

## **Eudora Welty House Collections Policy. REPEAL.**

### **Introduction**

The purpose of this policy is to establish a standard for the Eudora Welty House's collections management guidelines insuring that these activities meet professional standards. The collections policy is a public statement of the Eudora Welty House's commitment to care for and manage its collections properly.

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#### *Rule 1.1 Mission and Statement of Purpose.*

The Eudora Welty House is administered by the Museum Division of the Mississippi Department of Archives and History (MDAH), a state agency which was established in 1902. MDAH is governed by a nine member Board of Trustees. Members of the Board of Trustees are elected by the Board, subject to confirmation by the Mississippi State Senate, for a six year term, and may succeed themselves. The Director of the Department of Archives and History, who serves as Secretary to the Board of Trustees, is also elected for a six year term and may succeed himself.

In 1986, Eudora Welty arranged for MDAH to have her home upon her death. Welty died in 2001, and the Eudora Welty House became the property of MDAH. The Eudora Welty House opened to the public in April of 2006. Through the use of the home and its contents, the Eudora Welty House shall educate the public about the importance of Welty's literary legacy, thereby encouraging the love of reading and literature in others, developing an appreciation of the arts, and inspiring the creative endeavors of future artists and writers.

To accomplish this purpose, the Eudora Welty House shall collect, research, preserve, exhibit, and interpret objects in accordance with the collection categories listed below.

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Source: *Miss. Code* § 39-7-1 (1972, as amended).

*Rule 1.2 Scope and Types of Collection.*

The Eudora Welty House will collect physical objects that relate to the life and creative work of Eudora Welty. These objects will convey to the public Eudora Welty's love of the written word, her family's love of reading, her personal role as being a pivotal part of Jackson's and America's intellectual and arts life, and her role as mentor to young writers. Specifically, the collection is divided into three different categories:

A. Permanent Collection:

The permanent collection consists of those significant objects which directly relate to the purpose of the Eudora Welty House. Objects accessioned into the permanent collection are cataloged, documented, preserved, and managed according to prescribed procedures meeting current professional museum standards by the Curator of Collections.

B. Education Collection:

The education collection consists of those expendable objects which contribute to the educational programs of the Eudora Welty House and which are available directly to the public for examination. Objects in the education collection are readily available or duplicate objects in the permanent collection. Objects in the education collection are not accessioned into the permanent collection and are inventoried in their own separate collection and maintained by the Curator of Collections.

C. Prop Collection:

The prop collection consists of those expendable objects which do not relate directly to the purpose of the Eudora Welty House but which contribute to and enhance the visual and educational impact of the exhibits. Objects in the prop collection are not accessioned into the permanent collection and are inventoried in their own separate collection and maintained by the Curator of Collections.

Source: *Miss. Code* § 39-7-1 (1972, as amended).

*Rule 1.3 Delegation of Responsibility for Implementation of the Collections Policy.*

The Site Director is responsible for supervising the proper implementation of the collections policy. The Site Director has delegated the day-to-day care and management of the collections to the Curator of Collections. Comprehensive collections care and management procedures (for accessioning, cataloging, deaccessioning, documentation, access, loans, handling, etc.) are outlined in a collections management manual maintained by the Curator of Collections. Specific emergency collections care and management procedures are outlined in a disaster preparedness manual maintained by the Curator of Collections.

Source: *Miss. Code* § 39-7-1 (1972, as amended).

*Rule 1.4 Provisions for Review and Revision of Collections Policy.*

The Collections policy will be reviewed by the Site Director and the Curator of Collections at least every three years and, when necessary, appropriate revisions will be presented to the Board

~~of Trustees for the Board's review and approval. The collections policy and any subsequent revisions will be reviewed by an attorney to insure that the policy is in compliance with federal, state, and local regulations. A Review of Policies Worksheet documenting the review of this policy will be completed every three years and placed in the files of the Curator of Collections.~~

~~Source: Miss. Code § 39-7-1 (1972, as amended).~~

#### ~~Rule 1.5 Policy for Acquisition.~~

~~The Eudora Welty House may acquire objects by donation, by bequest, by purchase, or by transfer. Authority for the acquisition of objects is held by the Collections Committee (consisting of the Curator of Collections, the Site Director, and the Museum Division Director) or the Department Director.~~

#### ~~A. Criteria for Acquisition~~

~~The collection is built through selective accession. In the absence of unusual circumstances, no object will be accepted and added to the permanent collection unless it meets all of the following criteria:~~

- ~~1. Objects must be relevant to, and consistent with, the Eudora Welty House's purposes and activities: chiefly research, preservation, exhibition, and interpretation.~~
- ~~2. The Eudora Welty House must be able to provide proper care and storage for objects in keeping with professionally accepted standards.~~
- ~~3. 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 Eudora Welty House.~~
- ~~4. The Eudora Welty House and its staff shall be in full compliance with state, federal, and international laws and regulations governing the acquisition, sale, and transfer of cultural properties.~~
- ~~5. Title to all objects acquired for the permanent collection shall be obtained free and clear without restrictions to use or future disposition.~~
- ~~6. The present owner shall have a clear and verifiable title of ownership to the object and shall have obtained the object legally and ethically.~~
- ~~7. The Eudora Welty House 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.~~
- ~~8. Acceptance of the object will not result in major expense in conservation disproportionate to its usefulness.~~
- ~~9. Funding for the purchase of an object will be at fair market value affordable to the Eudora Welty House.~~

#### ~~B. Accession Procedures~~

All offers of objects to the permanent collection of the Eudora Welty House whether by donation, by bequest, by purchase, or by transfer should be referred to the Curator of Collections, the Site Director, Museum Division Director or the Department Director. If the object offered to the Eudora Welty House requires temporary deposit in the Eudora Welty House's custody before a decision regarding the acquisition of the object can be made, then a Temporary Custody Receipt should be signed by the object's owner and the Eudora Welty House staff person receiving the object (the Curator of Collections, the Site Director, Museum Division Director, Department Director, or their designee). This receipt outlines the terms of temporary custody, the length of which cannot exceed sixty days. After study and review of the object, the Collections Committee will determine whether or not to acquire the object.

Conditions governing objects on temporary custody to the Eudora Welty House are printed on the form as follows:

The Eudora Welty House fully complies with Mississippi's Museum Unclaimed Property Act (Mississippi Code 1972 Annotated, Section 39-19-1) and hereby notifies all lenders of said act.

1. Care and Preservation

a. The depositor hereby releases the Museum from all liability regarding any loss or damage to the object(s) covered by this receipt while in the Museum's possession or in transit and agrees that the Museum shall not cover such object(s) with insurance for the sixty (60) day period the object is in the Museum's possession

b. The Museum shall exercise the same care of the object(s) covered by this receipt as it does in safekeeping of comparable Museum objects.

2. Endorsement

Attributions, dates, and other information shown on the face of this receipt are not to be considered appraisals or official opinions by the Museum. The fact that an object(s) has (have) been in the Museum's custody shall not be misused to indicate Museum endorsement.

3. Photography

Object(s) may be examined, photographed, and/or copied by the Museum for its own purposes, but will not be restored, treated, or otherwise altered without written permission of the depositor.

4. Ownership and/or Address Change

a. In forwarding imported object(s) for deposit, the depositor is required to comply with all government regulations. If the depositor has knowledge of specific conditions governing the object(s), such as copyrights, liens, etc., he/she should inform the Museum thereof.

- ~~b. If there is a change in the identity and/or address of the depositor or the owner, the Museum must be notified promptly in writing.~~
- ~~c. Object(s) must be claimed on or before the return date noted on the face of the receipt by the depositor. If one other than the original depositor claims object(s), the Museum reserves the right to request proof of legal authority to receive the material before object(s) will be released.~~

~~5. Return of Objects~~

- ~~a. If the object(s) is (are) to be returned to the depositor by mail or other carrier, the depositor will be sent an outgoing receipt at the time of shipment. Failure to sign and return said receipt within thirty days of shipment of said object(s) shall release the Museum from any further liability for the deposited property.~~
- ~~b. If the depositor fails to collect the object(s) or if delivery cannot be affected after the removal date, the Museum will mail the depositor at its address of record an official notice to remove. The Museum assumes no responsibility to search for a depositor or listed owner not located at the address of record. If after five years from the removal date noted on the face of the receipt, such property shall not have been reclaimed, then, the Museum may seek title to the unclaimed property through Mississippi's Museum Unclaimed Property Act.~~

~~6. Donation of Objects~~

~~In the event that the object(s) is (are) being offered for sale or donation to the Museum, the depositor, in the absence of written notice to the Museum to the contrary, warrants that he/she upon request is prepared to sign a Deed of Gift passing full and clear title to the object(s), including any copyright interests.~~

~~If the decision is made not to acquire the object, then the Curator of Collections 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, then the Curator of Collections, Site Director, Museum Division Director or Department Director will initiate and complete the acquisition of the object in the following manner:~~

- ~~a. If the object is to be donated, a Deed of Gift should be signed by the donor and the Curator of Collections, the Site Director, Museum Division Director, or the Department Director. The Deed of Gift formally transfers the complete ownership and physical possession of the object to the Eudora Welty House and shall be legally binding when signed and dated by both parties. Deed of Gift conditions are printed on the form as follows: I (we), being the lawful owner(s) thereof, hereby give to the Museum absolute and unconditional ownership of the above listed~~

~~object(s), together with all copyright and associated rights which I (we) have, to be used in any manner that is deemed to be in the best interest of the Museum. I (we) waive all present and future rights in, to, or over said object(s), its (their) use or disposition.~~

- ~~b. A copy of the Deed of Gift shall be provided to the donor, and the Deed of Gift shall be kept on file by the Curator of Collections.~~
- ~~c. 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 by the Curator of Collections.~~
- ~~d. If the object is to be purchased, a copy of the invoice as approved and authorized by the Site Director should be provided and shall be kept on file by the Curator of Collections. If the cost of the object to be purchased is over \$2,000.00, the purchase must have the prior approval of the Board of Trustees. All purchases must follow the Department of Finance and Administration's purchasing policies and procedures.~~
- ~~e. If the object is to be transferred from another division of the Department of Archives and History, appropriate written documentation regarding the object should be provided by that division's Director or the Director's designee and shall be kept on file by the Curator of Collections.~~
- ~~f. If the object is to be transferred from the education collection or the prop collection to the permanent collection, appropriate written documentation regarding the object should be provided and shall be kept on file by the Curator of Collections.~~
- ~~g. A duplicate copy of records documenting the Eudora Welty House's legal ownership of objects shall be maintained in the Charlotte Capers Archives and History Building for security. Records are updated annually by the Curator of Collections.~~

~~Acquisitions are accepted unconditionally with the exception of the items given by the Eudora Welty LLC. Donations by the Eudora Welty, LLC have deaccessioning and copyright conditions are printed on the Deed of Gift From Eudora Welty, LLC form as follows: I (we), being the lawful owner(s) thereof, hereby give to the Museum ownership of the above listed object(s). The Eudora Welty, LLC maintains the copyright on all works created by Eudora Welty and Eudora Welty's persona. I (we) waive all present and future rights in, to, or over said object(s) and its (their) use while in the Museum's possession. I (we) require that any disposition of said object(s) donated by the Eudora Welty, LLC follow the disposal method of offering back to the Eudora Welty, LLC. A Deed of Gift From Eudora Welty, LLC must be completed at time of acquisition.~~

## ~~7. Recordkeeping~~

### ~~a. Permanent Collection~~

All objects acquired for the permanent collection are accessioned, cataloged according to the Chenhall nomenclature system, numbered, photographed, and entered into PastPerfect Collections Management Software according to professionally accepted standards. Accession and catalog records on the permanent collection are maintained in the Collections Office by the Curator of Collections.

Duplicate accession and catalog records are maintained in the Charlotte Capers Archives and History building for security. Records are updated annually by the Curator of Collections.

**b. Education Collection**

Objects acquired for the education collection (expendable objects which contribute to the educational programs of the Eudora Welty House and are available directly to the public) are inventoried but not accessioned into the permanent collection. Objects in the education collection may be upgraded to the permanent collection status at the discretion of the Collections Committee. A list of objects in the education collection is maintained in the Collections Office by the Curator of Collections.

**c. Prop Collection**

Objects acquired for the prop collection (expandable objects which do not relate directly to the purpose of the Eudora Welty House but which contribute to and enhance the interpretation) are inventoried but not accessioned into the permanent collection. Objects in the prop collection may be upgraded to the permanent collection status at the discretion of the Collections Committee. A list of objects in the prop collection is maintained in the Collections Office by the Curator of Collections.

**d. Exclusions**

The Eudora Welty House endorses and adheres to the American Association of Museums (AAM) Special Policy Committee Report approved by the AAM Council; that is, the Eudora Welty House abstains from purchasing and accepting donations of antiquities exported from their countries of origin in contravention to the terms of the UNESCO Draft Convention. The Eudora Welty House also strives to comply with regulations imposed by Native American Graves Protection and Repatriation Act and the Guidelines Concerning the Unlawful Appropriation of Objects During the Nazi Era. The Eudora Welty House will abide by all local, state, federal, and international laws.

Source: *Miss. Code* § 39-7-1 (1972, as amended).

*Rule 1.6 Policy of Deaccession.*

~~The Eudora Welty House has a continuing obligation to review and evaluate the strengths and weaknesses of its existing collection, and in light of such evaluation, to reformulate and restate in writing its overall collections policy utilizing professionally accepted standards. Deaccessioning is the formal process used to legally and permanently remove an object from collections. When undertaking the deaccession and disposition of items, the museum proceeds with the knowledge that it holds its collections as a public trust.~~

~~The Eudora Welty House 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 Curator of Collections, the Site Director, Museum Division Director and the Department Director before submission to the Board of Trustees. Only if the deaccession request is approved by the Board of Trustees, is the Eudora Welty House authorized to proceed with the deaccession and disposal.~~

~~An item considered for deaccession must meet at least one of the following criteria:~~

- ~~• The object has ceased to have relevance and consistency with the Eudora Welty House'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 staff and/or visitors.~~
- ~~• The Eudora Welty House 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 Eudora Welty House's purposes and activities.~~
- ~~• The object lacks authenticity or is so lacking in documentation as to render it valueless for purposes of scholars or public education.~~
- ~~• The object has been lost or stolen and remains so for ten years or more.~~
- ~~• The object may be replaced with a similar object of greater significance, quality, and better condition.~~
- ~~• The object is subject to legal and ethical standards such as the Native American Graves Protection and Repatriation Act.~~
- ~~• The object is subject to the American Association of Museums' Unlawful Appropriation of Objects during the Nazi Era guidelines.~~

#### ~~A. Deaccessioning Procedures~~

~~The Curator of Collections may recommend the deaccession of an object if, in his/her opinion, and based upon the criteria set forth in the deaccession policy, the deaccessioning of the object is beneficial to proper collections management. A~~

~~Deaccession Request Form identifying the object, its condition, the reason(s) for deaccessioning, recommended means of disposal, and any other pertinent information necessary for evaluation of the object must be completed by the Curator of Collections and submitted to the Collections Committee for approval. If approval is received, additional approval is needed from the Department Director before being submitted to the Board of Trustees for their review and approval. No object is to be deaccessioned unless the Eudora Welty House holds clear and unrestricted legal title to the object, and if there are any questions regarding the title, the Department of Archives and History's legal counsel will be consulted.~~

