



Signed (Executive Director) *Aileen Fuchs*
Aileen Fuchs (Jan 22, 2025 11:49 EST)

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Camilo Garcia (Jan 22, 2025 10:28 EST)

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NATIONAL BUILDING MUSEUM COLLECTIONS MANAGEMENT POLICY

The National Building Museum (the Museum) was created in 1980 through an act of Congress and is a private, nonprofit 501(c)3 organization registered with the Internal Revenue Service. The Museum is governed by an elected Board of Trustees, who act in accordance with the Museum’s Bylaws and all relevant laws and regulations pertaining to the Museum, its collections and exhibitions, and its staff members.

This Collections Management Policy applies to the Museum’s Board of Trustees, staff, contractors, volunteers, and interns. All collections must adhere to the policy set forth in this document.

I Mission Statement

The National Building Museum inspires curiosity about the world we design and build (adapted December 2017).

II Scope of Collections

The Museum collects material that illustrates or reflects achievements in the American built environment, the processes involved in producing the built environment, and its global impact. Material will be collected in two categories: accessioned and auxiliary. We will only collect material that we have the staff, financial resources, and facilities to manage properly, for which we have a clear and legal title, and which is donated unconditionally. In order to obtain works for our collection, we will not remove fragments from or otherwise alter existing structures in any way.

III Vision for the Collection

- A) The Museum’s collections will:
- 1) Through exhibitions, education, research and preservation efforts, extend the Museum’s mission as a resource for the scholarly, public and architectural communities.
 - 2) Document the processes and practices of the architectural and construction trades work communities.

IV Acquisitions

- A) Accessioned Collection: This collection is sometimes referred to as the “Permanent Collection.” Additions to the Accessioned Collection will be determined according to the Museum’s Collecting Plan. This collection will contain:
- 1) Objects valuable for their aesthetic qualities, social, technological and/or historic associations, and are consistent with the Museum’s mission statement, including:

- (i) Elements of the built environment from significant structures;
- (ii) Models;
- (iii) Tools and equipment;
- (iv) Toys;
- (v) Sample kits and materials;
- (vi) Items which document design and construction processes and products, such as:
 - (a) Architectural Drawings;
 - (b) Renderings;
 - (c) Photographs and negatives
 - (d) Digital representations, such as
 - (i) CAD and other design files
 - (ii) Video and audio files
 - (iii) Web pages
- 2) Materials that formed part of the Pension Building or that were employed or generated by its occupants.
- 3) Materials that were owned or created by General Montgomery C. Meigs, architect of the Pension Building.

B) Auxiliary Collections:

- 1) The Auxiliary Artifact Collection contains objects that do not meet the requirements to be accessioned but which may be useful in exhibitions or education programs. These artifacts will be reviewed regularly for their relevance and disposed of as necessary. This collection will contain:
 - (i) Reproductions of artifacts and images;
 - (ii) Objects not of museum quality;
 - (iii) Duplicates of accessioned collection items;
 - (iv) Undocumented objects;
 - (v) Exhibition purchases incompatible with the institutional mission statement;
 - (vi) Material samples purchased or donated for exhibition purposes;
 - (vii) Materials, tools and artifacts purchased or donated for educational purposes
 - (viii) Items of historical or aesthetic significance owned by the Museum to be used in supporting or maintaining administrative offices, including deaccessioned furniture or objects
- 2) The Auxiliary Photograph Collection contains reproduction photographs, transparencies and slides of events before 1980 that are relevant to the Museum. This collection will contain:
 - (i) Photos of Montgomery Meigs, his family and his other projects
 - (ii) Photos of historic events in the history of the building, including
 - (a) Construction and use of the building
 - (b) External images
 - (c) Dedications, parties and Inaugural Balls
 - (d) Offices, workers and alterations to the building
- 3) The Beverly Willis Research Library and Postcard Collections contain commercially produced items which may be useful for research, exhibitions and documentation. This collection will contain:
 - (i) Books;

