



## Collections Management Policy

### **Collections Management Policy Approvals:**

Hyrum City Museum Board                      January 9, 2024

Hyrum City Council                                TBD, 2024

*The Collections Management Policy is the institutional policy that governs how the Hyrum City Museum's Collection is developed, cared for, and managed. It is the document that ensures the Museum follows its mission to preserve objects that have been entrusted to its care by the public.*

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**The purpose of the Hyrum City Museum is to preserve for the public benefit, the natural, historical, cultural, and artistic heritage of our region.**

*Draft by Courtney Cochley, Museum Curator, November, 2023*

## **1. Introduction and Hyrum City Museum Governing Statements**

In accordance with its mission, the Hyrum City Museum (the “Museum”) maintains permanent collections as they relate to Hyrum and Cache Valley history. This collections management policy guides the care of the collections and sets the criteria by which the Museum can determine how to best meet these needs as they relate to acquisition, management, preservation, lending, borrowing, disposal, and exhibition.

### **Purpose (per our bylaws)**

The purpose of the Hyrum City Museum is to preserve for the public benefit, the natural, historical, cultural, and artistic heritage of our region.

### **Mission**

The Hyrum City Museum creates and maintains interpretive exhibits, provides educational activities, and actively collects and cares for artifacts and historical materials to provide a resource for visitors to make connections with local heritage and our community.

### **Vision**

To provide an inviting space for all visitors to feel a sense of belonging by learning, interacting with one another, and engaging with local heritage, which is sustainable and employs museum best practices.

*The Mission and Vision were approved by the Hyrum City Museum Advisory Board on October 9, 2018, and the Hyrum City Council on November 1, 2018.*

## **2. Governance and Collections Responsibility**

The Hyrum City Museum is a city institution located in the basement of the Hyrum City Offices and Library building. The Museum is subject to the policies, rules, and administration of Hyrum City (the “City”). Accordingly, the Hyrum City Council has the ultimate responsibility for the preservation and protection of the permanent collection. They have the ultimate fiduciary responsibility and ensure that all activities and programs are consistent with mission and policies. The Museum Director answers directly to the City Administrator to whom the Council has delegated oversight responsibilities of all City management activities. The Museum Director has the responsibility for day-to-day governance and management of the museum, staff, and volunteers.

### **Advisory Board**

The Museum has an Advisory Board (the “Board”) that supports and advises the Museum Director and staff on museum management, fundraising, and programmatic activities. The Museum Director is responsible for coordinating the activities of this board.

### **Staff**

It is the responsibility of Museum staff to administer the daily needs of the collection. The Museum Director has final authority on all decisions affecting the collection. The immediate responsibility for the physical care of all the collections lies with the Museum Curator. The Museum Curator is also responsible for ensuring the physical well-being of the collections

through proper risk management and for creating and maintaining collection records. These tasks are outlined in separate collections procedure documentation.

### **3. Museum and Collection History**

#### **Museum History**

The Hyrum City Museum was founded in 1980 by Hyrum City Councilman Willis “Bill” McBride in the LDS 1<sup>st</sup> ward house at 300 South and Center Street. Some of the original artifacts include a painting of Mountain Men on leather by Craig Poppleton, Dr. Burgess’s medical bag, and a replica of the Fort Hyrum, which Bill and his son Jeff painstakingly built. These items are still on display in the Museum.

In 1989 Hyrum City built the Civic Center with a new library space on Main Street; the Museum moved to the basement next to the library. In 2006 the Hyrum Library and Museum Foundation’s campaign to build a new library and museum building found success and construction on our current location at 50 West Main Street commenced.

In 2012 a Museum Advisory Board was created and the Museum Director became an official city position. The Museum Curator became an official city position in 2016. The Museum also benefits from the work of its advisory board, a docent program, and a partnership with Utah State University offering internships to undergraduate and graduate students.

A 2500 square foot expansion was completed from 2016-2020, including a 1600 square foot exhibition area, the Kindred Reading Room, and two new storage areas. A new secure collections storage room was completed in 2023.

There are currently 15 permanent interpretive exhibits, several virtual exhibits, several rotating/temporary exhibits, and monthly programming for adults and children.

