

WEINMAN MINERAL MUSEUM
COLLECTIONS MANAGEMENT
POLICY

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Museums hold a fiduciary responsibility for the care, prudent management and interpretation of all their collections. The Director exercises this responsibility through the authority given by the Board of Directors.

Prudent management dictates the need for written policies and guidelines. This document is intended to fulfill that need. The contents of this document are to be formally reviewed every year by the Collections Committee. Recommendations for changes to these guidelines are encouraged at any time they are needed and may be submitted by any staff member to the Director, for review by the Collections Committee and adoption by the Board of Directors.

I. General Information and Statement of Purpose

The mission of the Weinman Mineral Museum (hereinafter referred to as the “Museum”) is to educate and inspire a diverse audience of students, enthusiasts and visitors about geology, with an emphasis on Georgia, by providing unique experiences through exhibitions, programs, special events and outreach in an engaging and fun environment.

The Museum collects and preserves materials and conducts research relating to geology. The Museum interprets this material to the public through exhibitions and educational programs. The collection is used to stimulate and expand an interest in and an appreciation for geology.

A. Collections Scope

Primary scope: to collect, interpret and exhibit:

Top quality mineral, rock, gem and fossil specimens from within the state of Georgia in order to provide the best public exhibit of Georgia geologic specimens.

Representative specimens from the southeast that relate to Georgia geology.

Meteorites and tektites found in Georgia or that relate to Georgia finds.

Artifacts that relate to Georgia geologic and mining history.

Books, magazines and other means of communication on geology or that relate to geology and mining, with an emphasis on Georgia.

Secondary scope: to collect, interpret and exhibit:

Top quality minerals, rocks, gems, fossils and meteorites from the rest of the world and other planetary bodies in order to provide our community the opportunity to see specimens unavailable to them elsewhere in the region.

Representative specimens of minerals, rocks, gems, fossils and meteorites from Georgia and elsewhere for the purpose of augmenting an exhibit or providing research opportunities via an education collection.

Artifacts that relate to mineral uses.

Specimens that relate to geologic processes or which illustrate geological points.

Tertiary scope: to accept:

Minerals, rocks, gems and fossils necessary and appropriate to use in educational programs, or to provide to the public via programs and/or auction. These specimens will be non-accessioned.

B. Purpose of the Collections Policy.

The purpose of this document is to provide a detailed statement, approved and accepted by the Board of Directors, that explains:

1. the collecting goals of the Museum in relation to its mission
2. the policies regarding acquisition of items for the collection
3. the policies regarding removal of materials from the collection
4. the loan policies, both incoming and outgoing
5. record-keeping requirements concerning collection items, incoming loans and items placed in the Museum's custody
6. insurance procedures regarding collection items, incoming loans and items placed in the Museum's custody
7. procedures for periodic inventories for accounting and conservation purposes
8. methods for storage and maintenance of its collection
9. the policies and guidelines for access to collections;
10. the manner in which the Museum will ensure standards of documentation and collections management meet professionally accepted standards.
11. The manner in which the highest ethical standards of collections management will continue to be met by the Board of Directors, Collections Committee, and staff of the Weinman Mineral Museum in all transactions.

C. Purpose and Procedures of the Collections Committee

1. Evaluate and approve all acquisitions for the permanent collection. This includes, but is not limited to acquisitions by gift, bequest, exchange or purchase.
2. Evaluate and approve or disapprove the de-accessioning of any artifact from the Museum's permanent collection
3. The committee meets bi-monthly or on an as-needed basis.
4. The committee shall be made up of five Bartow Museums Inc. staff members nominated annually by the Executive Director of BMI. The committee shall include, but is not limited to, the Museum's Director, Curator, and Collections Manager. The term of the committee members is one year.
5. The Collections Manager will prepare a bi-monthly report based on information gathered at the meetings, reporting on artifacts and specimens acquired and de-accessioned. This report shall be provided to members of the Collections Committee.
6. If, at any time, a decision regarding an intended acquisition must be made within a short time period, a quorum of the Collections Committee can make the final decision; or if it is not possible to convene a quorum of the Collections Committee, the Director shall consult with the Chairman of the Collections

Committee to select an alternative process, such as telephone poll or decision by the Director in place of the committee process. Further, under these circumstances, if the Director cannot establish adequate timely communication with the Chairman, he/she will proceed to exercise his/her authority to make such a determination on behalf of the Museum.

7. The Collections Manager shall present the temporary deposit receipts for all items accepted as non-permanent items at each Collections Committee meeting.

D. NAGPRA

The federal Native American Graves Protection and Repatriation Act (often referred to as NAGPRA or the "Repatriation Act") contains provisions relating to the acquisition, possession, ownership, inventory and repatriation of cultural items, as therein defined, and the responsibilities of certain museums with regard to them. The Museum will abide by all NAGPRA recommendations regarding its current collection, its exhibitions and potential gifts.

1. The Museum recognizes that respect for the human rights of Native Americans means that it has a special responsibility with regard to materials that are considered sacred or cultural patrimony by Native peoples. The Museum will not acquire human remains or associated funerary objects.
2. Repatriation of cultural items will be made in accordance with the terms of the Repatriation Act. Where issues remain after good faith discussions, an attempt will be made, to the extent permitted by the Repatriation Act, to settle those issues through mutually agreed upon processes of mediation or arbitration.
3. The Museum recognizes its obligation to interpret cultural items with accuracy, sensitivity and respect for their relationship to the cultures of Native peoples.
4. The Museum will compile inventories and document relevant data pertinent to its Native American materials. It will make these inventories accessible to interested Native peoples and will offer to discuss the materials with them.
5. The Museum will respond to inquiries requesting information about culturally sensitive Native American objects in its collection. The Museum's response will come from the Director.
6. When items are repatriated, the Museum will document the materials as thoroughly as is reasonable and appropriate, but such documentation must not be inconsistent with religious or cultural practices. This documentation may include physical recording as well as historical and documentary recording.

II. Acquisition Policy and Procedures

The Weinman Mineral Museum seeks to enhance its collections by judiciously adding objects appropriate to the Museum's mission statement officially adopted by the Board of Directors. Acquisition is the first step in the registration process and involves taking possession and gaining title to the object(s). To that end the following procedures should be applied.

