

COLLECTIONS POLICY



Drafting Committee

Tom Connolly
Ann Craig
Edward Davis
Pamela Endzweig
Jon Erlandson
Elizabeth Kallenbach
Julia Knowles
Patricia Krier
Alice Parman
David Piercy

Accreditation Working Committee

Jon Erlandson, Executive Director
Ruth Keele, Assistant Vice Provost
Patricia Krier, Special Assistant to the Executive Director
Eric McCready, Senior Director of Development
Lee Michels, Museum Advisory Council
Alice Parman, Museum Consultant
David Piercy, Museum Advisory Council
Ty Zeller, Museum Advisory Council

Museum of Natural and Cultural History
University of Oregon
Eugene, Oregon

Jon Erlandson, Executive Director

August 13, 2014
(Revised: October 31, 2014)

Approved:

_____ Date: _____
Jon Erlandson, Executive Director, Museum of Natural and Cultural History

_____ Date: _____
Doug Blandy, Senior Vice Provost for Academic Affairs, University of Oregon

_____ Date: _____
Frances Bronet, Interim Senior Vice President and Provost, University of Oregon

_____ Date: _____
Scott Coltrane, Interim President, University of Oregon

Museum of Natural and Cultural History
University of Oregon
Eugene, Oregon

COLLECTIONS POLICY

TABLE OF CONTENTS

- I. THE MUSEUM AND ITS COLLECTIONS
- II. CONTENTS AND PURPOSE OF THE COLLECTIONS POLICY
- III. ACQUISITIONS
 - A. Objects for Museum Collections
 - B. Archival Material
 - C. Objects for Divisional Teaching Collections
 - D. Objects for Public Programs Division Collection
- IV. DEACCESSION AND DISPOSAL OF OBJECTS
 - A. Objects for Deaccession and Disposal
 - B. Three Classes of Objects for Potential Deaccession
 - C. Approval to Deaccession
 - D. Criteria
 - E. Disposition of Deaccessioned Objects
 - F. Deaccession Record
 - G. Exempt Materials
- V. LOANS
 - A. Incoming Loans
 - B. Abandoned Property
 - C. Outgoing Loans
 - D. Outgoing Loans: In-House
- VI. COLLECTIONS HELD UNDER CONTRACT AGREEMENT
 - A. Objects or Collections Held Under Contract Agreement
 - B. Curation Fees for Collections Held Under Contract Agreement
 - C. Access to Collections Held Under Contract Agreement
 - D. Care of Collections Held Under Contract Agreement
- VII. USE OF COLLECTIONS
 - A. Access to Collections
 - B. Photographing the Collections
 - C. Charges for Access, Reproduction, and Use of the Collections

VII. COLLECTIONS CARE

- A. Care
- B. Security

IX. RECORDS

ACKNOWLEDGEMENT

Museum of Natural and Cultural History
University of Oregon
Eugene, Oregon

I. THE MUSEUM AND ITS COLLECTIONS

Although it traces its roots to the founding of the University of Oregon in 1876, when geological and anthropological collections came to the University with one of its first faculty members, Dr. Thomas Condon, the Museum of Natural & Cultural History (MNCH) was officially established as the Oregon State Museum of Anthropology by act of the Oregon Legislature in 1935.

The anthropological collections at the University of Oregon are designated and established as the Oregon State Museum of Anthropology . . . the official depository for any material of an archaeological or anthropological nature that may come into the possession of the State of Oregon . . . or as a consequence of gifts from the federal government, the Smithsonian Institution or from other public or private agencies (Oregon Revised Statutes 352.045).

In 1936, the Oregon State Board of Higher Education approved the creation of a Museum of Natural History at the University of Oregon to provide for the care and use of collections in the possession of the University, including the Condon paleontological collection, an herbarium, zoological study collections, and archaeological and ethnographic artifacts. To better represent the Museum's multidisciplinary collections and activities, it was renamed the Museum of Natural & Cultural History in 2005. The Museum's collections are owned by and held in trust for the people of the State of Oregon. Additional holdings are curated for government agencies and non-profit organizations that have chosen to retain ownership.

Because the MNCH is an integral member of the University of Oregon, the Museum's governing authority is the University of Oregon Board of Trustees. The Board of Trustees delegates authority to the University President, who in turn assigns direct supervision to the Senior Vice-Provost for Academic Affairs. Responsibility for institutional management, from long-range planning to day-to-day operations, is delegated to the Museum's Executive Director. Under the Executive Director's ultimate authority, collections management is the shared responsibility of the Director of Anthropological Collections and the Director of Paleontological Collections, assisted by Collections Managers and Curators.

Museum collections grow each year from a combination of scientific fieldwork (including archaeological and paleontological investigations), donations, and transfers from other organizations. The Museum's collections total more than 427,000 objects. They are diverse both in terms of subject matter and primary use. The following summary describes the current scope and size of the collections:

Fossil Collections (~60,000 specimens)

From plants and seeds to rodents and large mammals, these fossils come from around the state as well all of the world's continents.

