

NEVILLE PUBLIC MUSEUM OF BROWN COUNTY

Collections Management Policy

1. Statement of Purpose

The Neville Public Museum of Brown County is an accredited cultural institution that champions history, science and art. Located in downtown Green Bay, Wisconsin, the museum is dedicated to the collection and preservation of significant objects relevant to Northeast Wisconsin and the Upper Peninsula of Michigan. The museum seeks to bridge these multi-generational regional communities, through engaging exhibitions and dynamic programs.

2. Governance

The Neville Public Museum of Brown County is a department of Brown County government, a public, municipal corporate body organized and existing under the laws of the State of Wisconsin.

The Museum is overseen by the Education, Culture and Recreation Committee of the Brown County Board of Supervisors. The Brown County Board of Supervisors administers County-wide policies and budget. The Museum is governed by a seven (7) member body entitled "Neville Public Museum Governing Board" (hereafter referred to as Museum Governing Board), whose membership "shall consist of not less than three (3) nor more than four (4) county supervisors and not less than three (3) nor more than four (4) citizens-at-large depending on the number of supervisors appointed, and at least two (2) of the citizen members shall be appointed from a list of not less than five (5) names submitted by the Museum Foundation." (The Neville Public Museum Foundation is a non-profit corporation incorporated under the laws of the State of Wisconsin to provide financial assistance to the Museum.) Appointments to this Board are made by the Brown County Executive and are subject to confirmation by the Brown County Board of Supervisors. The Museum Governing Board determines specific Museum policies and is responsible for the overall operation and administration of the Museum and its collections. The Neville Public Museum adheres to all municipal, state and federal laws as they apply to its operation.

The Director of the Neville Public Museum of Brown County is the chief administrative employee and Brown County department head who is responsible to the Museum Governing Board and to Brown County's County Executive and County Board of Supervisors (through its Education, Culture and Recreation Committee). The Director is responsible for the management of the museum building, staff and services and the prudent

management of Museum collections. The Director is responsible for implementing policies and directives of the Museum Governing Board. The Director exercises these responsibilities through the Museum staff.

3. Collecting and the Collections Committee

Historically the Neville collected items which brought the world to Green Bay. Items were collected from local citizen's tours of foreign lands as well as items chronicling the history of the community.

Today, the Museum limits its collecting to items relating to Northeastern Wisconsin and the Upper Peninsula of Michigan. It continues to collect in the areas of History, Science, and Art, with this regional focus applied. Objects are collected with an emphasis on interpretation and exhibition and secondarily research and study. With this in mind, common objects with an identified local provenance are preferred, but the Museum still acquires objects that could be associated with the region or that will fill an exhibition need.

The collection is divided into six major disciplines: photography, general history, zoology, ethnology, archaeology and geology. Most collecting takes place in the areas of general history (which includes costumes, original art, decorative art, household objects, and other man-made items) and photography. Some objects are specifically sought for particular exhibitions while most are offered for consideration by the general public and local organizations.

The Collections Committee is an administrative staff advisory committee which consists of the Director, Deputy Director, Collections Manager, Curator, and Education Specialist. The purpose of this committee is to advise the Director in the effective implementation of the Collections Management Policy, with the Director making all final decisions. The Committee is chaired by the Collections Manager and meets as called by the Chair or on special call by the Director.

The Collections Committee considers matters of collections management and recommends specific actions to the Director. These considerations may include the following:

- A. Acquisition by gift, bequest, purchase, transfer and exchange, as well as objects collected for the Museum, made at the Museum, or objects "Found in Collections" (FIC).
- B. Deaccessions
- C. Loans to and/or from the Museum.

Documentation of Collection Committee decisions will be maintained by the Collections Manager. Members of the Collections Committee adhere to the Neville Public Museum Code of Ethics (this and all other forms and

policies referred to in the following text can be found in the Collections Department office; also, most can be accessed electronically).