#### **Collection History**

The Hyrum City Museum currently has over 2000 items accessioned and catalogued in our collections management system. Items are currently on exhibit, in our secure storage room, in our archive for research, or awaiting processing. Items in the collection include three-dimensional objects, books, archives, and photographs.

Prior to 2012, when the first professional Museum Director was hired, record-keeping had not been well-established. A full collection inventory was conducted in 2013 where all items were accessioned and catalogued as found-in-collection items, the numbering was assigned based on where the object was exhibited or stored, often by theme or object type.

The collection is historic in nature, mostly representing the material history of Hyrum since the city’s founding in 1860. The largest categories of the collection consist of tools, clothing, and periodicals and publications. Many items from the Museum’s establishment in 1980 are still in the Museum collection. Every effort is made to reconcile objects within the collection with paper records and confirm their provenance.

## **4. Scope of Collections**

The Hyrum City Museum collects historic objects, art, and archival material related to the human history of Hyrum City and surrounding communities as it relates to the history of Cache Valley. The museum does not collect natural history specimens or prehistoric human materials. Objects that illuminate the stories of exploration, settlement, economic development, and community and cultural development of Cache Valley throughout time are a priority. This includes ethnographic materials of regional indigenous cultures living in and near Cache Valley.

The Museum's collections should reflect the breadth, depth, and complexity of the experiences of the people of Hyrum City. The Museum actively seeks to illuminate under-represented stories and groups. Artifacts may reflect larger national or international themes, but should always focus attention on how those events affected life in Hyrum.

Objects are collected primarily for use in exhibits and secondarily for research and educational programming. Collections are not acquired haphazardly and must fall within the general framework of existing collections, or must otherwise strengthen their useful comparative nature. Generally, items must be in good condition, needing little to no repair before being displayed. Exceptions for extremely relevant or scarce pieces may be made, but the item must have direct bearing on a significant part of the community's heritage.

Objects not accepted for accessioning into the permanent collection may be placed in the education collection.

## **5. Collection Categories**

Collections are developed, managed, and conserved for use in exhibitions, research, and/or education programs for academic and public audiences. To ensure these collections will be available for the future, use is balanced with current preservation philosophies and museum best practices, especially those involving preventive conservation. The Museum adds objects to the collection by means of gift, bequest, transfer, purchase, exchange, or any other transaction by which title to an object passes to the museum.

Recognizing the collections form the core of the Museum, but also acknowledging the duty of the Museum is to provide varied and informative programming to its audience, the Hyrum City Museum maintains two categories of collections:

### **Permanent Collection**

The Permanent Collection is the Museum's primary collection and is maintained at the highest standard. Accessioned, documented, and cataloged objects collected within the scope of collections are preserved in trust for future generations. These objects are given the highest level of care, management, and protection and can be used for research, exhibition, or loans. Permanent collections are owned by the City of Hyrum and held in trust for the general public.

## **Education Collection**

The Education Collection consists of objects outside permanent collections used as exhibit or educational props and related exhibition furniture, cases, vitrines, and similar expendable and reproducible items. Objects in the Education Collection are not cared for, managed, or protected in the same way as the permanent collections. However, similar acquisition and disposal principles related to City policies, ethical standards, and State and Federal law will be practiced. If a donor approves, objects not accepted into the Permanent Collection may be considered for the Education Collection.

## **6. Legal and Ethical Guidelines**

### **Code of Ethics**

The Hyrum City Museum adheres to the code of ethics as adopted by the American Alliance of Museums and the City of Hyrum. The Museum also complies with all applicable local, state, and federal laws, international conventions, and legal standards governing trust responsibilities.

Where conflicts of interest arise—actual, potential, or perceived—the duty of loyalty must never be compromised. No individual may use his or her position in the Museum for personal gain or to benefit another at the expense of the Museum, its mission, its reputation, and the society it serves.

*The Hyrum City Museum Code of Ethics was adopted by the Hyrum City Museum Advisory Board on March 12, 2019, and the Hyrum City Council on March 21, 2019.*

### **Personal Collecting**

While Hyrum City nor the Museum have set policy, all City staff understand that care must be exercised to ensure that no conflict, or appearance of conflict, arises between staff and the Museum. Staff members must not personally compete with the Museum for acquisitions in which the Museum has formally declared an interest. No staff member may use their Museum affiliation to promote their, or an associate's, personal collecting activities. In all situations, the Museum's formally and specifically stated collecting needs take precedence over those of the individual. The Museum staff also acknowledge that acquiring, collecting, and owning of objects by staff is not in itself unethical and can enhance professional knowledge and judgment.

