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FORWARD

"Museums are America's identity . . .composed of our values, our standards, our beliefs, our accomplishments, and our aspirations - past and present." - Lois Shepard, Tenth Annual Report, Institute of Museum Services

“It would be nice to have a small museum here and teach the children the wonders of the big outdoors”- Charles Carr

INTRODUCTION

The New London Public Museum's collections represent the material culture of past generations, as well as objects of fine, decorative and folk art and natural history. The New London Public Museum is the preserver of the community's collective memory: our shared values and beliefs. Safeguarding and effectively using the collection is a responsibility the museum takes very seriously. As custodians of a public trust, museum staff maintains the highest standards and ethics and are accountable for how those collections are administered.

Our Mission Statement indicates that we must both preserve objects of material culture and natural history and utilize them for educational purposes. In meeting these purposes, the museum cannot randomly accept artifacts into its collections according to personal whim, market value or aesthetics. For acceptance into the NLPM collection an item must have educational value, and the museum must have the ability to provide both proper storage facilities and correct documentation. The public trust requires that we exercise the greatest prudence in how we manage our collections.

The way in which the museum approaches Collections Management reflects how well the museum is fulfilling its responsibilities. This policy will provide the framework and continuity needed for us to fulfill our mission. Collections management is evolutionary, so modifications and future needs may alter the format or the method of record keeping, but the fundamental requirement of knowing and controlling the collections through their records will remain constant.

The Collections Management Policy will help ensure that the museum Charles Carr and others helped create and nurture remains a valuable part of the community, and that its collections help personalize all those long-gone people who once lived, loved, played and mourned here. Like us, they also called this place home.

MISSION STATEMENT

The purpose of the New London Public Museum is to preserve and promote our community's natural, native and historical culture for the benefit of the public.

-Reviewed by the Board of Directors 11/18/2013

VISION STATEMENT

The New London Public Museum will play a vital role in enhancing the lives of those in our community.

More specifically:

- a. As collector, we will preserve and interpret the material culture of the past as well as examples of natural and cultural history both of our region and abroad.
- b. As facilitator, we will partner with and bring institutions and individuals together in the pursuit of insight and understanding.
- c. As motivator, we will inspire discovery learning for all ages.
- d. As a resource, we will contribute to the life-long learning and curiosity of our local, regional and national community.

-Reviewed by the Board of Directors 11/18/2013

PURPOSE OF THE COLLECTIONS MANAGEMENT POLICY

Managing a museum's collections is one of the major responsibilities of the museum staff, and to a lesser extent, of the Board of Directors through its policy making. In addition to the fundamentals of collections management such as acquisition, disposal, documentation, and use of artifacts, effective collections management also includes a wide range of other activities affecting artifacts. This includes exhibits, proper storage, preservation and conservation, incoming and outgoing loans, insurance, environmental controls, and research. In short, any activity or condition that affects collections must be monitored and controlled by a professional staff member if the museum is to fulfill its primary responsibility of caring for and preserving its collections.

The purpose of the Collections Management Policy is to guide the museum in the discharge of its basic responsibility for the acquisition, care, use, and disposition of its permanent collections. The professional staff, as agents of the museum and keepers of a public trust, must act in a consistent, ethical, and legal manner. By following the guidelines established in this policy, the museum can achieve stability and continuity in the management of its collections even through major staff changes.

The museum recognizes that collections should not remain static but instead grow and evolve with careful oversight. The goal must be to create the highest quality collections that are relevant to the museum's purposes and programs. Because museums evolve in order to remain vital, their collections must also keep pace with new demands, interests and programs. Therefore, the museum continually improves collections both through the acquisition of new artifacts and through the judicious removal of artifacts no longer pertinent to the museum's purpose. In such transactions, the museum should rely heavily on the judgments of professional staff working within the guidelines of this policy and within the broader policies outlined by the Board of Directors.

For an overview of the purpose and importance of Collection Management Policies, see Marie C. Malaro, "Collection Management Policies," Museum News, Nov./Dec., 1979, pp. 57-61

RESPONSIBILITY FOR IMPLEMENTATION OF THE COLLECTIONS POLICY

The director, assistant director and collection staff have the primary responsibility for implementation of the collections policy and the day-to-day collections-related activities.

The director's monthly board report may include a review of significant acquisitions or deaccessions. At the discretion of the director or by board request, the monthly report may also include a review of significant collections management activities. A written overview and assessment of the museum's collections-related activities, prepared by the director, shall be made available to the board of directors for review should the Collections Management Policy raise concerns.

INSURANCE

The collections of the New London Public Museum are insured by the City of New London through its Local Government Insurance Fund policy on fine arts, antiques and items of historical importance. The insurance is administered by the city. For specific information on coverage of collections, in-coming and out-going loans, as well as claims, contact the City Treasurer.

DEFINITIONS

Acquisition: (1) Any item acquired by the museum; (2) the process of acquiring an item through gift, purchase, trade, excavation, bequest or field collecting

Accession: (1) Any acquisition formally accepted into the museum's permanent collection; (2) the process of formally accepting and recording an item into the museum's permanent collection

Deaccession: (1) Any formally accessioned acquisition, which is formally removed from the permanent collection; (2) the process of removing accessions

Permanent Collection: Those acquisitions that have been formally accessioned by the museum

Loans: Temporary transfers of collections items from the museum, or temporary transfers to the museum, for a stated museum purpose. The transfers do not involve a change of ownership.

Items "placed in custody of the museum:" Items that are not owned by the museum but are left temporarily with the museum, other than loan purposes (for example, items left for attribution, identification, examination for possible gift or purchase).

New London Region (NLR) has been defined for our purposes as communities immediately surrounding the City of New London.

**The museum may also acquire objects for use, research, or sale that it has no intention of formally accepting into the collection.

NATURE AND SCOPE OF COLLECTIONS AND BASIC CRITERIA

In keeping with the purpose and objectives of the New London Public Museum, the museum shall restrict its collecting to the following areas:

FINE ART POLICY. The fine art collection is identified as paintings, sculpture, and works on paper. The museum will actively collect and maintain:

1. pieces representing Wisconsin artists which depict the people, places, and cultural and natural life of the New London Region and Wisconsin.
2. selectively collect pieces by local artists which exhibit exceptional quality.
3. selectively collect examples of art which are important to the interpretation of life in the New London Region. Included in the latter are examples of the various aesthetic movements of the 19th Century through the present.

DECORATIVE AND FOLK ARTS. The museum shall work to increase its holdings based upon the following criteria:

1. The object furthers the appreciation and understanding of folk or decorative art
2. The object is illustrative of different schools and periods, or is representative of artists or craftsmen recognized to be influential to the development of art
3. The object was or is produced by either historical or contemporary artists or craftsmen who have resided or reside in the region. Of particular note are those artists or craftsmen who have received recognition, have had an influence, or represent artistic endeavors on a regional or national level
4. The object is unique or one of a kind representing an endearing quality or is representative of an era, time, school, or place
5. The object is representative of a company or maker, a manufacturing process, a school of design, a region, or a historic time period
6. The object enhances an existing collection

HISTORY. In keeping with the purpose of the museum, the history collection shall strive to represent the cultural, social/societal values, economic, industrial history of New London and the NLR of Wisconsin. The museum shall attempt to represent all levels of society through its collections and shall not restrict its collections to predetermined eras. Rather, the museum shall judiciously collect objects from those periods that represent pre-contact through the present time.

ANTHROPOLOGY/ARCHAEOLOGY. The museum shall work to increase its holding of those objects that:

1. Relate to Wisconsin's pre-history, focusing on the NLR
2. Represent any of the state's historic or contemporary Native cultures
3. Significantly relate to an existing collection. The museum shall not expand its non-Wisconsin collection unless those items further an understanding of associated cultures, or may further the study of geographically wide spread cultures (for example the pre-historic Mississippian Culture). The museum shall discourage the indiscriminate collecting of "relics" by amateurs, and will attempt to further the concept that items such as lithic tools are more valuable when found in context.

WORLD CULTURES. The world cultures collection at the museum will not be actively enhanced or augmented due to space limitations and priorities. Any acquisitions will be limited to items related to existing collections.

NATURAL HISTORY (GEOLOGY, ZOOLOGY, BOTANY, etc). The Natural History collection shall be restricted to those examples that are from or found in the North East Wisconsin region, are significantly related to an existing collection, or can be used to enhance educational programming.

ARCHIVAL. The museum shall work to increase its holdings of archival and photographic materials relating to the City of New London and the New London Region. Every attempt shall be made to ensure that the New London Public Museum does not widely duplicate the holdings of other archives within the state. Collections with broader importance that reflect local activities, individuals, or events will also be collected.

LIBRARY. The current holdings in the C.F. Carr library will be maintained by the museum. The New London Public Museum will also maintain a library of books and periodicals relating to its collection fields, to area history, and as research and exhibition aids.

COLLECTIONS CARE

The collections of the New London Public Museum represent the material culture of past generations and the "collective memory" of the community. Therefore, the museum shall act in a responsible manner to ensure the best possible physical environment for all items entrusted to its care.

All objects in the permanent collection not on exhibit shall be stored in such a manner as to ensure their preservation, systematic access and easy retrieval.

The requirements of safe, long-term preservation shall be carried out to the best of the museum's ability. The museum shall have the option, outlined in this Policy, of deaccessioning items that it feels it cannot properly take care of. The New London Public Museum endorses and follows the recommendations set forth by the American Association of Museum in Caring for Collections (1984), which are as follows:

"Statement of the Chairmen," pp. v-vi:

The care of collections is the primary responsibility of all museums. As repositories of our national heritage, museums are responsible for preserving and maintaining the collections, and capturing and transmitting knowledge about them. The level of care of these objects must be increased now in order to ensure their existence. Any that are threatened by unsafe conditions and endangered by inadequately controlled environments. . . [we recommend that museums]

- * Improve environmental conditions for collections
- * Inventory, register and catalog objects to achieve documentary control of collections
- * Conserve objects within collections
- * Expand knowledge through in-depth research on collections
- * Enhance public understanding of museum collections through the dissemination of information about them

ACQUISITION POLICY

The mission statement of the New London Public Museum and its authority under municipal codes empowers the museum to develop collections related to the areas stated in this policy. In order to carry out these duties and responsibilities, the professional staff (director, assistant director) has the authority to accept donations and purchase items for the collections.

The New London Public Museum seeks to enhance its collections by acquiring, in a judicious manner, those objects which are appropriate to the mission statement officially adopted by the board of directors.

It is the responsibility of the professional staff of the museum to determine what to collect using the criteria and scope outlined in this policy.

The museum subscribes to the policy of selective acquisition. All materials, even if appropriate for the collections or one of the museum's programs, may not be desirable acquisitions because of their unique relationship to or duplication of existing collections, physical condition, the museum's capacity to preserve the object, and/or cost and space considerations. It should be stressed that acquisition of materials for the museum is based on their value to the purposes of the museum and its programs rather than strictly on the item's uniqueness, monetary worth, or other such values.

Collections Review Committee The museum shall form a Collections Review Committee composed of the director and assistant director, or from time to time any other staff member, volunteer, or museum committee deemed to have a special or appropriate knowledge applicable to an acquisition or deaccession. This committee shall be charged with determining whether item(s) of questionable origin, value, condition, etc., should be accepted into the collection. Similarly, the committee also has the responsibility to review deaccessions. The committee may also discuss how to categorize, catalog, preserve, recall, or in a general way, how to handle archival or artifact collections.

Objects are not accepted or otherwise acquired for the museum's collections unless the following conditions are met:

- 1) The objects are relevant to and consistent with the purposes, activities, and collections criteria established by the New London Public Museum
- 2) The museum can provide storage, protection, and preservation of the objects under conditions that ensure their security and availability for the purposes of the museum, and in keeping with the standards accepted by the museum profession
- 3) The objects shall have permanency in the collections as long as they retain their physical integrity, their identity, and their authenticity, and as long as they remain useful for the purposes of the museum
- 4) The present owner has clear title

Title to all objects acquired for the museum's collections is obtained free and clear, without restrictions as to use, exhibition, or future disposition. The Director must approve any exceptions to this policy. If objects are accepted with limitations, the conditions will be stated clearly in the accession record and will be made part of the acquisition records for the object. Examples of a restricted object/collection would be acquiring an object with restrictions on exhibit in return for larger gifts or grants, or acquiring an object with the provision that it is returned to the family of the donor should the museum deaccession the item. Restricted collections will be limited whenever possible.

No item will be acquired by the museum that is known or suspected of being illegally or unethically obtained, either in this country or its country of origin. (For more information, see November 14, 1970 UNESCO "Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property"). The museum shall not knowingly and willfully accept or

acquire any object that was illegally acquired or that would support or encourage irresponsible damage to or destruction of collecting sites, cultural properties, cultural monuments, or human burial places. However, the museum may accept objects that have been confiscated and offered to the museum by government authorities.

Due to the sensitive nature of sacred and religious material, acceptance of such material will be very carefully considered. Prior to the acceptance of such material every effort will be made to ascertain if an existing religious/cultural organization has an interest or concern with the proposed acquisition. Whenever possible and practical the museum staff shall seek the counsel of appropriate religious leaders or educators in an effort to make informed decisions. Similarly, the study and exhibition of sacred and religious material shall be undertaken with the utmost respect and empathy for the group/people represented.

MEANS OF ACQUISITION AND CRITERIA FOR ACCEPTANCE

Objects and archival material may be acquired by bequest, gift, purchase, commission, exchange, field collection or excavation, levy by creditors, abandonment, reversionary clause, or adverse possession. The New London Public Museum adopted a collections plan that is reviewed yearly for relevancy. Each object considered for inclusion in the New London Public Museum's collections must meet the criteria established in the Collections Plan. In addition, the following questions should also be considered:

- What is it?
- Where and when was it used?
- Who is the owner, manufacturer/artist/publisher?
- Where and when was it made?
- Does the donor/vendor have materials related to the object e.g. such as photographs, bills and receipts, letters, accessories?
- What is its condition? Can the museum care for the object properly?
- Is conservation needed? Can the conservation work be done by the museum to acceptable professional standards? If not, what is the estimated cost of conservation?
- How does the object enhance the museum's stated purpose?
- How may it be used in exhibition, interpretation, or research?
- Does the object require special storage conditions?
- What is the purchase price of the object?
- Are there similar objects of this type already in the collection?
- Is the object being given with free and clear title?

All gifts of real property require approval of the Board and the Common Council. Proposed acquisitions judged by the director to be of extreme political, religious, or sensitive nature may also be referred to the Board.

UNSOLICITED DONATIONS

Unsolicited donations of potential collection items may come to the museum without a known or identifiable owner. The items will be dealt with on a case-by-case basis. Items the museum is not interested in keeping will be discarded in a manner best suited to the object, i.e. donation to another institution, sale to benefit NLPM, or disposal. Items the museum wishes to add to the collection will be cataloged as "Found in Collection." Regardless of the use of the item, NLPM will keep it for 90 days to ensure that the owner does not return and claim or identify the item.

TEMPORARY RECEIPT

A Temporary Receipt Form shall be completed by museum staff and signed by the potential donor for all items that are to be reviewed for accession. Any information about the items as well as donor information should be included on this form. The Temporary Receipt will be kept with the items until a decision about acquisition is made; a copy of the Temporary Receipt shall be given to the donor as well to be used as proof of ownership if the item is declined.

DECLINED OBJECTS

If the museum staff decides not to accept a proposed object, a standardized letter thanking the person for offering the object to the museum and briefly stating why (lack of adequate storage space, a duplicate, etc.), will be sent.

ACCEPTED OBJECTS AND ACCESSIONING

Objects accepted into the collection will be formally accessioned, cataloged and numbered following the procedures outlined in the New London Public Museum's Catalog Manual. The museum will maintain an active catalog file on each object, which will include the use of the object, conservation treatment, research, or any other pertinent information.

Records of accessions shall be retained permanently for all objects and materials acquired for the collections. All accessioned items shall be cataloged and documented in the museum's records according to professional standards that are normal to the pertinent discipline. The director, with input from the assistant director, is responsible for the development and implementation of accessioning and cataloging procedures.

DEED OF GIFT (TRANSFERENCE OF OWNERSHIP)

By the donor's signature on the Deed of Gift form, the donor gives the museum free and clear title to the donated object. The donor will be given a copy of the Deed of Gift for their records. The museum will actively discourage accepting objects with restrictions. However, in cases where restrictions will be of clear benefit to the museum, such restrictions will be outlined on the deed of gift signed by both the donor and the museum director. The museum director shall approve any restrictions. The signed Deed of Gift will become part of the museum's permanent records.

The purpose of the Deed of Gift form is twofold. First, it records what items were given, by whom and on what date. Secondly, and perhaps more importantly, a signed Deed of Gift gives legal title of the donation to the museum. The importance of having a signed and completed Deed of Gift cannot be over emphasized. [See sample Deed of Gift form in appendix]

COPYRIGHT AGREEMENT

The museum archives may acquire copies of original photographs when the donor elects to retain possession of the original photographs. In that situation, the staff will use the Copyright Agreement, (See Appendix) which transfers the copyright, including all title and interest as well as the exclusive rights of reproduction, adaptation, distribution and display by means of any device or process, to the New London Public Museum.

PROCEDURE

The Deed of Gift lists in succinct form the person's donations. The Museum Director signs the Deed of Gift.

The original and one copy of the completed Deed of Gift form, along with a thank you letter, are sent to the donor for his/her signature. A self-addressed envelope is provided. Upon return of the Deed of Gift, the original is filed alphabetically in the museum's permanent files. The second copy is the donor's copy. A lengthy donation will have an itemized list attached to the Deed of Gift. The procedures involved in transference of ownership may change or be modified over time. This policy may be amended to reflect those changes.

PHOTOGRAPHY

After the object is accessioned and cataloged, objects shall be photographed in accordance with accepted museum standards. A digital photograph will be taken and downloaded into PastPerfect.

PHOTOGRAPHING COLLECTIONS AND EXHIBITS

Whenever possible or practical, photographs of collection items, exhibits, or activities, will be furnished by the museum. The staff will be responsible for taking photographs of artifact collections, although this responsibility may be delegated to a volunteer photographer at the discretion of the staff. The following rules will be observed for the protection and preservation of collections.

1. In all cases, a staff person must supervise photography of collection items. All individuals are required to abide by proper photographic and collection handling methods prescribed by the museum.
2. The use of tripods and other photographic accessories, as well as requests to photograph individual items, collections, or exhibits, requires advance approval of the director. A fee may be assessed in cases where the photograph will be used for commercial benefit.

In general, access, reproduction, and use of the permanent collections involves fees. Such charges will be based on the intended use of the photograph. **See Collections Use Policy and Fee Schedule in**

Appendix.

All uses of photographs require that the New London Public Museum be given a credit line.

RECORDS

The museum will establish a system for preservation of data (documentation) on collections. These records may be divided into two general categories: records associated with registration functions and those associated with curatorial functions. The registration function includes the legal status of the object, its movement with collections (storage, loan, exhibit), and insurance. The curatorial records will provide a broad body of information about an object and establishes the object's proper place and importance within cultural, scientific or artistic spheres, and should include the item's history and use by the museum.

Records will include a descriptive catalog, evidence of ownership, and shall be related to the object by a unique museum trinomial number. The record system should provide for easy retrieval of object information and current location. The system should also reflect prior history of ownership and all activity relating to the object (loans, exhibit, conservation, etc.).

Collection records will be made on a timely basis, back-up records of the PastPerfect system will be made on a regular basis on an external medium.

The specific registration/catalog procedure is covered in its own manual.

ACCESSIBILITY TO THE COLLECTIONS

Collections Access

1. The museum's permanent collections and related records shall be made available for legitimate study, research, inquiry, and examination by responsible parties.
2. Approval of requests for access to the collections is subject to the requesting party satisfactorily completing the Request to Study Artifacts Form. [See the Appendix] The museum shall maintain all collection access forms.
3. Accessibility to collections and records may be limited by staff availability, conservation considerations, conditions of collections, restrictions to collections, or purpose of the examination.
4. Examination of collections shall be restricted to areas designated for this purpose; access to storage areas by the public will not be allowed unless specifically approved by the director within the established procedures governing authorized access.
5. All persons requesting access to museum collections will be supervised at all times unless specific approval to the contrary is granted by the staff.

6. Certain types of information, such as donor-stipulated closed files, donor-requested anonymity, or those governed by statutes that restrict public access to certain types of information, such as location of archaeological sites, may be restricted or denied for security reasons. In such cases, the person requesting access shall be informed of the reason for restriction or denial of access.

7. Access to and use of museum collections and records shall be credited appropriately in all publications, exhibitions and other representations.

"Courtesy of the New London Public Museum, New London, WI. All Rights Reserved."

8. No commercial or promotional use of the museum's permanent collections and information or images resulting from their examination shall be allowed unless specific approval in writing is granted by the museum director. **See Collection Use Policy and Fee Schedule in Appendix.**

**Access to collections by support staff should be limited whenever possible and practical.

DEACCESSION AND DISPOSAL

General Statement

The museum may eliminate items from its permanent collection. Deaccession is a process requiring careful thought and is not to be taken lightly. It serves to fine-tune and maintain the museum's collections, and prevents the museum from becoming a warehouse for unwanted items. While the guidelines and procedures for acquisitions serve to keep the collections focused and relevant, past holdings or those whose status has changed can only be brought into compliance through the deaccession process. Deaccession should provide a means for improving or strengthening the collections in order to further the goals of the museum.

The New London Public Museum's deaccessioning policies and practices shall remain consistent with accepted standards set forth by the American Association of Museums. For more information, see Stephen E. Weil "Deaccessioning Practices in American Museums," Museum News, February 1987, pp. 44-50 and Steven Miller, "Selling Your Good Name," History News, May-June 1987, pp. 42-43.

Objects in the New London Public Museum's collections shall be retained as long as they continue to be relevant and useful to the purposes and activities of the museum. Deaccessioning of items may be considered when these conditions no longer exist, or if the museum is unable to properly store and preserve the objects.

Objects shall be deaccessioned only upon the written recommendation of professional staff. The museum director shall sign the form that authorizes disposition of the item(s). [See Recommendation for Deaccessioning Form in the Appendix.]

In determining the disposition of deaccessioned items, the New London Public Museum is concerned

that:

1. The manner of disposition is in the best interests of the museum, the City of New London, the public it serves, and the public trust it represents in owning and preserving the collections.
1. Preference shall be given to placing the deaccessioned item(s) through gift, exchange, or sale in other not-for-profit educational agencies which have a purpose this is similar to the initial purpose of donation, that will be augmented by ownership of the item, and which provide reasonable assurance of providing proper care.
2. Objects are not given, sold, or traded to museum employees, members of the Board, Friends of NLPM, or their representatives, or City officials or their representatives.

Prior to disposing of any object in the collections, reasonable efforts will be made to ascertain if the museum is free to do so. If restrictions on the use or disposition of an object exist, the staff shall either make reasonable efforts to comply with the original intent of the restrictions, or seek the advice of the City Attorney.

A record will be maintained of the conditions and circumstances of the disposal, including the amount of income derived if sold. The record will be made and retained as part of the museum's collection records.

**** All income derived from the sale of deaccessioned objects will be used for the preservation and enhancement of collections or purchase items for the collections. Under no circumstances will the funds be used to defray ongoing operating or capital expenses.**

DEACCESSIONING AUTHORITY AND PROCEDURES

It is the responsibility of the professional staff, as well as members of the Collections Review Committee, to determine and recommend items for deaccessioning and disposal. Members of the governing board, associated groups, city officials, or their representatives, do not have the authority or responsibility for deaccessioning, nor shall they endeavor to influence museum staff in the selection process.

Deaccessioning Recommendation

A staff member makes the initial proposal to deaccession an item by completing and submitting to the museum director a Deaccessioning Recommendation Form. For those objects that have accession/catalog numbers, staff must include donor, date of acquisition, and any other pertinent information (including exhibit history), along with a recommendation as to disposition (exchange, gift, disposal, sale). If a sale is proposed, estimated value and how determined should be included. [A sample Recommendation for Deaccessioning Form may be found in the Appendix.] For objects without numbers, the director may use his/her discretion.

Determination

In determining whether or not to deaccession an item, the following criteria should be considered:

1. lack of relevance: the item is not in keeping with the museum's Mission Statement or scope of collections.
2. danger or hazard: the item may endanger the museum's physical structure, other artifacts, staff, visitors or reputation (example: explosive material, radioactive, poisonous, toxic, or flammable substance).
3. grave curatorial problem: the museum's inability to properly care for the item endangers its well-being (e.g. conservation, security, etc.).
4. deterioration: the point where an object has deteriorated beyond reasonable repair or the cost of repair exceeds any value.
5. duplication: any particular type of item where there is more than one of the same, and duplication does not improve the collection.
6. the object no longer retains its physical integrity, its identity, or its authenticity

For items up to \$1,000 estimated value, the staff shall choose appropriate disposal. It shall be up to the discretion of the museum director whether to bring any deaccession below \$2,000 estimated value to the Board of Directors for review. Items in excess of \$2,000 shall be brought before the Board. In cases of doubt as to the appropriate means of disposal the City Attorney shall be contacted. All deaccessioned items, regardless of estimated value, shall have a Deaccessioning Recommendation Form filled out which must be approved by the director. **Signed receipts are required for all items sold.**

Methods of Disposal

The staff and Board will make every effort to serve the public trust it represents by maintaining high professional and ethical standards in the disposition of items. The museum will attempt to place deaccessioned item(s) in another tax-exempt public institution for which it is most suited, either through gift, sale, or exchange. If the item cannot be placed in another museum, or if it is not advantageous to the New London Public Museum to do so, the item can be sold at public auction with the provision that the seller (New London Public Museum) not be disclosed, unless it is to the museum's benefit to do so, such as when an auction states it is to benefit the acquisitions fund. The museum may also offer the item for sale through the public marketplace or through dealers. In the latter case, the owner (New London Public Museum) shall not be disclosed. The preferred method of sale shall be public auction.

In summary, the following methods of deaccession may be considered:

1. Donation to another non-profit institution: the item is made as an unrestricted gift.
2. Exchange with another non-profit institution; in return the museum receives items of commensurate value, which are deemed appropriate for its scope of collection, or the monetary equivalent of the professionally appraised value of the item.
3. If objects are to be offered for sale, this must be done through a public or on-line auction

house in the public marketplace in a manner which best serves the long-term interest of the New London Public Museum. Signed receipts are required by the museum for all items sold. All proceeds from the sale of items must be allocated toward the purchase of additional appropriate items for the collection and/or for the management and preservation of the other items in the permanent collections.

4. Direct disposal: is the outright disposal of a deaccessioned item. This is usually used in the case of deteriorated objects, or objects curatorial/archival staff deems of little or no value or immediately dangerous to people or structures. An example of the latter point might be a live grenade or artillery shell, drug store chemicals, or hazardous/poisonous compounds (such as mercury) commonly used during the 19th century.

5. Or any other reasonable method of disposal in accordance with AAM guidelines.

Procedures of Disposition

1. Donation
 - a. The deed of gift is drawn up and signed.
 - b. The item is delivered to or picked up by a representative of the new owner institution
2. Exchange
 - a. Negotiations are completed by the director (arbitration by the Board of Directors if necessary)
 - b. Proposed incoming items are approved for acquisition
 - c. The exchange is completed
 - d. The incoming items are accessioned
3. Sale
 - a. As a general rule, the museum cannot afford to pay professional appraisers except in the case of exceptionally valuable or rare items. Therefore, the staff will make every effort using recent price guides to determine current market value
 - b. The item is released to an appropriate individual, institution, placed with an auction house, or sold at a gallery
4. Direct disposal
 - a. The deaccessioned item is disposed of without further ado

Prior to releasing the item for disposition, all marks or numbers which might identify the object as once belonging to the New London Public Museum must be removed.

****NOTE: All records shall be altered to reflect the disposition.**

Notification of Donor

No item deaccessioned will be returned to the original donor or his/her heirs both because of the uncertainty of which family member would be entitled, and because the United States Internal Revenue Service forbids the return of donated property which may have been claimed as a tax deduction. In cases where restrictions were placed on the use or disposal of the item, the museum will attempt to observe those restrictions whenever practical or reasonable. If the restrictions cannot be observed, or the intent or force of the restrictions is questionable, the museum shall seek counsel from the City Attorney.

Ethics of Disposition

Items deaccessioned from the permanent collections shall not be given or sold publicly or privately to museum employees, officers, members of the Board of Directors, the Friends of NLP, city officials, or to their representatives. All efforts will be made to protect the reputation of the New London Public Museum through careful adherence to this policy. The museum will not tolerate being recognized as an institution that sells or gives away its collections.

Proceeds from Disposition

The proceeds realized from sales of items de-accessioned from the permanent collections shall be placed in the Museum Trust as a Collection Funds account and will be allocated to the purchase of materials for the permanent collections, or to otherwise support acquisition, or conservation of the permanent collections. Under no circumstances will the sale of collections be used for operating or capital expenses.

LOANS

Out-Going

The museum may lend items from its permanent collections to museums, galleries, and institutions for educational and cultural purposes. In general, no loans will be made to individuals. Conservators and artisans are not defined as "individuals" for the purpose of this policy. Loans are made upon the approval of the museum director, subject to the general criteria and regulations governing loan requests.

The museum maintains a separate non-collection of artifacts for educational activities. Valuable, rare, or historic pieces from the collection shall not be used in City Hall or County Courthouse offices. [Sample Loan Forms may be found in the Appendix]

Consideration of loan requests is governed by the following general criteria:

1. The requesting organization must be a bona fide educational or cultural agency, or the request must in some way further the objectives and purpose of the New London Public Museum. As a general guideline, the museum shall only loan to those organizations or institutions that have qualified and trained staff.
2. Security and conservation measures must satisfy museum requirements, the nature of which may vary with the type of item requested. Conservation concerns include temperature, relative humidity, light level, installation techniques, proper encasement, and handling.
3. Loans are subject to the availability of museum staffing, scheduling, and workload.
4. Generally, items presently on exhibition shall not be removed for loan purposes.
5. All loans shall be a specified period of time, subject to an annual review, and subject to immediate recall by museum staff. The director has the authority to determine loan renewals. [See sample renewal form in Appendix]

6. The requesting organization must agree to observe the museum's regulations governing loans, and signify agreement by signing the loan form.
7. Even if the above conditions are met, loan requests may be denied if in the opinion of the director the requested items are of such rarity, significance, condition, or are so related to on-going needs that the loan would not be in the best interests of the museum.

All loans are subject to the following regulations, which will be in force when agreements are made.

1. The borrower will insure the loan under his/her own policy, or the borrower agrees to assume liability for the loss or damage in lieu of insurance (this option is available only when the total value of all items lent for a specific period is less than \$1,000). All works of art loaned from the permanent collection shall be insured. A copy of the borrower's insurance coverage is required.
2. The borrower must arrange and pay for shipping in both directions by methods approved by the museum. This may be waived at the discretion of the museum.
3. Items placed on public exhibition must be secured and protected by methods prescribed by the museum.
4. Only persons designated by the museum shall be permitted to handle, move, or pack items.
5. The borrower shall exercise extreme care to ensure safe handling and keeping of items throughout the duration of the loan.
6. No item may be altered or cleaned by the borrower without express permission of the museum.
7. Borrowed items may not be photographed or used for any commercial purpose without specific advance approval from the museum.
8. No items may be re-loaned by the borrower.
9. The borrower shall report any damage, vandalism, breakage, or loss immediately to the museum. No item may be repaired without express permission of the museum. Conservation and/or cleaning must be done by the museum's choice of conservator.
10. Packing for return shipping must be in the same manner and means as the original shipping.
11. Borrower may be required to pay for all costs of preparing items for shipment as prescribed by the museum. This may be waived at the discretion of the museum.
12. The museum may require, at the borrower's expense, that valuable or rare loans be accompanied by a museum staff member (both out-going and in-coming), and that packing and unpacking be

done under the supervision of the museum staff. This may be waived at the discretion of the museum.

13. The museum shall receive appropriate credit for all items on loan. Acknowledgment shall read: *"From the Collections of the New London Public Museum, New London, WI. All Rights Reserved."*
14. Appropriate loan forms prescribe the procedure for all loans. A complete record of loan transactions shall be kept as part of the museum's permanent records.
15. Any variation from these listed regulations must be approved by the museum director and must be in writing on the face of the loan form.

Incoming

1. Incoming loans may be accepted from individuals or institutions for purposes of exhibition or current research at the museum. All loans shall be for a specified period of time.
2. No indefinite or long-term loans shall be routinely accepted. The director may authorize the rare exceptions to this rule in the case of extremely important items or collections. The museum cannot normally store and care for items belonging to others that are not required for exhibition or ongoing research.
3. All loans to the museum must have a completed loan form executed and signed by both the museum and the lender. The loan form shall become part of the museum's permanent records. [See Appendix for sample form]
4. The museum shall use reasonable care for loaned items and employ the same precautions exercised with its own property.
5. Unless otherwise notified by the lender in writing, the museum assumes the right to photograph loan items for publicity, catalog, or educational purposes.
6. Loans shall remain in the possession of the museum for the time stipulated on the face of the loan agreement form, but may be withdrawn from exhibition at any time by the director.
7. If the lender elects to maintain his/her own insurance the museum must be supplied with a certificate of insurance naming the museum as additional assured or waiving subrogation against same. It is the lender's responsibility to establish an accurate and realistic value of the object being loaned. Otherwise, the signed loan agreement shall constitute release of the museum from any liability in connection with loaned property.
8. If the lender does not elect to maintain his/her own insurance coverage, the museum will insure

the loaned items wall-to-wall under a fine arts policy for the amount indicated on the face of the loan agreement. Said policy contains the usual exclusions for loss or damage due to such causes as gradual deterioration, inherent vice, war or shipments by mail other than Registered First Class Mail.

Items Placed in Custody of the Museum

All items deposited with the museum for the purpose of informal artifact identification or consideration for acquisition shall be recorded on a temporary receipt form signed by the owner. [See sample Temporary Receipt Form in Appendix.] Such material is covered by the museum's insurance, unless the depositor waives coverage. Such objects are not to be deposited on the museum's premises longer than 30 days. Items not claimed may be considered abandoned property in accordance with the 1993 Wisconsin Act 18. Should this occur museum staff will seek counsel from the City Attorney before disposing of any item.

Unclaimed Loans/Loan Conversion

For items specifically identified as being on loan to the museum, the museum will follow 1993 Wisconsin Act 18 in regard to unclaimed loans/abandoned property. Every attempt will be made to either return the item to the original lender or to convert the loan to an unconditional gift under the procedures outlined in the 1993 legislation. See Appendix for a copy of this legislation.

1. An item on loan to the museum may be permanently acquired by the museum if the item has not been claimed by the owner within 90 days after the notice is sent by certified mail, return receipt requested, to the owner at the owner's last known address by the director or curatorial staff.
2. If the certified letter is returned because it could not be delivered to the addressee, public notice shall be published by the museum once each week during two successive weeks in a daily newspaper circulating in the city of the lender describing the unclaimed item, giving the name of the reputed owner thereof, and requesting all persons who may have knowledge of such owner to contact the museum. More than one item may be described in each of such notices. If the owner does not claim the item within 90 days following the final publication describing the item, the museum may permanently acquire the item.
3. Items or loans in dispute shall be referred to the City Attorney for counsel.
4. Items acquired under this section shall be solely the property of the museum and may be deaccessioned according to the Methods of Disposal noted in this policy. Proceeds from the sale of any such items will be deposited in The Collections Fund.

APPRAISALS

The staff of the New London Public Museum shall not, in their official capacity, give appraisals for the purpose of establishing the tax deductible value of objects offered to the museum. If a donor requires an appraisal for tax purposes, it shall be the donor's responsibility to hire an independent appraiser. It should be recognized by the donor that the acceptance of an item at its appraised value does not imply an endorsement of the appraisal by the museum.

Where a statement to the Internal Revenue Service is required, the museum shall confirm the donor's gift either through a letter or with a copy of the Deed of Gift. Museum staff shall not endorse or render opinions to the Internal Revenue Service concerning the gift, donor, or the transaction.

Museum staff may, as a public service, provide informal artifact identification (probable date, maker, etc.) to owners for their personal information. Prior to the identification, staff should ensure that the owner understands that the service represents the staff's opinion, and in no way implies value for a contemplated commercial transaction. If the owner is considering the sale of an object and wishes to know the probable value of the item, staff should refer them to one of the annually published antique guides.

Material or items deposited with the museum for the purpose of identification shall be recorded on a temporary loan form. Objects should not be left for more than thirty (30) days. The owner shall be responsible for pick up or return.

INVENTORIES

The museum shall maintain an inventory of its collections and sub-collections. The inventory shall be used for the purpose of establishing a listing of collections by category, and verifying the location, insurance value, condition and general catalog description of an object. Inventory records shall be uniform and comprehensive for each sub-collection, and will use/follow the instructions and form found in the museum's Catalog Manual. The museum will attempt to establish a regular inventory schedule. However, spot-check inventories may be carried out at the option or discretion of professional staff.

MISSING ITEMS

From time to time individual objects turn up as missing on inventory sheets. When this occurs every effort shall be made to account for the missing item. Staff shall follow this procedure:

1. A check will be made to ensure the slip indicating a change of artifact location was properly completed
2. Is the item on exhibit, on loan, or out for conservation? Was the paper work completed?
3. Was the item deaccessioned without properly completing the necessary form or files?

If the above steps fail to turn up evidence of the item, staff conducting the inventory should meet with the museum director to examine the possibility of theft.

USE OF ARCHIVAL PHOTOGRAPHS AND MATERIALS

The New London Public Museum maintains an archives of photographic, documentary material and research aids. In many cases, these materials are irreplaceable. Therefore, patrons shall be required to adhere to the following guidelines. Questions concerning archival collections and use shall be referred to the director.

1. Patrons must set up an appointment to view archival materials. Walk-ins will only be accepted if the staff is able to spare the time and materials.
2. The museum reserves the right to control use of original archival collections to ensure proper preservation. To facilitate preservation, the museum may provide patrons with copies of the original material.
3. Patrons may not photocopy any sensitive archival material. If copies are required, the professional staff shall make them.
4. Patrons will not be allowed to handle Historic photographs if a contact print or copy of the photograph is available. If no such copy exists, the archivist will put the original photograph into a mylar folder for inspection by the patron.
5. No pens are allowed in the research area

All uses of archival and photographic material from the New London Public Museum's collection requires an appropriate credit line. A fee may be assessed in cases where the material will be used for commercial benefit. Fees are also charged for copies for personal use. The use of historic photographs is covered in a separate fee schedule. Because of the costs involved in reproducing photographs, the fees are meant to off-set expenses and shall be returned to the budget as revenues. [See Appendix for forms and fee schedule]

PUBLIC DISCLOSURE

In reply to a reasonable inquiry, the New London Public Museum shall make available the identity and description of collection items acquired or deaccessioned. All other facts pertaining to the circumstances of acquisition, deaccession, and disposal shall be adequately documented in the museum's permanent records.

Reference to this Collections Management Policy shall be imprinted on all museum forms including Deed of Gift, temporary receipt, and loans. A copy of this Collections Policy shall be made available to any donor, lender, or other responsible person upon request.

This Collections Management Policy was written by Christine Cross, museum director, and was reviewed and approved by the City Attorney on August 9, 2011. This Policy was approved by the Board of Directors of the New London Public Library/Museum at their regular meeting on August 15, 2011.

NEW LONDON
PUBLIC MUSEUM

COLLECTIONS MANAGEMENT

POLICY

APPENDIX

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