

MUSEUM COLLECTION POLICY STATEMENT AND GUIDELINES

The Collections Policy Statement and Guidelines of the Honeoye Falls-Town of Mendon Historical Society Museum as approved by the Society's Board of Trustees on September 3, 2008. This document supersedes the collections policy statement and guidelines approved on April 26, 1996.

The Honeoye Falls-Town of Mendon Historical Society (HF-TMHS) is a non-profit educational organization. It is classified as a public charity under section 501 (c)(3) of the Internal Revenue Code. As such it is qualified to receive tax deductible contributions, bequests, devises, transfers or gifts. The society is exempt from federal income tax.

Statement of Purpose

The purpose of its museum is to collect, preserve and interpret artifacts and archival materials pertinent to the social and cultural development of the Village of Honeoye Falls, the Town of Mendon, New York and the surrounding area.

This is accomplished by:

- a) Acquiring by gift or purchase the title of objects, records and exhibits of historical interest.
- b) Accessioning, preserving and protecting these materials of historical interest.
- c) Interpreting them to the public by means of museum exhibits, educational programs, lectures, public events and publications.

The Society will also encourage others to collect, preserve and interpret the history of our area.

Collections Management Policy

The Honeoye Falls - Town of Mendon Historical Society Museum (HF-TMHS Museum) will collect only those items related to its purpose that it can properly use, store, preserve and protect. There will be a collections committee with the responsibility for developing and implementing a set of registration and collections care practices for the museum. The following paragraphs developing this will be the Collections Policy of the Historical Society, and will contain the necessary procedures. At the annual meeting the Collections Committee will report, for the Board's approval, on the state of the collection and on all new accessions, loans, and deaccessions for the year.

Collections Policy

It is the policy of the HF-TMHS Museum to collect, process, preserve and, when possible, interpret and display artifacts and archival material dating from the earliest Native American settlements to the present time that were made and/or used in our area; that are associated with a person, place or event in the area; and that are historical, cultural or aesthetic in nature. This will constitute the Permanent Collection.

Artifacts and archival materials indirectly associated with this area's history may also be collected and processed in the same way if they are deemed important for the purpose of research, exhibition or education. This material will constitute the Comparative Collection.

Acquisitions

1. Objects may be acquired for the collections if:

- a. They meet the collections policy statement
- b. The museum can provide for storage, protection and preservation of the objects.

2. Donations are accepted without restrictions on their use or future disposition. Donors must have clear ownership (title) and must sign a deed of gift transferring title to the society. In the case of a bequest, the donor must also have clear ownership (title).

3. All acquisitions, including donations and purchases, shall be subject to the guidelines approved by the Collections Committee. The Committee shall meet at least twice a year to review acquisitions and shall submit a report of acquisitions to the annual meeting.

4. A fund shall be established and maintained to acquire artifacts and archival material as recommended by the Curator of the museum collections. Committee approval is required prior to all purchases of \$250.00 or more. The Museum Curator must authorize purchases less than \$250.00.

5. Deed of Gift or Bill of Sale forms that set forth adequate descriptions of the objects, whether donated or purchased, will be kept on file by the Museum. These forms include precise conditions of transfer and shall accompany all gifts and purchases. In all cases these documents shall be signed by the donor or seller and by the Curator of the Museum. The deed of gift forms will include a statement that the museum retains

the right to deaccession the item at some future date in accordance with the deaccessioning guidelines stated within this policy (see page 3). Copies of deed of gift forms must be provided to donors. Donors must be offered a copy of this collections policy at the time of their donation.

6. Upon final acquisition of an object, the proper documentation shall be promptly entered by the Curator on an accession form. This includes the assignment of an accession number and the placement of the number on the object. It is recommended that every item in the Collection be on a computer file and photographed for identification purposes.

7. The HF-TMHS Museum shall not provide appraisals of donated objects. It is the responsibility of the donor to provide such an evaluation if necessary. If a professional appraisal is made, the Society will request a copy for its files.

8. The Museum subscribes to the 1970 UNESCO/ICOM Convention and shall observe all U.S. and international laws in acquiring objects for the collection. The Museum shall not accept objects known to have been acquired under exploitive, irresponsible or illegal circumstances.

