



COLLECTION POLICY

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I. PURPOSE OF POLICY

This collection policy establishes the principles and procedures for the acquisition, deaccession, loan, care, and use of collections by the Kingman Museum of Battle Creek, Michigan. Kingman Museum is committed to maintaining standards of professional and ethical excellence in all its actions and operations in accordance with the American Association of Museums.

Kingman Museum holds its collections in trust for the public and recognizes its responsibility to ensure their planned and coherent growth, development, use, and care. The Kingman Museum further recognizes its responsibility to prevent the loss of its collections by deterioration, mismanagement, or indiscriminate dispersal.

II. KINGMAN MUSEUM MISSION STATEMENT

The mission of Kingman Museum is to promote an understanding and appreciation of our natural world, the universe, and human cultures.

The Kingman Museum's primary roles:

COLLECTION AND PRESERVATION – The Museum collects and preserves objects, specimens, habitats from the natural world, and properties in its areas of interest for use in its exhibition, education, and publication programs.

PRESENTATION – The Museum studies its collections and related materials in order to provide accurate information for use in its exhibition, education, and publication programs. The Museum presents information about our natural world, the universe, and human cultures through exhibitions, special programs, publications, and outreach activities in a manner accessible to all audiences without discrimination. Objects and information from outside Michigan are presented primarily for the purpose of placing this region in a larger context.

COMMUNITY ENRICHMENT – The Museum contributes to the richness of life in the region by providing exceptional Museum experiences and by encouraging the pursuit of learning as a lifelong activity for individuals and avocational, ethnic, historical, and amateur scientific organizations whose purposes are related to those of the Museum. For individuals this encouragement is provided through a wide variety of interactive and engaging exhibitions and programs. For groups this encouragement takes the form of professional assistance by the staff and access to meeting, exhibition and performance space. It also includes the use of technology for member and public access to online collection data, and a virtual museum.

III. DELEGATION OF RESPONSIBILITY

The Board of Directors of the Kingman Museum, Inc.

The Board of Directors of Kingman Museum, Incorporated, hereafter referred to as the "Board," has custody, management and control of the Kingman Museum as granted by its Articles of Incorporation. The Board has the authority to protect, maintain, and enhance the property, assets, and collections belonging to Kingman Museum, Inc., hereafter referred to as the "Kingman Museum." The Board shall make final decisions regarding control of artifacts in the collections. The Board shall authorize and appoint the Collections Committee. The Board shall delegate responsibility for the administration of the Collections Policy and accession, deaccession, registration procedures, and collections development and management activities to the Collection Committee and Museum staff.

Collection Manager

The Collection Manager shall be responsible for the implementation of the Collections Policy and those procedures outlined by the Board, which deal with the legal and physical management of the collections. The Collection Manager shall make recommendation to and provide administrative support for the Collections Committee.

Collection Volunteers and Interns

Collection volunteers and interns may be recruited and trained by the Collection Manager. Volunteers and interns shall implement collections activities as directed by their supervisors and according to guidelines provided in this policy and those directed by the Board.

The Collection Committee

The Collection Committee is a community and staff advisory body created to review and guide the collecting activities of Kingman Museum, and to advise the Board in matters involving the collections. It is charged specifically with the responsibility of assisting the Museum in identifying possible acquisitions, reviewing staff recommendations, providing comment and offering its own recommendations to the full Board regarding collection issues including but not limited to: acquisition, deaccession, loan and conservation.

The Collection Committee shall at all times represent the public interest while adhering to those guidelines and standards suggested by the American Association of Museums and others established by the Board.

Collection Committee: Selection/Composition/Schedule

The Collection Committee is a Standing Committee whose appointed chairperson must be selected from among the members of the Board. The committee members are to be selected so as to represent the diverse interests of the general public. The committee will have no fewer than three (3) appointed members but not to exceed seven (7). In addition the committee will have at least one (1) staff member, with additional members not to exceed 50% of the appointed community membership. The board president, executive director, and collection manager are ex officio members of the committee.

