

Collections Management Policy

Tillamook County Pioneer Museum

Approved by the TCPM Board of Directors on August 3, 2021

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Article I. Foundational Statements

A. Mission Statement

The Tillamook County Pioneer Museum is committed to the preservation and interpretation of the north Oregon coast's cultural heritage and to fostering appreciation, understanding and respect of the north Oregon coast's environment.
(Adopted by the Tillamook County Pioneer Museum Board of Directors on December 13, 2005).

B. History

The Tillamook County Pioneer Museum (TCPM) was founded in 1935 by the Tillamook County Pioneer Association with a founding collection of 400 objects in a side room of the county courthouse. The museum was taken over by the county in 1945 and hired the museum's first professional staff. In 1985, the county ceased operating the museum and the Tillamook County Pioneer Museum became its own 501(c)(3), renting the old county courthouse in full, which is still its home. That same year, a group of concerned citizens proposed a county levy to fund the museum, which was passed and reaffirmed twice, in 1996, and again in 2009. In 2011, TCPM established the Kilchis Point Reserve, a 200-acre natural reserve with extensive prehistoric and historic history, as well as a variety of native flora and fauna, and created two miles of interpretive trails that highlight these important cultural and natural assets to visitors. Today, TCPM still occupies the old county courthouse at 2106 Second Street, with nineteen exhibit areas, over 55,000 artifacts along with over 20,000 archival materials in its research library.

C. Purpose of Policy

This Collections Management Policy (Policy) is intended to further the stated mission and purpose of the Tillamook County Pioneer Museum (the Museum) by guiding and facilitating operations regarding the objects held in the public trust by the organization. It serves as a comprehensive guide to the museum's standards regarding the development, documentation, access, and care of its collections, and is for the benefit of the museum's Board of Directors and Staff, as well as for the public. It further ensures that all ethical, legal, and professional standards and requirements are outlined and met. This policy authorizes specific committees and parties who will be given the responsibility of these actions, and entrusts them with using their own judgment and discretion. By its signatory record, the Board of Directors adopts this policy; each time the policy is reviewed, it supersedes and replaces all previous policies and is binding on all museum board members, staff, volunteers, and other museum representatives.

D. Statement of Authority

The Board of Directors (the Board) has the fiduciary responsibility for the protection of assets of the organization, including the collections. The Board is also required to ensure that the collections are carefully preserved and properly and effectively used for public educational purposes.

The Museum's Executive Director (the Director) shall be responsible for implementing this Policy in such a manner as to ensure proper accountability in all

areas addressed. The Director may delegate responsibilities to other staff or representatives as appropriate.

The Collections Committee shall be a standing operating committee appointed pursuant to the bylaws of the museum, and shall recommend and assist in implementing this policy. The Collections Committee shall:

- Oversee all matters pertaining to the care and management of the collection, including acquisitions, accessions, deaccessions, disposals, loans, collections maintenance and conservation, insurance and inventories.
- Delegate to a designated staff the authority regarding acquisition of material or objects of a prescribed modest value.
- Meet quarterly to review and discuss proposed acquisitions and deaccessions, and other museum operations related to the collection.
- Implement a Collection Development and Access Plan that defines priorities for adding to or removing material from the collection in accordance with an institutional Interpretive Plan, and that addresses priorities as may be set by the Board regarding community outreach or joint programming with other organizations.

E. Legal and Ethical Considerations

1. Ethics

The Museum abides by the professional ethics statements of the American Alliance of Museums (AAM) and the American Association of State and Local History (AASLH). Other code of ethics created by professional associations can and will be consulted as necessary.

2. Legal

The Society complies with all state and federal laws and regulations that apply to the management of its collections, including but not limited to: Federal laws: Native American Graves and Repatriation Act (NAGPRA), the Endangered Species Act, and the Marine Mammal Protection Act, and the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).

The Society will not knowingly acquire or exhibit artifacts that have been stolen, illegally exported from their country of origin, unethically taken from their society of origin, illegally or unethically salvaged, or removed from commercially exploited archaeological or historic sites.

The Society strives to collect only those archaeological artifacts that have been acquired through properly documented excavations.

3. Personal Collecting

If museum staff or volunteers were to maintain private collections in the same subject areas as the museum, the temptation would be great to acquire valuable specimens for one's private collection rather than seek donation to the museum. Therefore, in order to avoid any conflict of interest with the museum, museum representatives shall not compete with the

museum in the acquisition of collection material, and shall not add to their private collections any material acquired as a result of their association with the museum.

4. Duty of Loyalty

Every museum representative assumes a duty of loyalty to the museum and to the public trust which it serves. The actions of every museum representative shall preserve the museum's integrity and reputation. No museum representative shall take any action, whether personally or in the capacity of a museum representative, to undermine the museum's operations, to detract from the collections, or to reflect negatively on the museum's reputation. Any dispute regarding the application of this policy shall be resolved by the Board of Directors.

F. Categories of Collections

Preservation Collection: Material that has been formally accessioned by the museum. The permanent collection is the primary collection of the museum and is afforded the highest degree of security, care and conservation that the museum is able to provide.