~~As a courtesy, the Curator of Collections or the Site Director may attempt to notify the donor if the object was accessioned within the last ten years. This procedure should not be misconstrued as a request for permission to deaccession. If a deaccessioned object is to be sold, an appraisal of the object's fair market value will be completed by a qualified, objective appraiser. Deaccessioned objects will not be sold or given, publicly or privately, to any Eudora Welty House employees or other Department of Archives and History employees, members of the Board of Trustees, their families, or their representatives. Complete records will be maintained on all deaccessioned objects and their subsequent disposition.~~

#### ~~B. Methods of Disposal~~

~~A deaccessioned object may be disposed of in one of the following methods:~~

- ~~1. Offer to Eudora Welty, LLC, if item was donated by Eudora Welty, LLC, based on the conditions that are printed on the Deed of Gift From the Eudora Welty, LLC.~~
- ~~2. Transfer to another more appropriate division of the Department of Archives and History.~~
- ~~3. Placement in the Eudora Welty House's education collection or prop collection if appropriate.~~
- ~~4. Donation to an appropriate non-profit museum or scholarly or cultural institution or organization preferably within the state of Mississippi, especially if the object is from the state.~~
- ~~5. Repatriation to the federally recognized tribe which has established a legal claim to ownership of the object in accordance with the Native American Graves Protection and Repatriation Act.~~
- ~~6. Restitution of works stolen by the Nazis in accordance with American Association of Museums' guidelines concerning the unlawful appropriation of objects during the Nazi era.~~
- ~~7. Sale at an advertised public auction or in the public marketplace in a manner that complies with state law and that will best protect the interests, objectives, and legal status of the Eudora Welty House.~~

- ~~8. Destruction of the object (only if the object has deteriorated beyond usefulness and no other method of disposal is appropriate.)~~
- ~~C. 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.~~
- ~~D. Recordkeeping of Deaccessioned Items  
All records of deaccessioned objects will be clearly marked "Deaccessioned" and a "Deaccessioned Objects" file containing a complete record of deaccessioned objects and their subsequent disposition will be maintained by the Curator of Collections.~~

Source: *Miss. Code* § 39-7-1 (1972, as amended)

*Rule 1.7 Loan Policies.*

~~A. Incoming Loans~~

~~Authority for incoming loans is shared by the Site Director and the Curator of Collections. The Eudora Welty House may borrow objects from institutions and individuals for specific purposes such as exhibition and/or research. Loans of objects from individuals are limited to a time period of two years with an option to renew if agreeable to both parties. Loans of objects from institutions are usually limited to a time period of five years or less, but may under special circumstances be arranged for a specified time period of over five years at the recommendation of the Site Director and with the approval of the Board of Trustees.~~

~~To receive such approval, the Site Director will submit to the Division Director written justification for the loan request for Board approval that considers the following criteria:~~

- ~~a. The object is of unique quality and relevant to a specific exhibition purpose of the Eudora Welty House.~~
- ~~b. Care and custody of the object will not exceed the Eudora Welty House's resources.~~
- ~~c. The extended loan of the object may lead to donation of the object to the Eudora Welty House.~~

~~A loan may be terminated before the agreed upon end date by either party, provided that written notice of termination is received thirty days in advance of the proposed early termination date.~~

~~In accordance with Mississippi's Museum Unclaimed Property Act (Mississippi Code 1972 Annotated, Section 39-19), the Eudora Welty House 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 Eudora Welty House. The Eudora Welty House will not knowingly accept an object on loan if the physical condition is such that the object will not be able to withstand travel to and from the Eudora Welty House and/or exhibition. Lenders to the Eudora Welty House shall have obtained the object legally and ethically and have a clear and verifiable title of ownership to the object.~~

~~Use of objects on loan from the Eudora Welty, LLC for research purposes is restricted to staff unless permission is otherwise granted in writing by the Eudora Welty, LLC.~~

~~Complete records on all incoming loans are maintained in the Collections Office by the Curator of Collections.~~

#### Procedures

~~For objects on loan from individuals for a period of two years or less or five years or less for institutions, an Incoming Loan Agreement must be signed by the lender and an authorized Eudora Welty House staff person (Site Director, Curator of Collections, or their designee). For objects on loan from institutions for a period of over five years, an Incoming Loan Agreement must be signed by the lender and the Site Director with prior approval from the Board of Trustees.~~

~~The Incoming Loan Agreement outlines the following conditions governing the loan of objects to the Eudora Welty House:~~

~~The Eudora Welty House fully complies with Mississippi's Museum Unclaimed Property Act (Mississippi Code 1972 Annotated, Section 39-19-1) and hereby notifies all lenders of said act.~~

#### ~~1. Care and Preservation~~

- ~~a. The Museum will give borrowed objects the same care and protection as it does to comparable objects in its own collection. It is understood by the Lender and the Museum that all tangible objects are subject to gradual inherent deterioration for which neither party is responsible.~~
- ~~b. Evidence of damage at the time of receipt or while in the Museum's custody will be promptly reported to the Lender.~~
- ~~c. Unless there is a written agreement between the Museum and the lender to the contrary, the Museum may apply conservation measures to property on loan to the Museum without the lender's~~

or claimant's permission if immediate action is required to protect the property on loan or if the loaned property is a hazard to the health and safety of the public or Museum staff.

## ~~2. Packing and Transportation~~

- ~~a. The Lender certifies that the object(s) lent are in such condition as to withstand ordinary strains of packing and transportation.~~
- ~~b. Costs of packing and transportation will be borne by the Museum. The method of shipment must be agreed upon by both parties.~~
- ~~c. The Lender will assure that said object(s) is (are) adequately and securely packed for the type of shipment agreed upon, including any special instructions for unpacking and repacking. Objects will be returned packed in the same or similar materials as received unless otherwise authorized by the Lender.~~

## ~~3. Insurance~~

- ~~a. Insurance coverage shall be mutually agreed upon in writing in advance of this loan. Unless otherwise noted, the Museum will insure borrowed object(s) for the amount specified by the Lender herein which must reflect fair market value. If the Lender fails to indicate an amount, the Museum, with the implied concurrence of the Lender, will set a value for purposes of insurance for the period of the loan and said value is not to be considered an appraisal.~~
- ~~b. If the Lender chooses to maintain his/her own insurance, prior to shipping the Museum must be supplied with a Certificate of Insurance naming the Museum as an additional insured or waiving rights of subrogation. If the Lender fails to supply such a certificate, this loan agreement shall constitute a complete release of the Museum from any liability for damages to, or loss of, the borrowed object(s). The Museum shall not be responsible for any error or deficiency in information furnished by the Lender to the insurer or for any lapses in such coverage.~~
- ~~c. If insurance is waived by the Lender, this waiver shall constitute a complete release of the Museum from any liability for damages to, or loss of, the borrowed object(s).~~
- ~~d. In the case of long term loans, it is the responsibility of the Lender to notify the Museum of current insurance valuations.~~
- ~~e. The amount payable by insurance secured in accordance with this loan agreement is the sole recovery available to the Lender from the Museum in the event of loss or damage.~~

~~4. Photography and Credit~~

- ~~a. Unless otherwise notified in writing by the Lender, the Museum may photograph or copy borrowed object(s) for record, educational, publication, and/or publicity purposes.~~
- ~~b. It is understood that objects on exhibit may be photographed by the general public if on exhibit in the Educational and Visitors Center.~~
- ~~c. Unless otherwise instructed in writing, the Museum will give credit to the Lender as specified on the face of this agreement in any publications.~~

~~5. Ownership and/or Address Change~~

- ~~a. It is the responsibility of the Lender or his/her agent to notify the Museum promptly in writing if there is any change in ownership of the object(s) or if there is a change in the identity or address of the Lender.~~
- ~~b. The Museum assumes no responsibility to search for a Lender (or owner) who cannot be reached at the address of record.~~

~~6. Return of Loans~~

- ~~a. Unless otherwise agreed in writing, with thirty days advanced notice, the loan terminates on the date specified on the face of this agreement.~~
- ~~b. When the loaned object(s) is (are) returned, the Museum will send the Lender a receipt form. If this form is not signed and returned within thirty days after mailing, the Museum will not be responsible for any damages or loss.~~
- ~~c. If the Museum, after making all reasonable efforts and through no fault of its own, is unable to return the object(s) within sixty days of the termination of the loan, then the Museum shall have the absolute right to place the object(s) in storage or to return them at the owner's risk and expense. If after five years such property shall not have been reclaimed, then, the Museum may seek title to the unclaimed property through Mississippi's Museum Unclaimed Property Act.~~

~~Copies of the Incoming Loan Agreement and Mississippi's Museum Unclaimed Property Act will be provided to the lender; Incoming Loan Agreements will be kept on file by the Curator of Collections. A condition report will be prepared by the Curator of Collections and provided to the lender if requested. The Eudora Welty House will normally photograph borrowed objects~~

~~for recordkeeping and security purposes unless instructed by the lender not to do so.~~

~~The Curator of Collections 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 Curator of Collections will monitor all incoming loans, document the safe return of borrowed objects to lenders, and maintain complete, up to date records on incoming loans filed by calendar year in which the loan was accepted.~~

~~The Eudora Welty House will make all reasonable efforts to return borrowed objects to the lender in accordance with the terms outlined in the Incoming Loan Agreement and in accordance with Mississippi's Museum Unclaimed Property Act. According to this law, the lender must notify the Eudora Welty House of any change with the object's ownership or if the lender's address has changed while the object(s) is in the custody of the Eudora Welty House. If the object(s) is to be returned by mail or other carrier, the object(s) will be shipped to the owner to the address on record at the Eudora Welty House's expense by restricted certified mail or other means that requires a receipt to be returned to the Eudora Welty House certifying that the package has been received. In addition, an outgoing receipt will be sent at the time of the artifact's shipment for the lender's signature. Failure to sign and return said receipt shall release the Eudora Welty House from any further liability for the object(s).~~

~~If the lender fails to collect the object(s) or if delivery cannot be affected after the removal date, the Eudora Welty House will mail the lender at its address of record an official "notice to remove." The Eudora Welty House assumes no responsibility to search for a depositor, or listed owner, not located at that address. After making all reasonable efforts and through no fault of its own, if the Eudora Welty House is unable to return the object(s) within sixty days of the termination of the loan, then the Eudora Welty House will have the right to place the object(s) in storage.~~

~~If after five years such property has not been reclaimed nor has the Eudora Welty House received written communication from~~

~~the lender, lender's successor, or persons authorized to represent the lender, the Eudora Welty House shall terminate the loan following the provisions of Mississippi's Museum Unclaimed Property Act. Once the provisions of Mississippi's Museum Unclaimed Property Act have been fulfilled, the title to the unclaimed loan passes to the Eudora Welty House and the object(s) shall become property of the Eudora Welty House.~~

~~B. Objects in Temporary Custody as Distinguished from Loans~~

~~The Eudora Welty House distinguishes between objects loaned to the Eudora Welty House for exhibition and/or research and objects deposited in the temporary custody of the Eudora Welty House for purposes such as identification, examination (including copying and/or photography), or proposed acquisition. If such temporary custody of an object is needed, then a Temporary Custody Receipt for a maximum period of sixty days should be signed and dated by the object's owner and either the Curator of Collections, the Site Director, or their designee. The Temporary Custody Receipt will list the purpose of the deposit, the specified time period of the deposit, the method of return, and the terms of the custody including the provision that insurance of the object(s) is the responsibility of the depositor unless otherwise specified.~~

~~The Curator of Collections, the Site Director, or their designee will be responsible for returning the object(s) to the owner according to the terms of agreement of the custody and for documenting the return. The Curator of Collections will monitor all temporary custody objects, document the safe return of such objects to owners (unless the object(s) was a proposed acquisition subsequently accepted and accessioned into the collections), and maintain complete, up-to-date records on temporary custody objects filed by the calendar year in which the temporary custody was made.~~

~~The Eudora Welty House will make all reasonable efforts to return borrowed objects to the lender in accordance with the terms outlined in the Incoming Loan Agreement and in accordance with Mississippi's Museum Unclaimed Property Act. According to this law, the lender must notify the Eudora Welty House of any change with the object's ownership or if the lender's address while the object(s) is in the custody of the Eudora Welty House. If the object(s) is to be returned by mail or other carrier, the object(s) will be shipped to the owner to the address on record at the Eudora Welty House's expense by restricted certified mail or other means that requires a receipt to be returned to the Eudora Welty House certifying that the package has been received. In addition, an outgoing receipt will be sent at the time of the artifact's shipment for the lender's signature. Failure to sign and return said receipt shall release the Eudora Welty House from any further liability for the object(s).~~

~~If the lender fails to collect the object(s) or if delivery cannot be affected after the removal date, the Eudora Welty House will mail the lender at its address of record an official “notice to remove.” The Eudora Welty House assumes no responsibility to search for a depositor, or listed owner, not located at that address. After making all reasonable efforts and through no fault of its own, if the Eudora Welty House is unable to return the object(s) within sixty days of the termination of the loan, then the Eudora Welty House will have the right to place the object(s) in storage.~~

~~If after five years such property has not been reclaimed nor has the Eudora Welty House received written communication from the lender, lender’s successor, or persons authorized to represent the lender, the Eudora Welty House shall terminate the loan following the provisions of Mississippi’s Museum Unclaimed Property Act. Once the provisions of Mississippi’s Museum Unclaimed Property Act have been fulfilled, the title to the unclaimed loan passes to the Eudora Welty House and the object(s) shall become property of the Eudora Welty House.~~

### ~~C. Outgoing Loans~~

#### ~~1. Policy~~

~~The Eudora Welty House 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 Eudora Welty House will not under any circumstances lend objects to individuals. Outgoing loans to qualified museums will be permitted for a period of five years 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 Eudora Welty House will not lend objects which are needed for exhibition and/or research purposes. Authority for outgoing loans is shared by the Site Director and the Curator of Collections subject to the approval of the Board of Trustees.~~

~~A loan may be terminated before the agreed upon end date by either party, provided that written notice of termination is received thirty days in advance of the proposed early termination date.~~

~~Complete records on all outgoing loans are maintained in the Collections Office by the Curator of Collections.~~

#### ~~2. Procedures~~

~~Museums seeking to borrow an object(s) must make a written request to the Site Director 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 General/Standard Facilities Report will be purchased from the American Association of Museums by the proposed borrower, completed and returned to the Site Director in a timely manner. The Collections Committee will review the written loan request and the completed General/Standard Facilities Report to determine if the proposed borrower meets professional standards. If professional standards are not met by the proposed borrower, the Site Director or the Curator of Collections 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 Eudora Welty House's own exhibition and/or research needs, the Site Director may submit to the Division Director a written recommendation to the Board of Trustees to approve the loan. Upon approval by the Board of Trustees, the Eudora Welty House 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 Site Director, the Curator of Collections, or their designee. The Outgoing Loan Agreement outlines the conditions governing the loan of objects from the Eudora Welty House as follows:

The Eudora Welty House fully complies with Mississippi's Museum Unclaimed Property Act (Mississippi Code 1972 Annotated, Section 39-19-1) and hereby notifies all borrowers of said act.

a. Care and Preservation

- i. Object(s) borrowed from the Museum shall be given special care at all times to guard against loss, damage, or deterioration. The Borrower agrees to meet any special requirements for installation and handling.
- ii. Any loss of or damage to object(s) is to be reported to the Museum immediately, followed by a written report and photographs.
- iii. No alteration, restoration, or repair shall be undertaken by the Borrower without the written authorization of the Museum.
- iv. Object(s) must be maintained in a fireproof building under 24-hour security and protected from extreme temperatures and humidity, excessive light, and from insects, vermin, or dirt. Object(s) will be handled only by experienced personnel.