- (ii) Periodicals;
 - (iii) Pamphlets;
 - (iv) Exhibit guides;
 - (v) Postcards.
- 4) The Institutional Archives contain material related to the Museum's founding and operations, as determined by the Museum's Institutional Archives Policy and Procedures document. This collection will contain:
- (i) Founding documents;
 - (ii) Architectural drawings of the building post 1980;
 - (iii) Exhibition files;
 - (iv) Loan files;
 - (v) Development donor and membership files;
 - (vi) Publications, mailings and brochures created by the Museum;
 - (vii) Images of:
 - (a) Exhibition installations
 - (b) Educational programming and festivals
- C) Exclusions: The Museum will not collect items that do not fit our Mission and Collecting Plan, including:
- 1) Land;
 - 2) Full structures in situ;
 - 3) Large-scale mechanical or electrical systems or their various components;
 - 4) The personal artifacts of individuals (other than Montgomery C. Meigs) that do not relate to their professional careers;
 - 5) Items of questionable provenance, including Native American material if it concerns the Native American Graves Protection and Repatriation Act (NAGPRA) or material stolen, illegally exported, or improperly removed from their place of origin (including Nazi-looted materials).
 - 6) Structures or materials with the intent to dispose of it at a later date;
 - 7) Artifacts with exceptional conservation and preservation concerns.
- D) Conditions of Acceptance:
- 1) Only unconditional gifts will be accepted. The Museum cannot accept objects on which restrictions are placed.
 - 2) All gifts are considered outright and unconditional property of the Museum.
 - 3) Only acquisitions that are to be accessioned will be under the supervision of the Collections Committee (as specified in section IV, below).
 - 4) Donations of objects to the Museum, which meet the requirements of charitable contributions under Internal Revenue Code (Section 170) and related regulations (Section D), are tax deductible.
 - 5) The Museum will make a request that the donor provide financial support for stewardship of the donated material. The acceptance of the donation will not be contingent upon such monies but the request should be made.
- E) Staff Conduct:
- 1) The Museum's employees must exercise care to ensure that no conflict of interest can arise between themselves and the Museum. An employee who learns of an object available for

- purchase that is reasonably likely to be of interest to the Museum for its collection is expected to place the interests of the Museum ahead of their own in acquiring the object.
- 2) It is the responsibility of each employee to discuss their personal collection and collecting activities with the Deputy Director of Interpretive Content and/or, where appropriate, the Executive Director, unless personal collecting activities are minimal.
 - 3) An employee may not act as a dealer in purchasing or selling objects likely to be of interest to the Museum, nor may an employee use their influence at the Museum for personal gain in a market where such items are dealt. An employee may not accept any commission or stipend from any collector, dealer, artist, or institution of interest to the Museum.
- F) Additions to the Accessioned Collection: The Museum will maintain a Collecting Plan to prescribe the criteria for adding artifacts to the Accessioned Collection. The Collecting Plan will be generated by the Collections Department with input from members of the Museum's staff and specific requests from the Exhibitions Department and Executive Director. The plan will be reviewed by the Collections Committee and approved by the Executive Committee of the Board every five (5) years.
- 1) All additions to the Accessioned Collection will be decided with a majority vote by the Collections Committee. The Committee will meet quarterly and will consist of the following voting members:
 - (i) Executive Director
 - (ii) Deputy Director for Interpretive Content
 - (iii) Director of Exhibition Management
 - (iv) Senior Registrar & Director of Collections
 - (v) Collections staff
 - (vi) A representative from each of the following departments:
 - (a) Education
 - (b) Development
 - (c) Visitor Services
 - (d) Museum Shop
 - (e) Communications
 - (f) Collections Interns (non-voting)
 - 2) All offers to the Museum will be directed through the Collections Department. The Collections Manager will gather and prepare information on each offer for submission to the Collections Committee for review. If a possible acquisition is directed to any other members of the Museum staff it must be forwarded to the Collections Department.
 - 3) Objects found-in-collection will be identified through the cataloging or inventory process by Collections Department staff. Staff will gather as much information about the objects as possible and present their findings to the Collections Committee for review at the first Collections Committee meeting of the calendar year. Objects found-in-collection that are accepted into the Accessioned Collection by the Collections Committee will be given the first accession number of the year (XXX.1).
 - 4) The Collections Manager will confirm that the Museum can acquire valid title to the object in question. The circumstances of the transaction and/or information relating to the object's provenance must provide the Museum with the assurance that the seller, donor, or lender