Geological Collections (~5,000 specimens)

This collection includes Thomas Condon's rock collection as well as collections of former UO Geological Sciences faculty members. (Thomas Condon was Oregon's first state geologist and the first professor of geological sciences at the University of Oregon.)

Archaeological Collections (~300,000 objects)

The majority of these objects, including the oldest known shoes in the world, represent Oregon's 15,000 years of human history. They are derived from fieldwork conducted by Museum staff and other University of Oregon archaeologists, as well as others working across the state. Additional archaeological holdings are from Washington and Alaska, with smaller reference collections from the American Southwest, Mesoamerica, Europe, and Africa. The archaeological collections also include some 4000 boxes containing archaeological aggregate samples (soil samples, faunal and botanical samples, flaking debris, and other bulk material).

Ethnographic Collections (~22,000 objects)

Textiles, sculptures, tools, and more represent the arts and technologies of recent cultures in the Americas, the Arctic, Oceania, Africa, Asia, Australia, and Europe.

Osteological and Other Zoological Collections (~40,000 specimens)

Bones, skins, and shells from recent species have been collected since the 1800s. They are used for comparison and identification of specimens from paleontological and archaeological sites, for biological research, as well as for teaching and exhibitions.

The fossil and geological collections are housed in the basement of Pacific Hall. The archaeological and ethnographic collections are curated in a state-of-the-art Anthropological Collections Center, constructed in 2009 as the east wing of the MNCH. A number of unaccessioned archaeological field collections are housed in substandard research facilities at scattered locations on the UO campus; after researchers complete their analysis of these materials, field collections are transferred to the MNCH Anthropological Collections Center, where they are accessioned. Zoological collections from the 19th and early 20th centuries, which have both scientific and historical value, are stored in a former residence a few blocks from the MNCH. Osteological collections used for research, teaching, and forensics are variously housed in Condon Hall, in the basement of Pacific Hall with the fossil and geological collections, and in another former residence near the MNCH.

It is a top priority for the MNCH to obtain funding to consolidate these collections and associated staff within a unified collections storage/research facility that will add a third wing to the main Museum building. Meanwhile, all MNCH staff with responsibility for collections must follow the policies and procedures outlined in this Collections Policy, making every effort to ensure that objects in their care are maintained in perpetuity.

Administration of the accessioned collections, educational and exhibit materials is governed by policies and regulations of the State of Oregon, the University of Oregon, and the Museum. As with all activities of Museum staff, collections management aims to fulfill the MNCH mission:

“The Museum enhances knowledge of Earth’s environment and cultures, inspiring stewardship of our collective past, present, and future.”

II. CONTENTS AND PURPOSE OF THE COLLECTIONS POLICY

The Collections Policy of the MNCH establishes guidelines and procedures for the acquisition, disposition, use, and care of the Museum’s collections. In addition, the Collections Policy includes guidelines and procedures

for loans, held-in-trust collections, and collections records. Managers of all museum collections must comply with these policies.

Since professional practices vary considerably among disciplines represented by the Museum's collections, specific collections procedures may be necessary. These policies must be consistent with this Collections Management Policy.

All Museum collections policies and procedures will be reviewed at least every five years to ensure compliance with prevailing standards of museum management and to reflect any change in circumstance since the last review. Policies and procedures are in accord with the codes of ethics of the American Alliance of Museums (AAM) and the International Council of Museums (ICOM), as well as the MNCH Code of Ethics, and will be revised as required by changes in these codes. All revisions of policies and procedures must be approved by the Museum's Executive Director.

The Executive Director, or designee, is responsible for ensuring adherence to the Collections Policy.

III. ACQUISITIONS

A. Objects for Museum Collections:

New acquisitions can be made by the following means: field collection under appropriate permit, gift or bequest, and transfer from another institution. The MNCH does not purchase collections. For collections held under contract agreement (including scientific collections obtained under state or federal permit), see Section VI.

1. Authority

- a. Directors of Collections, Collections Managers, or Curators may provisionally accept objects or request that objects be accessioned into the collections. But all new acquisitions must be approved by the Executive Director.
- b. The Director of Collections, Collections Manager, or Curator must prepare an Entry Receipt when gifts of objects come into custody of the Museum. He or she must submit paperwork in the form of an Entry Receipt, Invoice of Specimens, or other written request to the Director of Collections within two weeks of receipt.
- c. The Director of Collections must formally approve all accessions by signing the receipt, invoice, or other written request.
- d. If the Director of Collections is unavailable he or she may designate the Collections Manager within their division to make accession approval decisions on their behalf. The Director of Collections must notify the Executive Director in writing.
- e. The Executive Director reviews all new accessions and will consult with the requesting division if space, legal, or ethical issues become apparent.
- f. Final approval is indicated by the Executive Director's signature on the Gift Agreement form after the Director of Collections has determined that the conditions in Section III.A.2 below have been met.

