



Collections Management Policy

Approval date: December 6, 2005

Approved by: Program Committee, Board of Trustees

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INTRODUCTION

“The core asset of any museum is its collection. From this collection the museum derives its identity, its strength, and ultimately its product.”

Collections Philosophy, The Mariners’ Museum, 1993

The Mariners’ Museum, located in Newport News, Virginia, was founded in 1930 by Archer M. and Anna Hyatt Huntington. The Huntingtons; philanthropists and founders of such notable American institutions as the Hispanic Society of America and Brookgreen Gardens, envisioned an institution “devoted to the culture of the sea and its tributaries, its conquest by man and its influence on civilization.” The Museum’s charter, dated June 2, 1930, provides for “...a museum and library pertaining to nautical subjects, things, and interests, and otherwise to advance learning, the arts and sciences relating to or bearing on watercraft, the marine, and marine navigation.” With a broad focus, strong financial backing and an idyllic park setting in close proximity to one of the world’s largest naval and commercial ports, the Huntingtons laid the foundation for an institution that now holds one of the premier collections of maritime objects in the United States.

On May 27, 1994 the Museum’s Board of Trustees reinforced the Huntington’s vision and the Museum’s commitment to its collection when it adopted a new long-range plan that asserted that the collections were at the core of the Museum’s activities. It stated:

“The collections are the wellspring of the institution's ability to illuminate historical fact with human data, to make the nation's and, by extension, the world's maritime heritage come alive with real objects, held, and used, and smoothed by human hands. They give all a sense of our past and a compass point for our future. They are the time capsules of generations of mariners and those who waited for them to return from the illimitable, unforgiving power of the sea. These objects from the past and those not yet invented move, often silently, through the universe of our knowledge and capture, regardless of how briefly or dimly, a momentary glimpse of how we arrived at our fleeting place in time and what we achieved during the journey. ”

The purpose of this document is to establish and define the policies that will govern the acquisition, management, preservation, and disposal of materials collected pursuant to the founder’s vision as stated in the Museum’s original charter.

STATEMENT OF PURPOSE

In June of 2000, the Board of Trustees adopted a revised mission which, in part, asserts that:

“The mission and purpose of The Mariners’ Museum is to illuminate mankind’s experience with the sea and the events that shaped the course and progress of civilization. We accomplish our mission by collecting, conserving, and interpreting the important objects which record our maritime history, by studying and exploring our present and future relationship with the sea, and by widely exhibiting and disseminating the knowledge gained in ways which promote understanding and appreciation for our relationship to the world’s waterways.”

This new focus will be partly implemented by “*conserving, enhancing and promoting access to the collection*” and by the creation of “*an exciting dynamic environment with ‘must see’ exhibitions and programs.*” Consistent with these goals, the Museum strives to maintain the collections according to the highest museum standards through professional restoration and conservation programs, thorough record keeping, strict security, and by the storage and display of objects in environmental conditions that will ensure their physical integrity and their availability for the Museum’s programming needs and for future generations.

STATEMENT OF AUTHORITY

In 1975, the Museum's Board of Trustees established a standing Collections Committee. The committee members are responsible for the supervision of the collections and maintain the authority to approve additions to and disposals from the collections. The committee also has the responsibility of ensuring that appropriate records for all acquisitions and deaccessions are established and maintained by the Office of Collections Management or the Archivist and Library.

The Collections Committee shall consist of the President; the Director of Collections Management, acting as chair; Vice President & Executive Manager, Programs; Vice President/Director of the Library or their designate; the curators, associate curators, assistant curators; and the Archivist as voting members. One or two liaisons from the Board of Trustees and other benefactors may be appointed to the committee at the discretion of the President of the Museum.

The Collections Committee shall meet on a regular basis, and will be subject to emergency meetings held at the discretion of its chair. The presence of two-thirds (2/3) of the voting members shall constitute a quorum on all matters. If a quorum exists, a simple majority vote of the members of the committee shall effect a decisive vote.

The Collections Committee may approve donations of any value; however, donations that may require a major investment of capital will require review and approval by the President and Board Liaison. Purchases and deaccessions over \$5,000.00 require approval by the Collections Committee and the Board Liaison. The Board of Trustees must approve purchases and deaccessions in excess of \$25,000.00. The members of the Museum Committee of the Board of Trustees must approve loans over \$1,000,000.00.

The Director of Collections Management shall be responsible for maintaining the records and meeting minutes of the Collections Committee.

The Collections Committee shall establish the Museum's policy for collections planning and development. The Museum may seek advice from consultants or outside experts on the refinement of specific segments of the collection.

SCOPE OF THE COLLECTIONS

I. Permanent Collections

A. Object Collections

The collections of The Mariners' Museum were shaped by the vision of Archer Milton Huntington, who directed the Museum to accumulate maritime materials reflecting the broadest interpretation of the "culture of the sea and its tributaries, its conquest by man, and its influence on civilization." Since its inception in the 1930s, the Museum has maintained both an international and regional focus. The collection contains objects and images from maritime societies that are connected to one another by oceans, rivers, and their tributaries. Mankind's interaction with the sea is interpreted from a broad perspective through the exploration of the world; the various forms of commerce established; the conflicts over trade routes, colonies, or commercial interests; its dangers and ensuing tragedies; and, the myriad of ways the seas have inspired and spread the creation of material culture.

The purpose of the collection is to support both permanent and traveling exhibitions; to serve as a resource for other institutions; and, to serve as a basis for research for a wide range of maritime subjects. There are over 35,000 objects and images in the collection in the following categories:

Communication and signaling	Paintings and works on paper
Commemorative materials	Propulsion
Deck and steering equipment	Scientific Instruments
Decorative Arts	Ship fittings
Electrical equipment and Fire protection	Small craft
Ephemera	Toys
Furniture and Galley equipment	Vessel construction
Life saving	Vessel ornamentation
Models	Warfare and armament
Navigation aids	Whaling and fishing equipment

B. Library Collections

The Library at The Mariners' Museum holds one of the largest maritime history collections in the Western Hemisphere and "illuminates mankind's experience with the sea and its tributaries". The collection has an international scope and consists of material dating from the early sixteenth century to the present, covering international maritime history, technology, art, commerce and the culture of the sea. Major themes include voyages of exploration and discovery, the development of navigational science, commerce by sea, conflict on the seas, recreation on the seas, inspiration from the seas, and maritime Virginia.

The purpose of the Library is to provide a research center for students, writers, scientists, historians and others pursuing various lines of maritime investigation. In addition, it is to create a repository of reference materials to be used by Museum staff in connection with the identification, appraisal, conservation, maintenance, and display of the Museum's collections, exhibits and programs.

The Library contains over 1,750,000 items. Collection topics include the following subject areas:

Chesapeake Bay	Merchant Marines
Chris-Craft Boats	Museums & Museum Science
Civil War Navies	Nature of the Sea
Collisions and Disasters at Sea	Naval History / Naval Vessels
Culture of the Sea	Navigation
Exploration & Voyages of Discovery	Pirates, Piracy & Privateering
Geography and Cartography	Recreation & Recreational Watercraft
Harbors and Ports	Sailing Vessels
Immigration	Salvage
Inland Waterways and Canals	Seafaring Life
Lighthouses and Lifesaving	Seamanship
Lore of the Sea	Shipbuilding & Ship Design
Marine Resources	Ship Models
Mariners' Museum & Huntingtons	Shipwrecks
Maritime Commerce	Slave Trade
Maritime Law	Steamships / Passenger Liners
	Underwater Archaeology

See Appendix 1 for special collections.