b. Packing and Transportation

- i. Packing and transportation arrangements must be approved in advance by the Museum.
- ii. Unpacking and repacking must be performed by experienced personnel under competent supervision. Repacking must be done

with either original or similar materials and boxes, and by the same methods as the objects received. Any additional instructions will be followed.

iii.—Packing and transportation costs shall be borne by the Borrower.

e. Insurance

i.—Object(s) shall be insured for the period of this loan for the amount stated in the agreement. Prior to shipment of the object(s), the Borrower shall supply the Museum with a certificate of insurance or a copy of the policy made out in favor of the Museum.

ii.—Insurance values may be reviewed periodically, and the Museum reserves the right to increase coverage if reasonably justified. In the event of loss or damage, the Borrower's maximum liability will be limited to the insurance value then in effect.

iii.—If insurance is waived, the Borrower agrees to indemnify the Museum for any and all loss or damage to the object(s) occurring during the course of the loan.

d. Photography and Credit

i.—All objects, unless otherwise specified, shall be credited as from the collection of the Eudora Welty House, Mississippi Department of Archives and History.

ii.—Unless otherwise notified in writing, the Borrower has the right to photograph and reproduce photographs of borrowed object(s) only for record, publicity, and/or publication purposes directly related to the loan. Photography for commercial purposes is prohibited.

iii.—All publication of photographs of borrowed object(s) must acknowledge that the object(s) is (are) property of the Eudora Welty House, Mississippi Department of Archives and History.

iv.—The Museum must receive a copy of any exhibition catalogue, brochure, or other publication associated with the loan.

e. Loan Costs

i.—The Borrower will be responsible for all costs associated with loans from the Museum, including but not limited to: packing, handling, shipping, insurance, photography, courier accompaniment, and any special crating or framing requirements.

ii.—The Museum may require advance payment for costs associated with loans from the Museum.

f. Return of Loans

i.—Object(s) must be returned to the Museum in satisfactory condition by the stated termination date. An extension of the loan period

~~must be approved in writing by the Museum Director and be covered by an extension of insurance coverage.~~

- ~~ii.—The Museum reserves the right to recall object(s) from loan and will make every effort to give reasonable notice. Furthermore, the Museum reserves the right to cancel the loan immediately if the Borrower fails to abide by the conditions of the loan.~~

~~g. Borrower Responsibility and Loan Agreement Forms~~

- ~~i.—If an exhibition is to travel to more than one venue, it is the responsibility of the organizing institution to see that the conditions set forth in this document are met at all other exhibiting institutions.~~
- ~~ii.—In the case of any difference between this agreement and any forms of the Borrower, the terms of this agreement shall be controlling.~~

~~An Outgoing Loan Agreement will be kept on file by the Curator of Collections, and a copy of the Outgoing Loan agreement will be provided to the borrowing museum. The borrowing museum will provide a certificate of insurance as evidence that the object(s) is adequately insured. A condition report on the object(s) to be lent will be prepared by the Curator of Collections. A copy of the condition report will be provided to the borrower if requested. The object will be photographed prior to its loan if suitable photographs documenting its condition do not already exist. The Curator of Collections will be responsible for the packing, shipping, and/or transportation and insurance coverage for loaned objects. The Curator of Collections will monitor all outgoing loans, document the safe return of loaned objects to the Eudora Welty House, and maintain complete, up-to-date records on outgoing loans filed by the calendar year in which the loan was made.~~

~~D. Transfer of Loaned Artifact Ownership~~

~~If during the course of a loan, artifact ownership is transferred to a second lender, the original lender or his/her agent must notify the Museum promptly in writing. If the artifact will remain on loan, a new Incoming Loan Agreement will be completed by the Curator of Collections, ending the previous loan agreement.~~

~~If the artifact is removed from the museum, procedures for returning the loan will follow the guidelines set forth in section VII A of this document.~~

Source: *Miss. Code* § 39-7-1 (1972, as amended)

*Rule 1.8 Documentation of Collections.*

~~The Eudora Welty House will maintain adequate documentation both on the objects it owns and the objects that are placed in its custody. This responsibility belongs to the Curator of Collections. Such documentation will include, but not be limited to the following: accession files containing the Deed of Gift or other documentation of the Eudora Welty House's legal title to the object and other information pertinent to the acquisition of the object, Temporary Custody Receipt file, Incoming Loan Agreement file, Outgoing Loan Agreement file, deaccession file, accession register (using the tripartite decimal system), entries in PastPerfect collections management software, catalog cards (using the Chenhall nomenclature system), donor or source card file, inventory file, condition reports, conservation treatment records, and other documentation pertinent to collections management. The Eudora Welty House uses the collections management software PastPerfect which stores documentation of artifacts, consisting of deeds of gift, condition reports, photographs, and other pertinent information in the computer system. All information is backed up weekly on the state server, as well as weekly on tapes that are rotated and stored by the Mississippi Department of Archives and History Archives and Records Services Division.~~

~~All records pertaining to the collections will be properly maintained and securely housed using acid-free folders and other archivally safe materials in the Collections Office.~~

~~On an annual basis, duplicate copies of the following records are maintained in the Charlotte Capers Archives and History Building for security:~~

- ~~• Records documenting the Eudora Welty House's legal ownership of objects (e.g., copies of Deeds of Gift or other documents)~~
- ~~• Accession list (computer backup)~~
- ~~• Catalog record (computer backup) which provides an up-to-date location record~~
- ~~• Loan records for active incoming and outgoing loans~~

### Procedures

~~Specific procedures to be followed for the documentation of collections are outlined in the various sections of this collections policy and further described in the comprehensive collection management manual maintained by the Curator of Collections.~~

~~Source: *Miss. Code* § 39-7-1 (1972, as amended)~~

### *Rule 1.9 Objects Found in Collection.*

~~Objects designated as Found in Collections (that is objects which lack significant documentation as to how they were added to the collections) are subject to the same treatment and care as documented objects in the collections. Objects Found in Collection will receive a number beginning with X (i.e. X.1.1) to document the artifact until further research is conducted on the object. If accessioned, the artifact will follow the guidelines set forth in the "Acquisition" section of this document. Objects Found in Collections are subject to deaccessioning if they~~

~~meet at least one of the deaccession criteria stated in the collections policy. Any deaccessioning and disposition of Objects Found in Collections shall follow the deaccession and disposal procedures listed in the collections policy except that Objects Found in Collections will not be sold or destroyed.~~

~~If the Eudora Welty House is contacted by a person claiming to own an Object Found in Collections, the Eudora Welty House shall maintain custody of Objects Found in Collections until a claimant fulfills all of the following:~~

- ~~1. presents to the Eudora Welty House a clear explanation why the claimant believes he/she holds title, with supporting evidence, and~~
- ~~2. presents a notarized statement from the claimant that he/she is either the sole party at interest or he/she is authorized to represent all parties at interest and present supporting proof.~~

~~The Eudora Welty House shall not immediately relinquish custody of the object(s) to the claimant who appears to have the right to make the demand. The Eudora Welty House shall exercise its right to review the documents carefully to see if the Eudora Welty House has evidence that may counter the claimant's demand.~~

~~The Eudora Welty House shall defend its custody of the object(s) claimed if any of the following apply:~~

- ~~1. Evidence that the claimant knew, or should have known, that the Eudora Welty House thought it owned the object(s) and that the claimant delayed in bringing his/her action to the detriment of the Eudora Welty House.~~
- ~~2. Evidence that the claimant "slept on his rights," that is he/she failed to use due diligence in seeking out his/her property.~~
- ~~3. Evidence that the museum has publicly displayed the object as its own or otherwise publicized it as such.~~

~~In cases where the Eudora Welty House cannot defend its custody of the Object(s) Found in Collections, the Eudora Welty House shall make an effort to obtain ownership by suggesting to the claimant the possibility of formally donating the object(s) to the Eudora Welty House.~~

~~Source: *Miss. Code* § 39-7-1 (1972, as amended)~~

#### ~~*Rule 1.10 Access To and Use of Collections and Collections Records*~~

##### ~~A. Policy~~

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

~~The Eudora Welty House 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 and collections records will not be unreasonably denied. However, acknowledging its responsibility to safeguard the collections and collections records, the Eudora Welty House reserves the right to control access to prevent the following:~~

- ~~1. Deterioration, mutilation, loss, or dislocation of objects and/or collections records~~
- ~~2. Undue interference with the administrative, professional, and technical operations of the Eudora Welty House~~
- ~~3. Undue impact on the furnishing of services to our users.~~

~~Authority for permitting and monitoring access to and use of the collections and collections records is shared by the Site Director and the Curator of Collections. Should particular questions arise regarding proper, legitimate access to and use of the collections and collections records, the Department of Archives and History's legal counsel will be consulted.~~

#### ~~B. Procedures~~

~~A written request specifying the objects and records to be examined (and if the researcher wished to photograph the objects and in what format), the purpose and proposed date of the examination, and the researcher's current address, email address, and daytime phone number, should be submitted to the Curator of Collections.~~

~~If the request meets with the established access policy of the Eudora Welty House, the Curator of Collections will schedule an appointment with the researcher and will provide supervised access to the specified objects and records. Access to the collections and the collections records may be limited both by the availability of staff time to provide adequate supervision and by the potential damage to particularly fragile objects from movement and handling during examination. Any copying and photography costs shall be the responsibility of the researcher. The researcher shall give the Eudora Welty House copies of any photographs, papers or publications which result from his/her study of the Eudora Welty House's collections.~~

~~Normally, examination of collections and collections records by a researcher will take place in the Collections Office under the supervision of the Curator of Collections. If the size and/or fragility of the object to be examined does not permit the object to be easily and safely removed from the collections storage room, or from exhibit, then the Curator of Collections or the Site Director may allow the researcher strictly supervised access to the storage room or exhibit area to examine the specific object, fully documenting such access on the collections storage room access log. Unsupervised access to collections storage rooms by persons other than the Site Director or the Curator of Collections is not permitted.~~

Source: *Miss. Code § 39-7-1* (1972, as amended)

*Rule 1.11 Copyright Policy.*

The copyright on all works created by Eudora Welty and Eudora Welty's persona are owned by the Eudora Welty, LLC. Permission must be granted in writing by the Eudora Welty, LLC to the requestor and the Eudora Welty House prior to the museum authorizing the use of protected artifacts owned by the Eudora Welty House.

Source: *Miss. Code § 39-7-1* (1972, as amended)

*Rule 1.12 Reproduction of Objects in Collections.*

The Eudora Welty House reserves all rights for the reproduction of objects in the Eudora Welty House collections. No commercial reproduction (replica manufacture of any sort) is permitted without a written agreement approved by the Site Director, Museum Division Director, Department Director, and the Board of Trustees. In general, non-educational or commercial reproductions of objects will not be approved. The Eudora Welty House reserves the right to license vendors, collect royalties, initiate fees, or otherwise control the use of its collections as may be deemed appropriate and lawful. A Permission to Reproduce form must be completed which includes the following guidelines for reproducing artifacts:

The Eudora Welty House has guidelines regarding the reproduction of items in its collections, and we ask that you adhere to them. Please understand that these guidelines are not intended to be obstacles to your efforts. Rather, they are meant to protect the historic integrity of the item, preventing possible confusion as to the original in the years ahead.

- A. All requests to reproduce an artifact must be made in writing to the Museum Director or Curator of Collections. The Permission to Reproduce form must be completed and approved by the Collections Committee prior to starting the reproduction.
- B. All costs incurred by the Museum associated with the reproduction of an artifact including the use fee must be paid prior to the Museum's release of information (measurements, slides, transparency, copy print, etc).
- C. All reproductions will be altered in a significant way from the configuration of the original artifact (i.e. vary measurements, material, paint colors).
- D. All reproductions will have a credit line printed on the reproduction. The credit line shall read "Reproduced from the collection of the Eudora Welty House, Mississippi Department of Archives and History, Jackson, Mississippi."
- E. The following information must be furnished to the Museum upon completion of the reproduction:
  - 1. a color photograph of the reproduction
  - 2. a photograph of the credit line

- ~~3. name/address/telephone number of the person(s) or company who made the reproduction~~
- ~~4. name/address/telephone number of the person who maintains possession of the reproduction~~
- ~~5. small samples of any materials used~~

This information will be kept in the Museum's permanent files for future reference.

Source: *Miss. Code* § 39-7-1 (1972, as amended)

*Rule 1.13 Photography of Collections.*

~~A. Limitations on Public Photography of Collections~~

- ~~1. Public photography is not allowed in the Eudora Welty House, but is allowed in the garden areas.~~
- ~~2. No publication or commercial use of photographs taken in the exhibition or garden areas is permitted without the written approval of the Site Director.~~

~~B. Request for Photographs of Collections~~

- ~~1. Requests for obtaining photographs of objects in the Eudora Welty House collections will be submitted in writing to the Site Director or the Curator of Collections.~~

~~If a photograph is requested a Permission to Photograph form must be completed agreeing to the guidelines stipulated by the Museum and printed on the form as follows:~~

- ~~a. The user is obligated under the law (Title 17, U.S. Code) not to use these photographs or permit these photographs to be used for any further reproduction without express permission of the copyright owners. The user assumes all copyright responsibility for the item(s) listed above and will hold the Museum harmless from any liability to the copyright owners for any misuse of such materials.~~
- ~~b. No other edition, duplication, alteration, or transfer to other persons or institutions is permitted without prior written consent from the Museum. Such authorization is non-exclusive, and the Museum does not surrender its own right to publish or to grant others permission to do so.~~
- ~~c. The user understands that publication of the image requires written consent from the Eudora Welty House, the completion of a *Permission to Publish* form, and other fees.~~

~~C. The Eudora Welty House will establish and adjust as necessary a fee schedule for all photography and other copy work.~~

~~D. Due to limited staff resources and time, the Eudora Welty House may be unable to fulfill a specific photographic request if there is not already an existing negative, transparency, or digital image.~~

- ~~E. Researchers wishing to photograph objects in the collections with their own photographic equipment may do so only with prior approval.~~
- ~~F. Researchers wishing to hire an outside vendor to photograph objects in the collections may do so only with prior approval. The Eudora Welty House reserves the right to select the vendor to provide such special photographic services. The researcher must make direct arrangements with the vendor for payment of vendor services.~~
- ~~G. If the request is to publish a photograph of an object, then a Permission to Publish Form must be completed and submitted for approval by Site Director or Curator of Collections. Requester must abide by the following conditions printed on the form:~~
- ~~1. The user is obligated under the law (Title 17, U.S. Code) not to use these photographs or permit these photographs to be used for any further reproduction without express permission of the copyright owners. The user assumes all copyright responsibility for the item(s) listed above and will hold the Museum harmless from any liability to the copyright owners for any misuse of such materials.~~
  - ~~2. No other edition, duplication, alteration, or transfer to other persons or institutions is permitted without prior written consent from the Museum. Such authorization is non-exclusive, and the Museum does not surrender its own right to publish or to grant others permission to do so.~~
  - ~~3. Permission is granted for one time use only. Photographic material may not be reused without written permission of the Museum.~~
  - ~~4. The Museum reserves the right to withhold permission for any use judged to be disharmonious with the mission and objectives of the Museum.~~
  - ~~5. Web site and other digital reproductions must have a resolution no greater than 72 dpi for an image up to 8x10.~~
  - ~~6. Photographs must be credited as follows: **"Collection of the Eudora Welty House, Mississippi Department of Archives and History."**~~
  - ~~7. All images on loan to the user must be returned to the Eudora Welty House within ninety (90) days of the date "approved by" the Eudora Welty House representative listed on the front of this form. Should user fail to return the image, slide, or transparency within the ninety day period, user must pay a fine of \$150.00 to the Eudora Welty House for replacement cost.~~
  - ~~8. The Museum must be provided with a complimentary copy of any publication.~~
  - ~~9. A use fee of \$50.00 per item is charged for all images used in a public or private exhibit, for a publication, or for potential profit.~~
- ~~H. Purchase of copyrighted photographic prints or transparencies of collection objects does not convey to the purchaser any rights of copyright. Certain works of art as well as photographs of those works of art may be protected by copyright, trademark, or related interests not owned by the Eudora Welty House. The responsibility for ascertaining~~

