

Boulder City Museum and Historical Association (BCMHA)

Governing Documents

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The Mission of the BCMHA

The Boulder City Museum and Historical Association is an educational organization established to preserve, interpret, curate, and communicate the histories of Hoover Dam and Boulder City, Nevada. The BCMHA provides collections-based research and learning opportunities designed to advance a greater public understanding of the Boulder Canyon Project and its influence on local, regional, and national history. The BCMHA's collections, artifacts, exhibits, research facilities, and programs are inseparably linked to serve and educate a diverse public of varied ages, backgrounds, and knowledge. The BCMHA holds and maintains its collections in the public trust for the enrichment of both current and future generations.

The Vision of the BCMHA

The Boulder City Museum and Historical Association will continue to benefit the public as a vibrant, inclusive organization fully involved in the life of the City of Boulder City. The Association will accomplish its mission by

- maintaining a paid or volunteer staff that will include a collections specialist;
- utilizing trained volunteers to help provide vital services in a cost-effective manner;
- providing meaningful, diverse educational programs that apply a scholarly approach to enrich the community and reach a diverse audience;
- maintaining the 6,000+ square feet of museum space which includes a permanent exhibit, a special exhibit area, a 48 seat theater, a museum store, and space for the BCMHA's collection;
- assuring proper care and conservation of the BCMHA's collection and providing access for researchers;
- operating the historic Boulder Dam Hotel to continue to provide an authentic experience for guests and to generate revenue for the ongoing operations of the Boulder City/Hoover Dam Museum; and
- guaranteeing sound governance of the association's various holdings and programs, recognizing its fundamental obligation to preserve and communicate the significant history framed by its defined scope.

The History of the BCMHA

The Boulder City Museum and Historical Association filed its incorporation papers on January 26, 1981 and spent most of the next six years gathering relevant items and searching for a home for its growing collection of archives and artifacts related to the construction of Hoover Dam and Boulder City.

In 1988, the owners of the Six Companies Store offered a portion of their building at 444 Hotel Plaza for temporary use as a museum. The museum opened its first exhibit in the rent-free space on September 30, 1988 – the 53rd anniversary of Hoover Dam’s dedication. By the end of that year, the BCMHA had raised \$120,000 toward establishing a permanent museum.

In 1993, the BCMHA joined a consortium which included the Boulder City Arts Council, the Chamber of Commerce, and the City of Boulder City to form the Boulder Dam Hotel Association. The consortium purchased the hotel and divided the space. The BCMHA received 4,300 square feet and, with the consortium, began an extensive renovation project designed by Tata & Snyder Architects of Las Vegas. The renovation project continued throughout the 1990s.

In 1995, Boulder City Assemblywoman, Gene Segerblom successfully introduced legislation which provided \$20 million to support the state Cultural Affairs Commission. The Hotel Association received a grant of \$350,000 to renovate the museum’s space in the hotel. Then, in November of 1996, the museum signed a contract with Formations Inc. to design and build new exhibits, which were completed in 2000.

The Boulder City Museum and Historical Association hosted a grand opening of the museum space on March 25, 2000. The opening of the permanent exhibit marked the completion of Phase One of the project. Work continued on Phase Two: the development of a library and research facility. Today the collections and archives are open to researchers and are frequented by scholars, writers, filmmakers, students, and Boulder City residents.

In September of 2005, the BCMHA acquired full ownership of the Boulder Dam Hotel from the consortium and began operating the hotel as a revenue source for the museum. The museum and hotel have melded to become a “living museum” that welcomes visitors to its guest rooms, common areas, restaurant, and shops, as well as to the museum.

With full ownership of the building, the BCMHA has also assumed responsibility for the proper preservation and rehabilitation of its historic windows, mortar and masonry, and various interior features that remain from the original structure. A capital campaign, initiated in 2010, has raised funds to reduce the debt on the historic building by over \$700,000. This effort continues through the association’s development campaign, which strives to pay-off the remaining mortgage debt and fund the association’s preservation projects.

The Scope of the BCMHA

Originally established to find a home for the important artifacts and archives from the construction of Hoover Dam and Boulder City, the BCMHA's role has expanded considerably. In addition to the permanent exhibit and collections, the BCMHA now engages in educational programs for both children and adults; operates and cares for an historic hotel, and oversees independent operators of a restaurant and lounge located just off the historic hotel lobby.