C. Photographic Materials

The photographic print, negative, and motion picture film collection consists of approximately 400,000 photographs and about 350,000 negatives dating from the mid-nineteenth century and have given support for research, publications, and exhibits. These photographic materials have served as a foundation for the Museum's most important exhibitions, have in fact provided tens of thousands of illustrations for publications generated by researchers at the Museum, and have given researchers and staff the ability to accurately study and easily interpret primary source material for vessels and activities that can no longer be studied first-hand. The collection includes works of over 2,273 photographers in the form of daguerreotypes, salt prints, ambrotypes, tintypes, stereographs, cyanotypes, cabinet cards, gelatin-silver prints and color photographs. In addition the photography collection over the last seven years has been the prime source and motivation for three Museum publications; in 1997 *A Maritime Album, 100 Photographs and Their Stories*, and *An America's Cup Treasury, The Lost Levick 1893-1937*, and a third in 2004 *Seaport: New York's Vanished Waterfront*

D. Institutional Collection

Objects placed in the institutional collection shall be of importance to the Museum's history or function and may have no inherent maritime significance. It includes awards, gifts to the Museum, and objects related to the Museum's history.

II. Non-Permanent Collections

Separate policies and procedures may apply to the materials in non-permanent collections.

A. Herbert H. Bateman Maritime Research Center Collection of Books, Journals and Other Publications

The Library holds over 70,000 books and periodicals published from the mid-nineteenth century to the present. This includes an extensive reference collection, consisting of the largest collection of ship registers in North America. The Library holds print copies of *Lloyd's Register* from 1764 to the present, *American Lloyd's*, the *Record of American and Foreign Shipping* and *Records of the American Bureau of Shipping* registers from 1857 – 2002, *Merchant Vessels of the United States* from 1868 to the present, American yacht registers and numerous foreign and regional shipping and yacht registers.

Subject coverage of the book collection is listed in the initial paragraph of this section. Several areas of particular note include U.S. and foreign navies and naval history, lighthouse and lifesaving reports and lists (from mid-nineteenth century), maritime art and music, the *Navy Register of the*

United States (from 1834), shipwreck histories, shipbuilding and naval architecture, steam engines and marine engineering, voyages of exploration and discovery, and yachting.

The periodical collection consists of over 1,500 journal, magazine, and newsletter titles dating from the mid-nineteenth century and including selected publications from North America, Europe, and Asia. The Library maintains about 250 active periodical subscriptions and holds over 10,000 bound periodical volumes.

The Library collects a variety of other types of publications, including electronic resources, microfilm, and a variety of printed publications. The latter includes catalogs of auction houses, rare map and book dealers, and marine product companies and brochures and pamphlets on international maritime museums and associations and selected maritime and local history subjects. In addition, the Library holds over 700 bound volumes, which contain articles concerned with naval and maritime events, clipped or copied from newspapers, journals, and books from the late 19th century to the present.

B. Utility Collection

Objects in the utility collection are of non-historical value, duplicate, reproduction, or easily replaceable objects that are not necessarily subject to special handling or storage requirements. These objects are not accessioned into the permanent collections and are available for use during educational and public programs or for loan to non-standard venues deemed unqualified to receive objects from the main collection. Although objects entering this collection must be approved by the Collections Committee and will be maintained according to standard museum practice, it is understood that the materials are kept on a temporary basis only and can be easily removed from the collection without following the rigorous standards established for the permanent collection. The Museum may also use a broader array of methods when disposing of materials from this collection.

PRESERVATION

Museums hold their possessions in trust for mankind and for the future welfare of the [human] race.

AAM Code of Ethics for Museum Workers, 1925

The collection is the wellspring from which the Museum develops its exhibitions, publications and programming. As stewards of the collection for the public trust, one of the Museum's primary responsibilities is the preservation of the historical materials it possesses.

It will be the combined responsibility of the collections management, conservation and curatorial staffs and the Museum's librarians and archivists to ensure that the Museum's varied collections are maintained in the most appropriate manner possible and in accordance with the highest professional standards of museum practice. Preservation will be accomplished, in part, by:

- monitoring, recording and maintaining environmental conditions (e.g. temperature and relative humidity) within established parameters in the galleries, storage, and work areas and by proactively working to reduce system failures
- regulating light levels and exposure times for light sensitive materials
- monitoring and controlling airborne particulates and pollutants
- monitoring for evidence of biological infestation (e.g. mold and insects) and by maintaining a pest management program throughout the Museum campus
- conducting general collection assessments and by inspecting and recording the condition of individual objects on a regular basis and by establishing short-term and long-range conservation and preservation goals
- maintaining secure and well-managed storage areas and by regularly working to improve the storage of the collections
- using materially appropriate and professionally recommended products to house and display collection objects
- following proper care and handling practices for collection materials while in storage and on exhibition
- following currently accepted exhibition and loan practices to ensure the safety and preservation of objects on display, during transit and while in the custody of other institutions
- maintaining and regularly updating an Emergency Response Plan
- conducting regular inventories

When the long-term survival of an object is at risk and some form of stabilization or restoration work is indicated, the treatment will be performed in accordance with the *Code of Ethics and Guidelines for Practice of the American Institute for Conservation of Historic and Artistic Works* and in consultation with appropriate staff or outside consultants. Appropriate documentation will accompany all treatments and will be maintained in the affected object's file.

DOCUMENTATION

Current, accurate record keeping is of primary importance to the professional maintenance of the Museum's collection. The Museum strives to meet the highest standards of the profession and will establish and maintain records for each object in the collection. In so far as possible, the Museum will attempt to provide the following for each acquired object:

- an accurate and thorough description of the item
- documentation of the item's history, provenance, and significance
- an instrument of transfer (Deed of Gift, Bill of Sale, etc.)
- appropriate accession or tracking numbers
- current photographs and descriptions of condition
- a history of movement and usage (e.g. exhibition, loans, publication, programming, etc.)
- a history of conservation and restoration work
- historical documentation or research
- documentation of deaccession and disposal (if necessary)
- current insurance or appraisal values and a history of changes in value

Original documents relating to these functions must be retained in each object's file. Because the object files document the Museum's legal title and history of use, these files must not be removed from the security of the Collections Department except under the most extraordinary circumstances.

Documentation for materials accessioned into the library's permanent collection follows approved practices identified by the Rare Books and Manuscripts Section of the American Library Association and the Association for College and Research Libraries.

ACQUISITION

LEGALITIES OF ACQUISITION

In developing its collections, the Museum:

- will adhere to standards consistent with those of the American Association of Museums (AAM) and the International Council of Museums (ICOM) and shall not acquire an object if there is any reason to believe that its recovery involved *unscientific* handling and/or intentional destruction or damage of archaeological/historical sites or illegal/ clandestine excavations, nor objects with questionable, undetermined or unethical history of ownership.
- shall not knowingly acquire or exhibit artifacts that have been stolen or illegally exported from their country of origin in contravention of the 1970 UNESCO Convention of the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property. (*U.S. ratification on February 12, 1983*)
- will endeavor, to the best of its knowledge and abilities, to comply with all laws and regulations governing or barring the acquisition, possession, or disposal of materials relating to endangered species, or materials from the culture(s) of other peoples and nations. Where such materials may be legally acquired or held, the Museum will endeavor, when exhibiting or publishing them, to respect the sensitivities of persons or cultures involved.

POLICY AND PROCEDURE FOR ACQUISITION

The selection of materials for acquisition, consistent with the Museum's purposes and mission, rests primarily with the curators, librarians, and archivists with each proposed acquisition subject to approval by the Collections Committee. No object or material may be accepted into the collection, from any source, without such approval.

Staff members shall submit written recommendations for acquisitions, prepared after thorough research, consideration and evaluation to the Collections Committee. If possible, the recommendation shall include information necessary to indicate compliance with the policy, criteria, and legalities of acquisition. *See Appendix 5 for document format.*

Potential acquisitions shall be considered in terms of the following criteria:

- **Importance in context of collection;**
- Relevance to and consistency with the purposes and mission of the Museum;
- The acquisition is viewed with an eye toward permanency and not as an eventual disposal;
- Authenticity (whether an original object or replica);
- Quality–

- Accuracy as historical document -
 - Unaltered, not excessively restored, if original;
 - Accurately copied from original sources, if replica or model;
- Historical significance;
- Aesthetic significance (artistry or craftsmanship);
- Visual or emotional impact;
- Potential exhibition or research use;
- Rarity;
- Current and/or permanent value;
- Size and/or weight; *See Appendix 2*
- Condition; *See Appendix 2*
- Price, where applicable; *See Appendix 2*
- Immediate and long-range costs of acquisition; *See Appendix 2*
- Possible legal or ethical restrictions; *See Legalities of Acquisition, page 12*
- Avoids inappropriate duplication.

