Springfield Museum
Collections Management Policy
January 18, 2019
Table of Contents

1. Introduction
   A. History
   B. Mission
   C. Statement of Purpose
   D. Staff Responsibilities
   E. Code of Ethics
   F. Scope of Collections
   G. Categories of Collections
      Permanent Collection
      Use Collection
      Research Collection

2. Collections Management
   A. Acquisition
      Criteria
   B. Accession
      Documentation
      Registration
      Numbering
   C. Deaccession and Disposal
      Criteria
      Procedures
      Disposition of Deaccessioned Items
      Proceeds from Deaccession
      Documentation
      Deaccession of Found in Collections Items
      Requests for Return of Collection Items
   D. Loans and Temporary Custody
      Incoming Loans
      Outgoing Loans
      Temporary Custody
      Unclaimed Loans and Abandoned Property
      Old Loans and Found in Collections
   E. Exhibits
   F. Access
      Collections and Records
      Photographs and Reproductions
   G. Care of Collections
      Preservation and Conservation
      Environmental Controls
      Handling
      Use
Inventory
H. Risk Management
   Emergency Preparedness Plan
   Insurance
   Documentation
   Loss or Damage
I. Policy Monitoring and Revision
   Monitoring
   Revision
1. INTRODUCTION

A. HISTORY

Citizens of Springfield have been collecting items for a museum since the 1950s. In 1979 the Springfield Museum Committee formed as an offshoot to the Springfield Historical Society. The Ladies Civic Club purchased the building and donated it to the City of Springfield, and in 1981 the Springfield Museum officially opened to the public. The Museum is housed in the restored Oregon Power Company/Mountain States Power and Electric/Pacific Power & Light transformer station. The building, listed on the National Register of Historic Places, was constructed in 1911. Since October 2012, the Museum has offered free admission to all visitors.

In September 2017, the Museum Board dissolved the nonprofit entity and returned the Museum to the City of Springfield, where it is managed by the Springfield Public Library.

B. MISSION

As a part of the Springfield Public Library, the mission of the Springfield Museum is to foster an awareness of the history of Springfield, provide a link between our past and present, and promote an appreciation of the diverse communities that call Springfield and rural east Lane County home.

C. STATEMENT OF PURPOSE

The intent of this Collections Management Policy (CMP) is to outline and define the parameters that will enable the Springfield Museum to balance the maintenance of collections in the best possible condition, while encouraging their use to promote awareness and appreciation for the history of Springfield and rural east Lane County.

While this CMP has been written using American Alliance of Museums (AAM) standards of best practices and ethics, the reader should bear in mind that the Springfield Museum has limited space, conservation capabilities, and funding.

D. STAFF RESPONSIBILITIES

The Director of the Springfield Public Library directly supervises all Springfield Museum employees and oversees the administration of the Museum.
The Curator is the only full-time employee of the City of Springfield currently assigned to the Springfield Museum. The Curator reports to the Library Director, and is responsible for the general management of the Museum.

The Curator maintains all records pertaining to artifacts under the Museum’s responsibility. He or she must develop, update, and implement policies and procedures pertaining to the acquisition, management, and disposition of collections items. The Curator is responsible for official records of accession and the condition and location of collections as well as access to records and the collections themselves. The Curator manages arrangements for accessions, loans, packing, shipping, customer, and insurance as it relates to collections.

In addition to the above responsibilities, the Curator manages collections by providing access and day-to-day care through the physical maintenance of collections in storage. The Curator collaborates with Library staff, volunteers, City employees, and conservators to collect, preserve, document, sort, identify, and maintain the collection. It is the responsibility of the Curator to stay up to date on research areas in the field, trends and techniques in collections-based research and to serve as a liaison between visiting researchers and the Museum.

The Springfield Museum Committee was formed in 2017 after the dissolution of the Springfield Museum Board. The Springfield Museum Committee was formed to support the Springfield Museum Curator. It is responsible for making recommendations for Museum exhibits and programs; assisting with implementation of exhibits and special events; assisting with community outreach and publicity. The Committee is responsible to the Library Board.

