

Historical Society of Princeton
at Updike Farmstead



Collections Management Policy

Adopted by the Board of Trustees May 19, 2016

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Part A: Principles

1. MISSION AND HISTORY

a. Collections Purpose

- i. The collections of the Historical Society of Princeton (“HSP”) are preserved and maintained by the Society in perpetuity to further its mission and institutional goals and are intended to be used in the following manner:
 1. exhibitions developed by or on behalf of HSP
 2. loans to other museums and educational or cultural institutions
 3. study, research, publication, or other educational purposes
 4. publication of scholarly and promotional materials by HSP
- ii. The Collections Management Policy establishes guidelines for the institution-wide management of HSP’s collections, establishing responsibility for the stewardship of the existing collections, offering guidelines for future growth, and setting parameters for the acquisition, deaccession, photography, loan, and access of museum materials. The policy seeks to ensure the continued excellence and relevance of the collections to the institution's mission. It also requires that any usage of the collection to generate funds for the institution meets all legal requirements, satisfies donor restrictions on objects and archival materials, and does not harm the objects and archival materials. The realization of this policy shall be the responsibility of HSP's staff and Trustees.

b. Historical Background and Evolution of Collections

HSP was founded in 1938 and incorporated the following year. From its inception, HSP actively collected museum and reference materials relevant to Princeton or of general historical interest, thereby developing the core of its holdings. Over time, a substantial and important collection was established which is used by HSP to support its research and educational objectives. The Object, Manuscript, and Photograph Collections provide the opportunity to create a direct tangible and visual link to the history of Princeton through physical objects and surviving archival materials. Notable objects in the collections of HSP include the Einstein Furniture Collection, acquired in 2003, which includes 65 pieces of Albert Einstein’s personal furniture; the papers of the Stockton and Olden families, two of Princeton’s founding families; the papers of pioneering geologist Arnold Guyot; the records of local organizations such as the American Legion; extensive oral histories and recollections of residents; the Updike Collection, a collection of objects and materials related to the history of the Updike Farmstead, dating back to prehistory; and the Rose Collection of Photographs which provides a rare insight into life in Princeton during the late 19th and early 20th centuries.

2. STATEMENT OF AUTHORITY AND GOVERNANCE

- a. HSP is a 501(c)3 registered non-profit organization governed by a Board of Trustees as set forth in HSP by-laws.
- b. The daily operations of HSP are carried out by a professional staff whose responsibilities are outlined in respective job descriptions.
- c. The Collections Committee as established and authorized by the Board of Trustees oversees all aspects of HSP's collecting activities. The specific responsibilities of the Collections Committee are outlined below. The composition of the Collections Committee shall be determined by the Board of Trustees. The Collections Committee will periodically, but not less than quarterly, present a summary of its activities to the Board of Trustees.

3. GLOSSARY OF TERMS

- a. American Alliance of Museums: henceforth referred to as "AAM," formerly the American Association of Museums, the national organization that advocates and sets standards for museums and related institutions.
- b. "Collections Committee": The Collections Committee develops and recommends appropriate policies and procedures related to the collections of HSP and shall be responsible for overseeing collections documentation, care and security; acquisitions and deaccessions; use of collections in exhibitions; and, the loan of objects by and to HSP.
- c. Depositor: an individual, association, partnership, corporation, trust, estate, or other entity having title to property in HSP custody.
- d. Donor: an individual, association, partnership, corporation, trust, estate, or other entity that has transferred legal title of property to HSP, either through gift, bequest, sale, or exchange.
- a. Care and conservation of collections: this designation includes, but is not limited to, activities such as the purchase of museum quality storage materials, purchase and upgrade of collections database software, hiring of contract conservators for preventive conservation of objects or repair of damaged objects, expenses incurred through usage of devices to monitor and maintain appropriate temperature and humidity as well as security, and fees related to the rent or maintenance of a storage facility.

4. CODE OF ETHICS

Accepting the responsibility of stewardship of collections entails the highest public trust. Therefore, HSP commits itself to:

- a. Ensuring rightful ownership, permanence, care, documentation, accessibility, and responsible disposal, as per AAM ethical requirements for collections.
- b. Ensuring that all Board and Committee members, employees, volunteers, and interns do not use the reality and the appearance of their positions or the information and access gained from their positions for personal gain.
- c. Prohibiting personal use of collections, either on or off the premises.

- d. Maintaining public access to objects and materials in HSP's custody, as well to information and records related to them.
- e. Recognizing the unique and special nature of human remains and funerary and sacred objects as the basis of all decisions concerning such collections.
- f. Ensuring that collections-related activities promote the public good rather than individual financial gain.
- g. Treating competing claims of ownership that may be asserted in connection with objects in HSP's custody openly, seriously, responsively, and with respect for the dignity of all parties involved.
- h. Actively collecting and adding to its collection in a manner that is respectful to the interests of other collectors and local public institutions.
- i. Following institutional ethical guidelines set forth by the AAM, and abiding by United States laws and international conventions that direct museum practice and collecting.

5. SCOPE AND CATEGORIES OF COLLECTIONS

- a. Object Collection: Consists of approximately 2000 historical and cultural objects made, owned, or used in or near Princeton spanning pre-history to contemporary times, the permanent collection of HSP includes examples of furniture, decorative and fine arts, textiles, archeological and architectural fragments, household goods and utilitarian objects.
- b. Archival Collection: Consists of numerous manuscripts and printed materials including family papers, records of Princeton businesses and institutions, oral history transcripts, ephemera, and scrapbooks.
- c. Photograph Collection: Consists of over 35,000 photographs, in the form of glass plate negatives, film negatives, prints, daguerrotypes, and tintypes which provide a rare view of Princeton persons, places and activities from the mid-19th through the 20th century.
- d. Large Format Collection: Consists of over 2,000 maps, architectural drawings, and landscape drawings representing the work of Rolf Bauhan, Howard Russell Butler, Kenneth Kassler, James A. Kerr, and other prominent architects working in Princeton.
- e. Reference Book Collection: Consists of a reference and research collection of books, magazines, pamphlets and newspapers including both primary and secondary source texts, relating to Princeton and New Jersey history that support study and interpretation of the collections.
- f. Education Collection: Consists of objects obtained for use as hands-on or research/study materials. These objects are intended for active use and are deemed expendable. In general, objects in the Education Collection do not satisfy the criteria for inclusion in the other permanent collection categories of HSP and do not need to go through the formal accessioning nor deaccessioning processes.

6. ACQUISITIONS

General Principles

- a. HSP maintains an ongoing institutional interest and obligation to actively seek and acquire by gift, bequest, purchase or exchange archival materials and objects that support and advance the mission of the organization. While new additions to its collections may be related to past historical events, HSP recognizes that the significant events of today form the basis of tomorrow's historical narrative. Therefore, HSP also seeks to add contemporary materials to its collections related to current events occurring in or directly related to Princeton of important local, national or international interest.
- b. All new accessions should satisfy the following general criteria:
 - i. The object is consistent with HSP's mission and satisfies the collecting criteria set forth in the HSP Collections Practices (Part B).
 - ii. The object has a primary emphasis on the history of Princeton or Mercer County or its role in the history of New Jersey or the United States.
 - iii. The object is consistent with the strategic objectives of HSP's research, education and exhibition programs.

7. DEACCESSIONS

General Principles

- a. HSP recognizes that the periodic respectful and thoughtful removal of material from HSP's permanent collection is a legitimate and necessary way to ensure that:
 - i. Over time, the collection continues to support and forward the mission of HSP.
 - ii. Adequate resources are available to properly provide for the care and use of HSP's existing collections.
 - iii. Organizational capacity is maintained for the acquisition of new, more mission-specific material.
- b. Deaccessioning by HSP is a thorough, serious, and deliberative process that is exercised judiciously and prudently, and in a way that avoids harming the standing and integrity of HSP within and outside of the Princeton community.
- c. There is significant value in maintaining public access to collection items and keeping them in the public domain. Therefore, when deaccessioning, active consideration is given to offering objects to other museums and public institutions assuming their collecting criteria and policies reflect standard AAM guidelines. In identifying candidate institutions, HSP shall use HSP's own AAM-based collecting guidelines to determine the object's relevance to and security within another institution.
- d. Removal of an object shall not threaten the integrity of HSP's collection as a whole.
 - a. HSP does not offer material back to the original donor.
- e. Proceeds from the sale of deaccessioned items shall only be used to support collections work, and never general operating expenses.