MODES OF ACQUISITION

The Mariners' Museum may acquire objects through donation, bequest, purchase or exchange. Ideally, the Museum will only acquire objects that have a clear and licit provenance and when free and clear title can be obtained without restrictions on use or future disposition.

A legal instrument of conveyance (generally a Deed of Gift, Deed of Bequest, Deed of Transfer or Bill of Sale), setting forth an adequate description of the object(s) and the precise conditions of transfer, including any restrictions or limitations), will accompany all gifts and purchases. *See "Policy on Restrictions" below*

The Museum shall strive to obtain copyright and other intellectual property rights in all gifts, bequests, or other acquisitions unless specifically agreed otherwise. In instances where these rights cannot be obtained, the division and limits of the Museum's rights shall be outlined in the instrument of conveyance.

Gifts and Bequests

Gifts and bequests of collection materials are welcomed and encouraged as long as they are consistent with the Museum's mission and purposes and fit within the collecting plan.

Ideally, the Museum should be advised of a proposed bequest at the time a will is being drawn so that Museum staff may determine its suitability and establish an appropriate record for future reference.

The Mariners' Museum reserves the right to decline any gift or bequest offered to it.

Although unsuitable materials or property may be accepted, with consent of the donor, testator, or executor, to be offered for sale with proceeds to benefit the Museum's

collection, it is vital that the Museum not give the impression or appearance that objects from the collection are for sale, thereby damaging the Museum's reputation and compromising its ability to fulfill its public trust responsibilities; therefore, objects accepted for eventual sale should not be related to the collecting purposes of the Museum. Materials donated for this purpose must not be accessioned into any collection.

Policy on Restrictions

Gifts and bequests to the Museum will only be accepted if the object can be displayed, stored, loaned, conserved, photographed, published or disposed of at the Museum's discretion. If a donor or testator wishes to place conditions or restrictions on a gift or bequest, acceptable conditions must be agreed to in writing by the Museum's President and only after a favorable recommendation to accept the restrictions by the Collections Committee.

When objects are accepted with restrictions or limitations, the conditions will be stated clearly in the instrument of conveyance, which will be made part of the object's record and will be observed scrupulously by the Museum.

Restrictions requiring perpetual or permanent exhibition, or retention "forever" or in perpetuity are unacceptable and will only be accepted under the most rare and unique circumstances.

Purchases

The Museum may acquire materials by purchase through public or private sources. *See "Statement of Authority" and "Legalities of Acquisition" for additional information.*

Exchanges

Exchanges will be treated as two separate collection management actions. Incoming objects will be considered for acquisition in the same manner as other acquisitions and must be approved before the exchange takes place. Documentation of the transfer will be retained in the object file. Outgoing objects must be deaccessioned in accordance with Museum policy with the appropriate Deaccession Worksheet, Deaccession Recommendation and Disposal forms being retained in the object file.

Exchanges of materials will only be made with other accredited, nonprofit educational institutions.

In the best interest of maintaining the public trust, accessioned items will never be traded to or exchanged with private individuals or collectors.

LOANS

The lending and borrowing of objects is essential to the Museum's exhibition and programming needs and gives the Museum the ability to reach new audiences throughout the world. Loans are merely temporary reassignments of an object from one museum to another in order to satisfy these needs. Outgoing loans, in particular, enable the Museum to "cultivate new and diverse audiences" thereby meeting one of the Museum's strategic initiatives¹ for the future.

In general:

- All loans will be reviewed by the appropriate curator, library or archives staff and by Collections Management and Conservation and will be submitted to the Collections Committee for approval.
- All loans will be coordinated through the Department of Collections Management.
- All loans must be covered by loan agreements and fully insured by the borrowing institution.
- All objects subject to loan, either incoming or outgoing, will be photographed and condition reported on entry and exit.

Incoming loans and deposits

In order to avoid the expense, custodial responsibilities, and use of staff time without the benefits of ownership, the Museum will not accept loans or deposits of materials for which there is no intended exhibition or programming use. Exceptions may be made in instances where the objects offered on loan are historically significant, fit the Museum's mission and programming needs and where the possibility of future acquisition exists.

Objects on loan or deposit are always and will continue to be provided with an equal or higher level of professional care as given objects owned by the Museum.

Outgoing loans

Loans of collection items will only be made to AAM accredited museums or to those facilities that meet or exceed the Museum's requirements for environmental stability, security, staffing, collections care and management. Loans to businesses, private individuals or homes, or to institutions not open to the public on a regular basis are strictly prohibited.

Loans of materials from the Utility collection may be made to non-standard venues or institutions that do not necessarily meet the Museum's required standards.

¹ See page 5 of The Mariners' Museums Long Range Strategic Plan (2006) for a list of strategic initiatives.

The Museum will lend collection items for exhibition purposes only. Items from the Utility Collection may be loaned for exhibition or programming purposes.

Loan requests will not be considered if any question exists about an object's ability to safely withstand the rigors of travel to a borrowing institution.

The Mariners' Museum retains the right to recall with notice any item on loan to another institution.

Temporary Loans

The Museum may accept temporary loans of materials for the express purpose of identification, authentication or research or for acquisition assessment. Loans of this type will be maintained only until resolution of the specific goal or objective has been achieved.

Following completion of the objective, the Museum will contact the lender to arrange for the return of the object. If the Museum is unable to reach the lender through all reasonable methods and the object remains in the Museum's custody for three years then it will be considered an outright gift to the Museum and may be disposed of as the Museum sees fit. *See Appendix 4 Code of Virginia, Title 55, Chapter 11.2*

DEACCESSIONING

A key function of almost every kind of museum is to acquire objects and keep them for posterity. Consequently, there must always be a strong presumption against the disposal of objects or specimens to which a museum has assumed formal title.

International Council of Museum Code of Professional Ethics, Section 4.1

POLICY ON DEACCESSIONING

Recognizing the presumed validity of prior judgments supporting the acquisition of objects and materials, and the Museum's obligation to provide care and conservation for such objects and materials as part of its public trust, the removal of material from the collection shall not be undertaken lightly. In general, objects and materials retaining their physical integrity, authenticity, redundancy and usefulness to the goals and mission of the Museum should remain part of the collections.

At the same time, the Museum may choose to improve and refine its collections through the selective deaccessioning and disposal of objects of inferior importance, usefulness, quality, condition or authenticity. Such removals will only be undertaken as part of an orderly and ongoing process of collections development through refinement and growth, and not in response to the exigencies of the moment or as a means of generating funds.

The planned deaccession of any object can be rescinded at any time prior to the release, sale or transfer of the object.

LEGALITIES OF DEACCESSION

Before deaccessioning any object, extra effort will be made to determine that the Museum is free to do so. Where restrictions on the use or disposal are found to apply, The Mariners' Museum will act as follows:

- If practical and reasonable to do so, the Museum will notify the donor that it intends to remove the object from the collection.
- Mandatory restrictions will be observed strictly unless a court of competent jurisdiction authorizes deviation from their terms.
- Objects to which precatory restrictions apply will not be deaccessioned until reasonable efforts are made to comply with the restricting conditions.
- In cases where there is a question as to the intent or force of restrictions, the Museum will seek the advice of legal counsel.

