

**HERRETT CENTER FOR ARTS AND SCIENCE
COLLEGE OF SOUTHERN IDAHO**

COLLECTIONS MANAGEMENT POLICY

Revised 2015

Approved by the CSI Board of Trustees July 2015

INTRODUCTION

I. INTRODUCTION

The Herrett Center Collections Management Policy establishes guidelines and procedures for the acquisition, preservation, disposition and use of museum objects and information materials that pertain to our collections.

The Center's collections consist of natural history and anthropological objects.

The Herrett Center will not support illicit trade of cultural material or natural history specimens by accepting any items not legally acquired.

The Herrett Center does not seek out donations. By using passive acquisition methods the Center collects objects to preserve, study and interpret using accepted museum standards.

All museum policies and procedures will be reviewed at least every five (5) years to insure compliance with current museum management standards and conformity with all applicable international, national, state and local laws and regulations. They will also reflect any recent changes in the scope of the collections, the facility and /or the college. Policies and procedures will be in accordance with AAM and Herrett Center Code of Ethics. The Board of Trustees must approve all policy and procedural revisions.

The Center collections consist of 11 divisions that are maintained in one department under the care of the Exhibits/Collections Manager. The following information regarding collections care pertains to all divisions within the collections. The Herrett Center for Arts and Science collections consist of: archaeology/anthropology, bird eggs, gems/minerals/fossils/petrified wood, skeletal, paintings, sculptures/prints/works on paper, oriental, education, history of Herrett Center, research, astronomical, and long term temporary storage.

II. MISSION STATEMENT

The Herrett Center is a non-profit support services of the College of Southern Idaho. Its purpose is primarily educational, offering programs to elementary and secondary school students, CSI students, and the adult community of south-central Idaho.

- The Center collects, preserves, interprets, and exhibits artifacts and natural history specimens with an emphasis on the prehistoric American continents.
- The Center supports the Jean King Gallery of Contemporary Art which, in cooperation with the CSI Fine Arts Department and the Associated Students of CSI, offers exhibitions and other programs concerning contemporary art and art issues.
- The Center supports the Faulkner Planetarium which provides multi-media presentations emphasizing space sciences.

- The Center participates with other college departments in fulfilling the role and mission of the College of Southern Idaho.

III. STATEMENT OF AUTHORITY

- a. The College of Southern Idaho Board of Trustees is the legally responsible agent for the Herrett Center.
- b. The College of Southern Idaho Board of Trustees holds the ultimate fiduciary responsibility for the Herrett Center.
- c. All policies and procedures used by the Herrett Center must meet the formal approval of the College of Southern Idaho Board of Trustees.
- d. The Director of the Herrett Center is responsible for providing the CSI Board of Trustees or Administration with current and complete financial and operational information when requested.

IV. CODE OF ETHICS

- a. The Herrett Center has adopted a Code of Ethics (2015) based on recommendations presented in Code of Ethics for Museums (American Association of Museums, 2000) with additions and deletions where necessary to allow compliance with policies and procedures established by the College of Southern Idaho.
- b. The Herrett Center Code of Ethics is available as a standalone document.

V. ACQUISITIONS

1) Exhibit and Research Collections

- a. Objects may be accepted into the collections if they are consistent with the Center's Mission Statement, Collections Management Policy, and Code of Ethics.
 - i. Objects received for potential acceptance will be presented to the Collections Committee.
 - ii. The committee consists of the Center Director, Exhibits/Collections Manager, and two representatives of the community.
 - iii. The committee meets when the potential donations are adequate to justify the meeting.
 - iv. The Exhibits/Collections Manager presents a list of the objects and the donors, along with samples of each collection to the committee.
 - v. The Center does not agree to exhibit an object at all times.
 - vi. The Center does not agree to keep an object in perpetuity.
- b. Prior to the Collections Committee meeting the Exhibits/Collections Manager will send a list of the donors and all objects to be considered for accession to the college administration for presentation to the Board of Trustees.