- has valid title to convey.
- 5) If the material consists of fewer than 1,000 objects and/or is valued at less than \$10,000, the Executive Director has final approval of the accession. If the collection consists of 1,000 objects or more and/or is valued in excess of \$10,000, final approval of the accession rests with the Executive Committee of the Board of Directors.
 - 6) If the proposed acquisition is a purchase, the Museum may seek an independent appraisal by a qualified appraiser.
 - 7) If the proposed acquisition is a donation, the donor may seek their own independent appraisal.
 - 8) The Collections Manager will maintain a record of each potential donation in perpetuity, including information on the artifact, donor, votes for/against the acquisition and any questions, concerns or suggestions proposed by the Committee.
 - 9) The Collections Committee will also have control over any proposed deaccession with final approval resting with the Executive Committee of the Board of Trustees (as outlined in Section VII).

G) Access:

- 1) Access to the Accessioned Collection and Auxiliary Collection is governed by the following rules:
 - (i) The Accessioned Collection is available for study for scholarly purposes or for reasons related to a personal and/or professional connection to an object.
 - (ii) The Auxiliary Collection is available for study by members of the public and members of staff.
 - (iii) Research requests should be directed to the Collections Manager. Research requests, depending on content, may draw from both the Accessioned and the Auxiliary Collections.
 - (iv) Response to all research inquiries and orders is governed by staff availability. Every effort will be made to respond in a timely manner.
 - (v) The Collections Department reserves the right to deny access to or reproduction of any material due to conservation, legal, or cultural concerns.
 - (vi) No materials from the Accessioned Collection may undergo destructive sampling except by special permission of the Senior Registrar & Director of Collections for approved conservation projects organized by the Museum.
- 2) Chain of command:
 - (i) The Collections Department is responsible for the care of and access to the Accessioned Collection and any associated records, as well as the auxiliary artifact and photograph collections. These collections will be stored in the Museum's secure collections storage areas or offices.
 - (ii) The Senior Registrar & Director of Collections is responsible for access to loaned objects and loan records. All loaned artifacts will be stored in the Museum's secure collections storage areas and galleries.
 - (iii) The Collections Department is responsible for the care of and access to the Beverly Willis Research Library Collection, the Postcard Collection and the Institutional Archives. Access to and care of these collections may be delegated to appropriate members of the Exhibitions Department.
 - (iv) Staff members whose office spaces contain Auxiliary Collection items are

responsible for the care of those items. Access is limited to those who are permitted to be in those office spaces.

