

# **LACEY MUSEUM POLICY MANUAL**

Approved by the Lacey Historical Commission on DATE

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## **Acknowledgements**

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# Glossary

**Accessioning**: The process of placing an object into a museum's permanent collection.

**Agents of Deterioration**: The active forces that threaten the lifespan of museum objects.

**Archives or archival material**: Generally considered to be items that are important for their information, such as books, documents, and photographs.

**Artifacts, Material culture or 3-D objects**: Items that are three-dimensional and are intrinsically valuable for their historic or aesthetic nature, such as furniture, clothing, housewares or ethnographic material.

**Collections**: Generically refers to all of the holdings of the museum, including archival material, objects and their related documentation.

**Commission**: Lacey Historical Commission

**Conservation**: The practice of mitigating further deterioration of an object through professional treatment using methods of reversible stabilization in order to continue gentle handling, storage and exhibit.

**Conservator**: A scientific professional

**Deaccessioning**: The process of removing an object from a museum's permanent collection.

**Disposal**: After deaccessioning or retirement, the act of physical moving the object from Museum's premises.

**Museum (capitalized)**: Lacey Museum

**Objects**: any kind of museum artifact including documents, photographs, books or three-dimensional artifacts.

**Patrons, customers or users**: Anyone who is not a member of the Museum's staff, but who wants to access Museum services or collections.

**Preventive conservation**: The protection and stabilization of collections and their associated documentation through a coordinated set of activities intended to minimize chemical, physical and biological deterioration and damage.

**Provenance**: ownership history

**Public Record**: A "writing," regardless of form or characteristics, containing information relating to the conduct of government" or the performance of any governmental or proprietary function, prepared, owned, used, or retained by an agency. They include photographs and recordings, but not three-dimensional objects.

**Repatriable:** Objects that are subject to the Native American Graves Protection and Repatriation Act.

**Repatriation:** The return of human remains, burial goods, sacred objects, or objects of cultural patrimony to the appropriate culture, tribe or nation.

**Restoration:** The process of permanently changing an artifact to its original aesthetic or working order.

**Retirement:** The process of removing an object from a non-accessioned collection.

**Staff:** Includes paid museum staff and museum volunteers.

# **PART I: Museum Operations**

## Introduction

*This document establishes operations and collections management policies for the Lacey Museum. As much as is practical and possible, the Museum adheres to the highest ethical standards and best practices as formulated by the museum profession.*

### Authority

Per Lacey Municipal Code (LMC) 2.42.050, it is the responsibility of the Commission to adopt policies and procedures for the operation of the Museum. The primary responsibility for the daily application of this policy manual lies with the Museum Curator.

### Mission Statement

The mission statement guides museum operations and should be at the forefront of all policy development and implementation.

The primary mission of the Lacey Museum is to collect, interpret, and display historical materials that illustrate the history of the Lacey area in all periods of its development. In a changing community, the Lacey Museum works to preserve and interpret Lacey history and identity. Through exhibits, educational programs, and research archives, the museum tells the story of Lacey's past, present, and future.

### Public Disclosure

This Lacey Museum Policy Manual will be furnished to all museum staff, the Parks and Recreation Director, the Lacey Historical Commission, and the Lacey City Council. Any substantive amendments to the Manual shall be reported to the above parties.

This is a public document and as such, it will be made available upon request, in part or in entirety. Reproduction fees may apply.

# Ethics

*Museum employees, volunteers and Lacey Historical Commissioners shall adhere to City of Lacey ethics policies. The ethical code of conduct outlined below is intended to expand upon the City of Lacey's policies and address concerns that are specific to museums, their collections and the museum profession.*

## Professionalism

In the interest of the public and the museum community, the staff (paid or unpaid) and Commission observe accepted standards and uphold the dignity of the museum profession, as outlined by the American Alliance of Museums and the American Association of State and Local History.

### Employees

Employees must behave in a dignified and ethical manner. They must be aware that any action may reflect upon the Museum or the City of Lacey, be attributed to it, or reflect upon the integrity of the profession as a whole.

### Volunteers

Volunteers are an integral part of the museum community, and the Museum could not meet its mission without the personal involvement of devoted volunteers. Employees and Commissioners should be supportive of volunteers, receive them as fellow workers, and willingly provide appropriate training and opportunity for their intellectual enrichment.

Some volunteers may work with the collections and as such have access to sensitive materials. The lack of material compensation for effort expended in behalf of the museum in no way frees the volunteer from adherence to the standards that apply to paid staff. Conflict of interest restrictions placed upon the staff must be explained to volunteers and, where relevant, observed by them.

### Ownership of Scholarly Material

All research, programs or events and the associated documentation which are developed by staff or Commissioners on behalf of the Museum, City of Lacey or the Commission, are the property of the City of Lacey.

### Inter-institutional Cooperation

The Lacey Museum, like all other museums, is dedicated to the preservation of humanity's cultural and scientific heritage and the increase of knowledge; and as such

welcomes the opportunity for cooperative action with similar organizations in order to further these goals, even if the advantages are few.

## **Conflict of Interest**

The Lacey Museum exists to serve the public interest and staff must always act in such a way as to maintain public confidence and trust.

Staff and Commissioners shall be careful to avoid the appearance and the reality of using their positions or the information and access gained from their positions for personal gain.

### **Responsibility to the Collection**

Staff and Commissioners shall not acquire objects from the collections once owned or controlled by the Museum.

No one shall use any object or item that is a part of the Museum's collections or guardianship for any personal purpose.

### **Referrals**

Staff should be circumspect in referring members of the public to outside suppliers of services, such as appraisers or conservators. Whenever possible, more than a single qualified source should be provided so that no appearance of personal favoritism in referrals is created.

### **Personal Collecting and Dealing**

Personal collecting is not in and of itself unethical. It can, in fact, enhance professional knowledge and judgment. However, extreme care must be taken whenever staff collects objects similar to those collected by the Museum.

# Museum Facility

## Authority

Day-to-day operations of the Museum are managed by the Museum Curator with oversight by the Parks & Recreation Director.

As stated in Lacey Municipal Code 2.42.050, the Commission has the authority to adopt policies and procedures for the Museum among other responsibilities. (See LMC 2.42 for more information.)

## Hours of Operation

The Museum shall have consistent and regular open hours of operation. The Museum should never be open less than 120 days per year in order to meet grant eligibility requirements.