CRITERIA FOR DEACCESSION

Curators (including assistants and associates), librarians, the Archivist and the Director of Collections Management are responsible for recommending deaccessions as an elementary part of collections development. They may recommend removal from the collection (deaccessioning) of any object or material that meets any one or more of the following criteria:

- The objects is not relevant to the Museum's objectives and mission;
- The object is not acceptable under current selection criteria or has become unimportant due to changing historical perspectives. *Deaccession following this criterion must be undertaken with extreme caution to ensure that important objects are not removed because of short-term fad or curatorial taste.* Changing tastes should not be criteria for deaccession;
- The object has been damaged beyond repair, has deteriorated past the point of usefulness or has been excessively restored thereby casting doubt upon its authenticity.
- The object has been replaced by better examples in the course of collections development, or is otherwise one of an excessive or inappropriate number of duplicate or similar objects and, accordingly, is not of significant importance to the educational or exhibition objectives of the Museum;
- When an object is clearly more relevant to the collections and programs of another institution. In these cases it may be appropriate, and in the public interest, to transfer custody of the object rather than retaining it, unused, in the Museum's collection;
- It is found to be a forgery (unless useful as a replica or to demonstrate forgery);
- The Museum can not properly care for the object because the cost of maintaining the object far outweighs its usefulness to the Museum's programs, its size presents problems related to preservation or it cannot be displayed properly thereby posing a hazard to the visiting public.

PROCEDURE FOR DEACCESSION

Deaccessioning and disposal shall be undertaken following the advice of the professional and technical members of the Museum's staff best qualified to assess the object's condition and its pertinence to the goals of the Museum. Their advice should, especially if not in accord with curator's recommendations, be incorporated into the presentation to the Collections Committee.

A written Deaccession Recommendation (*See Appendix 5*); prepared only after thorough

research, consideration and evaluation by a curator and the Director of Collections Management and completion of a Deaccession Worksheet (*See Appendix 5*), shall be submitted to the Collections Committee and should include the following information:

- The source, date, and circumstances of acquisition;
- The reason(s) for the proposed deaccessioning;
- Conditions or restrictions, if any exist, governing or affecting the accessioning, use, or deaccessioning of the object;
- Statement that the Museum's title to the object or material appears to be clear, or any reason for uncertainty;
- The amount for which the object is currently valued by the Museum for insurance purposes. Where appropriate, or for objects of substantial value, a current appraisal of the fair market value of the object should be sought by a qualified appraiser. The identification of the appraiser and method used in establishing that value should be included on the Deaccession Recommendation form.
- Whether the object is currently, or has been, reproduced under any reproduction or merchandising program of the Museum or by an independent entrepreneur, or appeared by illustration or reference in any published materials.
- A brief history of the exhibition and use of the object by the Museum;
- The proposed method of disposal of the object being removed.
- Any other information that might be relevant to the proposal.

Discussion of the proposed deaccession must take place during a formal Collections Committee meeting and shall require the consent of two-thirds (2/3) of the committee members before approval. The deaccession of any single item valued at or above \$5,000.00 or of any material acquired by gift or bequest must receive approval by the Museum's President and the Board Liaison to the committee. The Board of Trustees must approve deaccessions valued over \$25,000.00.

An adequate record of the conditions and circumstances of each act of deaccessioning will be retained in perpetuity in the file of each affected object. Complete reports of all deaccessions and disposals will be included in the end-of-year report.

DISPOSALS

POLICY AND CRITERIA FOR DISPOSAL

Once the deaccession of an object has been approved, it will be the responsibility of the Collections Committee to determine the appropriate means of disposal. This discussion should not take place during the same meeting in which the deaccession has occurred. Disposals from the Utility collection may be approved during the same meeting in which the deaccession has occurred.

Disposals of objects and materials shall be in keeping with the best interests of The Mariners' Museum, the public trust it represents, and the scholarly and cultural communities it serves.

The following rules shall apply:

- No deaccessioned object should be given or sold to any Museum trustee, officer, or employee, or to any other individual closely associated with the Museum. *See Appendix 7*
- Private sales to individuals are strictly prohibited.
- Objects may be disposed of by donation or sale to, or exchange with another tax-exempt, non-profit institution.
- Objects may be disposed of through public auction at an established and reputable auction house. Private sales through dealers are discouraged. *Catalog entries for objects offered at public auction shall be preceded, where feasible, by this or a similar disclosure statement: "Property of The Mariners' Museum, Newport News, Virginia, sold to benefit its acquisition and object conservation programs." The Collections Committee may, when deemed appropriate on the basis of curatorial recommendation, approve exceptions to this rule.*
- **In accordance with American Association of Museum's standards, all funds generated through the sale of objects from the collection, including materials deaccessioned from the utility collection, will be used for the acquisition of objects for the permanent collections or for the conservation of items currently owned by the Museum by external conservators. The money will not be used to support the Museum's day-to-day conservation activities or as general operating support.**
- Deaccessioned items will not be sold through the Museum's gift shop.
- Deaccessioned objects will not be given back to donors or to their heirs under any circumstances. Museum property is public property and may not be given away to

any private individual. If donors or their heirs can be located, the Museum's only obligation will be to alert the family of the ultimate disposal of the item.

- Objects slated for destruction must be destroyed in the presence of witnesses.
- Objects may be transferred to the Utility collection.
- In instances where an object is of trifling value, it may be sold through an internationally recognized Internet auction site.

PROCEDURE FOR DISPOSAL

A curator, librarian, archivist or the Director of Collections Management will prepare and submit Disposal Recommendations to the Collections Committee for each deaccessioned object. The form will include information on the deaccession action, an estimate of the object's fair market value and provide detail of the proposed method of disposal. In the case of sales, the auction house or other outlet for the sale should be identified. When appropriate, appraisals or other forms of documentation of the value will be sought prior to the disposal of objects from the Museum collection.

Approval of the disposal method will require a simple majority of the members of the Collections Committee.

APPRAISALS AND AUTHENTICATIONS

In accordance with the AAM and ICOM Codes of Ethics and the Tax Reform Act of 1984, no member of the Museum staff shall, in his or her official capacity, give appraisals for the purpose of establishing the tax-deductible value of gifts offered to the Museum.

Museum staff may aid donors by providing assistance on locating qualified appraisers and by providing information about or access to the affected object. The Museum will not contract for appraisal services on behalf of the donor. The cost of acquiring an appraisal of a donated object rests solely with the donor. Appraisals by staff will be limited to the placement of valuations for in-house purposes only. Examples of such purposes are: outgoing loans, insurance and year-end reporting.

Outside appraisals will be sought under the following conditions:

- when staff are not necessarily qualified to place a value that accurately reflects current market trends
- for items that will be offered for sale to another public institution to ensure that the Museum receives adequate compensation
- for items that will be offered as an exchange with another public institution to ensure that the exchange is credible and equitable
- when attempting to establish the value of a segment of the collection for insurance purposes

See Appendix 6 for Federal rules regarding appraisals.

While curatorial staff are encouraged to undertake research for the benefit of the general public, staff and other museum professionals, curators should not give formal opinions regarding the authenticity of objects not owned by the Museum.

GALLERY POLICIES

FOOD AND DRINK

Food and drink are prohibited in the collection storage areas, library and library reading room at all times.

Eating and drinking are prohibited in the gallery spaces with the following exceptions:

- Food and drink are allowed in the Café during normal operating hours.
- Food and drink are allowed in Gallery 8 (the Great Hall), the Huntington Room, the Anna Room, Café, the Main Lobby and entry concourse during special or rental events.
- Infants or toddlers with bottles or persons who need to carry water for health reasons are allowed in the galleries. Liquids must be carried in sealed, leak-proof containers.

If food must be carried through the galleries, the following rules or procedures should be followed:

- Food and drink must be kept covered or in closed containers.
- Routes should be taken to avoid as many gallery spaces as possible.
- If a spill occurs in the gallery, the area should be cleaned as soon as possible. If the spill impacts an object or a piece of exhibit furniture, Collections Management, Exhibition Design or Conservation should be alerted as soon as possible.

PHOTOGRAPHY

The Museum reserves the right to restrict photography within the Museum building.

If allowed, non-commercial photography is permitted in the main gallery spaces. Photographs may only be taken for private, personal use.

Non-commercial flash photography is prohibited in the galleries. Exceptions must be approved by a curator or collections management staff.

