

COLLECTIONS POLICY OF THE BOULDER CITY/HOOVER DAM MUSEUM

I. INTRODUCTION

A. Purpose of Collections Policy

The purpose of the collections policy is to provide guidelines for the Museum's collections-related activities, insuring that these activities meet high professional standards. The Museum's collections policy is a public statement of the Museum's commitment to care for and manage its collections properly.

The collection policy shall be approved by the Board of Directors of the Boulder City Museum and Historical Association,

B. Statement of Purpose of the Museum

The purpose of the collection activities for the Boulder City/Hoover Dam Museum (hereinafter referred to as the Museum) shall be (1) acquire, research, and preserve materials concerning the history and development of Boulder City, Hoover Dam, Lake Mead, and the Lower Colorado River region, as well as materials representing the historic period 1920-1945. (2) to make such materials available for study and (3) create themed exhibits of community interest. The Boulder City/Hoover Dam Museum is administered by the Boulder City Museum and Historical Association. The private, non-profit association was established in September 1980 as a 501 (c) (3).

C. Types and Status of Collections

“COLLECTIONS” is the term used for all material holdings of the Museum. Specific collection categories are defined as follows:

1. Permanent Collection

Those significant objects which directly relate to the purpose of the Museum. Objects accessioned into the permanent collection are cataloged, documented, preserved, and managed according to prescribed procedures meeting current professional museum standards.

2. Educational Collection

Those expendable objects which contribute to the educational programs of the Museum and which are available directly to the public for examination. Objects in the interpretive collection are readily available or duplicate objects and are not accessioned into the permanent collection.

D. Scope of Permanent Collection

The scope of the collection of the Museum shall be artifacts of the Boulder City history and culture from Boulder City's beginning to the present. Objects acquired by the Museum shall represent material culture in the Boulder City area. The collection shall include documentation of individuals and cultural groups as well as objects which illustrate events and the history of the Boulder City area.

E. Delegation of Responsibility for Implementation of the Collections Policy

The Museum Manager or Board Designee is responsible for supervising the proper implementation of the collections policy. The Museum Manager or Board Designee delegates the day-to-day care and management of the collections.

II. ACQUISITION

A. Policy

The museum may acquire objects by donation, by bequest, by purchase, or by transfer. Authority for the acquisition of objects for the permanent collection is held by the Museum Manager and the Collections Committee.

B. Criteria for Acquisition

The following criteria have been established for the acquisition of objects:

1. Objects must be relevant to, and consistent with the Museum's purposes and activities; chiefly research, preservation, exhibition, and/or interpretation.
2. The Museum must be able to provide proper care and storage for objects in keeping with professionally accepted standards.
3. It is intended that objects in the permanent collection shall remain in the collection as long as they retain their physical integrity, their authenticity, and their relevance and usefulness for the purposes and activities of the Museum.
4. The Museum and its staff shall be in full compliance with state, federal, and international laws and regulation governing the acquisition, sale, and transfer of cultural properties.
5. Title to all objects acquired for the permanent collection shall be obtained free and clear without restrictions to use or future disposition.
6. The present owner shall have clear and verifiable title of ownership to the object and shall have obtained the object legally and ethically.
7. The Museum shall be provided with (or allowed to copy) all documents and information in the present owner's possession that pertain to the historical significance and provenance of the object.

8. Acceptance of the object will not result in major expense in conservation disproportionate to its usefulness

C. Procedures

All offers of objects to the Museum whether by donation, by bequest, by purchase, or by transfer should be referred to the Museum Manager or Designee. The potential donation is then reviewed by the Museum Manager. The object will be placed in temporary deposit and the potential donor will be given a Temporary Custody Receipt for the object. The Temporary Custody Receipt should be signed by the object's owner and the Museum staff person receiving the object. The receipt outlines the terms of temporary custody, the length of which cannot exceed thirty days. After study and review of the object, the Museum Manager or Designee will determine whether or not to acquire the object and may seek outside guidance before making the determination.

If the decision is made not to acquire the object, then the Museum Manager or Designee will be responsible for returning the object to the owner, according to the terms of agreement outlined in the Temporary Custody Receipt; and documenting the return. If the decision is made to acquire the object, the Museum Manager or Designee will initiate and complete the acquisition of the object in the following manner:

1. If the object is to be donated, a Deed of Gift should be signed by the Museum Manager, or the Designee. The Deed of Gift formally transfers the complete ownership of the object to the Museum and shall be legally binding when signed and dated by both parties. A copy of the Deed of Gift be provided to the donor, and Deed of Gifts shall be kept on file.
2. If the object is to be bequeathed, a copy of the pertinent section of the will should be provided by the attorney or executor and shall be kept on file.
3. If the object is a purchase or transfer a copy of the transaction document shall be kept on file.