- 3) Safe handling and security:
 - (i) Only Collections Department staff, contracted cataloguers, trained volunteers, and interns may be in collections storage areas unaccompanied. All other staff members, visitors and researchers must be accompanied in storage at all times. GSA staff and contractors must also be accompanied in storage at all times.
 - (ii) Groups/tours of 15 or fewer people are allowed in collections storage at any time. A ratio of at least one (1) collections staff member to five (5) visitors must be maintained at all times.
 - (iii) All researchers must be accompanied when working with the collection or loaned objects and will be given a brief synopsis of handling and security procedures, as follows:
 - (a) No permanent ink will be allowed near collection objects;
 - (b) Gloves are required unless the material is more safely handled without;
 - (c) Only trained collection personnel will handle 3-dimensional objects; 2-dimensional materials may be handled by researchers following training in proper technique.
 - (iv) No materials owned by the Museum may be removed from the premises without proper documentation;
 - (v) Archival researchers may handle material if supervised and trained;
 - (vi) Artifacts in storage may only be photographed with the permission and supervision of the collections staff;
 - (vii) Researchers must provide identification upon entry to collections and their identification and reasons for accessing the collection must be documented.
- 4) Databases:
 - (i) The Collections Department will maintain a digital database of all artifacts in the Accessioned Collection and loans in the Museum's care. Access to the database and its information will accord to the following guidelines and procedures:
 - (a) The Collections Manager holds primary responsibility for the database and its administration, including interfacing with the online accessible portal and creating and maintaining appropriate backup systems for collections information and digitized collections.
 - (b) Full access and editing capability of all information concerning an artifact will be limited to the Collections Manager and Senior Registrar & Director of Collections;
 - (c) Collections Department staff, interns and volunteers will receive data entry training and privileges as needed;
 - (d) Records deemed complete by the Collections Department staff will be uploaded to the online accessible portal which Museum staff, stakeholders, and visitors can search without restriction
 - (ii) The Collections Department will maintain a digital database of all material in the Beverly Willis Library. Access to the database and its information will accord to the following guidelines and procedures:
 - (a) Full access and editing capability of all information concerning an item will be limited to the Collections Department and delegated staff;
 - (b) Collections staff, interns, and volunteers will receive data entry training and

privileges;

(c)

5) Sensitive information:

Information on the accessioned collection and incoming loan storage locations, appraisal and insurance values, or the donor or lender's personally identifiable information will only be released on a case-by-case basis and only to persons related to the donation or loan.

6) Reproductions and Copyright

(i) Reproductions

(a) Requests by the public for permission to reproduce an image must be made in writing either via the Museum's website or sent directly to the Collections Department and must include intended use. Permission covers a one-time use only and is made on a case-by-case basis.

(b) The Collections Department will keep all Permission for Use forms for future reference regarding these permissions.

(c) Requests by Museum staff for permission to reproduce an image must be cleared by the Collections Department to ensure that proper credit is given to the photographer and donor.

(ii) Copyright:

(a) The Museum can grant permission to reproduce images only to the extent of its ownership of the rights relating to the request. Certain projects as well as the photographs of those projects may be protected by copyright, trademark, or related interests not owned by the Museum.

(b) The responsibility for ascertaining whether any such rights exist, and for obtaining all other necessary permissions, remains with the Collections Department or as directed by the Permission for Use form granting use for external researchers.

H) Inventory:

1) A comprehensive inventory of the accessioned collection will take place every five (5) years, to include:

(i) Reconciliation of records to objects;

(ii) Reconciliation of objects to records;

(iii) Location;

(iv) Condition checking;

(v) Check of physical ID numbers.

2) A spot-check audit of approximately 5% of the total Permanent Collection will be conducted every two (2) years, to include:

(i) Location check;

(ii) Condition check.

3) The Senior Registrar & Director of Collections will do an annual audit of loan records to reconcile and close all completed loan files. Files on closed loans will be added to the Institutional Archives.

4) The Collections Department will send a report to the Executive Director, Deputy Director of Interpretive Content, and the Accounting Department when audits and inventories are completed.

- I) Insurance:
 - 1) All accessioned and loaned objects in the Museum's care are covered under the museum's all-inclusive fine arts insurance.
 - 2) The insurance policy is renewed annually and is based on the most valuable ten (10) collections owned by the Museum and on the value of loaned objects.
 - 3) Changes to insurance coverage and requests for additional riders are recommended by the Senior Registrar & Director of Collections and are approved by the Deputy Director for Interpretive Content.

- J) Valuation/Appraisal/Authentication:
 - 1) Valuation and Appraisal:
 - (i) No member of the Museum's staff shall, in their official capacity, give appraisals for the purpose of establishing the tax-deductible value of gifts to the National Building Museum or any museum.
 - (ii) Where a donor has already given artifacts and needs to have a valuation, the Museum will assist by preparing lists or making the material available for examination by an appraiser selected and employed by the donor.
 - (iii) No member of the Museum's staff may recommend a specific appraiser to a donor seeking valuation. Staff is encouraged to suggest accredited professional institutions such as the American Society of Appraisers to potential donors.