Non-commercial tripods are prohibited in the galleries.

Advanced permission is required by Marketing or Photography for professional photography to occur in the gallery spaces.

ANIMALS

Animals and insects are prohibited in the Museum and International Small Craft Center. Service animals are allowed.

Pets will be allowed in the Facilities Management building during emergency weather situations only.

SMOKING/OPEN FLAMES

Smoking is prohibited inside the Museum buildings at all times.

Open flames may be allowed under strictly controlled circumstances.

- Candles are prohibited in the Museum building
- Sterno may be used for food heating purposes during special or rental events
- Sterno must be contained inside a non-flammable holder

FLOWERS AND PLANTS

Flowers and greenery must be supplied or acquired from professional florists. Natural cut materials are prohibited in the Museum.

Cut flowers or floral decorations must be removed from the building within 24 hours of the event.

Plant and flower materials must not touch gallery walls or any collection object.

Potted plants are prohibited in the galleries. Potted plants may be used in the Huntington Room, Anna room, entry concourse, Café and Gallery 8 (Great Hall) during special or rental events but must be removed within three hours of the event's end.

Potted plants in office spaces must be housed in terracotta, stone, metal or plastic containers and must be in sterilized soil.

NOISE

Noise levels in the galleries should not exceed 90 decibels. The Museum reserves the right to monitor and control noise levels associated with special events or facility rentals.

ACCESS TO COLLECTIONS

The collections are accessible for research, study or viewing by appointment during normal business hours (Monday through Friday). Visitors will be kept under the direct supervision of a qualified collections management or curatorial staff member at all times. Unsupervised use of the collections is not permitted. Collection items may only be handled by Museum staff or individuals trained in standard museum handling practices. Due to the fragile nature of most objects and their unique research and exhibition value, general browsing of the Museum's collections is prohibited.

Unless indicated otherwise, visitors may view information contained in the object files.
See Disclosure/Privacy Statement

After Hours Policy

For security reasons, tours after normal operating hours should be kept to a minimum. All tours through storage areas should be approved by curatorial or collections management staff in advance. Tour group size is limited to 20 individuals plus two to four Museum staff. A curator or member of the office of collections management will escort all tours. If possible, a security officer should be stationed in each area entered by the touring group. Backpacks, briefcases, large purses and other parcels are not permitted in the storage areas.

Photography

Objects may be photographed for personal or research use only. Individuals photographing collection materials will be required to sign a contract stipulating usage rights. Receiving permission to photograph does not convey ownership or licensing rights.

Photography of the storage areas by the general public is strictly prohibited.

Reproduction

The Museum reserves all rights for the reproduction of objects in the Museum collections. **No commercial reproduction (replica manufacture of any sort) is permitted without the approval of the President or Museum Committee of the Board of Trustees.** The Museum reserves the right to license vendors, collect royalties, initiate fees, or otherwise control the use of its collections as may be deemed appropriate and lawful.

DISCLOSURE/PRIVACY STATEMENT

The privacy of donors and lenders will be respected. The following types of information are considered restricted: names of donors, former owners, lenders, and anyone who wishes to remain anonymous; mailing addresses and telephone numbers of all donors, former owners or lenders; storage locations; object values, including purchase prices, appraisals, and insurance valuations. In certain instances, contact information may be provided, but only with the consent of the donor, former owner or lender.

UPDATING THE POLICY

The *Collections Policy and Procedures* document should be considered as continually under review. Revisions made in response to changing standards or professional requirements will be submitted for approval to the Museum Committee of the Board of Trustees. The document should receive a full revision and approval by the Board of Trustees every five years.

METHODOLOGY

The Director of Collections Management created this document using the Board-approved *Collections Policy and Procedures* (May 26, 1995) as its basis. Over the last two years, the document has been revised and expanded to reflect current professional standards and ethics. The document has been reviewed, revised and approved by the staff of the Collections, Library and Archives, Photography and Special Events departments. The Director of Collections Management will maintain a copy of the approved document and will coordinate the review and revision of the document.

APPENDIX 1

Special Collections of the Library

Logbooks, journals, account books

The Library has over 600 ships' logbooks, journals and account books of voyages, some of which contain first-hand accounts with spectacular images illustrating peoples and cultures from around the world. The logbooks and journals date from the seventeenth century through the twentieth century.

Manuscripts

There are over 1,000,000 manuscript items consisting of business papers, certificates, company sales literature, correspondence, diaries, financial records, journals, manuals, maps, military papers, newspapers, notes, patents, photographs, photograph albums, postal stamps and cachets, postcards, reports, sailing cards, sales literature, scrapbooks, ships' papers, steamship ephemera (brochures, menus, passenger lists, tickets, etc.), and vessel launch brochures dating from the seventeenth century to the present.

Maps and Charts

The Library holds over 45,000 maps and charts, depicting all parts of the world and dating from the 16th century. The collection of pre-1900 maps contains about 1,200 items, featuring works by Blaeu, Delisle, Homann, Hondius, Ortelius, Valck and covering the world, the heavens, hemispheres, continents, countries and selected regional works, including maps of Virginia and the Chesapeake Bay. The Library has about 40,000 nautical charts. Two hundred rare atlases, dating from the 17th century, supplement the map and chart collection.

Plans and Drawings

The Library is the repository for the Chris-Craft Boat Company archives, which consists of about 55,000 Chris-Craft technical drawings, dating from the 1920s to the 1980s. In addition, the collection includes about 10,000 plans and drawings related to international watercraft, dating from the mid-eighteenth through the mid-twentieth centuries. The international watercraft plans include steam, motor, sail, and human-powered vessels, which are used primarily for naval, merchant, passenger, fishing, recreation, and yachting purposes.

Rare Books

The Library holds approximately 10,000 rare books published from the early sixteenth century through the mid-nineteenth century. Primary subject categories are atlases, voyages of exploration and discovery, geography, naval history, navigation, pirates, shipbuilding and ship design, shipwrecks, slave trade, and Virginia history.

APPENDIX 2

OVERSIZED OBJECTS

When considering acquisition of objects of unusual size, weight, delicacy or other possible "extremes," special attention must be given to these and any other factors that would incur substantial initial costs and/or obligation of long-term expense or investment for transportation, conservation, restoration, storage, installation, exhibition, housing, or special environment. These factors and problems must be addressed in the curatorial recommendation to the Collections Committee. Presentations should include a statement of the problem, with figures, cost estimates, potential resources (including earned income), and suggested solutions, as well as positive factors that may justify assumption of the object with these commitments.

Examples of such objects include anything requiring outside crane or rigging services or otherwise presenting special problems of housing, maintenance, and unusual burdens of ownership.

Final decision as to what items shall be treated under this section will be made by the chair of the Collections Committee. Approval by both the Collections Committee and the Board Liaison will be required.

APPENDIX 3



100 Museum Drive
Newport News, Virginia 23606-3759
Office of Collections Management, (757) 591-7764

OUTGOING LOAN POLICY

Thank you for your interest in borrowing materials from the collections of The Mariners' Museum. We understand the difficulties in finding appropriate materials for exhibition and will make every effort to accommodate loan requests. As a standard practice, the Museum does not loan objects to private businesses or individuals, or to museums unable to meet standard American Association of Museum's guidelines.

Research Requests

Research requests will be answered on a first come, first served basis. Requests for additional information for more than ten objects will be subjected to a \$25.00 per hour research fee.

Loan Requests

All loan requests must be made in writing. A letter of inquiry should be sent to the attention of the curatorial staff or the Director of Collections Management and should include the following information:

- The title and dates of the exhibition
- The loan period
- A list of the objects requested
- A current copy of the requesting institution's AAM Standard Facility Report

The formal letter of request must be received by The Mariners' Museum four months **prior** to the requested loan date. This letter of request will be presented to the Collection Committee. This committee meets monthly and will approve or deny the loan.