Loans to the Museum of personal objects belonging to staff can be of benefit to education and the scholarly mission of the Museum. Exhibition and publication of objects by the Museum can also enhance an object's value. Therefore, objects belonging to staff members may be loaned to the Museum for exhibition or research if the object(s) would significantly enhance the educational value of the larger exhibition or research question. There cannot be a conflict of interest, or even perceived conflict of interest, wherein the staff member may personally benefit from such a loan.

### **Laws Concerning Collections**

The Hyrum City Museum complies with local, state, and federal laws.

Hyrum City Museum employees authorized to acquire objects for the permanent collection through gift, purchase, exchange, field collection, or other means will reasonably ensure that clear and legal title can be transferred to and obtained by the Museum and accomplish through due diligence that the title is clear and valid.

The Museum will not knowingly or willfully accept or acquire objects illegally imported into or illegally collected in the United States. Due diligence will be pursued to ensure that objects considered for acquisition have been collected and imported in full compliance with the laws and regulations of the federal government of the United States and of the individual states. All objects collected in foreign countries must also have been obtained in compliance with the laws of those countries. The Museum may accept objects that have been legally confiscated by government authorities.

### **Access Policy**

Access to the collections provides opportunities for research and education. However, measures must be undertaken to preserve the integrity and security of the collections. Access to collections must be pre-approved by the appropriate Museum staff and the decision for allowing access will take into consideration risk to objects, resources available for supervision, and research goals. Access to collections storage areas shall only be under the supervision of the Museum Director or Curator. Research conducted in the Kindred Reading Room will be supervised by Museum staff or volunteers. See the Museum's Research & Use Agreement for specific policies regarding research at the museum.

This policy allows for curatorial discretion to restrict access to sensitive data such as donor, valuation, cultural information, site, and locality. Museum staff will take all reasonable steps to ensure that this sensitive information is safeguarded.

## **7. Acquisitions and Accessions**

### **Acquisition Authority**

The Museum adds objects to the collection by means of gift, bequest, transfer, purchase, exchange, or any other transaction by which title to an object passes to the museum. Only the Museum Director or Curator may approve accessions of objects into the Hyrum City Museum collections. No other individuals are authorized to accept collections for the Museum.

The Hyrum City Museum Advisory Board will be consulted on all proposed accessions that may be controversial, of significant size, or of significant monetary value.

### **Selective Acquisition**

Because of limited storage space, established goals, and financial and ethical constraints, indiscriminate growth of collections is neither feasible nor responsible. Collections objects must be acquired in accordance with current legal and ethical standards. Acquisition practices must adhere to discipline-specific ethics and practices and should in no way contribute to the existence of illegitimate markets, the destruction of resources or sites, illegal trade, or unethical behavior.

## **Fiduciary Responsibility**

Because of its fiduciary responsibility to maintain and preserve objects in perpetuity for the common good, the Museum will not acquire objects for which it is unable to provide adequate space, financial resources for care and conservation, and appropriate staff (curatorial, collections management, conservation, preservation, and registration).

## **Use**

The Museum acquires objects specifically to fulfill the Museum's mission. Objects for which the Museum staff anticipates no foreseeable use for research and/or education will not be accepted. Potential donors of such object(s) may be referred to other museums having an interest in and use for the offered object(s).

## **Object Donation Inquiries**

Objects acquired and brought into the Museum can pose risks to the collections that are the responsibility of staff to maintain and preserve. Further, the proper care of these objects can require greater financial resources than initially imagined and, if not attended to, may become unclaimed property. Therefore, all inquiries made to the Museum staff concerning the possibility of object acquisition will be documented with appropriate appointments made with potential donors and temporary receipt and/or loan documents executed with clear time frames articulated. All procedures will discourage drop-offs and abandonment of objects.