- f. Deaccessioning must comply with all existing local, state, and federal guidelines, as well as those of AAM.
- g. Complete and accurate records of deaccessioned items shall be retained along with accession records of remaining permanent collection items.

8. LOANS

- a. Incoming Loans
 - i. Incoming loans benefit HSP as an institution as they improve the quality of exhibitions and programs that HSP offers and provide a wider diversity of materials to display to HSP's visiting public.
 - ii. The deposited materials shall be preserved, handled, and cared for in the same manner as HSP's own collection.
- b. Outgoing Loans
 - i. Outgoing loans benefit HSP as an institution by:
 - 1. Providing HSP with recognition, publicity, and a platform for its collections outside of the Princeton area
 - 2. Supporting the general field of public history and cultivating the goodwill of other public institutions.
 - 3. Making more of HSP's collections regularly accessible to a wider public.

9. OBJECTS IN CUSTODY - LONG-TERM LOANS AND DEPOSITS

- a. Long term loans or deposits to HSP, in which the depositor retains full ownership of the materials and HSP custody is of undefined term, are generally discouraged as they divert resources that could otherwise be allocated to permanent collection maintenance and utilization.
- b. Long term loans or deposits are acceptable when the material is in HSP's custody as a promised gift and legal documentation exists to establish the material's status as such.
- c. If the material is not a promised gift, long term loans or deposits shall only be accepted when the material will be continuously on view or on public display for the period of the loan, or actively utilized in support of an ongoing research program.
- d. Deposits purely for storage purposes shall not be accepted.

10. UNACCEPTABLE USES OF COLLECTIONS

- a. The collections are not to be used for purposes that do not further HSP's institutional mission and goals. Inappropriate uses for the collection may include, but are not limited to, use of objects:
 - i. except as specifically authorized by HSP pursuant to a loan or license agreement,
 - ii. as props or personal decoration in an individual's home or place of business,
 - iii. at non-HSP social functions or events,

- iv. in exhibitions, educational programming, or other permitted uses that would subject them to excessive handling and therefore possible deterioration and damage, or,
- v. by organizations which cannot provide a standard of care equal to or greater than that of HSP.

11. ACCESS

- a. The collections and collections records of HSP are an important and valuable resource for the study of local history. The public must have reasonable access to the collections on a nondiscriminatory basis. At the same time, the museum assumes as a primary responsibility the safeguarding of its materials, and therefore may regulate access to them.
- b. Proceeds from fees associated with HSP's research services are utilized to offset the cost of professional staff and materials and to benefit the preservation and interpretation of HSP's collections.

12. PHOTOGRAPHY

The usefulness of the visibility of HSP's Photography Collection extends to numerous commercial and public relations applications. With this in mind, it shall be the policy of HSP to make available and accessible photographic images of its buildings and collections, and to permit interior and exterior photography, and photography of individual artifacts, subject to certain conditions and procedures. In general, photography of objects loaned to HSP for use in exhibitions or other purposes will not be permitted.

13. CONSERVATION AND COLLECTIONS CARE

- a. HSP has a responsibility to preserve its collections in perpetuity with the exception of items that are temporarily held by HSP or are determined to be expendable, and are therefore not accessioned into the permanent collection according to procedures in the Collections Management Practices (Part B). HSP's preservation responsibilities extend to items on exhibit, in storage, on loan (incoming and outgoing), and in transit.
- b. HSP's institutional budget shall take into account the costs required for collections care, or HSP shall apply for appropriate grants to maintain the collections care standards set forth in this document.
- c. At minimum, care of collections includes, but is not limited to:
 - i. proper housekeeping;
 - ii. security personnel and/or systems;
 - iii. pest management;
 - iv. storage;
 - v. procurement of appropriate storage materials such as archival boxes, acid-free folders and tissue, and polyethylene bags;
 - vi. environmental control;
 - vii. professional conservation, as necessary;
 - viii. maintenance of a comprehensive and valid collections insurance policy.

14. APPRAISALS

For ethical reasons and as a matter of policy, HSP staff, trustees, or volunteers do not conduct professional appraisals of objects held in private collection or other public institutions whether under consideration for acquisition by HSP or not nor do staff, trustees, or volunteers provide opinions of authentication under the auspices of HSP expertise. Museum staff may provide an unendorsed list of appraisers upon request. Museum-requested appraisals of collection items for in-house or insurance purposes will be completed by qualified third-party appraisers in that field.

15. LEGAL AND ETHICAL CONSIDERATIONS

In addition to the general obligations imposed on trustees and staff by the HSP Code of Ethics, the following specific obligations with respect to potential collections related conflicts of interest shall apply:

- a. Trustees and staff shall make known to HSP any personal collecting interest that overlaps with and potentially conflicts with those of HSP.
- b. Trustees and staff shall not compete with HSP in the acquisition of any object.
- c. Trustees and staff shall not acquire any object deaccessioned by HSP except that sold at a well-publicized public auction conducted by a licensed auctioneer. Even then, trustees and staff should take care in avoiding the appearance of conflict of interest by recusing themselves from any discussion with the auctioneer regarding conditions of sale.
- d. Trustees and staff may not use their institutional affiliation with HSP to actively promote their, or an associate's, collecting activities.

16. IMPLEMENTATION, REVIEW, AND REVISION

- a. Implementation of this policy shall be the primary responsibility of the Collections Committee as authorized by the Board of Trustees.
 - b. Objects acquired prior to the ratification date of this revised Collections Management Policy shall be subject to the requirements and policies contained therein.
 - c. Any actions that are exceptions to policies outlined above must be approved by the Board and will not establish a precedent for future similar actions.
 - d. The Collections Committee shall periodically review the Collections Management Policy and present any recommended changes to the full Board of Trustees for approval.
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Part B: Practices

1. ACQUISITIONS AND ACCESSIONING

a. Acquisition Conditions and Criteria

i. Object Criteria: The object should meet all of the following criteria:

1. The object is consistent with HSP's mission;
2. The object has a primary emphasis on the history of Princeton or Mercer County and its role in the history of New Jersey or the United States;
3. The object either individually demonstrates a degree of rarity and significance that merits retention or acquisition or is part of a collection with critical mass to support future exhibition or educational objectives;
4. The object meets a collection need by filling a gap or replacing an inferior example;
5. HSP can properly store and preserve the object;
6. The retention or acceptance of the object will not result in significant future expenses for HSP;
7. Reasonable steps have been taken to insure that the objects or material proposed for acquisition possess physical integrity and historical authenticity (except where the intent is to acquire facsimiles, reproductions, or photocopies);
8. HSP intends to retain the object for as long as the object retains its physical integrity, authenticity and usefulness for HSP's purposes;
9. Where possible, the object or materials is accompanied by adequate historical information to document provenance and use (certain library materials such as new or published works may be exempted from this requirement);
10. The object, if part of a gift or bequest, is given on an unconditional basis without restrictions on future use or disposition;
11. Acquisition of the object by HSP complies with all applicable local, state, and federal U.S. laws, most notably those governing ownership and import of works of art, such as the National Stolen Property Act (NSPA), the Convention on Cultural Property Implementation Act (CCPIA), sanctions enforced by the Office of Foreign Assets Control (OFAC), the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) and the Native American Graves Protection and Repatriation Act (NAGPRA);
12. Reasonable efforts have been taken to confirm that objects or materials have not been stolen or illegally imported into the United States or obtained contrary to any existing local, state, federal, or international law, regulation, treaty, or convention. HSP