~~whether any such rights exist and for obtaining all other necessary permissions remains with the purchaser.~~

~~I. The Eudora Welty House reserves the right to levy fees for the use of its copyright materials, photographs, and reproductions.~~

~~J. The Eudora Welty House reserves the right to deny a request for photographs of the collections if fulfilling the request would lead to one or more of the following conditions:~~

~~1. endanger the physical security of the collections~~

~~2. undermine the intellectual integrity of the collections~~

~~3. pose an excessive administrative burden~~

~~4. violate the terms of a loan~~

~~5. infringe on copyrighted material~~

~~6. involve a use for illegal or unethical purposes~~

~~7. violate privacy, publicity, or other personal rights of any party~~

~~8. libel, slander, or cause undue ridicule or embarrassment to any person or organization~~

~~9. imply an institutional endorsement of any product, company, or enterprise~~

Source: *Miss. Code* § 39-7-1 (1972, as amended)

#### ~~Rule 1.14 Care of Collections.~~

##### ~~A. Inventory~~

~~The Curator of Collections is responsible for maintaining an up-to-date location record for all objects owned and accessioned into the permanent collection by the Eudora Welty House as well as those objects borrowed by the Eudora Welty House. The Curator of Collections will complete a comprehensive inventory of the collections every ten years and will complete a spot check inventory on an annual basis. Inventories will be conducted according to specific procedures outlined in the inventory manual maintained by the Curator of Collections.~~

##### ~~B. Handling Collections~~

~~The Eudora Welty House's permanent collection is to be handled only in a manner that enhances its preservation. Objects in the permanent collection are to be handled only by trained staff members or, on occasion, by trained volunteers. The Curator of Collections is responsible for training and supervising any such volunteers. Written guidelines for handling objects are included in the collections management manual maintained by the Curator of Collections.~~

##### ~~C. Conservation~~

~~The Eudora Welty House holds and cares for its collections as a public trust and is committed to the standards of collections care and conservation established by the American Institute for Conservation and Heritage Preservation: the National Institute for the Conservation of Cultural Property. The Eudora Welty House recognizes the importance of preventive maintenance and environmental monitoring and control in~~

enhancing the preservation of collections. The Eudora Welty House will contract with professional conservators on a regular basis for professional conservation treatment of objects in the permanent collection. All conservation treatments will be properly executed and documented.

The authority for conservation treatment of objects is shared by the Curator of Collections and the Site Director. The Curator of Collections is responsible for preparing a strategic conservation plan detailing conservation priorities based on the recommendations of surveys of the collection and the building conducted by conservation professionals. The Curator of Collections will update the strategic plan on an annual basis and submit the plan to the Site Director for approval and incorporation into the Eudora Welty House's comprehensive strategic plan. Written guidelines for staff conservation procedures to be followed in case of emergency are located in the disaster preparedness manual maintained by the Curator of Collections.

Source: *Miss. Code* § 39-7-1 (1972, as amended)

*Rule 1.15 Risk Management.*

A. Policy

The Eudora Welty House will make every attempt to minimize risks to the collections, the buildings, the staff, and the visitors. The Site Director is responsible for the overall physical safety and security of the collections and the buildings, staff, and visitors.

B. Procedures

Procedures for managing and caring for the collections in a proper manner which enhances their preservation and security are included in the collections management manual maintained by the Curator of Collections. Procedures to be followed for the protection of the collections, the buildings, the staff, and the visitors in case of emergency are included in the disaster preparedness manual maintained by the Curator of Collections. The Eudora Welty House will maintain material safety data sheets (with guidelines for the safe use and disposal of chemicals) for products used by staff in performing such duties as conservation and exhibit fabrication, as well as for cleaning products and fumigants.

C. Insurance

The Eudora Welty House's collections and its building are insured by the State of Mississippi through the Department of Finance and Administration. The state's insurance policy covers the building and its contents (not including artifacts), and has additional fine arts coverage to insure the permanent collection (a minimum coverage of \$5M per occurrence). Artifacts in transit or on loan to the Eudora Welty House are also covered by this policy.

~~The Eudora Welty House will routinely provide insurance coverage as appropriate for objects borrowed by the Eudora Welty House for exhibition or research (incoming loans). The Eudora Welty House will not routinely provide insurance coverage for objects or materials temporarily left in the custody of the Eudora Welty House for potential acquisition, identification, photography and/or copying (temporary custody).~~

~~The Eudora Welty House will require insurance coverage for any object(s) it places on loan to another museum, with the cost of such insurance coverage to be borne by the borrowing museum.~~

~~The Department of Finance and Administration has authority for purchasing and arranging insurance coverage. The Curator of Collections will notify the Museum Division Director of Collections of any insurance needs. The Museum Division Director of Collections will be responsible for working directly with the Department of Finance and Administration on those needs. Procedures for obtaining insurance coverage are included in the collections management manual maintained by the Curator of Collections.~~

Source: *Miss. Code* § 39-7-1 (1972, as amended)

*Rule 1.16 Ethics.*

~~A. The Eudora Welty House Code of Ethics~~

~~All staff members will adhere to the Code of Ethics for the Eudora Welty House. Board members and staff members must refrain from any private or public activity which might be in conflict with, or appear to be in conflict with, the mission and interests of the Eudora Welty House.~~

~~B. Personal Collection~~

~~Staff shall not use his/her position to obtain for personal use and benefit items falling within the collection realm of the Eudora Welty House. No individual shall be involved in buying and selling historical articles for profit as a dealer, or on behalf of a dealer, or retain an interest in a dealership.~~

~~Staff shall not compete with the Eudora Welty House in any personal collection activity. If items purchased by a staff member fall within the collection areas of the museum, they must be offered to the museum within sixty days at the actual cost of the artifact.~~

~~Staff shall notify the Museum Division Director in writing of all personal collection and if asked, shall supply an inventory of items in their collection. If a staff member elects to sell an item from his/her personal collection, he/she will be expected first to offer the item to the Eudora Welty House at a fair market price.~~

~~Staff involved in accepting artifacts and/or the daily activities of the collections office (Department Director, Museum Division Director, Site Director, and Curator of Collections) shall not acquire personal collections of the same nature as the Eudora Welty House. This policy excluded readily available books and materials relating to Eudora Welty.~~

~~Collections acquired by staff through gifts, through inheritance, or prior to employment, as well as those not within the mission of the Eudora Welty House, shall be exempt from this policy.~~

~~C. Appraisals~~

~~Due to a possible conflict of interest with the Internal Revenue Service, staff members shall not, in their official or unofficial capacities, provide monetary appraisals of objects for donors, potential donors, staff, members of the MDAH Board of Trustees, or the general public. The Eudora Welty House may provide names of appraisers, but shall not provide an endorsement. The Eudora Welty House may provide identification and authentication assistance for professional and/or educational purposes only.~~

~~Appraisals of objects owned by the Eudora Welty House may be made for internal use such as insurance coverage. The Eudora Welty House shall contract with objective and qualified appraisers as needed.~~

~~Source: Miss. Code § 39-7-1 (1972, as amended)~~

~~Rule 1.17 Glossary:~~

- ~~A. Accessioning—the formal process of accepting and recording an object or group of objects for the permanent collection acquired from the same source at the same time for which the Museum has legal title.~~
- ~~B. Accession number—a three part number assigned to an individual object during accessioning to identify and distinguish that object from all other objects.~~
- ~~C. Acquisition—the formal process of discovering, evaluating, negotiating for, taking custody of, and documenting title to an object or group of objects.~~
- ~~D. Cataloging—the formal process of classifying objects according to the Chenhall nomenclature system and fully documenting objects with complete descriptive detail.~~
- ~~E. Chenhall nomenclature system—a system of naming and classifying man-made objects into major categories and sub-categories according to their function (Chenhall, Robert G., Nomenclature for Museum Cataloging: A System for Classifying Man-Made Objects, Nashville: American Association for State and Local History, 1978).~~
- ~~F. Deaccession—the formal process of removing an object or group of objects from accessioned status in the permanent collection.~~
- ~~G. Disposal or Disposition—the formal process of disposing of a deaccessioned object or group of objects.~~

Source: *Miss. Code* § 39-7-1 (1972, as amended)

*Rule 1.18 Examples of Standard Forms and Plans.*

- A. ~~Temporary Custody Receipt~~
- B. ~~Deed of Gift~~
- C. ~~Eudora Welty House Code of Ethics~~
- D. ~~Collections Management Manual~~
- E. ~~Disaster Preparedness Plan~~
- F. ~~Maintenance Schedules~~
- G. ~~Material Safety Data Sheets~~
- H. ~~General/Standard Facilities Report~~
- I. ~~Outgoing Loan Agreement~~
- J. ~~Incoming Loan Agreement~~
- K. ~~Mississippi's Museum Unclaimed Property Act~~
- L. ~~Condition Report~~
- M. ~~Permission to Publish Form~~
- N. ~~Accession Form~~
- O. ~~Form Documenting Review of Policies~~
- P. ~~Deaccession Form~~

Source: *Miss. Code* § 39-7-1 (1972, as amended)

**Collections Policy of the Manship House Museum. REPEAL.**

*(Approved by the Board of Trustees on October 16, 2009)*

**Introduction**

~~A. Purpose of the Collections Policy~~

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

~~B. Statement of the Purpose/Mission of the Museum~~

~~The Manship House Museum is administered by the Museum Division of the Mississippi Department of Archives and History, a state agency which was established in 1902. The Mississippi Department of Archives and History is governed by a nine member Board of Trustees. Members of the Board of Trustees are elected by the Board, subject to confirmation by the Mississippi State Senate, for a six-year term, and may succeed themselves. The director of the Department of Archives and History, who serves as Secretary to the Board of Trustees, is also elected for a six-year term and may succeed himself.~~

~~The Manship House Museum opened as a museum in 1982 under the name Manship House. On January 20, 1995, the Department's Board of Trustees granted permission for the name to be changed to the Manship House Museum (hereinafter referred to as the~~

~~Museum). The purpose of the Museum is to preserve the home of the Charles Henry Manship family and interpret the family's lifestyle through educational programming and by collecting and exhibiting related artifacts.~~

~~To accomplish this purpose, the Museum shall collect, research, preserve, exhibit, and interpret objects in accordance with the collection categories listed below.~~

~~C. Types and Status of Collections~~

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

~~1. Permanent Collection~~

~~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.~~

~~2. Education Collection~~

~~Those expendable objects which directly relate to the purpose of the Museum, enhance the understanding of nineteenth-century life, and contribute to and enhance the visual and educational impact of programs and exhibits. These objects may be made available to the public for examination, for study, or through various programs, exhibits, and hands-on activities. Objects in the education collection consist of reproductions, duplicate, or expendable objects that are not accessioned into the permanent collection and are inventoried into their own separate collection maintained by the collections manager.~~

~~D. Scope of Permanent Collection~~

~~The scope of the collection of the Museum shall be artifacts that directly relate to the house and lifestyle of Charles Henry Manship and his family and to the furniture and decorative arts of the nineteenth century. Only objects crafted before 1888 or accurate reproductions will be exhibited in the historic house.~~

~~E. Delegation of Responsibility for Implementation of the Collections Policy~~

~~The director is responsible for supervising the proper implementation of the collections policy. The director has delegated the day-to-day care and management of the collections to the collections manager. Comprehensive collections care and management procedures (for accessioning, cataloging, deaccessioning, documentation, access, loans, handling, etc.) are outlined in a collections management manual maintained by the collections manager. Specific emergency collections care and management procedures are outlined in a disaster preparedness manual maintained by the collections manager.~~

~~F. Provision for Review and Revision of Collections Policy by Staff and Board~~

~~The collections policy will be reviewed by the director and the collections manager at least every three years and, when necessary, appropriate revisions will be presented to the Board of Trustees for the Board's review and approval. A Review of Policies Worksheet will be completed at the time of each review and placed in the files of the collections manager.~~

~~G. Provisions for Review of Collections by an Attorney~~

~~The collections policy and any subsequent revisions will be reviewed by an attorney to insure that the policy is in compliance with federal, state, and local regulations.~~

Source: *Miss. Code* § 39-7-1 (1972, as amended).

*Rule 7.1 Acquisition.*

~~A. 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 Collections Committee (consisting of the Museum Division director, the Museum director, and the collections manager) or the Department director.~~

~~B. Criteria for Acquisition~~

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

- ~~1. Objects must be relevant to, and consistent with, the museum's purposes and activities: chiefly research, preservation, exhibition, and/or interpretation.~~
- ~~2. The Museum must be able to provide proper care and storage for objects in keeping with professionally accepted standards.~~
- ~~3. 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.~~
- ~~4. The Museum and its staff shall be in full compliance with state, federal, and international laws and regulations governing the acquisition, sale, and transfer of cultural properties.~~
- ~~5. Title to all objects acquired for the permanent collection shall be obtained free and clear without restrictions to use or future disposition.~~
- ~~6. The present owner shall have a clear and verifiable title of ownership to the object and shall have obtained the object legally and ethically.~~
- ~~7. 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.~~
- ~~8. Acceptance of the object will not result in major expense in conservation disproportionate to its usefulness.~~
- ~~9. Funding for the purchase of an object will be at a fair market value affordable to the Museum.~~

~~C. Procedures~~

~~All offers of objects to the Museum whether by donation, by bequest, by purchase, or by transfer should be referred to the collections manager, the director, the Museum Division director, or the Department director. The potential donation is then reviewed by the Collections Committee. If the object offered to the Museum requires temporary deposit in the Museum's custody before a decision regarding the acquisition of the object can be made, then a Temporary Custody Receipt should be signed by the object's owner and the Museum staff person receiving the object (director, collections manager, Museum Division director, the Department director or their designee). This receipt outlines the terms of temporary custody, the length of which cannot exceed sixty days. After study and review of the object, the Collections Committee will determine whether or not to acquire the object.~~

~~If the decision is made not to acquire the object, then the director or the collections manager will be responsible for returning the object to the owner, according to the~~

terms of agreement outlined in the Temporary Custody Receipt and for documenting the return.

