

COMBINED COLLECTIONS POLICY OF THE JONESBOROUGH/WASHINGTON COUNTY HISTORY MUSEUM AND ARCHIVES

I. INTRODUCTION

A. Purpose of combined Collections Policy

The purpose of the combined collections policy is to provide integrated guidelines for the Museum and Archive's collections-related activities, insuring that these activities meet high professional standards. The Museum and Archive's combined collections policy is a public statement of the Museum and Archive's commitment to properly care for and manage all its collections.

B. Statement of Purpose/Mission of the Museum and Archives

The Jonesborough/Washington County History Museum and Archives is operated by the Jonesborough/Washington County Heritage Alliance (hereafter referred to as the Heritage Alliance), a non-profit corporation established in 2001. The Heritage Alliance is governed by a twelve member Board of Trustees. Members of the Board of Trustees are elected by the Board, subject to confirmation by the membership. The Board of Trustees has created a Museum and Archives Committee to oversee the operation of the Museum and Archives department.

The Jonesborough/Washington County History Museum and Archives was founded in 1982 under the name Jonesborough History Museum. On January 16, 2003, the town of Jonesborough transferred ownership and all assets of the Jonesborough History Museum to the Heritage Alliance. On September 17, 2003, the Heritage Alliance Board of Trustees voted to merge the Archives into the Museum, rather than retain a separate committee and personnel to operate the Archives.

The purpose of the Museum and Archives shall be the education of the public in the social, political, cultural, and economic history of Jonesborough and Washington County. To accomplish this purpose, the Museum and Archives shall collect, research, preserve, exhibit, and interpret objects and historical records in accordance with the collection categories listed below. It is the intention of the Alliance to make these Collections accessible to the general public, scholars, civic organizations and local governments for both education and enjoyment; however, the first priority of the Museum and Archives shall be to the protection and preservation of those Collections

C. Types and Status of Collections

Collections is the term used for all material holdings of the Museum and Archives. Specific collection categories are defined as follows:

1. Permanent Object Collection

Those significant objects which directly relate to the purpose of the Museum and Archives. Objects accessioned into the permanent collection are cataloged, documented, preserved, and managed according to prescribed procedures meeting current professional Museum and Archives standards.

2. Interpretive Object Collection

Those expendable objects which contribute to the educational programs of the Museum and Archives and which are available directly to the public for examination. Objects in the interpretive collection are readily available or duplicate objects and are not accessioned into the permanent collection.

3. Permanent Archives Collection

Those significant historical records which directly relate to the purpose of the Museum and Archives. Objects accessioned into the permanent archives collection are cataloged, documented, preserved, and managed according to prescribed procedures meeting current professional archival standards.

4. Educational Archives Collection

Those historical records which contribute to the educational programs of the Museum and Archives and which are available directly to the public for examination. Objects in the Educational Archives collection are readily available or duplicate records and are not accessioned into the permanent collection.

D. Scope of Permanent Collection

The scope of the collection of the Museum and Archives shall be artifacts and records of Jonesborough/Washington County history and culture. Objects acquired by the Museum and Archives shall represent material culture in Jonesborough and Washington County. The collection shall include documentation of individuals, *institutions and businesses*, and cultural groups, as well as objects and records which illustrate events and the history of arts and crafts in Jonesborough and Washington County.

E. Delegation of Responsibility for Implementation of the Collections Policy

Under the supervision of the Executive Director of the Heritage Alliance and working on the behalf of the Alliance Museum & Archives Committee (hereafter referred to as the “Committee”), the Curator shall be the primary collections advocate and directly administer all collections management policies and procedures. The Curator shall maintain, improve, and expand the collections and all associated documentation and data in keeping with professional museum standards and ethics and the Alliance and Museum and Archives mission and purpose. The Curator shall have day-to-day control and supervisory authority over all collections, collections areas, and collections activities. The Curator shall develop Collections procedures to aid volunteers, protect the continuity of collections

management, and insure the health and safety of staff and volunteers. The Curator will create and maintain a disaster preparedness manual to include specific emergency collections care and management procedures.

F. Provision for Review and Revision of Collections Policy by Staff and Board

The Collections Policy will be reviewed by the Museum and Archives Committee and the Curator at least every two years and, when necessary, appropriate revisions will be presented to the Board of Trustees for the Board's review and approval.

II. ACQUISITION

A. Policy

The Museum and Archives may acquire objects/records by donation, by bequest, by purchase, or by transfer. Authority for the acquisition of objects for the permanent collection is held by the Curator of Collections, the Museum and Archives Committee, and the Executive Director of the Heritage Alliance.

B. Criteria for Acquisition

The following criteria have been established for the acquisition of objects/records:

1. Objects must be relevant to, and consistent with, the Museum and Archive's purposes and activities:

chiefly research, preservation, exhibition, and/or interpretation.

2. The Museum and Archives must be able to provide proper care and storage for objects in keeping with professionally accepted standards.

3. It is intended that objects in the permanent collection shall remain in the collection as long as they retain their physical integrity, their authenticity, and their relevance and usefulness for the purposes and activities of the Museum and Archives.

4. The Museum and Archives and its staff shall be in full compliance with state, federal, and international laws and regulations governing the acquisition, sale, and transfer of cultural properties.

5. Title to all objects/records acquired for the permanent collection shall be obtained free and clear without restrictions to use or future disposition.

6. The present owner shall have a clear and verifiable title of ownership to the object and shall have obtained the object legally and ethically.

7. The Museum and Archives shall be provided with (or allowed to copy) all documents and information in the present owner's possession that pertain to the historical significance and provenance of the object/record.

8. Acceptance of the object will not result in major expense in conservation disproportionate to its usefulness.

9. Funding for the purchase of an object will be at a fair market value affordable to the Museum and Archives.

C. Procedures

All offers of objects/records to the Museum and Archives whether by donation, by bequest, by purchase, or by transfer should be referred to the Curator. The Curator will discuss such offers with the Museum and Archives Committee. If the object offered to the Museum and Archives requires temporary deposit in the Museum and Archives' custody before a decision regarding the acquisition of the object can be made, then a Temporary Custody Receipt should be signed by the object's owner and the Curator or Curator's designee). This receipt outlines the terms of temporary custody, the length of which cannot exceed ninety days. After study and review of the object, the Curator and the Museum Archives Committee will determine whether or not to acquire the object.

If the decision is made not to acquire the object, then the Curator will be responsible for returning the object to the owner, according to the terms of agreement outlined in the Temporary Custody Receipt, and documenting the return. (See Section IV, "Incoming Loans," Part D, "Objects in Temporary Custody as Distinguished from Loans.") If the decision is made to acquire the object, then the Curator will initiate and complete the acquisition of the object in the following manner:

1. If the object/record is to be donated, an Unconditional Gift Agreement should be signed by the donor and the Curator. The Unconditional Gift Agreement formally transfers the complete ownership of the object to the Museum and Archives and shall be legally binding when signed and dated by both parties. A copy of the Unconditional Gift Agreement shall be provided to the donor, and Unconditional Gift Agreements shall be kept on file by the Curator.

2. If the object/record is to be bequeathed, a copy of the pertinent section of the will should be provided by the attorney or executor and shall be kept on file by the Curator.

3. If the object/record is to be purchased, a copy of the invoice as approved and authorized by the Museum and Archives Committee should be provided and shall be kept on file by the Curator. If the cost of the object to be purchased is over \$2,000.00, the purchase must have the prior approval of the Board of Trustees.

4. If the object/record is to be transferred from another Museum or Archive, appropriate written documentation regarding the object/record should be provided by that institution and shall be kept on file by the Curator.

5. If the object/record is to be transferred from the interpretive or educational collection to the permanent collection, appropriate written documentation regarding the object should be provided and shall be kept on file by the Curator.

6. A duplicate copy of records documenting the Museum and Archive's legal ownership of objects/records shall be maintained offsite in a location known to both the Curator and the Museum and Archive's Committee for security.

D. Recordkeeping

1. Permanent Collection

All objects acquired for the permanent collection are accessioned, cataloged according to the Chenhall nomenclature system, numbered, and may be photographed according to professionally accepted standards. Accession and catalog records on the permanent collection are maintained in the Museum and Archives Office by the Curator or the Curator's designee. Duplicate accession and catalog records are maintained off-site for security.

2. Interpretive Collection

Objects acquired for the interpretive collection (expendable objects which contribute to the educational programs of the Museum and Archives and are available directly to the public) are not accessioned, cataloged, numbered, and photographed. Objects in the interpretive collection may be upgraded to permanent collection status at the discretion of the Curator and the Museum and Archives Committee. A list of objects in the interpretive collection is maintained in the Museum Office by the Curator.

3. Permanent Archives Collection

All historical records acquired for the permanent archives collection are accessioned, cataloged numbered, and may be photographed according to professionally accepted standards. Accession and catalog records on the permanent collection are maintained in the Museum and Archives Office by the Curator or the Curator's designee. Duplicate accession and catalog records are maintained off-site for security.

4. Educational Archival Collection

Historical Records acquired for the Educational Archives collection (expendable records which contribute to the educational programs of the Museum and Archives and are available directly to the public) are not accessioned, cataloged, numbered, and photographed. Records in the Educational Archives collection may be upgraded to permanent collection status at the discretion of the Curator and the Museum and Archives Committee. A list of records in the Educational Archival Collection is maintained in the Museum Office by the Curator.

III. DEACCESSION

A. Policy

The Museum and Archives has the right, carefully and judiciously, to deaccession and dispose of objects from its collection in a manner consistent with professionally accepted standards. A written deaccession request listing the reason(s) for deaccession and recommended means of disposal must be signed by the Curator and the Chair of the Museum and Archives Committee before submission to the Board of Trustees. Only if the deaccession request is approved by the Board of Trustees, is the Museum and Archives authorized to proceed with the deaccession and disposal.

B. Criteria for Deaccession

An object/record recommended for deaccession must meet at least one of the following criteria:

1. The object/record has ceased to have relevance and consistency with the Museum and Archive's purposes and activities.
2. The object/record has deteriorated beyond usefulness.
3. The object/record is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other objects/records and/or the health and safety of the Museum and Archive's staff and/or visitors.
4. The Museum and Archives is unable to continue to provide care and storage for the object/record in keeping with professionally accepted standards.
5. The object/record's care and storage are far more expensive than the value of the object as it relates to the Museum and Archive's purposes and activities.
6. The object/record has failed to retain its identity or authenticity.
7. The object/record has been lost or stolen and remains so for ten years or more.
8. The object may be replaced with a similar object of greater significance, quality, and better condition.
9. The object is subject to legal and ethical standards such as the Native American Grave Protection and Repatriation Act.

C. Procedures

The Curator may recommend to deaccession an object/record if, in his/her opinion, and based upon the criteria set forth in the deaccession policy, the deaccessioning of the object/record is beneficial to proper collections management. A Deaccession Request Form identifying the object/record, its condition, the reason(s) for deaccessioning, recommended means of disposal, and any other pertinent information necessary for evaluation of the object must be completed by the Curator and approved by the Museum and Archives Committee. The Deaccession Request Form must then be submitted to the Board of Trustees for their review and approval. No object is to be deaccessioned unless the Museum and Archives has clear and unrestricted legal title to the object, and if there are any questions regarding the title, the Museum and Archive's legal counsel will be consulted.

As a courtesy, the Curator shall attempt to notify the donor if the object was accessioned within the last ten years. This procedure should not be misconstrued as a request for permission to deaccession. If a deaccessioned object is to be sold, an appraisal of the object's fair market value will be completed by a qualified, objective appraiser. Deaccessioned objects will not be sold or given, publicly or privately, to any Museum and Archives employees or other Heritage Alliance employees,

members of the Board of Trustees, their families, or their representatives. Complete records will be maintained on all deaccessioned objects and their subsequent disposition.

D. Methods of Disposal

A deaccessioned object may be disposed of in one of the following methods:

1. Transfer to another more appropriate non-profit Museum and Archives or scholarly or cultural institution or organization, preferably within the state of Tennessee.
2. Placement in the Interpretive Collection or the Educational Archives Collection of the Museum and Archives (if appropriate).
3. Donation to an appropriate non-profit Museum and Archives or scholarly or cultural institution or organization preferably within the state of Tennessee.
4. Repatriation to the federally recognized tribe which has established a legal claim to ownership of the object in accordance with the Native American Grave Protection and Repatriation Act.
5. Sale at an advertised public auction or in the public marketplace in a manner that complies with state law and that will best protect the interests, objectives, and legal status of the Museum and Archives.
6. Return to the donor (only if this was stipulated by the donor on the Deed of Gift Form).
7. Destruction of the object (only if the object has deteriorated beyond usefulness and no other method of disposal is appropriate).

E. Use of Proceeds Derived from Deaccession/Disposal

Any funds derived from the sale of deaccessioned objects will be used solely for collections acquisitions or conservation.

F. Recordkeeping

All records of deaccessioned objects will be clearly marked "Deaccessioned" and a "Deaccessioned Objects" file containing a complete record of deaccessioned objects and their subsequent disposition will be maintained by the Curator.

IV. INCOMING LOANS

A. Policy

As a general rule, the Museum will not accept unsolicited items on loan. The Museum and Archives may borrow objects from institutions and individuals for specific purposes such as exhibition and/or research. Loans of objects from individuals are limited to a time period of two years or less. Loans of objects from institutions are usually limited to a time period of two years or less, but may under special circumstances be arranged for a specified time period of over two years at the recommendation of the Museum and Archives Committee and with the approval of the Board of Trustees. Authority for incoming loans is shared by the Curator and the Museum and Archives Committee. However, if the Museum and Archives wishes to borrow an object(s) from an institution for a specified time period of over two years, then the Curator will provide the Board with written justification for the loan request that considers the following criteria:

1. The object is of unique quality and relevant to a specific exhibition purpose of the Museum and Archives.
2. Care and custody of the object will not exceed the Museum and Archive's resources.
3. The extended loan of the object may lead to donation of the object to the Museum and Archives.

The Museum and Archives will not under any circumstances accept so-called indefinite or permanent loans.

Objects on loan are to be provided with the same professional level of care afforded objects owned by the Museum and Archives. The Museum and Archives will not knowingly accept an object on loan if the physical condition is such that the object will not be able to withstand travel to and from the Museum and Archives and/or exhibition. Lenders to the Museum and Archives shall have obtained the object legally and ethically and have a clear and verifiable title of ownership to the object.

Complete records on all incoming loans are maintained in the Collections Office by the Curator.

B. Procedures

For objects on loan from individuals or institutions for a period of two years or less, an Incoming Loan Agreement must be signed by the lender and the Curator. For objects on loan from institutions for a period of over two years, an Incoming Loan Agreement must be signed by the lender and the Curator with prior approval from the Board of Trustees or the Board's Museum and Archives Committee. The Incoming Loan Agreement outlines the terms of the loan specifying the loan purpose, time period, insurance coverage, and the responsibilities of both the borrower and the lender. Copies of the Incoming Loan Agreement will be provided to the lender; Incoming Loan Agreements will be kept on file by the Curator. A condition report on the borrowed object(s) will be prepared by the Curator; a copy of the condition report will be provided to the lender if requested.

The Museum and Archives may photograph borrowed objects for recordkeeping and security purposes unless instructed by the lender not to do so. The Curator will be responsible for the packing, shipping, and/or transportation, and insurance coverage for borrowed objects. The Lender is responsible for the cost of any object appraisal(s) if needed for insurance purposes. The Curator will monitor all incoming loans, document the safe return of borrowed objects to lenders, and maintain complete, up-to-date records on incoming loans filed by calendar year in which the loan was accepted.

The Museum and Archives will make all reasonable efforts to return borrowed objects to the lender in accordance with the terms outlined in the Incoming Loan Agreement. If the object(s) are to be returned by mail or other carrier, the objects will be shipped to the owner at owner's expense by restricted certified mail or other means that requires a receipt to be returned to the Museum and Archives certifying that the package has been received. However, after making all reasonable efforts and through no fault of its own, if the Museum and Archives is unable to return the object(s) within sixty days of the termination of the loan, then the Museum and Archives will have the right to place the object(s) in storage. If after five years such property has not been reclaimed nor has the Museum and Archives received written communication from the lender, lender's successor, or persons authorized to represent the lender, the Museum and Archives shall terminate the loan and title to the unclaimed loan passes to the Museum and Archives and the object(s) shall become the property of the Museum and Archives.

C. Objects in Temporary Custody as Distinguished from Loans

The Museum and Archives distinguishes between objects loaned to the Museum and Archives for exhibition and/or research and objects deposited in the temporary custody of the Museum and Archives for purposes such as identification, examination (including copying and/or photography), or proposed acquisition. If such temporary custody of an object is needed, then a Temporary Custody Receipt for a maximum period of ninety days should be signed and dated by the object's owner and either the Curator or the Curator's designee. The Temporary Custody Receipt will list the purpose of the deposit, the specified time period of the deposit, the method of return, and the terms of the custody including the provision that insurance of the object(s) is the responsibility of the depositor unless otherwise specified.

The Curator will be responsible for returning the object(s) to the owner according to the terms of agreement of the custody and for documenting the return. The Curator will monitor all temporary custody objects, document the safe return of such objects to owners (unless the object(s) was a proposed acquisition subsequently accepted and accessioned into the collection), and maintain complete, up-to-date records on temporary custody objects filed by the calendar year in which the temporary custody was made. If the depositor fails to collect the object or if delivery cannot be affected after the removal date, the Museum and Archives will mail the depositor at the depositor's address of record a notice to remove. The Museum and Archives assumes no responsibility to search for a depositor or listed owner not located at the address of record.

If the object(s) are to be returned by mail or other carrier, the depositor will be sent an outgoing receipt by restricted certified mail which must be returned to the Museum and Archives before the objects are shipped. If the depositor fails to sign and return said receipt within thirty days of the date the receipt was sent, the Museum and Archives will not ship the object(s) to the depositor but has the right to place the object(s) in storage. If after five years from the removal date the depositor, depositor's successor or person(s) authorized to represent the depositor have not contacted the Museum and Archives in writing, the Museum and Archives may claim title to the object(s) and take whatever action it deems appropriate with the object

V. OUTGOING LOANS

A. Policy

The Museum and Archives may lend objects to qualified Museum and Archives for specific purposes such as exhibition and/or research for a specified time period if such Museum and Archives meet professional standards of collections care and management. The Museum and Archives will not under any circumstances lend objects to individuals. Outgoing loans to qualified Museum and Archives will be permitted for a period of two years or less with an option for renewal if agreeable to both parties. No object will be lent if its physical condition is such that the object will not be able to withstand travel and/or exhibition. The Museum and Archives will not lend objects which are needed for exhibition and/or research purposes. Authority for outgoing loans is shared by the Curator and the Museum and Archives Committee

Complete records on all outgoing loans are maintained in the Collections Office by the Curator.

B. Procedures

Museum and Archives seeking to borrow an object(s) must make a written request to the Museum and Archives Curator stating the specific object(s), purpose, and time period of the proposed loan, and guaranteeing payment of all costs associated with the loan including packing, shipping, and/or transportation, and insurance. A Standard Facilities Report may be requested. If so, it will be supplied to the proposed borrower, and it must be completed and returned to the Curator in a timely manner. The Curator and the Museum and Archives Committee will review the written loan request and the completed Standard Facilities Report to determine if the proposed borrower meets professional standards. If professional standards are not met by the proposed borrower, the Curator will notify the proposed borrower.

If professional standards are met by the proposed borrower and if the loan of the object(s) will not endanger its physical condition or interfere with the Museum and Archive's own exhibition and/or research needs, the Museum and Archives Committee may make a written recommendation to the Board of Trustees to approve the loan. Upon approval by the Board of Trustees and the Board's Museum and Archives Committee, the Museum and Archives is authorized to proceed with the outgoing loan.

An Outgoing Loan Agreement must be signed by the authorized representative of the borrowing Museum and Archives and the Curator.

The Outgoing Loan Agreement outlines the terms of the loan specifying the loan purpose, time period, insurance coverage, required credit line, photography restrictions, stipulations against any repair or alteration of the object without written permission of the Museum and Archives, and other terms agreed upon by both parties.

The Outgoing Loan Agreement will be kept on file by the Curator, and a copy of the Outgoing Loan Agreement will be provided to the borrowing Museum and Archives. The borrowing Museum and Archives will provide a certificate of insurance as evidence that the object(s) is adequately insured. A condition report on the object(s) to be lent will be prepared by the Curator. A copy of the condition report will be provided to the borrower if requested. The object will be photographed prior to its loan if suitable photographs documenting its condition do not already exist. The Curator will be responsible for the packing, shipping, and/or transportation and insurance coverage for loaned objects. The Curator will monitor all outgoing loans, document the safe return of loaned objects to the Museum and Archives, and maintain complete, up-to-date records on outgoing loans filed by the calendar year in which the loan was made.

VI. DOCUMENTATION OF COLLECTIONS

A. Policy

It is the responsibility of the Curator to maintain adequate documentation both on the objects in the collections and the objects that are placed in temporary custody. Such documentation will include, but not be limited to: accession files containing the Unconditional Gift Agreement Form or other documentation of the Museum and Archive's legal title to the object and other information pertinent to the acquisition of the object, Temporary Custody Receipt file, Incoming Loan Agreement file, Outgoing Loan Agreement file, deaccession file, accession register or list (tripartite decimal system used) cross-reference file, inventory file, condition reports, and conservation treatment records. Black

and white photographs may also be included (with fully indexed negatives). Catalog information (using Chenhall nomenclature), donor information and all other pertinent information will be entered into the PastPerfect Museum Software and updated routinely. Backup discs will be maintained in the Duncan House and at an off-site location known to the Curator and the Museum/Archives Committee. In addition, paper records of the above information will be maintained by the Curator as a safety precaution.

All records pertaining to the collections will be properly maintained and securely housed using acid-free folders and other archival materials in the Collections Office.

B. Procedures

Specific procedures to be followed for the documentation of collections are outlined in the various sections of this collections policy and further described in the comprehensive collections management manual maintained by the Curator.

C. Objects Found in Collections

Objects designated as Found in Collections (that is objects which lack significant documentation as to how they were added to the collections) are subject to the same treatment and care as documented objects in the collections. Objects Found in Collections are subject to deaccessioning if they meet at least one of the deaccession criteria stated in the collections policy. Any deaccessioning and disposition of Objects Found in Collections shall follow the deaccession and disposal procedures listed in the collections policy except that Objects Found in Collections will not be sold or destroyed.

The Museum and Archives shall maintain custody of Objects Found in Collections until a claimant fulfills all of the following:

1. presents to the Museum and Archives a clear explanation why the claimant believes he/she holds title, with supporting evidence, and
2. presents a notarized statement from the claimant that he/she is either the sole party at interest or he/she is authorized to represent all parties at interest and present supporting proof.

The Museum and Archives shall not immediately relinquish custody of the object(s) to the claimant who appears to have the right to make the demand. The Museum and Archives shall exercise its right to review the documents carefully to see if the Museum and Archives has evidence that may counter the claimant's demand.

The Museum and Archives shall defend its custody of the object(s) claimed if any of the following apply:

1. Evidence that the claimant knew, or should have known, that the Museum and Archives thought it owned the object(s) and that the claimant delayed in bringing his/her action to the detriment of the Museum and Archives.
2. Evidence that the claimant "slept on his rights," that is he/she failed to use due diligence in seeking out his/her property.
3. Evidence that the Museum and Archives has publicly displayed the object as its own or otherwise publicized it as such.

In cases where the Museum and Archives cannot defend its custody of the Object(s) Found in Collections, the Museum and Archives shall make an effort to obtain ownership by suggesting to the claimant the possibility of formally donating the object(s) to the Museum and Archives.

VII. ACCESS TO AND USE OF COLLECTIONS AND COLLECTIONS RECORDS

A. Policy

The Museum and Archives will strive to make its collections and collections records available for study and examination by individuals for scholarly research and other legitimate purposes.

The Museum and Archives will allow access to and use of its collections and collections records in a controlled, professional manner that protects the physical and intellectual integrity of the collections and collections records. Access to the collections and collections records will not be unreasonably denied. However, acknowledging its responsibility to safeguard the collections and collections records, the Museum and Archives reserves the right to control access to prevent the following:

1. Deterioration, mutilation, loss, or dislocation of objects and/or collections records.
2. Undue interference with the administrative, professional, and technical operations of the Museum and Archives
3. Undue impact on the furnishing of services to other Museum and Archives users.

Authority for permitting and monitoring access to and use of the collections and collections records is shared by the Museum and Archives Committee and the Curator. Should particular questions arise regarding proper, legitimate access to and use of the collections and collections records, the Museum and Archive's legal counsel will be consulted. A Schedule of Fees Governing the use of Archival holdings is available upon request.

B. Procedures

A written request specifying the objects and records to be examined (and if the researcher wishes to photograph the objects and in what format), the purpose and proposed date of the examination, and the researcher's current address and daytime phone number, should be submitted to the Curator. If the request meets with the established access policy of the Museum and Archives, the Curator will schedule an appointment with the researcher and will provide supervised access to the specified objects and records. Access to the collections and the collections records may be limited both by the availability of staff time to provide adequate supervision and by the potential damage to particularly fragile objects from movement and handling during examination. Any copying and photography costs shall be the responsibility of the researcher and will be according to the Schedule of Fees published in the *Jonesborough History Museum and Archives Access Services and Fees*. The researcher shall give the Museum and Archives copies of any papers or publications which result from his/her study of the Museum and Archive's collections.

Normally, examination of collections and collections records by a researcher will take place in the Collections Office under the supervision of the Curator. If the size and/or fragility of the object to be examined does not permit the object to be easily and safely removed from the collections storage room, then the Curator may allow the researcher strictly supervised access to the storage room to examine the specific object. Unsupervised access to collections storage rooms by persons Other than the Director, the Curator or their designee is not permitted.

C. Reproductions of Objects in Collections

The Museum and Archives reserves all rights for the reproduction of objects in the Museum and Archives collections. No commercial reproduction (replica manufacture of any sort) is permitted without a written agreement approved by the Curator, HA Executive Director the Board's Museum and Archives Committee and the Board of Trustees. In general, non-educational or commercial reproductions of objects will not be approved. The Museum and Archives reserves the right to license vendors, collect royalties, initiate fees, or otherwise control the use of its collections as may be deemed appropriate and lawful.

D. Photography of Collections

1. Limitations on Public Photography of Collections

- No publication or commercial use of photographs taken in the Museum and Archive's exhibition areas is permitted without the written approval of the Executive Director of the Heritage Alliance in consultation with the Curator.

- Photography in the Museum and Archive's exhibition areas for personal use may be permitted during regular hours of public visitation unless otherwise posted.

- The use of flash units, strobe lights, or other potentially damaging artificial light sources by visitors to photograph the Museum and Archive's exhibition areas will normally not be permitted.

- In the interest of public safety, the Museum and Archives staff may limit or prevent the use of tripods in exhibition areas.

2. Request for Photographs of Collections

- Requests for obtaining photographs of objects in the Museum and Archive's collections will be submitted in writing to the Curator.

- The Museum and Archives will establish and adjust as necessary a fee schedule for all photographic and other copy work.

- Due to limited staff resources and time, the Museum and Archives may be unable to fulfill a specific photographic request if there is not already an existing negative or transparency.

- Researchers wishing to photograph objects in the collections with their own photographic equipment may do so only with prior Museum and Archives approval.

- Researchers wishing to hire an outside vendor to photograph objects in the collections may do so only with prior Museum and Archives approval. The Museum and Archives reserves the right to select the vendor to provide such special photographic services. The researcher must make direct arrangements with the vendor for payment of vendor services.

- If the request is to publish a photograph of an object, then Permission to Publish form stipulating that the photograph will be appropriately credited and that the Museum and Archives will be provided with a complimentary copy of the publication must be completed and submitted for approval by the Curator in consultation with the Museum and Archives Committee.

-Purchase of copyrighted photographic prints or transparencies of Museum and Archives objects does not convey to the purchaser any rights of copyright. The physical ownership of material does not imply ownership of literary or other rights to the material protected by the copyright law. It is the responsibility of the patron to determine copyright ownership.

- The Museum and Archives reserves the right to levy fees for the use of its materials, photographs, and reproductions, and all collections in general.

- The Museum and Archives reserves the right to deny a request for photographs of the Museum and Archive's collections if fulfilling the request would lead to one or more of the following conditions:

- endanger the physical security of the collections
- undermine the intellectual integrity of the collections
- pose an excessive administrative burden
- violate the terms of a loan
- infringe on copyrighted material
- involve a use for illegal or unethical purposes
- violate privacy, publicity, or other personal rights of any party
- libel, slander, or cause undue ridicule or embarrassment to any person or organization
- imply an institutional endorsement of any product, company, or enterprise.

VIII. CARE OF COLLECTIONS

A. Inventory

The Curator is responsible for maintaining an up-to-date location record for all objects owned by the Museum and Archives as well as those objects borrowed by the Museum and Archives. The Curator will complete a comprehensive inventory of the collections every three years and will complete a spot check inventory on an annual basis.

B. Handling Collections

The Museum and Archive's permanent collection is to be handled only in a manner that enhances its preservation. Objects in the permanent collection are to be handled only by trained Museum and Archives staff members or, on occasion, by trained Museum and Archives volunteers. The Curator is responsible for training and supervising any such volunteers. Written guidelines for handling objects are included in the collections management manual maintained by the Curator. This comprehensive collections management manual provides written guidelines on the following collections care topics: handling, numbering, cleaning, pest control, photography, packing and shipping, storage, security, condition reports, environmental monitoring, conservation, and exhibition.

C. Conservation

The Museum and Archives holds and cares for its collections as a public trust and is committed to the standards of collections care and conservation established by the American Institute for Conservation and the National Institute for the Conservation of Cultural Property. The Museum and Archives recognizes the importance of preventive maintenance and environmental monitoring and control in enhancing the preservation of collections. The Museum and Archives will contract with professional conservators on an as needed basis for professional conservation treatment of objects in the permanent collection. All conservation treatments will be properly executed and documented.

. The Curator is responsible for preparing a strategic conservation plan detailing conservation priorities based on the recommendations of surveys of the collection and the building conducted by conservation professionals. The Curator will update the strategic plan on an annual basis and submit the plan to the HA Executive Director for approval and incorporation into the Museum and Archive's comprehensive strategic plan. Written guidelines for Museum and Archives staff conservation procedures to be followed in case of emergency will be created and located in the disaster preparedness manual maintained by the Curator.

IX. ETHICS

A. AAM Code of Ethics

The Museum and Archives Committee and all Museum and Archives staff members will adhere to the current Code of Ethics for Museums adopted by the American Association of Museums. (See attached copy of AAM Code of Ethics for Museum) Committee members and staff members must refrain from any private or public activity which might be in conflict with, or appear to be in conflict with, the mission and interests of the Museum and Archives. No individual may use his or her position for personal gain or to benefit another at the expense of the Museum and Archives, its mission, its reputation, and the public it serves.

B. Personal Collecting

No individual will use his/her position to obtain for personal use and benefit items falling within the collecting realm of the Jonesborough History Museum and Archives. No individual will be involved in dealing (buying and selling historical articles for profit) as dealer, or on behalf of a dealer, or retain an interest in a dealership.

Staff and Committee members who collect historical articles which are also collected by the Museum and Archives will notify the Executive Director in writing of their activities and will supply an inventory of items in their collection. In no instance shall a staff member become involved as a dealer of items collected. If a staff member elects to sell an item from his/her personal collection, he/she will be expected first to offer the item to the Museum at a fair market price.

The Museum concurs with the prevalent thinking that it is unethical to engage in the buying and selling of archaeological artifacts.

Staff and Committee members must not compete with the Museum in acquiring items for their collections. If items purchased by a staff or committee member fall within the collecting areas of the Museum, they must be offered to the Museum within sixty days at the actual cost of the item. Staff members will be responsible for maintaining full documentation on items in their personal collections.

Staff and / or members who are involved in collections acquisition for the Museum are not allowed to acquire personal collections of the same nature as the Museum and Archive's collections. This policy excludes readily available books and materials relating to Tennessee history.

C. Appraisals

Staff members will not, in their official or unofficial capacities, provide monetary appraisals of objects for donors, for potential donors, for staff or Board members, or for the general public. The Museum and Archives may provide names of appraisers, but shall not provide an endorsement. The Museum and Archives may provide identification and authentication assistance for professional and/or educational purposes only. Appraisals of objects owned by the Museum and Archives may be made for internal use such as insurance coverage. The Museum and Archives will contract with objective, qualified appraisers as needed.

X. GLOSSARY

Accessioning - the formal process of accepting and recording an object or group of objects for the permanent collection acquired from the same source at the same time for which the Museum and Archives has legal title.

Accession number - a three part number assigned to an individual object during accessioning to identify and distinguish that object from all other objects.

Acquisition - the formal process of discovering, evaluating, negotiating for, taking custody of, and documenting title to an object or group of objects.

Cataloging - the formal process of classifying objects according to the Chenhall nomenclature system and fully documenting objects with complete descriptive detail.

Chenhall nomenclature system - a system of naming and classifying man-made objects into major categories and sub- categories according to their function (Chenhall, Robert G., Nomenclature for Museum and Archives Cataloging: A System for Classifying Man-Made Objects, Nashville: American Association for State and Local History, 1978).

Deaccession - the formal process of removing an object or group of objects from accessioned status in the permanent collection.

Disposal or Disposition - the formal process of disposing of a deaccessioned object or group of objects.

APPENDIX A: Forms

The following forms implementing this policy will be attached and are as follows:

Deed of Gift	Sign In Sheet
Temporary Custody Receipt	Research Request Form
Incomplete or Unknown Donation (Found in Collections)	Image Use Permission Form
Catalog Sheet	AAM Code of Ethics
Recommendation for Deaccessioning	
Outgoing Loan Agreement	
Incoming Loan Agreement	
Image and Document Reproduction Request	
Access Fees and Services for Archives	
Researcher Registration Form for Archives	