- c. Following the Collections Committee meeting the Exhibits/Collections Manager will send a list of all objects considered for accession to the college administration for review by the Board of Trustees. The list will indicate whether or not an object was approved for accession. The Board may approve or reject the list in its entirety or parts thereof. After the Board's decision, the Exhibits/Collections Manager will complete the accessioning process.
- d. The following conditions are necessary for accession into the collections:
 - i. The objects are collected and imported legally and in conformity with all applicable international, national, state, and local laws and regulations.
 - ii. The objects are consistent with the museum's collecting policy, and a legal instrument of conveyance (Deed of Gift) is signed by the donor and the authorized Center representative. The deed along with adequate information to describe the objects are kept on file.
 - iii. The museum must have adequate storage space to properly care for and preserve the objects in accordance with professional standards.
 - iv. The Center may acquire valid/legal title to the objects. If any restrictions or conditions are required they must be agreeable to the donor and the Center, and be included on the Deed of Gift.
- e. The following accession and catalog records will be maintained.
 - i. A record of the objects accessioned into the collections will be maintained in the registration files.
 - ii. A record of a donation for which the donor desires a monetary value must be accompanied by an appraisal. Appraisals are the responsibility of the donor; the Center will not assign a value to any object that might be accepted into the collections.
 - iii. Records consist of an initial acquisition (receipt) form at time of entry, Collection Committee acceptance/rejection form, Deed of Gift, and a Credit Line Permission Form.
 - iv. The Center maintains a Blanket Insurance Policy that covers all of the collections, and all of the loan objects. The insurance policy contains wall-to-wall coverage.

2) Education Collection

- a. The education collections consist of objects that relate to the Center's exhibit/research collections. This collection may consist of objects that are repetitious, or not as high in quality as objects in the exhibit/research collections as well as replicas and objects meant to be handled.
- b. The Director and/or the Exhibits/Collections Manager may also accept disposable objects into this collection.
- c. Conditions for accepting these objects are consistent with the conditions presented in V.1.a

- d. Education collection objects do not have to be approved by the Collections Committee or the CSI Board of Trustees.
- e. Education Collections may be loaned to appropriate CSI Departments for student research.

3) Live Reptile Education Collection

- a. The objectives of this policy are to ensure that animals acquired for the education collection are consistent with the museum's mission, are acquired and disposed in compliance with all pertinent government regulations and to ensure that the highest ethical standards are observed, acting in the best interest of the animals involved.
- b. Acquisitions can occur through donation, purchase, or exchange. Due to specific limitations of the collecting scope of the reptile program, space limitations, and specific educational needs, the reptile department cannot accept all reptile donations. The Museum will not accept a reptile donation unless humane care and management can be provided, in keeping with professionally accepted standards. It might be decided to accept reptiles for trade or placement with another museum/zoo. If at all possible, the Facilities Technician should refer a prospective donor to an institution where acceptance is more likely. It is not the practice of the reptile program to accept donations of reptiles for resale purposes, except under highly unusual circumstances. Proceeds from such reptile sales must be restricted to enhancing the live reptile education collection.
- c. The Museum will discourage and avoid, by all practical means, unethical, illegal and destructive practices in acquiring, collecting, transporting and trafficking in wildlife with respect to the reptile acquisitions
- d. The reptiles are used to supplement educational programs, i.e. school field trips, Mingle in the Jungle evenings, Creepy Crawly Day, etc.
- e. The housing, feeding, and non-medical care of the reptiles will be under the supervision of the Facilities Technician who is trained or experienced in the proper care, handling, and use of the reptiles being maintained.
- f. The disposition of live specimens must be in accordance with all governmental regulations and any pertinent donation or loan agreements in effect. The best interests of the specimen, the Museum, and its public must be taken into consideration when a disposition is contemplated.
 - i. When: Animals may leave the collections through several circumstances including: Surplus; age or illness (euthanasia); returned loan; death; or in cooperation with a breeding program, and other programs.
 - ii. How:
 - 1. Surplus specimens - When it is determined that a surplus of specific animals exists; these animals will be placed with appropriate institutions.

