

Acquisition Policy and Procedures

The museum's mission statement and collecting missions statements shall govern all museum acquisitions. The acquisition and collection committee will be made up of the following people; the museum director, the museum curator, and at least one member of the board of directors. The committee's responsibilities include: providing oversight for the museum's collections activities; considering staff recommendations concerning acquisitions, deaccessions, and loans; receiving proposals and making recommendations concerning collections care, security, and insurance; and reporting to the board at its regular or special meetings on the status of collections and their administration. These individuals are the only ones who can accept objects for the museum. Before an acquisition is made for addition to the permanent collection the following considerations will be taken into account.

1. Practical consideration:

1. Is the object consistent with the collection goals of the museum?
2. Will the object be useful for exhibition and education purposes, or for research?
3. Is the object in reasonable good state of preservation?
4. Can the museum properly exhibit and/or store the object?
5. Will the acquisition of the object result in major expenses for the museum for conservation or maintenance or because it opens a new area of collecting?
6. Can the acquisition of the object be construed as a commercial endorsement?

2. Legal and Ethical considerations:

1. Can valid title to the object be passed to the museum?
 - A. Does the possessor of the object appear to be the sole owner or the legal agent of the owner?
2. Is the object authentic?
3. Can all rights be conveyed to the museum?
4. Does the acquisition of the object violate applicable laws or conventions that protect the rights of artists, or endangered species, or subject to repatriation to Native American groups?
5. Is the object free of any unreasonable donor restriction or qualifications that inhibit prudent use of the object by the museum.

The following steps will be used when accepting an acquisition for the museum:

1. If the object offered for gift or purchase is not already in the museum's custody for loan or examination, the director or curator must arrange to bring it to the museum.
2. A Temporary Custody Receipt is filled out and signed and a copy given to the donor.
3. The decision to take the object into the museum's permanent collection is made by the acquisition and collections committee.
 1. The acquisition and collections committee will meet at least once a month and may take action when a simple majority is present.
4. Rejected objects will be returned to the donor with a letter of explanation.
5. Accepted gifts will be acknowledged with a letter of appreciation and two copies of a Deed of Gift will be generated and signed by either the curator or the director and the donor with one copy going into the museum's files and one to the donor.
6. For all donations having a value of \$5,000 or more, the director or curator completes the donee acknowledgment on I.R.S. Form 8283 (Noncash Charitable Contribution Appraisal Summary) and secures the treasurer's signature or that of another officer who signs the museum's tax and I.R.S. Information returns.
 1. The museum refrains from selling, exchanging, transferring, or otherwise disposing of any donated property for two years after acquisition except by the board's authority.
 2. In the event that a gift having a value in excess of \$5,000 is disposed of in less than two years, the director or curator files a Donee Information Return I.R.S. 8282.

Deaccessioning and Disposal Policy and Procedure

At times the Bushwhacker Historical Museum or the Old Jail Historic Site may have collected or received material that is clearly outside the scope of our mission, that may have deteriorated beyond useful life, or that could be better used by other educational institutions. Deaccession and disposal are two different things. Deaccession is the formal change in recorded status of the object. Disposal is the resulting action taken after a deaccession decision.

All deaccessions and disposal decisions will be made by the Acquisition and Collection Committee.

The criteria used by this committee to make thoughtful and justifiable decisions, with reference to the Bushwhacker Historical Museum and The Old Jail Historic Site's mission and collection mission statements, is as follows.

The artifact

1. Is not within the scope or mission of the museum.
2. Is beyond the capability of the museum to maintain.
3. Is not useful for research, exhibition, or educational programs in the
 - a. foreseeable future.
4. Duplicates other artifacts in the collection.
5. Is a poor, less important, incomplete, or inauthentic example.
6. Is physically deteriorated / or of hazardous material.
7. Is subject to contractual donor restrictions that museum is no longer able to meet.

The following steps will be used in the committee's decision making process.

1. Written curatorial justification outlining the decision criteria that apply.
2. Verification of official legal title.
3. Physical examination to help establish appropriate means of disposal, including possible sale or destruction.
4. An appraisal for objects of value that might be sold or traded.
5. Outside opinions for items of value, especially if there is any uncertainty about provenance or authenticity.