A. Temporary Receipt

Whenever an object is deposited with the Museum for consideration as a potential donation to the permanent collection or the non-permanent collection, purchase, loan, or for identification purposes a temporary receipt must be completed (See appendix B for copy of form). The form should be signed by both the depositor and a member of the Museum staff. The depositor should receive a copy. A sequential number will be assigned to the deposit and pertinent information listed in the temporary deposits ledger. A copy of the receipt will be kept with the object(s) at all times until final disposition. At this point one copy of the receipt will become part of the permanent file. Another copy will be kept in the temporary receipts file.

B. Acquisition Criteria

Works of art, objects, photographs and archival materials shall not be accepted or otherwise acquired for the permanent collection unless the following conditions have been met:

1. The objects are relevant to and consistent with the purposes and activities of the Museum as stated in the mission.
2. The Museum can provide proper storage, protection, and preservation of objects in keeping with accepted professional standards.
3. The objects shall retain permanency in the collection as long as they retain their identity and authenticity, and as long as they remain useful for the purposes of the Museum's mission.
4. The objects are in reasonably good physical condition or can be conserved within the Museum's resources.
5. The object(s) along with corresponding temporary receipts will be presented to the collection committee for approval at the bi-monthly meeting. The committee discusses whether to accept or reject the objects for the permanent collection based on the Museum's acquisition policy.
6. All rights, title and interest can be obtained, free and clear, by the Museum for all potential acquisitions without restrictions as to use or future disposition. The Museum must send a letter of acknowledgement (thank you) and obtain a legal document of conveyance providing a description of the objects and the precise conditions of transfer, signed by both the donor, or seller, and by an authorized Museum representative.
7. Every effort shall be made to acquire as much documentation as possible on all items acquired by the museum. Establishing the provenance of an object(s) is extremely important. When provenance is in question the Collections Committee will defer to staff members with expertise in the area in question.
8. No materials or objects shall be knowingly or willfully accepted or acquired which are known to have been illegally imported into, or illegally collected in, the United States contrary to state law, federal law, regulation, treaty and convention. In questionable cases, the Museum will abide by the advice of its legal counsel.
9. The Museum subscribes to the collections related provisions of the ICOM Convention of 1970 and the American Association of Museum's Code of Ethics.

10. The Museum shall refuse to acquire materials and objects where there is cause to believe the circumstances of their collection involved destruction of historic sites, buildings, structures, habitats, districts or objects.

11. The Museum shall not acquire human remains or burial goods of Native American origin from any source whatsoever.

12. The Museum shall not acquire by purchase, objects owned by staff members, Trustees, Directors or other persons linked to the Museum. The Collections Committee may suspend this rule if a compelling reason exists for the acquisition.

13. Occasionally, items may be acquired when a donor specifically intends for the item to be sold to raise funds for future acquisitions. It is understood that these items do not relate to the mission or are not worthwhile additions to the collection themselves, but through their sale will provide the means to add important objects to the collection in the future. These items are not formally accessioned; they are only given a temporary deposit number.

14. The IRS has determined that gifts to the Weinman Mineral Museum are tax-deductible under Section 170 of the Internal Revenue Code.

15. All donations are considered outright and unconditional gifts to be used at the discretion of the Museum. Exceptions to the policy require approval of the Collections Committee. If objects are accepted with limitations, the conditions will be clearly stated on the deed of gift, will be made part of the accession records for the objects, and will be strictly observed by the Museum.

C. Means of Acquisition

Objects can be acquired for the Museum in several ways. It is always preferable to receive an object by gift rather than by purchase.

1. Gift- Donors may give items to either the Permanent Collection or the Non-Permanent Collection. With the acceptance of a gift, the museum is obligated to preserve the object for the future. Occasionally, items may be donated with the intention that they be sold to raise funds for future acquisitions. It is understood that these items do not relate to the mission or are not worthwhile additions to the collection themselves, but through their sale will provide the means to add important objects to the collection in the future. The items are not formally accessioned into the permanent collection, nor are they added to the Non-Permanent Collection. They are to be given only a temporary deposit number. Only the director or designated staff may accept these items.
2. Bequest-In the case of a bequest, an executor or lawyer should provide the Museum with a copy of the portion of the will pertaining to the transaction indicating that this person has the power to transfer the property to the museum. These documents should establish clear title, and no other gift agreement should be necessary. At times, an heir to an estate will offer an object(s) to the Museum. These objects are not bequests. They should be considered a gift of the heir, or family, and the transfer requires a gift agreement.
3. Exchange-Occasionally, museums will transfer or exchange objects with another museum. A transfer of title form should be executed and the object(s) handled as any other addition to the collections.

4. Purchase-The Curator may purchase objects up to \$250. The Collections Committee must approve the accession of the purchased artifact(s) into the permanent collection. Approval for purchases over \$250 must be obtained prior to making an offer to purchase the items. If a majority of the committee cannot be reached, the item(s) may be obtained on approval. All purchases require a purchase agreement for Museum records. An object should never be purchased without a bill of sale from the vendor. Every attempt to determine and agree upon the fair market value of the objects to be purchased should be made by all parties involved in the sale.
5. Field Collection-Scientific collections are particularly prone to have objects that were collected in the field by staff members on behalf of the Museum. A Field collection form should be filled out and signed by the staff member who did the collecting, and the object(s) should be handled as any other addition to the collections.

Any other methods of acquisitions should be discussed on an individual basis with the Collections Committee and legal council.