Hours should be changed only after careful consideration. Such changes should be made in order to meet the needs of the community and available staffing resources. Visitation statistics shall be tracked as accurately as possible so that trends can be monitored.

Changes in hours of operation may be recommended either by museum staff or a Commissioner with concurrence by city administration and final approval granted by the Commission.

## Admission Fees

Admission to the Museum is free. Donations are encouraged.

Changes to the admission fee policy may be recommended either by staff or a Commissioner with concurrence of city administration and final approval by the Commission.

## Security

The Museum alarm security code is to be changed regularly and at any turnover of staff. Whenever the building is vacated, all doors and windows, interior and exterior, are to be locked and the alarm set.

Staff and volunteers who open and/or close the museum in the absence of the curator should check out a key from the Parks & Recreation Department office in City Hall and return it promptly. Established volunteers may retain a key if they regularly fill in for ~~paid staff the Museum Curator~~. Volunteers will be trained in opening and closing procedures.

## Donation Box & Cash Handling

Donations to the Lacey Museum are deposited into the donation box. Money should never be removed from the donation box without two staff members present. Deposit ~~forms~~ are signed and countersigned by two staff members. Deposits should be taken to the Parks & Recreation

Department on the same day it is removed from the box. Money is to be counted and confirmed by another staff member at City Hall.

Parks & Recreation cash handling procedures are to be followed and appropriate forms used for all donations.

Donations for special projects are accounted for separately and should not be placed into the donation box. A receipt shall be provided to the donor.

Museum staff, paid or unpaid, may not accept tips. Tips should be declined or referred to the donation box.

Deposits should be made once a month or more frequently if \$30 cash accumulates.

### **Use of Facility for Meetings**

The Museum building, surrounding grounds and garden may be used for meetings or public events related to the Museum's business or mission and subject to the approval of the Museum Curator. There is no charge for using the museum for this purpose.

The Museum property may not be rented out for private meetings, events or parties.

### **Food and Beverages**

In recognition of the desire to uphold best practices for collections preservation, food and beverages are only allowed in the upstairs office of the Museum. Spills are to be cleaned up immediately in order to prevent pest infestation. The water cooler on the first floor may be used by staff and visitors, but containers must be immediately taken outside the museum or to the second floor office.

### **Flora and Fauna**

Pets of any type as well as plants, live or cut, are not allowed in the museum.

As dictated by the federal and state Americans with Disabilities Act, service animals are welcomed on Museum property. Staff may ask visitors to describe the tasks the animal is trained to do for the purpose of confirming the animal is a service animal.

# **PART II: Museum Collections**

# Collections Description, Collecting Scope and Interpretive Themes

## Collection Types

### Accessioned Collections

PERMANENT COLLECTION. Items in the permanent collection directly fulfill the mission of the Museum as defined in the **Scope of Collecting** on page **16**. Items accessioned into this collection will be permanently retained unless they meet the requirements for **Deaccessioning and Disposal** as outlined beginning on page **23**. In keeping with professionally accepted museum standards, the best possible care and documentation will be given to protect the long-term preservation of all items in the permanent collection.

CITY RECORDS. City records are maintained by the City of Lacey's City Clerk's office. The City Clerk will pass on to the museum as he or she deems appropriate, any items of a historical nature that require permanent retention. Conversely, Museum staff will notify the City Clerk's office of any City records that are offered to the Museum to ensure that appropriate retention schedule protocols are followed.

### Non-Accessioned but Tracked Collections

EDUCATION COLLECTION. Items in the education collection are those which fulfill the educational mission of the Museum. They are intended to be used by staff and visitors for programs, demonstrations and/or hands-on use. It is assumed that eventually they will no longer serve their educational purpose and will be retired.

Historic artifacts that meet the Museum mission and collecting scope must be considered for the permanent collection first.

REFERENCE LIBRARY. Publications that assist museum staff in documenting collections, ~~or~~ historical research, collections preservation, or are of topical interest to the Museum's work may not be appropriate for the permanent collection. These volumes should be catalogued and tracked for ease of use and finding. The standard of care for such publications is the same as one would find in any office or library.

Books or publications that are of historical value and meet the criteria should be accessioned in to the permanent collection.

MUSEUM ARCHIVE. Items in the Museum Archives document significant events in the history of the Lacey Museum and consists of staff-created documents, files, publications, flyers, brochures, media coverage, and photographs or videos of museum events. This collection will be permanently retained.

## Non-Accessioned and Not Tracked Collections

RESEARCH FILES. The research files contain information on subject areas and people within the scope of the Lacey Museum's mission. These files generally consist of duplicates of materials from the collection, copies from other repositories and copies of newspaper clippings. Items in this collection are not tracked and have a lower standard of care and handling than the permanent collection.

## Scope of Collecting

1. The collection shall reflect the history of human occupants of the area now known as the City of Lacey (historically Woodland) and the immediately surrounding area.
2. High priority will be given to items created, made, used, owned or associated with people, events, business and places in Lacey, Woodland, the Lacey Urban Growth Area or the North Thurston Public Schools boundaries.
3. A lower priority will be given to items from Thurston County that provide a context for Lacey history.
4. Objects of state, national or international historical importance may be included in the collection if they are associated with and relevant to the history of Lacey.
5. The Museum strives to collect primary source material that contributes to the understanding of the history of Lacey and may include written records, oral histories, diaries and photographs.
6. Items of aesthetic or artistic value will be accepted only if they have great historical significance.

## Interpretive Themes

The Museum has identified general themes that are of importance to fulfilling its educational mission.

- The Nisqually People
- Early American Settlers (Territorial period)
- The People of Lacey
- ~~Lacey Schools Education~~
- Transportation
- Agriculture
- ~~The Resort Era~~
- Incorporation of Lacey

## Collecting Plan

A collecting plan will be developed as a separate document.

# Acquisition of Collections

Any acquisition, regardless of type, must follow the criteria laid out for acceptance of collections below.

## Types of Acquisitions

### Gifts

Objects that are given to the Museum by the owner or an agent of the owner are considered gifts.

Gifts may be tax deductible. Donors should consult IRS Publication 526 "Charitable Contributions" and IRS Publication 561 "Determining the Value of Donated Property" for legal issues surrounding charitable contributions.

Staff and Commissioners may not provide appraisals or values for donations.

A donor's appraiser will be allowed access to the donated objects through the end of the calendar year in which the object was gifted, following the museum policy for access.

