

The Marietta Museum of History



Collections Management Policy

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1. Mission of the Marietta Museum of History is to:

Preserve and display the artifacts from Marietta and Cobb County and their role in world history.

Provide an educational, enlightening, and entertaining experience for all visitors.

Promote discovery, curiosity, inspiration, and learning for people of all ages.

Partner with our community to help make it a desirable place to live, work, and play.

2. Scope of Collection

A. Kennesaw House- The character of the Kennesaw House's collection must be in compliance with the Mission of the Marietta Museum of History (hereby referred to as MMH), in that it must help to continue the goal to "Preserve, Provide, Promote and Partner." The scope of the artifacts within the collection must meet at least one of the following criteria established by the MMH. The artifact must:

- be associated with the city of Marietta or Cobb County and its entities;
- be created, manufactured, owned or used by a Mariettan or a Cobb Countian;
- have a direct connection with the people, sites, activities or events in the history of Marietta and Cobb County.

B. Aviation Wing- The character of the Aviation Wing's (hereby referred to as AW) collection must be in compliance with the Mission of the MMH, in that it must help to continue the goal to "Preserve, Provide, Promote and Partner." The scope of the artifacts within the collection must meet at least one of the following criteria established by the MMH. The artifact must:

- be created or manufactured by the Bell Aircraft Corporation in Marietta.
- be created or manufactured by Lockheed Georgia Corporation including any/all of its predecessor titles and its subsidiaries.
- have a direct connection to the employees of either Bell Aircraft Corporation or Lockheed Georgia Corporation and any/all of its predecessor titles and its subsidiaries.
- have a direct connection to Dobbins Air Force Base, Dobbins Air Reserve Base including any/all of its predecessor names or NAS Atlanta or the Georgia Army Reserve, Georgia Air and Army National Guard, Marine and Navy Reserve Units, Rickenbacker Field, Marietta Army Airfield, and Marietta Air Force Base.
- have a direct connection with the people, sites, activities or events in the aviation history of Marietta and Cobb County.

3. Description of Collections

3.1. Permanent or Accessioned Collection

- A. The artifacts in the accessioned collection have and will maintain first priority for the Museum. These artifacts represent the most rare and historically significant information about Marietta and Cobb County. They are subject to strict accountability and the highest level of care. They should be scrutinized for authenticity and their physical integrity is of the utmost importance. These artifacts are designated into the Permanent Collection at the time of acquisition or when transferred from another collection (i.e. Educational or Research) in accordance with “acquisitions of artifacts” see section 4.
- B. The Permanent Artifact Collection is divided into five areas:
- 1) **Object Collection**-consists of all artifacts that are three dimensional in nature and not made of paper, film, or cloth and not presented in written format. All artifacts within the Object Collection will have intrinsic, aesthetic, historic, technological and scientific value to the interpretation and presentation of Cobb County's history, culture, and heritage of all the peoples of Cobb County and those entities with which it is connected.
 - 2) **Textile Collection**-consists of clothing artifacts representing the changes in men, children's and women's fashions throughout the history of Cobb County. The collection also includes military uniforms, Boy Scout artifacts (i.e. uniforms, badges, sashes, etc.) and other miscellaneous textiles and accepted as a complement to the Museum's overall mission and related subjects.
 - 3) **Archive Collection**-composed of materials from private citizens, organizations, businesses, governmental entities and other non-profit entities, including but not limited to: scrap books, journals, letters, sound and video recordings and other unpublished materials all of which provide an extensive information resource on the history, heritage, events and persons associated with Cobb County, and accepted as a complement to the Museum's overall mission and related subjects.
 - 4) **Library Collection**-composed of published written materials, including but not limited to newspapers, magazines and books. Also any recorded sound material, which was published for mass consumption, which is associated to Cobb County and its history, and accepted as a complement to the Museum's overall mission and related subjects.
 - 5) **Photography Collection**-contains images in all formats, including but not limited to traditional photographs, daguerreotypes, ambrotypes, tintypes, slides and negatives and all other images which provide visual document and image resource on the history, heritage,

events and persons associated to Marietta and its history, and accepted as a complement to the Museum's overall mission and related subjects. Reproduction images, whether hard copy or digital will be kept separate and for research and Museum use only.