## **Conditions of Acceptance**

Legal documentation will be required for gifts, purchase, or bequests and can consist of a Deed of Gift, Bill of Sale, or Decree of Distribution and a Last Will and Testament. This documentation must be signed by the donor/seller/legal owner's representative before the object(s) is accessioned into the collection. The documentation will include the object(s) description and will be kept in the Museum's accession files. Free and clear title will be required for all objects acquired for the collections, without restrictions as to use, exhibition, loan, dispersal, or future disposition.

Only under exceptional circumstances will the Museum consider gifts on which the donor has placed restrictions concerning use or disposition. Restricted gifts will be accepted for accession only with the approval of the Advisory Board. Where restrictions are attached to an acquisition, every effort will be made to place a reasonable limit on the time for which these restrictions will apply and to define the conditions under which they will apply and to define the conditions under which their enforcement may terminate. In addition, all information regarding the decision to acquire the object(s) will be documented in the accession file. Such restrictions as may apply to an acquisition must be completely documented in the records pertaining to the object(s). The Hyrum City Museum will make every effort to comply with both the letter and the spirit of such restrictions.

## **Documentation of Accessions**

It is essential that clear legal title to an acquisition be established prior to accessioning into the collections. It is the obligation of the authorized Museum employee making the acquisition to ensure that all information and documentation necessary for legal and binding accessioning are



obtained. In addition, all relevant provenance, significance, and interpretive information must also be obtained and documented during the acquisition process. The Museum staff will use and maintain an appropriate Collections Management System to document the collections from accession through cataloging in addition to maintaining the appropriate paper files, as dictated by best practice, on each accession and object.

## **Condition Reports**

The condition report provides valuable information specific to an object. A condition report will be completed for an object when it enters the Museum for exhibition, either through loan or acquisition, for conservation, or as circumstances warrant. Originating condition reports will remain on file with the Museum. For rented traveling exhibitions the Museum will use the originating institutions format for condition reports. If no condition report accompanies the exhibition, the Museum will use its own forms to complete condition reports for all objects in the traveling exhibition.

## **Inventory**

Collection inventories will be conducted periodically. A digital record and paper record copy will be produced and stored in a secure location. If feasible, a digital photograph will be taken of each object and stored in the Museum's Collections Management System.

## **Commencement of Stewardship**

The time at which the Hyrum City Museum is considered to take possession of and legally own an object varies with the method of acquisition. The following definitions set forth the time of commencement of ownership:

### ***Gift***

The Hyrum City Museum is considered to own the object(s) when a Deed of Gift has been signed and the object(s) physically enter the Museum. Ownership commences only when these conditions have been met. A Deed of Gift will be generated by Museum staff for each donation to the Museum and signed by the donor and Museum staff.

### ***Bequest***

In the case of a bequest, a Decree of Distribution and a copy of the Last Will and Testament shall be obtained. The Decree of Distribution must be signed by the executor. Ownership commences when the Museum acquires the object and the appropriate documentation is received. The Museum is not obligated to accept a bequest.

### ***Purchase***

Ownership commences when the Museum has rendered payment for the object(s), acquired the object(s), and received a receipt of purchase for the object(s). A Bill of Sale shall be obtained from the vendor for each purchase, if possible. If a Bill of Sale cannot be obtained, a written and signed statement of the circumstances of the purchase by the staff person responsible for the purchase shall be substituted and retained with the accession documentation.

### ***Exchange***

An object may be acquired through exchange for an object deaccession from Hyrum City Museum collections or collected for exchange purposes. Exchanges are initiated by the appropriate Museum staff with the deaccession approved by the Advisory Board. No exchanges will be made with private persons. Cultural and educational institutions will have preference over all other interested parties. Ownership commences when all objects involved have entered and been accepted by the respective institutions.

### ***Field Collection***

Field Collection is the primary means of acquisition of research collections. Individuals involved in field collecting are responsible for obtaining all needed permits, or release forms, etc., for the applicable work undertaken and for providing the Museum staff with a copy of these forms or permits. All field collections will take place in accordance with state and federal laws and applicable permissions from individuals or institutions and will be conducted using the applicable ethical standards and best practices.