### Bequests

Bequests are gifts made through the legal conveyance of a will. The Museum is not obligated to accept a bequest and such acquisitions will be considered using the criteria outlined on page 19.

Objects that are received after a person's death without benefit of a will are considered gifts. The estate or original owner may be acknowledged in the credit line at the request of the donor or executor.

### Purchases

Objects acquired using City of Lacey funds are considered purchases.

Objects purchased by other people or groups will be considered gifts unless the money was directly given to the City of Lacey and the City executes the purchase transaction. In such cases, the credit line of the purchase will acknowledge the source of the gift.

Any purchase initiated and/or executed by the City of Lacey must be made in accordance with the City's procurement policies.

### Abandoned property

Museum policy regarding abandoned property must be consistent with RCW 63.26, "Unclaimed Property Held by Museum or Historical Society."

As such, any unclaimed property held by the Museum for five years or more without the

benefit of a loan agreement ~~that and~~ remains unclaimed is considered abandoned property.

### **Unsolicited property**

Unsolicited property that is intended for the Museum without staff knowledge of the donor does not have to be accepted by the Museum and may be discarded.

However, if accepted, the Museum acknowledges that it does not hold title to the property until the parameters of RCW 63.26 are satisfied, which may include publishing notice and may be costly.

If the donor of unsolicited property is known and the museum does not want to keep it, reasonable attempts should be made to contact the donor to return the objects before discarding.

### **Found in Collection**

Unnumbered historic objects that are found intermingled with permanent collections in storage are considered "Found in Collection" objects.

Upon discovery, a reasonable but thorough attempt should be made to determine if the object is accessioned but has become separated from its number.

Such items that can be reasonably construed to be from a single source acquired together may be treated as a potential acquisition and, if possible and desired, title obtained.

If no connection to a previous accession or source can be made, these items are to be assigned a temporary inventory number as described in the "Lacey Museum Numbering Rules" document.

### **Archaeological Excavation or Field Collection**

Archaeological materials acquired through scientific excavation may be considered for acquisition if the history of the site meets the Museum's mission. A contract should be executed before the excavation to ensure the Museum's requirements for preservation and storage are met.

### **Exchange**

There are two situations where an exchange is an appropriate method of acquisition:

1. If another scientific, cultural or educational institution would like to gift the Museum an object in exchange for an item deaccessioned from the Museum's collection.
2. Publications or media acquired as a result of the requirements of the media reproduction policy.

## **Transfer of City Property**

Objects already belonging to the City of Lacey which is deemed historically significant may be acquired for the Museum collection. Approval must be received in writing by the Director of the Department transferring the items.

## **Collected by Staff**

Items that are free to the public or acquired as a result of the on-the-job work may be acquired by this method. An example of this is an unsolicited free newsletter or magazine.

Items from a staff member's or Commissioner's personal collection or purchased with personal funds will be considered a gift.

Objects donated or collected by staff will follow the same procedure and criteria for acceptance as listed below.

## **Created by Staff**

Objects that are created by staff or Commissioners as a work product may be acquired by this method. An example of this is a set of photographs that feature a historic property proposed for the Historical Register taken by a Historical Commissioner.

## **Criteria for Acceptance**

Every object, regardless of its source, should be considered carefully before acceptance into any collection.

1. All items accepted into the permanent collection must be relevant to the mission and collection scope of the Museum. Further, the acquisition must have value for interpretation, research or exhibits. Items accepted for other collections must meet the goals and scope of those collections.
2. The acquisition must be considered in light of the existing Museum collection. Redundancy in the permanent collection should be avoided. Filling gaps in interpretive themes and research topics as well as telling interesting stories should be paramount.
3. Objects must be in good condition. The museum does not have the resources to care for, preserve, or treat objects in poor condition.
4. The size and scope of the artifact or collection must be considered in relation to the space available for storage or display.
5. The Museum shall make a reasonable effort to obtain proof that the owner of a potential acquisition has the legal right to convey title to the Museum.
6. Copyright should be obtained, if possible, from the rightful holder where appropriate. In the event that full copyright cannot be obtained, limited use for museum purposes should be negotiated.

7. Under no circumstances will any item be accepted for acquisition that has been acquired by violating or potentially violating any local, state, federal or international law. If the question of legal acquisition exists, the Museum should err on the side of caution. Following is a list of object types that may require special scrutiny, but should not be considered all-inclusive.

NATIVE AMERICAN OBJECTS SUBJECT TO NAGPRA (NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT): The Museum shall not acquire any repatriatable Native American object without the related tribal consent. The Museum shall not acquire any illegally obtained Native American object. The Museum shall confer with the National NAGPRA office before accepting any Native American object to ensure it does not fall under NAGPRA. Human remains will only be accepted by the Museum as a conduit for repatriation and/or reburial.

ANIMALS: The Museum shall not acquire any animals, bird or parts or remains of animals or birds that violate the Endangered Species Act, the Marine Mammal Protection Act, the Lacey Act, the Bald and Golden Eagle Protection Act, the Migratory Bird Act or any other related law or treaty.

NAZI-CONFISCATED ART: The Museum shall not acquire any art that is suspected of being confiscated by the Nazis during the Holocaust-era and associated wars.

EXPORTED OBJECTS: The Museum shall not acquire any object that has been illegally exported from a foreign country.

WAR TROPHIES: The Museum shall not acquire any objects suspected of being war trophies without the written consent of the appropriate branch of the U.S. military.

8. Because many substances deteriorate and may become volatile, flammable or explosive over time, no chemicals or medications of any kind (or bottles that once held them) are to be accepted without the review of the Washington State Patrol Homeland Security Division Explosives Unit (<http://www.wsp.wa.gov>). Empty bottles are deceiving and may in fact contain dangerous residues, so cannot be presumed to be safe.
9. No military combat equipment, ammunition, or firearms are to be accepted without the inspection for safety, a stolen property search and final approval by the City of Lacey Police Department. No modern ammunition larger than .50 caliber will be accepted under any circumstances.
10. Restricted gifts should be avoided. However, in a very few circumstances restrictions may be warranted. If at all possible, restrictions should be given time limits and be worded in language that is precatory (recommended) rather than mandatory.

An example of a restriction that should be avoided is one that states the object must be on exhibit at all times. This type of restriction is difficult to fulfill and may not be in the best interest of the objects or the Museum. An example of a restriction that may be warranted is a collection of personal papers that contains sensitive information wherein the donor requests that the papers not be made publicly accessible until after their death.

