

St. Joseph Museums, Inc.

Collections Policy

**Approved by the St. Joseph Museums, Inc.,
Board of Trustees**

November 12, 2009

**Prepared by:
Sarah Elder**

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Mission Statement:

The Mission of the St. Joseph Museums is to collect, preserve, and showcase the natural and cultural heritage of the City of St. Joseph and surrounding area.

A. Introduction

This Collections Policy establishes the function of the collections in the operations of the St. Joseph Museums, Inc., hereinafter referred to as SJMI. It also serves as the SJMI guidelines as they relate to the acquisition, accession, management, use, deaccession, and disposition of said collections. It also acts as a basis for the Collections Plan.

B. History of SJMI - Its Collections and Collecting

Founded in 1927, the SJMI's methods of acquiring and managing the collection have changed over the years, due to expansion and the large numbers of items donated to the institution.

1. Organization

In 1927 there was no written Collections Policy. However, the first Articles of Agreement stated that "The Museum shall be . . . for the collection and the preservation of historic, scientific and art treasures of the past, present and future for succeeding generations; to provide and maintain a reference library; facilities for research and publication. . ."

In 1937 the SJMI hired its first professional director. Prior to this, the SJMI had been under the direction of its founder, Miss Orrel Andrews.

In 1958 the bylaws were amended to include collections. In Chapter III, Section 2, it stated, "The collections of the Museum shall be at all times under the direction of the Supervising Director."

In 1983 an Accession/Deaccession Policy was developed. Unfortunately the original of this policy has not been found. However, it was revised in 1996 and in 2005. It is the basis for this Collections Policy.

In 1985 the Articles of Incorporation were revised and Article VI stated, "The purpose or purposes for which the Corporation is organized are to increase and defuse [sic] knowledge and appreciation of history, art and the sciences through the acquisition of gift, purchase, loan, construction, or otherwise and thereby holding, owning, equipping, operating, and maintaining a public museum. . . The Corporation shall have power to acquire by purchase, gift, grant or devise, and hold, use or convey any real or personal property. . ."

The bylaws were again amended in 2008, and in Article IX, Section 5, Subsection g, (1) "Collections Committee – The Collections Committee shall be responsible for the oversight of the Collections of the St. Joseph Museums, Inc., including the acceptance of new artifact donations, approval of any outgoing artifact loans to other institutions, approval of any incoming loans from other institutions, and for making recommendations to the Board of Trustees for same."

The Collections Committee is currently comprised of a member of the Board of Trustees, the Director, the Curator of Collections, and volunteers with various areas of expertise.

2. The Collections

The Collections Committee Mission is to maintain a collections management system that provides for conservation, research, maintenance, security, storage, documentation, and accountability of the collection in accordance with the established standards of the American Association of Museums.

At its founding, the SJMI was located in one room of the Annex to the St. Joseph Public Library. At that time there were no criteria for accepting either object or archival donations.

As previously stated in the first Articles of Incorporation, the museum collected the "historic scientific and art treasures of the past . . . for succeeding generations." As the only museum in town at that time, whatever items individuals wanted to donate were accepted resulting in an eclectic collection.

Active collecting continued and the SJMI expanded to three rooms in the Annex. In 1942 the collection had grown to such an extent that more exhibit and storage space was required. The SJMI moved to new quarters in the A.J. August home at 19th and Felix.

In 1944 the SJMI received the Harry L. George Collection as a loan from the family. The George Collection primarily consists of American Indian items, as well as a variety of ethnographic items. In 1946, monies for the purchase of the George Collections were donated to SJMI by W.L. Goetz, president of the Board of Trustees. With this purchase the collection became the property of the SJMI. This acquisition necessitated moving to the Wyeth-Tootle Mansion at 1100 Charles. The building was purchased and the museum opened there in 1948.