E. CODE OF ETHICS

The Springfield Museum has the ethical responsibility to ensure that collections in its custody are "protected, secure, unencumbered, cared for, and preserved" (AAM 1992). The City of Springfield and the Springfield Museum expects Museum staff to abide by the ethical and performance standards adopted by the American Alliance of Museums. Museum administration, staff, and volunteers subscribe to the *American Alliance of Museums Code of Ethics* (2000).

The Springfield Museum serves the communities of Springfield and rural east Lane County by collecting, preserving, and making accessible to the public materials relating to the history of these areas. The Museum is committed to
research and long-term stewardship of the collections and to supporting their use by researchers and the general public to foster a better understanding of our unique history. As such, staff and volunteers are subject to the following:

Museum staff and volunteers may not compete in collecting activities with the Museum for personal use through purchase, gift, trade, sale, exchange, or loan.

Museum staff and volunteers are discouraged from bringing items from their personal collections for storage or other non-related museum purposes. Personal items brought into the Museum may not be kept in designated storage areas. Supplies, equipment, and paid staff time cannot be devoted to personal collections.

Museum staff and volunteers are prohibited from providing appraisals, written or verbal, except for internal use in estimating values for purchases or deaccessions or determining insurance valuations for items belonging to the Museum. Staff may assist donors in locating appraisers.

Items collected or acquired for inclusion in the permanent collection of the Museum must meet the minimum requirements for documentation in order to ensure historic value. For example, items missing the proper records for location, collector, dates or other key documentation, may not be accessioned. In all actions, the Museum and its staff must act ethically and responsibly with the goal of preserving and guarding the heritage of Springfield and rural east Lane County.

The Springfield Museum follows the principles adopted by the American Alliance of Museums in regards to the disposition of all cultural property and artifacts that may have been taken unlawfully, as well as the Native American Graves Protection and Repatriation Act (NAGPRA) of 1990.

The Museum shall not acquire any items that would violate the conditions of the NAGPRA. The Museum shall not knowingly acquire any artifact of religious significance to North American Indians, Tlingit, Inuit, Aleut, or Native Hawaiian traditional religions without prior approval of official representatives of tribal groups.

The repatriation of cultural items by the Museum will be made in accordance with the provisions of Public Law 101-601: The Native American Graves Protection and Repatriation Act.
Protection and Repatriation Act (NAGPRA) and any other relevant legislation. When items are to be deaccessioned for repatriation, the Museum will document the materials as thoroughly as is reasonable and appropriate and as negotiated with the concerned party, except to the extent that such documentation is inconsistent with religious or cultural practices. This documentation will include physical recording as well as historical and documentary recording.

Objects and archival material will only be collected or acquired for accession if these activities are in full compliance with the laws and regulations of the country or countries of origin, of the federal government of the United States, and of individual states within the United States. The Museum is responsible for remaining cognizant of, and complying with, all changes in the laws and regulations concerning the collection of objects and archival material, their subsequent ownership, and their movement across political boundaries.

F. SCOPE OF COLLECTIONS

The Springfield Museum collects materials that are significant to interpreting the history and development of Springfield and the surrounding rural areas of East Lane County.

The primary collecting areas and subjects include but are not limited to:

- Springfield’s Indigenous communities, past and present
- Pioneers, homesteaders, and the founding of Springfield (including the Lost Wagon Train)
- Early Springfield industry, including milling (flour, grain, and lumber) and commercial and subsistence farming, including hops and filberts
- Local usage of the Willamette and McKenzie Rivers
- Transportation history, including the Oregon Trail, the Southern Pacific Railroad, and ferry, stagecoach, and streetcar lines
- Springfield’s relationship to warfare in the United States, including the Civil War, World War One, and World War Two
- Local schools, sports teams, hospitals, and churches
- Local government and other organizations, including fraternal organizations such as the Odd Fellows and the Grange
- Special topics that are directly related to Springfield and East Lane County history, such as natural disasters and famous residents
The Springfield Museum will only accept items into its permanent collection which adhere to these guidelines, including objects, photographs, and archival materials. Items without proper provenance tying them to donors and Springfield history will not be accepted. The Springfield Museum will document and care for its collections according to museum standards and best practices. All materials will be acknowledged, accessioned, and cataloged promptly. The Springfield Museum will only accept donations of materials that it is capable of caring for and housing.

