



MAPLEWOOD AREA HISTORICAL SOCIETY

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HISTORIC COLLECTIONS MANAGEMENT POLICY

Scope

A vision of the Maplewood Area Historical Society (MAHS) is to be a trusted repository and research center for Maplewood area history. This policy pertains to the collecting and care of culturally and historically significant items relevant to Maplewood and its preceding governance of New Canada and McLean Townships. The purchase and care of non-historic items is not included in this policy.

Statement of Authority

The Board of Directors has the fiduciary responsibility in the protection of assets for the Society, including the collections.

The Board of Directors delegates authority for the implementation of this policy to the Executive Director. The Executive Director shall delegate various authorities and responsibilities to the Curator, collections committee and the collections staff as deemed necessary.

The Executive Director or Curator shall issue reports to the board when called upon and shall obtain approval of expenses needed to maintain the collection.

The Executive Director or Curator may produce, maintain, and approve procedural manuals and shall supervise the training of volunteers and staff.

Code of Ethics

The Board of Directors has adopted a Code of Ethics for the Society that mandates high standards for board and staff members in all areas of operation including collections management. See MAHS Statement of Professional Standards and Ethics.

MAHS shall abide by all national, state, and local laws pertaining to collections and will adhere to the Code of Ethics set forth by the American Alliance of Museum's (AAM), the Statement of Professional Standards and Ethics set forth by the American Association for State and Local History (AASLH), and the American Institute for the Conservation of Historic and Artistic Works (AIC.)

MAHS shall refuse the right to acquire objects where there is cause to believe that the circumstances of their collection involves the destruction of historic sites, buildings, structures, habitats, districts and objects in compliance with the National American Graves Protection and Repatriation Act.

Where Maplewood History Lives

Scope of Collections

Guidelines for growing and developing the collection include items from the Documentary/Teaching Collections which are accessioned, catalogued, and tracked. A collections committee shall be the permanent governing body of the MAHS collections and serve to guide the Executive Director and Curator.

MAHS collects historic items relating to its Mission statement with a focus on significant items related to the history of Maplewood, its preceding governance of New Canada and McLean Township, and the Bruentrup Heritage Farm.

Categories of Collections

Objects: usually three-dimensional materials.

Archives and Photos: usually two-dimensional materials including electronic format.

Library: publications of historical nature that would be of interest to casual readers or for historical research.

Teaching: facsimile or modern reproductions, adaptations, restorations and some period artifacts. They can be handled and used with the understanding it may shorten the life of the item. Objects in the Teaching collection are catalogued and tracked by collections staff. They are not accessioned. They do not go through the deaccessioning process when they are no longer useful, but their removal from the Teaching collection is recorded by the collections staff.

Research: The research collection consists of objects available for further research which may be loaned on a temporary basis. Objects are not accessioned in to the collection but are recorded by the collections staff which could include items like duplicated VHS cassettes and CDs.

Acquisitions/Accessioning

Artifacts may be acquired only in accordance with authorization of this policy and only when consistent with applicable law and professional ethics. All rights, title, and interest shall be obtained by MAHS as defined in a Deed of Gift (Exhibit 1). While it is desirable to obtain the object without restrictions, any restrictions as mutually-agreed upon between the parties must be documented on the Deed of Gift.

Criteria for acceptance by MAHS:

- a. The present owner must have a clear title.
- b. If for sale, a fair market value must be determined between the parties.
- c. MAHS must be in a position to properly care for the proposed acquisition in its preservation.
- d. The significance of the item or object must be determined to be relevant to history of Maplewood, its preceding governance of New Canada and McLean Township, and the Bruentrup Heritage Farm.

- e. All known moral, legal, and ethical implications of acquisition must have been addressed.
- f. If possible, no acquisitions will be encumbered by less than full literary rights, property rights, copyrights, patents or trademarks, or by absence or physically hazardous attributes.
- g. Donor must agree to sign a Deed of Gift.

Deaccession/Disposal

Purpose: in order to maintain the collection in accordance with the Society's mission it may be necessary or desirable to dispose of certain artifacts. The deaccession process shall be cautious, deliberate, and scrupulous. The deaccession and disposition process will be thoroughly and uniformly documented and undertaken in accordance with current professional standards and ethics. Records of the artifact and the process will be retained by the Society.

Criteria: MAHS artifacts to be considered for deaccession must meet at least one of the following criteria:

- a. Does not fall within the scope of the Mission Statement
- b. Does not fall within the current scope of the Society's collections criteria and policy
- c. Has deteriorated beyond usefulness, is damaged beyond repair, or its condition endangers other artifacts in the collection
- d. Is a hazard to the safety of staff and/or visitors
- e. The object's authenticity has been firmly refuted
- f. Cannot be properly preserved by the Society
- g. Duplicates one or more objects in the collections that are of higher quality and does not serve an alternative use or research purpose
- h. The artifact can be exchanged with another institution or individual in return for an object or objects of greater significance to the collection
- i. The artifact is subject to repatriation under the provisions of the Native American Graves Protection and Repatriation Act.

Deaccession proposals and decisions:

- a. Curators or staff may propose the deaccession of artifacts that meet one or more of the deaccession criteria listed above.
- b. The Curator or staff submits a deaccession proposal for each artifact to the President. The proposal contains the following information: date of the proposal; accession number of object; name and brief description of object; name and address of source; date of acquisition; reason for deaccession; limiting conditions agreed to at the time of acquisition; reasons for accepting limiting conditions; book, insurance and estimated market values; proposed method of disposal and agent.

- c. The President will reply in writing, approving or disapproving and designating the means of disposal.
- d. The President will submit each proposed deaccession to the board for approval. Artifacts that pose a hazard to the safety of visitors, staff, or the collections may be approved for deaccession after receiving verbal approval from the board. All deaccessions will be reported in writing and formally ratified at the next meeting of the Board of Directors.

Disposal of deaccessioned objects:

Deaccessioned objects shall not be given, sold, or otherwise transferred, publicly or privately, to employees, officers or board members of MAHS, or to their immediate families or representatives.

Disposal of deaccessioned objects is solely for the advancement of MAHS mission. Proceeds from the sale of collections are to be used only for the acquisition or, with board approval, direct care of collections. All proceeds resulting from the deaccession of objects from the Society's collections shall be deposited to the Acquisitions Fund.

The President shall choose an appropriate method, with the guidance of the collections committee, in the appropriate method of disposal for each deaccessioned artifact.

Deaccessioned artifacts may be sold at auction, by open or sealed bid; sold through private negotiation; exchanged for objects that meet MAHS acquisition criteria and have been approved for acquisition by the proper authority; given or sold to another non-profit; transferred to the Teaching collection; destroyed if its condition warrants.

Deaccession records: The Collections staff shall maintain a deaccession log along with a permanent file on each deaccessioned artifact. The deaccession files shall include copies of all acquisition and cataloguing records on each deaccessioned artifact, a copy of the deaccession proposal, and records of approval of the deaccession by the President and the Board of Directors, the disposal of the artifact and any funds received from the disposal of the artifact.

Loans

Incoming: MAHS may borrow objects for exhibitions, education programs, or study that fulfills its mission.

MAHS will examine the relationship of potential lenders to determine if there are potential conflicts of interest, or the appearance of conflict. MAHS will take steps to avoid real or perceived conflict of interest regarding borrowed objects.

MAHS retains full authority over the content and presentation of exhibitions, but may consult the lenders on the significance of borrowed objects in the exhibition.

MAHS shall afford borrowed objects with the same care and security as that given its own collection. Care for borrowed objects is the responsibility of the Collections staff.

All loans shall be for a specified period of time, not to exceed one year without review and renewal. MAHS will not retain borrowed objects in long-term storage.

Outgoing: The Society collects objects to fulfill its mission. The Society may make its collections available on loan for legitimate educational purposes. Collections will be loaned only to qualified non-profits, educational or other institutions, to qualified conservators, or to individuals or corporations engaged by MAHS to produce replicas or adaptations of collections artifacts. Loans will be approved only if arrangements have been made for the safe custody, exhibition and handling of the collection item. The Collections staff shall appropriately record all loans and store documentation in the database.

Objects in Custody

Objects not catalogued may be placed in temporary custody of MAHS, the period of which may not exceed 90 days, for the purposes of research, identification, consideration for acquisition into the collections, or evaluation for loan. Placement of an artifact in the temporary custody of the Society does not constitute a transfer of legal title to MAHS.

Artifacts on temporary deposit will be stored properly and monitored; however, MAHS will not insure the artifacts placed in its temporary custody, nor will it re-house, catalog, or make them available to researchers.

The Collections staff assigns a temporary deposit number to the artifacts in temporary custody and maintains a log of temporary deposits to monitor the location of the artifacts.

Artifacts left in the temporary custody of MAHS shall be considered abandoned property after an exceeded term of 90 days. After such time, the Society is authorized to dispose the artifact in a manner of its discretion.

Conservation/Care

All artifacts in the MAHS collection are subject to the current standards of professional care. It is the responsibility of all Collections staff to inform interns, volunteers, researchers, consultants, and vendors with whom they work about these policies, and ensure they are followed.

Conservation action may only be taken by trained, professional conservators, or other qualified individuals with guidance from the Collections staff. Any treatment must respect the integrity of the artifact. Conservation treatment of the fabric of an artifact must include earlier repairs and modifications which, after examination and research, are found to be historically significant. Any new material added to the object must be minimal and must be compatible with the future welfare of the object. No action may be taken without a thorough and technical examination of the object with a written proposal of treatment listing all possible treatment options. Each treatment proposal must be approved by the collections committee. Once treatment is undertaken, the

conservator must provide a written report of all conservation actions that will be maintained in the artifact's database file and made available to researchers and scholars upon request. Artifacts on loan to or from MAHS will not be repaired, cleaned, or treated without written permission from the owner of the artifact.

Insurance and Risk Management

MAHS meets its mission of preservation through a program of risk management, which includes reducing risks to the collection, providing on-site security, and retaining insurance policies against loss or damage to collections.

MAHS retains fine arts insurance to provide for replacement or restoration of significant collections in the event of damage or loss. The President has the authority to contract for insurance and to authorize the degree of coverage for MAHS collections. Artifacts on loan to MAHS shall be insured for the value agreed upon in loan documentation.

Insurance values will be based on fair market value of the artifact as determined by MAHS Curatorial staff.

If MAHS staff cannot provide accurate insurance value or if the period of an outgoing loan is greater than one year, a professional outside appraiser may be required. For outgoing loans, the borrower may be charged for an outside appraisal. The Collections staff will maintain records of fair market value of each artifact when accessioned, the current replacement value and the insurance value of each artifact. These records will indicate the date of each change in value and the staff member responsible for the change.

MAHS staff must report damage to or loss of any artifact, as soon as discovered, to the President, Executive Director, and the Collections staff. The President will provide appropriate information to the police, other appropriate agencies, and the board. The Collections staff will maintain all records relating to the investigation of missing or stolen objects. Duplicates of these records will be kept offsite by a designated authorizer.

The Society shall conduct systematic inventories of its collections on a five-year cycle with annual spot checks reported to the board.

Accessioning, Documentation, Collections Records and Inventories

The Collections staff is responsible for creating and maintaining records of accessions, deaccessions, registered Teaching collection artifacts and loans. Accessions will be recorded in accession number order in a permanent database.

The Executive Director, Curator, and collections committee must review and have majority approval of all acquisitions. Once approved, the item must be catalogued with at least the following information:

- Artifact name
- Donor name
- Provenance
- Title, if applicable
- Identifying description of artifact
- Assigned number
- Other identifying marks
- Legal status of artifact
- Condition of artifact
- Location of artifact
- Digital image of artifact

The cataloging system must be computerized to provide easy searching for key words to locate the object, must be easy to backup to another device for off-site storage, must allow storage of multiple electronic formats of documents or images, and must allow viewing of the document, photo or image on a digital screen. Duplicate copies of accession, catalog, loan, and deaccession records must be maintained in a secure, off-site storage area.

Access

Collections staff are responsible for controlling and documenting access to collections records under their direct supervision. The following information is considered privileged:

- Address of donors and lenders
- Location of artifacts
- Valuation of artifacts
- Identity of donors and lenders, if anonymity is requested
- Information that is restricted intellectual property

In keeping with MAHS established security and curatorial practices, and in the interest of protecting the Society and its staff from liability for damage or injury, MAHS collections storage areas are closed to the general public. The Curator will establish procedures for access to the collections storage areas, which will be monitored and documented by the Collections staff.

Collections staff are responsible for handling requests to access of the collections and documents under their direct supervision.

MAHS expects that all researchers, both in-house and visiting, who make use of collections will adhere to any legal or ethical restrictions on research imposed by the Society, and that they will operate in accordance with the generally accepted ethical standards of the field in which they are working.

MAHS respects Native American Tribes and Canadian First Nations and recognizes the needs of their representatives for access to specific American Indian Art collection artifacts. This access will be coordinated between parties.

MAHS may make collections data and images available for research and publication in print and electronic media, according to procedures developed by the Collections staff and approved by the collections committee.

Appraisals

No board member, collections committee member, or staff shall offer appraisals or the monetary value of artifacts, or reveal MAHS insurance values for the purpose of establishing a fair market value of gifts offered or casually brought to the Society. Donors desiring to take an income tax deduction must obtain an independent appraisal.

Legal and Ethical Considerations

Conflict of interest policies are in place and shall be abided by in regards to MAHS dealings. This includes the acquisition of artifacts to the collection. No board or staff member shall exhibit conflicting or competing interests in the acquisition of collection artifacts. When a conflict is present, it must be disclosed to the collections committee and deemed whether the conflict is applicable to the acquisition of said artifact. All conflicts will conform to applicable local, state, and national laws and present a clear chain of ownership.

Intellectual Property

MAHS will strive to protect works or inventions that are the result of creativity, such as a manuscript or a design, to which one has rights and for which one may apply for a patent, copyright, trademark, creations of the mind, literary and artistic works, designs, and symbols, names and images used in commerce.

Intellectual Property is protected in law by patents, copyrights and trademarks which enable people to earn recognition or financial benefit from what they invent or create. MAHS will properly credit creators of Intellectual Property and will abide by loan documentation for crediting authorities.

Storage of Historic Items

Documents, photos, clothing and other artifacts that are delicate or could be damaged by temperature or humidity should be stored in archival containers made from materials that will not degrade the artifact and which protects the artifact from damage. These artifacts and archival containers must be stored in darkened rooms which are climate-controlled, at a temperature which cannot exceed 70 degrees Fahrenheit and the relative humidity must remain between 50-55%. If possible, these containers should be placed in fire-resistant cabinets. As of 2016, the only area for temperature-controlled storage is the Bruentrup farmhouse.

Artifacts that are not delicate or which can withstand changes of temperature or humidity can be stored in the hayloft of the barn, the granary, the new machine shed or the old machine shed.

Goals for the Future

MAHS will seek to acquire artifacts which are consistent to the policies described herein, in order to strengthen its overall representation of the Maplewood area. MAHS will incorporate the latest best practices in archival storage, inert storage containers, collections cataloging software, and conservation practices. MAHS will strive to maximize use of electronic data storage and computerized databases, with regular digital backups maintained both onsite and offsite. MAHS will strive to improve public access to its computerized databases.

As of 2016, we anticipate purchasing changes in the next five years may include replacement of the current PastPerfect cataloging software, a more modern desktop computer system to accommodate the increased demands of digitizing the collection, a digital camera for documenting artifacts, addition of a microfilm reader for newspapers and printed media, acquisition of additional archival storage containers and body forms, replacement of office furniture and fire-resistant storage cabinets.