In the 1950s, the building that had housed the horses for the Pony Express was in danger of completely collapsing. The back half of the building had partially collapsed a few years earlier. A local businessman, M.K. Goetz, removed the remaining back portion of the building and stabilized and restored the remainder to create the Pony Express Museum. The deed to the property was transferred to SJMI

and it became a second site. In 1993, the Pony Express Museum achieved its own 501 (c) 3 status, although it was still staffed by employees of SJMI. At that time, any donation made of Pony Express items or items donated specifically to the Pony Express Museum were given a Pony Express Museum Object Identification number. This continued until 1998. At that time, the Pony Express Museum and the SJMI reached an agreement whereby the Pony Express Museum would become its own museum, independent of the SJMI. Items which had been donated specifically to the Pony Express Museum were transferred to that museum, as were copies of archival research. However, many items were retained as property of SJMI, although they are currently on loan to the Pony Express Museum as part of its exhibits.

By the 1970s and 1980s, it became apparent that the "unwritten" collections policy of accepting most, if not all, donations was putting too much of a strain on storage areas. The Accession/Deaccession policy was developed in 1983 to define the scope of the collections and to set the policy on the steps taken to accept acquisitions and to deaccess items from the collections.

In 2001, the SJMI accepted the transfer of the Knea-Von Black Archives, a local museum founded by G. Jewell Robinson. Mr. Robinson passed away and the board of the Black Archives asked the SJMI to accept the Black Archives collections. The collections from the Black Archives consisted mostly of books, some photos and photocopied archival material, as well as some objects. However, many of the objects had to be destroyed due to damage sustained in their previous building. The Knea-Von Black Archives was renamed the Black Archives Museum.

In 2002, the board of the Twin Spires Museum transferred the buildings and collection to SJMI. The Twin Spires Museum consisted of four buildings: a non-denominational museum was established in the church, the rectory was leased to a local organization as a halfway house, the convent was used as storage, and the school was the Community Recreation and Resocialization Center for challenged children and adults. The church had been closed by the Kansas City/St. Joseph Diocese in 1993. The items that were not permanently a part of the church were removed from the buildings, assigned a number, and placed in storage at SJMI. Some items were returned to the donors or lenders upon their request. In 2005, the buildings were sold to private owners. Any items that were permanently affixed to the building (stained glass windows, stations of the cross, etc.) were transferred to the new owners.

In 2004, the funding for the Glore Psychiatric Museum was cut by the State of Missouri and the museum was going to be closed. To keep the Glore Psychiatric Museum open and the collections in St. Joseph, the land and the buildings with their contents (collections, exhibits) were transferred to SJMI (See Senate Bill 1106 attached).

3. Archaeology

The SJMI has held archaeological collections since the 1930s. Much of this collection was brought in as individual pieces, rather than as finds from actual digs. However, there have been several digs for which the SJMI was either the sponsor or the repository for the items found on the digs.

In 1966, a St. Joseph homeowner found some stone tools in his yard in the area of King Hill. The SJMI was contacted for information and, under the auspices of the University of Missouri, an archaeological dig was conducted from 1966 to 1969. In 1972, the University of Nebraska conducted its own dig. The site was found to be a midden site, and part of the Oneota Culture c. 1700. All of the items found became part of the SJMI Collections.

In 1989, the decision was made to expand the Pony Express Museum to its 1860 dimensions. Before construction began, an archaeological dig was conducted by members of the St. Joseph Archaeological Society and staff of the SJMI. The dig continued through 1992. The items were placed in the collections.

In 1993, the SJMI conducted an investigation to determine the location of the 1827 Trading Post belonging to Joseph Robidoux, founder of St. Joseph. Using original surveys, a site was marked and a dig conducted with members of the St. Joseph Archaeology Society. Items found in the dig were placed in the collections of SJMI.

In 2005, a dig was started to validate information regarding an earthen Civil War era fort known as Fort Smith, located on the Missouri River Bluffs in the northern part of the city. The dig is ongoing and all items are in the custody of the SJMI.

4. Deaccessioning

There has been no large scale deaccessioning of items in the collections. Deaccessioning has been based on a case by case assessment (item had become damaged, donor or donor's family requested return of item(s), etc.)