6. Internal review of all curatorial staff to assure full awareness of the plan to dispose of a collection item.
7. Director and governing board approval. Some decision may be delegated to the director or curator depending on the value of the objects.
8. Working with external stakeholders. There is no obligation to notify the donor if the gift was unrestricted and the museum owns the material free and clear. However, the staff may wish to confer with members of the local community or the original donor to assure concurrence and avoid
9. possible public outcry when the deaccession is made.

The following methods of disposal may be used by the committee depending on the type of artifact and the needs of the museum.

1. Donation of the objects to another museum, library, or archive for educational purposes.
2. Exchange with other museum or nonprofit organization.
3. Education and research programs.
4. Physical destruction.
5. Repatriation.
6. Private sale
7. Public auction

The museum staff members will take the following steps to assure proper record keeping.

1. Fully document the justification and review process, as well as disposal, and include transfer of title.
2. Notify the IRS by filing Form 8282 in cases where objects have been disposed of within two years of the date of a donation that was reported to the IRS on Form 8283.
3. Assure that appropriate records are made in the museum's annual audit process.
4. Produce an annual report on deaccession activity.
5. Give credit to the original donor via a fund name that is applied to any purchases made with the proceeds of sales.
6. Retain all records permanently.

The deaccession and disposal record forms that will be used will be generated by the museum's software program.

Incoming Loans

If the borrowed object is to be exhibited the coordinator and curator must approve the loan. Long term loans or loans of promised gifts must be approved by the accessioning committee.

The process for requesting loans will be.

1. The director or curator will send a "loan request" to the prospective lender.
2. A copy of this will be put in the permanent files and copies given to any staff members who will be involved in preparing the exhibit for the loaned artifacts.
3. When the object arrives the director or curator will follow the following steps.
 1. Carefully check the exterior of the packing case for signs of damage and document.
 2. Note how the object was packed so that it can be returned to the lender in the same manner.
 3. Save original case and all packing materials for reuse if possible, and store properly.
 4. Immediately inventory contents of cases, check condition and verify that all objects have been received.
 5. Notify lender that we have received all objects and any change in their condition.
 6. Assign each loan and each object a unique number and promptly tag or label using reversible methods.
 7. Entry records and receipts are prepared to document the transaction.
4. Loans will be tracked and updated by a member of the museum staff on a regular basis.

When the object is to be returned the director or curator will take the following steps.

1. Contact the lender to arrange the return.
2. Carefully note any change in the condition of the object.

3. Repack the object in the original packing cases with the original packing materials.
4. Prepare an outgoing receipt and ask the lender to sign and return a copy verifying that all objects have been returned in satisfactory condition.
5. Close the loan file by noting the destination, date, and method of return.

Outgoing Loans

All outgoing loans must be approved by the coordinator and curator. If the loan is of an artifact of major importance or value the loan must be approved by the board of directors.

The steps for processing the loan out of the museum are as follows.

1. Prepare an outgoing condition report documenting any obvious blemishes, instabilities, old repairs, or preexisting conditions. A copy of this is to be sent with the artifact and signed by the individual receiving the loan and returned to the museum.
2. Take a documenting photograph to be kept with the loan files.
3. The object will be packed carefully following proper standards.
4. Once the loan has been shipped the museum staff will update the files on the artifact showing the new location and status of the object.
5. Loans will be tracked and updated by a member of the museum staff.

When the object is returned the staff will take the following steps.

1. Promptly unpack the object.
2. Compare the present condition to the outgoing condition report.
 1. If damage has occurred during transit save all of the packing materials. Photographs are to be taken to document any damage.
3. The

staff is to check to **e** that all parts of the loaned object have

- been returned.
4. An "incoming receipt" is generated stating that the loan has been returned in satisfactory condition.
5. Promptly prepare a final invoice billing the borrower for all agreed cost relating to the loan.
6. The staff will keep a history file on different borrowers to document problems or concerns for future reference.