- subscribes to the provisions of the International Council of Museums (ICOM) convention of 1970;
13. For purchases, HSP has taken into account the cost of the purchase relative to its importance to the collections, the possibility that a comparable object might be obtained through gift, promised gift, or bequest, the fairness of price relative to related sales or appraised value, and the availability of funds to cover the cost of purchase, transportation, insurance, documentation, conservation, and storage of the object;
 14. In cases where a donor has contributed support for an acquisition fund, purchases comply with any special terms of the gift;
 15. All tax implications, both to the donor and HSP, of objects accepted for the purposes of sale or exchange, have been thoroughly considered;
 16. The owner of any object considered for acquisition has clear and legal title and be free to donate or sell the object.
- ii. Usage Criteria: The object should have a reasonably planned use in one or more of the following likely to occur within a five-year strategic planning time frame:
1. exhibitions developed by or on behalf of HSP;
 2. study, research, or other educational purposes;
 3. publication of scholarly and promotional materials by HSP.
- iii. Thematic Criteria: The object should but does not necessarily need to relate to one or more of the following major thematic focuses of HSP in order for its relationship to the mission of HSP to be clearly established:
1. Agriculture (as practiced in or significant to the development of Princeton);
 2. Architecture (of buildings in Princeton or designed by Princeton architects);
 3. Art (created in or of Princeton);
 4. Civil Rights (as manifested by significant persons, events, or developments occurring in Princeton)
 - a. Women's Rights,
 - b. Racial Equality,
 - c. LGBT+ Equality;
 5. Early History of Princeton (including Native American);
 6. Education (excluding Princeton University);
 7. Important Personages (who live(d) in Princeton and were recognized as achieving prominence or having considerable influence or authority on the local, national, or international stage;
 8. Industry (located in or whose development was substantially influenced by Princeton);
 9. Politics (politicians who live(d) in Princeton or political movements substantially influenced by Princeton, as well as political

- movements internal to Princeton and significant to the growth and change of the municipality, such as consolidation);
10. War (participation in or impact on Princeton);
- iv. Geographic Criteria: The object should have been:
1. made in,
 2. owned or used by a person living in, or,
 3. be directly related to an important event occurring in Princeton, its environs, or nearby communities with strong historical linkages to Princeton.
- v. This policy must be shown the donor as a matter of course.
- vi. Any exceptions to these criteria require the approval of the Board of Trustees.
- b. Acquisitions Procedures
- i. Acquisition to Permanent Collection
 1. Materials and objects may be acquired by gift, fractional gift, bequest, purchase, deposit, exchange, field collection, excavation, abandonment, adverse possession, and any other method that transfers title to HSP.
 2. Acquisition steps:
 - a. All proposed acquisitions are to be approved by both the Collections Committee and the Director who are permitted to acquire objects within the limits of authority delegated by the Board. Other acquisitions require the specific approval of the Board on a case-by-case basis. The Collections Committee shall make quarterly reports to the Board of its activities, including any acquisitions made during the period.
 - b. All objects and materials acquired under the provisions of this policy shall be processed according to procedures adopted by the library and museum staff, ensuring that the object itself is labeled with a unique accession number.
 - c. Each department will make a permanent record of all accessioned acquisitions in the form of a file folder consisting of, at a minimum, a signed gift agreement form, accession number, catalog worksheet, and all relevant documents and correspondence.
 - d. The Curator will also create a digital database record for each newly accessioned object, with relevant entries that summarize information contained in the paper object file.
 - e. A print-out of the completed digital database record will then be added to the object file.
 3. Other Guidelines
 - a. Only the Collections Committee, or persons designated by them, are authorized to negotiate for, arrange, or accept

- gifts, bequests, purchases, exchanges, etc. to the collections, subject to the criteria described in paragraph b. i. 2. a. above.
 - b. Acquisitions must be free from donor-imposed restrictions including, but not limited to, display, maintenance, access, use, or disposal. This must be clearly stated in all acquisition forms. If material is so important that donor-imposed restrictions are deemed acceptable to and approved by the Board, such material must have the conditions clearly stated in an instrument of conveyance and in all records.
 - c. Fractional gifts, made over a period of tax years, leading eventually to full ownership, must be worked out in advance and the terms of the gift disclosed in a written instrument of conveyance. HSP reserves the right to exercise its privileges as a partial owner by requiring access to or use of the object(s) in proportion to HSP's fractional share, and by demanding appropriate care and insurance for the object(s).
 - d. Where gifts or materials offered to HSP do not meet established acquisitions criteria, a reasonable effort may be made to direct the donor to another suitable repository or to suggest an alternative means of disposal.
- ii. Purchase of Items for Permanent Collection
 - 1. The purchase of objects created or owned by trustees or employees of HSP, their representatives, or immediate families requires special care and should conform to all current institutional policies on personal collecting as well as published American Alliance of Museums (AAM) guides on museum ethics. Full disclosure of the relationship must be made, and the person involved shall not participate in the decision-making process. Prices must not exceed fair market value of the object.
 - 2. The level of approval required for purchases is based on the purchase price. Authority to acquire each title, object, or collection having a value of \$200 or less is delegated to the Collections Committee. Items above \$1,000, or a series of items from one seller that in aggregate total \$1000 or more, must also be approved by the full Board of Trustees prior to purchase.
 - 3. All acquisitions will be made using funds specifically allocated for that purpose, funds preferably kept in a separate account.
 - iii. Temporary Custody of Objects
 - 1. Objects or materials temporarily left with HSP for the purposes of identification, study, authentication, or consideration of gift must have a completed Temporary Custody Form, signed both by the

depositor and an authorized HSP representative. This documentation will be kept on file with accession and loan records.

2. Catalogue information related to temporary custody objects will be recorded in HSP's digital database.
 3. Objects for which a Temporary Custody Form has been signed, and which are left longer than the time specified on the receipt without action by the depositor after notification, are considered abandoned property and may be acquired or disposed of under the provisions outlined in Section 6.
- iv. Appraisals
1. No staff member shall offer appraisals of the monetary value of materials or objects to donors, or reveal insurance values for the purpose of establishing a fair market value of gifts offered to HSP, or place a monetary value on objects casually brought to HSP.
 2. Staff members may assist donors or other parties in locating qualified appraisers.

2. DEACCESSIONS

a. Criteria

- i. To be considered for deaccession, the object must satisfy one or more of the following criteria:
 1. The object falls outside the scope of the mission of HSP and does not satisfy the criteria set forth in the HSP Collections Decision Guide;
 2. The object has deteriorated to such poor condition that it is no longer useful and the required conservation seriously threatens the integrity of the object or would impose an unacceptable cost on HSP;
 3. HSP is unable to preserve the object properly;
 4. HSP has no reasonably anticipated planned use, in exhibitions, programming, or study, for the object;
 5. The object has been determined to be a fake, forgery, or reproduction or to have been overly restored such that its historic value has been severely compromised;
 6. The object is a duplicate with no value as part of a series or sub-collection or is an inferior example when compared to other similar objects in the collection. In the case of archival collections, duplicates may be retained where they contain useful annotations, have significant associative value, or where frequent use necessitates the availability of multiple copies;
 7. The object is of such ubiquity that no purpose is served by its retention in the collection;