Education Collection: Material that is owned by the museum and is designated for use in programs, and may be used by visitors and guests. Such material shall not be accessioned and shall not be part of the Preservation Collection, but will be registered and labeled accordingly for clarity. This collection will not be afforded the same degree of security, care, and conservation as the Preservation Collection. Material that has been accessioned may be deaccessioned for use in the Education Collection pursuant to the criteria set forth in the Deaccession Policy.

Reference Collection: These are materials retained by the museum for research or record-keeping purposes rather than indefinite preservation. Examples include published reference books and monographs that may be readily replaceable rather than a historic document or book appropriate to the Preservation Collection. These materials will not be formally accessioned and shall not be part of the Preservation Collection, but may be registered and will be labeled accordingly for clarity. Material that has been accessioned may be deaccessioned for use in the Reference Collection pursuant to the criteria set forth in the Deaccession Policy.

G. Scope of Collections

The Tillamook County Pioneer Museum collects and preserves material culture and archival material that documents Tillamook County's cultural, political, economic, religious, social, intellectual, artistic, architectural, industrial, and environmental history. In particular, it supports these key subcategories:

- Objects made by or used by Tillamook County and/or North Oregon Coast residents in work, school, home, or social group settings.
- Objects that document the history of the governmental operations of Tillamook County and/or the surrounding municipalities.
- Cultural or artistic works created by Tillamook County or North Oregon

Coast residents.

- Natural history collections that meet the following requirements
 - The specimen is not alive,
 - The specimen, if perishable, is properly preserved for perpetuity, and
 - The specimen is native to Tillamook County or the North Oregon Coast.

Exceptions to these guidelines may be made for additions to the Education and Reference collections only, and must have statements added to their object record that justify their addition.

Article II. Collections Development

A. Acquisitions and Accessions

1. Authority

The Collections Committee shall have authority to accept donations of or purchase material for the collections that adheres to the scope of collections statement in this policy. The Collections Committee will delegate authority to staff members as required. All acquisitions decisions will be made in quarterly meetings of the Collections Committee and minutes of these meetings will be retained in perpetuity. Time-sensitive decisions may be made via e-mail and the conversations held therein will be held in perpetuity with the meeting minutes.

Any single purchase exceeding five-hundred dollars (\$500.00) requires prior approval of the Board of Directors. Any single or combined purchases that together exceed a program, department or committee's annual Board-approved budget amount require prior approval of the Board of Directors.

2. Criteria for Acquisition

Material shall be considered for acquisition based on its value to the museum's mission and programs, rather than on its monetary worth or uniqueness alone. Acquisitions should meet the following criteria, unless an exception is made as described in "Exceptions to Criteria for Acquisition", below:

- a. The material is falls within the scope of collections as outlined in this policy and is relevant to and consistent with the mission and programs of the museum;
- b. The donor can convey and the museum can obtain clear legal title to the material;
- c. The donor or the museum can establish clear provenance and significance of the material;
- d. The material does not pose a hazard to people or property;
- e. The museum can provide for proper storage, security and care for the material, taking into consideration costs and staff capabilities;
- f. There are no equally well-documented duplicates or similar materials already in the collection;
- g. The material is in adequate condition for exhibition or other appropriate use.
- h. The material is not known or suspected of being illegally or unethically obtained by the donor or any other interim possessor of the material;
- i. The museum can comply with legal requirements of the Native American Graves Protection and Repatriation Act (NAGPRA) and other laws that may apply to the material;
- j. If material is to be purchased, a fair market value must be determined by the museum and the seller in a written agreement. The museum

shall under no circumstances give appraisals. (see “Appraisals”, below);

- k. The museum can obtain full literary rights, property rights, copyrights, patents or trademarks.

3. Exceptions to Criteria for Acquisition

Any exceptions to full right and title in the museum are subject to the potential of being converted to full right and title under appropriate law.

- a. *Donor restrictions.* It is difficult and costly for the museum to manage collection material over which it does not have complete control. Therefore, donor restrictions are discouraged. Material subject to a donor restriction may be acquired if the Collections Committee determines (1) that the material would uniquely and significantly further the museum’s purposes and programs, and (2) that the museum would be able to reasonably comply with such restriction. Such restriction shall be made part of the permanent records and shall be strictly observed. Restrictions or conditions prohibiting any exhibition of material, requiring that certain material be kept together permanently and/or displayed only as a discrete collection, or requiring permanent exhibition of material shall not be accepted.
- b. *Lack of full literary rights.* Material that is not accompanied by a conveyance of full literary rights, property rights, copyrights, patents and trademarks may be accepted if the Collections Committee determines (1) that the material would uniquely and significantly further the museum’s purposes and programs; (2) that the museum would be able to effectively use the material; and (3) that the museum would be able to reasonably comply with restrictions of such rights. Such restriction shall be made part of the permanent records and shall be strictly observed.

4. Prohibited Acquisitions

No material may be acquired that violates import laws or that would support or encourage irresponsible damage to or destruction of collecting sites, cultural properties, cultural monuments or human burial places; provided, that objects offered to the museum by government authorities may be accepted.

No human remains shall be accepted unless they are culturally modified or illustrate cultural processes.

No sacred or religious material will be accepted if the museum determines it to be controversial with respect to ownership by or proprietary rights of the ethnic group with which they are associated.