~~If the decision is made to acquire the object, then the collections manager, the director, Museum Division director, or Department director will initiate and complete the acquisition of the object in the following manner:~~

- ~~1. If the object is to be donated, a Deed of Gift should be signed by the donor and the collections manager, the director, the Museum Division director, or the Department director. The Deed of Gift formally transfers the complete ownership and physical possession 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 shall be provided to the donor, and the Deed of Gift shall be kept on file by the collections manager.~~
- ~~2. 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 by the collections manager.~~
- ~~3. If the object is to be purchased, a copy of the invoice as approved and authorized by the director should be provided and shall be kept on file by the collections manager. If the cost of the object to be purchased is over \$2,000.00, the purchase must have the approval of the Board of Trustees.~~
- ~~4. If the object is to be transferred from another division of the Department of Archives and History, appropriate written documentation regarding the object should be provided by that division's director or the director's designee and shall be kept on file by the collections manager.~~
- ~~5. If the object is to be transferred from the education collection to the permanent collection, appropriate written documentation regarding the object should be provided and shall be kept on file by the collections manager.~~
- ~~6. A duplicate copy of records documenting the Museum's legal ownership of objects shall be maintained in the Charlotte Capers Archives and History Building for security. Records are updated annually by the collections manager.~~

#### ~~D. Recordkeeping~~

##### ~~1. Permanent Collection~~

~~All objects acquired for the permanent collection are accessioned, cataloged according to the Chenhall nomenclature system, numbered, and photographed, and entered into PastPerfect collections management software, according to professionally accepted standards. Accession and catalog records on the permanent collection are maintained in the collections manager's office by the collections manager. Duplicate accession and catalog records are maintained in the Charlotte Capers Archives and History building for security. Records are updated annually by the collections manager.~~

##### ~~2. Education Collection~~

~~Objects acquired for the education collection (expendable objects which contribute to the Museum's educational programs and exhibits and are available directly to the public) are inventoried, but not accessioned into the permanent collection. Objects in the education collection may be upgraded to~~

permanent collection status at the discretion of the director and the collections manager. A list of objects in the education collection is maintained in the collections manager's office by the collections manager.

#### ~~E. Exclusions~~

~~The Manship House Museum endorses and adheres to the American Association of Museums (AAM) Special Policy Committee Report approved by the AAM Council; that is, the Manship House Museum abstains from purchasing and accepting donations of antiquated objects exported from their countries of origin in contravention to the terms of the UNESCO Draft Convention. The Manship House Museum also strives to comply with regulations imposed by Native American Graves Protection and Repatriation Act and the Guidelines Concerning the Unlawful Appropriation of Objects During the Nazi Era set forth by AAM. The Museum will abide by all local, state, federal, and international laws.~~

Source: *Miss. Code* § 39-7-1 (1972, as amended).

#### ~~Rule 7.2 Deaccession.~~

##### ~~A. 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 director, Museum Division director, and the Department director before submission to the Board of Trustees. Only if the deaccession request is approved by the Board of Trustees and signed by the President, is the Museum authorized to proceed with the deaccession and disposal.~~

~~The Museum has a continuing obligation to review and evaluate the strengths and weaknesses of its existing collection and, in light of such evaluation, to reformulate and restate in writing its overall collections policy utilizing professionally accepted standards. Deaccessioning is the formal process used to legally and permanently remove an object from collections. When undertaking the deaccession and disposition of items, the museum proceeds with the knowledge that it holds its collections as a public trust.~~

##### ~~B. Criteria for Deaccession~~

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

- ~~1. The object has ceased to have relevance and consistency with the Museum's purpose and activities.~~
- ~~2. The object has deteriorated beyond usefulness.~~
- ~~3. 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.~~
- ~~4. The Museum is unable to continue to provide care and storage for the object in keeping with professionally accepted standards.~~
- ~~5. The object's care and storage are far more expensive than the value of the object as it relates to the Museum's purpose and activities.~~
- ~~6. The object lacks authenticity or is so lacking in documentation as to render it valueless for purposes of scholars or public education.~~

- ~~7. The object has been lost or stolen and remains so for ten years or more.~~
- ~~8. The object may be replaced with a similar object of greater significance, quality, and better condition.~~
- ~~9. The object is subject to legal and ethical standards such as the Native American Graves Protection and Repatriation Act.~~
- ~~10. The object is subject to the American Association of Museums' Unlawful Appropriation of Objects during the Nazi Era guidelines.~~

#### ~~C. Procedures~~

~~The collections manager may recommend to deaccession an object if, in his/her opinion, and based upon the criteria set forth in the deaccession policy, the deaccessioning of the object is beneficial to proper collections management. A Deaccession Request Form identifying the object, its condition, the reason(s) for deaccessioning, recommended means of disposal, and any other pertinent information necessary for evaluation of the object must be completed by the collections manager and submitted to the Collections Committee for approval. If approval is received, additional approval is needed from the Department director before being submitted to the Board of Trustees for review and approval. No object is to be deaccessioned unless the Museum has clear and unrestricted legal title to the object, and if there are any questions regarding the title, the Museum's legal counsel will be consulted.~~

~~As a courtesy, the collections manager or director may attempt to notify the donor if the object was accessioned within the last ten years. This procedure should not be misconstrued as a request for permission to deaccession.~~

~~If a deaccessioned object is to be sold, an appraisal of the object's fair market value will be completed by a qualified, objective appraiser. Deaccessioned objects will not be sold or given, publicly or privately, to any Museum employees or other Department of Archives and History employees, members of the Board of Trustees, their families, or their representatives. Complete records will be maintained on all deaccessioned objects and their subsequent disposition.~~

#### ~~D. Methods of Disposal~~

~~A deaccessioned object may be disposed of by one of the following methods:~~

- ~~1. Transfer to another more appropriate division of the Department of Archives and History.~~
- ~~2. Placement in the education collection of the Museum, if appropriate.~~
- ~~3. Donation to an appropriate non-profit museum or scholarly or cultural institution or organization preferably within the state of Mississippi, especially if the object is from the state.~~
- ~~4. Repatriation to the federally recognized tribe which has established a legal claim to ownership of the object in accordance with the Native American Graves Protection and Repatriation Act.~~
- ~~5. Restitution of works stolen by the Nazis in accordance with American Association of Museums' guidelines concerning the unlawful appropriation of objects during the Nazi era.~~

6. ~~Sale at an advertised public auction or in the public marketplace in a manner that complies with state law and that will best protect the interests, objectives, and legal status of the Museum.~~
  7. ~~Destruction of the object (only if the object has deteriorated beyond usefulness and no other method of disposal is appropriate).~~
- E. ~~Use of Proceeds Derived from Deaccession/Disposal~~  
~~Any funds derived from the sale of deaccessioned objects will be used solely for collections acquisition or conservation.~~
- F. ~~Recordkeeping~~  
~~All records of deaccessioned objects will be clearly marked "Deaccessioned" and a "Deaccessioned Objects" file containing a complete record of deaccessioned objects and their subsequent disposal will be maintained by the collections manager.~~

Source: ~~Miss. Code § 39-7-1 (1972, as amended).~~

*Rule 7.3 Incoming Loans:*

A. ~~Policy~~

~~Authority for incoming loans is shared by the director and the collections manager. The Museum may borrow objects from institutions and individuals for specific purposes such as exhibition and/or research. Loans of objects from individuals are limited to a time period of two years with an option to renew if agreeable to both parties. Loans of objects from institutions are usually limited to a time period of five years or less, but may under special circumstances be arranged for a specified time period of over five years at the recommendation of the director and with the approval of the Board of Trustees.~~

~~To receive such approval, the director will provide the Board with written justification for the loan request that considers the following criteria:~~

- ~~1. The object is of unique quality and relevant to a specific exhibition purpose of the Museum.~~
- ~~—2. Care and custody of the object will not exceed the Museum's resources.~~
- ~~—3. The extended loan of the object may lead to donation of the object to the museum.~~

~~A loan may be terminated before the agreed upon end date by either party, provided that written notice of termination is received thirty days in advance of the proposed early termination date.~~

~~In accordance with Mississippi's Museum Unclaimed Property Act (Mississippi Code 1972 Annotated, Section 39-19), 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 withstand 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 of the object.~~

Complete records on all incoming loans are maintained in the collections manager's office by the collections manager.

#### B. Procedures

For objects on loan from individuals for a period of two years or less or five years or less for institutions, an Incoming Loan Agreement must be signed by the Lender and an authorized Museum staff person (the director, collections manager, or their designee). For objects on loan from institutions for a period of over five years, an Incoming Loan Agreement must be signed by the Lender and the director, with prior approval from the Board of Trustees.

The Incoming Loan Agreement outlines the terms of the loan specifying the loan purpose, time period, insurance coverage, and the responsibilities of both the Borrower and the Lender. Conditions for Incoming Loan requirements including care and preservation, packing and transportation, insurance, photography and credit, ownership and/or address change, and the return of loans are listed on the reverse side of the Incoming Loan Agreement. Copies of the Incoming Loan Agreement and Mississippi's Museum Unclaimed Property Act will be provided to the Lender; Incoming Loan Agreements will be kept on file by the collections manager. A condition report on the borrowed object(s) will be prepared by the collections manager; 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 collections manager 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 collections manager will monitor all incoming loans, document the safe return of borrowed objects to Lenders, and maintain complete, up to date records on incoming loans filed by calendar year in which the loan was accepted.

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 and in accordance with Mississippi's Museum Unclaimed Property Act. According to this law, the lender must notify the Museum of any change with the object's ownership or in the lender's address while the object(s) is in the custody of the Museum. If the object(s) is to be returned by mail or other carrier, the object(s) will be shipped to the owner to the address on record at the Museum's expense by restricted certified mail or other means that requires a receipt to be returned to the Museum certifying that the package has been received. In addition, an outgoing receipt will be sent at the time of artifact shipment for the lender's signature. Failure to sign and return said receipt shall release the Museum from any further liability for the object(s).

If the lender fails to collect the object(s) or if delivery cannot be affected after the removal date, the Museum will mail the lender at its address of record an official "notice to remove." The Museum assumes no responsibility to search for a depositor, or listed owner, not located at that address. After making all reasonable efforts and through no fault of its own, if the Museum is unable to return the object(s) within sixty days of the termination of the loan, then the Museum will have the right to place the object(s) in storage.

If after five years such property has not been reclaimed nor has the Museum received written communication from the lender, lender's successor, or persons authorized to represent the

lender, the Museum shall terminate the loan following the provisions of Mississippi's Museum Unclaimed Property Act. Once the provisions of Mississippi's Museum Unclaimed Property Act have been fulfilled, title to the unclaimed loan passes to the Museum and the object(s) shall become property of the Museum.

~~C. Objects in Temporary Custody as Distinguished from Loans~~

~~The Museum distinguishes between objects loaned to the Museum for exhibition and/or research and objects deposited in the temporary custody of the Museum for purposes such as identification, examination (including copying and/or photography), or proposed acquisition. If such temporary custody of an object is needed, then a Temporary Custody Receipt for a maximum period of sixty days should be signed and dated by the object's owner and either the director, the collections manager, or their designee. The Temporary Custody Receipt will list the purpose of the deposit, the specified time period of the deposit, the method of return, and the terms of the custody including the provision that insurance of the object(s) is the responsibility of the depositor unless otherwise specified.~~

~~The director, collections manager, or their designee will be responsible for returning the object(s) to the owner according to the terms of agreement of the custody and for documenting the return. The collections manager will monitor all temporary custody objects, document the safe return of such objects to owners (unless the object(s) was a proposed acquisition subsequently accepted and accessioned into the collections), and maintain complete, up-to-date records on temporary custody objects filed by the calendar year in which the temporary custody was made.~~

~~The Museum will make all reasonable efforts to return borrowed objects to the Depositor in accordance with the terms outlined in the Temporary Custody Receipt and in accordance with Mississippi's Museum Unclaimed Property Act. According to this law, the depositor must notify the Museum of any change with the object's ownership or in the depositor's address while the object is in the custody of the Museum. If the object(s) are to be returned by mail or other carrier, the objects will be shipped to the owner at Museum's expense by restricted certified mail or other means that requires a receipt to be returned to the Museum certifying that the package has been received. The depositor will be sent an outgoing receipt at the time of shipment. Failure to sign and return said receipt shall release the Museum from any further liability.~~

~~If the depositor fails to collect the object(s) or if delivery cannot be affected after the removal date, the Museum will mail the depositor at its address of record an official "notice to remove." The Museum assumes no responsibility to search for a Depositor, or listed owner, not located at the address of record. After making all reasonable efforts and through no fault of its own, if the Museum is unable to return the object(s) within sixty days of the termination of the temporary custody agreement, then the Museum will have the right to place the object(s) in storage.~~

~~If after five years from the removal date noted on the face of the receipt, such property has not been reclaimed nor has the Museum received written communication from the depositor, depositor's successor, or persons authorized to represent the depositor, the Museum shall terminate the loan following the provisions of Mississippi's Museum Unclaimed Property~~

~~Act. Once the provisions of Mississippi's Museum Unclaimed Property Act have been fulfilled, title to the unclaimed loan passes to the Museum and the object(s) shall become the property of the Museum.~~

Source: *Miss. Code* § 39-7-1 (1972, as amended).

#### *Rule 7.4 Outgoing Loans.*

##### ~~A. Policy~~

~~The Museum may lend objects to qualified museums for specified purposes such as exhibitions 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 five years 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 on permanent display or are needed for exhibition and/or research purposes. Authority for outgoing loans is shared by the director and the collections manager subject to the approval of the Board of Trustees.~~

~~A loan may be terminated before the agreed upon end date by either party, provided that written notice of termination is received thirty days in advance of the proposed early termination date.~~

~~Complete records on all outgoing loans are maintained in the collections manager's office by the collections manager.~~

##### ~~B. Procedures~~

~~Museums seeking to borrow an object(s) must make a written request to the director 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 General/Standard Facilities Report will be purchased from the American Association of Museums by the proposed borrower, completed and returned to the director in a timely manner. The Collections Committee will review the written loan request and the completed General/Standard Facilities Report to determine if the proposed borrower meets professional standards. If professional standards are not met by the proposed borrower, the director or the collections manager 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 (their) physical condition or interfere with the Museum's own exhibition and/or research needs, the director may make a written recommendation to the Board of Trustees to approve the loan. Upon approval by the Board of Trustees, 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 director, the collections manager, or their designee. The Outgoing Loan Agreement outlines the terms of the loan specifying the loan purpose, time period, insurance coverage, required credit line, photography restrictions, stipulations against~~

repair or alteration of the object without written permission of the Museum, and other terms agreed upon by both parties. Conditions for Outgoing Loan requirements including care and preservation, packing and transportation, insurance, photography and credit, loan costs, return of loans, and borrower responsibility are listed on the reverse side of the Outgoing Loan Agreement.

The Outgoing Loan Agreement will be kept on file by the collections manager and a copy of the Outgoing Loan Agreement will be provided to the borrowing museum. The borrowing museum will provide a certificate of insurance as evidence that the object(s) is (are) adequately insured.

A condition report on the object(s) to be lent will be prepared by the collections manager. A copy of the condition report will be provided to the borrower if requested. The object will be photographed prior to its loan if suitable photographs documenting its condition do not already exist. The collections manager will be responsible for the packing, shipping, and/or transportation and insurance coverage for loaned objects. The collections manager will monitor all outgoing loans, document the safe return of loaned objects to the Museum, and maintain complete, up to date records on outgoing loans filed by the calendar year in which the loan was made.

Source: *Miss. Code* § 39-7-1 (1972, as amended).

#### *Rule 7.5 Documentation of Collections.*

##### *A. Policy*

The Museum will maintain adequate documentation both on the objects it owns and the objects that are placed in its custody. This is the responsibility of the collections manager. Such documentation will include, but not be limited to the following: accession files containing the Deed of Gift Form or other documentation of the Museum's legal title to the object and other information pertinent to the acquisition of the object, Temporary Custody Receipt file, Incoming Loan Agreement file, Outgoing Loan Agreement file, deaccession file, accession register or list (tripartite decimal system used), entries in Past Perfect collections management software, catalog cards (Chenhall nomenclature system used), donor or source card file, cross-reference file, inventory file, condition reports, conservation treatment records, black and white photographs (with fully indexed negatives), and color slides or digital images if appropriate. The Museum uses the collections management software PastPerfect which stores documentation of artifacts, consisting of Deed of Gifts, condition reports, photographs, and other pertinent information in the computer system. All information is backed up weekly on the state server, as well as weekly on tapes that are rotated and stored by the Mississippi Department of Archives and History Archives and Records Services Division.