Fees

The Borrower will be responsible for certain fees/costs related to the loan of materials. The costs may include but are not limited to:

- Conservation costs. If it is determined that conservation work is necessary before an object can be loaned, an outline of a report provided by a conservator will be sent to the Borrower with a statement of the anticipated costs. In many instances, the anticipated conservation costs will be divided equally between The Mariners' Museum and the borrowing institution. A loan will only be made if sufficient time is available to complete the conservation process.
- Framing costs. These costs will be determined by The Mariners' Museum staff and presented to the Borrower for approval and payment prior to completing the necessary work.

Fees (continued)

- Loan fee. The current loan fee is \$200.00. This fee covers condition reporting, conservation survey, photography, research, processing, and basic packing costs.
- Packing and Shipping. The Borrower will be responsible for packing or crating costs and shipping by a Museum-approved art transport company.
- Courier fees. If The Mariners' Museum deems it necessary that a courier must travel with the object, the Borrower will be responsible for any costs incurred by the process.

Transportation

If the Borrower will be transporting the loaned items, the courier must be trained in the handling of objects. All objects must be transported within a closed vehicle. High value or environmentally sensitive objects **must** be transported by a Museum-approved art transport company using a climate-controlled vehicle.

If an object is damaged in transit or while on exhibition, the Borrower must immediately report the incident to the Director of Collections Management. A written report including detailed photographs of the damage should also be made. No restoration, repair or cleaning may be done without the permission of The Mariners' Museum.

Packing

Loans must be unpacked, handled and repacked by qualified members of the Borrower's staff. No handling of the loaned objects by unauthorized or inexperienced persons, volunteers, interns or by the public is allowed. The Borrower will retain the original packing materials and must repack the objects with the same materials. Newly transported objects must be allowed acclimate at least 24 hours before unpacking. Packing crates must be stored in climate and pest-controlled facility.

Display Limits

Objects on paper and textiles will be limited to a four-month display period at reduced light levels.

Insurance

Objects must be covered under a wall-to-wall insurance policy and against all risks of physical loss or damage from external cause in transit and while housed within the Borrowers facility. The Borrower shall provide a Certificate of Insurance prior to the shipment of loaned objects.

Care of Objects

Loan objects will be held and returned in the same condition in which the Borrower receives them. They may not be cleaned, repaired, retouched, removed from mats, mounts or frames, or altered in any way whatsoever except with the written permission of The Mariners' Museum. The loan objects may not be subjected to technical examination of any type without written permission. No loaned object may be withdrawn from the exhibit and stored without the consent of The Mariners' Museum.

Environment

The Borrower will undertake the responsibility to maintain constant and adequate protection of the loan objects from exposure to: extreme or deteriorating light, extremes of temperature and relative humidity, insects, or dirt. No food or beverages will be present in areas were loan items are displayed, nor will smoking be permitted in the Museum building.

Security

The Mariners' Museum **may** require that objects be secured by alarm, or exhibited in locked, alarmed cases, or that security mounting is used in the installation of framed objects.

Publication

The Borrower will send two complimentary copies of any book, catalog or checklist published in conjunction with an exhibition to the Museum.

The Borrower may photograph the object for publicity purposes only. All other uses must be approved by The Mariners' Museum.

Credit Line

The Borrower will credit The Mariners' Museum as the lender on labels, in catalogues and in publicity connected with the exhibition. The standard credit line shall be as follows: "Courtesy of The Mariners' Museum, Newport News, Virginia". Additional text will be supplied by the Museum as deemed necessary.

Questions? Contact the Museum's Office of Collections Management at (757) 591-7764



Office of Collections Management
 100 Museum Drive
 Newport News, Virginia 23606-3759
 (757) 591-7764

AGREEMENT FOR OUTGOING LOAN

Loan No. _____
 Date _____

To: _____
 (borrower's name)

From: _____
 (address) (telephone)

 (department)

In accordance with the **conditions** printed on the reverse, the objects listed below are borrowed for the following purpose only: _____
 for the period _____ to _____
 (approximate time objects leave museum until their return receipt)

Location of object(s) while on loan: _____
 Initiated by: _____

(Curator's signature) (Director's signature)

Accession Number	Description of Objects (include size, materials, catalog numbers, etc.)	Insurance	Value
------------------	----------------------------------------------------------------------------	-----------	-------

(if additional space is necessary, attach extra sheet)

INSURANCE: (please see **conditions** on reverse)

to be carried by The Mariners' Museum and premium billed to borrower
 to be carried by the borrower insurance waived

SHIPPING AND PACKING:

Object(s) will be packed by _____ charges to borrower: yes no
 Object(s) will be shipped to (address) _____ from MM or other: _____
 Shipment will be via: OUTGOING: _____ RETURN: _____

CREDIT LINE: Courtesy of The Mariners' Museum, Newport News, Virginia
 (for exhibition label and catalog)

SPECIAL REQUIREMENTS for installation and handling: _____
 (attach continuation sheet if necessary)

I have read and agree to the **conditions** on the back of this form.

Signed _____ Date _____
 (authorized agent for borrowing institution)

Title _____

Approved for The Mariners' Museum:

Signed _____ Date _____

Title _____

RETURNED TO MUSEUM

Signed _____ Date _____

Museum Staff involved _____

The Borrower agrees to the following **conditions** of loan

Protection

Objects borrowed shall be given special care at all times to insure against loss, damage, or deterioration. The borrower agrees to meet the special requirements for installation and handling as noted on the face of this agreement form. Furthermore, The Mariners' Museum (the "Museum") may require an inspection and approval of the actual installation by a member of its staff as a condition of the loan, at the expense of the borrower. Upon receipt and prior to the return of the objects, the borrower must make a written record of condition. The Mariners' Museum Director of Collections Management is to be notified immediately, followed by a full written report, including photographs, if damage or loss is discovered. No object may be altered, cleaned, or repaired without the written permission of the Museum. Objects must be maintained in a building equipped to protect objects from fire, smoke, or flood damage; under 24-hour physical and/or electronic security; and protected from extreme temperatures and humidity, excessive light, and from insects, vermin, dirt, or other environmental hazards. Objects must be handled by experienced personnel and must be secured from damage and theft by appropriate brackets, railings, display cases, or other responsible means.

Insurance

Objects shall be insured during the period of this loan for the value stated on the face of this agreement under an all-risk, wall-to-wall policy subject to the following standard exclusions: wear and tear, gradual deterioration, insects, vermin or inherent vice; repairing, restoration, or retouching process; hostile or warlike action, insurrection, rebellion, etc.; nuclear reaction, nuclear radiation, or radioactive contamination.

In the event of loss or damage, the borrower's maximum liability will be based upon the agreed value as herein stated. Insurance values may be reviewed periodically, and the Museum reserves the right to increase coverage.

If the insurance is to be carried by the Mariners' Museum and the premium billed to the borrower, this agreement will act as proof of, or as a certificate of all-risk, wall-to-wall insurance coverage subject to the above-listed standard exclusions. If the borrower is to carry insurance, the borrower hereby warrants that the required coverage as described above will be secured and maintained and that The Mariners' Museum will be named as an additional insured. The Museum may request documentary evidence of coverage such as a copy of the policy or a certificate of insurance. If the borrower fails to secure and maintain said insurance, the borrower will, nevertheless, be required to respond financially in case of loss or damage as if said insurance were in effect.

In limited cases, the Museum may waive insurance, but in these instances it is understood and agreed that the borrower will indemnify the Museum for any and all loss or damage to the objects occurring during the course of the loan, as if it were insured as stated above.

Packing and Transportation

Packing and transportation shall be by safe methods approved in advance by the Museum. Unpacking and repacking must be done by experienced personnel under competent supervision. Repacking must be done with the same or similar materials and boxes and by the same methods as the objects were received. Any additional instruction will be followed.

Credit and Reproduction

Each object shall be labeled and credited in any publications to The Mariners' Museum. Unless otherwise agreed to in writing, no reproductions are permitted by the borrower or its viewing public except photographic copies for catalog and publicity uses related to the stated purpose of this loan.