However, due to the narrowing of the Mission Statement and inadequate storage space, a decision was made by the Collections Committee instructing the staff of SJMI to survey the collections and determine what, if any items, should be deaccessed. As of 2009, the Curator of Collections and Executive Director are assessing the collections to determine what items do not fit with the current mission of SJMI.

5. Native American Graves Protection and Repatriation Act

The SJMI recognizes the importance of the Native American Graves Protections and Repatriation Act. The organization agrees to comply with all aspects of the act and to cooperate with all tribes to determine which items may be within the scope of NAGPRA. NAGPRA was enacted to affirm the rights of lineal descendants,

American Indian Nations, and Native Hawaiian organizations to the custody of human remains, associated and unassociated funerary objects, sacred objects, and objects of cultural patrimony that are in the control of government agencies and/or museums. SJMI realizes that it is a federal offense to sell, purchase or use for profit said items, and will not participate in, encourage, or endorse such activities. SJMI is currently (2009) in the process of notifying various American Indian and Native Hawaiian groups of the items held in its collections. At this time SJMI is still in the Summary/Consultation phase of the process.

NAGPRA Definitions

Associated and Unassociated Funerary Objects: Objects that, as a part of the death rite or ceremony of a culture, are reasonably believed to have been placed with individual human remains either at the time of death or later, and both the human remains and associated funerary objects are presently in the possession or control of a Federal agency or museum, except that other items exclusively made for burial purposes or to contain human remains shall be considered as associated funerary objects. [25 USC 3001 (3)(A)]

Cultural Items: Human remains, associated funerary objects, unassociated funerary objects, sacred objects, cultural patrimony [25 USC 3001 (3)]

Cultural Patrimony: An object having ongoing historical, traditional, or cultural importance central to the Native American group or culture itself, rather than property owned by an individual Native American, and which, therefore, cannot be alienated, appropriated, or conveyed by any individual regardless of whether or not the individual is a member of the Indian tribe or Native Hawaiian organization and such object shall have been considered inalienable by such Native American group at the time the object was separated from such group. [25 USC 3001 (3)(D)]

Human Remains: The physical remains of the body of a person of Native American ancestry. The term does not include remains or portions of remains that may reasonably be determined to have been freely given or naturally shed by the individual from whose body they were obtained, such as hair made into ropes or nets. For the purposes of determining cultural affiliation, human remains incorporated into a funerary object, sacred object, or object of cultural patrimony must be considered as part of that item. [43 CFR 10.2 (d)(1)]

Sacred Objects: Specific ceremonial objects which are needed by traditional Native American religious leaders for the practice of traditional Native American religions by their present day adherents. [25 USC 3001 (3)(C)]

6. Collections Use and Preservation

Since the founding of the Museums, the SJMI Collections have been used for exhibits, research, and educational programs. For the first 20 years of its existence, the Collections were displayed in an open storage format. In the late 1940s, new exhibits were designed to be more interpretive. That format continues today. However, current (2009) and future exhibits are a hybrid of interpretive and open storage displays.

Preservation efforts began in earnest in the 1970s, when Collections items were moved from the basement of the Wyeth-Tootle mansion into shelving units on the Second Floor of that building. Steps were also taken to have more control over storage environments. In the mid-1980s, a deacidification and encapsulation process began for the archival material that continued into the early 1990s.

As a quasi-governmental entity, the SJMI is subject to the *Revised Missouri Statutes*, "Chapter 610, Governmental Bodies and Records," also known as the Missouri "Sunshine Law." Our Collections records are open to the public; however, we do not reveal the contact information, only the name of the donor, and only if they do not wish to remain anonymous. If the public wishes to view records and/or objects not on display, an appointment must be made and appropriate costs assessed.

7. Collections Documentation

How the collections have been documented has changed over the last 80 years, from handwritten pads to computer databases. Occasionally accession records are handwritten, but this is rarely done anymore. All of the forms are standardized and on the computer. Once something is accessed, it is typed into the catalog, then worksheeted. The worksheet is the only document that is still handwritten. These documents are considered to be "living documents." They are done in pencil, so the content can easily be edited should the occasion arise. From the worksheet, the item is entered into the computer database.