D. Collections Designations

The Weinman will have two levels of collections

1. The Permanent Collection-Objects taken into the permanent collection will be formally accessioned. They will require a temporary receipt, a completed appropriate paperwork (gift agreement, purchase agreement, field collection form, etc.), a formal thank-you letter, and a permanent accession number using the WM prefix and a tripartite numbering system. (ex. WM2004.1.1) These objects will be treated with the highest level of care according to accepted professional standards. These objects will be available for exhibit, limited special programs, and research by qualified candidates under supervision. These objects must be approved by the Collections Committee before being accessioned into the permanent collection.
2. The Non-Permanent Collection-Objects taken into the non-permanent collection will not be formally accessioned. They will require a temporary receipt, copy of purchase receipt if applicable, gift agreement, and a formal thank you letter. The final disposition of the objects will be clearly noted on the gift agreement and the thank you note to the donor and will be clearly noted in the temporary receipt book. The non-permanent collection consists of exhibit props, library items, objects placed on the happy pile and objects placed in the Museum's education collection. The education collection may be used for hands-on teaching programs, exhibits, or demonstrations. They may be used at the Museum or traveled off-site to expositions, fairs, or similar settings. Items in the non-permanent collection are recognized as having a limited life span due to their exposure and excessive handling. The museum cannot accept a long-term obligation for their preservation. Non-permanent collection objects fulfill one or more of the following criteria.
 - a. Any object that is used for hands-on activities whether these activities occur in formal programs or on exhibit.
 - b. Any object that is fragmentary, lacks physical integrity, or is of lower quality than preferred for the permanent collection

- c. Any object that is duplicated in the permanent collection or exists at large in multiple copies
- d. Any object that is regarded as disposable
- e. Any object that is acquired for a short-term purpose
- f. Any object that is used solely to augment exhibits or vignettes and that may be altered for such purposes
- g. Any object that is acquired for sale in auction and for which proceeds from sale are placed into the collections acquisition fund
- h. Any object that is retained only for its educational, information, and/or illustrative value
- i. Any object that is intended for use by the general public as a library item.

Objects in the Non-Permanent collection do not require approval by the Collections Committee before incorporation into the Non-Permanent Collection.

III. Accessioning Procedures

Once the collections committee has approved the acquisition of an object(s) and the Museum has clearly acquired a legal transfer of title signed by both parties, the Collections Manager may begin accessioning procedures for items intended for the permanent collection.

A. An accession number is assigned and this number is recorded in the accession ledger and on all documentation related to the object. The Weinman Mineral Museum collection is cataloged according to a numbering system that indicates the year in which the accession occurred, the order of accessioning within that year and the several item numbers within the acquisition (i.e., accession number 2000.10.15 indicates that the object was donated in 2000; it was the 10th acquisition accepted that year and this object is the 15th artifact in the acquisition.) Items that are part of a set are numbered to indicate this fact. (i.e., four cups and saucers, all part of a set, would be numbered 2000.10.15:1-8 with the last number being the object number.) Pieces that are part of one object are numbered to indicate this fact. (i.e., a teapot and lid, would be numbered 2000.10.15a and 2000.10.15b.) All objects accessioned into the permanent collection will have a registration number beginning with the prefix WM which will identify it as a part of the Weinman Mineral Museum collection.

B. An archivally safe accession file is created. The label on the accession file should include the accession number, name of donor or vendor, type of transaction, and summary of the object(s). All documentation related to the accession should be kept in this file beginning with a copy of the original temporary receipt. Every file must also include evidence of property transfer, description, and photo of the object.

C. The object(s) are photographed.

D. The object(s) receive a condition report.

E. The object(s) are physically labeled in an inconspicuous area using a computer generated paper label and Rhoplex, or they will be marked with pen and ink using black or white pigment ink with a base and/or top coat of Soluvar.

F. The object(s) are assigned a location either in storage or on exhibit.

G. The object(s) are catalogued into the computer database and then placed in storage properly boxed and with a specimen label.

H. A paper report is generated from Past Perfect and a copy is placed in the accession file.

I. A copy of these documents shall be stored off-site in the accounting department of the Reicon business offices.

J. Objects Found in Collections

1. Un-accessioned objects found in the permanent collections with insufficient documentation to indicate the Museum's ownership constitute objects found in the collections. The Director shall determine the accession status of the objects found in the collections. Such objects that are considered appropriate for the permanent collections shall be accessioned with the notation that the source is "found in collection."

2. Objects in this category that are considered inappropriate for the permanent collection will be handled by consulting the Museum's legal counsel. The Collections Committee will determine whether or not to proceed with the de-accessioning based on the information provided. The collections Committee and the Museum's legal counsel shall consider outside claims for objects found in the collections. Their unanimous decision constitutes the official position of the Museum.

K. Copyright

The Museum seeks to obtain the following exclusive rights for objects acquired through purchase or gift:

1. The right to photograph the object or to allow others to do so.
2. The right to include photographs of the object in Museum publications or to allow photographs of the object to be included in the publications of other museums.
3. The right to lend the object to other institutions for exhibition.

IV. Deaccessioning Procedures

Objects in the Museum's permanent collection are retained permanently, if they continue to be relevant and useful to the Mission of the Museum, and if they can be properly stored, preserved, and used. De-accessioning of objects can be contemplated when these conditions no longer prevail. However, the Museum should be very aware of its role as trustee of its collection for the benefit of the public. Disposal should be related to established policy rather than the expediencies of the moment and should be undertaken only after careful consideration.

A. A collection item may be considered for de-accessioning from the Museum's permanent collection only if it meets one or more of the following criteria:

1. An object does not fall within the scope of the Museum's acquisition policy and/or cannot serve a foreseeable purpose for research, exhibitions, or educational purposes. (Be careful to consider long-range plans).
2. An object is found to be clear forgery, replica, or reproduction that lacks historic significance.
3. An object is potentially hazardous to other objects or to human health.

4. An object is a duplicate of other objects in the collection, which are higher quality, or are in better condition.
5. An object is in imminent danger of deterioration or destruction and it is beyond the resources of the Museum to stabilize or conserve it at that time.
6. An object has deteriorated to the point where it is no longer restorable or cannot be used for exhibitions, research, or education purposes.
7. An object found not to have had free and clear title at the time of donation, or was not offered without restriction.
8. There is a need to improve or strengthen another area of the collection in order to further the goals of the museum.

B. The process of de-accessioning an object begins with the Curator's written recommendation to the Collections Committee based on one or more of the above stated criteria. The recommendation will include the source and/or provenance of the object when available, the reasons for de-accessioning, the estimated market value, and the recommended means of disposal which may include exchange, sale, destruction, or transfer to another museum, library, or other appropriate site. This information is all recorded on the de-accession form. The Curator will make every effort to determine ownership of objects without written records. If this cannot be determined, objects will not be de-accessioned without seeking the advice of legal council. All records regarding the circumstances of the deaccession will be retained in the Museum's permanent collection records.