Restrictions must be approved by the Museum Curator, the Director of Parks & Recreation and the Lacey Historical Commission. The decision may be turned over to the City Council and/or reviewed by the City Attorney if the donation and/or the restrictions would impact City resources in a large amount or over a significant period of time.

The Museum will make every effort to strictly observe mandatory restrictions unless deviation from their terms is authorized by a court of competent jurisdiction. Relief from the court should only be sought if the restrictions place the Museum or the objects affected in a position of hardship.

## **Authority for Acquisition**

Authority for the acquisition of collections rests with the Lacey Historical Commission in partnership with the Museum Curator. As such, the Museum Curator will make decisions about the acceptance of objects subject to review by the Commission.

## **Procedure for Acquisition**

The Museum Curator should gather as much documentation as needed in order to make an informed decision about potential acquisitions.

Decisions made by the Lacey Historical Commission will be documented in the meeting minutes.

A deed of gift, purchase receipt, will or other document showing transfer of title shall be obtained before an object is accessioned into the collection.

See **Objects in the Temporary Custody of the Museum** on page **26** for procedures to follow if title is not obtained.

A detailed procedure manual for accessions will be written and regularly updated by staff.

New acquisitions shall be catalogued and marked with a number before being used, exhibited or loaned.

## **Acquisition Documentation**

All acquisition documentation is to be permanently retained.

1. PRE-ACQUISITION DOCUMENTATION. Information gathered before acquisition, the decisions made and the reasons behind them should be documented.

2. TITLE CONVEYANCE. Each acquisition must have proof of title, such as a deed of gift, purchase receipt, or will.

For donations without a deed of gift or other conveying document, three requirements must be met in order to accession:

1. Proof of intent to donate
2. Acceptance by the Museum
3. Possession by the Museum

Restrictions on the title must be documented in the title transfer documents.

3. NUMBER. As defined in the "Numbering Rules for the Lacey Museum" (see Museum Procedures Manual) each accession will be assigned a unique number and each object, folder or series will receive a related unique number.

Marking items in the permanent collection should be done using non harmful, reversible methods.

4. CATALOGUING. The depth of cataloguing for each collection will be determined by the Museum Curator. Each object, folder, or series will be described in detail, including a description, history, measurements, condition and photo documentation. Cataloguing procedure manuals are to be created and regularly updated. Ideally, object research should be performed at the time of intake to document each item as fully as possible.
5. COLLECTIONS MANAGEMENT DATABASE. All accession and catalogue information shall be thoroughly documented in the current collections management database, both at the time of acquisition and continually throughout the life of the item.
6. ACCESSION REGISTER. The accession register shall be maintained via the database with regular additions to the hard copy notebook, at least annually.
7. OBJECT FILES. All documentation, legal and descriptive, associated with an acquisition shall be filed in the hard copy object file for that accession. A duplicate set of files will be maintained at a separate location. Scanned copies of title documents will be attached to the database.
8. SOURCE FILES. A copy of the accession register and/or the deed of gift, biographical information on the source and documentation on declined acquisitions should be placed in the source file.

## Deaccessioning and Disposal

*Deaccessioning is the removal of items in the accessioned collections. This process should not be undertaken lightly.*

### Conditions for Deaccessioning and Retirement of Objects

Objects in accessioned collections may be deaccessioned for the following reasons only:

1. Non-relevance: Any object that does not align with the Museum's mission statement. This may include items lacking provenance.
2. Maintenance: Any object that cannot be properly stored, preserved or used in a professional manner to ensure its integrity.
3. Redundancy: Objects that are inappropriately duplicative or deemed to be a surplus.
4. Hazards: Any object that may imperil the condition of other objects or people.
5. Fraud: Any artifact determined to be fraudulent or an otherwise gross misrepresentation of an authentic artifact.
6. Condition: Any object deteriorated beyond usefulness.
7. Illicit Property: Any object acquired contrary to the policies set forth regarding illicit property as stated in **Criteria for Acceptance**, item #7.
8. Native American Grave Protection and Repatriation Act (NAGPRA): Material covered by NAGPRA may be repatriated as per 43 CFR Part 10.
9. Lost or Stolen. After undergoing a thorough search of all potential storage rooms or exhibit locations and if an object is unable to be located after two years.

Objects in the non-accessioned collections, as described in **Collection Types** on page **15**, may be retired for any of the reasons given above plus:

10. No longer useful: The items are no longer useful for their stated purpose. This may be due to programming changes, educational needs, condition or other factors.

### Authority for Deaccessioning and Disposal

Recommendations for deaccessioning and disposal originate with the Museum Curator who presents recommendations with all pertinent data to the Commission for review.

The Director of Parks & Recreation reviews the proposed deaccessions and if approved, it **is** submitted to the Commission for review. Deaccessions must be approved with a two-thirds majority vote of the entire Commission.

### Authority for Retirement and Disposal of Non-Accessioned Collections

Recommendations for retiring objects originate with staff. Decisions are made by the Museum Curator subject to review by the Commission.

Non-tracked and non-accessioned collections as described in in **Collection Types** may be retired and disposed of at the discretion of the Museum Curator.

## **Legal Issues Pertaining to Deaccessioning**

Before removing any object in the Museum's collection, it should be determined whether the Museum has the legal right to do so.

In objects where title is incomplete, complete title can be obtained by following the procedures outlined in RCW 63.26.

Objects with mandatory restrictions should be observed strictly unless deviation from their terms is authorized by a court of competent jurisdiction.

Objects with non-binding restrictions shall not be disposed of until reasonable efforts are made to comply with the restricting conditions.

If there is any question regarding the completeness of title, the intent or force of restrictions, the Museum should seek the advice of its legal counsel.

## **Methods of Disposal**

Acceptable methods of disposing of deaccessioned or retired objects are as follows:

EXCHANGES: Reciprocal transfer of artifacts with a similar cultural, scientific, or educational institution is the most desirable means of disposal. Such transfers increase the probability of preserving materials for the future and keep them within the public domain as well as fostering goodwill between such institutions.

GIFTS: Objects may be given to another suitable cultural, scientific, or educational institution if it serves the purpose for which the Museum originally accepted them and is considered to be in the best interests of the public.

TRANSFER TO ANOTHER COLLECTION. Items removed from an accessioned collection may be transferred to a non-accessioned collection.