G. CATEGORIES OF COLLECTIONS

All materials that come into the Springfield Museum’s care will be placed into one of the following categories: Permanent Accessioned Collection, Prop/Use/Educational Collection, Research Collection, and Incoming Loans.

The **Permanent Accessioned Collection** includes items deemed to be of major significance to, or part of the cultural heritage of, Springfield and East Lane County’s history. Items accessioned into the Permanent Collection are expected to be preserved for an indefinite amount of time. Exhibits of the Permanent Collection will educate audiences and reflect the Springfield Museum’s mission. The Permanent Collection can also be used for research, outgoing loans, and interpretive purposes. All items in the Permanent Collection will be accessioned, and will not be traded or exchanged with private individuals, collectors, or dealers.

The **Prop/Use/Educational Collection** includes items not desired for the Permanent Collection, but appropriate for research, exhibition, education, programming, or other uses. Items may enter this collection through donation or deaccession from the Permanent Collection. Items donated to this collection allow the museum to enhance and expand our research, interpretation, and exhibition programs.

The **Research Collection** includes materials used by researchers, including photocopies and clippings. These items are stored under less strict standards than the Permanent Collection, and are not cataloged. Items may enter this collection through donation or deaccession from the Permanent Collection and Prop/Use/Educational Collection.

**Incoming Loans** are cared for with the same diligence as items in the Permanent Collection, but are not part of the Springfield Museum’s Permanent Collection and do not involve a change of ownership.
2. COLLECTIONS MANAGEMENT

A. ACQUISITION

The criteria for accepting objects into the permanent collection include, but are not limited to: authenticity, quality, historical relevance/cultural merit, aesthetics, intellectual value, uniqueness/rarity, physical condition, and provenance. Incoming donations must meet the following general conditions to be accepted:

- It is relevant to, and consistent with, the mission, collecting goals, and activities of the Museum.
- It is in good physical condition, and its projected future maintenance and conservation costs are within the scope of the Museum’s resources.
- The Museum can store, protect, and conserve the item under conditions that ensure its availability for museum purposes and in keeping with professionally accepted standards.
- It shall have permanency in the collection as long as it retains its physical integrity, authenticity, and relevance for the purposes of the Museum.
- It is accompanied by all rights, copyright, and title.
- It has not been illegally recovered or excavated, nor has a questionable, undetermined, or unprincipled history of ownership.
- Details of transfer, authenticity, and provenance of the item(s), including legal origins and ownership must be accepted by the Museum staff.

If these conditions cannot be met then the items should not be accessioned into the collection. However, the Museum may re-evaluate the decision to acquire items or donations as the opportunities arise.

The Museum will take all reasonable steps to obtain provenance information for items to ensure legal ownership before acquiring them.

Materials and artifacts may be acquired by the Museum through donation, gift, bequest, purchase, exchange, abandonment, excavation, or any legal transaction by which title to the items passes to the City of Springfield. The City of Springfield reserves the right to temporarily hold donations pending approval for acceptance.

Donations
Donations to the Museum will only be accepted if the object can be displayed, stored, loaned, photographed, or disposed of at the discretion of the Museum. All conditions or restrictions by the donor must be agreed upon in writing with the approval of the Collections Committee and Curator before it can be accepted. All restrictions will be kept with the accession record.

Purchases

The Museum may purchase items which support the organization’s mission through public and private sources.

Bequests

The Museum can accept bequests if the items support the mission and collection scope. The Museum is not under obligation to accept a bequest and reserves the right to decline a bequest offer. Preferably, the Museum should be notified of a proposed bequest at the time the will is being drawn so that it may determine if the item fits the organization’s mission.