Duration of committee appointment is three years. Appointments and re-appointments to the committee are at the discretion of the Board's president. The Collection Committee chairperson may make recommendations to the president.

Meetings will be held on a regular basis on a bi-monthly schedule with meetings to be held on the odd numbered months beginning with January. Other meetings may be called at the discretion of the president of the board, executive director, or the committee chairperson. A quorum will constitute one (1) more than half of the Collection Committee's current membership. Additional staff and other Standing Committee members may be invited to attend committee meetings as necessary. These guests may contribute to the deliberation and discussion of the Collection Committee but will not have voting privileges.

When circumstances demand a more timely review or recommendation, the executive director may bring items directly to the Board for action without prior review by the Collection Committee.

Responsibilities

The Executive Director, Collection Committee, or the Collection Manager has the authority to present recommendations for accepting or declining collection acquisitions, loans, deaccessions and /or conservation activities to the Board.

The Collection Committee will act as a body in support of Kingman Museum to advocate the Board's initiatives and positions, and to promote the collections on a local, national, and international level. Individual committee members may not act in their individual capacities. Committee members with special areas of interest within the Museum should understand that advocacy for those interests should be advanced only within the framework of the Museum's interest as a whole and must follow established collections policies.

The chairperson is responsible for notifying the Collection Committee members of its meetings, setting the committee's meeting agenda, recording the recommendations of the committee, and forwarding those recommendations to the Executive Director and the Board. The Executive Director may approve, reject, or recommend modification before sending the committee's recommendation on to the Board for its final review and

approval. The chairperson may delegate committee responsibilities to other committee members.

The Collection Committee is specifically charged with the following responsibilities:

Acquisition

- To assist the Collection Manager in securing artifacts or collections, furthering the collecting goal of the Museum and serving the public interest.
- To offer opinions concerning the appropriateness of a proposed acquisition into the Museum's collections as defined in this policy.
- To offer opinions concerning the appropriate placement of a proposed acquisition into the Museum's permanent or education collection.
- To offer opinions concerning the appropriate method of acquisition, including donation, transfer, bequest, and/or purchase.

Deaccession

- To offer opinions concerning the appropriateness of a proposed deaccession under the Museum's guidelines governing deaccessions.
- To offer opinions as to whether a proposed deaccession will interfere or conflict with the Museum's mission statement, its purposes, or other Museum policies, goals, or procedures.
- To offer opinions on appropriate methods of transfer or disposal.

Loan

- To offer opinions on the appropriateness of a proposed loan, to or from the Museum, under the guidelines established by the Board.

Conservation

- To offer opinions on the appropriateness of a proposed treatment under the guidelines established by the Board.

Confidential Agreement

Confidential information obtained during or through employment and/or volunteering with Kingman Museum may not be used by any employee and/or volunteer for the purpose of furthering current or future outside employment or activities or for obtaining personal gain or profit.

At no time should an employee and/or volunteer disclose nonpublic or sensitive information to individuals other than on a need-to-know basis.

Speaking to Media

The Executive Director and Board President are the only ones with the authority to speak to the media on behalf of Kingman Museum. The Executive Director and President may designate a staff, board, or committee member to speak to the media on a case-by-case basis.

Confidentiality of Voice Mail, Electronic Mail and Use of the Internet

Using Kingman Museum computers, phones, etc. for personal business, including sending e-mail messages, will compromise the confidentiality of your communications, as they are the property of Kingman Museum. Kingman Museum reserves the right to monitor on-the-job emails on Museum owned hardware.

IV. Description of the Collections

Collection Goals

The core of the Museum's mission is its collections. The two main goals of Kingman Museum's collection programs are preservation and program support.

Preservation: The Museum acquires and maintains collections to preserve and protect significant artifacts for the present and future generations. The Museum makes every effort to provide a safe and secure environment to ensure the greatest longevity of these selected artifacts.