Field collections at the Hyrum City Museum include oral histories, documentation of current events, including festivals and other cultural traditions, and salvage of historic building components. Ownership commences when the Museum has physical custody of the object(s) along with all permits, release forms, etc., authorizing and approving the field collection.

### ***Abandonment***

The Museum will not accept objects abandoned on museum premises, except under extreme circumstances and with the written approval of the Museum Director. As clear title cannot be ascertained, it is unwise to accept any abandoned object.

Unsolicited gifts sent to the Museum will be treated as abandoned property. Any such objects will be dealt with under the direction of Utah's Abandoned Property Law. (See Appendix, Utah Code Title 67, Chapter 4a, Section 201)

## **8. Collections Care, Conservation, and Risk Management**

The Museum's responsibility to care for collections in its custody on behalf of present and future generations is a primary obligation of the institution. All staff members share in this broad accountability and preservation of the collections is an essential responsibility. The Hyrum City Museum endorses the concepts of preventative conservation which aim to minimize damage and deterioration of the collections. All staff and volunteers practice preventive conservation within the storage rooms and exhibition galleries following established collections handling procedures and guidelines. All collections care and risk management practices apply both to physical and born-digital collections.

Professional standards require eliminating or mitigating risks to the collections from the ten agents of deterioration:

- Physical Forces
- Thieves and Vandals

- Fire
- Water
- Pests
- Pollutants
- Light
- Incorrect Temperature
- Incorrect Relative Humidity
- Custodial Neglect and Disassociation

The Hyrum City Museum's Collections Care and Conservation Plan, which contains the Museum's Integrated Pest Management Plan and Collections Housekeeping Plan, highlights the Museum's procedures to help mitigate the risks to the collection from the ten agents of deterioration following the most up-to-date best practices for collections care.

### **Physical Care**

The Hyrum City Museum provides climate-controlled and secure storage areas for all its collections. Collections are housed in sealed metal cabinets, or in acid-free boxes on powder-coated metal shelving/racking whenever possible. Archival supplies or materials recommended by conservation specialists are used for preparation and storage of collections objects. Museum staff and volunteers are trained in proper handling procedures for collections. Handling or moving of collection objects is done by collections interns or volunteers under the supervision of staff members. The Museum has established collections handling procedures and guidelines for all collections care workers and collections users.

Permanent Collection objects and borrowed objects on exhibit are routinely monitored by collections staff. Collection objects are exhibited in locked display cases whenever possible or in open display areas using best practices for those exhibit circumstances. Large objects are protected from public handling by barriers. Handling or moving of collection objects on exhibit is done by trained staff; or by volunteers and interns under the direction of trained staff.

All collections objects shall be safe, secure, and stable while in the Museum's care, whether temporarily or permanently.

### **Conservation**

Using the highest possible standards, the Museum's conservation goal is to manage and maintain the balance between long-term preservation and short-term use of the collections by minimizing chemical, physical, and biological deterioration. Conservation includes prevention and intervention measures designed to mitigate deterioration and return objects to stability through minimally intrusive methods. The Museum follows the current conservation philosophy of minimal chemical and physical trauma to the object, the use of sympathetic materials, compatibility of materials, and maintaining complete, accurate records of materials and processes used. When possible, the Museum will use professionally trained conservators.

### **Environmental Monitoring**

Documentation is essential for understanding the outside weather fluctuations and the ability of the building's heating, ventilating, and air conditioning systems to control and minimize the change inside the building. Change is to be expected with seasonal fluctuations, but to preserve

the collections of the Museum, it is important to minimize fluctuations. Environmental measurements are recorded with data loggers. Records will be kept for a minimum period of three years.

As visible and ultraviolet light on collections presents preventative conservation concerns for objects on exhibition and in collections storage, it is important light levels be monitored and adjusted appropriately. Lights should remain off in collections storage rooms and exhibition areas unless occupied if possible.

The museum will own and use environmental monitoring devices in order to help maintain the appropriate conditions.

### **Pest Management**

Integrated Pest Management (IPM) is a means of controlling pests using primarily non-invasive methods to prevent, mitigate, and minimize pest infestations. While not all pests attack and damage collections materials, overlooked, non-destructive pests tend to attract the destructive sort. The Museum staff will, therefore, seek to manage all pests. The Museum's methodology to keeping pests in check follows a Block, Discourage, Detect, and Respond protocol. Blunder traps will be used to monitor pest activity with documentation maintained by the Museum Curator on a regular basis. Food shall never be present in collections storage areas and shall be limited in use within the exhibition galleries with all food-related trash being removed from the museum and housekeeping completed immediately after use.