Restrictions

Restrictions that may harm the collection or compromise the mission of the Museum, such as requiring perpetual or permanent exhibition, are unacceptable and will only be accepted under the rarest of circumstances.

B. ACCESSION

The Springfield Museum defines accessioning as the formal process used to legally accept and record an item into the collection. Acquisitions cannot be accessioned into the collection until they have been documented, registered, and catalogued.

Documenting every object in the permanent collection is imperative for maintaining intellectual control of the collection. The accession records should reflect the highest accuracy and attention to detail. All items acquired for the collection are recorded and documented in the manner that conforms to accepted museum standards and best practices.

The primary purpose of these records is to control and document the collections and must include as a minimum:

- Identification by number and description.
- Legal status.
• Provenance, as far as determinable.
• Actions taken regarding the item, including location, conservation, exhibition, and loan.

A Deed of Gift must be signed by the donor transferring the title of ownership, establishing the donation as the outright and unconditional property of the City of Springfield, and must fully describe the object and the object’s condition. The form is countersigned by the Curator.

Registration

Accessioned item information should be entered into the accession register and PastPerfect database, and should include accession number, date received, object name, donor, date accessioned, description, and any other pertinent information included with the item. The register shall serve as another source of ownership for the Museum and as an alternative backup copy to the database and collections records.

Numbering

Each item acquired for the permanent collection is given a permanent, unique number. This number is applied to the item and to all documentation. The Springfield Museum accession number consists of a sequential three-part numbering system used for items assigned to the permanent collection. The first part of the number indicates the year the item is accessioned and is the four digits of the year. The second part designates the number of the acquisition/donation for that year as assigned by the order the objects are accepted into the permanent collection. Each item is assigned the third part of the number as needed.

For example, the fifteenth acquisition in 2017 would be assigned the number 2017.015. The items within this accession would be assigned numbers beginning with 2017.015.001, 2017.015.002, etc. Each part of the accession number is separated by a decimal point.

When an item has component parts that fit together or are a pair, such as a pair of shoes, the whole item is assigned one accession number that is then given a letter suffix to distinguish between parts. For example, a pair of shoes within the 2017.015 accession would be given the number 2017.015.001a (left shoe) and 2017.015.001b (right shoe).
C. DEACCESSION AND DISPOSAL

Deaccessioning is the process by which an item is permanently removed from the collection. Disposal is the method by which a deaccessioned item is dealt with. Deaccessioning is a means of refining and improving the collection in accordance with the Collections Management Plan. Museum staff should periodically review and re-evaluate the relevance of the collection to the Museum’s mission and scope.

Primary collection materials being considered for deaccession must be legally owned by the City of Springfield and meet at least one of the following criteria:

- The object is no longer relevant and useful to the purposes and activities as set forth in the Museum’s mission statement and the Collections Management Plan. Care will be given to ensure that objects are not deaccessioned because of tastes or trends in the museum profession.
- The Museum can no longer properly care for or preserve the item according to AAM standards due to lack of funds or storage space.
- The item is damaged beyond repair or has deteriorated to the point where it cannot be conserved.
- There is a need or an opportunity to replace an item with one that is in better condition.
- There are duplicates or similar items in the collection.
- An item has been lost or stolen and remains missing for ten consecutive years.

Removal or culling of undocumented material from the permanent collection is a continual and routine process. The proper method of disposal will be authorized by the Curator. The disposal of an item will take into consideration the integrity of the Museum and the City of Springfield, the trust of the people of Springfield and rural east Lane County, and the wider community of Oregon.

If items do not support the mission of the Museum, then they may be given to appropriate educational and public institutions for use in teaching activities, or, if no alternative exists, be discarded completely or destroyed.

The Museum is a steward of materials for the broader benefits of society. This, at times, requires permanent removal of items from the collection as approved by the Curator. Permanent removal of accessioned artifacts or
specimens will require the implementation of appropriate deaccessioning procedures as outlined by the Museum.