2. Criteria: Objects and archival material may be accessioned into the Museum's collections when the following conditions are met:
 - a. The objects and archival materials are relevant to and useful in fulfilling the Museum's mission.
 - b. The objects and archival materials are collected and imported legally and in conformity with all applicable international, national, state, and local laws and regulations.
 - c. The objects and archival materials are consistent with divisional collecting priorities (see Appendices).
 - d. The Museum can reasonably expect to provide for storage, protection, and preservation of the objects and archival materials under conditions that ensure their availability in keeping with professional standards.
 - e. The Museum receives a legal instrument of conveyance for gifts (which must be placed in the registration files) giving an adequate description of the object and archival materials and the conditions of transfer and, if applicable, signed by the donor, the Executive Director, and the Director of Collections, or designee, per divisional policy.
 - f. The Museum can acquire valid and legal title to the objects and archival materials without restrictions or limitations. If, under special circumstances, objects and archival materials are accepted with restrictions and limitations, such acceptance and conditions must be:
 - (1) approved by the Executive Director, and
 - (2) stated clearly in the instrument of conveyance and made part of the accession records for the object.
 - g. Physical condition of the items does not threaten or endanger any other collections, people, or property.
 - h. The items have no restrictions or limitations on access that cannot be reasonably upheld by the museum.
3. Archaeological material collected under state-issued permits and at field schools
 - a. MNCH (historically, the Oregon State Museum of Anthropology), is the designated State Repository for archaeological material collected under state-issued archaeological permits, although private landowners may opt to retain artifacts found on their land as long as they are not human skeletal remains or artifacts associated with human burials. Objects so collected are generally to be curated at MNCH, unless another facility is designated when the permit is issued. Where another facility is designated, it must be indicated on the permit and approved by the Executive Director and the Director of Anthropological Collections.
 - b. When field collections are transferred to Archaeological Research Division labs, the Labs Manager creates a catalog. During the research process, some objects (i.e. soil samples) might be winnowed. Modern debris--collected to document the site contents--may be included in the catalog and

reported, but is not necessarily considered part of the collection. Such materials may be discarded before the collection is accessioned.

- c. When research into a particular field collection is complete, the Labs Manager delivers the collection to the Director of Anthropological Collections for accessioning, along with the catalog in both paper and digital form. The Director of Anthropological Collections provides the Lab Manager with a document showing receipt of that collection.
 - d. For objects collected at MNCH archaeological field schools, the catalog is created by field school archaeologists, who provide the Labs Manager with an electronic copy. Otherwise, procedures are the same as for material collected under state-issued permits.
4. Accession and catalog records will be maintained as follows:
- a. The Director of Collections or Collections Manager will make a paper record of the conditions and circumstances under which objects were accessioned into the collections. These records will be maintained as part of the Museum's accession files.
 - b. All gifts are reported to the University of Oregon Foundation and to the University's Business Affairs Office.
 - c. Accessioned objects must be cataloged by the division (individually or by lot); a paper copy of the catalog record, including the accession number, shall be maintained within the division.
5. UO gift policy and appraisal
- a. Appraisals are the donor's responsibility; Museum staff may not legally or ethically provide monetary valuation for any objects to donors.
 - b. All gifts reported to the UO Foundation and to Business Affairs Office for which the donor expects recognition of value by the Foundation must be accompanied by an appraisal or recent bill of sale. See <http://ba.uoregon.edu/staff/gifts-of-cash-or-property> for details.

B. Archival Material

1. Archival materials may be institutional or divisional. They are defined as records of an individual, organization, institution, or expedition kept for their continuing value and scientific significance. They may include published, unpublished, handwritten or typed documents, drawings, maps, posters, prints, blueprints, photographic materials, machine-based audiovisual media, or other material documentation that records words or images.
2. Archival materials may be accepted and accessioned into the collections if they are relevant to and useful in fulfilling the mission of the Museum.
 - a. The Director of Collections or Collections Manager may provisionally accept archival materials or request that archival materials be accessioned into the collections.
 - b. The Director of Collections or Collections Manager must prepare an Entry Receipt form when the archival materials come into the custody of the Museum. For requests to accession, please refer to Section III. A.

C. Objects for Divisional Teaching Collections

1. The teaching collections of a division may include objects that relate to or complement the division's permanent collections.
2. Expendable objects useful to divisional teaching collections may be accepted but will not be accessioned.
3. Approval to acquire objects for divisional teaching collections may be granted by the appropriate divisional staff member; see unit policies attached to this document.
4. Objects may be accepted by the Museum for the divisional teaching collections when the following conditions have been met:
 - a. The objects are collected and imported legally and in conformity with all applicable international, national, state, and local laws and regulations. In certain cases, the Museum may accept objects known to have been acquired illegally (e.g. looted or confiscated) to take them into public ownership. Such exceptions must be approved by the Executive Director.
 - b. A legal instrument of conveyance, setting forth an adequate description of the objects involved, accompanies all gifts made to divisional teaching collections. Teaching collection acquisition records, along with the objects themselves, will be maintained within the division. The Directors of Collections shall have access to these records. The division will provide the Director of Collections with copies of the acquisitions record.
5. All gifts for divisional teaching collections are reported to the appropriate divisional staff member (according to divisional protocol) who assigns them a tracking number and reports the gift to the UO Foundation and to the University's Business Affairs Office.