Program Support: The Museum acquires, maintains and conducts or supports research on collections to support the programs offered by the Museum. The Museum's collections are utilized in the manner most appropriate to their nature and to the educational programs of the Museum.

Collection Objectives

The objectives of the collection program of Kingman Museum are as follows:

- To strengthen collection areas in which the Museum has a current specialization and interest. Strengthening of the collection may involve selective acquisition or deaccession of collection items to allow better concentration, utilization, and physical resources for more significant items.
- To establish new and appropriate collections specific to the interests of the Museum. Occasionally, collections of importance or national significance unexpectedly become available, either from individuals or from institutions that are no longer able or willing to preserve, maintain, and use them in educational activities. Acceptance of responsibility for such collections may involve establishing new, but appropriate, interest areas for the Museum. Acquisition and accession of such collections must be judged on their individual merits, carefully weighing the values and costs of such accessions against the evolving programs and emphases of the Museum.

Collection Scope

The collections of the Museum will consist of artifacts and specimens which support interpretation of a broad range of subject areas having regional relevance. These collections include but are not limited to the following areas of specialization: Anthropology, Archeology, Astronomy, Botany, Entomology, Ethnology, Geology, Herpetology, Mammalogy, Marine life, and Ornithology.

Types of Collections

All artifacts and specimens(s) owned, acquired, or fabricated for Museum programs and exhibitions are assigned to one of the following categories:

- Permanent Collection
- Education Collection
- Prop and Display

Each category is designed to fill a unique role within the Museum. Responsibility and procedures for these categories differ in their levels of access, use, recordkeeping, and preservation objectives.

Permanent Collection

The permanent collection contains those accessioned artifacts/specimens requiring the most restrictive levels of access. Designation of permanent collection status denotes the intent to thoroughly document, protect and preserve the artifact/specimen for future generations. Public access to the permanent collection is primarily through exhibitions, programs, and through modern technological devices such as national network data bases such as Research Libraries Information Network (RLIN) or Online Computer Library Center (OCLC)

To be considered for placement into the permanent collection, the artifact/specimen should: 1) be mission related; 2) fill a gap in the interpretive scope of the permanent collection; and 3) require strictly monitored conditions for storage, display, or care.

Education Collection

The education collection includes those accessioned artifacts/specimens which are actively and regularly utilized in the educational programs of the Museum or for the promotion and development of the Museum as an educational institution.

Artifacts/specimens designated as part of the education collection are considered transient within the context of the educational programs of the Museum. These artifacts/specimens may be utilized with minimal supervision but still be maintained with appropriate and regular inventory and recordkeeping. The educational collection is composed of donated artifacts/specimens directed to this collection through curatorial recommendation, accessioned material transferred from the permanent collection, artifact reproductions, and objects purchased for the expressed intent of inclusion in the education collection.

On occasion artifacts/specimens from the permanent collection may become available for use by an educational program, providing the Collection Manager's permission is given with the proper forms for in-house loans. These forms are filed, and clear instructions are issued as to the proper monitoring for the safety, maintenance, and security of the artifact/specimen.

V. Acquisition

Acquisition provides a means of strengthening the collection and enhancing its value for exhibition and education. The Museum cannot engage in indiscriminate acquisition. The diversity of the natural world and the universe is so extraordinarily large that physical space limitations alone require that the Museum strictly regulate its acquisitions. Additionally, the financial responsibility to preserve, maintain, and use the Museum's collections require that the institution be highly selective in its acquisitions.

Considerations for Acquisitions

The Museum may acquire artifact/specimen(s) by purchase, gift, bequest, transfer, exchange, field collection, abandonment, or other appropriate means. The Museum acquires artifact/specimen(s) for its stated purposes, not simply to acquire. Artifact/specimen(s) for which the Museum anticipates no foreseeable use for exhibition or educational purposes will not be accepted. The Museum will not accession materials for the express purpose of sale or exchange.