4. Temporary Custody

- A. To account for objects in the Museum's custody, the Museum must also document objects left for gift or purchase review, identification, or examination. This applies to objects which are not a transfer of legal title or loan. These transactions are to be of a temporary nature.
- B. All objects in the custody of the Museum must be registered with the Collections Department within five days of their arrival and the purpose, circumstances and expected duration of stay recorded on the Custody Form. The Custody Form clearly states that objects in temporary custody are not insured by the Museum.
- C. The Collections Department will monitor these objects in the same manner as loans.
- D. Unsolicited objects offered as gifts, purchases, or loans will be recorded by the Collections Department and the Curator of Collections sends an acknowledgment of receipt. These objects will be reviewed by relevant staff for the Collections Department. Anonymously received objects will be recorded by the Collections Department as a donation if the decision is made to acquire object(s) for the permanent collection. Unwanted, unsolicited objects should be disposed of: 1) By return to the sender, or 2) through transmittal to another County department, or 3) transmittal to a charitable organization, or 4) by sale at County auction, or 5) by witnessed destruction. No option will be undertaken without notice being sent to the sender (when known).

5. Acquisition

This outlines the policy governing the acquisition of material by the Neville Public Museum of Brown County. Objects may be added to the collections by means of gift, bequest, purchase, transfer, exchange, field work acquisition, or any other event by which title to the object passes to Brown County for the purposes of the Neville Public Museum.

A. Acquisition Criteria

Acquisition to the permanent collection is carried out by the Collections Committee. Objects may be declined by the Director, individual Curator or Collections Committee. Some of the general criteria in reviewing objects for inclusion in the Museum's permanent collection are as follows:

1. Is the object consistent with the Museum's mission statement?
2. Is the object identified as desirable by the Collections Scope or by the recommendation of curatorial or Collections Department staff?
3. Is there currently duplication in the collection?

4. Will acceptance of the object result in significant expense for the museum? What are the costs for purchase, cataloging, storing, care and conservation?
5. Is there appropriate storage space available relevant to the object's importance to the collection and its use?
6. Has provenance been satisfactorily explored?
7. Are there restrictions or provisions regarding the object(s) use, care or display?
8. Are there questions regarding legal title, federal violation or any aspect relevant to the legal nature of the acquisition?
9. Is the use of the object restricted in any way such as by copyright, patent, trademark, or trade name, or encumbered by its nature by being obscene, defamatory, potentially an invasion of privacy, physically hazardous, etc.?
10. Is there another institution where the object(s) might be more appropriately housed?
11. What is the foreseeable use of the object(s)?

B. Gifts/Bequests/Purchases

1. All gifts are accepted by the Museum on a temporary deposit basis pending review by the Collections Committee. After review, the potential donors are notified in writing as to the status of their offered donation. Refused materials will be handled in the manner agreed to on the temporary custody agreement.
2. The Collections Committee reviews bequests. The Museum Director has the authority and the responsibility to refuse any bequest which is not within the guidelines of established goals and criteria.
3. The acceptance of all gifts and bequests shall be unrestricted. No commitment shall be made as to exhibition, attribution, or placement of the gift. While it is the Museum's intention to accession for long-term use and preservation, no guarantee shall be made that the gift or bequest will be retained by the Museum in perpetuity. There shall be no exceptions to this policy, unless any such restrictions or special provisions are considered by the Collections Committee and approved by the Director and by special Museum Governing Board action and a signed statement of approval filed with the Collections Department.
4. A written document entitled "Deed of Gift" is mandatory and shall be signed by the legal owner(s), or his/her authorized agent, as soon as possible. A gift is not considered complete until the Deed of Gift has been received, accepted by and filed with the Collections Department. For all bequests which have been considered by the Collections Committee and accepted by the Director, a copy of

the will, all codicils, and the letters testamentary shall be obtained and filed with the Collections Department before title will be considered to be complete.