D. Objects for Public Programs Division Collection

1. Objects may be accepted for the Public Programs Division if they are relevant and useful to the purposes and activities of the Museum.
2. Expendable objects useful to the Public Programs Division may be accepted but will not be accessioned.
3. Approval to acquire objects for the Public Programs Division may be granted by public programs staff.
4. Objects may be accepted by the Public Programs Division Collection when the following conditions have been met:
 - a. The objects are collected and imported legally, and in conformity with all applicable international, national, state, and local laws and regulations.
 - b. All gifts for Public Programs divisional collections are reported to the Director of Public Programs, who assigns them a tracking number and reports the gift to the UO Foundation and to the University's Business Affairs Office.

- c. A legal instrument of conveyance, containing an adequate description of the objects involved, accompanies all gifts made to the Public Programs Division. Public Programs acquisition records, along with the objects themselves, will be maintained within the Public Programs Division. Directors of Collections shall have access to these records.

IV. DEACCESSION AND DISPOSAL OF OBJECTS

A. Objects for Deaccession and Disposal

1. The MNCH generally does not deaccession objects in its collections, unless directed to do so by federal or state law (e.g. the Native American Graves Protection and Repatriation Act (NAGPRA)). Otherwise, accessioned objects should be kept for as long as they retain their usefulness for purposes of the Museum's mission and the divisional scope of collections.
2. Deaccessioning may be undertaken for the sole purpose of advancing the quality and preservation of collections, except that the Museum will carry out deaccessioning as required by applicable state or federal laws, e.g. the Native Graves and Repatriation Act (NAGPRA).
3. The deaccession process shall be cautious, deliberate, and scrupulous. Deaccessioning of objects for well-considered analytical, educational, or other purposes may be allowed.

B. Three Classes of Objects for Potential Deaccession:

1. Exempt objects are those that in the opinion of the Director of Collections and/or divisional Curator, have minimal market, research, and educational value. Disposition of exempt objects must conform to the procedures described in Section IV.C. 4.
2. All other objects are non-exempt; their disposition must conform to all standards set forth in Section IV.C. 1-3.
3. Destructive (i.e. consumptive) analysis: see Section IV.C. 5.

C. Approval to Deaccession

1. The circumstances of acquisition will be investigated to make sure the Museum has the legal right to deaccession an object.
2. The Director of Collections should, as a courtesy, inform donors of pending deaccession actions. However, only in case of open public sale would a donor have the opportunity to reacquire the object.
3. Approval to deaccession non-exempt objects is granted by the Executive Director, after completion of the following:
 - a. The Director of Collections has determined that the object no longer meets criteria as stated in Section IV.A. 1.
 - b. The Director of Collections files a proposal to deaccession with the Executive Director, who reviews it with senior staff.

4. Approval to deaccession exempt objects is granted by the Director of Collections, after completion of the following:
 - a. The Director of Collections has recommended deaccession to the Executive Director.
 - b. The divisional Curator or Collections Manager has recommended deaccession to the Director of Collections and the Executive Director.
5. Objects for destructive analysis:
 - a. The Executive Director or designee must determine if destructive analysis is appropriate. Where appropriate, an independent qualified researcher or cultural expert should be consulted.
 - b. Generally, the information that might be gained from the process should be more valuable than the object itself, and all efforts should be made to both minimize damage from destructive analysis and preserve portions of a sample for future analyses.
 - c. The decision to conduct complete destructive analysis should take into account such factors as the rarity of the object; aesthetic qualities; and historical, scientific, and cultural significance.
 - d. All of Thomas Condon's personal collection is unavailable for destructive sampling.
 - e. Destructive sampling will only be authorized for paleontological specimens that have never been figured or published as types.
 - f. Efforts shall be made to retain a portion of the specimen for future studies or reanalysis. Residue remaining from destructive analysis will be preserved and retained where feasible.
 - g. Objects in the archaeological field collections that are sent out for specialized study, before being accessioned, are tracked in the catalog for that collection. Some studies are destructive (e.g. radio carbon dating), and no material is expected to be returned. For other studies (e.g. obsidian XRF analysis), which are non-destructive, the material is re-integrated with the collection before it is submitted for accessioning and curation.

D. Criteria

1. Potential deaccessions must meet one or more of the following criteria:
 - a. The material does not serve the mission of the Museum.
 - b. The material is hazardous to the rest of the collections or to staff.
 - c. An item or collection is lost, stolen, or involuntarily damaged to the extent that it no longer meets the MNCH mission.
 - d. Legal requirements (e.g. repatriation under NAGPRA).
 - e. Destructive analysis, in which no part of the object will remain intact.

E. Disposition of Deaccessioned Objects

1. When disposing of deaccessioned objects, the Museum must ensure that the manner of disposition is in the best interests of the Museum, the public it serves, the public trust it honors by maintaining the collections, and the scholarly or cultural communities relevant to the Museum's work and purposes.
 - a. Deaccessioned objects shall not be given, exchanged, or sold to employees and other affiliates of the Museum, members of the governing authorities, or their representatives. No private sales shall be made to individuals.
 - b. Deaccessioned objects shall not be returned to a previous owner except where purchased by a previous owner at public sale.
 - c. In the unlikely event that the Museum sells or otherwise disposes of a deaccessioned object, any proceeds shall only be used for the care and preservation of collections.