9. Objects under consideration for accession or purchase by the Museum while being studied on site shall be treated as loans. All policies, procedures, and insurance provisions concerning incoming loans shall apply. (See section on loans to the Museum on page 6.)

10. The Museum may occasionally enter into partial ownership arrangements, life tenures, limited ownership or any sharing of title or possession for unique items that will be a significant addition to the collection, but only on advice of attorney and with Board's approval.

Deaccessions

The HF-TMHS Museum subscribes to the deaccessioning guidelines of the New York Association of Museums. Collection items that are considered inappropriate to the collections are deaccessioned subject to the review of the Collections Committee and the approval of the Board of Trustees.

The deaccessioning process shall be cautious, deliberate and scrupulous, an ongoing process as the Museum continues to meet objectives of establishing higher quality in its collections.

1. Possible conditions for retaining objects in the collection are:
 - a. They continue to be relevant to the organization's mission and useful to the purposes and activities of the Museum.
 - b. They can be properly stored, preserved and used.
 - c. They are from living donors and have a known history.

Objects considered for deaccession must meet at least one of the following criteria.

- a. Any of the above conditions no longer prevail.
- b. The material or object:
 - is a duplicate.
 - has deteriorated beyond usefulness.
 - has doubtful potential or use in the foreseeable future.
 - has been accessioned twice. (In which case, the duplicate number, not the object is deaccessioned.)
- c. No donated material shall be deaccessioned for two years after the date of its acquisition. (See U.S. tax reform act of 1984 and Internal Revenue Service regulations relating to the act.)

2. Before deaccessioning objects from the collections, reasonable efforts shall be made to ascertain that the Museum is legally free to do so. If there is any question as to the restrictions on an object, the Museum will seek legal counsel.

3. If an object is in total disrepair or in a state of deterioration, the object may be destroyed with the recommendation of the Curator and the Collections Committee, and the approval of the Board of Trustees.

4. Adequate records of the condition and circumstances under which objects are deaccessioned and disposed of shall be made and retained as part of the Museum's collection records.

5. In determining the disposition of deaccessioned objects the Museum should consider:

- a. The manner of disposition is in the best interest of the Museum, the public it serves, the public trust it represents.
- b. Preference to retaining in Honeoye Falls-Town of Mendon material that is part of our historical and cultural heritage.
- c. Whenever possible to place an object, through gift, exchange, or public auction, in another tax-exempt public institution where it may serve the purpose for which it was originally acquired by the Museum.

- d. If objects are otherwise offered for sale, they must be sold at advertised public auction or in the public market place in a manner that will best protect the interests, objectives, and legal status of the Museum.
- e. That objects are not given or sold to Museum employees or members of the Board of Trustees or their representatives.
- f. Proceeds (income) derived from the deaccessioning of any property from the collection shall be placed in a permanently restricted fund -- the earnings of which shall be used only for acquisition, preservation, protection or care of the collection. In no event shall proceeds derived from the deaccessioning of any property from the collection be used for operating expenses or for any purpose other than Those listed above. Proceeds may be used to purchase other items in the donor's name.

6. The Collections Committee shall refer to the "Deaccessioning Criteria" when reviewing objects for disposal.

7. The Collections Committee shall submit to the New York State Attorney General's office a copy of the Museum's deaccessioning policy and periodic account of deaccessioned items and disposal activities of the Museum.

Public Disclosure

A printed statement of the policy and procedure adopted and followed by the Museum with respect to the acquisitions and disposition of collection materials is available on request.

In reply to responsible inquiry, the Museum will make available the description and identity of objects acquired or deaccessioned. Information considered confidential, such as donor identity and appraised value, will be made available only with consent of the donor.

Documentation

1. Upon acceptance of an object into the Museum's collections, the object shall be assigned a unique number.

2. Accession forms for each object will include a brief description of the object, donor or purchase source, assigned location and accession and classification numbers. These accession forms will be filed chronologically and computer processed.

3. Records of the location and movements of accessioned objects will be maintained.

4. Each object is to be cataloged according to the current accepted procedure. "Cataloging is the methodical classification and description of an object, including but not limited to inventory data. A catalog entry may include exhibition information, provenance, donor and insurance records." (American Association of Museums (A.A.M.))