III. DEACCESSION

A. Policy

The Museum has the right, carefully and judiciously, to deaccession and dispose of objects from its collection in a manner consistent with professionally accepted standards. A written deaccession request listing the reason(s) for deaccession and recommended means of disposal must be signed by the Museum Manager before submission to the Board of Directors. Only if the deaccession request is approved by the Board of Directors, is the Museum authorized to proceed with the deaccession and disposal.

B. Criteria for Deaccession

An object recommended for deaccession must meet at least one of the following criteria:

1. The object has ceased to have relevance and consistency with the Museum's purposes and activities.
2. The object has deteriorated beyond usefulness.
3. The object is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other objects and/or the health and safety of the Museum's staff and/or visitors.
4. The Museum is unable to continue to provide care and storage for the object in keeping with professionally accepted standards.
5. The object's care and storage are far more expensive than the value of the object as it relates to the Museum's purposes and activities.
6. The object has failed to retain its identity or authenticity.
7. The object may be replaced with a similar object of greater significance, quality, and better condition.

A. Methods of Disposal of Deaccessioned Artifacts

Deaccessioned objects will not be sold or given, publicly or privately, to any Museum employees, volunteers, or members of the Board of Directors, their families, or their representatives. Complete records will be maintained on all deaccessioned objects and their subsequent disposition. A deaccessioned object may be disposed of in one of the following method:

1. Placement in the Educational Collection of the Museum if appropriate.
2. Donation to an appropriate non-profit museum or scholarly or cultural institution or organization preferably within the state of Nevada, if the object is from the state.
3. Sale at an advertised public auction or in the public marketplace in a manner that will best protect the interests, objectives, and legal status of the Museum.
4. An attempt can be made to contact the donor to determine if the donor requests that the artifact(s) be returned.
5. Destruction of the object (only if the object has deteriorated beyond usefulness and not other method of disposal is appropriate).

B. Use of Proceeds Derived from Deaccession/Disposal

Any funds derived from the sale of deaccessioned objects will be used solely for collections, acquisitions or conservation.

V. INCOMING LOANS OF ARTIFACTS

A. Policy

The Museum may borrow objects from institution and individuals for specific purposes such as exhibition and/or research. Loans of objects from individuals are limited to a time period of one year or less with an option to renew on a year to year renewal if agreeable to both parties. Authority for incoming loans is given to the Museum Manager or Designee.

The Museum will not under any circumstances accept so-called indefinite or permanent loans.

Objects on loan are to be provided with the same professional level of care afforded objects owned by the Museum. The Museum will not knowingly accept an object on loan if the physical condition is such that the object will not be able to travel to and from the Museum and/or exhibition. Lenders to the Museum shall have obtained the object legally and ethically and have a clear and verifiable title of ownership to the object.

Complete records on all incoming loans are maintained in the Collections Files.

B. Procedures

For objects on loan from individuals or institutions for a period of one year or less, an Incoming Loan Agreement must be signed by the lender and an authorized Museum staff person (the Museum Manager, or the designee) The lender must also be notified by the Museum Manager or Designee. The incoming Loan Agreement outlines the terms of the loan specifying the loan purpose, time period, insurance coverage, and the responsibilities of both borrower and lender. Copies of the Incoming Loan Agreement will be provided to the lender. Incoming Loan Agreements will be kept on file in the Collections Files. A condition report on the borrowed object(s) will be prepared by designated person. A copy of the condition report will be provided to the lender if requested.

The Museum will normally photograph borrowed objects for recordkeeping and security purposes unless instructed by the lender not to do so. The Staff will be responsible for the packing, shipping, and/or transportation, and insurance coverage for borrowed objects. The Lender is responsible for the cost of any object appraisal(s) if needed for insurance purposes. The Museum will make all reasonable efforts to return borrowed objects to the lender in accordance with the terms outlined in the Incoming Loan Agreement.

V. OUTGOING LOANS OF ARTIFACTS

A. Policy

The Museum may lend objects to qualified museums for specific purposes such as exhibition and/or research for a specified time period if such museums meet professional standards of collections care and management. **The Museum will not under any circumstances lend objects to individuals.** Outgoing loans to qualified museums will be permitted for a period of one year or less with an option for renewal if agreeable to both parties. No object will be lent if its physical condition is such that the object will not be able to withstand travel and/or exhibition. The Museum will not lend objects which are needed for exhibition and/or research purposes. Authority for outgoing loans is shared by the Museum Manager and the Designee, subject to the approval of the Board's Museum Committee.