V Care and Conservation

- A) Internal Controls: The Collections Department will maintain internal controls for physical care, handling, security, and maintenance of the Accessioned Collection and all loans.

- B) Standards: Minimum standards of physical care include, but are not limited to:
 - 1) Control of relative humidity and temperature to 50% (+/- 5%) humidity and 70 degrees (+/-2 degrees) temperature, unless otherwise necessary for preservation of a specific object;
 - 2) Light levels between 5-10 footcandles;
 - 3) Integrated Pest Management program in gallery and storage spaces;
 - 4) Fire detection and suppression systems throughout the building;
 - 5) Limit of vibrations throughout the building, including:
 - (i) Decibel levels must remain beneath 85dB
 - (ii) To the extent possible, excessive bass and percussion should be limited
 - (iii) Events held in the Great Hall and galleries must have an audio technician to apply equalization parameters and filters to the speaker outputs
 - 6) Alarms and security: All collections storage spaces and galleries will be alarmed at night and when not in use. Only the Collections Department staff will have the keys and alarm codes to collections storage areas. Visitor Services managers and will have the keys and alarm codes for the gallery spaces.

- C) Movement, Packing and Shipping: The Senior Registrar & Director of Collections, and those they delegate, is responsible for the movement of objects within and entering and exiting the Museum.
 - 1) All objects entering and exiting the Museum will be documented.
 - 2) The Registrar and those they delegate are responsible for arranging, supervising and

- undertaking the packing and shipping of accessioned collection items.
- 3) The Registrar and those they delegate are responsible for arranging, supervising and undertaking the packing and shipping of loan items.
- D) Emergency Plan: The Collections Manager will create and update an emergency plan for collections and distribute it to the appropriate Museum staff. The plan will be updated every five (5) years.

VI Loans

A) Incoming Loan Policy:

- 1) The Museum will accept time-limited on-loan items which will be used for exhibitions, educational programs, or examination for Museum purposes.
- 2) Objects borrowed by the Museum from other institutions or individuals are to be considered for their significance to the Museum's mission and exhibitions.
- 3) The Senior Registrar & Director of Collections has the authority to reject incoming loans based on condition or legal concerns. This includes objects which are perishable in nature, defective in quality, unstable in condition and/or have questionable provenance.
- 4) If there are issues involved with the loan relating to the budget the Deputy Director for Interpretive Content will have final approval.
- 5) A properly executed Loan Agreement will be duly signed and filed with the Senior Registrar & Director of Collections prior to the delivery of a loaned item. The Incoming Loan Agreement can only be signed by the owner of the loaned piece, or their representative, and by the Senior Registrar & Director of Collections on behalf of the Museum. The Collections Department is responsible for ensuring that the conditions for loaned objects are met- these conditions are listed on the reverse of the Incoming Loan Agreement.
- 6) All items on loan are covered under the Museum's Fine Arts Insurance policy, wall-to-wall.
- 7) A condition report form will be completed for each loaned item by the Senior Registrar & Director of Collections or designated assistants upon receipt of the item and filed in the designated loan folder.
- 8) The Collections Department is responsible for managing and monitoring the loan during the loan period. The Senior Registrar & Director of Collections will make all arrangements for incoming shipping and will be responsible for packing and return shipping.

B) Outgoing Loan Policy:

- 1) The Museum may lend collection material to cultural, educational, or charitable institutions (The Borrower), which are judged by the Senior Registrar & Director of Collections to be appropriate depositories of the materials, and are capable of providing appropriate care and insurance for said materials. Use of the Museum artifacts is restricted to carefully controlled research or exhibition purposes and then only if the items are not required for display or exhibition by the Museum.
- 2) The Borrower must submit a facility report and certificate of insurance to the Museum for review.
- 3) All requests for the loan of accessioned artifacts shall be made in writing and will be

considered by the Collections Committee. No outgoing loan may be made without the approval of the Collections Committee.