All records pertaining to the collections will be properly maintained and securely housed using acidfree folders and other archivally safe materials in the collections manager's office.

On an annual basis, duplicate copies of the following records are maintained in the Charlotte Capers Archives and History Building for security:

- ~~1. Records documenting the Museum's legal ownership of objects (e.g., copies of Deed of Gifts or other documents)~~
- ~~2. Accession list (computer back-up)~~
- ~~3. Catalog record (computer back-up which provides an up-to-date location record)~~
- ~~4. Loan records for active incoming and outgoing loans.~~

~~B. Procedures~~

~~Specific procedures to be followed for the documentation of collections are outlined in the various sections of the collections policy and further described in the comprehensive collections management manual maintained by the collections manager.~~

~~C. Objects Found in Collections~~

~~Objects designated as Found in Collections (that is objects which lack significant documentation as to how they are in the custody of the museum) are subject to the same treatment and care as documented objects in the collections. Objects Found in Collection will receive a tripartite number with the second part being "00" (ie. 2008.00.1) to document the artifact until further research is conducted on the object. If accessioned, the artifact will follow the guidelines set forth in "Acquisition" section of this document. Objects Found in Collections are subject to deaccessioning if they meet at least one of the deaccession criteria stated in the collections policy. Any deaccessioning and disposition of Objects Found in Collections shall follow the deaccession and disposal procedures listed in the collections policy except that the Objects Found in Collections will not be sold or destroyed.~~

~~If the Museum is contacted by a person claiming to own an Object Found in Collections, the Museum shall maintain custody of Objects Found in Collections until a claimant fulfills all of the following:~~

- ~~1. presents to the Museum a clear explanation why the claimant believes he/she holds title, with supporting evidence, and~~
- ~~2. presents a notarized statement from the claimant that he/she is either the sole party at interest or he/she is authorized to represent all parties at interest and present supporting proof.~~

~~The Museum shall not immediately relinquish custody of the object(s) to the claimant who appears to have the right to make the demand. The Museum shall exercise its right to review the documents carefully to see if the Museum has evidence that may counter the claimant's demand.~~

~~—The Museum shall defend its custody of the object(s) claimed if any of the following apply:~~

- ~~1. Evidence that the claimant knew, or should have known, that the Museum thought it owned the object(s) and that the claimant delayed in bringing his/her action to the detriment of the Museum.~~
- ~~2. Evidence that the claimant "slept on his rights," that is he/she failed to use due diligence in seeking out his/her property.~~
- ~~3. Evidence that the Museum has publicly displayed the object as its own or otherwise publicized it as such.~~

~~In cases where the Museum can not defend its custody of the Object(s) Found in Collections, the Museum shall make an effort to obtain ownership by suggesting to the claimant the possibility of formally donating the object(s) to the Museum.~~

Source: *Miss. Code* § 39-7-1 (1972, as amended).

~~Rule 7.6 Access to and Use of Collections and Collections Records.~~

~~A. 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 and collections records will not be unreasonably denied. However, acknowledging its responsibility to safeguard the collections and collections records, the Museum reserves the right to control access to prevent the following:~~

- ~~— 1. Deterioration, mutilation, loss, or dislocation of objects and/or collections records~~
- ~~— 2. Undue interference with the administrative, professional, and technical operations of the Museum~~
- ~~— 3. 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 director and collections manager. Should particular questions arise regarding proper, legitimate access to and use of the collections and collections records, the museum's legal counsel will be consulted.~~

~~B. Procedures~~

~~A written request specifying the objects and records to be examined (and if the researcher wishes to photograph the objects and in what format), the purpose and proposed date of the examination, and the researcher's current address, email address, and daytime phone number, should be submitted to the director or the collections manager.~~

~~If the request meets with the established access policy of the Museum, the director or the collections manager will schedule an appointment with the researcher and will provide supervised access to the specified objects and records. Access to the collections and collections records may be limited both by the availability of staff time to provide adequate supervision and by the potential damage to particularly fragile objects from movement and handling during examination. Any copying and photography costs shall be the responsibility of the researcher. The researcher shall give the Museum copies of any photographs, papers, or publications which result from his/her study of the museum's collections.~~

~~Normally, examination of collections and collections records by a researcher will take place in the collections manager's office under the supervision of the director or the collections manager. If the size and/or fragility of the object to be examined does not permit the object to be easily and safely removed from the collections storage room or from exhibit, then the director or the collections manager may allow the researcher strictly supervised access to the~~

~~storage room or exhibit area to examine the specific object. Unsupervised access to collections storage room or Manship House Museum by persons not on the Museum staff is not permitted.~~

#### ~~C. Reproductions of Objects in Collections~~

~~The Museum reserves all rights for the reproduction of objects in the Museum collections. No commercial reproduction (replica manufacture of any sort) is permitted without a written agreement approved by the director, Museum Division director, Department director, and the Board of Trustees. In general, non-educational or commercial reproductions of objects will not be approved. The Museum reserves the right to license vendors, collect royalties, initiate fees, or otherwise control the use of its collections as may be deemed appropriate and lawful.~~

#### ~~D. Photography of Collections~~

##### ~~1. Limitations on Public Photography of Collections~~

- ~~a. No publication or commercial use of photographs taken inside the Manship House Museum is permitted without the written approval of the director.~~
- ~~b. Photography in the Visitors Center exhibition areas and Manship House Museum grounds for personal use is permitted during regular hours of public visitation unless otherwise posted. Public photography is not allowed in the Museum.~~
- ~~c. The use of flash units, strobe lights, or other potentially damaging artificial light sources by visitors to photograph the Visitors Center exhibition areas will normally not be permitted.~~
- ~~d. In the interest of public safety, Museum staff may limit or prevent the use of tripods in Visitors Center exhibition areas.~~

##### ~~2. Request for Photographs of Collections~~

- ~~a. Request for obtaining photographs of objects in the Museum's collections will be submitted in writing to the director or the collections manager.~~
- ~~b. The Museum will establish and adjust as necessary a fee schedule for all photographic and other copy work.~~
- ~~c. Due to limited staff resources and time, the museum may be unable to fulfill a specific photographic request if there is not already an existing negative, transparency, or digital image.~~
- ~~d. Researchers wishing to photograph objects in the collections with their own photographic equipment may do so only with prior Museum approval.~~
- ~~e. Researchers wishing to hire an outside vendor to photograph objects in the collections may do so only with prior Museum approval. The Museum reserves the right to select the vendor to provide such special photographic services. The researcher must make direct arrangements with the vendor for payment of vendor services.~~
- ~~f. If the request is to publish a photograph or digital image of an object, then Permission to Publish form stipulating that the photograph will be appropriately credited and that the Museum will be provided with a complimentary copy of the publication must be completed and submitted for approval by the director or the Museum Division director.~~
- ~~g. Purchase of copyrighted photographic prints or transparencies of museum objects does not convey to the purchaser any rights of copyright. Certain works of art as well as photographs of those works of art may be protected by copyright, trademark, or related interests not owned by the Museum. The responsibility for ascertaining~~

- whether any such rights exist and for obtaining all other necessary permissions remains with the purchaser.
- h. ~~The Museum reserves the right to levy fees for the use of its copyrighted materials, photographs, and reproductions.~~
  - i. ~~The Museum reserves the right to deny a request for photographs of the Museum's collections if fulfilling the request would lead to one or more of the following conditions:
    - i. ~~endanger the physical security of the collections~~
    - ii. ~~undermine the intellectual integrity of the collections~~
    - iii. ~~pose an excessive administration burden~~
    - iv. ~~violate the terms of a loan~~
    - v. ~~infringe on copyrighted material~~
    - vi. ~~involve a use for illegal or unethical purposes~~
    - vii. ~~violate privacy, publicity, or other personal rights of any party~~
    - viii. ~~libel, slander, or cause undue ridicule or embarrassment to any person or organization~~
    - ix. ~~imply an institutional endorsement of any product, company, or enterprise.~~~~

Source: *Miss. Code* § 39-7-1 (1972, as amended).

*Rule 7.7 Care of Collections.*

~~A. Inventory~~

~~The collections manager is responsible for maintaining an up-to-date location record for all objects owned and accessioned into the permanent collection by the Museum as well as those objects borrowed by the Museum. The collections manager will complete a comprehensive inventory of the collections every ten years and will complete a spot check inventory on an annual basis. Inventories will be conducted according to established procedures outlined in the collections management manual maintained by the collections manager.~~

~~B. Handling Collections~~

~~The Museum's permanent collection is to be handled only in a manner that enhances its preservation. Objects in the permanent collection are to be handled only by trained Museum staff members or, on occasion, by trained Museum volunteers. The director and collections manager are responsible for training and supervising any such volunteers.~~

~~C. Placement of Objects~~

~~The placement of objects in the Manship House Museum will be based on thorough research and documentation of 19th century furniture and decorative arts and the furnishing plans of 19th century rooms.~~

~~The director and collections manager will determine the placement of objects. Placement will be based on documented 19th century room furnishing plans. No major object should be moved without prior agreement of the director. A Collection Update form will be filled out and distributed to staff and volunteers by the collections manager when a new acquisition is accessioned and placed in the house or an object has been moved from its original location. Seasonal changes of furnishings and changes for special programs will be conducted according to written procedures and do not apply.~~

~~D. Conservation~~

~~The Museum holds and cares for its collections as a public trust and is committed to the standards of collections care and conservation established by the American Institute of Conservation and Heritage Preservation. The Museum recognizes the importance of preventive maintenance and environmental monitoring and control in enhancing the preservation of collections. The Museum will contract with professional conservators on a regular basis for professional conservation treatment of objects in the permanent collection. All conservation treatments will be properly executed and documented.~~

~~The authority for conservation treatment of the historic house and objects is shared by the director and the Museum Division director. The director and collections manager are responsible for preparing a strategic conservation plan detailing conservation priorities based on the recommendations of surveys of the collections and the building conducted by conservation professionals. The director will update the strategic plan on an annual basis and submit the plan to the Museum Division director for approval and incorporation into the Museum's comprehensive strategic plan. Written guidelines for conservation procedures for Museum staff to follow in case of an emergency are located in the disaster preparedness manual maintained by the collections manager.~~

Source: *Miss. Code* § 39-7-1 (1972, as amended).

*Rule 7.8 Risk Management.*

~~A. Policy~~

~~The Museum will make every attempt to minimize risks to the collections, the building, the staff, and the visitors. The director in conjunction with the Office of Capitol Police is responsible for the overall physical safety and security of the collections and the building, staff, and visitors.~~

~~B. Procedures~~

~~Procedures for managing and caring for the collections in a proper manner which enhances their preservation and security are included in the collections management manual maintained by the collections manager. Procedures to be followed for the protection of the collections, the building, the staff, and the visitors in case of emergency are included in the disaster preparedness manual maintained by the collections manager. The Museum will maintain material safety data sheets (with guidelines for the safe use and disposal of chemicals) for products used by Museum staff in performing such duties as conservation and exhibit fabrication, as well as for cleaning products used by the custodial staff, and for any fumigants used by the pest control company.~~

~~C. Insurance~~

~~The Museum's collections and its building are insured by the State of Mississippi through the Department of Finance and Administration. The state's insurance policy covers the building and its contents (not including artifacts), and has additional fine arts coverage to insure the permanent collection (a minimum coverage of \$5M per occurrence). Artifacts in transit or on loan to the Museum are also covered by this policy.~~

~~The Museum will routinely provide insurance coverage as appropriate for objects borrowed by the Museum for exhibition or research (incoming loans). The Museum will not routinely provide insurance coverage for objects or materials temporarily left in the custody of the~~

Museum for potential acquisition, identification, photography and/or copying (temporary custody).

The Museum will require insurance coverage for any object(s) it places on loan to another museum, with the cost of such insurance coverage to be borne by the borrowing museum.

The Department of Finance and Administration has authority for purchasing and arranging insurance coverage. The collections manager will notify the Museum Division director of collections of any insurance needs. The Museum Division director of collections will be responsible for working directly with the Department of Finance and Administration on those needs. Procedures for obtaining insurance coverage are included in the collections management manual maintained by the collections manager.

Source: *Miss. Code* § 39-7-1 (1972, as amended).

#### *Rule 7.9 Ethics:*

##### A. AAM Code of Ethics

The Board of Trustees of the Mississippi Department of Archives and History and all Museum staff members will adhere to the current Code of Ethics for Museums adopted by the American Association of Museums. Board members and staff members must refrain from any private or public activity which might be in conflict with, or appear to be in conflict with, the mission and interests of the Museum. No individual may use his or her position for personal gain or to benefit another at the expense of the Museum, its mission, its reputation, and the public it serves.

##### B. Personal Collecting

No individual will use his/her position to obtain for personal use and benefit items falling within the collecting realm of the Department of Archives and History. No individual will be involved in dealing (buying and selling historical articles for profit) as dealer, or on behalf of a dealer, or retain an interest in a dealership.

Staff members who collect historical articles which are also collected by the Department of Archives and History will notify the Department director in writing of their activities and will supply an inventory of items in their collections. In no instance shall a staff member become involved as a dealer of items collected. If a staff member elects to sell an item from his/her personal collection, he/she will be expected first to offer the item to the Department at a fair market price. The Department concurs with the prevalent thinking that it is unethical to engage in the buying and selling of archaeological artifacts.

Staff members must not compete with the Department in acquiring items for their collections. If items purchased by a staff member fall within the collecting areas of the Department, they must be offered to the Department within sixty days at the actual cost of the item. Staff members will be responsible for maintaining full documentation on items in their personal collections.

Staff members who are involved in collections acquisition for the Museum (that is the Department director, the Museum Division director, the director, and the collections manager)

are not allowed to acquire personal collections of the same nature as the Museum's collections. This policy excludes readily available books and materials relating to the nineteenth century.

~~C. Appraisals~~

~~Staff members will not, in their official or unofficial capacities, provide monetary appraisals of objects for donors, for potential donors, for staff or Board members, or for the general public. The Museum may provide names of appraisers, but shall not provide an endorsement. The Museum may provide identification and authentication assistance for professional and/or educational purposes only. Appraisals of objects owned by the Museum may be made for internal use such as insurance coverage. The Museum will contract with objective, qualified appraisers as needed.~~

Source: ~~Miss. Code § 39-7-1 (1972, as amended).~~

~~Rule 7.10 Glossary:~~

- ~~A. Accessioning—the formal process of accepting and recording an object or group of objects for the permanent collection acquired from the same source at the same time for which the Museum has legal title.~~
- ~~B. Accession number—a three part number assigned to an individual object during accessioning to identify and distinguish that object from all other objects.~~
- ~~C. Acquisition—the formal process of discovering, evaluating, negotiating for, taking custody of, and documenting title to an object or group of objects.~~
- ~~D. Cataloging—the formal process of classifying objects according to the Chenhall nomenclature system and fully documenting objects with complete descriptive detail.~~
- ~~E. Chenhall nomenclature system—a system of naming and classifying man-made objects into major categories and sub-categories according to their function (Chenhall, Robert G., Nomenclature for Museum Cataloging: A System for Classifying Man-Made Objects, Nashville: American Association for State and Local History, 1978).~~
- ~~F. Deaccession—the formal process of removing an object or group of objects from accessioned status in the permanent collection.~~
- ~~G. Disposal or Disposition—the formal process of disposing of a deaccessioned object or group of objects.~~

Source: ~~Miss. Code § 39-7-1 (1972, as amended).~~

~~Rule 7.11 Collections Forms:~~

- ~~A. Deed of Gift~~
- ~~B. Deaccession Request~~
- ~~C. Incoming Loan Agreement~~
- ~~D. Temporary Custody Receipt~~
- ~~E. Outgoing Loan Agreement~~
- ~~F. Permission to Publish~~

Source: ~~Miss. Code § 39-7-1 (1972, as amended).~~

## **Part 5 Chapter 9: Museum of Mississippi History Collections Policy. REPEAL.**

*(Approved by the Board of Trustees on July 22, 1994 Reviewed, Revised, and Approved April 22, 2005 and January 16, 2009)*

### **Introduction**

#### **A. 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 caring for and managing its collections properly.~~

#### **B. Statement of Purpose/Mission of the Museum**

~~The Museum of Mississippi History is administered by the Museum Division of the Mississippi Department of Archives and History, a state agency which was established in 1902. The Mississippi Department of Archives and History is governed by a nine member Board of Trustees. Members of the Board of Trustees are elected by the Board, subject to confirmation by the Mississippi State Senate, for a six year term, and may succeed themselves. The Director of the Department of Archives and History, who serves as Secretary to the Board of Trustees, is also elected for a six year term and may succeed himself.~~

~~The Museum of Mississippi History was founded in 1957 under the name Mississippi State Historical Museum. On January 20, 1995, the Department's Board of Trustees granted permission for the name of the Museum to be changed to Old Capitol Museum of Mississippi History and in January 2006 the Board authorized the name of the Museum to be changed to Museum of Mississippi History (hereinafter referred to as the Museum). The purpose of the Museum shall be the education of the public in the social, political, cultural, and economic history of the state of Mississippi from earliest times to the present.~~

~~To accomplish this purpose, the Museum shall collect, research, preserve, exhibit, and interpret objects in accordance with the collection categories listed below.~~

#### **C. Types and Status of Collections**

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

##### **1. Permanent Collection**

~~The permanent collection consists of 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. This collection is maintained by the Director of Collections.~~

##### **2. Education Collection**

~~The education collection consists of 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 education collection are readily available or objects that duplicate those already in the permanent collection and are not~~

~~accessioned into the permanent collection. These objects are inventoried in their own separate collection and maintained by the Director of Education.~~

~~3. Prop Collection~~

~~The prop collection consists of those expendable objects which do not relate directly to the purpose of the Museum but which contribute to and enhance the visual and educational impact of exhibits. Objects in the prop collection are not accessioned into the permanent collection. These objects are inventoried in their own separate collections and maintained by the Director of Exhibits.~~

~~D. Scope of Permanent Collection~~

~~The scope of the collection of the Museum shall be artifacts of Mississippi history and culture from the earliest times to the present. Objects acquired by the Museum shall represent material culture in Mississippi. The collection shall include documentation of individuals and cultural groups as well as objects which illustrate events and the history of arts and crafts in Mississippi. [NOTE: In January of 2005 due to a lack of adequate storage space the Museum requested and the Board granted a moratorium on collecting. The only exception to this moratorium is artifacts that fill significant deficiencies which limit the Museum's ability to interpret Mississippi history and those groups of artifacts that have been of significant scholarly or public interest in the past.]~~

~~E. Delegation of Responsibility for Implementation of the Collections Policy~~

~~The Museum Director is responsible for supervising the proper implementation of the collections policy. The Museum Director has delegated the day-to-day care and management of the collections to the Director of Collections. Comprehensive collections care and management procedures (for accessioning, cataloging, deaccessioning, documentation, access, loans, handling, etc.) are outlined in a collections management manual maintained by the Director of Collections. Specific emergency collections care and management procedures are outlined in a disaster preparedness manual maintained by the Assistant Director of Collections.~~

~~F. Provision for Review and Revision of Collections Policy~~

~~The collections policy will be reviewed by the Collections Committee (consisting of the Director of Collections, the Assistant Director of Collections, and the Museum Director) at least every three years and, when necessary, appropriate revisions will be presented to the Board of Trustees for the Board's review and approval.~~

~~The collections policy and any subsequent revisions will be reviewed by an attorney to insure that the policy is in compliance with federal, state, and local regulations.~~

~~A *Review of Policies Worksheet* will be completed at the time of each review and placed in the files of the Director of Collections.~~

*Rule 9.1 Acquisition:*

~~A. 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 Director of Collections, the Assistant Director of Collections, and the Museum Director, or the Department Director upon approval of the Collections Committee (consisting of~~

~~the Director of Collections, the Assistant Director of Collections, and the Museum Director).~~

#### ~~B. Criteria for Acquisition~~

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

- ~~1. Objects must be relevant to, and consistent with, the Museum's purposes and activities: chiefly research, preservation, exhibition, and/or interpretation.~~
- ~~2. The Museum must be able to provide proper care and storage for objects in keeping with professionally accepted standards.~~
- ~~3. 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.~~
- ~~4. The Museum and its staff shall be in full compliance with state, federal, and international laws and regulations governing the acquisition, sale, and transfer of cultural properties.~~
- ~~5. Title to all objects acquired for the permanent collection shall be obtained free and clear without restrictions to use or future disposition.~~
- ~~6. The present owner shall have a clear and verifiable title of ownership to the object and shall have obtained the object legally and ethically.~~
- ~~7. 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.~~
- ~~8. Acceptance of the object will not result in major expense in conservation disproportionate to its usefulness.~~
- ~~9. Funding for the purchase of an object will be at a fair market value affordable to the Museum.~~

#### ~~C. Procedures~~

~~All offers of objects to the Museum whether by donation, by bequest, by purchase, or by transfer should be referred to the Director of Collections, the Director of Collections' designee, the Museum Director, or the Department Director. The potential donation is then reviewed by the collections committee. The collections committee consists of the Director of Collections, Assistant Director of Collections, and Museum Director. If the object offered to the Museum requires temporary deposit in the Museum's custody before a decision regarding the acquisition of the object can be made, then a Temporary Custody Receipt should be signed by the object's owner and the Museum staff person receiving the object (the Director of Collections, the Assistant Director of Collections, the Museum Director, the Department Director, or their designee). This receipt outlines the terms of temporary custody, the length of which cannot exceed sixty days. After study and review of the object, the Collections Committee will determine whether or not to acquire the object.~~

~~If the decision is made not to acquire the object, then the Director of Collections or the Assistant Director of Collections 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. (See Section IV, "Incoming Loans," Part D, "Objects in Temporary Custody as Distinguished from Loans.") If the decision is made to acquire the object, then the Director of Collections, Assistant Director of Collections, Museum~~

~~Director, or Department Director will initiate and complete the acquisition of the object in the following manner:~~

- ~~1. If the object is to be donated, a Deed of Gift should be signed by the donor and the Director of Collections, the Director of Collections' designee, the Museum Director, or the Department Director. 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 shall be provided to the donor, and shall be kept on file by the Director of Collections.~~
- ~~2. 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 by the Director of Collections.~~
- ~~3. If the object is to be purchased, a copy of the invoice as approved and authorized by the Museum Director should be provided and shall be kept on file by the Director of Collections. If the cost of the object to be purchased is over \$2,000.00, the purchase must have the prior approval of the Board of Trustees.~~
- ~~4. If the object is to be transferred from another division of the Department of Archives and History, appropriate written documentation regarding the object should be provided by that division's Director or their designee and shall be kept on file by the Director of Collections.~~
- ~~5. If the object is to be transferred from the education or prop collection to the permanent collection, appropriate written documentation regarding the object should be provided and shall be kept on file by the Director of Collections.~~
- ~~6. A duplicate copy of records documenting the Museum's legal ownership of objects shall be maintained in the William F. Winter Archives and History Building for security. Records are updated annually by the Director of Collections.~~

#### ~~D. Recordkeeping~~

##### ~~1. Permanent Collection~~

~~All objects acquired for the permanent collection are accessioned, cataloged according to the Chenhall nomenclature system, numbered, photographed, and entered into the collections management software according to professionally accepted standards. Accession and catalog records on the permanent collection are maintained in the Collections Office by the Director of Collections.~~

~~Duplicate accession and catalog records are maintained in the William F. Winter Archives and History Building for security. Records are updated annually by the Director of Collections.~~

##### ~~2. Education Collection~~

~~Objects acquired for the education collection (expendable objects which contribute to the educational programs of the Museum and are available directly to the public) are inventoried, but not accessioned into the permanent collection. Objects in the education collection may be upgraded to permanent collection status at the discretion of the Collections Committee. A list of objects in the education collection is maintained by the Director of Education.~~

##### ~~3. Prop Collection~~

~~Objects acquired for the prop collection (expendable objects not directly related to the Museum's purpose, but which contribute to and enhance the visual and educational impact of exhibits) are inventoried, but not accessioned into the permanent collection. Objects in the prop collection may be upgraded to permanent collection status at the discretion of the Collections Committee. A list of objects in the prop collection is maintained by the Director of Exhibits.~~

~~E. Exclusions~~

~~The Museum endorses and adheres to the American Association of Museums (AAM) Special Policy Committee Report approved by the AAM Council; that is, the Museum abstains from purchasing and accepting donations of antiquities exported from their countries of origin in contravention to the terms of the UNESCO Draft Convention. The Museum also strives to comply with regulations imposed by Native American Graves Protection and Repatriation Act and the Guidelines Concerning the Unlawful Appropriation of Objects During the Nazi Era set forth by AAM. The Museum will abide by all local, state, federal, and international laws.~~

Source: *Miss. Code* § 39-7-1 (1972, as amended).

*Rule 9.2 Deaccession.*

~~A. Policy~~

~~The Museum has a continuing obligation to review and evaluate the strengths and weaknesses of its existing collection, and in light of such evaluation, to reformulate and restate in writing its overall collections policy utilizing professionally accepted standards. Deaccessioning is the formal process used to legally and permanently remove an object from collections. When undertaking the deaccession and disposition of items, the museum proceeds with the knowledge that it holds its collections as a public trust.~~

~~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 Director of Collections, the Museum Director, and the Department Director before submission to the Board of Trustees.~~

~~Only if the deaccession request is approved by the Board of Trustees, is the Museum authorized to proceed with the deaccession and disposal.~~

~~B. Criteria for Deaccession~~

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

- ~~1. The object has ceased to have relevance and consistency with the Museum's purposes and activities.~~
- ~~2. The object has deteriorated beyond usefulness.~~
- ~~3. 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.~~
- ~~4. The Museum is unable to continue to provide care and storage for the object in keeping with professionally accepted standards.~~

- ~~5. 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.~~
- ~~6. The object lacks authenticity or is so lacking in documentation as to render it valueless for purposes of scholars or public education.~~
- ~~7. The object has been lost or stolen and remains so for ten years or more.~~
- ~~8. The object may be replaced with a similar object of greater significance, quality, and better condition.~~
- ~~9. The object is subject to legal and ethical standards such as the Native American Graves Protection and Repatriation Act.~~
- ~~10. The object is subject to the American Association of Museum's Unlawful Appropriation of Objects during the Nazi Era guidelines or the terms of the UNESCO Draft Convention.~~

#### ~~C. Procedures~~

~~The Director of Collections or Assistant Director of Collections may recommend the deaccession of an object if, in his/her opinion, and based upon the criteria set forth in the deaccession policy, the deaccessioning of the object is beneficial to proper collections management. A Deaccession Request Form identifying the object, its condition, the reason(s) for deaccessioning, recommended means of disposal, and any other pertinent information necessary for evaluation of the object must be completed by the Director of Collections and submitted to the Collections Committee for approval. If approval is received, additional approval is needed from the Department Director before being submitted to the Board of Trustees for their review and approval. No object is to be deaccessioned unless the Museum has clear and unrestricted legal title to the object, and if there are any questions regarding the title, the Museum's legal counsel will be consulted.~~

~~As a courtesy, the Director of Collections or the Museum Director may attempt to notify the donor if the object was accessioned within the last ten years. This procedure should not be misconstrued as a request for permission to deaccession.~~

~~If a deaccessioned object is to be sold, an appraisal of the object's fair market value will be completed by a qualified, objective appraiser. Deaccessioned objects will not be sold or given, publicly or privately, to any Museum employees or other Department of Archives and History employees, members of the Board of Trustees, their families, or their representatives. Complete records will be maintained on all deaccessioned objects and their subsequent disposition.~~

#### ~~D. Methods of Disposal~~

~~A deaccessioned object may be disposed of in one of the following methods:~~

- ~~1. Transfer to another more appropriate division of the Department of Archives and History.~~
- ~~2. Placement in the Education Collection or the Prop Collection of the Museum if appropriate.~~
- ~~3. Donation to an appropriate non-profit museum or scholarly or cultural institution or organization preferably within the state of Mississippi, especially if the object is from the state.~~

4. ~~Repatriation to the federally recognized tribe which has established a legal claim to ownership of the object in accordance with the Native American Graves Protection and Repatriation Act.~~
  5. ~~Restitution of works unlawfully appropriated during the Nazi era in accordance with the American Association of Museum's guidelines concerning the unlawful appropriation of objects during the Nazi era and of antiquities exported from their countries of origin in contravention to the terms of the UNESCO Draft Convention.~~
  6. ~~Sale at an advertised public auction or in the public marketplace in a manner that complies with state law and that will best protect the interests, objectives, and legal status of the Museum.~~
  7. ~~Destruction of the object (only if the object has deteriorated beyond usefulness and no other method of disposal is appropriate).~~
  8. ~~Return to the donor (only if this was stipulated by the donor on the Department of Archives and History Contract of Gift Form previously used by the Museum—the Museum currently only accepts unconditional gifts).~~
- E. ~~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.~~
- F. ~~Recordkeeping~~  
~~All records of deaccessioned objects will be clearly marked "Deaccessioned" and a "Deaccessioned Objects" file containing a complete record of deaccessioned objects and their subsequent disposition will be maintained by the Director of Collections.~~

Source: *Miss. Code* § 39-7-1 (1972, as amended).