No artifact/specimen(s) shall be acquired in any manner, if it is known or suspected by any person associated or affiliated with the Museum or employed by the Museum in any capacity that the artifact/specimen is or was – or is reasonably believed to have been - illegally obtained.

All artifact/specimen(s) are to be accessioned on an unconditional basis to be used at the Museum's discretion. Although the Museum acquires clear title to all accessioned materials, it always acts as a trustee for the public. The Museum recognizes its ethical and legal responsibility to care for all artifact/specimen(s) as long as they are part of its collections.

The Museum will not accept the donation of any artifact/specimen(s) that has any conditions attached.

To be accessioned into the collection of the Museum, an artifact/specimen(s) will meet the following conditions:

1. The artifact/specimen(s) will be representative of the museum's mission.
2. The physical condition of the artifact/specimen(s) will be appropriate for its intended use within the Museum: whether that implies use as a transient artifact in the education collection or as an artifact/specimen(s) to be protected for the future in the permanent collection.
3. The artifact/specimen(s) will be well-documented as to provenance (origin, context, history) or have specific relevance to materials currently existing within the Museum's collection.

4. The artifact/specimen(s) can be stored, protected, and maintained by the Museum under conditions that insure its availability for the programs of the institution.
5. The artifact/specimen(s) is unique to either the permanent or education collection.

Commencement of Ownership

The time at which the Museum takes possession of an artifact/specimen(s), and the point at which it legally accepts ownership of that artifact or specimen varies with the method of acquisition. Therefore the dates may not always coincide. Review by the Executive Director, the Collection Manager, the Collection Committee, and formal approval by the Museum's Board of Directors is required for **all** acquisitions. Additional conditions are as follows:

1. Gifts/Bequests: The Museum is considered to own the item when a Deed of Gift has been legally executed, and the artifact/specimen(s) physically enters the Museum.
2. Purchases: The Museum is considered to own the item when it has rendered payment for the artifact/specimen(s), subject to any conditions of delivery.
3. Exchange: The Museum is considered to own the item when an Exchange Agreement has been legally executed, and the artifact/specimen(s) physically enters the Museum.
4. Abandonment: Ownership of abandoned or apparently abandoned property in the possession of the Museum will be determined by state and federal law.
5. Field Collection: The Museum maintains federal and state scientific collecting and salvage permits.

Legal Requirements

Every Museum staff member authorized to acquire artifact/specimen(s) for the Museum through gift, purchase, exchange, field collection or other means will familiarize him or herself with the legal requirements applicable to obtaining an artifact/specimen(s) for the Museum's collection. Every staff member will take the actions necessary to provide the Museum with clear, valid, and legal title to the artifact/specimen(s). Any customary or reasonable steps or actions beyond those legally required shall also be taken if such steps or actions will improve the Museum's ability to document or defend its title or ownership. In instances where title or ownership cannot be clearly established, the Executive Director may request the assistance of the Museum's attorney.

It is essential that the Museum establish clear title to new acquisitions. It is the obligation of the Collection Manager making the acquisition to ensure that all information and documentation necessary for legal and binding accessioning are obtainable. The Museum will do its utmost to ensure that all items are promptly accessioned in accordance with current Museum procedures.

Appraisal Requirements

Appraisals will be conducted for artifacts or specimens that are considered rare, endangered, or extinct. Artifacts or specimens will be appraised by a third party.

VI. Museum Loans

Loans are temporary physical transfers of artifacts or specimens from one institution or individual to another where there is no transfer of ownership. Lending or borrowing is undertaken only under specified terms and conditions outlined in a loan agreement, which forms a contract between the lender and borrower.

- 1) Loan Criteria – The Museum makes or receives loans for the following purposes: exhibition, educational programs, and institutional promotion and development.
- 2) Authority to Approve Loans – The Collection Committee or the Executive Director is authorized to recommend both incoming and outgoing loans. The Board of Directors review and may approve such loans that are extended time beyond the 30-day short-term loan.