8. Collections Staff

As of this time (2009) the Curator of Collections serves as the primary staff member for Collections management, development, and care, as well as the duties of registrar and some exhibit layout. The Executive Director oversees the position of Curator of Collections.

All Acquisition/Donations must be approved by the Collections Committee before being accessioned. The Committee is a standing committee set up under the bylaws, Article IX, Section 5, g.1. The Committee consists of Board members, members of the community with varied expertise, and staff.

C. Acquisition/Donations Policy

1. Statement of Purpose

The Collections of the SJMI are the heart of the museum. Our purpose is to selectively acquire new items for the collections, for research, exhibit, and educational purposes.

2. Scope of Collections

SJMI strives to collect items, including documents and books, within the following areas.

- 1.) History
 - a.) St. Joseph History
 - b.) Western Expansion
 - 1.) Lewis and Clark Corps of Discovery
 - 2.) Oregon-California Trail
 - c.) Civil War
 - 1.) St. Joseph
 - 2.) The Border War
 - 3.) Slavery
 - d.) The Pony Express
- 2.) American Indian
- 3.) Psychiatric History
 - 1.) State Hospital #2
- 4.) Archaeology
 - 1.) Missouri
 - 2.) Kansas
- 5.) Natural History
 - 1.) Missouri
 - 2.) Kansas
- 6.) Wyeth-Tootle Mansion
- 7.) African American History
 - a.) St. Joseph
 - b.) Missouri

Items can be acquired in any of the above categories to be included in the Permanent, Research, or Educational Collections.

The Permanent Collection makes up the majority of the entire Collection. It is from this category that items are pulled for exhibitions and museum lecture programming. All items for this collection are donated by individuals, accessed, and cataloged. The collection includes items that are from the American Indian, Ethnology, History (including Pony Express), Geology, Archaeology, Natural History, and Archival Collections.

The Research Collection overlaps the Permanent Collection in that items used for research are accessed into the Permanent Collection. The collections available include Archival (documents, photographs, library) and Archaeology. The American Indian collection is also available for research. Either the Executive Director or Curator of Collections is present at all times during the research period. All item retrieval is done by staff only. The majority of documents and original photographs are encapsulated to allow handling. Handling of objects is done by staff only.

The Educational Collection has a smaller overlap with Permanent Collections. If an item(s) from the Permanent Collection is used for a program, the program is given by the Executive Director or Curator of Collections, with the exception of Natural History, which can be given by any staff member. In either case, the items are not allowed to be handled in any way by those attending the program. The majority of the items in the Educational Collection are duplicate items, replicas, or items specifically purchased for use in programming. While these items are not accessed into the Permanent Collection, they are inventoried.

3. Criteria for Acquisition/Donation

- 1.) Item(s) must have clear title.
- 2.) Item(s) must have significant provenance.
- 3.) The historical significance of the item(s) must relate to the SJMI Mission Statement.
- 4.) The item(s) importance as a research tool must be considered.
- 5.) Consider item(s) duplication in the Collections.
- 6.) Consideration must be given to the size of the item(s).
- 7.) All Acquisition/Donations should occur without restriction. However, such restrictions or conditions may be considered if it is in the best interest of SJMI.
- 8.) Copyright of artwork will be transferred to SJMI whenever possible.

4. Means of Acquisition

Items may be acquired through donation, purchase (as in the case of newly published library books), abandonment, bequest, copy with owner's permission, excavation, exchange, field collection, or any other method that transfers title to SJMI from any individual, corporate body or group.

5. Acquisitions/Donations Stipulations

- 1.) All Acquisitions/Donations to the SJMI Collections must be approved by the Collections Committee.
- 2.) No staff or Board member may place SJMI under the obligation of accepting any item(s) not relevant to the Mission and/or Collections Policy of SJMI.
- 3.) Records will be maintained on all SJMI Acquisition/Donations. These records will include, but are not limited to, signed legal documents and/or documents of transfer, catalogs, and worksheets.
- 4.) SJMI does not guarantee that donated items will be stored together. Objects, documents, books, photographs, etc. will be stored with like items.