The full IPM plan can be found in the Museum's Collections Care & Conservation Plan.

### **Emergency & Disaster Preparedness, Response, and Recovery**

In case of emergency or disaster, the Hyrum City Emergency Operations Plan will guide staff.

### **Insurance**

Insurance is part of object care, providing for appropriate compensation to the Museum or a lender in the event of loss or damage.

The permanent collection and objects owned by the Museum are insured under Hyrum City's policy at fair market value to cover damages and loss.

As stated in the conditions outlined on Museum *outgoing loan agreement*, insurance is required for all objects lent from the Museum's collection and will be covered by the borrowing institution against all risks of physical loss or damage from external cause while in transit and on location during the period of this loan. A Certificate of Insurance may be required from the borrowing institution prior to the commencement of the loan.

As stated in the *incoming loan agreement*, all collections borrowed by the Museum will be insured by the Museum, under Hyrum City's insurance. The insurance policy contains the usual exclusions of loss and damage due to such causes as earthquake, war, flood, gradual deterioration, faulty or defective workmanship, or nuclear damage. A certificate of insurance will be sent upon request. If the lender elects to maintain his/her insurance, the museum must be

supplied with a certificate of insurance naming the Museum as an additional insured or waiving rights of subrogation.

## Security

Security against theft and vandalism is a critical component of collections care. The Museum employs the use of security cameras in all exhibition and storage areas. Loss or damage of an object must be immediately reported to the Museum Curator and the Museum Director, and in the case of an incoming loan, the lender. The incident will be documented and all records will be kept in the object's file.

## 9. Documentation and Registration

Documentation records form an integral part of an object's history and are of primary importance in understanding the object. Records also provide the means by which the Hyrum City Museum establishes its right to legally retain objects, either through permanent ownership, temporary custody, or on loan. Careful and explicit record keeping allows the Museum to know an object's provenance, condition, location, legal status, and to systematically classify and catalog objects.

Collections records are created in a timely fashion, housed in a secure location, and are physically preserved by proper handling and storage methods. Where possible, duplicate registration and accession records should be made and stored in separate facilities as a security precaution. Documentation should be kept on archival paper when possible to ensure their preservation and longevity. In the case of digital archives, all images and documentation should be kept on redundant storage devices inside and outside of the Hyrum City Museum. Documentation of objects found-in-collection will be the same as those that were donated or acquired through purchase. The Museum staff will use and maintain both a Collections Management System and paper records as dictated by best practices.

*Current procedures for collections documentation, including how to accession, catalog, label, digitize, re-house, and handle objects, can be found in the Collections Procedure Manual, which contains the most up-to-date instructions for the day-to-day maintenance of the collection.*

## Registration

The registration process involves the activities of compiling and maintaining an accurate and cumulative inventory of all objects in the Museum's custody. This includes providing an immediate, brief, and standard means of identifying each object and recording its source, status, and disposition. Registration includes:

**Accessioning** is the process of transferring ownership of an acquisition to the Museum, including the process of recording the acquisition as part of the collection. Accessioning gives the Museum legal right to hold the object and commits the Museum to the responsibility for the proper care and use of the object. When an object is accepted as part of the Museum's permanent collection, it is accessioned by completing the documentation and assigning a unique control number (accession number). An accession number is assigned to a collection acquired from a single source at one time. It may refer

to one object or to a number of miscellaneous and diverse items within the same donation. All permanent collection items acquired by the Hyrum City Museum will be formally accessioned. Accessioning will be done in a timely fashion by the Museum Curator.

***Numbering System:*** The accession number is a unique number assigned to a collection element or group of elements that comprise the accession. The accession number is defined by the year of its acquisition and the order it was received (2023.XX) The catalog number is assigned to a particular object to provide a unique identifier of the object and contains the full accession number with a third number as the object ID (2023.XX.YY).

**Deaccessioning** is the process of removing an object from the permanent collection by legal means. All aspects of the conditions and circumstances of deaccessions and dispositions of objects will be recorded and retained in the registration records.

**Loans** are the temporary physical transfer of material without transfer of ownership. Loans are undertaken within the terms of a loan agreement that: a) forms a contract between the lender and borrower; and b) specifies terms and conditions of the loan, including the responsibilities of each party and duration of loan.

***Incoming Loans:*** For external and traveling exhibitions, research, or other stated purpose, the Hyrum City Museum will make arrangements with institutions or individuals for the loan of materials to the Museum. In general, the originating institution generates the loan documentation agreement forms, however, if needed the Museum will generate these documents to be signed by each responsible party. Loans will only be made for a specified length of time and they may be renewed with written approval of the originating institution or individual and the Museum, as directed by the terms of the loan agreement.

***Outgoing Loans:*** For research, exhibition, education, or other stated purpose the Hyrum City Museum will agree to arrangements with other like institutions for the loan of Museum permanent collection objects. An Outgoing Loan Agreement will accompany loans originating from the Museum and will be signed by both responsible parties. A General Facility report will be required from the borrowing institution if the object is loaned for exhibition. Loans from the Museum will be made for a distinct period of time with the option of renewal at the discretion of the Museum Director but are non-transferable without written authorization from the Museum Director. Collection objects will not be loaned to individuals. If the loan is for research purposes, results of analyses (including publications, reports, images, digital data such as CT scans, etc.) must be forwarded to the Museum upon completing of the study. Any remaining materials, not consumed during analysis in the case of destructive studies, will be returned to the Museum upon the conclusion of the study. The borrowing institution will provide insurance coverage for any borrowed

items and will provide the Hyrum City Museum with a Certificate of Insurance prior to any conveyance of object(s).

## **10. Intellectual Property**

The Hyrum City Museum seeks to secure exclusive or non-exclusive copyright license on all acquisitions. In general, the fair use doctrine of the 1976 Federal Copyright Act permits the Museum to carry out its exhibition and educational programs, even when the Museum does not hold copyright or non-exclusive license. Unless the Museum can document that it owns copyright, the Museum cannot grant rights to reproduce objects in the collection for any other purpose.

The Museum accepts written requests for photographic materials of collection objects. All reproduction, duplication, or photography of the Museum's collection must be approved by the Museum Director and applicants are required to submit an Image Reproduction Request form.

The use of photographs in printed or other media material must be agreed to, in writing, by the Museum Director prior to publication, and the publication must credit the source as the Hyrum City Museum. All duplication is at the discretion of the Hyrum City Museum. Although the Museum seeks to serve the public, it also seeks to preserve and protect the integrity of its collections.

## **11. Appraisals**

Appraisals for donations to the Hyrum City Museum for tax purposes are the responsibility of the donor. In accordance with Internal Revenue Service (IRS) regulations, organizations receiving gifts of art and objects must maintain an "arms-length" transaction with the donor. As such, the Museum cannot appraise the work, pay for the appraisal of the work, or suggest the value of the work. The Museum provides the donor with an acknowledgment letter and Deed of Gift which may be used by the donor to prove the gift for tax purposes. Staff may provide donors with the names of independent qualified appraisers in the region. [See IRS Publication 561 for current IRS policy on Determining Value of Donated Property.]

## **12. Deaccessions**

The Hyrum City Museum holds its collections in the public trust. Regarding the highest legal and ethical standards as defined by the American Alliance of Museums, the Museum selects objects for acquisition carefully, so should seldom need to deaccession objects. However, the Museum recognizes that periodic evaluation and selective culling of the collections can strengthen the quality of the Museum's collections.

Potential reasons for deaccession include: destructive analysis, repatriation, object deemed outside scope of collections, exchange, poor state of conservation, resources required for proper care are beyond those of the Museum, authenticity, hazard to personnel or other collections, redundancy, or illegitimate title. While abandoned or found-in-collections objects may not be accessioned it may be advisable to follow a full deaccession process for these objects for which

full Museum ownership has not been established but care and custody has been established over the years.