Museum: The Boulder City/Hoover Dam Museum tells the story of the Boulder Canyon Project as it was experienced by the men and women who braved the desolation of the Southern Nevada desert to build Hoover Dam and Boulder City. The displays and exhibits describe the great social and economic forces of the Depression Era and provide a sense of the complexity, danger, and scale of the project. Special exhibits are periodically displayed to further promote interest in the Boulder Canyon Project or the history of Boulder City.

Collections: The archives are housed on the Ground Level of the hotel where they are accessible to researchers for a variety of purposes. The collections include over 11,000 cataloged photographs, 3,500 three-dimensional artifacts, 190 primary source manuscript files, a 700 book research library, 7,500 biographic files and over 2,000 subject files. The collections are recognized as a national treasure by Save America's Treasures and the National Park Service. They are under the care of museum staff, who are responsible for ensuring the museum's collection policies and standards are maintained.

Association: The BCMHA meets its responsibilities as a historical association through its ongoing cultural and educational programs. The BCMHA provides the 31ers Educational Outreach Program for 2nd, 4th and 11th grade students and the Third Thursdays Lecture Series for adults. In addition, the BCMHA hosts an annual History Day Celebration (31ers Luncheon) to engage the entire community in their rich local history.

Historic Hotel: The BCMHA provides a valuable historic and social experience for tourists and locals alike through its operation of the Boulder Dam Hotel. Efforts are under way to extend the museum's influence throughout the entire building in order to provide an authentic historical experience for visitors. The organization aims to provide, in one building, a place where visitors can experience both the unique history of Southern Nevada and the present-day vitality of one of its treasures -- Boulder City. The Boulder Dam Hotel is listed on the National Register of Historic Places and it is vital to any historical understanding of Boulder City. The BCMHA is committed to providing the building with the care necessary to assure the proper preservation and restoration of the historic elements of the building and to guarantee its continued positive influence on the economy and social fabric of Boulder City. Essentially, the historic building that houses the hotel and museum is the BCMHA's largest and best known artifact of the Boulder Canyon Project era.

Avenue House: The BCMHA recently acquired (through donation) the house located at 640 Avenue C. The house is one of those built by the Six Companies to house their married employees. It is the BCMHA's objective to restore this house as nearly as possible to its original form and preserve this vital marker of Boulder City's earliest days.

The Values of the BCMHA

THE VALUE OF HISTORIC PRESERVATION: We are committed to preserving the legacy of Boulder City's past so that future generations may understand and value the set of events that define our local and regional history. This belief requires all BCMHA staff, volunteers, and board members to act as informed stewards of the collections and exhibits, and advocates for the historic building that houses them. We must be continuously aware of our deep responsibility to those who have entrusted us with the proper care and preservation of the artifacts and archives that represent our collective past.

THE VALUE OF EDUCATION: We respect and value the educational opportunities our exhibits and collections provide for learners of all ages. We believe in a scholarly approach that engages all those who seek knowledge of the place and time framed by the exhibits and collections of the Boulder City/Hoover Dam Museum.

THE VALUE OF HISTORICAL ASSOCIATIONS: We are fully aware of our obligations as an historical association to advocate for the continued preservation and appreciation of the stories and events that have comprised our past and shape our future. We must be life-long learners and champions of the unique, important history that is ours. As generations pass and we lose those extraordinary individuals who forged our history, it becomes increasingly important to embrace their stories and accounts and to guarantee that they live on well into the future.

THE VALUE OF HISTORIC BUILDINGS: "Every day, monuments of human culture are lost forever, casualties of neglect and the pressures of change." The BCMHA intends to prevent this from happening to the historic Boulder Dam Hotel. We recognize the inherent importance of prominent historic buildings to the social well-being of a community. Such places as the Boulder Dam Hotel become icons and testaments to the past: they are where memories are made and they are the best places to recover those precious memories. They are where communities develop a "shared" memory that unites citizens and provides a common experience.