- 5.) Due to limited exhibit space and to preserve the objects from ultraviolet light, dust, and insects, no donation can be considered exclusively for exhibits or to be on permanent display.
- 6.) All donations are tax deductible. However, staff and Board members of the SJMI cannot make monetary appraisals of items. All donors must obtain their own appraisals. SJMI encourages donors to make copies of appraisals available to SJMI for filing with the donation forms.
- 7.) All donations are considered outright and unconditional gifts to be used at the discretion of the Museums.
- 8.) Due to limited funds, SJMI does not purchase collections of any kind, with the exception of newly published or reprinted books for the Research Library or those items deemed necessary for exhibit purposes.
- 9.) Archaeological items will not be purchased as mandated by the Antiquities Act of 1906, the National Historic Preservation Act of 1966, and standards set by the American Association of Museums.
- 10.) Natural History specimens will be handled within the scope of the following legislation:
 - Migratory Bird Treaty Act of 1918
 - Bald Eagle Protections Act of 1940
 - Endangered Species Act of 1973
 - Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) of 1983
- 11.) American Indian items will be accepted within the scope of the Native American Graves Protection and Repatriation Act.

D. Deaccession Policy

1. Statement of Purpose

Our purpose is to selectively acquire new items for the collections, for research, exhibit, and educational purposes; however, it sometimes becomes necessary to evaluate the Collections periodically to determine, what if any, item(s) should be permanently removed from the SJMI Collections through deaccessioning.

2. Deaccessioning Criteria

- 1.) The item(s) is outside the scope or does not relate to the Mission Statement of the SJMI and its Acquisition/Donations Policy.
- 2.) The integrity of the item(s) is so poor (it is broken and/or in an unsalvageable condition) or the item has deteriorated to such an extent that it cannot be used for research or exhibit.
- 3.) The item(s) has been unaccounted for or stolen and remains lost for a minimum of three (3) years.
- 4.) There are multiples of the item(s) in question.
- 5.) The item(s) constitutes a physical hazard or health risk to the SJMI staff, visitors, or the other Collections.

- 6.) It is discovered that the item(s) has an unethical or illegal provenance.
- 7.) The item(s) must be removed from the Collections so that SJMI may remain in compliance with National and/or state regulation or law.

3. Deaccessioning Procedure

Deaccessioning may be initiated by the Curator of Collections if one or more of the above criteria have been met. The item(s) proposed for deaccessioning must be reviewed by the Collections Committee. The Committee's recommendation will then be passed on to the Board of Trustees. Their recommendation will then be forwarded to the Museum Oversight Board (members of which are appointed by the St. Joseph City Council by Ordinance. (See attached ordinance)

4. Deaccessioning Restrictions

Prior to the deaccession of any item(s) in the SJMI Collections, reasonable efforts shall be made to determine whether the SJMI has the legal authority to do so.

5. Disposition of deaccessed items

Item(s) that are deaccessed from the Collections of SJMI may be disposed of in one of the following methods:

- a.) Returned to donor or donor's family. Requests of this nature are handled on a case by case basis.
- b.) Transferred to another museum, library, or archives.
- c.) Donated to a local organization, (i.e. library, theatre group, secondhand store) if its historic or monetary value is so low as to make it difficult to find a home for it at another museum, library, or archives.
- d.) Destroyed.

6. Conflict of Interest

Items from the Collections of SJMI shall not be given, sold, or otherwise transferred, publicly or privately, to past or present employees or their immediate families or representatives. However, should said employees request a copy of a document or photograph, such items shall be made available to them.

Items from the Collections of SJMI shall not be given, sold, or otherwise transferred, publicly or privately, to past or present members of the SJMI Board of Trustees or their immediate families or representatives. However, should said members request a copy of a document or photograph, such items shall be made available to them.

7. Deaccessioning Documentation

All records of item(s) that have been deaccessioned from the SJMI Collections shall be kept current and may be available for viewing by any relevant request.

E. Use of Collections

1. Statement of Purpose

The SJMI shall use the Collections to educate the public through exhibits, research, and educational programming, while remaining within the Mission Statement and following procedures, policies, cultural strictures, and current best practices in preservation and security.

2. Use of Collections by the Public

SJMI Collections are readily available to the public through exhibits, the Reference Library, and archives. Access to items in storage by the public is subject to department procedure and policy.

3. Use of Collections by SJMI

Use of SJMI Collections by staff is limited to those activities that support the SJMI Mission, (i.e. exhibit, research, educational programming.) Use of Collections for the purpose(s) of personal enjoyment or entertainment (i.e. furnishing and/or decorating offices, props in local theatrical productions, etc.) is assessed on a case by case basis.

F. Loans

1. Outgoing Loans

SJMI Collections are available to other institutions for exhibit purposes with the following stipulations

a.) Objects covered by this receipt shall remain in the condition in which they are received. Objects shall not be cleaned, repaired, retouched, or altered in any way without the written permission of the St. Joseph Museums, Inc.

b.) The borrower is responsible for any damages incurred, whether in transit or on the borrower's premises, and such damages shall be reported immediately to the St. Joseph Museums, Inc.

c.) The borrower may photograph the objects covered by this receipt only for record, for publicity, or for reproduction in an exhibition catalog.

d.) Borrowers may not reproduce such objects in any manner, nor may such objects be subjected to technical examination of any type whatever without permission of the St. Joseph Museums, Inc.

e.) Loans made for periods of six months or more are subject to recall by the St. Joseph Museums, Inc., with ninety (90) days notice.

f.) All transportation costs shall be assumed by the borrower. Should the St.

Joseph Museums, Inc., recall the objects prior to the agreed expiration date, the borrower will be exempt from return transportation and insurance costs. However, if the St. Joseph Museums, Inc., recalls the objects due to any mishandling or lack of due diligence by the borrower, all costs associated with transportation, insurance, and repair will be the responsibility of the borrower.

g.) All objects covered in this receipt shall be insured for their stated value by the borrower during transit and while on the borrower's premises, the total costs being assumed by the borrower.

h.) If this item is used in an exhibition or photographed for exhibition or printing, then proper credit is to be given to the St. Joseph Museums, Inc., as follows: (From the Collections of the St. Joseph Museums, Inc. - St. Joseph, Missouri) or as otherwise agreed to by the parties.

2. Incoming Loans

SJMI does not usually accept incoming long term loans. Each long term loan is evaluated on a case by case basis. Short term loans are accepted, primarily from other institutions that have an item(s) that SJMI may need for an exhibit. Short term loans from individuals are also evaluated on a case by case basis.

Should an incoming loan be accepted, the following stipulations will be followed:

a.) For the period of the loan, the items may be displayed, stored, or otherwise used by The St. Joseph Museums, Inc., at its discretion, subject however, to its exercising the same care and discretion in such display, use, and storage as is customary in dealing with similar items owned by or on loan to the Museums.

b.) The St. Joseph Museums, Inc., will insure the loan items wall-to-wall under its collections insurance policy for the amount specified by the lender on this loan form against all risks of physical loss or damage from any external cause while in transit and on location during the period of this loan; provided, however, that if the work shall have been industrially fabricated and can be replaced to the artist's specifications, the amount of such insurance shall be limited to the cost of such replacement. If no amount shall have been specified by the lender, the Museums will insure the work at its own estimated evaluation. The Museums' fine arts policy contains the usual exclusions for loss or damage due to war, invasion, hostilities, rebellion, insurrection, confiscation by order of any Government or public authority, risks of contraband or illegal transportation and/or trade, nuclear damage, wear and tear, gradual deterioration, insects, vermin and inherent vice, and

for damage sustained due to and resulting from any repairing, restoration, or retouching process unless caused by fire and/or explosion. The lender agrees that, in the event of loss or damage, recovery shall be limited to such amount, if any, as may be paid by the insurer, hereby releasing the Museums and the Directors, officers, agents, and employees of the Museums from liability for any and all claims arising out of such loss or damage.

