

# JOHNSON COUNTY HISTORICAL SOCIETY COLLECTIONS MANAGEMENT POLICY

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## **INTRODUCTION**

### **Statement of Purpose**

The Johnson County Historical Society (JCHS) strives to be a self-sustaining resource for the residents of the community. Building on the momentum created by the opening of the museum in fall 2006, we are dedicated to furthering an understanding of the historical and cultural heritage of our area through education, preservation, and interpretation.

By providing diverse programs, ever-changing exhibits and preserving artifacts from the past, we inform the public about their connection to the past in a personal manner.

We are committed to involving all community members and visitors to create a sense of belonging, connection, and responsibility for our past and our future.

We predict that by providing high quality services and improved publicity we will invigorate the public to become participants in multiple ways. Our new museum is quickly becoming an inclusive hub of activity where individuals can work, learn, and become more aware of their place in history.

As people become more and more engaged in our efforts, we expect they will value our services and become inspired to support us by becoming members and contributors. Financial viability can be achieved through our partnerships with the governmental units, businesses, and organizations that recognize the importance of preserving the history and spirit of our growing, thriving community.

### **Organizational History**

The Johnson County Historical Society was organized in 1967 as the Mormon Trek Memorial Foundation. Its purpose was to commemorate the Mormon Handcart Expeditions, which departed Johnson County for Salt Lake City in 1856 and 1857. The Foundation identified the site of the Handcart Expedition Campground, created a park and monument and renamed a street (Mormon Trek Boulevard).

The Foundation resolved to create a local history museum. To reflect this new purpose, in 1974 the Foundation's name was changed to the Johnson County Historical Society. The Historical Society found its first home when a lease was signed for the old Coralville Public School, a badly deteriorated two-story brick structure built in 1876. Restoration of the building began in 1977 and on July 4, 1983 the building opened to the public as the Johnson County Heritage Museum.

In 2006, the Historical Society moved to a new home on Quarry Road in Coralville, becoming part of the Iowa River Landing District. In a remarkably short span of time, the new space was filled with permanent and rotating exhibits. The site quickly became a destination for community groups and visitors touring the area. The space dedicated to the preservation of artifacts and collections soon filled with items that were previously stored out-of-sight. New artifacts were donated as citizens became aware of the museum as a place where their personal treasures could be preserved and shared.

Today, the Johnson County Historical Society is a private, non-profit organization that sees the potential to preserve the past in a way that brings history alive for generations to come.

### **Who We Are**

#### **The Johnson County Historical Society Museum**

Located in the Iowa River Landing District in Coralville, Iowa at the crossroads of Interstate 80 and 1<sup>st</sup> Avenue. The Museum houses the offices of the JCHS staff, an exhibition hall, a climate-controlled archival area with a viewing window, gift shop, and meeting room. The permanent exhibit portrays the heritage of the county from the Native American era to early settlers to contemporary times. A community area features the towns and townships of Johnson County.

## **Other Sites**

### **1876 Coralville Schoolhouse Museum**

Located near the Museum at 310 5<sup>th</sup> Street. The schoolhouse, which is maintained by the Historical Society, provides tours and programs for school children and visitors.

### **1855 Johnson County Poor Farm and Asylum**

Located west of the Highway 218 and Melrose Avenue interchange. The Asylum is listed on the National Register of Historic Places. Guided tours and scheduled programs tell the story of the lives of the people who resided there.

### **Plum Grove Historic Home**

Located at 1030 Carroll Street, near the intersection of Kirkwood and Keokuk Streets. Plum Grove is the 1844 home of Robert Lucas, the first territorial governor of Iowa. It is listed on the National Register of Historic Places and is open for tours and special events from Memorial Day through October 31<sup>st</sup>.

### **Iowa River Gazebo**

Located at 1<sup>st</sup> Avenue and 5<sup>th</sup> Street, at the foot of the Iowa River pedestrian bridge linking Coralville and Iowa City. The Gazebo tells the story of the work of early settlers who laid the foundation for what the area is today.

## **Mission Statement**

The Johnson County Historical Society serves the public by furthering an appreciation of the historical and cultural heritage of the Johnson County community, through education, preservation, and interpretation.

## **Purpose of Collection Policy**

These policies have been prepared by Johnson County Historical Society staff with guidance from the JCHS Collections Advisory Committee and approval of the JCHS Board of Directors. The policies and practices included here are specifically designed for the JCHS, but follow guidelines for collection care and management used in museums and historical societies across the country.

The JCHS strives to maintain a professional collection care system. The value of a collection is greatly diminished if information on the history and the original function of artifacts is not recorded and retained. The full use of collections for educational programs, exhibits, and research purposes depends on establishing and maintaining high and consistent practices of care and record keeping. With the collection policy as a guide, we strive to maintain a high level of standards.

To maintain the level of standards set forth in these policies, a yearly review will be completed by the Curator with the guidance of the Collections Advisory Committee and updated policies approved by the JCHS Board of Directors.

## **Scope of Collection**

The Johnson County Historical Society's collection is made up of objects and materials that support JCHS' mission. Those objects are included in one of four collections held by JCHS. The JCHS Collections Management Policy refers to the management and care of only the JCHS Accessioned Collection.

## **Accessioned Collection**

Accessioned artifacts have priority in the collection due to their historical significance. They are subject to strict accountability and the highest level of care. The artifacts are designated into the

JCHS Accessioned Collection at the time of acquisition or when transferred from another collection in accordance with the JCHS Acquisition and Deaccession Policies.

**Plum Grove Historic Home Accessioned Collection**

Objects in the Plum Grove Accessioned Collection are either the property of the National Society of Colonial Dames of America in Iowa or the State Historical Society of Iowa. JCHS is the steward of these objects but their care and management does not fall under the JCHS Collections Policy.

**Important Definitions**

**Acquisition:** Any object obtained by the Johnson County Historical Society.

**Accession:** An accession is an object or a group of objects from a single source and on a single date which are in the JCHS Accessioned Collection or in the process of entering the JCHS' Accessioned Collection.

**Collection:** This refers to a group of objects owned by JCHS that has a common purpose and use to the other items within the same group.

**Deaccession:** Any object in the Accessioned Collection which is formally removed from that collection.

**Loans:** Temporary transfers of objects from the JCHS or to the JCHS for a stated and specific purpose and time frame.

## **ACQUISITION POLICY**

The Johnson County Historical Society collects, for preservation, study, interpretation, and inspiration materials important to the understanding of Johnson County, its people and its development.

### **What will and will not be accepted**

The Johnson County Historical Society follows set guidelines on what objects will be accepted into the collection. It is not the JCHS's goal to decide the historical importance of each object; all objects are important for some reason. Our aim is to accept only those objects which are valuable within the context of our institution's specific mission and goals. Although there is no definitive point system or scale to decide whether an object should be accepted, the following questions need to be asked before accepting an object.

1. Was the object made in Johnson County?
2. Was the object used in Johnson County?
3. How long has the object been in Johnson County?
4. Does the object have an important tie to a Johnson County resident (via lineage, for example)?
5. If the item has no Johnson County connection, is the object representative of an object used in Johnson County that the JCHS does not already have in its collection?
6. Does the collection already have other examples of this type of object?
7. Is the object unique?
8. Is there another museum/type of museum that would be a better location for the object?
9. Is the condition of the object such that it can be accessioned into the collection safely without excessive conservation?
10. Can the object be appropriately stored and cared for by JCHS?
11. Does the object help to tell the story of one of the historic sites JCHS interprets?
12. Can the ownership of objects be adequately established and transferred?
13. Is the given provenance of the object acceptable?
14. Is there the possibility of the transfer of copyright, trademark, or other restrictions of use or ownership?

Curatorial staff can accept objects for the JCHS Accessioned Collection if they fall within policy specifications. For any donation, curatorial staff can seek approval from the JCHS Collections Advisory Committee at their discretion but approval is required for:

- an object or collection that is larger than what can easily be stored in the JCHS museum's main collections storage area;
- objects that don't adequately fall into the scope of collections as indicated by the questions above; or
- objects where authenticity is in question.

JCHS will conform to regulations set forth in the Native American Graves Protection and Repatriation Act as well as guidelines of the American Association of Museums and UNESCO/ICOM concerning the unlawful appropriation of cultural property.

JCHS does not accept large collections of newspapers, large collections of bones, skeletons, and tissues, or human remains.

### **How items may be obtained**

JCHS accepts objects into the collection through donation, bequest, field collection, or exchange.

Objects bequeathed to the Johnson County Historical Society will be considered for the collection based on the acquisition criteria. We are not obliged to accept items bequeathed to the Society which are not appropriate for our collections.

JCHS considers gifts to the Society to be unrestricted and without limiting conditions. Restricted gifts are accepted only under rare circumstances and conditions are for the lifetime of the donor or less. Any restrictions to a gift must be pre-approved by the JCHS Collections Advisory Committee. If material is accepted with restrictions or limitations, the conditions need to be stated clearly in the Deed of Gift.

JCHS does not guarantee that gifts or bequests will be retained by the Society in perpetuity.

Generally, it is the donor's responsibility to arrange for the transportation of accepted items to the appropriate storage facility with possible exceptions pre-arranged with JCHS curatorial staff.

All donations are tax deductible. However, Society representatives will not give monetary appraisals of objects.

### **Abandoned Objects**

JCHS staff has the right to accept or reject objects that are left or dropped off at the JCHS Museum or any other JCHS site without donor information.

Before abandoned objects are accepted into the collection or disposed of, an effort will be made to identify the donor by:

- checking with board and other staff to confirm there is no knowledge of the abandoned items;
- listing abandoned items on the JCHS website for up to a month; and
- sending a press release to the Gazette and the Press-Citizen about the objects and requesting that the donor contact JCHS.

## **COLLECTIONS CARE POLICY**

The Johnson County Historical Society takes very seriously its mission to preserve objects relevant to Johnson County history. Consequently, the Society accepts the responsibility of providing the best care possible of all objects acquired, borrowed or placed in its care within the limits of available facilities, staff, and funds.

### **Environment**

The Johnson County Historical Society will to the best of its ability use accepted preventive and protective measures to provide a stable environment for the collections at all times.

#### **Johnson County Historical Museum and Schoolhouse Museum**

Damaging effects of light and especially ultraviolet waves shall be limited as much as possible in areas where collections are exhibited or stored through the use of ultraviolet filters, blackout curtains, and window and door shades whenever possible. Lights will be shut off when rooms with collections are not in use.

Objects on exhibit are protected as much as possible from damage from dust, light, handling, and deterioration through use of proper materials and accepted professional exhibit practices.

Objects not on exhibit are stored using accepted storage materials and museum best practices.

Smoking is not permitted in the building.

Live animals are not permitted in the building other than living-assistance animals.

The museum's main exhibit and collections areas are regularly sprayed for pests.

While neither the museum nor the schoolhouse has an isolation space, every effort will be made to examine objects accepted into the collection or taken on loan for pest damage/infestation and mold before being brought into the collections storage or exhibit area.

#### **Johnson County Historical Museum**

Areas where collections are housed or exhibited are cleaned regularly by JCHS staff and volunteers.

A combination of heating and air-conditioning units and de-humidifiers will be used to maintain temperature and humidity levels as close to temp. 65-70 degrees, hum. 45-55% as possible. Temperature and humidity levels will be monitored regularly through the use of appropriate equipment.

Food is not permitted in the main exhibit space of the museum and the collections storage area. In areas like the meeting room and front lobby where food is permitted, care will be given that they are cleaned regularly and any collections in those rooms are not harmed by the existence of food.

#### **1876 Coralville Schoolhouse Museum**

The schoolhouse is cleaned regularly by volunteers.

A combination of heating and air-conditioning units and de-humidifiers will be used to maintain temperature and humidity levels that are as stable as possible. In winter, 65-70 degrees and 45-50% humidity and in summer 76-78 degrees and 45-55% humidity. Temperature and humidity levels will be monitored regularly through the use of appropriate equipment.

Food is not permitted in the upstairs or basement storage areas of the schoolhouse. Food is permitted in the upstairs and downstairs classroom but utmost care will be given that any collections in those rooms are not harmed by the existence of food.

#### **Barn at the Johnson County Poor Farm**

Conditions within the barn are maintained as best as possible and monitored on a regular basis.

#### **Temporary Storage Spaces for JCHS Collection**

JCHS has at present one temporary off-site storage facility where a portion of JCHS Accessioned Collections are stored. Off-site storage facilities are subject to change as collections and circumstances change.

#### **Hoover Library, West Branch**

Items temporarily stored at the Hoover Library are kept at an environmental standard maintained and controlled by the Hoover Library.

#### **Handling**

Professional standards and supplies will be utilized, under the Curator's supervision, when handling or moving artifacts within the building or when packing and shipping. Only trained staff and volunteers handle objects or collections records, under the supervision of the Curator or the President.

Museum staff, volunteers or contractors responsible for cleaning exhibit or storage areas adhere to object handling procedures and standards.

#### **Risk Management**

##### **Insurance**

Insurance will be carried on collections owned by JCHS and located at the JCHS Museum or any one of the sites JCHS operates.

Objects loaned to the Johnson County Historical Society for exhibits, programs, or other purposes are allowed some coverage by Johnson County Historical Society insurance but may not be covered completely. It is recommended that the lender holds insurance on loaned objects unless alternative arrangements are pre-approved by the JCHS Collections Advisory Committee.

##### **Security**

##### **Johnson County Historical Society Museum**

JCHS maintains a monitored burglar alarm system for the offices, main exhibit area, and collections storage area. The front lobby and meeting room where collections also may be exhibited are not alarmed but are locked when they are not in use.



JCHS maintains a monitored fire alarm and sprinkler system for all parts of the building. A lock box with a key accessible to the fire department is mounted outside the museum's main entrance.

The museum is never open without a staff or volunteer present. If there is no guest services staff present, other staff monitor the museum as much as possible.

The doors to the museum collections storage area are kept locked when no one is working in the area.

If at all possible items on exhibit are displayed in cases. If not possible due to size or other considerations, they are protected or secured in some way.

#### **1876 Coralville Schoolhouse Museum**

JCHS maintains a monitored burglar alarm system for the schoolhouse.

JCHS maintains a monitored fire alarm system for all parts of the schoolhouse. A lock box with a key accessible to the fire department is mounted outside the schoolhouse door.

The schoolhouse is never open without a staff or volunteer present.

The basement storage area has a padlocked door which is kept locked when no one is working in the area.

The upstairs storage room doors are kept closed when no one is working in the space.

#### **Barn at the Johnson County Poor Farm**

The barn has locks on the main door and one of the side doors to help keep access to a minimum. Keys are held by JCHS and the Johnson County Facilities Manager.

#### **Temporary Storage Spaces for JCHS Collection**

JCHS has at present one temporary off-site storage facility where a portion of JCHS Accessioned Collections are stored. Off-site storage facilities are subject to change as collections and circumstances change.

#### **Hoover Library, West Branch**

Security for items temporarily stored at the Hoover Library conforms to the policies of the Hoover Library.

#### **Disaster Plan**

A disaster plan which includes all storage sites is maintained.

Copies of the disaster plan shall be kept at the schoolhouse, Plum Grove, the University Archives and at the home of each staff member and a board designee.

A copy of the disaster plan will also be given to the Coralville Fire Department.

(An Addendum of the Housekeeping Manual for Plum Grove which does not fall under the JCHS collections policy will be added to the Care of Collections Policy)

## **COLLECTIONS ACCESS POLICY**

### **Objects on Exhibit**

Visitors to the Johnson County Historical Society Museum may take non-flash photographs of the museum exhibits.

Visitors to the 1876 Coralville Schoolhouse Museum may take flash photographs in the restored classrooms.

### **Collections Materials in Non-public Spaces**

The Johnson County Historical Society provides access to its collections to those who request it in accordance with the JCHS' care of collections policy.

Authorization for access will be given or denied by JCHS' curatorial staff. Those wishing to have access to the JCHS collections are encouraged to make an appointment with the curatorial staff in advance of their visit. Access to the collections and records may be limited by curatorial staff availability, condition considerations, donor restrictions, security issues and the purpose of the request. Denial(s) may be appealed to the Board of Directors.

Access to the collection is secondary to preservation of the collections. Use of items for examination will be based upon the condition of the item(s) and the availability of other sources, copies or information.

No object from the collection may be removed from the premises without staff permission and in accordance with the loan policy.

### **Reproductions of Collections Objects**

The Johnson County Historical Society charges processing and licensing fees based on its ownership of the physical objects. This fee is not a claim to copyright on any materials although JCHS may hold copyright on some materials. Payment of fees does not constitute and should not be viewed as permission by the copyright holder to reproduce copyrighted works. It remains the responsibility of users to determine whether their use of images invades copyright or privacy or other rights.

Patrons may use their own cameras to photograph collection materials at the discretion of curatorial staff. Licensing fees are still to be paid if applicable.

### **Reproduction Requests**

Patrons may request copies of collection materials either in the form of a digital reproduction or for two-dimensional materials a black and white photocopy for a processing fee designated by the JCHS Collections Advisory Committee. (see fee schedule below or on image reproduction form)

Requests for digital reproductions must be made in writing using the JCHS Reproduction Request form.

Processing and licensing fees are due at the time of the reproduction request unless billing permission is given by the JCHS President.

### **Licensing Fees**

Materials reproduced for commercial purposes including but not limited to advertising, book or magazine publication or other published materials including electronic publications, commercial decorative display, films, filmstrips, videotapes, newspapers, television broadcasts, merchandise, and websites are subject to a licensing fee designated by the JCHS Collections Advisory Committee in addition to the processing fee.

No licensing fee is charged for noncommercial uses including but not limited to personal interest or research, education programs, kits, films and etc. when produced by nonprofit agencies, exhibits, noncommercial editions of books, scholarly journals, or literary magazines (books-editions of 1,000 or less; magazines-circulation of 1,000 or less).

### **Conditions for Use of Images**

Reproduced materials may not be altered or enhanced in any way and subjects will not be taken out of the existing context of the object.

Subjects within the reproduced materials will be treated with respect.

In all cases, reproduction permission is for one-time usage only.

In all resulting materials, objects from the JCHS' collections shall be credited to the Johnson County Historical Society. Credit must also be given to the photographer, if known.

The Johnson County Historical Society reserves the right to approve the final product of any commercial venture.

A copy of any resulting materials in which the reproduction is used must be donated to JCHS.

Image resolutions for electronic applications including website use must not be greater than 72 dpi and must incorporate a watermarking method approved by JCHS curatorial staff.

### **Fee Schedule**

The fee schedule is subject to change with approval by the JCHS Advisory Committee. Changes in the fee schedule does not need Board of Directors approval.

Black and White Photocopies (8 ½ x 11 or 8 ½ x 14)	25 cents per copy
Processing Fee for Digital Reproductions (600dpi color JPEG file):	\$15 per image
Licensing Fee	\$20 per image
Delivery Fees	
Image file e-mailed to one address	no charge
Image file on CD	\$5.00 per disk
Shipping/Handling for photocopies or CDs	\$5.00

Note: Fees for more than 10 images may be subject to negotiation.

Patrons must pick up image files or photocopies within two weeks of the date they were notified their order was ready. JCHS cannot be responsible for the availability of reproductions after two weeks unless specific arrangements are made with curatorial staff.

### **Research Services**

There is no fee for researchers to access the collections to do their own research.

There is also no charge to have curatorial staff look at the collections database to determine if JCHS has resources available for your topic.

If a researcher wishes to know a specific piece of information contained in material in the JCHS' collections, JCHS can provide up to 15 minutes of research time. Researchers should submit requests in writing. E-mails are acceptable. Copying and postage fees will be billed as necessary.

At this time, we cannot provide additional research services but upon request staff will provide a list of private researchers.

### **JCHS Member Benefits**

Members receive up to five black and white photocopies for free (8 ½" x 11" or 8 ½" x 14") per research project, up to one hour free research time, and a 10% discount on fees for digital reproductions and licensing.

## **LOAN POLICY**

### **Outgoing Loans**

The Johnson County Historical Society loans objects to other museums, galleries, institutions, community organizations, or businesses for the purpose of exhibition or research. As a general principle, no loans will be made to individuals.

#### **Loan Prerequisites**

Loan requests, including the borrower, where items will be located, and the loan period are to be submitted in writing at least 8 weeks before the loan is required. A facility report may be required if JCHS is not familiar with the institution making the loan request.

Security and conservation measures must satisfy JCHS requirements, the nature of which may vary with the type of object requested and the length of time of the loan. Conservation concerns include temperature, humidity, light level, installation, proper encasement, and handling.

Loans will be made with the approval of the JCHS board member serving as President, in consultation with the Curator (can be through an e-mail exchange, a printed copy of which is then attached to the loan form). JCHS reserves the right not to loan an object based on the object's condition, JCHS' title to the object, or the environment it will be in during the time of the loan.

All loans from JCHS must be accompanied by a completed loan form (either JCHS' or borrower's), signed by both the borrower and the JCHS President. The JCHS Curator must sign a report documenting the condition of each loaned object before it leaves the building. A copy of the condition report is attached to the loan paperwork.

#### **Loan Terms**

Loans will be made for a specific period of time to be no more than one year. Loans are subject to renewal for a time not to exceed five years. Loans are subject to periodic review.

Objects on exhibit will not be available for loans. Rare exceptions may be made with institutions by the Board of Directors upon the recommendation of the President and the JCHS Collections Advisory Committee.

If necessary, borrower must arrange and pay for the shipping in both directions by methods approved by the JCHS.

Loaned objects may not be re-loaned by the borrower.

Borrower may not alter the object in any way including cleaning without the written permission of JCHS.

Any damage or vandalism must be reported by the borrower to JCHS as soon as possible. No objects may be repaired without the express written permission of JCHS.

### **Insurance**

The current insurance policy covers JCHS collections objects at JCHS sites and at other venues. Venues hosting JCHS off-site exhibits that include collections objects must show proof that objects will be exhibited in a locked and secure environment. Venues will be responsible for any damage to objects while on loan.

### **Publicity**

Borrower may not photograph loaned objects without the written permission of JCHS (see JCHS loan form).

JCHS will receive a credit line in any publications produced in which the artifact appears and a copy of the publication will be donated to JCHS.

### **Off-Site Exhibits**

Off-site exhibits can take one of two forms:

1. Traveling exhibits are put together by JCHS with the express purpose of traveling to a variety of venues.
2. On-location exhibits or displays are organized and set up by JCHS at the request of the hosting institution, organization, or business subject to the discretion of JCHS with approval from the President.

Both types of off-site exhibits are subject to the outgoing loan prerequisites and requirements with the following exceptions for on-location exhibits.

1. JCHS will transport on-location exhibits including objects to and from host institution.
2. JCHS will set up exhibit.
3. Host institution will not move or alter any part of the assembled exhibit in any way without permission from the JCHS. Any damage to the exhibit should be reported to JCHS immediately.

### **Incoming Loans**

Objects can be borrowed by JCHS from museums, galleries, institutions, community organizations, businesses or individuals for the purpose of exhibition, research, or educational programming.

### **Loan Prerequisites**

Incoming loans are approved by the JCHS board member serving as President, in consultation with the Curator (can be through an e-mail exchange, a printed copy of which is then attached to the loan form).

All loans to JCHS must be accompanied by a completed loan form, signed by both the lender and the JCHS President.

The JCHS Curator must sign a report documenting the condition of each loaned object upon arrival. A copy of the condition report is attached to the loan paperwork.

### **Loan Terms**

The JCHS reserves the right to cancel the loan upon reasonable notice to the lender.

Loans will be made for a specific period of time to be no more than one year. Loans are subject to renewal. No indefinite or long-term loans shall normally be accepted. Rare exceptions may be made with institutions by the Board of Directors upon the recommendation of the President and the JCHS Collections Advisory Committee.

No alterations including cleaning will be conducted without written consent from the owner.

The JCHS shall care for loan objects with the same precautions that are exercised for its own property.

### **Insurance**

The Johnson County Historical Society can provide some insurance coverage for loaned materials. However, lenders are strongly recommended to carry their own insurance.

### **Publicity**

Unless otherwise specified by the lender in writing, JCHS assumes the rights to photograph loaned objects for publicity, catalog, or educational purposes and use the lender's name in association with the loan.

### **Return of Loaned Objects**

If an object is loaned by an individual, an alternative contact is obtained at the time of the loan in the event the lender cannot be contacted at the end of the loan period. If the lender has died, the loaned object is returned to the legal representative of the estate.

Every attempt is made to return the object to the lender at the end of the loan period. If a loan remains unclaimed after 90 days, JCHS will send a certified letter to the lender. If the certified letter is returned because it could not be delivered, public notice will be printed by the JCHS once a month during two successive months in the Press-Citizen and the Gazette describing the unclaimed documents or materials, giving the name of the reputed owner and requesting all persons who may have knowledge of such owner to contact JCHS, and reported to the State of Iowa, Department of the Treasury's, "Great Iowa Treasure Hunt" as unclaimed property. If unclaimed after a year, the object will become part of the JCHS collection.



## **DEACCESSION POLICY**

### **Selection Criteria/Justification**

Objects may be candidates for deaccessioning based on one or more of the following criteria:

- Object is irrelevant to JCHS's mission and does not satisfy the acquisition criteria in the current acquisition policy.
- Object has been missing (lost or stolen) for longer than two years.
- Object is found to have incorrect provenance or documentation is insufficient to serve JCHS' mission statement.
- Object is a duplicate of other objects of higher quality in the collection.
- Museum is unable to preserve or store the object properly.
- Object is deteriorated beyond usefulness or economical repair or is hazardous to other objects in the collection beyond what can be properly handled.

The Society will not deaccession objects within two years of the date of the donation.

Objects may be deaccessioned in accordance with conditions set forth by the Native American Graves Protection and Repatriation Act, guidelines of the American Association of Museums and UNESCO/ICOM concerning the unlawful appropriation of cultural property, or other such laws and legal instruments which nullify the museum's title to the object.

### **Authorization**

The JCHS Curator may recommend objects for deaccessioning to the JCHS Collections Advisory Committee by submitting a deaccession recommendation form. The Collections Advisory Committee will propose objects for deaccessioning to the JCHS Board of Directors by a simple majority vote. The JCHS Curator does not vote. The list of objects to be considered for deaccessioning will be distributed to the Board of Directors at least one month prior to the board meeting. The Board of Directors will approve deaccessioning by taking one vote; the move to deaccession must pass by a majority. The vote of an individual member can be made by proxy or e-mail vote.

Requests are sometimes made by donors or their descendents for the return of a donated item for which a Deed of Gift has been signed. JCHS considers any gifts to be permanent; however, if a donor or descendents believe they have a justification for the return of an object, they may address a letter to the JCHS Collections Advisory Committee with their request. Authorization of a request will follow the same manner as other deaccession recommendations.

During emergency situations, e.g. a natural disaster, the highest-ranking staff member present plus a board member may approve emergency deaccessions if delay is deemed neither prudent nor possible.

### **Documentation**

Documentation of all objects recommended for deaccessioning must be reviewed to determine:

- That clear and unrestricted title is held by JCHS. If not, legitimate title to the object or court authority will be attained before further action is taken.
- Whether there are any restrictions placed on the object. Restrictions will be noted by the Curator on the deaccession recommendation form. Objects will not be deaccessioned until reasonable efforts are made to comply with the conditions or deviation is authorized by a court.

Accession files will be maintained for deaccessioned objects.

### **Disposal**

Although the original donor no longer holds any legal title to objects in the JCHS collection, the Society reserves the right to notify the original donor when an object is deaccessioned.

JCHS reviews each object and its context to determine the most appropriate method of disposal.

The possible methods of disposal of deaccessioned objects include:

- Transfer to another collection within JCHS.
- Transfer to or exchange with another museum.  
Preference will be given to giving deaccessioned objects to other not-for-profit museums, or cultural, historical or educational institutions.
- Put up for public auction in accordance with ethical standards of the AAM and out of the immediate region of JCHS if possible.
- Destroy if incredibly damaged, toxic, or can not dispose of in any other way.

Deaccessioned objects may not be acquired in any manner whatsoever by JCHS employees, trustees, volunteers, or their representatives.

Objects approved for deaccessioning may not be sold through any store established by JCHS.

Proceeds from deaccessioning will not be used for any purpose other than the support of the JCHS collections including the purchase of additional appropriate objects for the collection and/or for the management and preservation of the other objects in the permanent collection.