5. The Museum may acquire objects by purchase. Prior to the actual purchase, items are reviewed by Collections Committee and approved by the Director. In most instances, purchases are actually gifts from the Neville Public Museum Foundation (the Museum's non-profit support organization). A purchase is not complete until copies of the Deed of Gift, payment receipt, vendor, purchase order number and other documentary evidence are filed with the Collections Department. When the purchase is made directly by the Museum, we do not require a Deed of Gift.
6. Under no circumstances will Museum staff provide monetary appraisals of objects to avoid any potential conflict of interest.
7. Transfers or exchanges of items are reviewed by the Collections Committee. All items considered for incoming transfer or exchanges are subject to the same general criteria and guidelines governing review of donations. Outgoing transfers and exchanges are subject to deaccessioning policy. Also, Museum sponsored field work may be reviewed by the Collections Committee prior to commencement of the work, with the understanding that all material gathered in field work is the property and responsibility of the Museum. Field work is conducted in response to the Museum's stated purpose, goals and collections scope.
8. Under no circumstances will Museum staff acquire material for personal collections or use in the form of gifts from the general public, volunteers, vendors, or any other parties associated with staff through the Museum. See also, Personal Collections and Collecting.
9. The Neville Public Museum and its staff abide by all U.S. and international laws and regulations concerning the transfer of ownership and transportation of objects across political boundaries. The Museum will not knowingly accept any object that is illegally imported into or illegally collected in the U.S., or support or encourage irresponsible damages to collecting sites of natural monuments or human burial places. However, the Museum may accept objects that have been confiscated and offered to the Museum by government authorities.
10. The Museum will not knowingly accept through gift, bequest or purchase any objects which fall under the terms as defined by the Native American Graves Protection and Repatriation Act (NAGPRA). Refer also to the Repatriation Policy adopted by the Museum's Governing Board in October, 1994.
11. In some instances the Museum pursues specific copyright with acquisitions, namely with original art. Copyright is accepted through purchase, donation or upon death of the artist. The Museum has specific transfer of copyright forms.

C. Registration of Approved Accessions

The Museum's Collections Department conducts registration of objects acquired for the permanent collections in a timely manner. The Collections Department keeps accurate records regarding registration and this information is reported to the Director.

D. Non-accessioned Acquisitions

Objects acquired by the Neville Public Museum Foundation for exhibit or educational purposes should follow the appropriate procedure for disposition. In certain instances, it is appropriate to destroy items. Items will not be given to staff, volunteers, board members or any other personnel.

The museum is also a repository for material acquired through the work of contract archaeologists. This material is not accessioned and there is no transfer of legal title to the museum. Refer to the Archeological Curation Policy revised 8/2005.

6. Deaccessioning and Disposing of Objects

- A. Objects in the permanent collection of the Neville Public Museum should be retained in perpetuity if they continue to be relevant and useful to the purpose and activities of the Museum and if they can be properly stored, preserved and used. Deaccessioning of objects may be considered when these conditions no longer prevail, in the interest of improving the collections for the Museum's purposes and activities or in compliance with a request for repatriation.
- B. Objects considered for deaccessioning are reviewed by the Collections Committee according to the following general considerations:
1. Is the object no longer relevant and useful to the purpose and activities of the Museum?
 2. Is there danger of not being able to preserve the object properly?
 3. Has the object deteriorated beyond usefulness?
 4. Is it doubtful that the object can be used in the foreseeable future?
 5. Will this deaccession provide the means for improving or strengthening the collections in order to further the goals of the Museum?
 6. Is the object hazardous to the Museum, personnel, or other collections?
 7. Has the object been requested for return to an affiliated culture group or country? If an object is requested for return under the Native American Graves Protection and Repatriation Act (NAGPRA), it will follow the Repatriation Policy.

- C. The following information must accompany each object being considered for deaccessioning:
1. Brief description
 2. Name of donor or other source
 3. Date of acquisition
 4. Proposed means of disposition
 5. Approximate value of object
 6. Copy of Deed of Gift, if available
- D. Objects proposed for deaccessioning are presented by the Director for review by the Museum's Governing Board. Upon approval by the Museum's Governing Board, the objects are eligible for deaccessioning and disposal.
- E. Before disposing of any objects from the collections, reasonable efforts should be made to ascertain that the Museum is free to do so. Where restrictions as to use or disposition of the objects under question are found to apply, the Museum should act as follows:
1. Mandatory restrictions should be observed strictly unless deviation from their terms is authorized by a court of competent jurisdiction.
 2. Objects to which restrictions apply should not be disposed of until reasonable efforts are made to comply with the restricting conditions. If practical and reasonable to do so, considering the value of the objects, the Museum should make reasonable efforts to notify the donor of its intention to dispose of the objects.
 3. If there is any question as to the intent or force of restrictions, the Museum will seek the advice of its legal counsel.
- F. In considering various alternatives for the disposition of deaccessioned objects, the Museum should be concerned that:
1. The manner of disposition is in the best interests of the Neville Public Museum, the public it serves, the public trust it represents in owning the collections and the scholarly or cultural communities that it represents.
 2. Consideration will be given to placing the objects through gift or exchange in another tax-exempt public institution wherein they may serve the purpose for which they were acquired initially by the Museum.
 3. Objects will not be given or sold privately to Museum employees, officers, board members, volunteers, or any individual.