B. Procedures

Museums seeking to borrow an object(s) must make a written request to the Museum Manager stating the specific object(s), purpose, and time period of the proposed loan, and guaranteeing payment of all costs associated with the loan including packing, shipping, and/or transportation, and insurance. A Standard Facilities Report will be supplied to the proposed borrower, and it must be completed and returned to the Museum Manager in a timely manner. The Collections Committee will jointly review the written loan request and the completed Standard Facilities Report to determine if the qualifications of the proposed borrower, the Museum Manager or the Designee will notify the proposed borrower.

If professional standards are met by the proposed borrower and if the loan of the object(s) will not endanger its physical condition or interfere with the Museum's own exhibition and/or research needs, the Museum Manager may make a written recommendation to the Board's Museum Committee to approve the loan. Upon approval by the Board's Museum Committee, the Museum is authorized to proceed with the outgoing loan.

An Outgoing Loan Agreement must be signed by the authorized representative of the borrowing museum and either the Museum Manager or Designee.

VI. ACCESS TO AND USE OF COLLECTIONS AND COLLECTIONS RECORDS

A. Policy

The Museum will strive to make its collections and collections records available for study and examination by individuals for scholarly research and other legitimate purposes.

The Museum will allow access to and use of its collections and collections records in a controlled, professional manner that protects the physical and intellectual integrity of the collections and collections records. Access to the collections records will not be unreasonably denied. However, acknowledging its responsibility to safe guard the collections and collections records, the Museum reserves the right to control access to prevent the following:

1. Deterioration, mutilation, loss, or dislocation of objects and/or collections records.
2. Undue interference with the administrative, professional, and technical operations of the Museum.
3. Undue impact on the furnishing of services to other Museum users.

Authority for permitting and monitoring access to and use of the collections and collections records is shared by the Museum Manager. The Museum Manager shall have discretionary power to designate any additional staff (paid or volunteer) who may have access, either restrictive or nonrestrictive basis, to the collections storage facilities.

Other individuals, including staff members, and visitors, may only enter storage areas, when accompanied by the Museum Manager or designee.

B. Procedures

Access to objects in the collection shall be granted by the Museum Manager's office on an appointment basis to qualified researchers.

A written request should be submitted two weeks in advance. The request must specify the objects and records to be examined, the purpose and proposed date of the examination, and the researcher's current contact information. The request should be submitted to the Museum Manager or Designee. Objects must not leave the collections facility.

If the request meets with the established access policy of the Museum, the Museum Manager or the Designee will schedule an appointment with the researcher and will provide supervised access to the specified objects and records.

Collections records shall remain restricted in use to all other individual, both within and without the Museum, with the exception of the Manager and staff. Only the basic accessioning information shall be made available for viewing. Donor files, etc shall remain confidential.

The Museum reserves the right to obtain copies of publications which shall result from the utilization of information and/or materials from its collection. [use policy agreement]

VII. REPRODUCTION AND PHOTOGRAPHING OF COLLECTIONS ITEMS

A. Policy

The collections staff shall maintain a comprehensive schedule of fees to be charged for reproducing or photographing items in the collections. Extreme care must be taken to ensure the protection of copyrights, patents, or any other property rights.

A full credit line, as authorized by the Museum Office is required when any object from the collection is published or reproduced.

Authorization of use of photographs or reproductions is granted on a basis of ONE TIME USE ONLY.

Exhibits may be photographed by visitors for non-commercial purposes only. Flash equipment and tripods are prohibited in the galleries. Photographers must not obstruct other museum visitors.

VIII. CARE OF COLLECTIONS

A. Policy

The museum shall maintain in its annual budget, funding for the ongoing care and conservation of objects in its collections. It shall be the responsibility of the collections staff through regular periodic inspections, to assess the physical needs of the objects in the collection and make the appropriate recommendations to the Museum Manager.

It is the responsibility of the Museum to ensure that the collections are adequately protected against fire, theft, vandalism, natural and/or environmental disasters. Proper exhibition and storage facilities along with adequate environmental control systems must be a HIGH PRIORITY at all times. Consideration must be given to provide a well trained (paid and volunteer) staff and maintaining a high level of awareness and understanding of professional collections standards and procedures. A review of these measures shall be made throughout the year.

B. Procedures

An important part of the collections care procedure shall be the establishment and implementation of a comprehensive records system, which includes at least the following: documents recording the legal status of title of an object(s); all correspondence pertinent to an accessioned object; accessioning and cataloging records; deaccessioning records; photographic documentation; exhibit, condition and conservation history; insurance records; current location and loan records; and an annual inventory record. The Museum Manager and designees are responsible for the establishment and maintenance of the records system on a daily basis. The Museum Manager and the Board of Directors shall be responsible for its enforcement.

A duplicate copy of all vital collections records shall be made and stored outside the museum in a secure and appropriate institution.