Short-term (less than 30 days) temporary custody of objects or specimens may be executed by the Collection Committee or the Executive Director without prior authorization from the Board of Directors.

- 3) Duration of Loans – All loans must be for a specified period of time. For long-term loans, contracts are not to exceed one (1) year. However, the contract may be renewed for up to one (1) year at a time.
- 4) Responsibility – It is the responsibility of the Collection Manager to execute and monitor all loans. All loans are handled by the Executive Director or the Collection Manager.
- 5) Return of Loans – Items on loan to the Museum will be returned to the lender or the lender's designee. If no one has been designated to act on the lender's behalf, the Museum will reserve the right to require a loan claimant to establish title by proof satisfactory to the Museum.
- 6) Unclaimed Loans – Ownership of abandoned or apparently abandoned property in the possession of the Museum will be determined by state and federal law.
- 7) Temporary Custody – Items coming to or from the Museum for a short-term (less than a 30-day period), can be authorized with the completion of a "Temporary Custody Receipt." It is the responsibility of the Executive Director or the Collection Manager to see that proper records are maintained.

- 8) Insurance – The Museum will provide reasonable care for the items in its temporary custody, but no insurance will be carried unless otherwise agreed to by both parties at the lender’s request. Values must be in line with fair market value. If insurance is to be provided by the lender, a waiver of insurance must be obtained.

- 9) Credit – All loans shall be officially credited “from the collections of Kingman Museum, Battle Creek, Michigan.”

- 10) Restrictions –
 - a. The Museum will not lend or accept loan items that are deemed unable to withstand travel, climatic changes, or the circumstances of exhibition.
 - b. Borrowing institutions/individuals or their agents may not alter material on loan (no repair, alterations, or conservation treatment) in any way unless there is prior written permission.
 - c. Borrowing institutions/individuals may not transfer items to a third party without expressed written consent by the Museum prior to transfer.
 - d. The Museum will not lend items to institutions or individuals that have demonstrated an inability to properly handle and care for the items.
 - e. The Museum will not borrow or lend items that are restricted by any legal covenants or prior legal agreements that would prohibit the loan.
 - f. Items that are lent or borrowed may only be photographed, in any form, for documentation or publicity purposes, or by the general public for non-commercial purposes. Permission to photograph artifacts and specimens is to be written into the loan form with variances listed and initialed by both the lender and the borrower. Permission to photograph in any form for research and/or publication must be specifically granted by the Museum even though the artifacts and specimen are in another institution or individual’s temporary custody.
 - g. Costs of storage, security, transportation, restoration, and insurance are to be weighed before agreeing to loan or borrow any artifact or specimen.

VII. DEACCESSION

Deaccessioning is the act of removing an accessioned artifact or specimen permanently from the Museum's collection. Deaccessioning must be done with great care and consideration and with the best long-term interests of the Museum's programs in mind.

1) **Considerations for Deaccessioning**

- a. An artifact or specimen is no longer or never was relevant or useful to the purpose, activities, or scope of the Museum's mission.
- b. The Museum is unable to properly preserve the artifact or specimen.
- c. The artifact or specimen has deteriorated beyond usefulness; the object no longer retains its physical integrity, its identity, or its authenticity.
- d. The artifact or specimen is a duplicate or so similar to another artifact or specimen that its retention in the collection is unnecessary.
- e. Duplicate specimens considered endangered or extinct cannot be deaccessioned without approval from the Board of Directors.
- f. The data accompanying the artifact or specimen is so incomplete that the item has little or no cultural, historical, or scientific value.
- g. The artifact or specimen is required by international, federal, or local statutes to be returned to or repatriated to its recognized owners or conservators.

2) **Proof of Ownership**

The Museum's records must be able to substantiate ownership of an artifact or specimen being considered for deaccessioning. The Committee or the Collection Manager must research carefully, whenever possible, the original donor's intent prior to deaccessioning. The Museum can only dispose of items for which it holds clear title without any legally binding restrictions to the contrary.

For artifacts or specimens that are held by the Museum without clear title, the Museum may use Michigan Public Act 24 of 1992, "Museum Disposition of Property Act" to legally assist it in its intentions of deaccessioning these items.

It is the Committee's responsibility to draft or update procedures for the Disposition of Property without Clear Title for the Executive Director's approval, which in turn will be submitted to the Board of Directors for policy consideration. This procedure must adhere and follow the guidelines as laid out in Michigan Public Act 24 of 1992.

3) **Authority to Approve Deaccession**

The deaccession process can begin as follows: 1) The Collection Manager recommends deaccession to the Collection Committee who recommends deaccession to the Executive Director who can then recommend approval to the Board of Directors. 2) The Collection Committee may initiate the process. 3) The Executive Director and/or a Board representative may initiate the procedure

through consultation with the Collection Manager and/or the Collection Committee. The Collection Committee will review all recommendations and forward its opinion(s) to the Executive Director at its regular bi-monthly meeting. The Board is the only body that has the authority to approve deaccessions from the Museum's collection.

4) **Recordkeeping Requirements**

The Collection Committee or the Collection Manager is responsible to the Executive Director for all deaccession recordkeeping, including that which is required by Michigan Public Act 24 of 1992. A "Deaccession" form is to be archived in the permanent files of the Museum. This form shall request the following data:

- a. When appropriate, documentation of compliance to P.A. 24, '92 or documentation of clear title.
- b. Documentation of the Museum's accession.
- c. Current condition of the artifact or specimen.
- d. Rationale for deaccessioning.
- e. Recommended disposal method.
- f. Final Board action.
- g. Date and final means of disposal.

5) **Change of Status from Permanent to Education Collection**

An artifact or specimen may be moved from the Museum's permanent collection to the education collection. This transfer is a legal status and requires Committee recommendation to the Executive Director. The Board policy on transference within or across the Museum's collections must be followed. Additionally, transference may depend on any donor or purchase restrictions. Documentation for the transference of artifacts internally will require a "Transference" form and accession documentation updates. This transference form will request the following:

- a. Copies of Accession documentation
- b. Current condition of the artifact or specimen
- c. Rationale for transference
- d. Transference destination
- e. Final Board action
- f. Date of transferal

6) **Appropriate Method of Disposal**

The Museum will observe the following priorities in transferring or disposing of deaccessioned items:

Priority 1 – Internal Transfer

Transfer from the permanent collection to the education collection, if an appropriate place or use can be determined.

Priority 2 – Transfer/Exchange

Transfer to another educational non-profit institution and/or a non-profit or governmental entity.

Priority 3 – Sale

A reserved price must be established in advance. Sales to be made through:

- A Third Party presence such as an advertised public auction or other public marketplace.
- Sealed bids or open bidding over a period of time provided adequate publicity is aimed at the appropriate audience of potential purchasers.

Curatorial staff or the Collection Committee can recommend rejection of all offers if they determine that such action is advisable.

Priority 4 – Destruction

Destruction is defined as the obliteration of an artifact or specimen by physical or mechanical means. Deaccessioned items designated for destruction must in fact be destroyed: they may not be kept by staff members or given to relatives, friends, or acquaintances. Means of destruction will at all times be sensitive to issues of personnel and environmental safety and cognizant of local, state, and federal restrictions.

7) Donor Notification

If an artifact/specimen is given to the Museum without restriction, the donor technically retains no legal interest in it. This gift becomes the property of the Museum to be administered for the benefit of the public. Thus the donor does not need to be notified as to the Museum's disposition of donated artifacts/specimens.

8) Request for the Return of Accessioned Items

Once artifacts/specimens are given to the Museum they are held in trust for the general public and cannot be returned at a donor's request.