Rules which apply to disposals are:

- No members of the Museum or the City of Springfield, their families, or other for-profit institutions will benefit, profit, or otherwise receive items deaccessioned and disposed of by the Museum.
- Private sales of items from the Museum to individuals are prohibited. Items may be disposed of by sale, donation, or exchange to another non-profit institution.
- An auction house or website may be used to dispose of items. Private dealers may be used in certain circumstances, but this must be justified. Provenance should be kept private.
- All accession numbers must be removed from the item.
- Items designated for destruction must be destroyed in the presence of at least one Museum employee and one witness with no personal or professional connection to the Museum or the items.
- Any money gained from the sale of deaccessioned items will go towards collections care of the purchase of new items for the permanent collection only.

All of the provisions for deaccession shall be consistent with legal and ethical constraints presented in the section on Accessions. The Museum will comply with all applicable laws and statutes.

Annual deaccessions will be reported to the Museum Committee as part of the annual collections audit.

Only in the rarest circumstances will deaccessioned items be returned to their owners or heirs. An attempt should be made to inform the donor of the deaccession as a courtesy, but permission is not needed to dispose of the item.

The deaccession of Found in Collections (FIC) items should be undertaken carefully. In regards to items with unknown donors, the Museum must be able to document that the object has been in its care for a minimum of seven years before the Museum becomes the owner of the object and can legally deaccession it. Institutional memory of the object should be documented in writing and may be used to demonstrate the history of the Museum’s ownership of the object. FIC items should be considered for deaccession using the same rules outlined above for documented items.
D. LOANS AND TEMPORARY CUSTODY

Incoming loans are temporary assignments of items belonging to other institutions to the Museum for stated museum purposes, such as exhibition and research. Outgoing loans are temporary assignments of objects belonging to the permanent collections to other institutions. These assignments do not involve a change in ownership.

Loans should be evaluated by the Curator for a duration not to exceed a one-year, renewable loan. Loans should be considered on an individual basis and conditions may be applied. Requests to end outgoing loans prior to their expiration must be made in writing.

When a loan has been authorized, the borrowing institution will send/receive its loan agreement form(s), or a letter to that purpose, to the lending institution which will verify the conditions under which the loan is being transacted. The lending institution will be provided with the following information: name and address of the borrower, the purpose for which the item is being borrowed, facility report, the period of the loan, and the date it should arrive at its destination. The borrower and lender should agree on any special packing, shipping, exhibition, or insurance arrangements that need to be made. All loan transaction records and paperwork, including signed agreements, facilities reports, and related materials, are retained in the loan folders.

Incoming Loans

The Museum will exercise the same degree of care with respect to borrowed items as it does in the care of the items in the Permanent Collection.

Outgoing Loans

Borrower qualifications:

- Under no circumstances will items from the permanent collections be loaned to private individuals, businesses, private residences, or institutions not open to the public.
- The Museum will not loan items to institutions that do not meet industry standard criteria for environmental stability, security, staffing, or collections care and management. The Curator must review the borrowing institutions Facility Report and make a recommendation to the Director prior to agreeing to the loan.
- The Museum retains the right to recall with notice any item on loan to
another institution.

- Loans from the Museum can be made for a maximum of one year for exhibition or research purposes only and are subject to Director approval. Loans after one year can be renewed after a review by the Curator with a written request 30 days prior to the expiration of the loan from the borrower/lender.
- The borrowing institution may not treat, alter, repair or fumigate items without written permission from the Curator and the respective organization the item comes from.

Temporary Custody

All items that come into the Museum must receive a Temporary Custody Receipt until they are processed and accessioned or returned to the lender/donor. A copy of this form will be given to the lender/donor when the object is initially brought into SCLM and the original form will remain in the accession files.

Unclaimed Loans and Abandoned Property

“Old loans” refers to items loaned to the Museum for at least five years, where contact with the lender has been lost or discontinued. The Museum will perform due diligence to identify the lender of any item left in custody of the Museum. The lender will be contacted at the address provided on the original loan agreement and any new or additional contact information provided subsequently. If the lender cannot be located, and the item has been held by the Museum for at least seven years as per ORS 358.420, the object will be considered the property of the Museum. The Curator may then decide to accession the item or ethically dispose of it.

