

## **SUBJECT: MUSEUM ACQUISITIONS POLICY**

### **PURPOSE:**

This General Order states ATSU policy regarding the donation of artifacts to the Museum of Osteopathic Medicine.

### **POLICY:**

- A. Our mission is to collect, preserve, and make available artifacts and related materials to communicate the history and philosophy of the osteopathic principles of body, mind, and spirit to a global audience. This mission guides the acquisition of artifacts for the Museum collections.
- B. The terms "artifact" and "object" are understood to include three-dimensional artifacts, photographs, documents, audiovisual and electronic materials, and other formats.
- C. This policy supercedes all previous Museum acquisition policies.
- D. The Museum adheres to the Code of Ethics set out by the American Association of Museums (1991) regarding all acquisitions.
- E. General Conditions
  - 1. The provenance of the object must be satisfactory to the Museum Director and/or Curator. Outside counseling and expertise should be used if necessary.
  - 2. The Museum must be able to give proper care to the object, including conservation, maintenance, and storage. The acceptance of an object should not result in an expense for conservation disproportional to the usefulness of the object.
  - 3. To be accepted, the donation typically must be made without restriction or encumbrance. In special cases, an object may be accepted with reasonable restrictions (for example, agreeing not to make a diary available to researchers until after the donor's death).
  - 4. All decisions regarding the disposition of the object, including but not limited to exhibit, loan, conservation, and deaccession, are reserved to the Museum. No artifact may be accepted with the condition that it be placed on permanent exhibit.
  - 5. All acquisitions become the property and responsibility of the Museum, with legal title held by the AT. Still University. Once legal title has been established, an object cannot be given back to the donor or their legal agent.

### C. Acceptance of Donations

1. Final authority regarding additions to the Museum collections rests with the Museum Director and/or Curator.
2. An artifact is considered part of the Museum collections only after a legal, unconditional deed of gift or transfer has been signed and dated by the donor and an authorized Museum representative.
3. Gifts of objects for the Museum may be accepted on deposit by any Museum staff member at his/her discretion, subject to review by the Director or her/his designee. If there are unusual circumstances concerning the quality, character, or condition of the work, or any restrictions to the gift, the **Director may consult the Collections Committee or appropriate authorities.**
4. Objects offered to the Museum through the Development Office or other offices of the University may be accepted on deposit, subject to review by the Museum Director or her/his designee.. When appropriate, the Director will consult with Development staff or the President's Office regarding the gift's potential value to the University.
5. Deposited objects may not be accessioned, exhibited, given preservation treatment, made available for research, or otherwise acted upon by the Museum until a signed deed of gift is received.
6. Transfer of University property to the Museum is subject to ATSU policies regarding handling of University property. Transfers are considered permanent, and all future decisions regarding the care, storage, exhibition, loan, and disposal of the item(s) become the responsibility of the Museum.
7. No Museum staff or **committee member** may provide an oral or written appraisal on a donation or potential donation to the Museum.
8. Prospective donors shall be responsible for their own legal, accounting, appraisal, transportation and other fees. They may be required to obtain an appraisal, and their potential deduction maybe limited to the cost of the good donated if such cost is less than market value.

### RESPONSIBILITY

- A. Museum staff will be responsible for completing all necessary steps for legal transfer of the object(s) to the Museum; extending appropriate acknowledgment of the gift to the donor; and notifying the Development Office of gifts received.
- B. The Development Office will be responsible for steps related to the financial aspects of the gift; and extending appropriate tax acknowledgment of the gift to the donor.
- C. It is the responsibility of any ATSU personnel dealing with potential donations to the Museum not to make any commitments regarding future disposition of an artifact, including promises to exhibit the object.