5. Means and Documentation of Acquisitions

Collection material may be acquired by gift, bequest, purchase, exchange, commission, field collection, abandonment, adverse possession or

loan (in accordance with the Loan Policy specified herein). All material acquired by the museum shall be documented as to title, provenance, condition and the collection for which it is intended, or its intended use in the case of an incoming loan. All document forms referred to herein shall be approved by the Collections Committee.

- a. *Temporary Custody.* Upon the deposit of any material with the museum, the museum shall complete a “Temporary Custody Receipt.” The Temporary Custody Receipt shall specify the donor and owner’s name and contact information, a statement about the provenance of the collection, a description of the material in the collection, the date the owner acquired the material, the date of the transfer to the museum, any restrictions on title and/or use, and the intended purpose of the material. The Temporary Custody Receipt shall be signed and dated by the prospective donor and by the Director. If the material is subject to tribal, national or international law, copies of export permits, state or federal permits, or a statement from the owner shall be included.
- b. *Collections Committee Review.* The Temporary Custody Receipt and material will be reviewed by staff and by the Collections Committee at their regular quarterly meeting to determine whether the museum will accept the material and, if so, to which collection it would be added. The museum shall notify the donor, via documented phone call, e-mail, or regular first class mail within 5 business days after such determination is made, or within 90 days of the deposit of the material, whichever is sooner. The Collections Committee shall consider the Criteria for Acquisition in making its determination.
- c. *Unaccepted Material/Abandoned Property.* Material that the museum cannot accept or that the donor wishes to reclaim after the notification from the Collections Committee must be reclaimed by the donor/owner within 60 days of such notification. Any artifact not reclaimed by the owner within 60 days of deposit with the museum shall be considered abandoned property and as such shall be subject to state law pertaining to such property. Property with an estimated value of less than two-hundred dollars (\$200.00) may be disposed of at the discretion of the Director. Property with an estimated value greater than two-hundred dollars (\$200.00) may be disposed of pursuant to applicable law and at the discretion of the Board of Directors. Further, the donor/owner shall be liable for any expenses involved in such disposition.
- d. *Deed of Gift.* The preferred mode of transferring title to objects being acquired by the museum is a Deed of Gift signed by the donor/owner and the Director or Curator of the museum. Other means of transferring title may include a signed letter from the donor or other signed certificate evidencing the donor’s intent to make a gift, along with actual delivery of the material to the museum.

- e. *Accessions*. Material that is to be accessioned into the Preservation Collection shall be registered and catalogued according to the criteria established by the Collections Committee. Staff shall keep ongoing records of the location and condition of such material as it is exhibited, stored, or used for research.
- f. *Education or Reference Acquisitions*. Material that is acquired for the Education or Reference Collections shall not be accessioned but may be registered and catalogued in the records of the respective secondary collection, at the discretion of the Director.
- g. *Material Lacking Documentation*. The museum shall search its records and make reasonable efforts to identify the donors of material that lacks donor identification. Such searches and efforts shall be documented in the records pertaining to such material. If the donor cannot be ascertained from such records and efforts, the Collections Committee shall follow the procedures to acquire title as prescribed by O.R.S. 358.415-440 as may be amended and in effect at the time the searches and efforts are made. Once the museum acquires legal title, it may acquire or dispose of the material, at its discretion, in accordance with this Policy and applicable law.
- h. *Appraisals*. Donors who wish to avail themselves of an income, gift or estate tax deduction shall be responsible for obtaining an independent appraisal of any donated material prior to its transfer to the museum. The museum encourages donors to provide a copy of the appraisal to make part of the permanent record regarding the donated material. Under no circumstance will any museum representative provide to any party for any use an appraisal or opinion of monetary value of any collection material, nor will they reveal the museum's insurance value, if any, of such material.
- i. *Identification of Artifacts*. Museum staff may provide informal artifact identification (probable date, attributed qualities or use, etc.) to owners of artifacts for personal use only. In addition to the Temporary Custody Receipt, owners must sign a statement evidencing that they agree that such identification will be used solely for educational or scientific purposes, that such identification will not be used in connection with any past or prospective commercial transaction, and that such identification is understood to be informal and in no way implies or expresses authentication or value.

B. Deaccessions and Disposal

One element of the museum's mandate as a public trust is to re-evaluate the relevance of its collections to its mission on a regular basis. Deaccession is only required for objects in the Preservation Collection, as material is not accessioned into the Education or Reference Collections and may be removed and disposed of at will. The deaccession process shall be cautious, deliberate and scrupulous.

1. Authority

Any member of the museum staff may recommend deaccessioning material from the Preservation Collection if such material meets one or more of the Criteria for Deaccession as described herein. Deaccession recommendations shall be made in writing to or by the Director, who shall present the recommendations to the Collections Committee. Such recommendations shall identify the source or provenance of the material, the reason(s) for deaccessioning, the estimated monetary value of the material, and the recommended means of disposal. The Collections Committee shall vote on whether to approve or disapprove the recommendation. The Collections Committee shall then make a final recommendation regarding deaccession and proposed disposition to the Board of Directors. The Board of Directors shall vote to approve or disapprove of the deaccession recommendation at its next regular meeting. Such approval or disapproval shall be noted in the minutes of the Board of Directors and shall be transmitted to the Director for appropriate action. All deaccession records should be permanently retained.

2. Criteria for Deaccession

As deaccessioning is the opposite process from accessioning, the criteria for removing material from the collection should mirror reasons to add material to the collection. Material from the Preservation Collection may be considered for deaccession if it meets at least one of the following criteria:

- a. It is outside of the scope of the museum's collection, mission and/or programs;
- b. It is being removed to accomplish refinement of collections;
- c. It has failed to retain its identity;
- d. It lacks physical integrity;
- e. It has failed to retain its authenticity;
- f. It has become redundant to the collection;
- g. It has preservation or conservation needs beyond the capacity of the Museum to provide;
- h. It has deteriorated beyond conservation abilities;
- i. It has been lost or stolen and remains missing for two consecutive inventories or ten consecutive years;
- j. It has inadvertently been accessioned multiple times, thus the duplicate entries need to be deleted from the permanent records;
- k. It is made of hazardous materials which pose a threat to the collections or staff;
- l. The Museum is repatriating the object or returning the object to its rightful owner (including fulfilling NAGPRA repatriation protocols);
- m. The Museum is returning the object to the donor, or the donor's heirs or assigns, to fulfill donor restrictions relating to the item which the Museum is no longer able to meet;

3. Restrictions on Deaccessioning

- a. *Title; Restrictions.* Reasonable efforts shall be made to determine that the museum is legally free to deaccession any material recommended for deaccession. No material may be deaccessioned if the museum lacks clear title or if deaccessioning would violate documented mandatory donor restrictions or conditions of acquisition. Staff shall seek the advice of legal counsel regarding any concern or question about title or about the intent or enforcement of restrictions or conditions, including procedures under the abandoned museum property laws of the state of Oregon.
- b. *Informal restrictions.* Material that has been accessioned within ten (10) years and is subject to precatory (expressed preference; not mandatory) restrictions shall not be deaccessioned until staff has made an effort to comply with such restrictions and has notified the donor, if alive, or the donor's heirs and assigns.

4. Disposition of Deaccessioned Material

Once an object has been approved for deaccession by the authorized parties, it will be promptly disposed of by one of the following means:

- a. *Transfer to the Education or Reference Collections:* These objects will be retained with the express purpose to be used in programs and by visitors and guests. Transfer to this collection should only be done if it is useful to the museum but should not have preservation resources dedicated to ensuring it exists in perpetuity.
- b. *Transfer to Other Organizations:* Museum objects and archival materials may be transferred to a library, historical society, museum, or any organization that agrees to preserve and share the object to the best of their abilities. This may be done in an object exchange as well.
- c. *Repatriation Pursuant to Federal, State, or Local Law:* Materials will be or disposed of according to compliance with legal precedents.
- d. *Sale:* Objects and archival materials may be sold at public auction, or otherwise clearly offered for public sale. The followed stipulations must be followed.
 - i The Museum will not engage in private sale of any material. All material disposed of by sale must be done in a public forum.
 - ii Proceeds derived from the sale of any deaccessioned objects must be placed in a permanently restricted fund exclusively for the acquisition of new accessions, or the preservation, conservation, or direct care of the existing collection. In no event shall proceeds derived from the sale of deaccessioned objects be used for operating expenses or any other purposes other than the before stated.
- e. *Destruction:* When an alternative method is unavailable or the object is deteriorated beyond repair, infested beyond treatment, or

composed of lethal materials, the object will be destroyed in an appropriate manner and documented by the Museum.

The choice of method of disposition shall take into consideration the best interests of the museum, the public trust, and the educational and cultural communities represented by the museum.

5. Documentation of Deaccessioned Material

In addition to the approval of the Board of Directors as noted in the minutes of its meetings, the deaccession of any material shall be noted on the individual registration and/or catalog records of the material and shall include the date of deaccession approval, the disposition method, and the proceeds of sale, if any. Staff, as directed by the Collections Committee, shall maintain a current list of such material, and shall make such list for the past five years available for public inspection upon reasonable request.

C. Collections Review

The Museum will undertake a full collections review not less than once every twenty years to ensure the corpus of its collection continues to serve its mission. These reviews will be conducted by members of the Collections Committee or designated representatives. At the conclusion of the review, a report will be written identifying strengths and weaknesses discovered in the collection and recommendations for collection development including collecting priorities, candidates for deaccession, and any areas for concern. These reports will be retained permanently.

Article III. Collections Information

The museum shall aspire to document each object thoroughly, and to maintain records of each of the museum's collections separately, in accordance with generally recognized museum collections management principles. There have been several inventory, registration and record keeping systems employed since the museum's inception, and it is an ongoing effort of staff to bring these systems into uniformity and to secure documentation that may be missing. The following guidelines are intended to provide a means for staff to secure necessary information about the collection, to maximize the research value of the collections, and to provide the Board of Directors with information needed to adequately protect the material in each collection.

A. Documentation and Cataloging

1. The Museum will create and maintain documentation for all collections and collection development activities. These records establish legal title to collections, identify collections objects and their provenance as fully as possible, and track the location of collections objects. These records are retained permanently.
2. The Collections Committee or their authorized staff representatives is responsible for creating and maintaining records of accessions, deaccessions, loans, and catalog records by whatever systems they deem appropriate (digital database, physical register, both, etc.)
3. The Collections Committee will create and maintain a collections record-keeping procedure manual to follow for all records regarding objects in any collection held by the Museum. Each record should provide the following information at a minimum in order to retain control of the collection:
 - a. Object name
 - b. Number of objects (if applicable)
 - c. Source identification and contact information
 - d. Minimal identifying description of object
 - e. Object ID number (formal accession number of the Preservation collection, informal number for Education or Reference Collection)
 - f. Designated collection (Preservation, Education, or Reference)
 - g. Location of object (including who moved it, when, how, and all other information relevant to the transportation if applicable.)
 - h. Who recorded this information and when
4. Objects in the Preservation collection must also include:
 - a. Statement of relationship to the mission
 - b. Reference photograph
5. Records access is subject to applicable public law. The Collections Committee is responsible for controlling and documenting access to collections records. The following information is typically considered privileged and not accessible to the public:
 - a. Addresses/contact information for donors and lenders
 - b. Location of objects
 - c. Valuation of objects

- d. Identity of donors and lender if anonymity is requested
 - e. Information that is restricted intellectual property
6. The Collections Committee and their authorized staff representatives will endeavor to keep any additional information about an object updated within the object's record, including provenance, exhibition information, etc. All other required documentation outlined in this policy, including accessioning, deaccessioning, condition reporting, loan history, etc. will be kept in the object record as well.

B. Documentation Planning.

Not less than every ten years, the Museum will evaluate its collections documentation procedure manual and its collections records to determine strengths and weaknesses in the collection information system. The Collections Committee and their authorized staff representatives will evaluate if any elements of the system are outdated or require improvement, if all ethical and legal obligations are being met, and if the system is meeting the needs of all users (including board members, staff, volunteers, and the public) and if the system is up to date, secure, and backed up. The findings will be documented and the Collections Committee will submit recommended changes to the Board of Directors for approval.

C. Duplication and Storage.

All records shall be duplicated and stored in secure premises off-site. If original entries are in hard copy, then duplicate copies shall be stored. If original entries are electronic, then electronic copies may be stored, along with a printed hard copy version. If electronic copies are stored, they must be reviewed periodically for corruption, and must be replaced or transferred to updated media as necessary or appropriate, per the Digitization Policy. The Collections Committee shall determine duplication and storage procedures, and shall review them annually in writing.

D. Inventories.

The Collections Committee will ensure that periodic inventories are conducted. The entire collection must be inventoried not less than every ten years with annual spot checks. These inventories will ensure that:

1. minimum documentation information exists for all objects in the collections
2. the Museum can access every object in the collection
3. each object has an appropriate collection designation (preservation, education, reference)
4. all objects are stored and exhibited with appropriate care.

Before undertaking each inventory, an inventory plan will be created and carried out by the Collections Committee or their authorized staff representatives. The inventory plan will include context and objects for the inventory, a detailed process and schedule, required information to check for each object and how problems will be resolved.

- E. **Rights Management.** The Society shall comply with federal copyright and trademark law in its acquisitions, publications, and exhibitions. Efforts to obtain clear copyright for contributions to the collections will be made at the time of transfer of ownership for new acquisitions, although lack of copyright shall not preclude acquiring an item. Requests for reproduction of museum-owned and copyrighted materials will be submitted to the Collections Committee or their authorized staff representatives and handled accordingly. The Board is authorized to license the manufacture and sale of reproductions based on the collections and is responsible for ensuring the accuracy and appropriateness of such items, the manner in which they are advertised, and the conditions under which they are sold. The Museum reserves the right to limit the use, reproduction, and/or publication of all works of art and photographic and manuscript materials in the collections regardless of copyright status.
- F. **Digitization Policy.** The Collections Committee shall create and maintain a digitization policy to accompany the collections procedural manual. Digitization is a method by which access to the collection is increased, and therefore any methods of digitization should endeavor to make it usable to a wider audience than currently has access to the collection via increased online presence, online databases, or other methods. Digitization is also a preservation method. All digitization should be undertaken with long-term preservation in mind, and in accordance with one or more digital preservation standards. The resulting surrogates should receive care and management in the same spirit as the physical object collections. Surrogates should be safeguarded through appropriate back-up systems.

Article IV. Collections Access

A loan is the transfer of responsibility for collection material from the lender to the borrower, but not the transfer of ownership. Loans to or from the museum collections shall be for specified exhibition or education purposes only, and the material is held in trust by the borrower until that purpose has been accomplished, until an agreed upon time has expired, until the lender reclaims it, or until title has passed pursuant to applicable law.

A. Incoming Loans (into the museum collections)

The Collections Committee and their authorized staff representatives is authorized to enter into incoming loan agreements. The museum may borrow material from other institutions or individuals (lender) for exhibition, research or consideration for permanent acquisition. All incoming loans shall meet the following criteria:

1. The borrowing organization but be examined for conflicts of interest, or the appearance of such conflicts, and will take measures to avoid such conflicts when arranging or executing the loan.
2. The material must not be known or suspected of having been collected illegally, of being hazardous to the people or collections, or of failing to conform to local, state or federal laws;
3. The material must be in sound condition, be structurally stable, and be suitable for transport and exhibition;
4. The purpose of the loan must be clearly stated and the museum shall have discretion in the use of the material pursuant to the stated purpose;
5. All loan terms shall be one year or less, subject to extension by the lender;
6. The museum shall use reasonable care for loaned material and shall employ the same precautions exercised with its proprietary Preservation Collection;
7. The material must be insured. If the lender elects to maintain insurance, the museum must be provided with a certificate of insurance naming the museum as an additional insured or waiving subrogation against the museum. If the lender does not elect to maintain insurance, the museum may elect to insure the borrowed material under a fine arts policy for an agreed amount indicated on the face of the signed loan agreement;
8. Unless otherwise notified by the lender in writing, the museum assumes full decision-making authority over the interpretive content and presentation of the objects and assumes the right to photograph borrowed material for publicity, catalog or educational purposes;
9. All loans shall be documented in writing and approved by the Collections Committee. A loan proposal will first be prepared in writing and reviewed by the Committee, who will document their decision on both the proposal and in their meeting minutes, both of which shall be permanently retained. Any proposed incoming loan that varies from these criteria shall be reviewed by the Collections Committee, and any fees or costs associated with such loans shall be reviewed in the context of the museum's public purpose and budget.

10. If approved, a contract will be drawn and executed with the lender that outlines the loan duration, appropriate insurance, registration of objects into the Museum's temporary custody, and other conditions governing the loan transaction. Only one contract will govern the loan.
11. Documentation of incoming loans shall include Notice to the lender of the provisions of O.R.S. 358.415-358.440.
12. Museum representatives or their designees will supervise the packing and transport, both arriving and departing, of all loaned objects.

B. Outgoing loans (from the museum collections)

The Museum may make their collections available for loan for educational purposes. Outgoing loans are always discretionary. The following criteria shall be applied in determining whether the museum's public purpose will be furthered by fulfilling a loan request:

1. Collections will be loaned only to qualified educational and cultural organizations, conservators for contracted evaluation and treatment, and/or individuals or corporations approved to produce replicas of the object. Loans will not be made to individuals or corporations for private use.
2. The loan request outlines in detail arrangements for the safe custody, exhibition, and handling of the lent objects. If the Museum is unfamiliar with the organization requesting the loan, the Collections Committee may request a complete facilities report to demonstrate their ability to care for the material.
3. The Director shall consider staff availability and work load in retrieving, packing and securing the material, documenting the loan terms, and processing the transfer to and from the museum;
4. Objects will be considered for an outgoing loan only if all the following conditions are met:
 - a. The loan purpose shall not conflict with museum mission, policy, or purpose;
 - b. The material is not of particular rarity, value, or significance to the collection that it is considered irreplaceable;
 - c. The material is not currently on exhibition and will not be needed for exhibition or educational purposes during the proposed loan period;
 - d. The material is in stable condition and will not be damaged by shipment, exhibition, or educational use as proposed by the borrower;
 - e. If the material is part of the Preservation Collection, the material is intended to be used exclusively for static exhibition or study unless otherwise approved by the Collections Committee;
 - f. The material has been properly recorded and documented by the Museum and bears an object ID number and full condition report;
 - g. The Museum has clear title without restriction of the material requested. Materials that are on loan to the museum shall not be loaned out.

5. Any loan request that does not meet these criteria shall be reviewed by the Collections Committee.

C. Outgoing Loan Regulations

1. The borrower must provide evidence of loss and casualty insurance, including coverage during transport, storage, preparation and exhibition, for the full market value of the loaned material, or must advance to the museum the cost of such insurance. If the total value of all items loaned is under one-thousand dollars (\$1,000.00), the borrower may agree in writing to assume liability for loss or damage in lieu of insurance. If value must be ascertained, the borrower shall secure an appraisal from an appraiser of the museum's choice;
2. The borrower shall be responsible for costs of packing, shipping and handling. The borrower shall adhere to any packing, shipping and handling criteria set forth by the museum, including designation of persons permitted to handle, move or pack material;
3. The borrower shall adhere to any restrictions, exhibition or access criteria set forth by the museum;
4. The borrower may not loan museum material to other parties;
5. The borrower shall report any damage or loss to the museum as soon as it is discovered. The borrower shall not undertake repair without express permission from the museum;
6. The borrower shall not clean or alter any material without written authorization from the museum;
7. Borrowed items may not be photographed, reproduced or used for any commercial purpose without written prior authorization from the museum, and any such use, if authorized, may be subject to additional agreements and/or fees;
8. The museum shall receive appropriate credit for all material on loan. Acknowledgement shall credit the "Tillamook County Pioneer Museum."
9. All loans shall be for one year or less, subject to annual renewal at the discretion of the museum Director;
10. The terms of the loan agreement shall be in writing, shall incorporate these regulations, shall note any variation from these regulations, and shall be signed by the Director of the museum and his/her counterpart at the borrowing organization.

D. Loan Conversion

1. *Mailed Notice to Lender.* With respect to material specifically identified as being on loan to the museum, the museum will follow all instructions on the loan agreement regarding return of such material. In the absence of such instructions, the museum shall send notice to the lender to reclaim the material in accordance with O.R.S. 358.415-358.440. Such notice shall be via US Mail, certified, return receipt requested, to the lender at the lender's last known address and the address, if any, designated in the Loan Agreement.