8. The object is not part of a larger collection of objects or, if it is part of a larger collection, its removal would not jeopardize the integrity of said collection;
 9. The object poses a direct threat to other objects in the collection.
- ii. The item must have been held by HSP for at least three (3) years. Note: Objects deaccessioned in less than two (2) years must be reported to the Internal Revenue Service, pursuant to Form 8282 - Donee Information Return.
- b. Deaccession Procedures
- i. A recommendation for deaccessioning must be made in writing to the Collections Committee by the appropriate curator or staff member. This written proposal shall take the form of a completed Deaccessions Worksheet, which indicates that due diligence has been exercised in searching for relevant material and records in all of HSP's collections records systems. All relevant information on the object in question shall be recorded in or appended to the Deaccessions Worksheet.
 - ii. If approved, the Collections Committee will then recommend the deaccession to the Board of Trustees.
 - iii. The Curator, together with the Collections Committee and the Executive Director, determine the most appropriate disposition method for the object and recommend said method to the Board of Trustees within the completed Deaccessions Worksheet. Reasonable effort to find an appropriate public institution to which to transfer the object must be demonstrated.
 - iv. All deaccessions must be approved by the full Board and recorded in the meeting minutes. Collections Committee decisions and full Board decisions and the dates thereof shall be recorded on the Deaccessions Worksheet.
 - v. Before a final decision to deaccession can be made, reasonable steps shall be taken to ascertain that HSP is legally free to do so, and that HSP declare any precatory conditions that may be attached to the item.
 - vi. As a courtesy, an attempt may be made to notify the donor or their heirs if the item is to be deaccessioned after three years. Such action shall not be construed as a request for permission to deaccession or an offer of the materials back to the original donor (see Section c v below).
- c. Methods of Disposition
- i. The appropriate method of disposition for a deaccessioned object is determined on a case-by-case basis by the Collection's Committee.
 - ii. HSP will choose one of the following disposition options:
 1. Transfer to another museum or cultural institution:
The Curator must demonstrate a reasonable effort has been made to allow for this preferred method of disposition, attempting to locate an institution where the object would support the mission

- and be treated with equal care as it was in HSP's collection, before an item may be sold at public auction;
2. Sale or exchange to another museum or cultural institution;
 3. Sale at public auction:
When objects are to be sold, strong preference is for sale at public auction. Exceptions to this method of sale, including sale through a specialized dealer, may be made only with the specific recommendation of the Collections Committee and the approval of the Board;
 4. Disposal or destruction:
An object or material may be destroyed only when its condition has been determined by HSP staff members to have no value for research, study, sale, or other use;
 5. Transfer to Education Collection.
- iii. The sale, exchange, or transfer of objects or materials by HSP directly to private individuals or businesses is prohibited. Sale of deaccessioned material in the museum shop is also prohibited.
 - iv. To avoid a conflict of interest, actual or perceived, objects or materials shall not be given, sold, or otherwise transferred directly to HSP employees, officers, trustees, volunteers, their immediate families or representatives. No advantage shall be given to these individuals in acquiring deaccessioned materials.
 - v. Deaccessioned materials may not be returned to the original donor, or sold to the original donor other than through open public sale.
- d. Appraisals
Objects to be sold may need to be professionally appraised. Appraisals shall be conducted at the discretion of the Collections Committee.
- e. Proceeds
- i. Proceeds from deaccessions shall be placed in the HSP account designated for collections care to be used by the museum or library (as appropriate) solely for new acquisitions or for the care and conservation of the collection (defined above in Part A).
 - ii. A record shall be kept detailing the use of funds generated through deaccessioning and acknowledging the original donor as the source of those funds where appropriate. The original donor's name(s) shall be carried over from a deaccessioned item(s) to any newly acquired item(s). Multiple names will be recorded in accession records. Similar funds used for the purposes of care and maintenance of collections shall be similarly recorded. For deaccessioned objects with minor proceeds, names will be bundled into a single "fund" which will be used as the name on the purchased object's credit line. For larger sales, the individual donor will be named in the credit line.

- f. Records
 - i. The ultimate method of disposition must be recorded in the Deaccessions Worksheet.
 - ii. The Deaccessions Worksheet, photographs, the conditions, circumstances, rationale, and authority by which the material was deaccessioned, and any other relevant material shall be combined with the object's original accession record and filed with other deaccessions and transfer records, by accession number.
 - iii. The record for the deaccessioned object in the digital database shall be archived and marked as deaccessioned, but not deleted.
 - iv. Records of deaccessioned items shall be maintained and made available for scholarly inquiry.

3. LOANS

- a. Incoming Loans & Deposits
 - i. Short-Term Loan Conditions and Criteria
 - 1. To be accepted by HSP, loaned objects must:
 - a. Be utilized for a specific purpose, either exhibition, research, education, or photography;
 - b. Be utilized in a manner consistent with HSP's mission statement;
 - c. Have a specified time limitation of no more than one year from the date of acceptance. Loans remaining with HSP for longer than one year must be reviewed at their end date and the loan arrangement either terminated or formally renewed;
 - d. Have a specified notification of withdrawal period, providing reasonable notice to HSP if the loan is to be withdrawn prior to the formal end of the loan period.
 - ii. Short-Term Loan Procedures
 - 1. Only the Director, professional staff, or persons designated by them, are authorized to negotiate for loans to HSP.
 - 2. Where objects are borrowed from other museums or cultural institutions having loan policies, incoming loan procedures will be determined by the policies of the lending institution. In addition to these procedures, a Loan Agreement Form must also be completed by HSP. HSP shall maintain an up-to-date General Facilities Report form, along AAM guidelines, to provide to lending institutions.
 - 3. Where objects are borrowed from private sources, or from institutions lacking standard loan policies, the Loan Agreement Form shall be the primary document governing the loan process.
 - 4. Upon request, proof of insurance during the period the object(s) is (are) in HSP's custody shall be provided to the lender. Objects

will be insured door to door at a value provided by the lender. When loan objects require a level of insurance higher than HSP's standard "floater" ceiling, the loan and any additional associated costs must be approved by the Collections Committee.

5. All incoming loans shall be inspected for condition both upon entering HSP's custody and immediately prior to return. A Condition Report shall be prepared and kept as a permanent part of the exhibition file, and record photographs taken where appropriate.
6. The museum or library staff, whichever is applicable, or other staff members as designated by the museum or library staff, shall have primary responsibility for monitoring the status of all incoming loans, including arranging for renewals as necessary.
7. Each loan object shall be given an object ID number beginning with "L" and entered accordingly into HSP's digital collections database.

b. Outgoing Loans

i. Outgoing Loan Conditions

1. To be eligible to receive a loan from HSP collections a borrower must conform to the following conditions.
 - a. A borrower must be a museum or similar non-profit educational institution. Under circumstances approved by the Collections Committee, non-museum borrowers, such as government agencies, private corporations, and commercial galleries may borrow objects for exhibition purposes. Non-museum borrowers must meet the same restrictions and specifications as those of museums or non-profit educational institutions.
 - b. The borrower must intend to utilize the loaned object(s) for a specific purpose, either exhibition, research, or education.
 - c. The borrower must complete and sign a Loan Agreement Form and agree to adhere to any applicable conditions.
 - d. The borrower must agree to a specified time limitation on the loan of not more than one year. Loans extending beyond that period must be reviewed at their end date and the loan agreement either terminated or formally renewed.
 - e. The borrower must agree to exercise the same care with respect to the loaned object(s) as HSP would, and provide guarantees that the loaned object(s) will be adequately protected from hazards such as fire, theft, mishandling, dirt, insects, and extremes of light, temperature, and humidity, including the time in transit, as evidenced in a

- General Facilities Report, or equivalent documentation, provided by the borrowing institution.
- f. The borrower must agree to maintain adequate insurance coverage based on HSP's valuation of the loaned object(s) and provide proof of same.
 - g. The borrower must agree to pay all out-of-pocket expenses incurred by HSP in processing the loan, including packing, photography, insurance, shipping, courier travel, and excess staff time, unless arranged otherwise.
 - h. The borrower must assume liability for any damage or loss to the loaned object(s) while it is outside of HSP's custody, including the time in transit.
 - i. The borrower must agree not to alter, repair, conserve, or replicate the loaned object(s) in any manner, including photography and drawing, without the prior written consent of HSP.
 - j. The borrower must acknowledge HSP as the source of the loan in any label, caption, catalog, news release, or other public announcement or interpretive material mentioning the loaned item. The credit line must read: "Collection of the Historical Society of Princeton, Princeton, New Jersey" and must appear on the same page, unless arranged otherwise.
2. HSP reserves the right to:
 - a. Refuse to loan any collection object because of its condition or for any other reason, including, but not limited to, insufficient staff time to adequately process and monitor the loan.
 - b. Inspect the loaned item(s) at any time during the loan period.
 - c. Cancel the loan agreement and recall the loaned object(s) at any time providing at least three months' notice to the borrower. The loan may be recalled immediately if the conditions of care and conservation are not being met.
- ii. **Outgoing Loan Criteria**
 1. No objects shall be considered for loan where the circumstances of their travel, handling, environment, exhibition, or other use is deemed by the museum or library staff to significantly threaten the object's condition, security, or otherwise unreasonably place it at risk.
 2. No objects shall be considered for loan where HSP is not reasonably assured of having clear legal title.

3. Where any of several duplicate objects may satisfy the needs of a borrower, preference in making loans shall be given to objects lacking strong historical associations.
- iii. Outgoing Loan Procedures
1. Institutions interested in borrowing objects from the collections of HSP must first submit a letter or form outlining the nature of the request, the specific purpose to which the loaned object(s) will be put, and the proposed time period of the loan. This initial request should be submitted by the borrowing institution at least six months in advance of the intended loan of the object(s).
 2. The borrower must complete a General Facilities Report form and return it to HSP at least three months in advance of the intended date of loan.
 3. At the time the object is loaned, the museum or library staff will photograph or film the object, prepare a condition report on the object(s), and provide an estimate of the out-of-pocket expenses to be charged to the borrower.
 4. The museum or library staff will submit a report on the proposed loan, with recommendations, to the Collections Committee which must approve all outgoing loans.
 5. Upon approval of the loan, the museum or library staff will prepare a Loan Agreement Form, which the borrower must return to HSP along with proof of insurance.
 6. Transportation of all outgoing loans shall be by HSP staff, staff of the borrowing institution, bonded courier, or a shipping service approved by HSP staff.
 7. The museum or library staff, whichever is applicable, or other staff members as designated by the museum or library staff, shall have primary responsibility for monitoring the status of all outgoing loans.

4. OBJECTS IN CUSTODY - LONG-TERM LOANS AND DEPOSITS

- a. Criteria
 - i. All loans or deposits must conform to HSP's mission statement and collecting criteria.
 - ii. Long term loans may originate from organizations or institutions with historical holdings or may be accepted from individuals or businesses.
- b. Conditions:
 - i. Ownership shall be retained by the organization or individual making the deposit (the "depositor"), except in the case of fractional gifts.
 - ii. Loans or deposits are generally limited to three years, subject to review and renewal.

- iii. HSP reserves the right to terminate a loan or deposit agreement and return the items with three months' written notice to the depositor as stated in the written loan agreement.
 - iv. Loan and deposit agreements may be terminated and collections withdrawn only by the written application of the depositor or their designated officer. Requests for termination of long term loans or deposits must be made at least three months in advance of the date of the intended withdrawal as stated in the written loan agreement.
 - v. Loaned items may be borrowed back for temporary use by the depositor only by written application of the owner or designated officer. Requests for temporary return of deposited collections must be submitted at least three months before the date the item is required and processed according to normal out-going loan procedures.
 - vi. All loans or deposits must be inventoried in detail, either by the depositor or by HSP. This inventory shall serve as the official listing of the contents of the deposited collection. HSP shall have up to six months to provide verification of the depositor's inventory or to perform its own inventory, prior to furnishing this information to the depositor.
 - vii. HSP reserves the right, when condition requires it, to remove items from frames or display cases and to rehouse the deposited materials in archival folders and boxes, to discard folders and containers that are unsatisfactory for proper preservation, to arrange or rearrange the collection to facilitate research, and to provide basic cleaning and conservation. HSP reserves the right to return items to their donors if these procedures may not be executed. Extensive conservation treatments will not be undertaken without prior notification to the depositor and unless arrangements are made and funds provided for by the depositor.
 - viii. HSP reserves the right to request reimbursement from the depositor for any out-of-pocket expenses or excessive staff time incurred in the use, preservation and conservation of deposited materials. The lender or depositor will be notified, and the items may be returned, before costs are incurred.
 - ix. Deposited materials must have enduring and useful historical value. HSP reserves the right to retain certain materials in any given collection, while discarding or returning those materials with negligible historical value, e.g., blank forms and books, duplicate items, etc. The depositor should designate whether such materials should be returned or discarded.
 - x. Deposited materials shall be subject to the same storage, access, photography, and photocopying policies and procedures as HSP's own collections, unless special arrangements are negotiated with the depositor and designated in writing.
- c. Long-Term Loan & Deposit Procedures

- i. Only the Director, professional staff, or persons designated by them, are authorized to negotiate for long-term loans or deposits to HSP.
- ii. Prior to acceptance of any proposed long-term loan or deposit to HSP, the museum or library staff must submit a written report, with recommendations, to the Collections Committee. The Collections Committee must review all long term loan or deposit proposals and submit a recommendation to the Board of Trustees for final approval.
- iii. Upon approval of the long-term loan or deposit by the Board of Trustees, the museum or library staff will notify the depositor. A Loan Agreement Form/Deposit Agreement Form will then be prepared, containing instructions regarding the disposition of materials with which do not meet HSP's criteria for acquisitions.
- iv. All long-term loan objects to the museum collection shall be assigned a loan accession number beginning with the prefix "L" as determined by the established procedures of the museum staff, and given a permanent accession file identical to those used for non-loan objects.
- v. Upon receipt of the loan object or deposited collection, a complete inventory will be prepared as outlined above. All deposited materials should also be inspected generally for condition at this time, noted in writing, and filed with the item's accession folder.
- vi. The museum or library staff, whichever is applicable, or other staff members as designated by the museum or library staff, shall have primary responsibility for monitoring the status of all incoming long-term loans and deposits, including arranging for renewals as necessary.

5. EDUCATION COLLECTION

- a. Acquisition Conditions and Criteria
 - i. Special considerations governing the educational collections objects include:
 1. Wherever possible, historically-accurate reproductions of period artifacts shall be used in hands-on educational programming, rather than period artifacts themselves.
 2. Educational objects must have physical integrity and anticipated usefulness. (However, fragments of artifacts may be acquired and used.) Items should not be acquired solely because their standard of quality is beneath that of objects in the main collection.
 - ii. Acquisition Procedures
 1. The Curator, or persons designated by him/her, in cooperation with museum or library staff as necessary, is authorized to negotiate for, arrange, or accept gifts and purchases of reproduction items and/or contemporary tools for the educational collections.

2. HSP staff member who is responsible for educational programs and outreach will keep an inventory of all education collection objects on file.
- iii. Deaccession Conditions, Criteria & Procedures
 1. The criteria, methods, and procedures which govern the deaccessioning of collections do not apply to educational collection objects.
 2. Where appropriate, an educational property may be transferred to the main collection if it meets all of the criteria for general acquisitions.
 3. If an education collection object is removed, a record of that object should be maintained with the inventory of education collection objects kept by HSP staff.
 4. Any proceeds from the deaccessioning of educational properties shall be placed in a special fund or funds for collections-related activities.

6. OLD LOANS, UNDOCUMENTED PROPERTY, AND ABANDONED PROPERTY

a. Definitions

- i. “Old loan” refers to unclaimed property that was lent at one time by known or unknown persons for known or indefinite periods of time who can no longer be contacted or who have been out of contact for a significant period of time.
- ii. “Undocumented property” refers to objects that have no locatable records or documentation. The object has no number, no tag, and no indication of source in its packaging that might connect it to documentation or records. These objects may have come from a variety of sources for a variety of reasons and museum staff cannot identify the original depositor. Undocumented property may include abandoned property for which there is no record of the original unannounced shipment; as a result, its status as “abandoned property” cannot be confirmed.
- iii. “Found in collection”, (“FIC”), objects are undocumented property that remain after all attempts to reconcile them to existing records of permanent collection and loan objects fail.
- iv. “Abandoned property” refers to doorstep donations or unannounced shipments.

b. Old Loans

- i. As allowed in section 11a of the New Jersey Museum Unclaimed Loan Act of 2011, lenders to HSP and HSP will agree in writing to terms and conditions for a loan of property different than the provisions set forth in the Act.
- ii. HSP staff will comply by the requirements outlined in the New Jersey Museum Unclaimed Loan Act if there is no evidence that the lender

agreed to HSP's current or equivalent conditions governing loans, which specifically allow actions different from the Act.