E. EXHIBITS

Exhibit design and production must consider and incorporate the long-term preservation requirements of accessioned items used in exhibits. The Curator should be an advisory member of any exhibit planning and production teams. The Museum Committee should be consulted in the planning of temporary exhibits.

Documentation and background information approved by the Curator about the items will accompany collections on exhibit, including outreach collections used for educational purposes. Accessioned items will be noted as
such on exhibit labels by the inclusion of their respective accession and loan numbers.

F. ACCESS

The Springfield Museum is committed to providing reasonable and responsible access to its permanent collections for academic and research purposes, for study and publication, and for exhibition, public programming, and educational purposes. The type and conditions of such use must be consistent with the Museum’s responsibility for care and preservation of the collections as defined by procedures covering the use and handling of collections that are developed by the Curator. Access and limitation of access are governed by institutional policies and by applicable rights of privacy, ownership, and intellectual freedom.

Any collection materials in the public areas of the Museum are available through exhibition and interpretive programs. Materials in storage areas are accessible, but only through permission and supervision of lead museum staff.

Only the Curator and Director shall have unlimited access to the permanent collections, storage areas and collection records of the museum. Others shall not be allowed in storage areas unless under the supervision of staff.

Museum staff may restrict access to collections both for security reasons, as well as for the safety and care of the collections, and reserve the right to refuse access to or use of the collections.

The Curator is responsible for providing and arranging access to the collections and maintains complete and accurate records of all collections use. The Curator is responsible for the completeness and accuracy of these records.

The Curator will advise users as to the proper use and handling of collections and will exercise caution when determining the level of use access and supervision. The Curator may revoke access to the collections when safety of the object or the individual is, or appears to be, jeopardized. Appropriate training will be provided for all individuals given permission to handle collections. The goal of this training is to ensure the safety of the collections, staff, and visitors. The Museum reserves the right to hold users liable for any damage they cause to collections.
Access to culturally sensitive materials such as items of religious significance and non-Native American human remains will be restricted.

Photographs and Reproductions

The Curator is responsible for facilitating the use of intellectual property, including the use of collection images.

The Springfield Museum Image Use Request Policy covers the use of collection images for private, public, and print reproductions.

The Museum will follow current US copyright laws with respect to artist ownership. If the artist/maker of an original work in the collection is living, the Museum will secure permission to either acquire the copyright from the artist upon acquisition of the item or negotiate a fair use agreement.

The copyright laws of the United States (Title 17) govern the making of photocopies or other reproductions of copyrighted material. The Museum reserves the right to refuse to photocopy or reproduce if, in its judgement, fulfillment of the order would involve violation of copyright laws. Under certain conditions specified in Title 17, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified purposes is that the reproduction is not to be “used for any purpose other than for private study, scholarship, or research”. A user who misuses this condition may be liable for copyright infringement.

G. CARE OF COLLECTIONS

Preservation and Conservation

The Springfield Museum recognizes its role of being responsible for the safety and maintenance of the collections it holds in the public trust. Care of the collections includes documentation, security, physical protection, conservation, storage, access, inventory, and record systems in accordance with museum standards and best practices.

Under the direction of the Curator with support from the Director, all staff should be made aware of their basic and continuing responsibilities to preserve and protect collections, both in storage and on exhibit.
Every effort will be made to care for and to detect, avoid, block, and mitigate the agents of deterioration that affect the collection. Only archival materials and nationally accepted methods will be utilized in collection storage. The Museum does not have a conservator on staff, but collections staff will to the extent of their abilities, remain vigilant in noting and documenting any conservation needs.

All treatments applied to objects and archival materials will be done in accordance with American Institute of Conservation guidelines and in consultation with appropriate staff and organizations. All treatments will be performed by a conservator or by trained staff under a conservator's supervision. Appropriate documentation will accompany all treatments.