2. *Published Notice to Lender.* If the museum has no address in its records, or the museum does not receive written proof of receipt of the mailed notice within 30 days of the date the notice was mailed, the museum shall publish notice once a week for three consecutive weeks in a newspaper of general circulation in Tillamook County and in the county of the lender's address, if known. Such notice shall identify the name and last known address of the lender, generally describe the unclaimed material and date of the loan, and provide contact information for reclaiming such material. If no action is filed pursuant to ORS 358.420 to recover the property within seven years after the museum gave notice under this section, the material is deemed to have been donated to the museum.
3. *Conversion.* Material acquired pursuant to this section and material held by the museum for which more than twenty-five years have passed from the last written contact between the lender and the museum shall become the museum's exclusive property and may be accessioned, sold, traded or deaccessioned according to museum policy. The proceeds from sale of any material that had never been accessioned by the museum may be applied at the museum's discretion.

E. Access/Use of Collections

The museum shall strive to make its collections accessible by exhibition, programs, study, research, and examination by responsible parties, though its mission of preservation and interpretation requires that access be regulated so as not to interfere with the protection of the collections or with museum programs. The following policies and procedures are designed to accommodate legitimate research needs while insuring the proper care and security of the collections, including protection of privacy and intellectual property rights, and shall apply to any party requesting access.

1. A request form must be completed, identifying the requestor by name, address and phone number, along with the purpose of the inquiry. This form will be kept in the records of the museum for five years;
2. The museum assumes responsibility for presenting information in a way that respects the intent of the creator and preserves the accuracy of content. Each request for access will be evaluated to insure compliance with this standard. If staff determines that a requested purpose is contrary to policy, the request may be denied.
3. A museum staff member or a staff-designated representative must supervise all access, and access to any collection material is subject to availability of staff to supervise. Any variation from this procedure must be approved in advance by the Director;
4. If research assistance is needed beyond an introduction to the location of materials requested, research fees may be charged pursuant to the fee schedule in effect at the time of the request;
5. A request for access to any collection material is subject to staff evaluation and discretion as to conservation concerns, fragility of material, culturally sensitive material, security or donor privacy restrictions. Staff may limit or

- deny any request for access, or may terminate access at any time, if any concern over the security or condition of the collection material or personnel arises;
6. No destructive analysis is permitted unless authorized in writing in advance by the Director;
 7. No food or beverage is permitted, nor is smoking permitted in collections areas. Children must be accompanied by an adult. Staff may inspect all briefcases, notebooks, purses or other visitor accessories before a researcher's departure. Staff may impose other rules and regulations in order to insure the safety of the collection, and visitors must abide by any and all requests made by staff members during their visit;
 8. Staff shall have sole authority to handle artifacts and objects in the collection. Photographs and written materials may be handled by staff or by researchers under staff supervision, subject to staff discretion;
 9. No material shall be removed from museum premises. The sole exception to this shall be material for which a formal loan request has been submitted and approved pursuant to the "Loan Policy" set forth in this instrument;
 10. The museum is committed to providing reasonable accommodation for disabled individuals, recognizing that staff and building limitations may preclude access to some material.

F. Photographing Collection Material

1. *Collections on Exhibit.* Material from the museum's collections that is on exhibit may be photographed with hand-held cameras and without flash illumination. No tripods or other accessories shall be permitted unless approved in advance by the Director;
2. *Collections in Storage.* Material from the museum's collections that is not on exhibit may be photographed, subject to the access criteria described in the previous section. Photography of such items shall be supervised by staff;
3. *Use of Photographs.* All photographs shall be for personal use only and may not be reproduced without permission or appropriate credit given. The credit line shall reference "The Tillamook County Pioneer Museum" and shall indicate "Courtesy of...", "From the Collections of..." or other appropriate language.
4. *Photocopies.* All photocopying shall be supervised by staff, and photocopy charges shall be assessed pursuant to the fee schedule in effect at the time.

Article V. Care of Collections

A. Standard of Care

The museum aspires to maintain all collection material in accordance with guidelines established by the American Association for State and Local History (AASLH) and by accrediting organizations, specifically the American Association of Museums (AAM). Historical resources shall be acquired, cared for and interpreted with sensitivity to their cultural origins. All collection material shall be treated so as to preserve its physical and intellectual integrity, and care shall be taken to minimize hazards to the collection and to people.

B. Conservation

Conservation actions may only be taken by trained, professional conservators, either on staff or contracted, and must respect the original integrity of the object. The Collections Committee may initiate consideration for conservation treatment for any object. All treatments conducted by conservators may only be considered after receipt of a treatment proposal from a professional conservator and approved by the Board of Directors. Once treatment is undertaken, the conservation measures should be thoroughly documented in a report issued to the Museum by the conservator.

In fulfilling its stewardship responsibilities of holding collections objects in the public trust, the Collections Committee will engage in regular condition checking of collections to ensure that they are cared for and any developing concerns are recorded and addressed promptly. This will be done to a regular schedule set forth in the procedural manual. A member of the Collections Committee or their authorized staff representatives will make a visual inspection of all exhibited object spaces as well as all object storage spaces and will record any changes since last inspection (environmental, pest-related, object decay, etc.) Significant changes or concerns will be reported to the Collections Committee immediately.