- c. Undocumented Property
 - i. For undocumented property, HSP shall pursue the standard process of "reconciliation," i.e., expending a reasonable effort to determine whether the object matches any documents on file.
 1. The object will be assigned a tracking number taking the form of "NN[year].[number found that year]." For example, the second undocumented object discovered in 2014 would be given the number NN2014.2. The object will be catalogued in as much detail as possible in the collections database, ensuring that the name of the cataloguer is included. Eventually, all objects with numbers beginning "NN" must be reconciled.
 2. For reconciled objects, HSP staff will affirm and apply the original accession number or assign a new one if evidence of a gift, but no accession record, is found. HSP staff will retire the tracking number by putting it in the "old number" section of the database. NN numbers should never be reassigned to newly-discovered undocumented property.
 3. Any objects that could potentially match the description for an unresolved or old loan should be considered an old loan with an "unknown source" and HSP staff should follow the Old Loan procedure to acquire title to the object.
 4. Objects that are still considered undocumented following the reconciliation process shall be deemed "found in collection" (see section 8e).
- d. "Found in Collection" Objects
 - i. HSP considers undocumented and FIC objects to be the property of HSP.
 - ii. All Found in Collection objects should be formally accessioned according to HSP procedures and given an official accession number. This process allows HSP to officially indicate its claim to ownership of the FIC object.
 - iii. The Collections Committee will determine whether the object meets HSP's collecting criteria and shall use HSP's Deaccession Criteria to determine whether the object should be retained in HSP's collection.
 - iv. If the Collections Committee decides that the object should not be retained, HSP will follow the approved deaccession process as described in this document to dispose of the object appropriately. The chosen disposition method should take into account increased risk inherent in dealing with FIC objects that lack clear title, and will be evaluated on a case-by-case basis.
- e. Abandoned Property
 - i. Material left on HSP's doorstep, figuratively speaking, or unsolicited shipments of objects or manuscript items will be treated as found-in-collection items. The circumstances involved with dropping something off

- at the doorstep of HSP can reasonably be interpreted as an offer and delivery. HSP has clear and legal title to these items.
- ii. For objects with an unknown depositor, HSP shall wait 90 days for a contact from the depositor until taking action, either accessioning or deaccessioning, on the items.
 - iii. For objects with a known depositor, HSP shall contact the original owner via a letter sent by certified mail, return receipt requested, containing detailed information about the material and HSP's disposition decision regarding the material to the last known address of the depositor. HSP shall undertake a reasonable search in good faith to identify the depositor and their last known address from museum records and other records reasonably available. If HSP receives a return receipt showing delivery of notice to the depositor within 30 days of mailing the notice, but HSP is not contacted by the depositor within 180 days after the date of the notice, HSP shall have good legal title to the material.
 - iv. Disposition of the unsolicited materials shall be fully documented.

7. ACCESS

- a. It shall be the policy of HSP to facilitate, wherever possible, individual access to collections artifacts, records, manuscripts, and archives on exhibition, in storage, or in other secured locations subject to the following conditions and procedures:
- b. Conditions of Access
 - i. Access to collections or records may be granted for scholarly or personal research; artifact identification; approved reproduction requests; photography (non-reproducible study only); professional consultations, including visiting groups; and other projects with specific educational or conservation goals.
 - ii. Individuals or groups granted access to collections must agree to abide by the HSP guidelines for collections care and handling, and receive instruction in same.
 - iii. Individuals or groups granted access to museum or library collections must do so on the premises; no object or material is permitted to be removed (except for laboratory analysis, conservation, or approved and fully processed loans).
 - iv. Access to collections records is restricted. Except under extraordinary circumstances, no access will be allowed to the accession register, donor files, or any files containing artifact valuations.
 - v. In the case of objects or documents considered especially fragile, or where collections are not fully processed, HSP reserves the right to limit or restrict access in any way.
 - vi. HSP reserves the right to refuse or restrict access to the collections to any individual or groups. Appointments are required.
 - vii. Fees may be charged.
- c. Access Procedures

- i. Anyone wishing to examine collections objects or documents must make an application to either the museum or library staff, and where applicable, an appointment. A completed call slip shall meet this requirement.
- ii. Access is restricted to normal business hours for both the museum and library except when special arrangements are made.
- iii. If the intent of access includes photography, digital scanning, x-ray or technical processes used in any form of evaluation, reproduction, or publication, care must be taken that no damage to the object results from the procedure. The individual or group must also complete any appropriate application forms covering those services (see section below).

8. PHOTOGRAPHY

- a. It shall be the policy of HSP to make available and accessible photographic images of its buildings and collections, and to permit interior and exterior photography, and photography of individual artifacts, subject to the following conditions and procedures.
- b. Definitions of Use
 - i. Policies, procedures, and fees for photography vary according to the intended use of the photographs. There are three categories of intended use: non-commercial, commercial, and public relations.
 - ii. Non-commercial use is defined as any photography performed or used by a non-profit organization or as part of any not-for-profit scholarly enterprise, especially for educational purposes and/or cultural enhancement; or for personal study or reference.
 - iii. Commercial use is defined as any photography performed or used by a for-profit enterprise, or in any profit-making venture, or for the purposes of creating, illustrating, advertising, marketing, or commemorating a product.
 - iv. Public relations use is defined as any photography performed or used by an individual, organization, or business which is deemed to have publicity, advertising, or marketing value for HSP, its museum, library, and/or public programs.
- c. Photography Orders
 - i. All fees support the maintenance of the museum and library collections.
 - ii. Without exception, HSP retains all copy negatives and digital files.
 - iii. Reproduced images may not be altered in any manner, without the express written consent of HSP.
 - iv. HSP reserves the right to limit use of images in a manner that HSP deems to be detrimental to HSP or the artifact's donors. This includes editorial control with regard to photo captioning (i.e., prohibiting captions of an offensive or inappropriate nature).
 - v. The intended use of the photographs is determined and the appropriate fees are assessed.

1. Non-commercial use - Fees are charged for all duplicating, prints, and slides, and for all new photography of artifacts, and interior and negatives, exterior scenes performed or contracted by HSP. Additional fees may be imposed at the discretion of the staff if a significant amount of time is spent fulfilling the request. A use fee is charged based on information supplied to HSP by the user.
 2. Commercial use - Fees are charges as above for photographs, except a commercial price structure is applied.
 3. Public relations use - Fees are charged as above for photographs, and no publication fee is charged.
- vi. Written permission must be granted prior to publication of any image from HSP's collections. Permission to publish is for a one-time use only, and at least one gratis copy of any publication must be presented to HSP.
 - vii. When images are published, HSP must be acknowledged as the source. The credit line must read "Collection of the Historical Society of Princeton, New Jersey" and must appear on the same page, unless arranged otherwise.
 - viii. Where images are ordered for non-publication purposes and then later are to be used in a commercial or non-commercial publication, it is the responsibility of the user at that time to obtain written permission from HSP and to pay any required fees and to remit at least one copy of the publication.
 - ix. Where photography must be performed in order to fill a photo order, HSP reserves the right to limit or restrict any such photography which may result in damage to the artifact or material.
 - x. Failure to meet these conditions will result in forfeiture of the right to use the HSP photos for publication purposes unless the conditions are formally waived or altered, in writing, by HSP.
- d. Photography & Videotape Restrictions
- i. All individuals or groups granted permission to photograph or videotape at HSP must adhere to the conditions of access stated in Section X.
 - ii. Photography is not permitted anywhere inside HSP's museum, library, or storage areas without express permission of the institution. No flash photography is allowed.
 - iii. Photography is regularly permitted for exterior photographing and videotaping for non-commercial (personal or scholarly) use.
 - iv. Permission must be obtained for photographing/videotaping the exterior of buildings for commercial use, or for commercial or non-commercial publication. Permission to publish is for one-time use only, and a gratis copy of any publication should be presented to HSP.
 - v. When images are published, HSP must be acknowledged as the source. The credit line must read "Collection of the Historical Society of Princeton, New Jersey" and must appear on the same page, unless arranged otherwise.