2. Euthanasia - When an animal is in an irrevocably declining state because of illness or old age and the quality of life is determined to be below acceptable levels the animal may be euthanized. The decision to euthanize is jointly made by the Facilities Technician and the consulting veterinarian. Euthanasia is administered by the consulting veterinarian or by the veterinary technician under the veterinarian's directions.
 3. Return of Loans - Animals on loan to the Museum are returned upon completion of the loan period.
 4. Death - The remains of animals which die in the collections are disposed of in a way which is compatible with pertinent laws, for example the USFWS Endangered Species Act. Consideration will be given to the use of carcasses for mounts or other educational use.
- iii. Security
1. The security of the live animal collection is provided by museum staff during open hours.
 2. Access to the reptile care area is restricted to reptile staff and authorized Museum staff.
 3. Security considerations include restricted access, weather, fire, and theft prevention. Adherence to keeper protocol and procedures concerning locks, gates, handling, and enclosure access protects keeper safety and minimizes the chance of animal escape.
- g. Reptile acquisitions are not accessioned and do not have to be approved by the Collections Committee or the CSI Board of Trustees.

VI. OBJECTS FOR CENTER DEVELOPMENT

1. On rare occasions, the Center may be offered objects that are not appropriate to the Center's collections, with the express purpose that they be used to support developmental projects for the collections, or programs for the Center.
2. Approval for this transaction must come from the Director with the consent of the College President and/or the Board of Trustees.
3. The center department manager that is the recipient of the allocated funds will coordinate the disposition of the funds with the Director, with a record of the final disposition going to the Exhibits/Collections Manager.
4. Conditions for accepting these objects are consistent with the conditions presented in III.A.4.
5. Requirements for disposition:

- a. Objects accepted for developmental purposes may be disposed of in any manner that benefits the operations and/or programs of the Center.
- b. Disposal of collections through sale, trade, or research activities will be solely for the advancement the Herrett Center’s mission. Proceeds from the sale of non-living collections are to be used for acquisitions or direct care of collections.
- c. A record of final disposition must be kept permanently on file by the Exhibits/Collections Manager.
- d. All applicable IRS regulations will be adhered to in the disposition of these objects.
 - i. The donor will be advised to speak with his/her tax consultant.

VII. LOANS

A. INCOMING LOANS

1. The decision to accept a loan for the center galleries is up to the Director and the Exhibits/Collections Manager.
2. All loans require a written agreement between the owner, artist or representative of the loaning institution. Documentation will be completed and kept by the Exhibits/Collections Manager.
3. The Art Gallery Manager selects all artworks for exhibition in the Art Gallery
4. Art Gallery Exhibits are unpacked and repacked by the Art Gallery Manager and the Center outside of the shipping crate or if when the crate is open there is damage to the contents. The Exhibits/Collections Manager does an intricate check of the objects before they are installed and again before they are packed for return. The Exhibits/Collections Manager does all paper documentation, and insurance for the Art Gallery.
5. The Exhibits/Collections Manager is responsible for unpacking and re-packing, checking for damage, documenting, and insuring all other types of loans for the Center.
6. All incoming loans are accepted for a specific time period and require written documentation.
7. The Center will insure incoming loans under our wall-to-wall policy.
8. The Center will not repair, clean, alter, restore, reproduce or transfer possession of the loaned objects without the express written permission of the lending person or institution.
9. The Center does not accept permanent loans.
10. Under special circumstances, i.e. the collection may be donated at a later date, the Center accepts long term loans for a specified period of time.