C. The Collections Committee shall then approve or disapprove the de-accession.

D. All de-accessions shall be reported annually to the Board of Directors.

E. Before disposing of de-accessioned objects(s), reasonable efforts should be made to ascertain that the Museum is free to do so. If restrictions on the use or disposition of the objects are found, the Museum shall:

1. Observe all mandatory restrictions unless authorized by a court of law to deviate from the original terms of the transfer of title
2. Make reasonable efforts to comply with restrictions before disposal. If practical and reasonable to do so, considering the value of the objects under question, the Museum shall notify the donor if it intends to dispose of these objects within ten years of receiving the gift.
3. Seek the advice of legal counsel if there is any question as to the intent or force of the restrictions.

F. The method of disposal for de-accessioned objects should be in the best interest of all parties-the Museum, the public it serves, the public trust it represents in owning the collection, and the scholarly or cultural communities it represents. De-accessioned objects should never be given or sold to museum employees, volunteers, officers, members of the governing authority, or their immediate families or representatives.

1. The following methods of disposition of de-accessioned objects will be considered:
 - a. Consideration is given whenever possible to placing objects, through transfer, exchange, or sale, in an appropriate cultural, scientific or educational public institution where they may serve the purpose for which they were initially acquired for the Museum.

- b. If objects are offered for sale, preference is given for sale at advertised public auction.
- c. If an object is so deteriorated that it is of no use, or if it poses a danger, or if no other method of disposition is feasible, the object may be destroyed.

G. Income derived from the sale of de-accessioned objects shall be used to enhance the Museum's collection. Funds may be placed into an acquisitions fund for the Museum or into an endowment fund (to be used for collections care) by the Board of Directors. Funds derived from the sale of de-accessioned items shall not be used for general operating expenses of the Museum.

H. The Collections Manager will keep a ledger of information related to items de-accessioned from the Museum's permanent collection. The ledger lists the deaccession date, former catalog number, brief description, source, and disposal method.

I. All identifying numbers will be removed from objects approved for de-accessioning.

J. The absence of title records is not an acceptable justification for de-accessioning unless other criteria are also met.

K. Written appraisals will be sought for any objects worth more than \$1000 that are being recommended for de-accession. The appraisal should be conducted by an appropriate non-interested appraiser. Appraiser names and values shall be recorded on the de-accession form.

L. No items donated to the museum will be auctioned prior to two years of acquisition.

M. The museum will abide by all IRS rules and regulations regarding the disposal of charitable donations and will complete all related paperwork within a timely manner.

V. Loans

Loans are temporary transfers of collection items from the Museum, or temporary transfers of similar items to the Museum for stated purposes. The transfer does not involve a change in ownership. High value incoming loans and all outgoing loans must be reviewed and approved by the collections committee. The collections manager will maintain a complete set of records of every loan transaction, both incoming and outgoing. These records should include description, photograph, condition report, receipt, loan agreements, and any other related information. The Collections Manager shall monitor loans for compliance with loan terms. Renewal and return status shall be checked at time of expiration

A. Incoming Loans.

In keeping with its various educational, exhibition or research goals, the Museum may seek to borrow objects to complement its permanent collection. Incoming loans are accepted for assigned periods only, typically not more than one year. These loans may be renewed annually. Loans from individuals are not accepted on a long-term or indefinite basis. No loans shall be issued for more than five years. If the object(s) will benefit the Museum, the owner should be encouraged to donate the object(s) in conformance with the Museum's established policies. It is for these reasons, as well as the fact that all items housed in the Museum receive the same care and treatment and thus incur administrative costs, that this policy is established.

1. Incoming loans shall be accepted only for purposes of exhibition or research.

2. The museum will not store on the behalf of others materials that are not required for exhibition or ongoing research.
3. The Collections Committee must approve incoming loans of high value.
4. No incoming loan materials will be left on the Museum's premises without a completed Temporary Receipt indicating its status as a potential loan. Incoming material will then receive a condition report and be photographed. Once this is done, an official loan agreement will be mailed to the Lender that has been signed by the Collections Manager or the Director.
5. An incoming loan file will be initiated. The label should include the dates of the loan, the lender's name, and a summary of the object(s) lent. The file will include a copy of the original receipt, the loan agreement, the condition report produced by the Museum and photograph, and any other related materials.
6. Objects borrowed by the Museum will be given the same care as items in the permanent collection. Evidence of damage will be reported immediately to the Lender. A damage report and photographs will be placed in the loan file. No treatment or alteration of objects will be undertaken without written authorization from the Lender.
7. Property of others in the Museum's custody may not be loaned or exhibited without the owner's written permission.
8. The Collections Manager will monitor incoming loans to insure that any conditions imposed by the lender are complied with in addition to the conditions stated herein.
9. All incoming loan objects must be clean, ready for exhibit and in stable condition. Such objects must be able to withstand transit, climate changes, and handling. If the Curator determines that an object(s) does not meet these conditions it will not be borrowed.
10. The Collections Manager is responsible for overseeing the unpacking, handling, re-packing, and shipping of all incoming loan items.
11. Loans are accepted for assigned periods only. There will be no open-ended loans.
12. Incoming loans are insured by the Museum unless requested otherwise by the Lender.
13. Should an object on loan be offered for donation to the permanent collection, it must undergo the formal accession process.
14. If the owner fails to take possession of an object upon termination of the Incoming Loan Agreement the disposition of the object shall be determined by the Collections Committee in consultation with the Museum's legal council.
15. All incoming loan items will be assigned a unique loan number making it possible to track the movements of such objects.
16. Incoming loaned object(s) will be returned only to the lender unless the Weinman Mineral Museum receives written authorization to release the loaned objects to a third party. In the case of death the loaned objects will be returned to the executor of the estate.