- vi. The intended use of the photographs is determined and the appropriate fees are assessed as follows:
 1. Non-commercial use - No fees are generally charged, however a staffing fee may be assessed at the discretion of the museum staff where the photo project requires more than two hours of HSP staff involvement and/or supervision.
 2. Commercial use - A staffing fee will be charged to cover staffing costs. A publication fee is charged for one-time use of the image.
 3. Public relations use - Imposition of fees may be waived by the Director.

9. COLLECTIONS CARE

a. General Principles

- i. The Curator will establish procedures for the periodic evaluation of the condition and control of the collection and for its general and specific maintenance in keeping with professionally accepted standards.
- ii. It is the responsibility of the entire staff and group of volunteers to help provide the proper environment, security and the highest standards of care and handling for the collection. Training and information will be provided to all staff on proper care and safety of the collections. The Curator will keep up-to-date with, and communicate to other staff and volunteers, current requirements of and accepted standards for collections care.
- iii. The goal, purpose, or product of any activity promoted and carried out by HSP will not take priority over or jeopardize the care and safety of the object or record. All activities involving collections will take into account and maintain the policies and procedures developed for collections care and preservation.
- iv. A completed and up-to-date AAM General Facility Report form, for both HSP's storage facility and museum, should always be available.

b. Insurance

- i. HSP will maintain a fine art insurance to protect its collection as well as objects on loan to HSP. HSP currently holds a fine arts insurance policy with Huntington T. Block (Policy Number: HTB-001936-000). The policy is renewed annually by the Collections Committee. Additional insurance shall be acquired as needed.
- ii. The Executive Director oversees the process of securing and maintaining appropriate and necessary insurance policies.
- iii. The Curator administers the coverage, handling all insurance claims and maintaining related records and reports.
- iv. Any funds secured through or by an insurance claim shall be allocated only for acquisitions and the care of collections.

c. Risk Management

- i. A Disaster Preparedness Plan for collections will be developed and followed in all emergencies involving collections.
 - ii. An integrated pest management schedule shall be in place.
 - iii. After major weather events, the storage facility will be checked immediately for changes in condition.
 - iv. Damage to any objects noticed by any staff member, volunteer, or other individual will be reported immediately to the Curator.
 - d. Storage
 - i. Collections will be stored in secure, controlled areas.
 - ii. Collections stored or displayed in public areas will be checked at least weekly during routine gallery checks.
 - iii. Keys to collections stores will only be held by the Executive Director and Curator. All key access will be monitored and recorded.
 - iv. Preventive and protective measures will be taken and proper materials will be used in order to minimize damaging effects of the environment, including, but not limited to, light, temperature, relative humidity, dust, and vermin. Technological systems to ensure environmental conditions are appropriate will be employed, as funds allow.
 - e. Transit

The packing and shipping of artifacts will be supervised by the Curator or collections staff.
 - f. Courier Policy
 - i. In the case of incoming loans, the lending institution will make the final determination of the need for a courier, art handler or installer. This requirement will be discussed and agreed upon before the loan agreement is signed and accepted.
 - ii. HSP will require a courier, art handler, or installer from its staff on an outgoing loan if it is deemed necessary to ensure the safety of an object. This need will be assessed on a case-by-case basis, based on the fragility, value, and/or need for special handling of the object in question. Costs incurred shall be paid for by the borrowing institution.
 - iii. When HSP provides the courier, that person must be a qualified staff member, not a guest curator, consultant, or contract worker. In most cases, HSP's Curator should serve as the courier. If the Curator is unable to carry out this duty, then the Executive Director should be the courier. If neither the Executive Director nor the Curator can serve as courier, the Executive Director will appoint an individual to travel with the object(s) in question. The Curator will train this individual in how to handle emergencies, customs clearance, packing, and other necessary skills.
 - iv. HSP will follow the Code of Practice for Couriers of Museum Objects as published by the Registrar's Sub-Committee for Professional Practices of the American Association of Museums, 1986.

- g. Conservation
 - i. The Curator will make decisions about conservation treatments in consultation with conservation professionals.
 - ii. When treatment is required, the Curator and the Collections Committee will determine whether to move forward with a treatment based on:
 - 1. the condition of the object;
 - 2. the importance of the object to HSP's collection, research, and interpretive programming;
 - 3. the object's planned use, and;
 - 4. the cost of the treatment.
 - iii. Collections will be treated only by those with an appropriate level of skill and supervision.
- h. Documentation, Collections Records, and Inventories
 - i. HSP is dedicated to the completion and accurate documentation of its collections in accordance with current professional standards. Accessioning, registration, cataloguing, loan, deaccessioning, and inventory procedures will be clearly delineated in HSP's "Collections Procedural Manual."
 - ii. The Curator will maintain original documents and copies of signed correspondence in the collections department office records.
 - iii. Records will be maintained according to professional standards in an accessible, user-friendly system. Every reasonable effort will be made to incorporate new information technology as it becomes available.
 - iv. Objects in HSP collections will not be moved without a written record being made.
 - v. The Curator is responsible for devising and carrying out inventories of the collection. Complete inventories should be conducted every 10 years, confirming each object's condition and location.

10. APPRAISALS

- a. HSP does not perform appraisals for donors, potential donors, or on its own collection items. Appraisal of objects by museum staff is considered a conflict of interest between HSP and the Internal Revenue Service.
- b. Collections staff may refer donors to qualified appraisers.
- c. Museum staff cannot influence the value listed on a Deed of Gift if the value is to be used for tax deduction purposes. Burden of proof of the donation's fair market value rests solely with the donor in the event of an IRS audit.
- d. If a signed Deed of Gift does not list a value for an object, then HSP staff will assign a value for insurance purposes only. The insurance value does not necessarily reflect fair market value nor is it considered an appraisal.

11. INTELLECTUAL PROPERTY

a. Copyright and Exclusive Rights

- i. Before acquiring any material that might be subject to copyright (works of art, photographs, sound recordings, manuscripts, etc.), HSP should find out if copyright has been secured.
- ii. If the material has been copyrighted, HSP shall request that the owner assign to HSP exclusive rights to reproduce the material in copies; adapt the material for derivative uses; distribute copies or adaptations of the material by sale, by other transfer of ownership, or by rental; display the work publicly (if HSP does not acquire complete ownership).
- iii. If the copyright has not yet been asserted, HSP shall request that all claims to copyright be waived in favor of HSP. If HSP cannot obtain such a waiver, the above-mentioned procedure of assigning copyright to HSP shall be followed.
- iv. If HSP cannot acquire exclusive rights, the Curator should advise the Collections Committee, which will decide if the material is to be collected. Without such rights, HSP would be able to display the material but not to use it in any other way.

12. IMPLEMENTATION, REVIEW, AND REVISION

- a. Any actions that are in opposition to policies outlined above must be approved by the Board and will not establish a precedent for future similar actions.
- b. This policy must be adopted by the full Board of Trustees before it may take effect.
- c. The Collections Committee shall periodically review this policy and recommend any changes to the Board of Trustees for approval.

Appendix

New Jersey Museum Unclaimed Loan Act

Provides standards and procedures for museum to acquire title to property that is on loan to museum but has not been claimed by lender for period of time.

Title 46.

Subtitle 6.

Chapter 30D.(New)

Museum Unclaimed Loan Act

§§1-11 -

C.46:30D-1 to

46:30D-11

P.L.2011, CHAPTER 109, ***approved August 18, 2011***

Senate, No. 1882 (***First Reprint***)

AN ACT concerning the disposition of unclaimed property on loan to a museum and supplementing Title 52 of the Revised Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

1. This act shall be known and may be cited as the "Museum Unclaimed Loan Act."
2. The Legislature finds and declares that the people of the State of New Jersey have an interest in the maintenance and growth of museum collections and in the preservation and protection of property on loan to museums within this State. Loans of property that are of artistic, historic, cultural, and scientific value are made to museums in furtherance of their educational and other charitable purposes. When lenders fail to stay in contact with museums with respect to property on loan, museums must store and care for the property long after the relevant loan period has expired or should reasonably be deemed expired. Museums have limited rights to the use and care of such property, all the while bearing substantial costs related to storage, record keeping, climate control, security, periodic inspection, insurance, and general overhead.