9) Use of Proceeds Derived from Deaccessions

All proceeds realized from deaccessions shall be allocated to collection acquisition, conservation, and management. Proceeds realized from the sale of artifacts and specimens that were originally purchased with restricted funds are subject to the same restrictions as the original purchase funding. However, these restrictions may be lifted or altered by consent of the original donor(s) or by Board action.

10) Use of Legal Counsel

Upon recommendation of the Collection Committee, legal counsel to Kingman Museum may be requested of the Board whose counsel will then assist the Executive Director in assuring full compliance with any legal requirements.

VIII. CARE OF COLLECTIONS:

The Kingman Museum is responsible for preserving the artifacts/specimens in its collection. It will provide the best possible physical environment, preventive maintenance programs and conservation services to meet this important responsibility.

To the end, the Museum is committed to the following:

1. Environmental Standards: The Museum will attempt to achieve optimum environmental standards for the preservation of its collection. Control standards for temperature, relative humidity, lighting, and air cleanliness will be established through consultation with qualified experts.
2. Adequate Storage: The Museum will provide clean, orderly, safe, environmentally-controlled, and secured storage.
3. Workrooms: The Museum will provide workrooms sufficient in size and material composition to accommodate the development of exhibits and proper handling of artifacts/specimens.
4. Proper Handling and Security: The Collection Manager, under the supervision of the Executive Director, will develop standards and procedures for the handling, packing, transporting, and security of artifacts/specimens, while in storage, on exhibit, or in transit in order to preserve the collection along with materials in its temporary custody.
5. Emergency Preparedness and Disaster Planning: The Museum will establish procedures for care of its artifacts/specimens in the event of possible physical emergencies and will provide the support for the protection of the collection from damage or loss through fire, water/flood damage, theft, vandalism, accident, and insect/vermin damage.
6. Collection Assessment: The Museum will assess its collection in terms of condition and value in consultation with qualified experts to determine conservation priorities and appropriate insurance coverage.
7. Artifact/Specimen Treatment: The Museum will ensure that cleaning, repair/restoration of any artifact/specimen in its collection is carried out by qualified persons in such a manner as to assure the work maintains the historic, scientific and/or artistic integrity of the objects.
8. Staff Development: The Museum will provide in-house training for all staff, both paid and volunteer, in the handling and preventive care of artifacts/specimens. If in-house expertise is not available the Museum will provide appropriate staff with the opportunity to get the necessary training needed for the successful conservation and care of the collection.

IX. COLLECTION RECORDS

Kingman Museum will fully document and maintain appropriate records for all items in its collection. These shall include but not be limited to ownership, title, loans, condition, location, and conservation records. This information may be part of the accession and catalogue record keeping requirements found in this policy.

Kingman Museum's records have been established to preserve data on its collection. The Collection Manager and Executive Director are responsible for the development and maintenance of a pertinent record-keeping system. All efforts will be made by the Museum to use the most up-to-date technology to maintain these records. The recordkeeping systems must:

1. Provide the means by which Kingman Museum establishes its right to legally possess an artifact/specimen, either through ownership or short-term loan.
2. Provide descriptive information documenting an artifact/specimen's history and establishes the item's proper place and importance within its cultural and/or scientific sphere.
3. Provide a unique Kingman Museum item number that leads to easy retrieval of legal, descriptive and location information.
4. Provide for the timely manner of completion of the records, housing them in a secure, but accessible, location.
5. Provide for the duplication and storage of all records in a separate, secure facility.

X. Inventories

The Collection Manager is responsible for the Museum's inventory program which is established to review the accuracy of the records, the condition of the collection, to verify the collection's current location information and to provide quick access to artifacts/specimens.