17. Loaned objects will be returned to the lender no later than the final date of the loan period specified in the loan agreement unless written permission has been granted by the lender for an extension of the loan.
18. The lender agrees to notify the Weinman Mineral Museum in writing of any address change or ownership change. If after a reasonable effort and through no fault of its own, the Weinman Mineral Museum is unable to contact the lender following the expiration of the loan agreement, it will have the right to store the objects at the lender's expense. If unclaimed after three years, in consideration of storage, insurance, and safeguarding for that period of time, the loaned objects shall be deemed an unrestricted and irrevocable gift to the Weinman Mineral Museum.
19. Materials lent to the Museum on the understanding that they will be ultimately donated to the permanent collection must be accompanied by a written declaration of the Lender's intent to this effect.

B. Outgoing Loans

1. The Museum lends objects to qualified institutions for scholarly research and exhibition. Permanent collection objects will not be lent to individuals.
2. The collections committee must approve all outgoing loans before objects leave the Museum's premises.
3. No object will leave the museum without a completed outgoing receipt and Outgoing Loan Agreement signed by a Museum representative and the borrower.
4. The Collections Manager will keep a file for each outgoing loan. All paperwork pertaining to the loan will be kept in this file. Copies of all loan paperwork will be kept in the appropriate accession files, as well.
5. The maximum duration of any loan shall not exceed one year, but shall be subject to renewal. Loans will be monitored by the Collections Manager to ensure compliance with loan conditions. The Collections Manager will renew loans based on the approval of the Curator/Director.
6. Materials placed on loan by the Museum will be assigned an insurance value prior to shipment.
7. Objects must be in clean, exhibitable and stable condition, unless a condition of the loan is conservation by the borrower using methods approved by the Curator/Director. Objects must be able to withstand transit, climate changes and handling. If the Curator/Director determines that an object(s) does not meet these conditions it will not be loaned.
8. Objects must be registered with a Museum number prior to loan. Objects must also be photographed prior to loan.
9. The borrower will furnish a certificate of insurance to the Museum prior to shipment of any outgoing loan items.
10. All outgoing items must have a condition report completed before they leave the premises. The completed form must be attached to the Museum's copy of the outgoing loan form and used for reference when the item is returned. Upon return to the Museum, an incoming condition report will be completed.

11. Packing and transportation of loaned objects shall be by safe methods and be mutually agreed upon prior to shipment by the borrower and the Weinman Mineral Museum. Experienced personnel must handle packaging and repackaging.
12. All loaned objects must be given proper care to prevent loss, damage and deterioration. Any evidence of damage, deterioration, or loss should be immediately reported to the museum followed by a written report with photographic documentation. Loaned objects may not be altered, cleaned, retouched, repaired, or unframed without written permission from the Museum. Numbers or tags must not be removed, and no adhesives may be applied. Objects must be protected from damage and theft by appropriate barriers and/or electronic surveillance.
13. Objects will be returned to the Museum in satisfactory condition no later than the final date specified on the loan agreement unless written permission is granted for an extension. The Museum reserves the right to recall loaned objects. Every effort will be made to give the borrower reasonable notice of recall. Objects are to remain on the borrowing institution's premises until they are returned to the Weinman Mineral Museum, and no sub-loans will be made without advance written permission from the Weinman Mineral Museum. The Museum grants permission to photograph or illustrate loaned objects for the purposes of scholarly research, documentation, or education. All other uses of the objects including publications, CD ROMs, videos, marketing, etc. must be approved in advance by the Weinman Mineral Museum.

C. Objects Left in the Custody of the Museum

Frequently, items other than formally requested loans are placed in the Museum's custody temporarily for such purposes as examination, attribution, identification and conservation evaluation. The following procedures will apply.

1. The Director or other authorized staff member may accept such items. Staff shall complete a Temporary Deposit Receipt for all items received. The Collections Manager will track the object(s) to ensure expeditious handling and will keep all Temporary Deposit Receipts on File.
2. The condition of the object(s) must be documented at the time of acceptance.
3. The Museum will care for these item(s) in the same manner it cares for the permanent collections. No object left in the custody of the Museum will be cleaned, restored, or in any way altered without prior written authorization from the depositor.
4. Items placed in the custody of the Museum are insured for the value noted on the temporary deposit receipt by the depositor.
5. The depositor provides all information on the Temporary Deposit Receipt, including monetary values. The Museum does not assign monetary values to temporary deposits.
6. If the Collections Committee declines any object on deposit, the Director will contact the depositor in writing regarding retrieval of the object(s). Once the depositor receives notification requesting the retrieval of the

object(s) he/she has 30 days to pick them up from the Museum. After that time the Museum has the right to place the object(s) in storage at the depositor's expense.

7. All correspondence will be sent to the address listed on the Temporary Deposit receipt unless the Museum is notified in writing to the contrary.
8. If the legal ownership of the object(s) changes during the time the Museum has it for examination, the new owner must prove his/her legal right to receive the object(s) prior to their return.
9. The depositor and Museum representative must sign on the bottom of the Temporary Deposit Receipt again when the items are released from the Museum.

VI. Care and Control of Collections

The most valuable physical asset of the Weinman Mineral Museum is its collection. The Board of Directors and all staff members, therefore, have a continuing responsibility to care for and safeguard the items in the Museum. The Director is ultimately responsible for the care of the objects placed under his/her control. Any unresolved questions regarding procedures for security, conservation, registration, inventory, storage installation or other activities applicable to the collection shall be referred to the Director.

A. Physical Protection

It is the responsibility of the Board of Trustees to ensure that the collection is adequately protected against fire, theft, vandalism, and natural and environmental disasters. The Board of Trustees works together to develop resources and procedures that will guarantee the preservation of the Museum's collection for the future. Whether collection items are on exhibition or in storage, precautions must be taken to ensure their safety. Two principle methods are used:

1. Provision of adequate buildings, exhibitions and storage facilities, and environmental systems (temperature and humidity and lighting controls) to ensure safe physical accommodation of the collection
2. Security systems to guard against fire, theft, vandalism, and abuse.

Staff Members with direct responsibilities for the collection are governed by professional standards to ensure alertness and care in all aspects of collections management.

B. Conservation

Conservation is a continuing responsibility of the Museum that requires both a long-range conservation plan and an adequate budget to conduct an ongoing program of preservation. The Collections Manager is responsible for monitoring and assessing basic conservation needs.