B. OUTGOING LOANS

1. The Center will loan exhibit collection objects to qualified institutions for exhibition.

2. Requests will be reviewed on a case-by-case basis.
3. An adapted form for the Center of the RC-AAM Standard Facilities Report is used to determine if an institution is qualified.
4. All outgoing loans will be lent for a specific period of time. If the loan is longer than a year then the loan will be subject to annual review. Loans may be renewed, in writing, with the approval of the Exhibits/Collections Manager.
5. All loans require written documentation.
6. The Exhibits/Collections Manager is responsible for documenting, monitoring, packing, and shipping all collection loans.
7. The borrower may not repair, clean, alter, restore, reproduce, or transfer possession of the loaned objects without the express written permission of the Exhibits/Collections Manager.
8. The Center may loan replicas and objects from the education collection to qualified institutions, i.e. schools, malls.

VIII. COLLECTIONS RESEARCH

Collections are public property and as such may be made available to scholars for research and to the public. However, the Herrett Center may limit access in order to insure the continued physical integrity and safety of the objects or collections.

1. Requests for access to the collections will be considered on a case-by-case basis.
2. Requests for object research must be made at least 6 weeks in advance of the required date.
3. Explicit information on the research project along with verification in writing by the affiliated institution is required before research approval is given.
4. The researcher must agree to the conditions set down by the Center. The research is done under the continual supervision of the Exhibits/Collections Manager, who will ensure that all objects are handled properly and that necessary care is taken during research.,
5. Access to private records, i.e. donor closed files, donor identity, storage locations, value of objects, archaeological sites, may be restricted or denied.
6. Information will be used only in the manner in which it is specified in the research agreement. Any other use must be requested, in writing, and approved by the Exhibits/Collections Manager in writing.
7. The Center will be credited in all publications, or presentations of researched material.

IX. PHOTOGRAPHING THE COLLECTIONS

1. Requests for access to photograph the collections will be handled on a case-by-case basis.
2. Request for permission to photograph the collections must be made at least 6 weeks in advance of the required date.
3. The photographer must agree to the conditions set down by the Center.

4. Photography of the objects will be done under the continual supervision of the Exhibits/Collections Manager. The methods used must be in accordance with approved museum photographic and collection handling standards.
5. Objects on exhibit may be photographed for personal use without permission.
6. If the photographer desires to use a tripod, flash or other light sources advanced approval from the Exhibits/Collections Manager must be obtained.
7. If the photographer desires to photograph objects on exhibit for non-personal use, advanced approval from the Exhibits/Collections Manager must be obtained.
8. Permission to photograph objects on loan must be given in advance.

X. OTHER RECORDS

1. The Exhibits/Collections Manager keeps records for collections maintenance.
 - a. These records include:
 - i. Inventory reports, see X.3.
 - ii. Storage location files, cross filed by object number and object name.
 - iii. Conservation checks, see X.1-8.
 - b. Records are kept as to what objects are on in-house exhibition.
 - i. Beginning/ending date of exhibit, catalogue number, and storage location.
 - c. Recording hygrothermographs maintain daily HVAC records.

XI. DEACCESSION OF OBJECTS

The Herrett Center has never chosen to deaccession an object from its collections. However, if this should become necessary the following procedure has been adopted.

Once objects are accessioned they should remain in the collections as long as they continue to retain usefulness. If it becomes necessary to deaccession an object it is policy of the Center to follow the steps outlined below.

A. CONDITION FOR DEACCESSION

1. The Center may consider deaccessioning objects that meet any of the following conditions:
 - a. The object is no longer relevant to the collections as defined by the current collection's policy.
 - b. The Center is not able to provide adequate care for the object.
 - c. The object has deteriorated beyond the point of usefulness.
 - d. The object has a debilitating effect on other objects in the collections.
 - e. The object is repetitious; other examples are of superior quality.
 - f. The object can be traded for an object of equal or superior value to the collections.

- g. The objects is being repatriated through NAGPRA or for other ethical considerations.