WITNESSED DESTRUCTION: Two or more people (consisting of the Museum Curator plus either a Commissioner or City employee) present for the obliteration of any object by physical or mechanical means. If portions of the objects may be used to repair similar objects, such portions may be salvaged prior to destruction.

REPATRIATION: Material covered by the Native American Graves Protection and Repatriation Act (NAGPRA) will be returned to the appropriate individual or group, as required by federal law.

SALE: Objects may be sold by public auction. No direct sales to individuals are permitted. Sales will not occur within two years of acquisition.

RETURN TO DONOR: This method is to be used only in cases where there is a written promise made to the original donor. The notification process as outlined in RCW 63.26 will be followed in case the appropriate person or heir cannot be found.

## **Ethics of Disposal**

The staff and Commission shall agree upon the necessity and means of disposal of deaccessioned artifacts.

Artifacts presented to the Commission for disposal with a suspected value of \$2500 or more must be accompanied by an outside appraisal.

All disposal shall be done in accordance with Washington state and Federal law.

Under no circumstances shall staff, Commissioners, volunteers, city council members or any third party acting in their behalf bid on or purchase artifacts at public auction or possess artifacts deaccessioned from the collection through any means.

Artifacts may not be disposed of through any retail outlet directly connected with the Museum.

Moneys accrued from disposal of artifacts may only be used for collections acquisition.

## **Documenting Deaccessions**

Documentation for deaccessioning should include the following information:

- Proof of complete title to the object in question.
- A current photograph, including detail shots, if necessary.
- A current detailed condition report.
- The reasons and authority for deaccession and disposal.
- Documentation of the method of disposal.
- Acquisition records shall be amended to reflect the date of and authority to deaccession.

Records pertaining to the deaccessioning of objects in the accessioned collections shall be retained in perpetuity.

Any marks identifying the objects with the museum shall be removed before disposal.

# **Objects in the Temporary Custody of the Museum**

## **Procedure**

The Museum Curator may accept objects into the museum's custody on a temporary basis not to exceed 180 days for purposes such as informal identification, examination, possible donation, scanning for digital donation or short-term loan.

If the duration of the loan is expected to last longer than the term of agreement, it should be processed as a long-term loan.

The items accepted for temporary custody must be documented with a receipt and registered into the museum's database.

The Museum will care for such items with the same standard of care provided for its own similar objects, but assumes no additional liabilities or responsibilities in regard to such objects.

## **Periodic Review**

A periodic review of active temporary custody records should be conducted for the purpose of returning, accessioning or converting them into long-term loans.

## **Unclaimed Objects**

Any objects not claimed by the owner after termination of the loan will follow the notification process as outlined in RCW 63.26 for terminated and unclaimed loans.

Due to the lengthy and costly process to convert unclaimed loans into donations, placing items in the temporary custody of the museum should be done with caution and restraint.

# Loans

## Authority to Lend and Borrow

Authority to lend and borrow artifacts rests with the Lacey Historical Commission in partnership with the Museum Curator. As such, the Museum Curator will make decisions about the lending and borrowing of objects subject to review by the Commission.

## Outgoing Loan Criteria

Outgoing loans include all requests from organizations outside of the Museum, including other City of Lacey Departments.

The following criteria shall govern the availability of collections for any loan:

1. Objects from the Museum's permanent collection will only be lent to museums and heritage organizations with professional staff.
2. Loans will not be made to individuals for any reason.
3. Loans will be made for exhibition or research purposes only.
4. Loan agreements shall not exceed periods of one year, with eligibility for renewal in one-year increments.
5. Artifacts will not be removed from Museum exhibits for loan.
6. If an artifact's removal will interfere with scheduled Museum programming, it will not be available for loan.
7. Loan requests may be denied if the requested items are of such condition, rarity, fragility, value or importance that the loan would threaten their integrity or not be in the best interests of the Museum or the City.
8. Loans are subject to the availability of staff, schedule and workload.

The Museum reserves the right to refuse a loan for any reason whatsoever.

## Outgoing Loan Requirements

All loans require the following:

1. The borrower must demonstrate an understanding of the proper environmental, exhibit, and security standards established by the museum profession.
2. The borrower must bear packing and transportation costs and ensure the safety of the objects during transit to the satisfaction of Museum staff.
3. The borrower may be required to provide wall-to-wall insurance for the full value of the loaned objects. In such cases, a Certificate of Insurance must be received before the loan is placed in transit.
4. No material on loan shall be altered, embellished, modified, cleaned, repaired, or dismantled in any way without written permission from the Museum.

5. A loan agreement must be signed by the borrower or borrower's representative before the loan is placed in transit.

## Incoming Loan Criteria

Incoming loans include any objects brought into the Museum's custody without the intention of adding the object to the Museum's collection.

1. Loans will only be accepted for prearranged use and for a defined period of time.
2. No "permanent loans" or otherwise undefined long-term loans will be accepted.
3. The lender must be the owner or duly appointed representative of the owner, with full legal rights to enter into a loan contract with the Museum.
4. Both parties must agree to the purpose of the loan. The most common reasons for loans include use in temporary exhibit or display, or to make a copy of the original object for research purposes.
5. Loans made to the Museum from City employees, volunteers, Historical Commission or City Council may be construed as self-dealing. Therefore, it is preferred that the Museum not borrow collections of objects in this manner. Individual objects borrowed in this manner may be considered for special exception with joint approval of the Historical Commission and the Museum Curator.

Examples for clarification:

A community exhibit comprised of individual items from a mixture of the public, volunteers, Commission and staff is acceptable.

A showing of a City Council member's collection of antiques is not acceptable.

## Incoming Loan Requirements

The Museum will give borrowed objects the same care as it does comparable property of its own, but it is understood that all tangible objects are subject to gradual inherent deterioration for which neither party is responsible.

Evidence of damage at the time of receipt or while in the Museum's custody will be reported immediately to the lender. Unless a written condition report is received prior to shipment, it will be assumed that objects are received in the same condition as when leaving the lender's possession.

The lender will assure that objects are adequately and securely packed for the type of shipment agreed upon. Objects will be returned packed in the same or similar materials as received.

The Museum will insure loaned objects subject to the standard exclusions if the object is appraised by a qualified third party in writing.

The Museum may cancel the loan upon reasonable notice to the lender. Likewise, the loaned objects may be removed from the Museum's care upon reasonable notice from the lender.