C. Handling the Collection

Primary responsibility for the safekeeping of the collection while in storage or on exhibit lies with the Collections Manager. Collection items within the Museum should be handled or transported only by the Collections Manager or Director/Curator or others under their supervision.

D. Packing and Shipping

The Collections Manager, Curator/Director, or others under their supervision shall be responsible for packing and shipping all objects passing in and out of the Museum's control.

E. Record Keeping

Professional collections management relies heavily upon the development and maintenance of records pertaining to the collection. It is the responsibility of the Collections Manager to develop and maintain a system for recording the location of all collection and loan items at all times, whether on exhibition, in storage, or on loan. Collection records are maintained accurately, completely and correctly, and the information contained in them is easily retrievable. Collection records should be carefully preserved.

1. The Collections Manager, on behalf of the Weinman Mineral Museum, will maintain permanent records pertaining to the collection. These records consist of, but are not limited to, the following: original documentation recording the legal status of an item, provenance needed to establish legal status, all correspondence regarding acquisition, descriptive and photographic data, valuation, insurance records, location records, condition reports and conservation records, exhibition history, loan history, and any other record of the object(s) movement, and a registration number in accordance with AAM Standards and Policies. Permanent collection records should be created on acid-free paper and preserved by proper handling and storage methods.
2. The Collections Manager will also maintain an inventory of both the Permanent and the Non-Permanent collections that includes a location for all objects. The inventory is necessary for insurance purposes and accountability. Periodic and spot-check inventories should be conducted regularly to verify location records. If a collection item is discovered to be missing, a report should be made to the Director. If the item cannot be located within a reasonable amount of time, a report of missing or stolen items will be completed by the Collections Manager and placed on file with the other collection records. The Director shall ascertain, based on available information, what avenue to pursue in locating the item.
3. Collection records should be safeguarded from hazards, such as fire, water or smoke damage, and loss. They will be stored in a secure area of the Museum, and copies will be stored in an off-site location.
4. Information contained in the collection records should be well organized, accurate, complete, and easily retrievable.
5. Some collection records, excluding legal documents, may be stored in computer format. A backup disc of computer records should be stored in an off-site location as a security precaution.
6. In general, access to collections records is restricted to the Collections Manager, the Curator/Director, and others designated by them. For the purposes of scholarship, education, or publicity, the Collections Manager will, upon approval by the Director, make available records regarding accessioned or loaned objects in the Museum's custody.
7. The Collections Manager shall develop and maintain procedures for ensuring the confidentiality of collection records. The following information is considered privileged and will not be divulged except to those persons with a right to know:

- a. Names of lenders, donors and prior holders who have requested anonymity
- b. Mailing addresses of all donors, lenders and prior holders
- c. Location of objects
- d. Value of objects

F. Access to Collections

Proper security protection of the collection in storage and of collection records containing privileged information requires that access to the collection and records be controlled. As a public institution, whose prime mission is education, the Museum will strive to provide the public and press with maximum accessibility to the collection based on staff availability and policies regarding the security, safety and conservation of the objects.

1. The Director shall designate those staff members who may have unlimited access to storage areas. Volunteers may enter storage areas only when accompanied by an authorized staff member.
2. Requests for access to the collections not on public display will be coordinated with the Director, Curator, or Collections Manager and this person shall decide the extent of access allowed on a case-by-case basis. In the case of access to collections for research purposes, the requesting individual must notify the Director in advance to schedule an appointment. Access to the collection for research purposes may be restricted by the terms of loan agreements, staff availability, and security or conservation concerns. A Museum staff member must supervise such access. The Museum requests a copy of any paper or publication resulting from access to its collection.
3. All person requesting access to the collection should first complete a Collections Access Request Form.
4. Persons given access to collections shall be subject to such additional security precautions as are deemed reasonable and prudent by the Collections Manager. These precautions may include but are not limited to wearing white cotton gloves when viewing objects and taking notes in pencil.
5. During the course of use, collections objects may not be removed from the museum, altered, cleaned, or repaired by anyone other than Museum staff. Numbers or tags may not be removed. No adhesive may be applied. Any evidence of damage or deterioration will be immediately reported to the Director. The person requesting access will assume responsibility for loss or damage due to negligence.
6. Collection items may be photographed, but there are limitations due to the sensitive or fragile nature of some objects. The Director must approve formal photography of collection items and the Curator/Director or Collections Manager will supervise the handling of collection objects and outline any specific requirements for the project.
7. The Weinman Mineral Museum reserves the right to refuse access to any part of the collection in response to changing legal, ethical, or conservation concerns. Currently, the Director may refuse access based on the following restrictions:

- a. No item for which another individual or institution is known to hold the copyright will be duplicated without the prior written consent of that individual/institution.
- b. Availability of some materials may be limited to protect the privacy of individuals. Restrictions may include, but are not limited to, prohibition of publication, restrictions on identification of people, and identification of individuals' homes or places of work.
- c. In response to concerns expressed by Native American groups, access to Native American human remains and associated funerary objects as well as objects of cultural patrimony is limited. The term human remains includes, but is not limited to, human skeletal remains, mummified remains, and cremated bone. Human remains (or photographs of human remains) may not be viewed without prior approval of the Director. Any reproduction of images of Native American human remains for any purpose, including research, lecture, or publication, must be approved by the Director. The availability of materials relating to Native American ceremonial activities is limited. These materials may not be viewed without prior approval of the Director.
- d. Handling of original materials may be limited, and photocopying may not be allowed due to the fragile physical condition of work of art, object, photograph, book, or document.
- e. Availability of some materials may be limited due to donor restrictions.
- f. Commercial use of any products resulting from access to the Museum's collections or archives must be approved in advance by Museum staff. Any product resulting from access will credit the Museum.