G. Disposal of objects shall be through one of the following methods:

1. Transfer to Museum's education department or related use.
2. Gift or exchange to a non-profit organization, with first priority to other museums or universities.
Such gift or exchange is not limited to the boundaries of Brown County.
3. Repatriation to requesting affiliated culture group or country.
4. Donation to another County agency, board, commission, or office.
5. Donation or transfer to another government agency: local, state or federal.
6. Sale at County auction or other public sale.
7. Witnessed destruction.

H. An adequate record of the conditions and circumstances under which objects are accessioned and disposed of will be made and retained as part of the Museum's collections records. All marks identifying any object with the Museum must be removed. The established procedure of the Collections Department for deaccessioning will be followed.

I. Proceeds from any sale of deaccessioned material will be placed in a restricted account with the funds designated for other acquisitions or professional conservation care of objects already in the Museum's permanent collections.

J. Disposition of abandoned property is subject to 1993 Wisconsin Act 18.

K. Deaccessioning for repatriation under the Native American Graves Protection and Repatriation Act (NAGPRA) will follow the Repatriation Policy.

7. Loans

A. Loans are made to and from other museums, historical groups or agencies, and educational institutions in the interest of fulfilling the mission of the Neville Public Museum. All loans will follow established procedures. All objects entering or leaving the Museum, regardless of purpose, will have their movement documented on appropriate Museum forms which clearly detail the loan contract.

B. All loans will be for specified periods of time and will be monitored according to established procedures. All loans must be contracted for by written loan agreements between the Museum and its borrowers and lenders prior to receipt or shipment. A written request for loan objects is required, preferably one month

prior to the loan period, and the Collections Manager must be notified at the time of the request. Written condition reports should be completed by the Curator or Deputy Director for all loans entering or leaving the Museum.

- C. Incoming loans will be insured by the Neville Public Museum, or the lender. If the lender provides insurance, he/she must submit a waiver of subrogation from their insurance company to the Museum. Values must be comparable to fair market value wherever possible. Outgoing objects will be insured by the borrower. Insurance for the Neville Public Museum is provided through Brown County. Insurance coverage is monitored by the Director's office. The Director also reports and facilitates all insurance claims. Any damage to objects either incoming or outgoing requires a damage report form to be filed immediately with both the Collections Department and the Director.

- D. The Collections Department documents and monitors all loans. Status is checked with Curators at time of expiration. Curators will ensure that all loans are covered by current loan agreements.

- E. Curators may borrow objects without Collections Committee review and approval by the Director with the following exceptions:
 - 1. Loans for any one exhibit valued at over \$10,000.
 - 2. Loans being renewed.
 - 3. Loans made for the purpose of product development.

- F. The following general criteria guide the procedures for outgoing and incoming loans:
 - 1. Incoming Loans
 - a. Incoming loans will be accepted only for objects for exhibits. The Museum must avoid providing free storage, conservation treatment and insurance to lenders. Before accepting any loan, the following factors should be considered: cost of storage, security, transportation, restoration and insurance; the object's condition, ability to withstand travel; the lender's restrictions; problems of provenance and/or copyright. If any of these guidelines are questionable, Curators should seek review by the Collections Committee.
 - b. No indefinite loans may be made to the Museum; they must be of one year, or less in duration. Any exceptions to this require the approval of the Museum Director and the Museum Governing Board.

- c. Loans can be renewed at the end of a one year period by re-submission to and review by the Collections Department with strong justification for the request. Those items should be considered for possible return, conversion or accession.