Unless otherwise agreed in writing, a loan terminates on the date specified in the agreement and the object will be returned only to the lender of record or their legal representative.

## **Unclaimed Loans**

If the Museum's efforts to return the objects following the termination of the loan are unsuccessful, loaned objects may be stored at the owner's risk and expense.

Notice for unclaimed loans will be given pursuant to RCW 63.26.030, and as provided in the law, unclaimed loans may become museum property after the provisions of this law are met.

## **Objects Out For Museum Business**

It is recognized that from time to time an artifact may need to leave the museum premises for other reasons, such as reproduction or repair. In those instances, the following requirements will apply:

1. Great care should be taken when selecting a vendor to complete work on a museum artifact. Vendors should be experienced in caring for museum artifacts.
2. A loan agreement may be executed at museum staff's discretion.
3. A Certificate of Insurance may be requested at museum staff's discretion.

## **Loan Documentation**

All loaned artifacts (incoming or outgoing) must have a loan agreement executed and signed by both parties.

All loan documentation, including but not limited to loan agreements, lender/borrower correspondence and packing and shipping documentation is to be retained in loan files separate from accession files and retained permanently.

All loans shall be recorded in the museum collections database and scanned copies of legal and other pertinent documents attached.

# Collections Stewardship

## Collections Care

The Museum has a responsibility to preserve and safeguard the collections it holds in trust for the public. It will continue to strive to meet professional museum standards and best practices for collections care and preventive conservation in order to prevent the loss of intellectual, aesthetic and monetary value of collections items.

PREVENTIVE CONSERVATION: The protection and stabilization of collections and their associated documentation through a coordinated set of activities intended to minimize chemical, physical and biological deterioration and damage.

## Staff Responsibility

Caring for items in the museum collection requires knowledge of preventive conservation methods for the storage, handling and exhibition of a variety of materials.

The Museum Curator is responsible for developing and implementing technical standards for the storage, handling and exhibition of collections in accordance with the Museum's mission, professional standards and artifact materials.

## Minimum Standards for Care, Storage and Exhibition

### Accessioned Collections

The accessioned collections make up the core collection of the Lacey Museum and will be cared for by professional Museum staff, as well as interns and volunteers under staff supervision.

Objects from the accessioned collections will be stored and exhibited in environments which protect objects from as many agents of deterioration as possible. Environments will aim to meet current professional standards for the type of material and include the following measures to prevent damage:

LIGHT AND RADIATION: Storage and exhibition spaces are to be kept dark when not in use. Exposure to daylight is to be avoided. Exposure to artificial light and sources of radiation (heat) is limited to times when the objects are in use. Ultraviolet filters and low-radiation bulbs should be used as much as possible.

FLUCTUATIONS IN TEMPERATURE AND RELATIVE HUMIDITY: Storage and exhibition spaces will aim for stable temperature and relative humidity with limited fluctuations.

HANDLING AND MECHANICAL DAMAGE: Collection items are only to be handled by trained professional staff or volunteers and interns under their supervision. Objects are to be handled as little as possible. Gloves made of appropriate materials are to be worn when handling objects unless those gloves might do an object harm.

PESTS AND MOLDS: Objects will be inspected periodically for pest and mold damage, especially materials prone to this type of damage. An integrated pest management program will prevent and monitor pest access to storage and exhibition environments.

POLLUTANTS AND CONTAMINANTS: Pollutants and contaminants are to be kept to a minimum by the use of appropriate storage and exhibition furniture materials, appropriate use of chemicals for cleaning and repair, and regular housekeeping.

STORAGE: Objects will be stored using inert support materials and packaging appropriate to the material being stored. Objects are to be stored in a way that minimizes strain, damage from gravity and damage from adjacent items.

### **Auxiliary Collections**

The Education, Reference, and Research File collections of the Lacey Museum are used for hands-on programming, research, and interpretation of exhibits. Objects in these collections are of a quality, type or provenance which makes them ineligible for inclusion in the accessioned collections and are stored in a location separate from them.

These collections are cared for in a way that will allow for ease of use over protection from deterioration. These objects may be at a minimum documented for acquisition and disposal, but otherwise curated, tracked and cared for at the discretion of the Museum Curator.

Panels, props, and materials created for exhibit purposes may be used and disposed of at the discretion of the Museum Curator.

## **Treatment and Repair**

Any conservation intervention, restoration, repair, destructive sampling or consumptive use of collection items must be authorized by the Museum Curator, documented, and justified for the purposes of preservation or professional scholarship.

All work is to be carried out by a conservation professional or the equivalent and with the intention of retaining the historic integrity and accuracy of the object.

## **Documentation**

The Museum will maintain records on the acquisition, accession, deaccession and loan of all objects in its custody, tracking their location and condition. Those records will remain connected to their objects through markings, tags and labels.

The “Numbering Rules” document (in the Lacey Museum Procedures Manual) provides guidance on artifact marking methods and the creation of numbers for museum objects. It should be consulted before an artifact is assigned a number.

## **Record Types**

Although formats of these records may change over time, each type of record must fulfill the purposes as described.

ENTRY RECORDS. These records should be made as quickly as possible after the receipt of the object and should include:

- A unique number identifying each object
- The name, mailing address, phone number and email of the depositor (and the owner, if different from the depositor)
- The date of receipt
- A brief description of the object
- Date the item is to be returned if not accessioned
- The extent of the Museum’s liability for the object while it is in custody
- Terms of the deposit
- Signature of the depositor and a Museum staff member
- Condition report
- Packing details, when applicable
- The location where the object is stored, even temporarily
- History of the object, including previous owners and relation to the mission

ACCESSION RECORDS. These records are made after an object has been approved for inclusion into the accessioned collections and should include:

- Written evidence of the free and clear transfer of title to the Museum (ex: deed of gift, purchase receipt, letter of intent from donor, etc.)
- A unique accession number for the donation
- A unique object ID number for each object

These may also include:

- Correspondence with the donor or other experts
- Field notes
- Maps

- Any other appropriate documents related to the accession or object's history

SOURCE RECORDS. These records are made to provide information on the people or institutions involved in offering, donating, exchanging, selling, borrowing or loaning objects to or from the museum and should include:

- A copy of any legal document for the source (deed of gift, loan form, etc.)
- A cross-reference to information in accession, deaccession or loan files
- Biography information
- Information on declined donations

CATALOGUE RECORDS. These records provide object-specific information which will make the object's subject matter, historical significance and other elements accessible to staff and the public. They should include:

- Completed catalogue record, including detailed object description and history
- Citations of research done in the course of cataloguing
- Photographs, scans or sketches of the object

LOCATION RECORDS. These records track where an object is physically located, the history of where it has been located, and should include:

- The permanent "home" location of the object in the Museum's building, either in storage, on long-term exhibit or in storage in another City building.
- The temporary location of the object if it has been moved or is on temporary exhibit
- The movement and location of any object which has left the Museum on loan
- Location history for each object

USE RECORDS. These records include documentation of how an object is used by the Museum, a patron, or another institution and includes:

- Condition reports
- Treatment reports
- Use of object for research, exhibition or education
- Publication of object in any form, including Museum publications

These records are to be maintained permanently in both digital and hard copy format. The City of Lacey Information Services Department will back up the database on a daily basis.

## **Inventory**

The Museum is in the process of updating its records into a digital database format. Eventually it is expected that the inventory of the museum collection will be maintained on that system alone. However, until then, the inventory will also be maintained in a spreadsheet format so that items not in the database may be easily located.

The Museum is also in the process of completing a comprehensive inventory of every item in the collection. Once that inventory is complete, a process for regularly reviewing the accuracy of the inventory should be developed and implemented.

## **Risk Management**

### **Insurance**

The Museum recognizes the importance of insurance coverage as a factor in collections stewardship. It also recognizes the financial and staffing impossibility of insuring the entire collection for its fair market value. Furthermore, the majority of the collection's value comes from the intangible historical value of an item rather than the retail value of an object and no insurance claim would be capable of restoring the historic value of an object once it was lost. For these reasons, insurance coverage is targeted at large losses and has a high deductible, except in specific cases.

OBJECTS ON LOAN. Objects on loan to the Museum for temporary exhibition will be extended special insurance coverage according to the insurance value provided by the lender at the time of delivery to Museum custody. This does not extend to objects in temporary custody for research, consideration of acquisition, or other events.

HIGH VALUE OBJECTS. Objects in the collection which are of a high market value (\$1,000 or more at the time of acquisition) may be considered for a special one-object insurance policy, at the recommendation of the Museum Curator.

MANAGEMENT OF INSURANCE. The City of Lacey risk manager handles all insurance claims, certificates of insurance and communications with the insurance company. All insurance decisions regarding the collection will be managed by the Museum Curator in consultation with the Parks & Recreation Director.

### **Disaster Planning**

The Museum will maintain written procedures for coping with disasters in the collection. These procedures will include directions for preventive actions, actions to be immediately taken when a disaster occurs, and cleanup and damage mitigation actions. Written procedures will include, but are not limited to, the following types of events:

- Flooding/water damage
- Fire

- Earthquake
- Volcanic eruption
- Winter/Stormy Weather

The disaster plan should be reviewed annually to update emergency contacts and every three to five years to ensure the document remains relevant and current.

## **Security**

Access to the Lacey Museum is limited to the Museum Curator, the Parks and Recreation Director, City of Lacey Parks Maintenance Staff and Volunteer Key Holders.

Key Holders are volunteers, usually members of the Historical Commission, who have been identified as responsible individuals able to stand in for ~~staff-the Museum Curator~~ at the Museum. These volunteers may check out a key which they may keep long-term.

Access to collections storage areas are to **be** controlled by key or key card access and are to be monitored by the Museum Curator. No unaccompanied person will have access to collections storage areas except for trained **staff**, interns and volunteers.

Artifacts on display will be monitored regularly by gallery hosts during the Museum's regular open hours to prevent theft or vandalism. As is appropriate and practical, artifacts will be displayed using methods that prevent or deter theft or vandalism. Any discoveries of theft or vandalism will be reported to the Museum Curator and the Risk Manager for the City of Lacey as soon as possible.

Security system codes should be changed every three years or when staff/volunteer changeover occurs.

# Access To and Use of Collections

## Introduction

### City Policy

The City of Lacey is required to provide access to public records under the provisions of the Washington State Public Records Act (RCW 42.56). All records maintained by the City are available for public inspection unless specifically exempted by law. See the City of Lacey Public Records Policy for more information.

### Museum Policy

The Lacey Museum collections are held in trust for the citizens of Lacey, Washington specifically and the public in general. Collections that are not covered under the Public Records Act will be available for access by the public in accordance with the Museum's mission and obligation to the public trust. As such, these items are available only for legitimate study, research, inquiry, and examination by responsible parties. Some museum objects may be especially fragile and for this reason, additional policies must be in place to protect their long-term preservation.

## Authority

The policy on requests for copies of public records is outlined in the City of Lacey Public Records Policy and should be consulted regularly to ensure that legal requirements are being met by staff.

Requests for information or access to collections not considered public records should be referred to the Museum Curator. Due to staffing **and space** limitations, walk-in requests are generally not able to be accommodated. Patrons are strongly encouraged to make appointments to receive the best customer service.

Patrons must provide their name, affiliation, contact information, and nature and purpose of the inquiry to receive access to collections storage or to view museum artifacts not on exhibit. Access to view artifacts may require a "Request for Access" form and approval by the Museum Curator or Historical Commission based on the guidelines set below.

Access to storage areas by the public or unauthorized staff will not be allowed unless specifically approved by the Museum Curator.

## Methods of Access

Access to the collections will be provided in the following ways:

EXHIBITION. The collections may be displayed in the Museum's long-term and temporary exhibits, which are available for viewing by all patrons during regular Museum hours and during special events. City Hall exhibits are available during regular business hours.

Collections must be exhibited using methods which ensure the preservation of the object in accordance with the policies in the **Collections Stewardship** section on page **30**.

ONLINE DATABASE ACCESS. The collections records, including cataloging information, research, and photographs, will be made accessible online as Museum resources allow. Online access will be provided free of charge. Restricted collections will not be made available online.

RECORDS REQUEST. Copies of public records from the collection will be made available in accordance with the City of Lacey Public Records Policy.

VIEWING REQUEST. Patrons and independent researchers may request access to an artifact that is not on exhibit. Requests will be accepted if they meet the following requirements:

1. Request is made at least two weeks in advance.
2. Any applicable fees are paid in advance.
3. The requester demonstrates sufficient applicable expertise and legitimate research purpose, including but not limited to scholarly, historical or genealogical research.
4. Research techniques will not damage materials.
5. The request will comply with the care and storage standards set out in these policies.
6. The request will comply with the appropriate uses for collections outlined in these policies.