c.) If the lender chooses to maintain his own insurance for items or collections on loan to The St. Joseph Museums, Inc., the Museums must be supplied with a Certificate of Insurance naming the Museums as an additional insured and waiving subrogation against the Museums. If the lender shall fail to supply the Museums with such a Certificate, this loan agreement shall constitute a release of the Museums from any liability in connection with the loan items. The Museums cannot accept responsibility for any error or deficiency in information furnished to the lender's insurer or for any lapses in coverage.

d.) The St. Joseph Museums, Inc., may photograph or similarly reproduce in any media the items described on this receipt for record, education, or publicity purposes, under the same regulations as pertain to the items in the Museums' permanent collections.

e.) Any item loaned for a specific term shall be returned to the lender at the expiration of the loan period. The item will be returned only to the owner or lender unless notified in writing to the contrary. The St. Joseph Museums, Inc., shall be notified of any changes in ownership during the pendency of this loan, whether by reason of death, sale, insolvency, gift or otherwise, and prior to its return, the new owner shall be required to establish his/her legal right to receive the items by proof satisfactory to the Museums.

G. Preservation of Collections

1. Statement of Purpose

SJMI strives to assure the physical protection of items in the Collections through proper storage and handling techniques, as well as conservation methods and exhibits.

2. Collections Care

The care of SJMI Collections, whether in storage, on exhibit, used for research, or on loan will follow the current best practices for those items. The standards apply to climate control, storage space, exhibit space, record keeping, cleaning (both of items and general housekeeping), handling, security, and pest control.

3. Access to Collections in Storage

Access to SJMI Collections Storage is limited to SJMI staff. The general public is not allowed into Storage. Limited access is available to SJMI maintenance, security, Board members, and volunteers. However, Board members and volunteers are accompanied at all times by a staff member. Should there be work in Storage that requires an outside contractor, said contractor will be accompanied at all times by a staff member. All other requests for access (e.g. by government officials, other museum professionals) are assessed on a case by case basis.

4. Risk Management

Risk Management includes the review of potential hazards to collections, including preparations for mitigating the effects of natural disasters, vandalism, theft, human error, mechanical or operational failure, and deterioration. SJMI maintains a \$4,800,000 Collections Insurance Policy as well as a \$3,376,526 Building Insurance Policy, with a \$54,025 Policy on the Contents. The replacement value of loan items is determined by the lender for any items on loan to SJMI and insured under the SJMI policy.

5. Conservation

Items needing conservation will be evaluated by the Curator of Collections and the Executive Director on an as needed basis. Should the work required be beyond the scope of knowledge and experience of these two staff, the work will be contracted to an outside conservator.

II. Collections Documentation

All items acquired/donated to SJMI are documented according to standard. This documentation includes, but is not limited to, accession and deaccession records, correspondence relating to acquisitions/donations, any research, catalogs, loan forms, access to collections request, permission to use forms, computer databases, and exhibit files. All documents relating to SJMI Collections are considered permanent records of the St. Joseph Museums, Inc.

I. Review of the Collections Policy

The Collections Policy shall be reviewed by the Curator of Collections, Executive Director, and other staff and/or Board members as deemed necessary every five (5) years. If changes need to be made, these changes will be submitted to the Collections Committee for their recommendations, then to the Board of Trustees for full approval.

Approved: November 12, 2009

Johnson, Merideth

From: Bowen, Rebekah
Sent: Monday, April 16, 2012 10:53 AM
To: Johnson, Merideth
Subject: Time

Time for Rebekah Bowen for the week of April 9-13, 2012:

Monday - 8 Reg

Tuesday - 8 Reg

Wednesday - 6 Reg
2 SS

Thursday - 8 Reg

Friday - 8 AL

You want me to just send in a new leave slip for the 13th which shows me taking off all day? I know I've already mailed one in which just had me taking the afternoon off. I thought a new one with the whole day might be easier than two slips - one for the morning and one for the afternoon.

Becky

Rebekah Bowen, CA

Archivist

Missouri State Archives - Local Records Preservation Program

rebekah.bowen@sos.mo.gov

(816) 695.2085