2. Outgoing Loans

- a. All outgoing loans are reviewed by Collections Committee.
- b. Objects are not to be lent to individuals for personal use.
- c. Outgoing loans are to be made for appropriate educational and scholarly purposes. The Neville Public Museum should not be connected with any commercial product endorsement.
- d. Objects must be in clean, exhibitable and stable condition, unless a condition of the loan is conservation by the borrower, using methods approved by the Collections Department. Objects must be able to withstand travel, climate changes, and handling. In addition, objects must be registered by accession or nonaccession number, photographed, and a report of condition completed prior to loan.
- e. Borrowing institutions will complete a Standard Facilities Report. This completed form will be reviewed and filed by the Collections Department. The borrower must be able to provide proper security, proper environmental conditions, and reasonable care.
- f. Property of others in the Museum's custody may not be lent without the owner's written permission.
- g. Loans can be renewed at the end of a one year period by re-submission and review to the Collections Department with strong justification for the request. Those items should be considered for possible deaccession, or recall.

3. Offsite Movement

- a. Any relocation of an object outside the Neville Public Museum by the staff for relevant Museum purposes of exhibit, education, conservation, photography or storage requires documentation with the Collections Department.

8. Found in Collections

In the case of objects which are found in the custody of the Neville Public Museum with no identifying markings on them that might link them to documentary evidence of ownership or loan, the following guidelines are considered by the Collections Department:

- A. Is there any reason to believe that the object is a loan and not the property of the Museum? If so, the status is considered to be a loan and state statute applies.

- B. If there is no indication that the possibility of loan status exists, the object is presumed to be owned by the Neville Public Museum of Brown County.
- C. Collections Department staff will thoroughly review evidence in order to determine the possibility of a match to an existing accession number.
- D. The object is to be reviewed by the appropriate Curatorial staff following the general criteria for accessioning or deaccessioning, depending on the recommended treatment for the object.
- E. The object is accessioned or deaccessioned according to stated policy and standard procedure.

9. Request for Acquisition of Objects from Permanent Collections

The permanent collection of the Neville Public Museum of Brown County is owned by Brown County. Museum acquisition and deaccessioning practices are governed by strict policies to protect the public trust held by the Museum and to conform to Wisconsin State Statutes and the Brown County Code. Private sale, gift or exchange of objects held in the permanent collections to individuals is expressly prohibited.

In the event that an individual or group of individuals pursues acquisition of objects from the Museum collection, all such requests by any party or their representative must be submitted in written form. These requests are reviewed by the Collections Department, Director, and the Museum Governing Board respectively, on a case by case basis. Written requests shall list the specific objects which are being requested and provide the basis for proof of ownership. If the request is based on some reason other than claim to ownership, that shall also be submitted in written form.

All requests for acquisition in response to the Native American Graves Protection and Repatriation Act (NAGPRA) will follow the terms of the Museum's Repatriation Policy.

The Museum does license the use of reproductions made from images in the permanent collection. Use of these reproductions is outlined in the Letter of Indemnification Agreement and is monitored by the Collections Department.

All issues regarding rights and reproduction of permanent collections material are reviewed by the Curator of Collections.

10. Personal Collections and Collecting

Museum staff, volunteers or board members, may not bring personal collections into the Museum for storage. No personal collection is allowed in the Museum unless the Director approves and the collection is in the

Museum for stated purposes, i.e. study or exhibition. Personal collections shall not be intermingled with the Museum collections. Unless requested in writing to the Director, for legitimate Museum purposes only, Brown County will not insure personal items.

Museum staff may not compete with the Museum in any personal collecting activity.

Objects purchased by museum staff for personal collections or resale during their tenure with the museum—and which fall under the definition of what is collectable for the Neville Public Museum—must be offered to and reviewed by the Collections Committee. The Museum then has the right, for a one year period following the initial acquisition, to acquire the object purchased at the price paid by the staff person.

The Neville Public Museum requires Museum staff to follow the Code of Ethics of the Neville Public Museum in regard to personal collecting.