- 4) It will be the responsibility of the Borrower to protect the loaned items from loss or damage caused by temperature, humidity, water, vermin, handling, theft, willful misconduct, or other such causes.
- 5) The Borrower shall be responsible for any and all loss of damage to the property of the Museum, which is on loan to the Borrower and/or is in custody and control of the Borrower.
- 6) The Museum shall determine the value of materials being loaned.
- 7) The Borrower may be responsible for supplying insurance for borrowed objects naming the Museum as additionally insured. The Borrower's insurance company must supply the Museum with a certificate of insurance as evidence that such coverage is in force.
- 8) The Museum's Outgoing Loan Agreement shall be duly signed by the Senior Registrar & Director of Collections and filed prior to the loan transfer. The Agreement shall state all conditions, insurance responsibilities, and exhibition specifications.

VII Deaccessioning

A) Deaccession:

- 1) **Definition:** Formal process used to remove objects from the accessioned collection. Deaccessioned items may be retained by the Museum for transfer to any of the non-accessioned collections (see section III B. above) or disposed of as hereinafter provided.
- 2) **Purpose:** The periodic review, evaluation, and deaccessioning and disposal of existing collections are intended to refine and improve the quality and relevance of the collections with respect to the Museum's mission. Objects in poor or deteriorated condition, undocumented items, reproductions and items which are readily replaceable are some of the types of items which may be chosen for deaccession. The Collections Department staff will conduct a comprehensive review of the collections, per existing inventory protocols and select artifacts for deaccession every five (5) years.
- 3) **Determination:** Objects proposed for deaccession shall be judged in relation to the whole accessioned collection and the Museum's mission. Areas of judgment shall be condition, history, association, and value for exhibition, study and reference.
- 4) **Certification:** The Collections Manager shall complete an object deaccession proposal form on which will be listed the object's provenance, condition, reason for proposed deaccession, and recommendation for transfer or disposal. Upon agreement of the Collections Committee, the Executive Director will recommend deaccession of the materials to the Executive Committee of the Board of Trustees, which shall have final approval.

B) Disposition:

- 1) **Definition:** The process by which deaccessioned or non-accessioned objects are removed from the Museum through gift, transfer, exchange, sale or destruction.
- 2) **Purpose:** The removal or consideration of removal or deaccessioned and non-accessioned material from the Museum shall be a continuing process as the Museum continues to meet its objectives.
- 3) **Method:** Preferred methods of disposal are sale to, transfer to, or exchange with another public institution, sale through publicly advertised auction, and sale or exchange to or through

a reputable, established dealer.

- (i) Gifts: the Museum shall consider gifts to other nonprofit cultural, educational, or charitable agencies and institutions first, realizing that in certain circumstances, the Museum can benefit from the release of deaccessioned or non-accessioned objects from exhibit or storage and, in return, the release would benefit another nonprofit agency or institution. If a non-profit institution cannot be found, a for-profit institution with a similar mission to the Museum may be considered.
- (ii) Exchanges: The formal reciprocal transfer of deaccessioned or non-accessioned material between Museum and other nonprofit organizations often serves to advance the objectives of the Museum. Such exchanges can occur through private negotiation.
- (iii) Sales: Deaccessioned or non-accessioned objects may be sold, subject to the following guidelines:
 - (a) The goal of all such sales of Museum property shall be to bring the best possible price for the material
 - (b) There shall be no private sales of deaccessioned materials to staff members, the Board of Trustees, or their agents/representatives. In the event of public sale or auction, such individuals shall be eligible, as are any other private individuals, to bid on offered items.
 - (c) Method of sale shall be determined by the Collections Committee, subject to the approval of the Board of Trustees.

C) Considerations:

- 1) Every reasonable effort should be taken to identify and evaluate the various advantages and yields available through different means of disposal.
- 2) In the case of an object created by a living artist or craftsman, consideration may be given to an exchange with the maker.
- 3) When a work by a living artist/craftsman is deaccessioned, a reasonable effort shall be made to notify the maker.
- 4) While it is understood that the Museum must fulfill its fiduciary responsibilities and act in the Museum's best interests, the Museum should give consideration to keeping a deaccessioned work in the public trust.