3.2. Educational Collection

- A. In accordance with the Museum's mission to focus on education, some acquisitions may be placed into an Educational Collection. Original artifacts donated to the museum must first be considered for use in the Permanent Collection but if the artifacts are not suitable for the Permanent Collection, they may be considered for the Educational Collection. Items in the Education Collection will receive an identifying number beginning with the letter "E".
- B. The Educational Collection may include, but are not restricted to:
- artifacts and material unsuitable for the Permanent Collection, but provide visitors with a "hands-on" experience under staff or volunteer supervision;
 - artifacts in poor condition that still might be used for educational purposes;
 - props and reproduction pieces; including photographs;
 - Duplicate of an object(s) within the Permanent Collection;
 - Items not in accordance with the current mission of the Museum.
- C. The Museum envisions the use of its education collection as a part of a specially designed and fabricated exhibitions intended for availability to schools and institutions. These special outreach projects will enable the Museum to replicate unrestricted artifacts from its Permanent Collection to be combined with the Education Collection materials for in-depth educational exhibitions and programs. Activities could include, but are not limited to:
- Programs to publicize the Museum and its collections, exhibits, published materials, workshops, public programs, etc.
 - These activities will not be limited to presentation on the physical site of the Museum.
 - The Outreach programs will aggressively seek "off campus" locations to enable more students, researchers and the general public to become more aware of the Museum and the diverse historical and heritage programs being offered.

3.3. Research Collection

- A. In continuing to abide by the Museum's mission to focus on education a separate collection for research will be created. Unlike the Educational Collection, which allows visitors of all ages to interact with artifacts in a "hands-on" role, the Research Collection will be strictly for study purposes.
- B. The Research Collection includes items that may have been deaccessioned from the collection and duplicate items in the Permanent Collection.

- C. These items will be differentiated by a “RC” by the collections staff. Artifacts in the Research Collection are not intended for use in exhibits or for demonstration purposes.
- D. The Museum’s staff will make every effort to accommodate all interested persons or entities to gain access to unprocessed materials after special approval by the Collections Committee.

4. Acquisitions and Accessioning of Artifacts

4.1. Acquisitions

- A. Acquisitions for the Permanent/Accessioned, Educational and Research Collections of the Museum will be made by the Curator or Registrar, and is subject to review by the Collections Committee.
- B. Should any other Museum employee/volunteer receive an offer of donation for the Museum’s holdings, they must refer such offers to the Collections Staff.
- C. The terms of acquisition are as follows:
 - The Museum may acquire artifacts for its holdings through purchase, gift, exchange, transfer, bequest or field collection. Valid and legal title must pass to the Marietta Museum of History upon accessioning and the Museum must use reasonable efforts to ensure that there are no restrictions on future use or disposition of any acquisition.
 - The acquisition is made and legal title is assumed at the time a deed of gift is signed by the donor, the donor’s executor or authorized agent, and the Registrar or the Executive Director. If the artifact was acquired by the purchase, a “Museum Purchase for Collections” document is the principal acquisition form, and must be accompanied by a receipt with the amount purchased.
 - For all artifacts accepted into the collections, permanent accession records will be compiled and maintained. The records will include all appropriate documentation pertaining to the origin, means of acquisition, title, condition, value (i.e. insurance or by an outside appraisal) description and all other necessary and relevant information. Cataloging systems will be designed, administered and maintained by the Registrar to meet professional museum standards.
 - The Marietta Museum of History will not provide appraisals of donated materials. The Museum in following ethical museum standards is unable to provide appraisers or any appraisal services. Should a donor require an appraisal for tax purposes, he or she must obtain an evaluation from an independent expert of the donor’s choice. Any and all appraisals given to the museum on donated artifacts will be copied and kept on file with the appropriate donation documentation.

- The Registrar will inform the donor that:
 1. Donations are made as outright and unconditional gifts, in all respects the property of the Museum.
 2. Donations will be used at the sole discretion of the Museum.
 3. Due to limited exhibition and storage space along with the need for preservation of items, MMH cannot promise the permanent or temporary exhibition or retention of any artifact(s) within the collection.
 4. The Museum may collect more artifacts when interpretive programs, educational activities, or exhibit management requires.
 5. Donations become exclusive property of the MMH, when the signed Deed of Gift is returned.

- D. The Registrar and Curator will use the criteria outlined in Section 2 when evaluating artifacts for inclusion into the Museum's collections.

- E. The Registrar or Curator will report all new acquisitions at the meetings of the Collections Committee. The Committee will receive and acknowledge the listing of artifacts received between each meeting.

- F. Purchases of collection artifacts accessioned and non-accessioned, up to \$2500, may be made by a Museum staff person and/or a Collections Committee member with prior approval of the Director. Any purchase over \$2500 will need approval by the Board of Directors.

- G. Either the Curator or Registrar shall accept non-purchased acquisitions with Director approval.