11. Care and Control of Collections

A. It is the responsibility of the Museum Governing Board, Director and staff of the Neville Public Museum to provide reasonable care for the objects entrusted to it. Reasonable care is understood to entail the following:

1. Adequate provisions to maintain security
 - a. The Director is responsible for the security of the physical plant, staff, visitors, exhibits and permanent collections.
 - b. Written procedures outlining security operations will be maintained.
2. Responsible action toward the preservation of entrusted collections in keeping with professionally accepted standards.
 - a. In consultation with the Collections Manager, it is the responsibility of the Director, as empowered by the Museum Governing Board, to ensure the preservation of the permanent collections.
 - b. The Director is responsible to the Museum Governing Board to report, on an annual basis, the state of the collections.
 - c. If physical care of the collections, or particular segments thereof, cannot be maintained, Museum governance is obligated to deaccession such collections.
3. Inventory and collections control.
 - a. The Collections Department shall supervise and maintain all inventory and collections control.
 - b. In keeping with the museum's obligation to maintain up-to-date records, documenting the location of objects within the permanent collections, the following standards will be met:

1. Records shall be maintained which document permanent locations for all permanent collections.
 2. Records shall be maintained which document movement from assigned locations, both in-house and off-site.
- c. Comprehensive inventory records will be created and maintained.
 - d. Spot-inventories (a random selection) will be conducted on an ongoing basis.
4. Maintenance of accurate records pertaining to the past and present status of permanent collections, including their legal status. Procedures for the maintenance of collections related records will be created and implemented by the Curator of Collections.
- a. It is the responsibility of the Neville Public Museum to maintain accurate, up-to-date records pertaining to the identification, location and condition of objects held in the permanent collections of the Museum.
 - b. The Collections Department shall maintain and make available to Curators, original records regarding accessioned or loaned objects in the custody of the museum.
 - c. The primary purpose of these records is physical and intellectual control. Therefore, these records should provide at least the following information:
 1. Identifying description of the object and assigned number.
 2. Legal status of objects.
 3. Condition of object.
 4. Location of object.
 - d. All primary records will be safeguarded from hazards such as fire, water and loss. Microfilmed duplication and computer back-up tapes shall be maintained off-site, at the Brown County Document Center.
 - e. Records access is subject to applicable public law. The following items of information are considered privileged:
 1. Information requested by donors or lenders to remain anonymous.
 2. Addresses of all donors or lenders.
 3. Location of objects.
 4. Valuation of objects.
- B. The Collections Manager is responsible to the Director for the care and control of the permanent collections held by the Neville Public Museum.

12. Access to Collections

A. In keeping with established security standards and practices at the Neville Public Museum and in the interest of protecting the Museum and its staff from liability for damage or injury, access to collections is restricted to the following:

1. Visiting museum professionals and/or historical agencies or students.
2. Persons associated with Neville Public Museum daily operations, such as: Governing or Corporate Board members; potential funding agents; donors (active or potential); staff, interns or volunteers; publicity, photographers, etc.; consultants; and maintenance.
3. Visiting researchers, scholars or other approved parties studying permanent collection material.

B. There are three forms of access to collections:

1. Access for the purpose of review or study of permanent collection material.
2. Access by staff, contract consultants or County, for the purpose of curatorial functions, consultation, or maintenance/repair, respectively.
3. Educational tours conducted by curatorial staff.

Access for review or study follows the specific guidelines outlined in the Request for Access to Collections form. Requests are reviewed and administered by the Collections Department. Access for review or study may be limited by policy restrictions, space, staff time, or care and security of the collections. The Museum reserves the right to charge a fee to researchers if it is determined that excessive time and/or materials are required for a project.

Those personnel who have access to Collections are predominantly Collections Department staff and curatorial staff involved in work directly related to the permanent collections. Other personnel access includes building maintenance and contract consultants.

Families, friends and other people not associated with Museum operation are allowed tours of collections only if authorized by the Collections Manager or the Director.

Tour Guidelines:

1. Tour groups are limited in size to no more than fifteen (15) adults per staff person.
2. Persons with access to collection storage areas must be at least eighteen years of age.
3. Tours are given by Collections Manager, Deputy Director or Museum Director.

4. Visitors must leave their coats, briefcases, purses, etc. in the Collections office.
5. It should be explained to visitors that our policy to conserve and preserve historic objects prohibits handling of collections.
6. Inform visitors that they are expected to stay together as a group and use caution in moving through collections.
7. Tours follow only main corridors and do not go into aisles between shelving. Tours generally are not allowed into dehumidified storage area. The freight elevator and conservation rooms are accessible for tours.