Requests for access may be limited or delayed by staff availability. Requests may be denied for access to objects that are fragile, in poor condition, sacred, restricted by donation requirements, or as prohibited by law or overriding City policy.

Due to the potential risk to collections, personal handheld scanners and digital imaging equipment are not allowed to be used by patrons. Phone cameras may be used in some circumstances at the discretion of the Museum Curator.

Collections are to be handled in a professional manner as requested by staff. Gloves or other proper handling materials will be provided as needed.

STAFF ACCESS. Staff access to the collections and collection storage areas will be determined by the Museum Curator in accordance with their duties and only after the appropriate training is completed.

## Use of Collections

The collection will be used in a manner in line with the Museum's mission. Usage can take many forms, but will always meet the following requirements:

1. Use must conform to the Museum's mission.
2. Use must respect the integrity of the objects and the associated collections information.
3. Use must comply with care and storage standards.
4. Use must be legal.
5. Use must be ethical.
6. Use must comply with intellectual property rights.

Special considerations for usage are listed below.

COMMERCIAL USE. Any use of an object in the Museum's collection or collections records for commercial purposes must be done with permission. Fees for the use of collections may be applied.

CREDIT IN PUBLICATION. Any publication, both commercial and non-commercial, using an item from the Museum's collection or collections records must credit the Museum and any additional credit as requested by donors. A copy of all publications making use of Museum collections or collections information must be provided at no cost to the Museum.

DONOR USE. Donors may request to see objects in the collection that they donated. They may make such a request using the same method as any other patron, and they will not be granted special usage rights outside of those normally provided to patrons.

INDEPENDENT RESEARCH. Researchers, both amateur and professional, may request access to collections using the same method as any other patron. Any use of collections for research must comply with intellectual property laws and with the policies in this document.

DESTRUCTIVE SAMPLING. Destructive sampling will not be done for any purpose without prior written permission and approval from the Museum Curator.

STAFF USE. Museum staff may use the collections and collections information for use in exhibits, public programs, research, and collections care. Any staff use must comply with the requirements listed at the beginning of this section.

CULTURAL USE. The Museum will make every effort to make collections available for appropriate cultural use in accordance with its mission and code of ethics.

## Fees

When applicable, fees will conform to already existing City fee structures. Services and fees are subject to change without notice except as required by City policy and Washington State or federal law. See fee schedule for details.

Payments are required in advance, and can be made by cash, money order, or check made payable to the City of Lacey. Large requests exceeding \$25 require a deposit up to 10% of estimated costs before proceeding with fulfilling request.

## **Intellectual Property**

The Museum will make all reasonable efforts to protect the intellectual property in its collection. This includes protecting the Museum's intellectual rights over its collection and educational products as well as upholding the intellectual property rights of others.

### **Copyright**

The Museum will make every reasonable effort to obtain copyright information for all collection items. Due to the nature of historical collections this may not always be possible, but a record of attempts to identify the copyright status of an item will be maintained. Where copyright is unclear or restricted, notations will be made available to the public denoting this status.

FAIR USE. The Museum reserves the right to distribute and utilize its collections under the doctrine of Fair Use. The doctrine of Fair Use allows limited use of copyrighted material without permission from the copyright holder. Fair use includes comment, news reporting criticism, teaching, research and scholarship. All other uses require written permission.

PUBLIC RECORDS ACT AND COPYRIGHT. Although United States copyright law authorizes libraries and archives to furnish photocopies and reproduction of copyrighted material only under certain specified conditions, the Lacey Museum is part of local government and is also subject to the Washington State Public Records Act. The Museum will make a good faith effort to contact copyright holders before releasing records to requestors. Requestors are responsible for obtaining copyright permission before using copies for any purpose other than those defined as Fair Use.

## **Cultural Property**

Cultural property includes objects designated by a nation or group as having unique importance for historical, cultural, or religious reasons, particularly sacred objects and human remains. The Lacey Museum will make every reasonable effort to see that objects of cultural property in its collection are stored, handled, and otherwise treated in the manner most appropriate for the materials. Items of cultural property which the Museum cannot or should not care for according to the Museum's mission, state or federal law, or cultural considerations will not be considered for inclusion in any of the Museum's collections. Objects already in the Museum's collections which are later found to be items of cultural property will be considered for repatriation or transfer to another institution if the Museum cannot care for them in an appropriate manner or the originating cultural group requests the objects returned.

## **Guidelines for Sacred Objects in Collections**

Sacred objects include objects which are used in religious ceremonies, documents recording sacred or secret religious knowledge, or are objects of religious veneration. Objects which meet these criteria are wide-ranging, and it is only through consultation with practitioners of the religion or spiritual practices associated with the object that appropriate methods for the care of the object can be determined. Museum staff will not make these determinations on their own, even if they are themselves practitioners as described above.

Museum staff will remain neutral while working with sacred objects. If periodic ceremonial care of an object is required by that object's cultural and/or religious practitioners, it is those practitioners and not Museum staff who will perform the appropriate ceremonial care, under the witness of a staff member. Special handling by staff members or special storage conditions may be required by the practitioners associated with a sacred object. If special methods are requested of staff by this group, the required handling and storage methods will be in writing and will apply only to the specific objects included in the request.

Some examples of sacred objects which may require care beyond or different from traditional museum care include: Native American whaling gear which should not be handled by females; copies of the Jewish Talmud which should not be restored when damaged; or bottles of holy water which have been consecrated by a Roman Catholic priest. In all cases, sacred objects should not be handled or altered in any way before consultation with practitioners on appropriate care has been completed.

## **Guidelines for Human Remains in Collections**

The Lacey Museum will not knowingly accept human remains into its collections. Should human remains be found in the collections, every effort to repatriate, transfer, or otherwise see that the remains are returned to their appropriate caregivers will be made.

## **Review**

### **Schedule**

Sections of this manual will be reviewed annually with a rotating schedule as follows:

1. Part 1, Museum Operations
2. Part 2, Collections (from beginning through deaccessioning)
3. Part 2, Collections (through end of document)

### **Authority**

Recommendations for changes can be made by staff or the Historical Commission. Changes are to be reviewed and approved by the Commission.