- H. Collections Committee approval shall be required of non-routine gifts, bequests and purchases for:
 - An object valued over \$2500,
 - A single accession over 150 artifacts,
 - Questionable authenticity,
 - Questionable conservation condition,
 - May be deemed a safety hazard or risk to the collection as a whole,
 - Or uncertainty as to whether the item falls within the "Scope of Collections."

- I. MMH acquires for its collection only those materials which:
 - Advance the museum's mission;

- Fits the scope of the collection as defined in Section 2 of this document or fills an identified gap in the existing collection or replaces an inferior example and does not represent an unnecessary duplication of an object or artifacts in the collection;
- Can be made available for use in museum programs and exhibitions;
- Can be stored, protected and preserved under conditions in keeping with accepted museum standards;
- Are considered outright and unconditional and offered without donor restrictions unless unusual circumstances favoring the museum's interests require altering this practice; and
- Clear legal title by the donor is assured and the donor signs a Deed of Gift assigning all rights to the MMH.

J. Unrestricted gifts are preferred. Restricted gifts may not be accepted without written justification and approval from the Collections Committee.

K. All artifacts brought into the Museum must have an accompanying Temporary Custody form to be completed by the person(s) bringing in the artifacts whether it be for acquisitions, loan or for any other purpose.

4.2. Accessioning of Artifacts into the Museum's Collections

4.2.1 Acceptance of Artifacts

- A. The Curator or Registrar makes initial donor contact; unless artifacts are brought into the museum with no prior arrangement and the staff members are not available to meet with the donor.
- B. If an object fits the mission of the museum and falls within the defined scope of the collection, the Curator, Registrar or Director may accept the object on the behalf of the museum. The donor must be informed that any item accepted may not be accessioned into the collection and must be aware that the item may be returned to them.
- C. A temporary custody form must be completed by a trained staff member or volunteer, so that contact with the donor can be made by the Curator or Registrar at a later date. Temporary Custody forms need to be completed by donor for any artifacts that come into the museum without staff's knowledge.

4.2.2 Review by Collections Committee

- A. If the Curator, Registrar, or Director is unsure of the appropriateness of an object or questions the museum's ability to care for the object because of its size or condition then a Temporary Custody form is filled out and the object or a photograph of the object is made for review by the Collections Committee. The Collections Committee will vote on the object at set meetings.
- B. If an object is accepted:

- Two copies of the Deed of Gift form are completed as quickly as possible and mailed to the donor for a signature with one being sent back to the Museum, the other is for the donor's records. A formal thank you letter and an object history form and inventory of donation will accompany the Deed of Gift.
- A dated copy of the thank you letter should be placed in the donation file in order to handle any disputes that may arise.
- An accession number is assigned to the collection and each item in the collection will receive an individual identification number, which is to be affixed to the object.

C. If the object is declined

- The Museum will contact the Depositor either by phone, email or letter and arrangements should be made to return the object to the Depositor (i.e. the person who currently owns the artifact or their representative).
- An Exit Receipt will be completed upon return of the deposited object.
- If, after contact has been made, the Depositor does not collect the property after a period of one year (365 days), the museum will send a registered letter requesting him or her to retrieve the property or publish such a notice in a newspaper of general circulation. If the depositor fails to contact the Museum within one (1) year after the mailed and/or published notice, the Museum gains clear and unrestricted title to the property according to the Georgia legislation regarding unclaimed loans and abandoned property.

5. Found in Collections

- A. Found-in-Collection: Found in Collection (here after referred to FIC) artifacts are undocumented artifacts that remain without status after attempts to reconcile them to existing records of permanent collection and loan artifacts fail. In other words, undocumented artifacts become FIC after sufficient research fails to identify them.¹
- B. The Museum has in recent years come across many artifacts, which can fall under this category, whether due to lack of donor information, or failure of collections staff to properly track the incoming artifacts into the Museum collection every attempt has been made to reconcile the status.
- C. As of January 1, 2008, each year will have a FIC number starting with the year and the donation number being 0, to denote its status. If the donor or loan information can be retrieved then the number will be changed accordingly. These artifacts will be cataloged like other artifacts in the

¹ Collection Conundrums: Solving Collections Management Mysteries by Rebecca Buck and Jean Allman Gilmore.

permanent collection but these artifacts will not be accessioned. Documentation of artifacts "found in collection" will be that same as those that were donated or acquired through purchase.

6. Temporary Custody

- A. Staff has authority to accept artifacts into the Museum's custody on a temporary basis, not to exceed 90 days, for such purposes as: informal identification, examination, possible donation, or possible loan.
- B. The Museum will care for these artifacts with the same respect as its own collection; however, the Museum is not required to uphold the same level of responsibilities. For example, no insurance coverage other than for gross negligence shall be established for artifacts held in temporary custody.

7. Deaccessioning and Disposal

7.1. Justification

- A. In order for an accessioned artifact to be deaccessioned, justification must meet at least one of the following criteria:
 - object falls outside of the scope of the mission statement or the "Scope of Collections."
 - object has been missing (lost or stolen) for longer than two years;
 - object is inappropriately duplicative or deemed to be surplus;
 - the resources to maintain the object at professional standards is beyond the Museum's capabilities;
 - found to have been originally acquired illegally or unethically;
 - is subject to a legislative mandate (i.e. repatriation);
 - object is deteriorated beyond usefulness or irreparable condition;
 - object lacks physical integrity or has an unreliable provenance;
- B. Justification for the disposal of non-accessioned collections has the same criteria as accessioned artifacts.

7.2. Deaccessioning and Disposal Approval

- A. If the donor filed an 8283 with the IRS, the artifacts within that donation are to be in the Museum's care for a period of three years, as mandated by the IRS. This must be taken into consideration if the artifact is up for deaccessioning.
- B. If no known IRS 8283 is completed by the donor then the Museum staff may deaccession an item after a period of one year. The Collections Committee, through the Curator or Registrar, shall recommend artifacts for deaccessioning.

- C. The Museum will follow the by-laws and any deaccessioned material approved by the Collections Committee will require City Council approval.
- D. Non-accessioned artifacts from the Educational or Research collections do not require deaccessioning. The Director shall approve disposal of artifacts from the Educational or Research collections after consultation with the staff.

7.3. Method of Disposal

- A. Disposal for deaccessioned and non-accessioned artifacts shall be conducted in one of the following methods:
 - Exchange, provided that the value of the object received is comparable with the value of the object disposed of, or provided that the object received fulfills a particular need in the collection or educational programs, and that the exchange is with another non-profit organization with a similar mission; and both collecting arms of the Museum, shall not trade or exchange with individuals;
 - Donation transfer to another similar educational organization: preference will be given to placing deaccessioned artifacts with other museums, cultural, historical or educational institutions;
 - Public sale with ethical standards of the American Alliance of Museums being upheld;
 - Transfer to the educational or research collection;
 - Destruction when the object is so worn or infested that display is inappropriate and educational potential is minimal.
- B. If the value of the artifact does not make it a candidate for singular and immediate sale or trade, at the discretion of the Director, it may be held until a quantity of such artifacts can be accrued for sale or trade collectively.
- C. Neither deaccessioned nor non-accessioned artifacts may be traded or given to Museum staff, volunteers, members, Board of Directors or their representatives, unless they donated the artifacts. Members and volunteers, representatives, may purchase deaccessioned or non-accessioned artifacts at public auction. Collections committee, Museum staff and Board of Directors may not purchase deaccessioned artifacts.

7.4. Use of Funds

Funds raised from the sale of deaccessioned artifacts shall be placed back into the acquisitions account of the museum. Funds are restricted to the acquisitions of collections or conservation of specific pieces in the collection. "Proceeds from the sale of nonliving collections are to be consistent with the

established standards of museum discipline, but in no event shall they be used for anything other than acquisition or direct care of collections.”²

7.5. Documentation

- A. To deaccession or dispose of an artifact, clear and unrestricted title must be held by the Museum, or court authority has been sought and attained to permit further action.
- B. Any artifact that does not have proper documentation but has been a part of the Museum’s Permanent Collection for over 3 years can be deaccessioned through Collections Committee approval.
- C. Proper documentation of deaccessioned artifacts must be kept and retained as a part of the museum’s collection record.

7.6. Notifying the Original Owner

Although the original donor no longer holds any legal control over artifacts in the Museum’s collection, the Museum reserves the right to notify the donor or heirs when an artifact is deaccessioned within five years of the donation and/or if the donor can be easily located.

8. Loans

8.1. Incoming Loans

- A. Incoming loans may be accepted from an individual or organization for the purpose of exhibition, research or educational programming. The Curator, Registrar, or Director has the right to approve loans.
- B. The Museum retains the right to determine when, if and for how long artifacts borrowed will be exhibited. The Museum retains the right to cancel the loan upon reasonable notice to the lender. All loans will be renewed on a yearly basis (unless otherwise noted in paperwork), in order to provide the lender an option to have the item returned to their care. A renewal form will be sent to the lender by the Museum at the period ending one year or the specified time frame.
- C. The same care and respect provided for the Museum’s collection should be provided for artifacts on loan. No alterations shall be conducted without written consent of the owner.
- D. It is the responsibility of the lender or his/her agent to notify the Museum promptly if there is any change in ownership of the artifacts or if there is a change in the identity or address of the lender. The Museum assumes no responsibility to search for the lender who cannot be reached at the address of record. If the Museum’s efforts to return artifacts within a reasonable period following the termination of the loan are unsuccessful, then the artifacts will be maintained at the lender’s risk and expense for a maximum of two years. If after two years the artifacts have not been

² Marie C. Malaro, *A Legal Primer on Managing Museum Collections*. Pg. 231

claimed then the lender/owner shall be deemed to have made the artifacts an unrestricted gift to the Museum.

- E. Upon termination of a loan, the lender is on notice that a return or renewal must be affected, or else a gift of the artifacts will be inferred.
- F. Under no circumstances will the Museum accept “Permanent Loans.” Loans as stated above will be renewed at a specified time basis between Museum and lender in order to prevent loans being mistaken for permanent collection artifacts.

8.2. Outgoing Loans

- A. Outgoing loans for educational or scholarly objectives may be made to individuals or non-profit organizations with a similar mission and who adhere to generally recognized professional museum standards. The borrowing organization must provide adequate care for the loaned artifacts to prevent loss, damage and deterioration. Outgoing loans are not to be provided to for-profit organizations. Loans may be arranged for exhibit, study, or conservation.
- B. The Curator, Registrar or Director has the authority to approve and recall loans. The advice of the Collections Committee shall be sought on any outgoing loans.
- C. No loaned object may be altered, cleaned or repaired without written permission from the Museum.
- D. Loan periods are restricted to a maximum of two years. Depending on the conditions listed below, shorter loan periods may be preferable (e.g. fragile textiles should not be exhibited more than three months). After careful review, and with special justification from the Curator or Director may approve a renewal. No more than two renewals may be issued. Requests for additional renewals (more than two) will not be honored without written justification by the Curator and approval from the Director. Special circumstances for renewal would include if the artifact was integral to the exhibit, an active educational program, or research. Permanent outgoing loans will not be issued.
- E. Loans are subject to recall upon reasonable written request and shall be subject to immediate recall in event that any of the Museum’s conditions of the loans are not fulfilled.
- F. Artifacts borrowed from the Museum must be insured when off premises, in transit, and while in the custody of the borrowing organization. These artifacts may be insured under the borrower’s policy if the Director approves the borrower’s insurance. Prior to shipment the borrower must furnish proof of insurance coverage or agree in writing to reimburse the Museum’s insurance coverage. The Museum will provide the most recent appraisal value of the artifacts requested for the loan. If an appraised value is not available, the Museum will provide a documented value of generally defined as “fair market value.”
- G. Before an outgoing loan is permitted the following information will be documented and agreed to by the Museum and the recipient:

- intended use,
- condition of the object and potential deterioration on the object due to the proposed use,
- duration of loan,
- facilities' physical location,
- security,
- level of professional handling,
- insurance documentation by recipient,
- transportation,
- Current contact information.

8.3. Governmental Loans

- A. All loans that the MMH has with the Government, whether it be local, state or national will be handled by the Museum Registrar.
- B. The loan will be renewed yearly or otherwise stated by the government entity.
- C. All loans will be monitored based on the standards established by the government entity
- D. No loan paperwork or agreements are to be handled by Museum volunteers. All loan paperwork must be handled by Museum staff, primarily the Museum Registrar.

8.4. Unclaimed or Undocumented Loans

All attempts shall be made to contact the original owner or heirs to terminate the unclaimed loan and facilitate its return. If the search is unsuccessful, legal counsel shall be sought to follow state statutes regarding unclaimed property.

9. Records and Documentation

- A. The Museum shall maintain documentation records to establish clear title, accessibility, accountability, and for purposes of scholarly research and education. The files will contain the following paperwork related to the donation:
 - a. Temporary Custody Form
 - b. Artifact History Form
 - c. A copy of the signed Deed of Gift in the Registrar's office along with a copy of the letter of acknowledgement sent with Deed of Gift
 - d. Restrictions on the artifact whether by the donor or the Museum
 - e. The original located in a fire proof file cabinet
 - f. Database Accession Records
- B. All donor files and related information will be located in the office of the Registrar.

