPLM may require forty-eight (48) hours advance notice. If access to the originals is considered too great a risk, access may be provided through photographs, photocopies, or scans. The stored Collection is not open for general browsing.

B. Requests for research on objects in the Collection must be submitted in advance, preferably in writing and addressed to the Director, must be specific in nature, and will be addressed at EPLM's earliest opportunity.

C. Research visitors must be supervised by Museum staff or designated volunteers and follow staff instructions for use and handling of the Collection.

President, Board of Trustees

Date

Director, Ellenville Public Library & Museum

Date

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Adopted by the Ellenville Library Board of Trustees
10/15/07