The BCMHA's Guiding Principles of Education

“Use is the end of all archival efforts. It is the duty of archivists to open up the research treasures that are entrusted to them. They should not only collect and preserve documentary material, but also make it accessible to others.”

Theodore Schellenberg, “The Appraisal of Modern Public Records”

The Boulder City/Hoover Dam Museum's educational programs are designed and implemented with an ongoing commitment to the following principles:

1. View people and events with consideration of the geographical, political, economic, and cultural context of their time and place, and appreciate that social issues are complicated and require comprehensive critical analyses if they are to be effectively understood and addressed.
2. Apply instructional strategies that recognize the brain as a “parallel processor” in which thoughts, experiences, and emotions operate simultaneously, and that people understand and remember best when facts and skills are embedded in natural spatial memory.
3. Provide programs within which issues can be addressed comfortably through reasoned discussion and guided by rational approaches to critical thinking and problem solving. Promote civic participation by consulting a broad range of resources and engaging a diverse audience.
4. Recognize the complex interactions of science and society in an ever-changing world.
5. Appreciate the cost/benefit tradeoff of scientific and technological advancements, as well as ethical issues and concerns related to scientific and technological advancement.

The Code of Ethics of the BCMHA

I. Purpose

Ethics are based on the collective societal values of honesty, fairness, respect and accountability as they apply to resolving moral issues. This Code of Ethics exists to provide a unified statement of guiding principles for the board, staff and volunteers of the Boulder City Museum and Historical Association that coincide with current best practices in the museum community. Specifically, the BCMHA subscribes in principle to The Statement of Professional Standards and Ethics of the American Association for State & Local History (AASLH) and the Standards and Best Practices of the American Alliance of Museums (AAM).

II. Governance

The Board of Directors recognizes its responsibility to ensure that BCMHA affairs are conducted legally and responsibly and that all those affiliated with the association understand and support the BCMHA's mission and this Code of Ethics. The Board of Directors has two fundamental public trust responsibilities: stewardship and public service.

The trust of stewardship requires museums to acquire, document and preserve collections in accordance with institutional policies, to be accountable for the collections, and to pass them along to future generations in good condition.

The trust of public service requires the advancement of knowledge and understanding by making the collections and accurate historical information available to the public.

Conflict of Interest

Board members, staff and volunteers must conduct their personal/business affairs in such a manner as to avoid any possible conflict of interest (or the appearance thereof).

When the interests or activities of any director, staff member or volunteer are or may appear to be competing with the interests or activities of the association, or, if any such individual derives a financial or other material benefit as a result of a direct or indirect relationship, a conflict of interest may exist and must be disclosed.

Any real or apparent conflict of interest by a director or by the association's principal operations manager shall be disclosed to the board chair as soon as possible by the individual concerned. Staff members and volunteers shall also disclose such conflicts or duality of interests in a timely manner to the principal operations manager, who will then notify the board chair.

When any conflict of interest is relevant to a matter requiring action by the board, the interested person shall call it to the attention of the board and such person shall not vote or engage in discussions on the matter; provided however, any trustee disclosing a possible conflict of interest may be counted in determining the presence of a quorum at a meeting of the board.

The minutes of the meeting shall reflect that the conflict of interest was disclosed and that the interested person did not participate in the final discussion and did not vote. When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the board, excluding the person who has the possible conflict of interest.

III. Collections

Collections are objects and intellectual property directly owned by the museum, as a public trust, to be used for the exclusive purposes of preservation, research, and presentation to the public. Museum collections are not resources which are directly available to meet financial obligations of the association. Collections cannot be converted to currency or used to secure loans to meet financial obligations.

The BCMHA collects, organizes, cares for, and makes accessible materials (books, archives, and artifacts) relevant to the Boulder Canyon Project era and the founding of Boulder City, NV through its incorporation in 1960. The BCMHA provides stewardship for these items held in the public trust as defined in its collections policy. No employee, volunteer, or board member shall use collection items for any personal purpose.

Acquisitions

Acquisitions shall be made with a view of permanency and accepted strictly in accordance with the BCMHA Collections Policy. All acquisitions shall be made for the purpose of adding to the collection and not to accommodate personal gain. In every case, due diligence shall be performed to determine provenance and rightful ownership prior to acquisition.