Therefore, it is in the public interest to encourage both museums and lenders to use due diligence in monitoring property on loan; resolve the issue of title to property on loan that is unclaimed and remains in the custody of museums; and allocate fairly the responsibilities between lenders and museums.

The purpose of this act, the Museum Unclaimed Loan Act, is to establish standards and procedures for the disposition of unclaimed property on loan to museums and this act should be interpreted in accordance with these findings and declarations.

3. As used in this act:

“Claimant” means an individual, association, partnership, corporation, trust, estate, or other entity, other than the lender of record, claiming or establishing title to or an interest in property that is on loan to a museum.

“Lender” means an individual, association, partnership, corporation, trust, estate, or other entity having title to or an interest in property on loan to a museum.

“Loan” means a deposit of property with a museum for a specified or unspecified period of time that does not involve a transfer of title to or interest in the property.

“Museum” means a public or private nonprofit agency or institution, and any agency or institution of the State or a political subdivision of the State, located in the State of New Jersey that:

is organized on a permanent basis;

is operated primarily for cultural, aesthetic, educational, scientific, or historic preservation purposes;

utilizes a professional staff;

owns, borrows, cares for, exhibits, studies, archives, or catalogues tangible animate or inanimate objects; and

makes them available to the public on a regular basis.

The term “museum” includes, but is not limited to: art, history, science, and natural history museums; educational institutions; historical societies; historic sites; landmarks; parks; archives; monuments; botanical gardens; arboreta; zoos; nature centers; planetaria; aquaria; libraries; and technology centers.

“Property” means tangible animate or inanimate objects.

4. a. Unless a written loan agreement specifically provides otherwise, a museum may give notice of its intent to terminate a loan of property under the following circumstances:

the property is on loan to the museum for an indefinite period of time and the lender, or anyone acting legitimately on the lender’s behalf, has not contacted the museum with respect to the loan for at least ten years from the beginning date of the loan; or

the property is on loan to the museum for a specified period of time and the lender, or anyone acting legitimately on the lender’s behalf, has not contacted the museum with respect to the loan for at least five years from the expiration date of the loan.

b. Any notice given by a museum pursuant to this act for the purpose of terminating a loan of property shall contain the following information:

a description of the property in sufficient detail for ready identification;

the last known name and address of the lender or a potential claimant;

the date of the loan, if known, or the approximate date the property was deposited with the museum;

the name and address of the museum; and
the name, address, and contact information of the appropriate museum official or office to be contacted regarding the property.

5. a. If a museum intends to terminate a loan of property, the museum shall give notice to the lender of its intention at the last known address of the lender. The museum shall undertake a reasonable search in good faith to identify the lender and the lender's last known address from the museum records and other records reasonably available to the museum. The same notice shall be given, and the same search shall be undertaken, by the museum if the museum has knowledge of the existence of a potential claimant. If the museum identifies the lender or a potential claimant and the last known address of the lender or potential claimant, the notice shall be sent to the lender or potential claimant by certified mail, return receipt requested, to the last known address. Notice shall be deemed given if the museum receives a return receipt showing delivery to the lender or potential claimant within 30 days of the mailing of the notice. The date of a notice shall be deemed to be the date of delivery to the person to whom it was sent.
 - b. A notice of intent to terminate a loan of property sent to the lender or a potential claimant pursuant to subsection a. of this section shall include, in addition to the information required by subsection b. of section 3 of this act, a statement indicating:
 - the intent of the museum to terminate the loan;
 - the date of the notice;
 - that the lender or potential claimant must contact the museum in order to establish title to or an interest in the property and make arrangements to take possession of the property; and
 - that failure to contact the museum within 180 days after the date of the notice will result in the loss of title to or an interest in the property pursuant to section 6 of this act.
6. a. If a museum intends to terminate a loan of property and has been unable to give notice in accordance with section 4 of this act, the museum shall give notice by publication of intent to terminate a loan of property. Publication shall be by means of a notice placed at least twice, 60 or more days apart, in a newspaper of general circulation in the county or municipality in which the museum is located and in which the last known address of the lender, if known, is located ¹ [, or by the prevailing method for publishing public notices at the time] ¹ .
 - b. A published notice of intent to terminate a loan shall include, in addition to the information required in sections 3 and 4 of this act, a request that any person who has knowledge of the lender or potential claimant and where the lender or potential claimant may be located should provide written notice to the museum. If such a written notice is

received by the museum, the museum shall provide the notice to the lender or potential claimant required pursuant to section 4 of this act.

c. In addition to the method of notice designated in subsection a. of this section, a museum may, whenever practicable, use an emerging technology to publish such a notice in order to reach as broad a circulation as possible.

7. A museum shall acquire good title to property on loan to the museum under the following circumstances:

The museum provides, on or after the effective date of this act, notice pursuant to section 4 of this act and receives a return receipt showing delivery of the notice to the lender or a potential claimant within 30 days of the mailing of the notice, but the museum is not contacted by the lender or potential claimant within 180 days after the date of the notice; and

The museum provides, on or after the effective date of this act, notice by publication pursuant to section 5 of this act, but the museum is not contacted by the lender or potential claimant within 180 days of the date of the second or last notice by publication.

8. a. A person who purchases or otherwise acquires property from a museum acquires good title to the property if the museum has acquired good title to the property in accordance with this act.

b. No action shall be brought against a museum, or its officers, trustees, directors, employees, or agents, to recover property on loan to the museum after the museum has acquired good title in accordance with this act.

c. If there are two or more claimants to property on loan to a museum, the burden shall be upon each claimant to prove title to or an interest in the property. A museum shall not be held liable for delivering property to an uncontested claimant who produces reasonable proof of title to or an interest in the property satisfactory to the museum.

d. Unless there is evidence of bad faith or gross negligence, a museum shall not be prejudiced by reason of any failure to deal with a person who has title to or an interest in property on loan to the museum.

e. If there is a dispute as to the title to or an interest in property on loan to a museum, a museum shall not be held liable for its refusal to deliver the property except in accordance with a court order or judgment.

9. a. For a loan of property to a museum made on or after the effective date of this act, the museum shall, at the time of the loan:

- (1) make and retain a written record containing:
 - the name, address, and telephone number of the lender,
 - a description of the property in sufficient detail for ready identification,

- the beginning date of the loan, and
 - the expiration date of the loan;
 - (2) provide the lender with a signed receipt or agreement containing, at least, the information set forth in paragraph (1) of this subsection; and
 - (3) inform the lender in writing of the existence of this act and provide the lender with a copy of this act upon the lender's request.
 - b. With respect to any property on loan to a museum, a museum shall:
 - (1) update its record if a lender informs the museum of a change of address or change in the title to or interest in the property, or if the lender and museum negotiate a change in the duration of the loan; and
 - (2) inform the lender in writing of the existence of this act when renewing or updating the record and provide the lender with a copy of this act upon the lender's request.
- 10. a. The lender, or any purchaser, donee, successor, or other assignee of the lender's interest in the property, shall promptly notify the museum in writing of a change in the lender's address or of a change in the title to or interest in the property.
- b. A purchaser, donee, successor, or other assignee of the lender's interest shall establish title to or interest in the property by producing reasonable proof satisfactory to the museum.
- 11. a. A lender and museum may agree in writing to terms and conditions for a loan of property different than the provisions set forth in this act.
- b. Except as otherwise specifically provided by law, regulation, or rule, property on loan to a museum shall not escheat to the State under any State unclaimed property law.
- c. An interest in or right to property on loan to a museum other than that specifically addressed in this act shall not be affected by this act.
- d. A museum shall have a lien for expenses incurred for the reasonable care of property on loan to the museum that is unclaimed after the museum complies, on or after the effective date of this act, with sections 4 and 5 of this act.
- e. This act shall apply with regard to any property loaned to a museum before the effective date of this act.
- 12. This act shall take effect immediately.