Costs

Unless otherwise noted, packing, transportation, customs, insurance, and other loan-related costs shall be borne by the borrower.

Return/Extension/Cancellation

Objects lent must be returned to the Museum in satisfactory condition by the stated termination date. Any extension of the loan period must be approved in writing by The Mariners' Museum Director or his designate and covered by parallel extension of the insurance coverage. The Museum reserves the right to recall objects from loan on short notice, if necessary. Furthermore, the Museum reserves the right to cancel this loan for good cause at any time, and will make every effort to give reasonable notice thereof.

In the event of any conflict between this agreement and any forms of the borrower, the terms of this agreement shall be controlling.

APPENDIX 4

Code of Virginia

Title 55 - PROPERTY AND CONVEYANCES

Chapter 11.2 - Property Loaned to Museums

§ 55-210.31. Definitions.

As used in this chapter:

"Loaned property" means all museum property deposited on or after July 1, 2002, with a museum not accompanied by a transfer of title to the property.

"Museum" means an institution located in Virginia and operated by a nonprofit corporation or public agency whose primary purpose is educational, scientific or aesthetic, that owns, borrows or cares for, and studies, archives or exhibits museum property.

"Museum property" means all tangible objects, animate and inanimate, under a museum's care that have intrinsic value to science, history, art or culture, except for botanical or zoological specimens loaned to a museum for scientific research.

(2002, c. 883.)

§ 55-210.32. Status of loaned property; statute of limitations on recovery.

A. Except as may be otherwise provided in a written agreement between a lender and a museum, no action shall be brought against a museum to recover loaned property when more than five years have passed from (i) the receipt by the museum of written communication concerning the loaned property or (ii) any display of interest in the property by the lender as evidenced by a memorandum or other record on file prepared by an employee of the museum.

B. Loaned property shall be deemed to have been donated to the museum if no action to recover the property is initiated within one year after the museum gave notice of termination of the loan as provided in §§ 55-210.35 and 55-210.36.

C. Loaned property shall not be delivered to the Commonwealth, and shall be exempt from the provisions of Chapter 11.1 (§ 55-210.1 et seq.) of this title, but shall pass to the museum if no person takes action under Chapter 1 (§ 64.1-01 et seq.) of Title 64.1. (2002, c. 883.)

§ 55-210.33. Notice to lenders of the provisions of this chapter.

When a museum accepts a loan of property, the museum shall inform the lender in writing of the provisions of this chapter. (2002, c. 883.)

§ 55-210.34. Status of title to property acquired from museum.

Any person who purchases property from a museum acquires good title to the property if the museum represents that it has acquired title to the property pursuant to § 55-210.32. (2002, c. 883.)

§ 55-210.35. Notice of termination of loan; content.

A. A museum may provide notice of termination on the museum's official Internet website, if any, or may give written notice of termination of a loan of property at any time if the property was loaned to the museum for an indefinite time. If the property was loaned to the museum for a specified term, the museum may give notice of termination of the loan at any time after the expiration of the specified term.

B. Notices given under this section shall contain:

1. The name and address, if known, of the lender;
2. The date of the loan;
3. The name, address, and telephone number of the appropriate office or official to be contacted at the museum for information regarding the loan; and
4. Any other information deemed necessary by the museum.

(2002, c. 883.)

§ 55-210.36. Procedure for giving notice; responsibility of owner.

A. To give notice of termination of a loan, the museum shall mail a notice to the lender at the most recent address of the lender as shown on the museum's records pertaining to the property on loan. If the museum has no address in its records, or the museum does not receive written proof of receipt of the mailed notice within thirty days of the date the notice was mailed, the museum shall cause to be published notice at least once a week for three consecutive weeks in a newspaper of general circulation in the county or city in which the museum is located, and in a newspaper of general circulation in the county or city of the lender's last known address, if different from the county or city in which the museum is located.

B. For purposes of this section, if the loan of property was made to a branch of the

museum, the museum shall be deemed to be located in the city or county where the branch is located. In all other cases, the museum shall be deemed to be located in the city or county in which its principal place of business is located.

C. The owner of property loaned to a museum shall notify the museum promptly in writing of any change of address or change in ownership of the property. (2002, c. 883.)

§ 55-210.37. Acquiring title to undocumented property.

A. A museum shall have the authority to acquire legal title to undocumented property if the museum can verify through written records that it has held such property for five years or longer, during which period no valid claim to the property has been asserted and no person has contacted the museum regarding the property, by complying with the following procedure:

1. The museum shall cause to be published a notice once a week for two consecutive weeks in a newspaper of general circulation in the county or city in which the museum is located, and in a newspaper of general circulation in the county or city of the lender's last known address, if different from the county or city in which the museum is located. The notice shall include:

- a. A brief and general description of the property;
- b. The date or approximate date of the loan or acquisition of the property by the museum, if known;
- c. Notice of the museum's intent to claim title to the property if no valid claims are made within sixty-five days following the date of the first publication of the notice under this subdivision;
- d. The name, address and telephone number of the representative of the museum to contact for more information or to make a claim; and
- e. If known, the name and last known address of the lender.

2. If no valid claims have been made by the end of the sixty-five day period following the date of the first publication of the notice under subdivision 1 c of this subsection, the museum shall cause to be published a second notice once a week for two consecutive weeks in a newspaper of general circulation in the county or city in which the museum is located, and in a newspaper of general circulation in the county or city of the lender's last known address, if different from the county or city in which the museum is located. The second notice shall include:

- a. A brief and general description of the property;

b. The date or approximate date of the loan or acquisition of the property by the museum, if known;

c. Notice that the museum claims title to the property as of the date of the end of the sixty-five day period following the date of the first publication of the notice under subdivision 1 of this subsection; and

d. If known, the name and last known address of the lender.

B. Upon compliance with the requirements set forth in subsection A, clear and unrestricted title is transferred, as of the date specified in subdivision A 1 c of this section, to the museum and not to the Commonwealth.

(2002, c. 883.)

§ 55-210.38. Status of property loaned to or deposited with museum prior to July 1, 2002.

Except as otherwise provided in a written agreement between a lender and a museum, property loaned to or deposited with a museum prior to July 1, 2002, may be discarded or transferred to another museum located in Virginia provided that (i) the notice provisions of §§ 55-210.35 and 55-210.36 have been complied with and (ii) such property is held by the museum receiving the transfer for at least three years before it sells or disposes of such property. (2005, c. 480.)

APPENDIX 5

ACQUISITION RECOMMENDATION MEMORANDUM

TO: Collections Committee

FROM: *(name of sponsor)*

DATE: *(date)*

SOURCE: *(source of donation, bequest or purchase)*

DESCRIPTION: *(description of object including artist, date, vessel connection, etc.)*

TERMS OF ACQUISITION: *(acquisition type- donation, bequest, purchase or exchange, etc.)*

ANTICIPATED UTILIZATION: *(object usage)*

COMMENTS: *(comments on history, rarity, relationship to existing collection or issues related to acquisition)*

RECOMMENDATION: *(accept, decline or discuss for group recommendation for best course of action)*

Recommendation Accepted
(name and title of chairman)
Chair, Collections Committee

(name and title of sponsor)

Date

<u>Check List</u>	<u>YES</u>	<u>NO</u>
<i>(member 1)</i>	_____	_____
<i>(member 2)</i>	_____	_____
<i>(member 3)</i>	_____	_____
<i>(member 3)</i>	_____	_____
<i>(member 4)</i>	_____	_____
<i>(member 5, etc.)</i>	_____	_____

Recommendation Accepted
(name and title of board member)

[signature of Board liaison required for purchases over \$5,000.00]

[signature of Board President required for purchases over \$25,000.00]

Date

LOAN RECOMMENDATION MEMORANDUM

TO: Collections Committee

FROM: (sponsor)

DATE: (date of recommendation)

INSTITUTION: (name, address and contact person of borrowing institution)