10. Care of the Collections

- A. The Museum regards the preservation and conservation of its collections of the utmost importance. Care of the collections is a continuing responsibility accepted by the Museum on behalf of the general public. The Museum shall carry out the legal, ethical and professional responsibilities required to provide necessary care for all collections acquired, borrowed or placed in the museum.
- B. The Museum shall provide information and training opportunities to all staff on the proper care of collections. The Museum will conserve and maintain its collections according to professional museum standards:
- The Museum will provide all of its collections a clean, secure and stable collection environment suitable for the maintenance of the physical integrity of the artifacts.
 - In general, the Museum will preserve artifacts in the condition; the artifacts were received in at the time of the Museum's acquisition. The Museum will not necessarily assume a responsibility to restore artifacts to their condition when new.
 - The Museum will maintain adequate work and storage areas as well as adequate staff levels to render proper conservation and collections maintenance possible.
 - The collections staff will maintain, as part of its registration procedures, information regarding condition and changes in condition of all Permanent Collection artifacts. This will be accomplished by annual rotating inventories of all Permanent Collection holdings.
 - All conservation or restoration efforts, whether by staff or contracted outside professionals, will be under the Curator, Registrar or Director's direction. Likewise, the use of any cleaning product, method or instrument upon Permanent Collection artifacts will have the prior approval of those mentioned above.
 - The environmental conditions of the storage areas will be maintained at the recognized museum standards and will be monitored daily by the Curator or Registrar.
 - Movement of any artifacts within the collections shall be under the supervision of the Curator or Registrar.
 - All methods of packaging artifacts in the collections are under the supervision of the Curator or Registrar to insure proper cleaning, handling, and packaging of artifacts.
 - Properly trained staff, volunteers and interns should handle collections.
 - No one may enter the storage facilities without approval of the museum staff.

11. Inventory of the Permanent Collection

- A. The Museum shall maintain an inventory of its collections and shall routinely check its collections for verification of records, condition, and missing or lost artifacts.
- B. A comprehensive inventory of the Museum's collections will be conducted by the staff on a rotating cycle of every three years.
- C. If during the course of an inventory, if an artifact appears to be missing and presumable lost or stolen, the Museum's Curator or Registrar must be notified immediately. If the artifact cannot be located, records for artifacts determined to be missing shall be marked as such. After two (2) years the missing or lost artifacts may be recommended for deaccessioning.

12. Access to Collections

- A. In general, access to the collections by the public will be accomplished through the museum exhibits, publications and public programs. In accordance to the mission of the Museum, the collections are maintained for public education and preservation.
- B. Terms of access include:
 - The Permanent Collection and Research Collection will be made available for scholarly research the permission of either the Curator or Registrar, who will determine the level and type of access such persons will have.
 - The Education Collection will be made available to researchers and the public at the discretion of the Curator who will determine the level and type of access such persons will have.
 - The Curator, Registrar or Director reserves the right to deny access to the Permanent and Research Collections based on the conservation considerations.
 - Any artifact received by the Museum through Board approved acquisitions, may be held separately, therefore not open to public use, such as artifacts under conservation, fumigation, and repair.
 - The Permanent Collection or Research Collection will not be available for general perusal or to satisfy the "curiosity seekers."
 - The Marietta Museum of History will grant permission for publication of photographs of collections artifacts or collections information with the Museum being given credit. A charge may apply to for-profit institutions for access and publication rights.

13. Collections Committee

13.1. Appointment of the Collections Committee

- A. In accordance to the by-laws of the Marietta Museum of History, Inc., Board of Directors, the Collections Committee will have the authority to review, select, accept and further develop the collections for the Marietta Museum of History, Inc.
- B. The Chairman of the Marietta Museum of History, Inc., shall appoint a Collections Committee (hereinafter referred to as the Committee) which shall consist of a minimum of two Directors. The Curator and Registrar will join the Museum Director in reviewing the artifacts. The Museum Director shall serve as an ex-officio member of the Committee.

13.2. Primary Function of the Collections Committee

- A. The primary function of the Committee shall be to:
 - Meet as an advisory body at least every sixty (60) days, or as often, or as less frequent, as is mandated for Museum exhibition and program intent and/or Archival referral;
 - Supervise expenditures for the purchase of collection artifacts;
 - Review artifacts referred to the Committee for possible inclusion into the Permanent, Educational or Research Collection or received into Temporary Custody;
 - Review funding requests where additional funds (in excess of current budget) are required;
 - Make determinations and recommendations to the Board of Directors for the replication and resale of reproductions of artifacts from the collections;
 - Recommend policy to the Board of Directors for collections-related publications;
 - Review and act upon Committee member recommendations on artifacts to be deaccessioned from the collections;
 - Offer recommendations for the collections acquisition philosophy of the Museum.
- B. The acceptance of gifts or bequests shall be by the Committee:
 - When large artifacts are offered; defined as occupying a space (the number of cubic feet the collection would take in storage);
 - When an extensive collection is offered; defined as exceeding the number of artifacts set by the committee from one single donor;
 - When an object represents a new area of collection for the Museum.
- C. A complete listing of all artifacts accepted shall be prepared by the Registrar and furnished to members of the Committee for review prior to regularly scheduled meetings of the Committee.
- D. Acceptance, rejection or deaccessioning of artifacts (as defined above) will be in accordance with the following procedures:

- The Curator or Registrar shall prepare a written request for action by the Committee. The recommendation will supply a written justification as part of the request;
 - The Committee shall discuss the matter, securing opinions outside of the Committee if necessary, and make a recommendation for final approval and acceptance.
- E. The Committee shall review all potential rejections of gifts or bequests. Staff recommendations shall be presented to the Committee, which will discuss the matter, and make recommendation to accept or decline the request.
- F. Upon receiving the approval or denial from the Committee, the Registrar, if they concur, shall notify the prospective Donor within a reasonable timeframe. If there is disagreement among the Committee, then the matter shall be placed before the Board of Directors for a final decision at its next regular meeting.

13.3. Cooperation Agreements

- A. When potential collection and archive materials offered to the Museum do not fall under the categories and standards as outlined in this Policy, prospective Donors will be referred, when possible, to appropriate repositories or other collection interests.
- B. No collections object may be reproduced or adapted, in any form or means, without review and final approval of the Museum Director, with full approval of the Collections Committee and sanctioned by the Board of Directors.

14. Risk Management

14.1 Insurance

- A. All of the Museum's collections shall be covered by collections insurance policy while on the premises or in transit with an authorized person. Artifacts on incoming loan are insured by the Museum unless the lender wishes to carry insurance. The lender must provide proof of policy for the Museum's records.
- B. Artifacts held in temporary custody shall not be insured.
- C. Artifacts on outgoing loan will be covered by the borrower, unless the borrower agrees in writing to indemnify the Museum against any loss and the Museum agrees in writing to waive.
- D. Collections shall be routinely monitored by staff and examined for damage and loss.
- E. Damage or loss shall be reported to the Curator or Registrar as soon as discovered. The Director shall contact the insurance agency as needed.

15. Copyright

- A. The Museum shall strive to attain copyright for all artifacts in the collections when title is transferred.
- B. In any instance in which the Museum believes that the right to reproduce an object may be held by another person or organization, any potential user shall be notified in writing that the Museum undertakes no responsibility for determining the nature of such right or for obtaining whatever permission may be necessary to reproduce the object.
- C. No photographs shall be taken of the interior of the Museum's buildings and/or its contents without prior approval of the Museum staff.
- D. Provided the Museum holds copyright, the Museum reserves the right to charge a fee for granting permission to reproduce collection artifacts in books, journals, newspapers, catalogs, magazines, and similar scholarly, commercial, general publications, or other media. All reproductions are to be fully credited.

16. Public Disclosure

- A. The Museum will acknowledge requests for further information in regards to any artifact held within the collections. In response to any inquiry, the Museum will call upon this policy. An extract of the approved policies for acquisition and disposition of collection artifacts will be made available to Donors or other responsible persons, or as requested.
- B. In reply to responsible inquiry, the Museum may make available the identity and physical description (less Donor information and data on distinguishing characteristics) of collection materials acquired or deaccessioned. All other facts pertaining to the circumstances of acquisition deaccession and disposal shall be adequately documented in the Museum's collection records.

17. Museum Ethics relating to Collections

- A. The Marietta Museum of History, Inc. recognizes and formally adopts the following section concerning collections from the "Code of Ethics for Museums" of the American Association of Museums:

"The distinctive character of museum ethics derives from the ownership, care and use of artifacts, specimens and living collections representing the world's natural and cultural common wealth. This stewardship of collections entails the highest public trust and carries with it the presumption of the rightful ownership, permanence, care, documentation, accessibility, and responsible disposal.³"

³ "Code of Ethics for Museums" American Alliance of Museums

B. Thus the Museum ensures that:

- Collections in its custody support its mission and public trust responsibilities.
- Collections in its custody are protected, secure, unencumbered, cared for and preserved.
- Collections in its custody are accounted for and documented.
- Access to the collections and related information is permitted and regulated.
- Acquisition, disposal and loan activities are conducted in a manner that respects the protection and preservation of historic and cultural resources and discourages illicit trade in such materials.
- Acquisition, disposal, and loan activities conform to its mission and public trust responsibilities.
- Disposal of collections through sale, trade or research activities is solely for the advancement of the Museum’s mission. Proceeds from the sale of nonliving collections are to be consistent with the established standard of a museum’s discipline, but in no event shall they be used for anything other than acquisitions or direct care of collections.
- The unique and special nature of human remains and funerary and sacred artifacts is recognized as the basis of all decisions concerning such collections.
- Collections-related activities promote the public good rather than individual financial gain.”⁴

18. Definitions

Accession

An object acquired by a museum or society as a part of its permanent collection. The act of recording/processing an addition to the permanent collection. One or more artifacts acquired at one time from one source constituting a single transaction between the museum and a resource, or the transaction itself.