5. Documentation records shall be kept up-to-date, stored in a secure location, and promptly handled to insure their preservation. Duplicate records should be stored in an off-site location.

6. The Curator is responsible for the proper documentation of the collection.

Care of Collections

1. The Museum will apply professionally accepted methods of conservation, preservation, treatment, use, handling, storage and exhibition of objects in its collection. Professional consultants shall be called upon when major conservation work is needed.

2. Protective security systems will be maintained by the Society for fire and theft.

3. The Museum will maintain a safe environment of lighting, temperature and humidity.

Library

The HF-TMHS Museum maintains a library as part of its collection.

The library serves as a primary information source for the staff and the public in their research. Objectives for the Museum library shall be:

1. To build a collection to serve the research needs of the institution, including exhibition preparation and other educational needs.
2. To permit interested persons, under appropriate supervision, to use the Museum's library resources in their research, but to limit its function as a lending library. Scholars, students, and researchers are requested to acknowledge the use of HF-TMHS material in any presentation, publication or report.
3. All items in the reference library will be cataloged. "Collections" materials (rare books, maps, etc.) will be accessioned.
4. To subscribe to all copyright laws.
5. HF-TMHS material used in copyrighted material is not restricted for use.

Loans

The HF-TMHS Museum may loan objects from its collections or seek to borrow objects from the collections of other institutions or individuals for exhibition or study. Primary considerations for the approval of any loan include the care and security to be provided by the borrowing organization.

The Board of Trustees may delegate authority to loan objects to the Curator. The Curator is responsible for creating a paper trail documenting the objects loaned, the conditions of the loan and the signature of the responsible party to whom the objects are loaned. Loans of high-value (> \$500) or irreplaceable objects must be approved by the Board prior to the loan. The Board must also approve any unusual restrictions on objects lent or borrowed.

Objects Lent from the Museum

1. The Curator will prepare a properly executed loan form. This loan form will be entered in a file containing the forms for outstanding loans and items which have been returned.
2. Objects borrowed from the Museum shall be insured by the borrower.

3. Only other tax-exempt public institutions may borrow objects from the Museum. Exceptions may be made by the approval of the Collections Committee.

Objects Lent to the Museum

1. Objects lent to the Museum shall be insured to their full extent as stated by the lender. A certificate of insurance will be provided on request.
2. Objects lent to the Museum shall receive the same care and attention as items in its own collection. A description and condition report will be made and filed. No conservation of loaned objects will be undertaken without the consent of the lender. The Curator will notify the lender immediately of any damage, deterioration or conservation needs for an object on loan to the Museum.
3. The Museum will not exhibit objects known to be of questionable provenance or authenticity, nor will it exhibit objects for the purpose of increasing their value.
4. An object lent to the Museum to be considered for purchase shall be treated as any other loaned object until title to the object passes to the Museum.

Tenure for loans to and from the Museum is usually one and no more than three years.

It is the Museum's policy to resolve any questions concerning permanent loans as soon as possible. Records of loans are being kept. If the person who loaned an object (or objects) dies, the Curator will prepare a list of these items and present it to the Board with comments and recommendations. The Board may then wish to consult an attorney to help determine the ultimate disposition of these items.

Objects Placed in the Custody of the Museum

Objects placed in the custody of the Museum are items that are not owned by the Museum but are left temporarily for other than loan purposes, such as attribution, identification or examination for possible gift or purchase.

1. Such objects left at the Society for study will be numbered and listed in a file.
2. Objects brought in for identification are not to be left for longer than three months. The Society accepts no responsibility for notification of individuals to retrieve such objects. Once declared abandoned by the Curator, such objects may be accessioned or disposed of.
3. The Society waives all liability for loss or damage to such objects while housed in the Museum.

4. A form must be signed by the owner that lists the above conditions.

Reproduction of the Collection

The HF-TMHS Museum may authorize photographs and other reproductions of collection artifacts and archival material subject to certain restrictions:

1. Reproducing or adapting any object in the collection must not endanger or damage that original object in any way.
2. No collection object may be reproduced or adapted in any form or by any means, without the approval of the Curator.
3. Appropriate fees and acknowledgment for reproduction and or reproduction rights shall be considered by the Board of Trustees.
4. HF-TMHS Museum material used in copyrighted material is not restricted for use.