OBJECT # (accession number)	OBJECT NAME (object type and title)	CONDITION (current condition)	VALUATION (insurance value)
---------------------------------------	-----------------------------------------------	-----------------------------------------	---------------------------------------

PURPOSE: (purpose behind loan request)

GENERAL INFORMATION:

Incoming Outgoing Loan Dates: _____
 Other Venues (list if other venues) Facility Report
 Photography Needed: Publication Quality Record
 Proposed Transportation: _____

RECOMMENDATION: (recommendation to approve or decline loan, statement of restrictions, requests for additional information, statement of required costs)

 Recommendation Accepted
 (name and title of chairman)
 Chair, Collections Committee

(name and title of sponsor)

 Date

<u>Check List</u>	<u>YES</u>	<u>NO</u>
(member 1)	_____	_____
(member 2)	_____	_____
(member 3)	_____	_____
(member 3)	_____	_____
(member 4)	_____	_____
(member 5, etc.)	_____	_____



Office of Collections Management
100 Museum Drive
Newport News, Virginia 23606-3759
(757) 591-7764

DEACCESSION WORKSHEET

Date: _____

OBJECT:

Accession Number: _____

Artist: _____

Title: _____

Medium: _____

Accession date: _____

Ownership:

Deed of Gift Donors name: _____
Restrictions: _____
Value: _____

Bill of Sale Vendors name: _____
Purchase price: _____

Correspondence discussing acquisition
Names of involved parties: _____

Bequest: Donors name: _____

Transfer/Found in collection

Provenance: _____

PROPOSAL:

Person requesting deaccession: _____

Reason for proposed deaccession: [more than one box may be checked]

- object does not fit scope of museum collection
- Museum cannot provide adequate care for object
- object is of inferior quality or poor artistic merit
- object is duplicate
- object has deteriorated past the point of usefulness
- object is not of research value
- theft
- other: _____

Remarks: _____

Previous recommendations: _____

CONDITION/CONSERVATION:

Current Condition: Excellent Good Fair Poor

Past conservation work: _____

Description of condition: _____

VALUE:

Original Acquisition Value: _____

Current Market Value: _____

How was this determined:

Curator assigned value
How was value determined: _____

Recent public auction
Name of auction/catalogue: _____
Date: _____

Recent appraisals
Name of auction house and estimate: _____

USAGE:

Has the object been exhibited (exhibit title and date)? _____

Has object been published (publication title and date)? _____

- Photography: Publication
 Exhibition
 Research
 Request by general public

Has object been part of a program (program title and date)? _____

When was the object last loaned (borrower and date): _____

Has the object been the subject of research (name of researcher, date and project): _____

FUTURE USAGE:

Does the object have future value?

- For exhibition?
- As loan?
- As part of research or teaching collection?
- Does the object form a part of a large category or similar objects?
- For Development?
- For Programs?

Remarks: _____

OTHER CONCERNS:

Does object have historical/cultural/institutional significance: _____

Associated/supporting materials (to include items in object, archival, photography and library collections): _____

Related/similar works (these are not necessarily works in our collection): _____

Vessel history: _____

Local/international connections: _____

RECOMMENDED DISPOSITION:

- Exchange
 Donation
 Sale: Private sale to another institution Public auction
Recommendation of auction house: _____

-
- Destruction
 Transfer to Utility or Study Collection or to Education Department
-
-

Office of Collections Management Use Only:

APPROVED FOR DEACCESSION:

Deaccession approved by: _____

Date approved: _____

Board liaison approval: _____

Date approved: _____

Disposition: _____

Disposition Date: _____

If sold, funds actualized: _____

DEACCESSION RECOMMENDATION MEMORANDUM

TO: Collections Committee
FROM: (sponsor)
DATE: (date)
OBJECT: (title, accession number, date, artist, etc.)

ACQUISITION:

Source, Method & Date of Acquisition: (Source name, acquisition method, date of acquisition)
Restrictions: (any restrictions or requirements placed by donor)
Acquisition Value/Cost: (value upon acquisition or purchase price)

DEACCESSION:

Reason(s): (outline all reasons)
Usage: (exhibition, programmatic, publication, replication, etc.)
Special Considerations: (special circumstances or comments that should be considered before deaccessioning should proceed)
Estimated Value: (curator or appraiser assigned value)
Estimated Value Date: (date value was set)
Estimated Value Source(s): (who set the value)
Suggested Disposition: (what is the most appropriate method of disposal)

Recommendation Accepted
(name and title of chairman)
Chair, Collections Committee

(name and title of sponsor)

	<u>Check List</u>	<u>YES</u>	<u>NO</u>
Date	(member 1)	_____	_____
	(member 2)	_____	_____
	(member 3)	_____	_____
	(member 4)	_____	_____
Recommendation Accepted (name and title of board liaison) [required for deaccessions valued over \$1000.00] Board Liaison	(member 5, etc.)	_____	_____

Date

DISPOSAL RECOMMENDATION MEMORANDUM

TO: Collections Committee

FROM: *(name of sponsor)*

DATE: *(date of recommendation)*

OBJECT: Accession Number:
Object:
Object Date:

DISPOSITION: Deaccession Date:
Special Considerations:
Recommended Disposition:

Recommendation Accepted
(name and title of chairman)
Chair, Collections Committee

(name and title of sponsor)

Date

<u>Check List</u>	<u>YES</u>	<u>NO</u>
<i>(member 1)</i>	_____	_____
<i>(member 2)</i>	_____	_____
<i>(member 3)</i>	_____	_____
<i>(member 3)</i>	_____	_____
<i>(member 4)</i>	_____	_____
<i>(member 5, etc.)</i>	_____	_____

Record of Disposal:

Method of Disposal _____
Date of Disposal _____
Price Realized _____

APPENDIX 6

Deficit Reduction Act of 1984

Reporting Requirements for Donors and Donees of Large Gifts of Property

(A) The Donor

For contributions made after December 31, 1984, a donor must include a qualified appraisal for gifts of real or personal property (other than publicly traded securities) for which a deduction is taken under IRC 170, if the claimed value of the property (plus the claimed value of all similar items of property to one or more donees) exceeds \$5000.

The appraisal must be performed by a qualified appraiser, who cannot be the taxpayer, the donee, a party to the transaction in which the taxpayer acquired the property, an employee of any of the above, or any person whose relationship with the taxpayer would cause a reasonable person to question the independence of the appraiser.

An appraisal summary must be prepared for any gift covered by this provision. This summary must be acknowledged by the donee and attached to the taxpayer's return along with information showing the taxpayer's cost basis and acquisition date of the property.

Congress did not enact these provisions as part of the Internal Revenue Code, but directed the Treasury Department to adopt and expand upon them through regulations.

(B) The Donee

If within 2 years of receipt from the donor, a donee sells, exchanges, or otherwise disposes of property for which a qualified appraisal was required by the donor under the above provisions, the donee must file a return with the IRS setting forth specified details of the transaction, and must furnish a copy of the return to the donor. IRC 6050L.

APPENDIX 7

DEFINITIONS

Accession	the process by which the Museum formally accepts and establishes permanent ownership of an object or group of objects
Acquisition	the process by which the Museum gains possession or control of an object or group of objects
Appraisal	the practice of an expert assigning a monetary value to museum property for a specific management purpose
Cataloguing	the act of assigning and applying an identifying number to an object or group of objects and creating descriptive documentation
Closely Associated	this term encompasses staff, members, volunteers, contract employees, trustees and their immediate families
Deaccession	the formal procedure of removing an accessioned object from the collection
Deposit	an object entrusted to the Museum's for long-term care without a transfer of ownership
Disposal	the act of removing an object from the Museum's care
Exchange	the conveyance of ownership of an object in return for title to an object from another institution
Loan	objects in the temporary custody of the Museum on either a short-term or long-term basis. They may be incoming loans or outgoing loans. Loans involve temporary legal responsibility and custody of an object without a change in ownership or title
Object	a generic term for museum property
Precatory	language that is a non-binding suggestion as opposed to an enforceable obligation