Accession Number

A control number, unique to a donation, whose purpose is identification not description.

Accession Receipt

Represents the final documentation process to the museum on archives/artifacts accepted by the institution and received as part of its permanent collection. Becomes part of the permanent records kept to track the object. Also known as the Deed of Gift.

Acquisition Form

Considered a legal transfer of ownership from the Donor to the Museum and acts as a receipt for artifact(s) while the artifact(s) is held in trust waiting the completing of the designation of acceptance and Accession Receipt.

Cataloging

The process of describing an artifact in the collection and assigning an object identification number. Forms are completed for every artifact cataloged. Excluding Archival documents, which are cataloged as a group.

⁴ “Code of Ethics for Museums” American Alliance of Museums

Collections

Tangible artifacts animate and inanimate, those have intrinsic value to art, culture, history or science.

Collections Committee

The group of individuals, duly appointed or elected and charged with developing and maintaining the institution's Permanent collection.

Condition

The physical state of an artifact. A contract provision or stipulation.

Curator

One who has responsibility for the care, research, exhibition and increase or improvement of a museum collection.

Deaccession

An object that has been removed permanently from the museum collection. Formal removal of accessioned artifacts from a museum's permanent collection. Artifacts removed from the unaccessioned collections of the museum are not considered Deaccession, but need to go through a formal removal process.

Deaccession Receipt

Final documentation on archive/artifact permanently being removed from the collection.

Deed of Gift

A contract that transfers ownership of an object(s) from a Donor to an institution or agency. It should include all conditions of the gift.

Extended Loan

An object loaned to a museum for long-term use. In terms of record keeping, extended loans are often treated as part of the permanent collection.

Identifying number

A number, from the Accession, Temporary Custody, or Loan Agreement number series

Incoming Loan

An object borrowed by an institution. It is an incoming loan from the perspective of the borrowing institution; such a loan could be an outgoing loan to the lending institution.

Inventory

An itemized listing of archives and artifacts; usually referring to the artifacts for which the museum/agency has assumed responsibility through either Loan Agreement or Temporary Custody. The act of physically locating all or a random selection of the artifacts for which the museum/agency is responsible.

Loan Agreement

A contract between a lender and a borrower of an object or artifacts, specifying the artifact(s) and outlining the conditions of loan and the respective responsibilities of each party.

Loan Number

A control number, unique to an object, whose purpose is identification and location. It is part of the numbering system encompassing the artifacts on loan to an institution. Usually, the numbers assigned are readily distinguished to indicate the type of loan; this number assignment helps with spot inventory.

Outgoing Loan

An object loaned by a museum to another institution. It is an outgoing loan from the perspective of the lending institution; such a loan would be an incoming loan to the borrowing institution.

Partial Gift

A donation of an object or collection of artifacts to which the institution does not receive full title. Partial gifts are of two kinds. A fractional interest gift is one in which the museum is given a present fractional interest and the Donor retains the remaining fractional interest. In these cases, the museum is entitled to possession of the object for that portion of each calendar year equal to its fractional interest in the property. A remainder gift is one in which the museum is given a remainder interest and the Donor retains a life (or term) interest.

Permanent Collection

Refers to the holdings of a museum. These artifacts are owned and cared for by the museum.

Receipts

For incoming, outgoing, extended loans and temporary custody, the document prepared and approved by the museum which acknowledges receipt and responsibility, listing all terms and conditions.

Receiving Area

A room, with limited and supervised access, designed for the admittance and examination of artifacts entering the institution.

Record

The act of processing the entry of an object into the institution.

Registrar

The position title name given to an individual whose broad responsibilities includes the development and enforcement of policies and procedures pertaining to the acquisition, management and disposition of collections. The Registrar maintains records pertaining to the artifacts for which the institution has assumed responsibility.

Temporary Custody

Refers to artifact(s) received by the institution that is owned by the institution. The institution retains the object as part of its inventory; offering object full custody responsibilities for preservation, archival management, and record keeping (usually the loan number is clearly identified as part of the Temporary Custody Collection). These artifacts, while important to future research, programs, and exhibition, have not entered the accession records, thereby allowing for easy return to the Donor and/or less regimented disposition when necessary.