Photographic Policy

From time to time copies of photographs from the Collections are requested. These usually fall into three categories.

1. Reproduction of photos for private use.
2. Reproduction for publication.
3. Use of photographs of the Museum or collections for commercial use.

General Guidelines

1. No original prints are to be loaned except to a qualified museum for study or exhibition.
2. Original prints may be used for limited, secured exhibit purposes.
3. All photographs for publication or outside exhibition should have the following credit line appear with the photo.
 - a. Courtesy of the Honeoye Falls-Town of Mendon Historical Society Museum
Or
 - b. Reproduced from the HF-TMHS Museum Collections.
4. Requests for photographs for private use.

- a. People and institutions wishing photographic reproductions of materials in HF-TMHS Museum Collections should apply in writing either by letter or research request stating how the photograph is to be used.
 - b. For any commercial use the medium must be stated. Permission and copy will be good for one time use, and subject to HF-TMHS Museum approval.
 - c. The HF-TMHS Museum reserves the right to examine publication proofs before final approval is given for publication in which the reproduction appears and to restrict the use of photographs known or thought to be rare, unpublished, protected by copyright or under restrictions imposed by donor.
 - d. Special requests for personal photos of interior should be directed to the Curator.
5. No original photos or negatives will be loaned off premises except as stated above.
6. All copy work will be done by a HF-TMHS designated contractor and subject to their fees.
7. Billing for reproductions and services will be done through HF-TMHS.
- a. The fee scale dictated by the contractor's fee plus a small fee per image for members and a higher fee per image for non-members.
 - b. In the case of publications, two (2) copies of the publications wherein the photo appears will be submitted in addition to the above stated fees.
8. The use of ink, staples or other non-conserving methods of fastening or mounting may not be used on borrowed photographs.
9. In the case of commercial photographers requesting use of materials from the HF-TMHS Collections or the Museum.
- a. Photographs of the HF-TMHS Museum or Collection for publications for the purpose of advertising any product or services may not be used without prior written consent of the HFTMHS. Consent will be granted or denied by the Curator entirely on an individual basis and it is strongly recommended that a general clearance first be obtained with respect to the subject matter. This is because there are some products and/or services which we deem inappropriate and will not, under any circumstances consent to publication.

- b. Photographs of the HF-TMHS Museum or Collection may not be used for publication in general articles unless the article is about the HF-TMHS or Museum, or some credit is given within the article or on the photograph, to the effect that it was taken at the HF-TMHS Museum, Honeoye Falls, New York. Any article for publication concerning the HF-TMHS or HF-TMHS Museum must be submitted to HF-TMHS Museum for review as to accuracy.
- c. We wish in no way to interfere with artistic or journalistic freedom, but we are concerned that factual materials stated in the article be accurate.
- d. Charges will be determined by the Curator on an individual basis.

Additions:

Inventory

The collections shall be inventoried, reviewed and revalued if necessary on an on-going basis by the Curator and staff. The collections will be inventoried in their entirety every three years. The condition of each object, if changed from its previous inventory, will be noted. Records will be updated as needed. Values are confidential and are to be revealed only at the direction of the Curator.

Ethics

All actions of the Museum Staff should be such that they avoid an apparent as well as actual conflict of interest with any aspect of the Museum's operation and its collection. The HF-TMHS Board of Trustees, officers and Museum staff will follow the Society's Code of Ethics as adopted on 3/5/2008. Trustees and officers will sign the Code of Ethics on an annual basis.

Access

The Museum will grant everyone with legitimate research goals in mind equal access to the collections on a bona fide need-to-know basis. The Museum establishes what the legitimate goals are. The Curator may restrict access of the records to examination of the catalog description with the donor, value and location information removed. Moreover the Curator may limit access to the object to specified methods of examination and to certain times, and he may require a written request stating which objects are to be examined, the method of, and reasons for examination.

Budget

The Museum Curator will be given an annual operating budget set by the HF-TMHS Board of Trustees.

Amendments

This Collection Policy and Manual may be amended by a resolution of the Board of Trustees following provisions in the constitution and by-laws respecting amendments.