Acquisitions shall not involve illicit trade, violate endangered species laws, include cultural objects regarded as sacred, or include natural objects regarded as protected. Religious or culturally sensitive materials may be acquired if handled with dignity and respect for the feelings and practices of the effected group. The BCMHA's collections activity shall comply at all times with local, state, and federal law.

Loans

Procurement of loaned materials and the loaning of BCMHA materials to qualified institutions shall be managed according to the best practices in the museum, library and archival fields and be consistent with the BCMHA Collections Policy.

De-accessioning

De-accessioning is the formal removal of an object from the museum's collections. The BCMHA recognizes that its collections will never remain static. They must be improved continually in quality and representation to reflect new research, to complete the historical record, and to support new exhibitions and educational programs. All de-accessioning shall be conducted in accordance with the BCMHA Collections Policy. It is preferable that materials remain in the public domain; therefore, other institutions will be given first opportunity to acquire de-accessioned objects. All proceeds (if any) realized from de-accessioned materials shall be allocated to an acquisition fund solely for the growth of the collection.

Appraisals

No employee shall offer appraisals of value for donors nor shall employees reveal the insured value of any item in the collection for the purpose of establishing the fair market value of gifts offered to the BCMHA. The staff may provide interested parties with the names of reputable appraisers in their area of expertise.

Personal Collecting

Individuals may not use their BCMHA affiliation in any manner to promote personal collecting activities.

Staff and volunteers working directly with collections shall not actively collect material that is collected by the BCMHA. The collection of mass produced or common collectibles of nominal value is generally not considered a conflict – when in doubt, contact the collections specialist on staff. In the interest of transparency, employees, volunteers and board members holding significant collections related to BCMHA’s mission or actively engaged in collecting materials relating to the mission and collections of the association shall provide written notification to the board chair indicating the general nature and scope of his/her personal collections.

Use of BCMHA facilities for storage of personal collections unrelated to exhibits or programs is strictly prohibited unless a formal loan agreement is adopted. Employees, volunteers and board members shall not knowingly compete with BCMHA in the acquisition of materials.

The appearance of conflict of interest can be as damaging to the BCMHA’s reputation and public trust as an actual conflict. Individual collectors affiliated with the BCMHA must make every effort to manage their personal collecting ethically and responsibly to protect the institution from the appearance of or actual conflict of interest.

Dealing

BCMHA employees may not participate in any dealing in objects of the type collected by the BCMHA. Purchasing for the purpose of resale on a regular basis is considered dealing. Occasional sales or trades to upgrade a personal collection are not considered dealing.

IV. Fundraising Practices

Soliciting and accepting funds for the benefit of the BCMHA are integral to the financial health of the association. Fundraising activity shall comply with all current local, state and federal laws. Staff, volunteers and any outside council involved in raising money or soliciting other contributions including gifts-in-kind on behalf of the BCMHA must do so with honesty and integrity, taking care to clearly define the agreed relationship with the donor. Fundraising activity shall be undertaken in ways that ensure the standards and integrity of the BCMHA are upheld and that any restrictions imposed by the donor on the use of contributions are upheld. Board members, volunteers and staff shall treat donor and prospect information in confidence and leave intact all lists, records and documents acquired through the BCMHA’s fundraising efforts.

V. Enterprise Activity

Entrepreneurial activity to generate added financial support for the BCMHA is vital. The museum store, rentals of the facility, operations of the Boulder Dam Hotel and other “earned income” activities shall be undertaken in accordance with the BCMHA’s mission and should not compromise the care or quality of the exhibits or collections.

VI. Finances

Assurance shall be given that financial statements are fairly presented and that all filings are accurate and complete. All internal controls shall be evaluated annually and the effectiveness of these controls shall be routinely disclosed to the board. Privacy of personal financial information (including salaries and personal

wealth data) of staff, volunteers and donors will be ensured to the extent possible and allowable by law.

VII. Professional Conduct

Scholarly Activities

Employees are encouraged to teach, lecture, write, perform and publish for the BCMHA and on their own. The receipt of honoraria for work done during off hours may be retained by the employee.

Ownership and copyright rests with the BCMHA on all materials prepared as part of the employee's normal duties and on BCMHA time. Ownership and copyright for works produced on employees' personal time remains their possession.

Truth in Presentation

Employees, volunteers and board members engaged in historical interpretation through exhibitions, lectures, educational programs or publications are expected to adhere to the highest academic standards of scholarly integrity.

VIII. Media and Publicity

All information provided to the media and to the public must be timely, factually accurate and sensitive to the community's values. To avoid confusion and misinformation, and to protect the privacy rights of the association's members, donors, directors, staff, tenants, customers and vendors, the official spokesperson(s) for the BCMHA shall be designated by the board chair. Unless designated, staff members or directors may not discuss internal BCMHA matters with outside agencies or individuals. Information regarding the BCMHA's approved publications and programs including governing documents, brochures, current exhibitions, upcoming exhibitions and educational programs may be openly shared with the public by all volunteers, staff members and directors.

IX. Compliance and Amendment

This Code of Ethics shall be formally adopted by action of the Board of Directors and the board shall be responsible for assuring that board members, volunteers and staff comply with the spirit of this set of ethical policies.

The board shall monitor compliance and shall provide guidance, interpretation and opinions on an ongoing basis. The board shall review the Code of Ethics regularly and shall formally adopt any and all amendments to the Code.

Basic Responsibilities of Nonprofit Boards

Adopted by the BCMHA from the Nonprofit Alliance

1. Determine the association's mission and vision: It is the board's responsibility to create and review mission and vision statements that articulate the association's goals, means, and primary constituents served.
2. Supervise management: Boards must reach consensus on management's responsibilities and undertake a careful search to find the most qualified individual for the position when necessary.
3. Provide proper financial oversight: The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
4. Ensure adequate resources: One of the board's foremost responsibilities is to provide adequate resources for the association to fulfill its mission.
5. Ensure legal and ethical integrity and maintain accountability: The board is ultimately responsible for ensuring adherence to legal standards and ethical norms.
6. Ensure effective organizational planning: Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
7. Recruit and orient new board members and assess board performance: All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate its own performance.
8. Enhance the association's public standing: The board should clearly articulate the association's mission, accomplishments, and goals to the public and garner support from the community.
9. Determine, monitor, and strengthen the association's programs and services: The board's responsibility is to determine which programs are consistent with the association's mission and to monitor their effectiveness.
10. Support management and assess performances: The board should ensure that management has the moral and professional support needed to further the goals of the association.

Collections Policy of the Boulder City/Hoover Dam Museum

INTRODUCTION

Purpose of Collections Policy

The purpose of the collections policy is to provide guidelines for the Museum's collections-related activities, insuring that these activities meet high professional standards. The Museum's collections policy is a public statement of the Museum's commitment to care for and manage its collections properly.

The collection policy shall be approved by the Board of Directors of the Boulder City Museum and Historical Association,

Statement of Purpose of the Museum

The purpose of the collection activities for the Boulder City/Hoover Dam Museum (hereinafter referred to as the Museum) shall be (1) acquire, research, and preserve materials concerning the history and development of Boulder City, Hoover Dam, Lake Mead, and the Lower Colorado River region, as well as materials representing the historic period 1920-1945. (2) to make such materials available for study and (3) create themed exhibits of community interest. The Boulder City/Hoover Dam Museum is administered by the Boulder City Museum and Historical Association. The private, non-profit association was established in September 1980 as a 501 (c) (3).

Types and Status of Collections

"COLLECTIONS" is the term used for all material holdings of the Museum. Specific collection categories are defined as follows:

Permanent Collection

The permanent collection comprises those significant objects which directly relate to the purpose of the Museum. Objects accessioned into the permanent collection are cataloged, documented, preserved, and managed according to prescribed procedures meeting current professional museum standards.

Educational Collection

The educational collection comprises those expendable objects which contribute to the educational programs of the Museum and which are available directly to the public for examination. Objects in the interpretive collection are readily available or duplicate objects and are not accessioned into the permanent collection.

Scope of Permanent Collection

The scope of the collection of the Museum shall be artifacts of the Boulder City history and culture from Boulder City's beginning to the present. Objects acquired by the Museum shall represent material culture in the Boulder City area. The collection shall include documentation of individuals and cultural groups as well as objects which illustrate events and the history of the Boulder City area.

Delegation of Responsibility for Implementation of the Collections Policy

The Museum Manager or Board Designee is responsible for supervising the proper implementation of the collections policy. The Museum Manager or Board Designee delegates the day-to-day care and

management of the collections.

ACQUISITION

Policy

The museum may acquire objects by donation, by bequest, by purchase, or by transfer. Authority for the acquisition of objects for the permanent collection is held by the Museum Manager and the Collections Committee.

Criteria for Acquisition

The following criteria have been established for the acquisition of objects:

Objects must be relevant to, and consistent with the Museum's purposes and activities; chiefly research, preservation, exhibition, and/or interpretation.

The Museum must be able to provide proper care and storage for objects in keeping with professionally accepted standards.

It is intended that objects in the permanent collection shall remain in the collection as long as they retain their physical integrity, their authenticity, and their relevance and usefulness for the purposes and activities of the Museum.

The Museum and its staff shall be in full compliance with state, federal, and international laws and regulation governing the acquisition, sale, and transfer of cultural properties.

Title to all objects acquired for the permanent collection shall be obtained free and clear without restrictions to use or future disposition.

The present owner shall have clear and verifiable title of ownership to the object and shall have obtained the object legally and ethically.

The Museum shall be provided with (or allowed to copy) all documents and information in the present owner's possession that pertain to the historical significance and provenance of the object.

Acceptance of the object will not result in major expense in conservation disproportionate to its usefulness

Procedures

All offers of objects to the Museum whether by donation, by bequest, by purchase, or by transfer should be referred to the Museum Manager or Designee. The potential donation is then reviewed by the Museum Manager. The object will be placed in temporary deposit and the potential donor will be given a Temporary Custody Receipt for the object. The Temporary Custody Receipt should be signed by the object's owner and the Museum staff person receiving the object. The receipt outlines the terms of temporary custody, the length of which cannot exceed thirty days. After study and review of the object, the Museum Manager or Designee will determine whether or not to acquire the object and may seek outside guidance before making the determination.

If the decision is made not to acquire the object, then the Museum Manager or Designee will be responsible for returning the object to the owner, according to the terms of agreement outlined in the Temporary Custody Receipt; and documenting the return. If the decision is made to acquire the object, the

Museum Manager or Designee will initiate and complete the acquisition of the object in the following manner:

If the object is to be donated, a Deed of Gift should be signed by the Museum Manager, or the Designee. The Deed of Gift formally transfers the complete ownership of the object to the Museum and shall be legally binding when signed and dated by both parties. A copy of the Deed of Gift be provided to the donor, and Deed of Gifts shall be kept on file.

If the object is to be bequeathed, a copy of the pertinent section of the will should be provided by the attorney or executor and shall be kept on file.

If the object is a purchase or transfer a copy of the transaction document shall be kept on file.

DEACCESSION

Policy

The Museum has the right, carefully and judiciously, to deaccession and dispose of objects from its collection in a manner consistent with professionally accepted standards. A written deaccession request listing the reason(s) for deaccession and recommended means of disposal must be signed by the Museum Manager before submission to the Board of Directors. Only if the deaccession request is approved by the Board of Directors, is the Museum authorized to proceed with the deaccession and disposal.

Criteria for Deaccession

An object recommended for deaccession must meet at least one of the following criteria:

The object has ceased to have relevance and consistency with the Museum's purposes and activities.

The object has deteriorated beyond usefulness.

The object is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other objects and/or the health and safety of the Museum's staff and/or visitors.

The Museum is unable to continue to provide care and storage for the object in keeping with professionally accepted standards.

The object's care and storage are far more expensive than the value of the object as it relates to the Museum's purposes and activities.

The object has failed to retain its identity or authenticity.

The object may be replaced with a similar object of greater significance, quality, and better condition.

Methods of Disposal of Deaccessioned Artifacts

Deaccessioned objects will not be sold or given, publicly or privately, to any Museum employees, volunteers, or members of the Board of Directors, their families, or their representatives. Complete records will be maintained on all deaccessioned objects and their subsequent disposition. A deaccessioned object may be disposed of in one of the following method:

Placement in the Educational Collection of the Museum if Appropriate

Donation to an appropriate non-profit museum or scholarly or cultural institution or organization preferably within the state of Nevada, if the object is from the state.

Sale at an advertised public auction or in the public marketplace in a manner that will best protect the interests, objectives, and legal status of the Museum.

An attempt can be made to contact the donor to determine if the donor requests that the artifact(s) be returned.

Destruction of the object (only if the object has deteriorated beyond usefulness and not other method of disposal is appropriate).

Use of Proceeds Derived from Deaccession/Disposal

Any funds derived from the sale of deaccessioned objects will be used solely for collections, acquisitions or conservation.

V. INCOMING LOANS OF ARTIFACTS

Policy

The Museum may borrow objects from institution and individuals for specific purposes such as exhibition and/or research. Loans of objects from individuals are limited to a time period of one year or less with an option to renew on a year to year renewal if agreeable to both parties. Authority for incoming loans is given to the Museum Manager or Designee.

The Museum will not under any circumstances accept so-called indefinite or permanent loans.

Objects on loan are to be provided with the same professional level of care afforded objects owned by the Museum. The Museum will not knowingly accept an object on loan if the physical condition is such that the object will not be able to travel to and from the Museum and/or exhibition. Lenders to the Museum shall have obtained the object legally and ethically and have a clear and verifiable title of ownership to the object.

Complete records on all incoming loans are maintained in the Collections Files.

Procedures

For objects on loan from individuals or institutions for a period of one year or less, an Incoming Loan Agreement must be signed by the lender and an authorized Museum staff person (the Museum Manager, or the designee) The lender must also be notified by the Museum Manager or Designee. The incoming Loan Agreement outlines the terms of the loan specifying the loan purpose, time period, insurance coverage, and the responsibilities of both borrower and lender. Copies of the Incoming Loan Agreement will be provided to the lender. Incoming Loan Agreements will be kept on file in the Collections Files. A condition report on the borrowed object(s) will be prepared by designated person. A copy of the condition report will be provided to the lender if requested.

The Museum will normally photograph borrowed objects for recordkeeping and security purposes unless instructed by the lender not to do so. The Staff will be responsible for the packing, shipping, and/or transportation, and insurance coverage for borrowed objects. The Lender is responsible for the cost of any object appraisal(s) if needed for insurance purposes. The Museum will make all reasonable efforts to return borrowed objects to the lender in accordance with the terms outlined in the Incoming Loan Agreement.

OUTGOING LOANS OF ARTIFACTS

Policy

The Museum may lend objects to qualified museums for specific purposes such as exhibition and/or research for a specified time period if such museums meet professional standards of collections care and management. The Museum will not under any circumstances lend objects to individuals. Outgoing loans to qualified museums will be permitted for a period of one year or less with an option for renewal if agreeable to both parties. No object will be lent if its physical condition is such that the object will not be able to withstand travel and/or exhibition. The Museum will not lend objects which are needed for exhibition and/or research purposes. Authority for outgoing loans is shared by the Museum Manager and the Designee, subject to the approval of the Board's Museum Committee.

Procedures

Museums seeking to borrow an object(s) must make a written request to the Museum Manager stating the specific object(s), purpose, and time period of the proposed loan, and guaranteeing payment of all costs associated with the loan including packing, shipping, and/or transportation, and insurance. A Standard Facilities Report will be supplied to the proposed borrower, and it must be completed and returned to the Museum Manager in a timely manner. The Collections Committee will jointly review the written loan request and the completed Standard Facilities Report to determine if the qualifications of the proposed borrower, the Museum Manager or the Designee will notify the proposed borrower.

If professional standards are met by the proposed borrower and if the loan of the object(s) will not endanger its physical condition or interfere with the Museum's own exhibition and/or research needs, the Museum Manager may make a written recommendation to the Board's Museum Committee to approve the loan. Upon approval by the Board's Museum Committee, the Museum is authorized to proceed with the outgoing loan.

An Outgoing Loan Agreement must be signed by the authorized representative of the borrowing museum and either the Museum Manager or Designee.

ACCESS TO AND USE OF COLLECTIONS AND COLLECTIONS RECORDS

Policy

The Museum will strive to make its collections and collections records available for study and examination by individuals for scholarly research and other legitimate purposes.

The Museum will allow access to and use of its collections and collections records in a controlled, professional manner that protects the physical and intellectual integrity of the collections and collections records. Access to the collections records will not be unreasonably denied. However, acknowledging its responsibility to safe guard the collections and collections records, the Museum reserves the right to control access to prevent the following:

Deterioration, mutilation, loss, or dislocation of objects and/or collections records.

Undue interference with the administrative, professional, and technical operations of the Museum.

Undue impact on the furnishing of services to other Museum users.

Authority for permitting and monitoring access to and use of the collections and collections records is

shared by the Museum Manager. The Museum Manager shall have discretionary power to designate any additional staff (paid or volunteer) who may have access, either restrictive or nonrestrictive basis, to the collections storage facilities.

Other individuals, including staff members, and visitors, may only enter storage areas, when accompanied by the Museum Manager or designee.

Procedures

Access to objects in the collection shall be granted by the Museum Manager's office on an appointment basis to qualified researchers.

A written request should be submitted two weeks in advance. The request must specify the objects and records to be examined, the purpose and proposed date of the examination, and the researcher's current contact information. The request should be submitted to the Museum Manager or Designee. Objects must not leave the collections facility.

If the request meets with the established access policy of the Museum, the Museum Manager or the Designee will schedule an appointment with the researcher and will provide supervised access to the specified objects and records.

Collections records shall remain restricted in use to all other individuals, both within and without the Museum, with the exception of the Manager and staff. Only the basic accessioning information shall be made available for viewing. Donor files, etc shall remain confidential.

The Museum reserves the right to obtain copies of publications which shall result from the utilization of information and/or materials from its collection. [use policy agreement]

REPRODUCTION AND PHOTOGRAPHING OF COLLECTIONS ITEMS

Policy

The collections staff shall maintain a comprehensive schedule of fees to be charged for reproducing of photographing items in the collections. Extreme care must be taken to ensure the protection of copyrights, patents, or any other property rights.

A full credit line, as authorized by the Museum Office is required when any object from the collection is published or reproduced.

Authorization of use of photographs or reproductions is granted on a basis of ONE TIME USE ONLY.

Exhibits may be photographed by visitors for non-commercial purposes only. Flash equipment and tripods are prohibited in the galleries. Photographers must not obstruct other museum visitors.

CARE OF COLLECTIONS

Policy

The museum shall maintain in its annual budget, funding for the ongoing care and conservation of objects in its collections. It shall be the responsibility of the collections staff through regular periodic inspections, to assess the physical needs of the objects in the collection and make the appropriate recommendations to the Museum Manager.

It is the responsibility of the Museum to ensure that the collections are adequately protected against fire,

theft, vandalism, natural and/or environmental disasters. Proper exhibition and storage facilities along with adequate environmental control systems must be a HIGH PRIORITY at all times. Consideration must be given to provide a well trained (paid and volunteer) staff and maintaining a high level of awareness and understanding of professional collections standards and procedures. A review of these measures shall be made throughout the year.

Procedures

An important part of the collections care procedure shall be the establishment and implementation of a comprehensive records system, which includes at least the following: documents recording the legal status of title of an object(s); all correspondence pertinent to an accessioned object; accessioning and cataloging records; deaccessioning records; photographic documentation; exhibit, condition and conservation history; insurance records; current location and loan records; and an annual inventory record. The Museum Manager and designees are responsible for the establishment and maintenance of the records system on a daily basis. The Museum Manager and the Board of Directors shall be responsible for its enforcement. A duplicate copy of all vital collections records shall be made and stored outside the museum in a secure and appropriate institution.

2020 Board of Directors and Management Staff

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Museum Manager	Tiane Marie	tianemariebcmha@gmail.com

640 Avenue C Ad Hoc Committee	Ray White Shawn Fleming Leslie Woodbury Roger Shoaff Isaac DeWolf Tiane Marie
AAM Collections Audit	Tiane Marie Open as of 2/1/2020 Open as of 2/1/2020 Open as of 2/1/2020