13. Insurance and Risk Management

The Neville Public Museum's collections are insured while on the Museum premises or in transit to and from borrowing institutions. As part of the requirement for a loan, borrowing institutions must maintain insurance on Museum artifacts at the value specified on the loan form. All borrowing institutions must supply a completed Standard Facility Report form in order to comply with Museum loan requirements. A Certificate of Insurance is required of all borrowing institutions and is generally provided by the Museum for all lending institutions.

Incoming loans will be insured by Brown County unless the lender waives the requirement. If so, the Collections Department must have on file a letter of subrogation from the lender's insurance company. Objects left in the temporary custody of the Museum for consideration of acceptance into the Museum's collections will not be insured.

The Brown County Risk Management administers the Museum's insurance while the Collections Department assures that all loan agreements and receipts are on hand to effect coverage.

In the interest of good risk management, Museum staff must report all damage or loss of any object to the Collections Department in the form of an Artifact Damage Report as soon as possible. The Director will maintain related records and provide appropriate records to the Brown County Risk Management. The Collections Department will maintain copies of the records directly relating to the condition and disposal of damaged/stolen objects.

Specific responses to any natural or hazardous threats to the Museum's collections are provided by the Collections Disaster Plan.

14. Review of Policy

In an effort to keep this document current and useful it will be periodically reviewed (at least every two years) by a committee appointed by the Director. The committee report and any proposed changes will be presented to the Museum Governing Board for approval.

15. Addendum

Definitions:

Accessioning: The formal act of legally accepting an object or objects into the museum's permanent collection. This involves creating an immediate, brief and permanent record of the object or objects.

Appraisal: A valuation of property by the estimate of an authorized person.

Bequest: An object, assembly, or lot whose ownership was transferred to the museum by a will.

Collection Object: An object which has been or is in the process of being accessioned into the collections.

Conservation: Actions aimed at safeguarding collections for the future. Conservation includes examination, documentation, preventative conservation, preservation, restoration and reconstruction.

Deaccession: The action of removing an accessioned object or group of objects by due process from the museum's collection.

Deed of Gift: A signed, legal document transferring custody, title and rights of an object, assembly, or lot to the museum.

Disposal: Transfer of items deaccessioned from the collections to another owner or, within the museum, for another use. Methods of disposal include: sale, exchange with another museum, donation, destruction, or transfer within the museum to teaching or reference collections.

Donor: The individual, group, business, organization or estate giving an object, assembly, or lot to the museum, thereby transferring ownership, custody and title to that object, assembly, or lot to the museum.

Educational Collections: Non-accessioned objects acquired by the museum for use in its educational programs. These objects may be replicas, fakes or authentic objects which are of a common nature, easily replaced, and duplicated in the permanent collections (if relevant).

Exchange: A conveyance of ownership for an object, assembly, or lot from one museum to another in exchange for ownership of an equivalent object, assembly, or lot.

Exhibit: The presentation and interpretation of objects.

Fair Market Value: The current price at which both buyers and sellers are willing to do business.

Gift: An addition to the museum acquired without monetary compensation. Legal title transfers to the Museum.

Inventory: Creation of a list of objects, assemblies or lots that identifies each object's or lots' physical location; or the act of verifying existing records of location.

Loans: Temporary transfers of custody of museum objects between organizations and not involving change in ownership. Loans are made for study, exhibition, or performance according to stated museum purposes.

Northeastern Wisconsin: The Counties of Brown, Calumet, Door, Florence, Forest, Iron, Kewaunee, Langlade, Manitowoc, Marinette, Menominee, Oconto, Oneida, Outagamie, Shawano, Vilas, Waupaca, and Winnebago in the State of Wisconsin.

Permanent Collections: The accessioned objects owned by a museum and intended to be preserved in perpetuity.

Preservation: Actions taken to prevent further deterioration or damage to collections material.

Prop collections: Non-accessioned objects used as exhibit furniture or as stage property for educational programs.

Provenance: For works of art and historical objects, the background and history of ownership.

Purchase: An object, assembly, or lot whose ownership was obtained for the museum by paying money.

Registration: The overall registrarial function of creating, controlling, and maintaining information, immediately and briefly, about all objects owned by, and in the care, custody, and control of a museum.

Transfer: The act involved in a change of physical custody of an object or records with or without change of legal title, such as between departments of Brown County.

Upper Peninsula of Michigan: the Counties of Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, and Schoolcraft in the State of Michigan.