- 1) The Museum is committed to conducting a comprehensive, reconciled physical inventory of the collection on a rotating schedule.
- 2) Artifact Reports are completed and submitted to the Collection Manager for all collection items that are found to be missing, damaged, or disintegrating

XI. INSURANCE

The Museum is responsible for maintaining proper records for all insurance needs, e.g. the collection, loans, unique artifacts requiring special protection, shipping, etc. The Executive Director has the authority to approve deviations from established insurance policies listed below:

- 1) All incoming loans are to be insured. The holder of the insurance policy must agree with the provision that any settlement will be remanded over to the title holder of the loan.
- 2) All outgoing loans are typically insured at the borrower's expense. The borrower must submit proof of insurance to the Collection Manager before the loan arrangements are completed, i.e. before released from the possession of the Museum.
- 3) Objects left in the temporary custody of the Museum are not typically insured. The owner must sign a statement of this understanding.
- 4) The Museum insures its own collection.

XII. ACCESS TO THE COLLECTIONS

Means of Access

Kingman Museum provides access to its permanent and education collections and their supporting records by:

- Providing physical access to the collections through exhibitions and educational programs.
- Lending artifacts/specimens to institutions for research, educational, or exhibition purposes
- Providing electronic access to the collection and collection records through automated recordkeeping systems and appropriate network technologies; i.e. PastPerfect Museum Software with read only properties.

Criteria and Qualifications for Access

Kingman Museum deems it essential that personnel using the collection be reliable and versed in appropriate artifact or specimen handling. The collection must be protected as much as possible from improper handling, breakage, accidental damage, and misplacement as well as from theft and intentional damage. The Museum may limit access to specific areas of the collections to curators, appropriate staff and to authorized visitors.

Kingman Museum's limited ability to allow access to its resources may be due to the following considerations:

- Safety, security, and condition of the collection
- Federal, state, and/or local privacy statutes
- Other concurrent demands on staff time and Museum resources

Appropriate staff will have direct access to the collections in storage and/or on exhibit. Determination and level of direct access of staff to collections will be decided by the Executive Director upon consultation with the Collection Manager. Staff and volunteers will have restricted online access to the collection records.

Volunteers or interns are not allowed unsupervised access to the collections; except with the discretion of the Executive Director.

The Collection Manager is ultimately responsible for the physical safety and legal accountability of the collections. Availability of Museum resources to meet each access request will be evaluated and determined by the Collection Committee, Collection Manager and the Executive Director.

Media Access

Kingman Museum recognizes the importance and timeliness of assisting the media in their access requests. By doing so, the Museum is able to disseminate information about its collections to a large audience. The nature of most media requests requires that the Museum be flexible, within the guidelines of the Collection Policy, in its interpretation and enforcement of established regulations and fees. All media requests will be coordinated by the Executive Director.

Appraisals

The Museum does not provide monetary appraisals, especially at the request of donors, or prospective donors. The Internal Revenue Service requires impartial appraisals for tax deduction purposes. In any gift situation, the Museum is an interested party, seen by the IRS as a donee or prospective donee.

Authentications and other Professional Opinions

Under normal circumstances, Museum staff is not to provide authoritative authentications or other opinions for use by others in negotiations, sales, purchases, legal or tax cases. However, the Museum staff may be asked to give their opinions on such matter. It is the responsibility of the staff to include disclaimers along with any advice. Disclaimers should state:

- *The opinion is not intended for sharing, broadcast, negotiations, or publication. It is provided for personal reference of the recipient.*
- *The value, authority, and/or veracity of the opinion is not guaranteed by the Museum or the staff member providing it. The opinion is based only upon the information available to the staff member at the time and may not be considered authoritative.*

Visitor and Employee Safety

Kingman Museum will act in a reasonably prudent manner, following all federal, state, and local statutes, to assure that the visiting public and its employees are safe from hazards that may result from its collections, its loans and its method of storage, and/or exhibit.

XIII. ETHICS

It is a public trust to be an employee or a volunteer of the Kingman Museum. This public trust involves a great responsibility. Preserving this public trust and maintaining public confidence demands that in all Museum-related activities staff, board members, their designees and volunteers must act with integrity and in accordance with the professional standards and ethical principles stated throughout this Collection Policy.

XIV. TERMS
XV. FORMS