2. Non-exempt objects may be disposed of in the following manner:
 - a. Preference will be given to placing the object, through transfer, exchange or sale, to another not-for-profit institution. No transfers or exchanges shall be made to individuals or for-profit organizations.
 - b. If the object is inappropriate for transfer, exchange, or sale to another not-for-profit institution, consideration will be given to placing the object in the Museum's Public Programs Division educational collection.
 - c. If the object is inappropriate for transfer, exchange, or sale to a not-for-profit institution, or for educational purposes, consideration will be given to offering the object for sale at public auction.
 - (1) Vertebrate fossils and archaeological objects shall not be sold.
 - (2) All sales of objects from the Museum collection to individuals must follow University of Oregon guidelines and be advertised at public auction or the public market place. No sales of deaccessioned non-exempt materials shall be made through the Museum Store.
 - (3) All proceeds from the sale of deaccessioned objects will be used, with the approval of the divisional Director of Collections and the Executive Director, for the interpretation or preservation of other objects for the division from which the deaccessioned material came.
 - d. If it is deemed to be the best alternative, a deaccessioned object may be discarded or destroyed. Physical disposal or destruction of a deaccessioned object must be witnessed, and a record of the date and manner of disposal or destruction and witness names must be on file with the divisional Director of Collections.

3. Exempt objects may be disposed of in the following manner:
 - a. If the object has minimal research and scientific value, consideration will be given to placing the object in the Division of Public Programs collection by internal transfer.

- b. If no MNCH division has an interest in retaining the object, consideration will be given to placing the object with another department or educational entity at the University of Oregon.
- c. If it is deemed to be the best alternative, a deaccessioned object may be discarded or destroyed.

4. Destructive analysis: See Section IV.C.5.

F. Deaccession Record

1. A record of the conditions and circumstances under which objects are deaccessioned and disposed will be made and retained as part of the pertinent division's accession files. The Business Office/Property Control will also be notified where specimens are listed individually on State inventory.

G. Exempt Materials

1. Exempt materials, such as divisional teaching collections and Public Programs Division collections, are not accessioned and therefore are not included under deaccession policies and procedures. However, disposal records must be maintained.
2. Exempt materials, such as culled mineralogical specimens from field collections that have never been accessioned, may be sold through the Museum Store. Paleontological specimens and archaeological objects shall not be sold. All proceeds from the sale of such exempt objects in the Museum Store shall be deposited in the Museum's Store Operations fund.

V. LOANS

A. Incoming Loans

1. Incoming loans can be accepted by the scientific divisions or the Executive Director only for purposes of identification, evaluation for accession, scholarly research, or teaching, subject to policies and practices within each division. All such incoming loans must be approved by the divisional Director of Collections or Collections Manager. The Public Programs Division can accept incoming loans for exhibition.
2. Pursuant to Oregon Revised Statutes (2005), Chapter 358.415 to 358.440, it is the responsibility of the owner of property on loan to the MNCH to notify the museum promptly in writing of any change of address or change in ownership of the property.
3. The Museum will not knowingly accept incoming loans in which the objects were acquired or collected illegally, or not in conformity with all applicable international, national, state, and local laws and regulations.
4. All loans for purposes of teaching, identification, evaluation for accession, or scholarly research will require a written agreement between the lender and the divisional Director of Collections or Collections Manager. Loan documentation will be kept by the Collections Manager.

5. Loans for exhibition purposes require a loan agreement between the lender and the University of Oregon Purchasing and Contracting Office. Loan documentation will be kept by the Director of Public Programs and by the UO Purchasing and Contracting Office.
6. For both incoming and in-house exhibit loans, the lending divisional Director of Collections or Collections Manager is responsible for ascertaining that the exhibit environment conforms to accepted museum standards for conservation and security.
7. Each division must keep a centralized file of incoming loan records to which the Director of Collections has access.
8. A designated staff member of the Public Programs Division shall be responsible for documenting, insuring, storage, access, unpacking, repacking, and shipping all incoming loans for exhibition. The divisional Collections Manager shall be responsible for documenting, unpacking, repacking, and shipping loans for purposes other than exhibition.
9. The designated staff member in the Public Programs Division will be responsible for the care and preservation of objects on incoming loan for exhibit.
10. The Museum will insure incoming loans for exhibit purposes, based on the Lender's determination of monetary value. The Museum need not insure incoming division research loans or loans left for consideration of accession or identification unless the lender specifically requests such coverage.
11. The divisional Director of Collections or Collections Manager may be consulted on the method of installation of the objects on incoming loan in the exhibit.
12. MNCH staff will handle all incoming loan objects according to standard professional museum practice and will not transfer, repair, clean, alter, or restore the objects without the express written approval of the lending institution. Exceptions to the requirement of written approval to clean or alter may be specified within divisional procedures.
13. At the end of a specified loan period, loans that are not claimed by the lender will be handled pursuant to ORS 358.415 to 358.440. See Appendix for a copy of this law; for procedures, see Section V.B., Abandoned Property.
14. Material belonging to other institutions will not be reproduced in any manner without the written permission of the institution that owns the original.
15. Permanent loans
 - a. In the past, the MNCH accepted some loans on a permanent basis into its collections. The Museum has terminated this practice.
 - b. Where permanent loans were made it has been the lender's responsibility to notify the divisional Director of Collections about changes of address or ownership affecting materials on loan.
 - c. In the interest of the growth and maintenance of the Museum's collections and the preservation and protection of unclaimed tangible property of artistic, historic, cultural, and/or scientific value left in the custody of the Museum, the Museum reserves the right to terminate permanent loans as necessary.

B. Abandoned Property

1. Any property held (except by terms of a loan) by the museum for five years or more and remaining unclaimed is deemed to be abandoned. For loans of an indefinite period for which the museum has held the property for five years or more and the original lender, or anyone acting legitimately on the lender's behalf has not contacted the MNCH in writing, such property shall be deemed abandoned. Abandoned property becomes the property of the Museum once notice has been published as required by the process outlined in ORS 358.415 to 358.440, and no claim is asserted.
2. It is important to determine whether an object is an unclaimed loan, an object found in the collection, or an unsolicited deposit:
 - a. An object from an unclaimed loan is an object that museum records show was placed in temporary custody, placed on loan, or otherwise deposited for a fixed or indefinite period, and that has not been retrieved by its owner in timely fashion pursuant to ORS 358.415 to 358.440.
 - b. An object found in the collection is an object in the possession of the Museum for some time but with no identifiable record of the manner of acquisition.
 - c. An unsolicited deposit is an object left at the Museum, either anonymously or with ownership information, through doorstep deposit, by mail, or left with a Museum staff person or volunteer. The Museum will make every effort to return unwanted property to the owner; if this is not possible, after 90 days the Director of Collections may choose to discard the object in appropriate fashion, following the guidelines and procedures in Section IV. Alternatively, the Director of Collections may choose to accession the object, according to procedures described in Section III. Collections staff will create a detailed record of the incident. In the event of an ownership claim, the burden of proof will be on the claimant. Such claims will be handled by the Executive Director and Director of Collections on a case-by-case basis.
3. The Museum may divest itself of unclaimed property in its possession. The division initiates the process outlined in ORS 358.415 to 358.440, under the guidance of the Director of Collections, who will guide all legal proceedings. The key provision of this statute is the requirement to give notice. To give notice of abandoned property or of the termination of a loan:
 - a. The Museum shall make a good faith and reasonable search for the identity and last known address of the lender from museum records and other records reasonably available to museum staff. If the Museum identifies the lender and his/her last known address, the Museum shall give actual notice to the lender that the loan is terminated pursuant to subsection b.1., below. If the identity/address of the lender remains unknown, the Museum shall give notice by publication pursuant to subsection b.2, below.
 - b. Public notice
 - (1) Notice to lender: The Museum shall send a letter by certified mail, return receipt requested, to the lender at the lender's last known address, giving a notice of termination of the loan, with the following information included:
 - (a) Date of notice of termination;
 - (b) Name of lender;

- (c) Description of property in sufficient detail for ready identification;
- (d) Approximate initiating date of the loan (and termination date, if applicable), if known;
- (e) Name, address, and telephone number of Museum official to be contacted about the loan;
- (f) Any other information deemed necessary by the Museum.

(2) Notice of publication: If the Museum has no address in its records, or does not receive written proof of receipt of the mailed notice within 30 days of the date the notice was mailed, the Museum shall publish notice at least once a week for 3 consecutive weeks in a newspaper of general circulation in Lane County and in the county of the lender's address, if known.

4. Museum gaining title to property: conditions

a. The Museum acquires title to abandoned property under any of the following circumstances outlined in ORS 358.415 to 358.440:

- (1) More than 25 years have passed from the date of the last written contact between the lender and the Museum; or
- (2) No action is filed to recover the property within seven years after the Museum gave notice of termination of the loan.

C. Outgoing Loans

- 1. The MNCH will lend objects to qualified institutions for exhibition, teaching, or scholarly research subject to the policies and practices within each division. All outgoing loans from accessioned collections must be approved by the divisional Director of Collections or Collections Manager, per divisional policy. Objects in the Public Programs teaching collection are not accessioned; loans from that collection may be approved by a designated Public Programs staff member.
- 2. Requests will be considered on a case-by-case basis, and approval is contingent upon such considerations as the structural stability of the object(s); security; environmental conditions; exhibition or research conditions at the borrowing facility; insurance, crating, transportation, length of exhibition or research, and requirements for courier service; Museum needs for the object(s); staff time available for processing loan requests; and the scholarly and/or educational worthiness of a given exhibition or display.
- 3. Outgoing loans shall be fixed in duration and may be subject to payment of appropriate fees. Each division may determine whether or not a fee is charged for service performed and materials used for shipping in preparation of the loan. The fee charged will be set by the division, in accordance with the schedule of Special Fees, Fines, Penalties, and Service Charges approved and published by the UO Office of Budget Resource Planning, and agreed upon with the borrower prior to the loan.
- 4. Objects will not be lent to individuals except under special circumstances and with the approval of the Executive Director.
- 5. Outgoing loans will be subject to review at least annually. The loan may be renewed with the approval of the divisional Director of Collections or Collections Manager prior to the originally specified return date. If reasonable attempts by the division to retrieve the loan fail, the Executive Director may enlist the aid of the University of Oregon General Counsel to resolve the issue.

6. All loans shall require a written agreement between the borrower and the division.
7. Each division must keep a centralized file of outgoing loan records to which the Director of Collections has access. Loan documentation will be kept by the Collections Manager.
8. The divisional Collections Manager will be responsible for documenting, packaging, shipping, and monitoring all outgoing loans for exhibition, research, and other purposes, per divisional policy.
9. Insurance on loans will be handled according to the standards of the scientific discipline represented.
10. The borrower will not transfer possession, repair, clean, alter, or restore objects it has received on loan without express written divisional approval. Exceptions to the requirement for written approval to clean or alter may vary by division.
11. Loaned material belonging to the Museum will not be reproduced in any manner without prior consent of the Museum. See divisional policies for exceptions.

D. Outgoing Loans: In-House

1. Each scientific division will lend objects for exhibition, research and teaching subject to the policies and practices of the division. All in-house loans must be approved by the Director of Collections or the Collections Manager, according to divisional policy.
2. Requests for loans must be submitted to the divisional Director of Collections or Collections Manager, per divisional protocol. Requests will be considered on a case-by-case basis, and approval is contingent upon such considerations as structural stability of the objects, security, and environmental conditions. Lead time required on requests varies by division.
3. Access to accessioned in-house loan objects for exhibition will be granted by the lending division's Director of Collections or Collections Manager. It is preferable that objects in archaeological field collections not be loaned for exhibition prior to being accessioned; but upon request, the Archaeological Research Division's Labs Manager has authority to grant access. Access to loan objects in field collections from the UO archaeological field school may be granted by field school staff, who will also notify the Labs Manager of their decision.
4. In-house loans will be fixed in duration and may be renewed with the approval of the lending divisional Director of Collections or Collections Manager prior to the originally specified return date.
5. All in-house loans will require loan documentation and monitoring per divisional policy. (See Appendices for procedures.)
6. The lending divisional Director of Collections or Collections Manager is responsible for the care and preservation of objects originating from his/her division that are placed on exhibit.
 - a. For in-house exhibit loans, the lending divisional Director of Collections or Collections Manager is responsible for ascertaining that the exhibit environment conforms to accepted museum standards for conservation and security.

- b. The divisional Director of Collections or Collections Manager must be consulted by Public Programs staff on the method of installation for the object and must approve the completed installation of the object in the exhibit.
- c. The Public Programs staff will handle in-house loan objects according to standard professional museum practice and will not repair, clean, alter, or restore the objects without approval from the lending division.

VI. COLLECTIONS HELD UNDER CONTRACT AGREEMENT

A. Objects or Collections Held Under Contract Agreement

1. Collections or object(s) and associated archival materials that are owned by an outside agency, institution, or tribe may be held by the Museum for curation.
 - a. A formal request in writing must be submitted to the divisional Director of Collections proposing the collection(s) or object(s) to be reviewed for curation.
 - b. All collections held in this manner will require a contract agreement between the Depositor and the Executive Director or designee prior to the objects coming into custody of the Museum.
 - c. The Museum will not knowingly accept collections to be held under contract agreement that were acquired or collected illegally, or not in conformity with all applicable international, national, state, and local laws and regulations.
 - d. NAGPRA-related collections or objects in the process of repatriation may be deaccessioned from the Museum's collection in preparation of repatriation back to the tribe and these collections that have not yet been physically transferred may be eligible to be held under contract agreement.
 - e. It is the responsibility of the Depositor to notify the Museum promptly in writing of any change of address or change in ownership of the property that is held under contract agreement by the Museum.
 - f. Upon termination or expiration of the contract agreement, the Depositor agrees to remove the collections from the Museum's premises within 30 days (unless otherwise approved by the Director of Collections) at the Depositor's expense. If the Museum terminates the Agreement prior to the date on the Agreement, the Museum shall be responsible for paying removal expenses.
2. Collections may be accepted by the Museum for curation under contract agreement when the following conditions are met:
 - a. The Depositor must provide the Museum formally in writing with an inventory and purpose for the proposed collection to be held under contract agreement.
 - b. Title/control of the collection being cared for and maintained by the Museum under contract agreement lies with the Depositor.
 - c. The agency or institution (Depositor) must submit the collection in accordance with the division's curation guidelines.

- d. Collections will be considered for curation under contract agreement if they complement the existing collections.
- e. The Museum can properly care for and store the collection(s).

B. Curation Fees for Collections Held Under Contract Agreement

- 1. Curation fees will be charged based upon the assessment of the Museum.
 - a. Collections will be assessed for fees based upon the size and type of collection to be curated by the Museum. Fees will be in accordance with the schedule of Special Fees, Fines, Penalties, and Service Charges approved and published by the UO Office of Budget Resource Planning.

C. Access to Collections Held Under Contract Agreement

- 1. Collections held under contract agreement are available for research by qualified researchers and may be photographed, sketched, reproduced, or exhibited, unless the Museum is notified in writing to the contrary by the Depositor.
- 2. Collections held under contract agreement that are subject to repatriation/disposition under NAGPRA are closed to research, unless the Museum is notified in writing to the contrary by the Depositor. See the Museum's NAGPRA policy, an addendum to the Anthropological Collections Policy.

D. Care of Collections Held Under Contract Agreement

- 1. The Museum will exercise the same care in respect to collections held under contract agreement as it does in the safekeeping of comparable property of its own.
- 2. Evidence of damage to objects at the time of receipt or while in the Museum's custody will be reported promptly to the Depositor.
- 3. No alteration, conservation, or repair to objects will be undertaken without the authorization of the Depositor, unless required by catastrophic events that would otherwise jeopardize preservation of an object or collection (see the Museum's Disaster Plan). In such cases, the Depositor will be notified promptly of action taken.

VII. USE OF COLLECTIONS

A. Access to Collections

- 1. The Executive Director or designee sets the policy and procedures for access to the collections for which he/she has responsibility, and also has the ultimate authority in approving or denying this access.
- 2. Approval for requests for access to the collections is subject to the requesting party satisfactorily following the appropriate divisional collections access procedures. See the divisional collections policies for details.

3. During established office hours, collections and related records will be subject to procedures necessary to safeguard the objects and to restrictions imposed by limitations of exhibition or other program requirements, availability of study space and facilities, applicable professional standards of ethical practice by discipline, and availability or appropriate curatorial staff. (See Appendix for divisional policies and procedures on access to collections.)
 - a. Access to certain types of information, such as donor-stipulated closed files, donor identity, object values and locations, or that governed by statutes that restrict public access to certain types of information, such as the location of archaeological or paleontological sites, may be restricted or denied.
 - b. Examination of collections shall be restricted to areas designated for this purpose; access to storage areas by the public or unauthorized staff will not be allowed unless specifically approved by the Director of Collections or Collections Manager.
4. Persons requesting access to Museum collections storage areas will be supervised at all times, unless specific approval to the contrary is granted by the Director of Collections.
5. After-hours access to the collections must be arranged with the Director of Collections or Collections Manager, who is responsible for the security of all collections at the time such access occurs.
6. No commercial or promotional use of the Museum's permanent collections, information, or images resulting from their examination shall be allowed unless specific approval in writing is granted by the Communications and Marketing Specialist and the Director of Collections or Collections Manager.
7. Access to and use of Museum collections and records shall be credited in all publications, exhibitions, and other presentations according to divisional specification.

B. Photographing the Collections

1. Collection objects, not on exhibition, may not be photographed without express permission from the Director of Collections or Collections Manager.
2. Requests to photograph the collections on exhibition for non-personal use require advance approval from the Communications and Marketing Specialist and the Director of Collections or Collections Manager.
3. The use of tripods and other photographic equipment in the galleries requires the approval of the Communications and Marketing Specialist.

C. Charges for Access, Reproduction, and Use of the Collections

1. Access, reproductions, and use of the collection may involve fees. Such charges will be based on fee schedules approved by the Executive Director, in accordance with the schedule of Special Fees, Fines, Penalties, and Service Charges approved and published by the UO Office of Budget Resource Planning.

VIII. COLLECTIONS CARE

A. Care

1. The Museum will make every reasonable effort to ensure that its collections are stored, handled, used, and exhibited according to current professional Museum standards.
2. Divisional Directors of Collections and Collections Managers are responsible for overseeing the care of collections.
 - a. Divisional Directors of Collections and Collections Managers will develop and implement procedures and programs providing guidelines for the maintenance of the collections.
 - b. Divisional Directors of Collections and Collections Managers will review current available literature to make the best possible use of recent developments in the field of collections care.
3. A designated staff member in the Public Programs Division is responsible for the care and preservation of objects on loan to the Museum for exhibit purposes.

B. Security

1. Divisional Directors of Collections and Collections Managers will work with the Building Manager and University of Oregon facilities staff to maintain secure collection environments.
2. The Museum has developed an Emergency Procedures Plan, copies of which are located in each Collections Manager's office. The Emergency Procedure Plan will be updated periodically by a committee appointed by the Executive Director.

IX. RECORDS

- A. The Museum will compile such records as are necessary to establish title and maintain control of its collections. The record keeping will be done in a timely manner.
- B. Accession and deaccession records, object catalog records, and scientific division loan records are kept by the divisional Collections Managers. Records of incoming loans for exhibit are kept by a designated staff member in the Public Programs Division.
- C. A duplicate set of records relating to the legal status of accessions will be stored off-site.

ACKNOWLEDGEMENT

This document is an adaptation of The Thomas Burke Memorial Washington State Museum Collections Management Policy (2006). Used with permission.