D) Procedure and Record Action:

- 1) The Collections Manager shall make recommendation for disposition of objects from the Museum. All such recommendations shall be made in writing on a disposition form. (In the case of deaccessioned or auxiliary items, the deaccession form shall be used to record the disposition.)
- 2) The Collections Committee shall review the request. No disposition will be made without the approval of the Executive Committee of the Board of Trustees.
- 3) A record of each action shall be made on the form before disposition takes place. All records of disposition shall be kept in perpetuity.
- 4) Disposal of collections through sale, trade or research activities is solely for the advancement of the Museum's mission. Proceeds from the sale of deaccessioned collections are to be used in a manner consistent with the established standards of the Museum's discipline, but in no event shall they be used for anything other than acquisition or direct care of the Museum's

collections.

- 5) Whenever possible the Collections Manager shall, as a matter of courtesy, attempt to contact the donor and inform them about the deaccession and disposal of their donation.

VIII Collections Documentation

- A) Collections Department staff will keep important documentation about the collection and exhibitions according to the schedule below:
 - 1) Accession records, including but not limited to deeds of gift, copyright licenses, documentation of provenance research, relevant correspondence with donors to the collection, and conservation assessments and treatment reports, insurance valuations and appraisals will be kept by the Collections Manager in perpetuity.
 - 2) Deaccession records, including but not limited to formal recommendations and approvals, disposition and transfer agreements, and documentation of witnessed destruction will be kept by the Collections Manager in perpetuity.
 - 3) Documentation of researcher requests and permission forms will be kept by the Collections Manager for ten (10) years.
 - 4) Incoming and outgoing loan records, including but not limited to official requests for loans, signed loan agreements, and documentation of old or abandoned loans research, will be kept by the Senior Registrar & Director of Collections in perpetuity.
 - 5) The Museum's General Facility Report will be updated and maintained by the Senior Registrar & Director of Collections, with historical copies kept for five (5) years.
 - 6) A backup copy of the collections database, which includes historical location records, digital photos and scans, and object numbers for accessioned collections, will be maintained by the Collections Manager in a secure, offsite location and updated at least monthly.
 - 7) Condition reports will be kept in hard-copy format for a period of ten (10) years; condition report data will be integrated into the database and digitally maintained in perpetuity.

IX Policy Review

- A) This Policy will be reviewed and updated by the Collections Manager, with input from Department staff, at least every five (5) years. The Collections Committee will review proposed updates to the Policy and recommend official approval by the Executive Committee of the Board of Trustees.
- B) A brief summary of major changes to this policy are documented below:
 - 1) 2018:
 - (i) Approved policy requires Executive Director and Board Chair signature
 - (ii) Updated Mission Statement
 - (iii) Added Vision for the Collection, Staff Conduct Policy, and Database Policy.
 - (iv) Included references to Collecting Plan
 - (v) Enhanced descriptions of Beverley Willis Research Library and Institutional Archives
 - (vi) Replaced "Collections Committee" section with policy for formally accepting acquisitions into the Accessioned Collection
 - (vii) Updated Access Policy and Safe Handling & Security Policy to best practices
 - (viii) Added reporting schedule regarding inventory and audits of collections objects
 - (ix) Identified acceptable minimum standards of care, including temperature, relative humidity, light levels, and security.
 - 2) Updated Deaccession Policy to best practices 2023:
 - (i) Added sections on the Museum's Governance Structure, Collections Documentation, and this Policy's Applicability and Review Schedule.
 - (ii) Renamed "Non-Accessioned Collection" to "Auxiliary Collection" for broader scope and ease of reference.
 - (iii) Streamlined references to specific departments, staff members, and job duties

- (iv) Added policy for accessioning Objects Found in Collection
- (v) Updated database protocols and accessibility to reflect current standards & procedures
- (vi) Removed Identification and Valuation services
- (vii) Identified additional minimum standards of care