The Museum uses Integrated Pest Management (IPM) as a primary line of defense against infestations (insect, rodent, and other biological infestation). Procedures are outlined in the Springfield Museum IMP Procedures, to be updated yearly.

IPM includes the use of good housekeeping techniques, regular monitoring of collections and building (one time per month, with traps changed every three months), identification of pest species, and treatment as required. Treatment is done with the aid of a recognized pest control company. When an infestation is identified, the object or specimen is isolated and treated in the safest manner possible. Preferred treatments include temperature modification and anoxic treatment. The use of pesticides are discouraged, and used only when other methods are exhausted or impractical. If the use of pesticides is necessary, it is done in accordance to OSHA regulations.

Environmental Controls

Control of relative humidity (RH) and temperature is critical in the preservation of museum collections. Unacceptable levels, both high and low, contribute significantly to the breakdown of materials. Maintaining stable conditions is crucial as fluctuations are damaging. Perfect temperature and humidity control is not possible due to the nature of our historic building, but measure should be taken to control fluctuations as much as possible.
RH should range from 35 to 60 percent with temperature changes between 55 and 65 degrees Fahrenheit. A continuous record of temperature and humidity levels should be obtained with PEM data loggers. Data is downloaded monthly and tracked.

Light levels should be controlled in all spaces holding collection items. Natural light should be avoided near collection items whenever possible. The maximum light levels should range from 5 foot candles to 30 foot candles (50 lux to 300 lux) depending on type of material. Staff will use a light meter to monitor light levels in all spaces holding collection items. LED bulbs will be used in museum exhibit spaces, and any other spaces holding collection items if possible.

Food is not allowed in spaces holding collections. Beverages are allowed in staff and work spaces so long as they are covered and contain no sweeteners.

Handling

Only trained museum staff and volunteers may handle objects and archival materials in the permanent collection or on loan to the Museum with the supervision of the Curator. Appropriate training is provided by the Curator for all individuals given permission to handle collections. Additionally, all staff, organization members, and volunteers with access to collections are periodically trained and refreshed in appropriate handling, packing, and shipping procedures by the Curator. The goal of this training is to ensure the safety of the collections as well as the staff.

Use

No use or activity will take priority over the care and safety of the collections. The collections will not be used for purposes or activities that do not further the mission of the Museum.

Inventory

An inventory of the collection is to be completed at least every ten years and spot inventories are to be executed annually. The Curator will also be
responsible for conducting spot-check inventory during this period. Upon completion of an inventory, the Curator and volunteers should evaluate the collection to determine any items which are recommended for deaccession. When an inventory is undertaken, the Curator should record:

- Accession number
- Object ID
- Object Name
- Description
- Status
- Location
- Condition

H. RISK MANAGEMENT

Emergency Preparedness and Disaster Planning

The Springfield Museum takes a proactive stand against potential disasters to the collections. A museum wide disaster mitigation plan is currently being developed and will be reviewed every five years.

Insurance and Risk Management

Insurance for the Museum collection is provided by the City. Staff is covered under City employment policies.

Documentation

Copies of all collection paperwork, including deeds of gift, loan agreements, accession files, condition reports, insurance values, and appraisals, should be kept off-site in electronic and paper formats.

Loss or damage

Loss or damage of an item should be immediately reported to the Curator. In the case of an incoming loan, it should also be reported to the lender. The incident should be documented as a Damage Response and Report. Digital images of any loss or damage should be taken as soon as possible.
I. COLLECTIONS MANAGEMENT POLICY MONITORING AND REVISION

Monitoring

Monitoring the implementation of this policy is the responsibility of Museum staff. The Director designates that the Curator monitor compliance with the Collections Management Policy. Questions regarding the implementation of the policy should be brought to the attention of the Curator and Director in an appropriate and timely manner.

Revision

The Curator and Museum Committee should review the Collections Management Policy every five years from the date of its adoption, to maintain its validity and usefulness. Working with the Director and Museum Committee, the Curator shall submit proposed revisions to the policy. Proposed revisions should be guided by current AAM standards and best practices.

Approved: 19 March 2019
Revised: