

## **Wellsville Historical Society Collections Management Policy and Procedures**

The President of the WHS shall appoint a trustee or liaison to the Board who would report quarterly to the Board to serve as Chair of the Collections Committee. Other non-trustee members may be appointed as desired.

The Collection Committee shall oversee procedures of registration, accessions, deaccessions, loans, and the use of objects from the collection in exhibits based on adopted Board policy in these areas. All decisions regarding the exhibit of artifacts must be approved by the Collection Committee.

### **Accessions Policy**

**Purpose:** The WHS maintains a museum for the purpose of collecting, preserving, and interpreting artifacts that pertain to Wellsville, Kansas and the surrounding rural area.

**Scope:** It is the policy of the WHS to collect only those artifacts, publications, archival material, and other objects that have some historical significance to Wellsville, Kansas and whose physical condition is such that they can be exhibited to the public. The museum shall collect only those objects that it is able to care for, preserve, store, or exhibit in a manner acceptable to the museum field at large.

**Committee:** The Collections Committee, as described above, shall meet as needed, to review artifacts offered for the collection and accept or reject them based on the Accessions Policy as defined in the Scope above. The Collections Committee oversees procedures of registration.

### **Accessions Procedure**

The Wellsville Historical Society has adopted the use of PastPerfect software for collections use. All new accessions and collections will be entered into the PPS database either on the main collections PC or the laptop.

A **Temporary Receipt Form** will be completed and given to the potential donor for his/her object/s and the potential donor's signature will be obtained on an **Accessions Record** in anticipation of approval by the Collection Committee.

An **Accession Record** will be completed for any object/s accepted by the Collection Committee. This Accession Record will serve as legal Deed of Gift for the object/s.

Accessions will be recorded:

**A.** In the **Accession Book** by date, numerically, in the 2001.1.1-2001.1.22 format, indicating the year of donation, the number of the collection accepted, and the number of the object in that collection.

**B.** In an Acid-free file folder (by object/collection number, by classification and by storage location) kept in a fireproof metal filing cabinet.

**C.** By number on the object, affixed permanently yet reversibly by year.collection.object.

**Miscellaneous Accession File:** An accession number will be reserved for objects found in the existing collection where the original accession is unable to be determined. An artifact can only be assigned to the MAF once all available data has been sorted through, and the accession number is still unknown. All artifacts assigned to the MAF will be noted in the database. Any time an accession shows an object ID number and the artifact cannot be located, search the MAF for a possible match. The MAF will have the number yyyy.01 (e.g. 2003.01) this would not be used for accessions where the donor is known.

**Policy for Dealing with Objects with no Object ID Number:**

- Try to determine what accession the object comes from, using clues near where the object was stored or on the object.
- If the accession can be determined then try to determine which object ID number the artifact originally was assigned using data from the accession form description.
- If the object ID number is unable to be determined and you are sure of the accession number, then give the artifact the next consecutive object ID number.
- If no accession number can be determined, then assign the artifact the next consecutive object ID from the MAF.

**Policy for Dealing with Objects that have Duplicate Object ID Numbers:**

- When an object is found to have a duplicate object ID number, pull all objects with the same object ID number. Also pull the Accession File that matches that number.
- Look at the information on the Accession File and the object descriptions to determine if the two (or more) objects are actually parts of one object and need to have same object ID with letters following the object number.
- Once it has been determined that the objects are not part of one larger object, look at the information on the Accession file and the object descriptions to determine which object should have the object ID number in question.
- If it proves to be impossible to determine which object should have the object ID number, then let the object ID number in question be assigned to the first object that was found with that number. Note that there was duplicate object ID number in the notes field of the database.
- Assign the second object the next consecutive object ID number from the current year MAF.

- Note in the Notes field that the object had a duplicate object ID number and what that number was. When entering the object into the database put the duplicate number in the Old Number field.
- Physically re-number the object with the new object ID number and then remove the old number from the object.

## **Cataloging Procedures**

The collections staff and committee (in the absence of a curatorial staff) shall catalog the collection and arrange them in sorted storage according to Chenhall's Nomenclature, in appropriate storage materials as budget allows.

An object worksheet will be completed on all new accessions and the existing collection as time allows. These will be filed in the object's file folder when completed. Correspondence regarding the object will also be filed in that folder.

Information entered into PastPerfect program will be backed up regularly for permanent preservation. A copy of the most current backed up data will be stored off-site.

The accessioned, cataloged, marked items will be placed in the designated storage area for that type of object, according to Chenhall's Nomenclature. Exact location --- either storage or display---will be noted on the accession form, and must be changed if an item is moved from that area to another.

## **Deaccession Policy**

Under Kansas Statutes 75-2701 and 75-2702, public museums are allowed to sell or exchange duplicate or inappropriate materials. However, it is understood that the WHS will cease to be regarded as an appropriate repository for Wellsville, Kansas's historical valuables if it engages in inappropriate deaccessioning. Therefore, the staff and Collections Committee shall make every effort to carefully screen acquisitions to avoid the necessity for future deaccessioning. The Committee will make decisions regarding deaccession from the permanent and educational collections taking the following into consideration:

1. An object may be deaccessioned when it:
  - Is duplicative, superfluous, or does not fit into long-term collecting goals for a repository of Wellsville, Kansas history.
  - Is not relevant to the permanent collection or to museum programs, research, or related activities.
  - Cannot be properly stored or preserved, or has been damaged beyond repair.
  - Has been stolen or is lost beyond hope of recovery.
  - Presents a hazard to the rest of the collection and/or the staff.
  - Is from the educational collection and is of insignificant value.

2. No Wellsville Historical Society employee, trustee, or relative thereof will benefit in any way from the deaccession.
3. An object may not be deaccessioned when:
  - It has been acquired as a gift by the museum within the last two years.
  - There are corresponding restrictions on the donation stated in the Deed or Gift.
4. Deaccessioning may be accomplished through exchange or sale with the following considerations:
  - The Internal Revenue Service discourages the return of deaccessioned material to the original owner.
  - Deaccession through sale shall be done only to establish funds for purchase of objects or conservation services for the betterment of the permanent collection.

### **Deaccession Procedures**

Artifacts from the permanent collection shall be considered for deaccessioning as recommended by the appropriate curator or the Director. A presentation shall be made to the Collections Committee.

1. The Collections Committee shall make sure that the museum has clear title to the object/s. Kansas statutes Annotated 1984 Supp 588-4001 et seq. or other appropriate legislation will apply in establishing ownership.
2. The museum accession number and any other identifying marks will be removed.
3. All Collection records with the object's number will be marked prominently with the date and method of disposition and initialed by the Director. Copies of work sheets or catalog cards will be placed in a deaccessions file to be kept with the WHS collections records.
4. An object may be deaccessioned by one of the following methods:
  - Trade or sale to a like institution or nonprofit organization.
  - Sale or exchange to a private individual or organization, where the sale will be of substantial benefit to the museum by allowing conservation treatment of objects or acquisition of new objects for the museum's collections or support of the collections facilities and/or staff.
  - Duplicate items may be deaccessioned from the permanent collection and placed in the Educational Collection. These items are less strictly preserved, and are intended for hands-on use by children and adults. No item of great value or fragility should be placed in the Educational Collection. These objects are identified on the records and on the objects themselves by a capital "E" after the accession number.

5. Complete condition reports and photographic records of the object and documentation of the deaccession procedure will be kept by the Wellsville Historical Society.

6. Deaccessions shall be reported in an annual report submitted by the Collections Committee at the annual meeting of the corporation to satisfy the need for full public disclosure.

### **Undocumented Items Policy**

Pursuant to Kansas Statutes Annotated 1990 Supp 588-4006

- (a) A museum may acquire title to undocumented property held by a museum for seven years or longer with no valid claim or written contract by any person, all verifiable through the museum's written records, by giving notice of acquisition of title to undocumented property.
- (b) If a lender or claimant does not respond to the notice provided in subsection (a) within one year by filing a notice of intent to retain an interest in property on loan, the museum's title to the property becomes uncontestable under K.S.A. 1989 Supp. 588-4008.
- (c) A notice of acquisition of title must include a statement containing substantially the following information:  
"The records of the Wellsville Historical Society fail to indicate the owner of record of certain property in its possession. The museum intends to acquire title to the following property: (general description of property). If you claim ownership you must contact the Wellsville Historical Society, establish your ownership of the property pursuant to K.S.A. Supp 58-4007 and make arrangement to collect the property. If you fail to do so promptly, you will be considered to have waived any claim you may have had to the property."

### **Policy on Outdoor Storage and Exhibit of Artifacts**

The permanent outdoor storage or exhibit of artifacts is unacceptable to the museum field at large and such activity shall not be tolerated at our museum. Artifacts determined to be in need of repair or maintenance will be removed for evaluation.

Recommendations for the temporary outdoor exhibit of artifacts include the sparing and deliberate choice of artifacts, the regular evaluation of their physical condition, and the regular rotation (no less than every three months) of the exhibit.

The Collection Committee acknowledges the importance of ongoing evaluation concerning the outdoor exhibit of artifacts and future considerations.

## Artifact Loans

The Wellsville Historical Society may engage in the lending or borrowing of art work or artifacts. Loans to the Wellsville Historical Society (in-loans) may supplement permanent collections used in research and programming. Loans from the permanent collection of the Wellsville Historical Society to other institutions (out-loans) may be made as a service to qualified museums or related cultural institutions.

### In-Loans

- Loans to the WHS will be accepted for a period of no greater than one year.
- A signed loan agreement must accompany all in-loans to the WHS.
- Lenders to the WHS will be provided with forms for notice of intent to preserve an interest in property on loan to the museum.
- All borrowed objects shall warrant the same care in handling, environment, insurance, and security as is given the museum's permanent collection.
- Long standing loans from absent or deceased persons, conditional deposits, or artifact holding of unclear loan status shall be converted to gifts whenever possible according to current official interpretation of the Kansas Statutes Annotated 33-104 regarding loans of good and chattels.
  - a) The assumption will be made that unless heirs are located or county records are found to the contrary, ownership shall revert to the Wellsville Historical Society five years from the date of the loan.
  - b) Reasonable efforts shall be made to contact the lender or lender's heirs by publishing a notice in the appropriate official county newspaper or town or county newspaper where the loan was initiated.
- Insurance must be carried by either the Wellsville Historical Society or the lender.
  - a) The amount shall be determined by the lender.
  - b) The insurance coverage shall be wall-to-wall, all risk.
  - c) The existence of an active insurance policy shall be documented in advance of transfer by a certificate of insurance. Or, a formal letter from the lending institution's governing body agreeing to assume total liability for loss or damage can be substituted.

### Out-loans

- Out-loans shall be guided by the object's historical value condition, special needs for environmental controls, safety and support in packing, transportation and exhibit situations, and security and insurance.
- Approval or denial of an out-loan shall be based on a curatorial recommendation and review by the Collections Committee. Final approval is made by the Board of Trustees.
- All borrowers shall pay for conservation/preparation, packing, crating, shipping and all related costs unless otherwise agreed upon by the Wellsville Historical Society.
- Insurance must be carried by either the Wellsville Historical Society or the borrower.
  - a) The amount shall be determined by the lender.

- b) The insurance coverage shall be wall-to-wall, all risk.
- c) The existence of an active insurance policy shall be documented in advance of transfer by a certificate of insurance. Or, a formal letter from the lending institution's governing body agreeing to assume total liability for loss or damage can be substituted.
- Out-loans shall be made for specific periods of time only and shall not constitute a transfer of ownership from the Wellsville Historical Society.
  - a) Objects shall be credited to the WHS in exhibit labels and publications
  - b) Requests for loans may be denied if they are not made in ample time to allow for adequate recordkeeping, preparation, and packing.
  - c) Information regarding insurance, scheduled location(s), customs requirements, loan coordinator(s) and loan duration shall be provided early in the loan process.
  - d) Objects shall be returned promptly at the end of the loan period unless a loan extension is requested and approved by the Wellsville Historical Society.
  - e) Objects may not be relocated, reproduced, photographed, cleaned, repaired, reframed, conserved or technically examined without written permission from the WHS.
  - f) The borrower will provide two copies of any publication for which loan objects have been photographed.
  - g) Loan objects may be recalled by the Wellsville Historical Society by giving the borrower a written thirty-day notice.
- All loans shall be coordinated through the director's office and records shall become part of the permanent registration records.

These policies adopted in 2008.