## **Means of Deaccession**

Objects in the collection may be considered for deaccession only upon the formal written recommendations of the Museum Director or Curator to the Advisory Board. The recommendation will be reviewed and voted on by the Board. Prior to the Board vote, clear and unrestricted title must be ascertained and documented, clear rationale declared for deaccessioning, and a method of disposition recommended. All aspects of the deaccession will be documented and recorded in the appropriate registration files for the object(s).

### ***Repatriation***

The Museum complies with the Native American Graves Protection and Repatriation Act (NAGPRA) and applicable Utah Laws. Repatriation decisions will be undertaken on an individual basis, in accordance with the Museum's legal, fiduciary, and ethical responsibilities.

## **Disposal**

In considering a deaccession recommendation, the Museum Advisory Board must also consider disposition of the object in the best interests of the Museum, the public, scholars, the cultural community it serves, and the public trust represented. The Museum will comply with the City's surplus property regulations as they apply to Museum collections, as outlined in Hyrum City Code 2.64 (Municipal Property). The Museum will also consider the reasons for which deaccession was recommended.

## **Methods of Disposal**

1. Destruction due to health hazards, forgeries, or deterioration: Methods of destruction must comply with local, state, and federal codes and must be fully documented and included in the object(s) permanent record and witnessed by the Museum Director or Curator. Methods of destruction may include complete destruction of the object through mechanical means or incineration.
2. Transfer to another institution or individual: If the Museum's possession of an object is found to be illegitimate, the object will be transferred to the legitimate owner as determined by the appropriate authority or through the State's Unclaimed Property Act process. Copies of all documentation associated with the transfer will be retained in the object(s) registration files as with all other disposition actions.
3. Exchange
4. Sale to an appropriate institution: Advertised public sale or auction that will best protect the interests, objectives and legal status of the Museum will be used. Museum and Hyrum City employees, volunteers, Board Members, City Council Members, and immediate families are restricted from purchasing objects the Museum offers for sale or at auction.
5. Destructive analysis for research

## **Restrictions on Dispositions**



1. Objects may not be given or sold to employees, volunteers, or advisors of the Museum, its board, or to family or representatives.
2. In general, an agent acting on behalf of the Museum in the sale of deaccessioned objects shall not use the name of the Museum to imply in any way that the value of such objects is supported or attested to by the Museum.
3. The name of the Hyrum City Museum may not be used in any promotional material regarding the sale of deaccessioned objects without the approval of the Advisory Board.

### **Proceeds from Deaccessions**

All proceeds from the sale of deaccessioned objects will be deposited in a restricted collections account. Such funds may only be used for the acquisition of objects for the collection or for direct care of objects already in the collection.

### **Documentation of Deaccessions**

All aspects of the conditions and circumstances of deaccessions and disposal of objects will be recorded and retained in the permanent registration records of each deaccessioned object.

## **13. Policy Review and Revision**

The Collections Management Policy determines the responsibilities and direction of collections care for the Museum. It will be reviewed by Museum staff and the Museum Advisory Board every five years and revised as necessary. The Museum Advisory Board will vote to approve revisions before the revised policy is presented to the City Council for approval.

## **14. Appendix**

### **References**

Hyrum City:

- Hyrum City Municipal Code
- Hyrum City Emergency Operation Plan

Hyrum City Museum:

- Hyrum City Museum Strategic Plan
- Hyrum City Museum Code of Ethics
- Hyrum City Museum Advisory Board By-laws
- Hyrum City Museum Collections Care & Conservation Plan
- Hyrum City Museum Collections Procedure Manual (includes Collections Handling Procedures)
- Hyrum City Museum Scanning & Digitization Guide
- Hyrum City Museum Research & Use Agreement

Federal and State Laws:

- Native American Graves Reparation Act (United States Code, Title 25, Chapter 32)
- Internal Revenue Service Publication 561
- Utah Unclaimed Property Act (Utah Code Title 67, Chapter 4a, Section 201)

American Alliance of Museums ([www.aam-us.org](http://www.aam-us.org)):

Code of Ethics for Museums (<https://www.aam-us.org/programs/ethics-standards-and-professional-practices/code-of-ethics-for-museums/>)

American Association for State and Local History ([www.AASLH.org](http://www.AASLH.org)):

Standards and Excellence Program for History Organizations (STEPS) Workbook