VII. Reproduction Rights and Fees

It is the responsibility of the Director to develop and maintain a schedule of fees to be charged for reproducing collection records, supplying photographs, and granting reproduction rights. Images obtained from the Weinman Mineral Museum collection can be used in exhibitions, publications, advertisements, films, videos, or any electronic media with the Museum's permission. The following commercial guidelines shall be considered as minimum requirements when providing these images:

- A.** Credit shall be given to the Museum as follows: "Courtesy of the Weinman Mineral Museum, Cartersville, GA," complete catalog number, and donor name as appropriate.
- B.** The object must be reproduced without manipulation by any means, unless written permission is obtained in advance from the Director.
- C.** The object or image shall not be used in any way that impugns the integrity of the museum.
- D.** The museum reserves the right to examine proofs and captions for accuracy and sensitivity before publication and to require revisions if necessary.

E. Photographs taken of material that is subject to copyright restrictions may not be used for publication or any commercial purpose without the written permission of the copyright holder and the owner of the material.

F. Photographs taken pursuant to a contract made with the Museum, by a Museum staff member or by anyone being paid by the Museum shall be considered "works for hire" and are the copyrighted property of the Museum. All negatives, transparencies, and other materials resulting from such photography are also "works made for hire" and are the copyrighted property of the Museum, unless other contractual arrangements have been made with the photographer.

G. Any reproduction of images of Native American human remains for any purpose, including research, lecture, or publication, must be approved by the Director.

H. The Museum shall receive a copy of the object or publication for its records.

VIII. Insurance and Risk Management

A. The Weinman Mineral Museum shall insure the museum's collections with a wall to wall, all risk fine arts policy and maintain insurance records and reports in the permanent records.

B. The Curator will record upon acquisition the purchase value, appraisal value, or in the absence of these, an estimated value, for each item entering the permanent or non-permanent collection. These values will be reviewed periodically by the Director in consultation with an appraiser when necessary.

C. Insuring Loans and Temporary Deposits.

1. Outgoing loans shall be insured by the borrowing agency for the specified loan period under an all risk wall-to-wall policy for the fair market value determined by the Weinman Mineral Museum. Collections will not be loaned (shipped) without this certificate.
2. Incoming loans that are borrowed by the Museum shall be insured by the Weinman Mineral Museum, or the Lender, or a waiver of insurance will be obtained. A Certificate of Insurance will be provided to the lending agency upon request. Values must be in line with the fair market value for the object(s) whenever possible. The lender agrees that in the event of loss or damage, recovery shall be limited to such amount as the insurer may pay, releasing the Weinman Mineral Museum, its officers, employees and agents from liability from any and all claims arising out of such loss or damage. In the event that the lender and the insurer disagree on the amount of loss, a competent and disinterested appraiser shall determine actual loss.
 - a. If the lender elects to maintain his or her own insurance coverage, prior to shipment of the loan, the Weinman Mineral Museum must receive from his/her insurance company a Certificate of Insurance naming the Weinman Mineral Museum as an additional insured or waiving rights of subrogation against the Museum. If the lender fails to provide this certificate, this failure shall constitute a waiver of insurance by the lender. The Weinman Mineral Museum shall not be responsible for any error of deficiency in information furnished by the lender to the insurer or for any lapses in such coverage.

- b. In the case of long-term loans, it is the responsibility of the lender to notify the Weinman Mineral Museum of current insurance valuations. If insurance is waived by the lender, this waiver shall constitute the agreement of the lender to release and hold harmless the Weinman Mineral Museum from any liability for damage to or loss of the object lent.
 - c. In the interest of good risk management, Museum staff and volunteers shall report all damages or loss to the Collections Manager as soon as discovered. The Damage Report shall contain a complete narrative of the situation leading to the damage or loss of the object(s), whether owned by the Museum or on loan. The Collections Manager maintains these records.
 - d. If insurance is waived by the Lender, this waiver shall constitute the agreement of the Lender to release and hold harmless the Weinman Mineral Museum from any liability for damage to or loss of the object lent.
 3. All items left in the custody of the Museum for any purpose will be covered by insurance. The same stipulations apply to items left in the custody of the Museum as incoming loans.

IX. Standards of Conduct and Performance

Activities that conflict with staff responsibilities or cause staff members to favor outside interests over those of their institution must be avoided. Since the prime responsibility of the Museum is to maintain objects in the public trust, the Museum establishes the following policies:

- A.** To act ethically and legally in collecting, acquiring, reproducing, lending and disposing of objects.
- B.** To discourage unethical, illegal and destructive practices with respect to collecting, acquiring, storing, reproducing, displaying, transporting, and trafficking of objects.
- C.** To refrain from providing donors with appraisals for any gift or bequest.
- D.** Museum employees and trustees shall avoid acquiring objects in direct competition with the collecting activities associated with the collections. Direct competition would exist when an employee knows or has reason to believe that the Museum would purchase the objects for the permanent collections if aware of the opportunity. In such cases, the employee shall discuss the matter with the Collections Committee.
- E.** If a conflict of interest or appearance thereof, exists, clearance shall be obtained for the protection of the employee and the Museum. In cases where the conflict cannot be resolved in other ways, clearance may require providing the Museum the opportunity to purchase or otherwise acquire the object, or if already acquired by the employee, a reasonable time for the Collections Committee to decide whether to obtain the object from the employee upon payment of his/her costs of acquisition.
- F.** The Museum staff is discouraged from bringing personal collections to the Museum for storage or other purposes. No personal collection is allowed in the Museum unless the Director approves and the collection is in the Museum for stated purposes (i.e., study or exhibition). Personal collections should not be intermingled with the Museum's

collections. Personal items may be used as office decoration, but the Museum will not insure personal items unless requested for legitimate Museum purposes.

G. Museum employees who are directly responsible for acquiring objects for the Museum's permanent collections shall not deal (buy or sell for profit on a regular basis or maintain an interest in any dealership) in objects, materials, or specimens similar to those collected by the Museum. Any dealing by Museum employees in objects of the type collected by the Museum requires prior clearance by the Board of Trustees.

H. No staff member or board member shall offer appraisals of the monetary value of materials or objects to donors, or reveal the insured value of any item in the Museum's collection for the purpose of establishing a fair market value of gifts offered to the Museum.

I. Donors must obtain an independent appraisal for tax purposes, and they shall bear the cost. Donors are asked to provide a copy of that or any existing appraisal summary to the Museum for its records relating to the gift.

J. Staff members may assist a donor in locating a qualified appraiser from a list of appraisers maintained by the Museum. This listing does not imply that the Museum endorses these appraisers, but is simply providing a list for referral when the general public makes requests.

K. All appraisals, official or unofficial, are used strictly for internal accounting and insurance purposes. Museum staff will not cite such values to the donor, nor will the donor's estimated value be in any manner confirmed or otherwise commented upon by Museum personnel.

L. Staff members shall not appraise objects brought to the Museum.

X. Library

A. The Library of the Weinman Mineral Museum shall be accessible to the general public, as well as, visiting scholars, students, docents, volunteers, and the membership of the Museum. The library also provides essential support to the Museum's staff and its affiliated research in the acquisition, conservation, cataloging, and display of the Museum's collection. It is the Library's policy to acquire materials at the "research level" that will develop areas of concentration reflecting and supporting priorities and strengths of the Museum's permanent collection and the Museum's mission statement.

B. The library will be open to non-staff persons between 1:30-4:30 Monday through Saturday or by appointment. The collections are non-circulating with the exception of those items being used by staff for specific project research. Any staff member removing materials from the Library should check-out the materials with the Collections Manager.

C. Library materials are considered a part of the Museum's Education Collection which is a sub-category of the Non-Permanent Collection. Materials are added to the library following a similar procedure as for other objects in the non-permanent collection. Library books are numbered using the Dewey Decimal System. Rare or antique library materials may be accessioned into the permanent collection and these should be subject to restricted access.

XI. LEDGERS/LOGS

A. Accession Log

This acid-free ledger is used to record all accessions. It lists: Date of entry, accession number, number of objects being accessioned, brief description of the collection items, Source, Method of acquisition, special notes. All accession numbers will begin with the prefix WM.

B. Deaccession Log

This acid-free ledger is used to record all deaccessions. It lists: Deaccession Date, Former catalog number, brief description and number of objects, source, disposal Method.

C. Temporary Receipt Log

This acid-free ledger is used to record all temporary transactions, such as items left in the custody of the Museum, and incoming and outgoing loans. It lists: temporary receipt number, date of receipt, brief description of objects received, type of acquisition, source, final disposition, final number (catalog, loan, etc.)

D. Non-Permanent Collection Log

This acid-free ledger is used to record all acquisitions that are not accessioned into the permanent collection. It lists: Date of entry, registration number if applicable, brief description of objects, old number if applicable, status (purchase, gift), Source, final disposition. Numbering sequence shall be determined as in assigning accession numbers. The number should have the prefix WED (education collection) or WPH (photograph). The Museum realizes that non-collection items will have a limited life span due to excessive handling. When non-collection items deteriorate they are discarded and a notation is made in the non-permanent collection log.

E. Additional forms that have been referred to in this document can be found in Appendix B.

XII. Conclusion

This policy is ordered printed by the Board of Directors of the Weinman Mineral Museum, and a copy shall be made available to any donor or prospective donor, upon request.

APPENDIX A-DEFINITIONS

- A. Accession:** the formal process used to accept and record an object as part of the permanent collections.
- B. Acquisition:** the discovery, preliminary evaluation, negotiation for, taking custody of, documenting title to and acknowledging receipt of materials and objects.
- C. Appraisals:** a valuation of an object by the estimate of a recognized appraiser.
- Artifact:** an object produced or shaped by human workmanship.
- D. Collections Manager:** the person responsible for maintaining and caring for the Museum's collection
- E. Conservation:** scientific examination and treatment of museum objects and the study of the environment in which they are placed.
- F. De-accession:** the process of removing permanently from the collection materials that have gone through the accession process. The de-accession process shall be cautious, deliberate and scrupulous.
- G. Deed of gift:** a contract that transfers title of ownership of an object(s) from a donor to the Museum.
- H. Depositor:** 1) an individual who has deposited objects with the Museum for consideration as a potential donation to or purchase for the Museum, or 2) an individual who has left objects in the custody of the Museum for attribution or identification purposes.
- I. Director:** senior staff member whose primary responsibilities are the everyday operation of the museum and supervision of staff members.
- J. Disposal:** the process of physically divesting the Museum of an object in its possession in accordance with the Museum's de-accession policy.
- K.. Donor:** an individual who has signed over title of ownership of objects to the Museum free of charge.
- L. Education Collection-**a subcategory of the non-permanent collection. These objects may be used for hands-on teaching programs, exhibits, or demonstrations. They may be used at the Museum or traveled off-site to expositions, fairs, or similar settings.
- M. Happy Pile-**a subcategory of the non-permanent collection. These specimens are chosen from a large pile behind the museum and taken home by children as part of their educational program.
- N. Incoming Loan:** the temporary transfer of collection objects from another museum, institution or individual to the Museum for stated museum purposes. The transfer does not involve a change of ownership.
- O. Items left in the custody of the museum:** an object left in the temporary custody of the Museum by the owner for services such as attribution, identification, examination, or conservation evaluation.
- P. Non-permanent collection object:** a category of objects that are not accessioned as part of the permanent collections, but support educational programs or interpretive purposes. They are usually duplicate or worn items. The Museum holds legal title to these items.
- Q. Objects found in the collections:** an object that lacks any significant documentation of accession status.

R. Outgoing loan: the temporary transfer of collection objects from the Museum to another museum or similar institution for stated museum purposes. The transfer does not involve a change of ownership.

S. Permanent Collection object: an object, photograph, book, work of art or archival material that has been or will be accessioned into the collection. Permanent Collection items are selected in accordance with the Museum's mission and acquisition criteria by means of a formal process. The Museum holds legal title to these items, which are used for exhibition and research.

T. Provenance: for works of art and historical objects, the background and history of ownership or association of an artifact with people, places and events.

U. Representative specimen: a specimen that represents an acceptable example of a particular mineral, rock or fossil species, or a variety of the species

V. Specimen: an object found in nature

W. Temporary Deposit Receipt: any object deposited with the Museum for consideration as a potential donation or purchase for the Museum's purposes.

X. Top quality specimen: a specimen that represents one of the finest available examples of a particular mineral, rock or fossil species, or a variety of the species

APPENDIX B-FORMS