If an object's condition has changed, the object will be photographed and the concern noted in the object record. If there are condition concerns, the Museum will strive to stabilize or resolve the condition concerns with reasonable haste. Condition concerns will also be noted in cataloguing and/or inventory processes. Condition checks will also be performed before and after any object is loaned to another organization, per the above Loan Policy.

C. Insurance

In fulfilling its stewardship responsibilities of holding collections objects in the public trust, the Society will retain insurance policies for both the structure that houses the Society and coverage of the Preservation Collection. Policies will be reviewed by the Board of Directors annually.

Insurance values will be recorded to each object in the Preservation Collection based on fair market value or a professional appraisal. All objects on loan to the Society (incoming loans) will be covered by the Society's insurance policies. All objects loaned to other organizations (outgoing loans) must be insured by the borrower.

The Society will take every effort to ensure the security of their collections and building.

D. Emergency Preparedness/Disaster Response

The museum shall establish, implement a plan and maintain supplies to (1) mitigate loss and facilitate recovery of collection material and (2) to protect human life in the event of a fire, flood, earthquake or other disaster. The “Emergency Preparedness/Disaster Response Plan” shall be reviewed annually, and every museum representative shall be responsible for becoming familiar with it and assuming any responsibilities designated for such representative. This plan must include:

- Chain of Command/Contact Tree
- Emergency Contacts (local authorities and other local organizations that can assist in an emergency)
- Insurance information
- Protocol for regaining access to the Museum and the collection if the emergency renders the building unsafe
- Prioritizing objects to safeguard in an emergency situation
- Training schedule for board members and volunteers.

E. Damage and Loss

In the event that an object is damaged or lost, the Director should be notified immediately, who will notify the Collections Committee. The Collections Committee will report the occurrence to the Board. A report will be generated regarding the incident that will be retained in the object record. It will record the circumstances of the damage or loss. In the case of damage, a condition report and photographs will be added to the object record.

The Director will be the point of contact for any communications regarding the damaged or lost property. The Director will notify the owner of the object if it does not belong to the Society, file a police or other emergency services report if required, and respond to press inquiries. The Director, President of the Board, and any other collections-related staff will meet within two weeks of the incident to discuss potential changes to policy or procedure to mitigate similar risk in the future.

Article VI. Concluding Statements and Appendix

A. Policy Review

The Collections Committee shall conduct a review of this Policy not less than every five years and shall make an annual report, with recommendations as may be appropriate, to the Board. Any proposed action that would be contrary to the provisions of this Policy shall require advance authorization and note of exception by the Collections Committee in its meeting minutes.

B. Signatory Record

A signatory record of approval of this policy document will be retained by the Society, signed by the President of the Board, the Chair of the Collections Committee, and any executive staff at the Society.

C. Notification and Distribution

The Collections Management Policy will be made available to all members of the Board, all non-director members of committees, all staff, and all volunteers.

The policy will also be made available on the museum's website and potential or actual donors to the museum's collections will be notified of the policy's availability.

All donors to the society must acknowledge receipt of the Collection Management Policy on the Deed of Gift governing the transfer of ownership.

D. Glossary of Terms

1. *Accession*: (1) Any acquisition formally accepted into the museum's permanent collection; (2) the process of formally accepting and recording material for the museum's preservation collection. See also: Acquisition
2. *Acquisition*: (1) Any item acquired for ownership by the museum; (2) the process of acquiring ownership of an item. See also: Accession
3. *Archive*: (1) Historical records or documents; (2) the place where such are kept. Archival materials differ from collections objects by the contents they communicate, rather than their historical context.
4. *Artifact*: (1) An object produced or shaped by human workmanship or a natural object deliberately selected and used by a human being; (2) a natural or cultural specimen.
5. *Catalogue*: (1) the assignment of a tracking number to an object in any collection; (2) the process of developing and maintaining an immediate, brief, and permanent means of identifying an object for which the institution has permanently or temporarily assumed responsibility.
6. *Conservation*: Examination (to determine the nature or properties of materials and the causes of their deterioration or alteration), restoration

(action taken to correct deterioration and alteration) and preservation (action taken to prevent, stop or retard deterioration) of collection material.

7. *Custody*: The museum's possession of material that has been left temporarily for other than loan purposes; i.e. for identification, duplication, examination for possible gift or purchase.
8. *Deaccession*: (1) A formally accessioned acquisition which is formally removed from the permanent collection; (2) the process of removing accessioned material from the permanent collection. See also: disposal.
9. *Disposal*: The act of physically removing an object from the museum collection. See also: deaccessioning.
10. *Inventory*: (1) An itemized listing of collections objects that identifies the current physical location of each object; b) the process of physically locating all or a subset of objects for which the museum is responsible.
11. *Loan*: Temporary transfer of collection material to or from the museum without change of ownership.
12. *Material*: Objects designated for a collection, including artifacts, natural specimens and archives.
13. *Museum representative*: An individual or group of individuals authorized to represent the museum in any capacity, including staff, volunteers, and members of the Board of Directors, and any student working in the museum as an intern or pursuant to a regular program of study.
14. *Own*: Possess with documented, clear title.
15. *Provenance/Provenience*: Source, origin, or history of ownership or creation of collection material.