B. APPROVAL TO DEACCESSION

1. If any of the above conditions exist the Exhibits/Collections Manager may bring the situation to the attention of the Director. If it is agreed that deaccession should be considered a meeting of the Collections Committee will be called.
2. The committee shall carefully consider whether or not to retain or deaccession each object.
 - a. The committee shall review whether or not the object has any further use for exhibition or research.
 - b. The committee shall review ways in which the object may serve other center collections, such as the education collection.
 - c. The committee shall review whether or not conservation might restore the object.
3. The decision will be presented to the Board of Trustees for their approval.

C. METHOD OF DISPOSAL

1. Deaccessioned objects will not be given, exchanged or sold to employees of the center, the college, the members of the governing authorities or to their representatives. No private sales will be made to individuals.
2. If it is determined that the object must be removed from the center then the following methods of disposal will be considered. The final determination will be made by the Collections Committee.
 - a. Donate the object to another museum.
 - b. Trade the object for an object with another museum.
 - c. Place the object on long term loan to another museum.
 - d. Object disposal will be at the discretion of the collections committee.
 - e. Disposal may consist of sale at auction, or the destruction of the object.
 - f. Destruction or disposal of the object must be witnessed and a record of the process, date and witness names must be on file with the Exhibits/Collections Manager.
3. Disposal of collections through sale, trade, or research activities will be solely for the advancement of the Herrett Center's mission. Proceeds from the sale of non-living collections are to be used for acquisitions or direct care of collections.
4. The Exhibits/Collections Manager will carry out the decisions of the committee.

XII. CONSERVATION CARE

The Exhibits/Collections Manager maintains and conserves the collections for the Center.

1. The collection storage areas are on a separate HVAC system from the rest of the Center.
2. Pest control management checks are done yearly.

- a. If necessary appropriate pest control is performed.
- 3. Objects are inventoried on a regular schedule.
 - a. Collection inventory checks are done six (6) times a year.
 - b. Each time one sixth of the collection is inventoried.
 - c. The collection records are updated according to objects:
 - i. Current location – storage, exhibit, temporary loan, missing
 - ii. Object condition – conservation requirements, consideration for deaccession.
 - iii. Storage adequacy.
- 4. Recording hygrothermographs are located in each gallery.
- 5. A recording hygrothermographs is located in the main storage room adjacent to the storage room HVAC controls.
- 6. Hygrometers are located in smaller storage areas.
- 7. All storage and conservation room doors are sealed with weather stripping, keeping dust and insect intrusion to a minimum. The shelves, storage containers etc. are cleaned once a month.
- 8. The conservation work area and the artifact storage rooms are dust mopped twice a week.

A. STORAGE METHODS

- 1. All objects are treated individually as to their need for certain types of storage furniture. Examples:
 - a. Fragile pottery is stored in archival bins. Each archival bin has a layer of archival foam that is 2 to 4 inches thick. Each piece of pottery has a storage location cut within the foam specifically for that object. This will prevent it from moving when the drawer is opened and to help protect it in case of an earthquake.
 - b. The textile collection is stored flat in a Steel Fixture Cabinet.

B. EXHIBITION OF ARTIFACTS

- 1. Before an object can be exhibited a condition check is completed, if there is a possibility that exhibiting the object may cause damage or further a problem the object is not exhibited.
- 2. Objects are exhibited in a manner that will do no harm to them.

XIII. NORTH AMERICAN GRAVES PROTECTION AND REPATRIATION ACT

- 1. The Center complies with the regulations of NAGPRA. All Indian Tribes and Alaskan Natives represented in our collections received summaries of potential unassociated funerary objects or objects of cultural patrimony,
- 2. All NAGPRA human remains and associated funerary objects that were in the collection have been inventoried in consultation with interested tribes and repatriated when required.

3. All Notices of Inventory Completion (NIC) and summaries have been submitted in compliance with NAGPRA.
4. The Exhibits/Collections Manager will continue to monitor all future acquisitions for possible NAGPRA objects.