### *Rule 9.3 Incoming Loans.*

#### A. Policy

Authority for incoming loans is shared by the Museum Director, the Director of Collections, and the Assistant Director of Collections. The Museum may borrow objects from institutions and individuals for specific purposes such as exhibition and/or research. The Museum acknowledges and supports the American Association of Museums Guidelines on Exhibiting Borrowed Objects. Loans of objects from individuals are limited to a time period of two years or less with an option for renewal if agreeable to both parties. Loans of objects from institutions are usually limited to a time period of five years or less, but may, under special circumstances, be loaned for a specified time period of over five years at the recommendation of the Museum Director and with the approval of the Board of Trustees. To receive such approval, the Museum Director will provide the Board with written justification for the loan request that considers the following criteria:

1. ~~The object is of unique quality and relevant to a specific exhibition purpose of the Museum.~~
2. ~~Care and custody of the object will not exceed the Museum's resources.~~
3. ~~The extended loan of the object may lead to donation of the object to the Museum.~~

~~A loan may be terminated before the agreed upon end date by either party, provided that written notice of termination is received thirty days in advance of the proposed early termination date.~~

~~According to prior museum policy and in accordance with Mississippi's Museum Unclaimed Property Act (Mississippi Code 1972 Annotated, Section 39-19), 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 withstand 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 Office by the Assistant Director of Collections.~~

#### ~~B. Procedures~~

~~For objects on loan from individuals for a period of two years or less or five years or less for institutions, an *Incoming Loan Agreement* must be signed by the lender and an authorized Museum staff person (the Museum Director, the Director of Collections, the Assistant Director of Collections, or their designee). For objects on loan from institutions for a period of over five years, an *Incoming Loan Agreement* must be signed by the lender and the Museum Director with prior approval from the Board of Trustees.~~

~~The *Incoming Loan Agreement* outlines the terms of the loan specifying the loan purpose, time period, insurance coverage, and the responsibilities of both the borrower and the lender. Conditions for Incoming Loan requirements including care and preservation, packing and transportation, insurance, photography and credit, ownership and/or address change, and the return of loans are listed on the reverse side of the *Incoming Loan Agreement*. Copies of the *Incoming Loan Agreement* and Mississippi's Museum Unclaimed Property Act will be provided to the lender; *Incoming Loan Agreements* will be kept on file by the Assistant Director of Collections. A condition report on the borrowed object(s) will be prepared by the Assistant Director of Collections; 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 Assistant Director of Collections 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 Assistant Director of Collections will monitor all incoming loans, document the safe return of borrowed objects to lenders, and maintain complete, up-to-date records on incoming loans filed by calendar year in which the loan was accepted.~~

~~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* and in accordance with Mississippi's Museum Unclaimed Property Act. According to this law, the lender must notify the Museum of any change with the object's ownership or in the lender's address while the object(s) is in the custody of the Museum. If the object(s) is to be returned by mail or other carrier, the object(s) will be shipped to the owner to the address on record at the Museum's expense by restricted certified mail or other means that requires a receipt to be returned to the Museum certifying that the package has been received. In addition, an outgoing receipt will be sent at the time of artifact shipment for the lender's signature. Failure to sign and return said receipt shall release the Museum from any further liability for the object(s).~~

~~If the lender fails to collect the object(s) or if delivery cannot be affected after the removal date, the Museum will mail the lender at its address of record an official "notice to remove." The Museum assumes no responsibility to search for a depositor, or listed owner, not located at that address. After making all reasonable efforts and through no fault of its own, if the Museum is unable to return the object(s) within sixty days of the termination of the loan, then the Museum will have the right to place the object(s) in storage.~~

~~If after five years such property has not been reclaimed nor has the Museum received written communication from the lender, lender's successor, or persons authorized to represent the lender, the Museum shall terminate the loan following the provisions of Mississippi's Museum Unclaimed Property Act. Once the provisions of Mississippi's Museum Unclaimed Property Act have been fulfilled, title to the unclaimed loan passes to the Museum and the object(s) shall become property of the Museum.~~

~~C. Transfer of Loaned Artifact Ownership~~

~~If during the course of a loan, artifact ownership is transferred to a second lender, a *Notification of Transfer of Ownership* form is to be completed by the original owner, new owner, and the Museum. The completed forms with all three signatures are then dispersed to each lender and the Assistant Director of Collections. If the artifact will remain on loan, a new *Incoming Loan Agreement* will be completed, ending the previous loan agreement.~~

~~If the artifact is removed from the museum, procedures for returning the loan will follow the guidelines set forth in *Rule 9.3, B* of this document.~~

Source: *Miss. Code* § 39-7-1 § 39-19-1 (1972, as amended).

~~*Rule 9.4 Objects in Temporary Custody:*~~

~~A. Policy~~

~~The Museum distinguishes between objects loaned to the Museum for exhibition and/or research and objects deposited in the temporary custody of the Museum for purposes such as identification, examination (including copying and/or photography), or proposed acquisition.~~

~~B. Procedures~~

If such temporary custody of an object is needed, then a *Temporary Custody Receipt* for a maximum period of sixty days should be signed and dated by the object's owner and either the Director of Collections, the Assistant Director of Collections, the Museum Director, the Department Director, or their designee. The *Temporary Custody Receipt* will list the purpose of the deposit, the specified time period of the deposit (not to exceed sixty days), the method of return, and the terms of the custody including the provision that insurance of the object(s) is the responsibility of the depositor unless otherwise specified.

The Director of Collections, the Assistant Director of Collections, or their designee will be responsible for returning the object(s) to the owner according to the terms of agreement of the custody and for documenting the return. The Assistant Director of Collections will monitor all temporary custody objects, document the safe return of such objects to owners (unless the object(s) was a proposed acquisition subsequently accepted and accessioned into the collection), and maintain complete, up-to-date records on temporary custody objects filed by the calendar year in which the temporary custody was made.

The Museum will make all reasonable efforts to return borrowed objects to the Depositor in accordance with the terms outlined in the *Temporary Custody Receipt* and in accordance with Mississippi's Museum Unclaimed Property Act. According to this law, the depositor must notify the Museum of any change with the object's ownership or in the depositor's address while the object is in the custody of the Museum. If the object(s) are to be returned by mail or other carrier, the objects will be shipped to the owner at Museum's expense by restricted certified mail or other means that requires a receipt to be returned to the Museum certifying that the package has been received. The depositor will be sent an outgoing receipt at the time of shipment. Failure to sign and return said receipt shall release the Museum from any further liability.

If the depositor fails to collect the object(s) or if delivery cannot be affected after the removal date, the Museum will mail the depositor at its address of record an official "notice to remove." The Museum assumes no responsibility to search for a Depositor, or listed owner, not located at the address of record. After making all reasonable efforts and through no fault of its own, if the Museum is unable to return the object(s) within sixty days of the termination of the temporary custody agreement, then the Museum will have the right to place the object(s) in storage.

If after five years from the removal date noted on the face of the receipt, such property has not been reclaimed nor has the Museum received written communication from the depositor, depositor's successor, or persons authorized to represent the depositor, the Museum shall terminate the loan following the provisions of Mississippi's Museum Unclaimed Property Act. Once the provisions of Mississippi's Museum Unclaimed Property Act have been fulfilled, title to the unclaimed loan passes to the Museum and the object(s) shall become the property of the Museum.

Source: *Miss. Code* § 39-7-1 (1972, as amended).

*Rule 9.5 Outgoing Loans:*

~~A. 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 five years 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 Director, the Director of Collections, and the Assistant Director of Collections subject to the approval of the Board of Trustees.~~

~~A loan may be terminated before the agreed upon end date by either party, provided that written notice of termination is received thirty days in advance of the proposed early termination date.~~

~~Complete records on all outgoing loans are maintained in the Collections Office by the Assistant Director of Collections.~~

~~B. Procedures~~

~~Museums seeking to borrow an object(s) must make a written request to the Museum Director 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 General/Standard Facilities Report will be purchased from the American Association of Museums by the proposed borrower, completed and returned to the Museum Director in a timely manner. The Collections Committee will review the written loan request and the completed General/Standard Facilities Report to determine if the proposed borrower meets professional standards. If professional standards are not met by the proposed borrower, the Museum Director or the Director of Collections 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 Director may make a written recommendation to the Board of Trustees to approve the loan. Upon approval by the Board of Trustees, 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 Director, the Director of Collections, or the Assistant Director of Collections. The *Outgoing Loan Agreement* outlines the terms of the loan specifying the loan purpose, time period, insurance coverage, required credit line, photography restrictions, stipulations against any repair or alteration of the object~~

~~without written permission of the Museum, and other terms agreed upon by both parties. Conditions for Outgoing Loan requirements including care and preservation, packing and transportation, insurance, photography and credit, loan costs, return of loans, and borrower responsibility are listed on the reverse side of the *Outgoing Loan Agreement*. The borrowing institution's *Incoming Loan Agreement* may be used in lieu of the Outgoing Loan Agreement, if all requirements are met on the borrowing institutions form.~~

- ~~C. The *Outgoing Loan Agreement* (or its comparable) will be kept on file by the Assistant Director of Collections, and a copy of the *Outgoing Loan Agreement* will be provided to the borrowing museum. The borrowing museum will provide a certificate of insurance as evidence that the object(s) is adequately insured.~~

~~A condition report on the object(s) to be lent will be prepared by the Assistant Director of Collections. A copy of the condition report will be provided to the borrower if requested. The object will be photographed prior to its loan if suitable photographs documenting its condition do not already exist. The Assistant Director of Collections will be responsible for the packing, shipping, and/or transportation and insurance coverage for loaned objects. The Assistant Director of Collections will monitor all outgoing loans, document the safe return of loaned objects to the Museum, and maintain complete, up-to-date records on outgoing loans filed by the calendar year in which the loan was made.~~

Source: *Miss. Code* § 39-7-1 (1972, as amended).

#### ~~Rule 9.6 Documentation of Collections.~~

##### ~~A. Policy~~

~~The Museum will maintain adequate documentation both on the objects it owns and the objects that are placed in its custody. This responsibility is shared by the Director of Collections and the Assistant Director of Collections.~~

~~Such documentation will include, but not be limited to the following: accession files containing the *Deed of Gift* or other documentation of the Museum's legal title to the object and other information pertinent to the acquisition of the object, *Temporary Custody Receipt* file, *Incoming Loan Agreement* file, *Outgoing Loan Agreement* file, deaccession file, accession register or list (tripartite decimal system used), catalog cards (Chenhall nomenclature system used), donor or source card file, cross-reference file, inventory file, condition reports, conservation treatment records, black and white photographs (with fully indexed negatives), color slides, or digital images if appropriate (cross-referenced on catalog card).~~

~~All information generated on the computer or within the collections management software is backed up weekly on the state server, as well as weekly on tapes that are rotated and stored by the Mississippi Department of Archives and History Archives and Records Services Division.~~

All records pertaining to the collections will be properly maintained and securely housed using acidfree folders and other archivally safe materials in the Collections Office. On an annual basis, duplicate copies of the following records are maintained in the William F. Winter Archives and History Building for security:

- Records documenting the Museum's legal ownership of objects (e.g., copies of Deed of Gift or other documents)
- Accession list (computer back up)
- Catalog record (computer back up) which provides an up to date location record
- Loan records for active incoming and outgoing loans

#### B. Procedures

Specific procedures to be followed for the documentation of collections are outlined in the various sections of this collections policy and further described in the comprehensive collections management manual maintained by the Director of Collections.

#### C. Objects Found in Collections

Objects designated as Found in Collections (that is objects which lack significant documentation as to how they are in the custody of the museum) are subject to the same treatment and care as documented objects in the collections. Objects Found in Collection will receive a tripartite number with the second part being "00" (ie. 2008.00.1) to document the artifact until further research is conducted on the object. If accessioned, the artifact will follow the guidelines set forth in "Acquisition" section of this document. Objects Found in Collections are subject to deaccessioning if they meet at least one of the deaccession criteria stated in the collections policy. Any deaccessioning and disposition of Objects Found in Collections shall follow the deaccession and disposal procedures listed in the collections policy except that Objects Found in Collections will not be sold or destroyed.

If the Museum is contacted by a person claiming to own an Object Found in Collections, the Museum shall maintain custody of Objects Found in Collections until a claimant fulfills all of the following:

1. presents to the Museum a clear explanation why the claimant believes he/she holds title, with supporting evidence, and
2. presents a notarized statement from the claimant that he/she is either the sole party at interest or he/she is authorized to represent all parties at interest and present supporting proof.

The Museum shall not immediately relinquish custody of the object(s) to the claimant who appears to have the right to make the demand. The Museum shall exercise its right to review the documents carefully to see if the Museum has evidence that may counter the claimant's demand.

The Museum shall defend its custody of the object(s) claimed if any of the following apply:

1. Evidence that the claimant knew, or should have known, that the Museum thought it owned the object(s) and that the claimant delayed in bringing his/her action to the detriment of the Museum.
2. Evidence that the claimant "slept on his rights," that is he/she failed to use due diligence in seeking out his/her property.

- ~~3. Evidence that the museum has publicly displayed the object as its own or otherwise publicized it as such.~~

~~In cases where the Museum cannot defend its custody of the Object(s) Found in Collections, the Museum shall make an effort to obtain ownership by suggesting to the claimant the possibility of formally donating the object(s) to the Museum.~~

Source: *Miss. Code § 39-7-1* (1972, as amended).

*Rule 9.7 Access to and Use of Collections and Collections Records.*

~~A. 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 and collections records will not be unreasonably denied. However, acknowledging its responsibility to safeguard the collections and collections records, the Museum reserves the right to control access to prevent the following:~~

- ~~1. Deterioration, mutilation, loss, or dislocation of objects and/or collections records~~
- ~~2. Undue interference with the administrative, professional, and technical operations of the Museum~~
- ~~3. 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 Director, the Director of Collections, and the Assistant Director of Collections. Should particular questions arise regarding proper, legitimate access to and use of the collections and collections records, the Museum's legal counsel will be consulted.~~

~~B. Procedures~~

~~A written request specifying the objects and records to be examined (and if the researcher wishes to photograph the objects and in what format), the purpose and proposed date of the examination, and the researcher's current address, email address, and daytime phone number, should be submitted to the Director of Collections or the Assistant Director of Collections.~~

~~If the request meets with the established access policy of the Museum, the Director of Collections, or the Assistant Director of Collections will schedule an appointment with the researcher and will provide supervised access to the specified objects and records. The Collections Manager may also supervise researchers wishing to access collection objects with the prior approval of the Director of Collections or Assistant Director of Collections. Access to the collections and the collections records may be limited both by the availability of staff time to provide adequate supervision and by the potential damage to particularly fragile objects from movement and handling during examination. Any copying and photography costs shall be the responsibility of the researcher. The researcher shall give the Museum copies of any photographs, papers or publications which result from his/her study of the Museum's collections.~~

Normally, examination of collections and collections records by a researcher will take place in the Collections Office under the supervision of the Director of Collections or the Assistant Director of Collections. If the size and/or fragility of the object to be examined does not permit the object to be easily and safely removed from the collections storage room, then the Director of Collections, the Assistant Director of Collections, or the Museum Director may allow the researcher strictly supervised access to the storage room to examine the specific object, fully documenting such access on the collections storage room access log. Unsupervised access to collections storage rooms by persons other than the Director, Director of Collections, or Assistant Director of Collections is not permitted.

~~C. Access to Obtain Copies of Collection Related Material~~

~~The Museum occasionally retains permission to use images of text, paintings, drawings, and other photographs from hundreds of different sources for use in exhibits. The Museum may provide source information to researchers for purposes of requesting permissions to use images. It is the responsibility of the researcher to obtain written permission from the original owner of the image. In rare instances, the Museum may provide a copy of the requested image to the researcher after permission has been given and if the original owner is unable to provide the copy. Otherwise, the Museum requires that images be sought from the original owners.~~

~~D. Reproduction of Artifacts from Collection~~

~~1. Policy~~

~~The Museum reserves all rights for the reproduction of objects in the Museum collections. If permission to reproduce an artifact is granted, that permission is for a one-time reproduction with the reproduction to be used only for educational purposes. No commercial reproduction (replica manufacture of any sort) is permitted without a written agreement approved by the Museum Director, Department Director, and the Board of Trustees. The Museum reserves the right to license vendors, collect royalties, initiate fees, or otherwise control the use of its collections as may be deemed appropriate and lawful.~~

~~2. Procedure~~

~~All requests to reproduce an artifact must be made in writing to the Museum Director or the Director of Collections. A Permission to Reproduce form must be completed agreeing to the guidelines for reproducing artifacts stipulated by the Museum and printed on back of the form. The Collections Committee will review the request and decide if the request will be granted.~~

~~No information about the artifact with the exception of photographs may be released until the request to reproduce has been approved. The requestor is responsible for any costs associated with photographing the artifact and the use fee.~~

~~A record of reproduced artifacts (including photograph of reproduction which should be altered from original artifact, photograph of credit line that is attached to the artifact, maker information, owner information, and reproduction materials) will be maintained by the Director of Collections.~~

## ~~E. Photography of Collections~~

### ~~1. Limitations on Public Photography of Collections~~

- ~~a. No publication or commercial use of photographs taken in the Museum's exhibition areas is permitted without the written approval of the Museum Director.~~
- ~~b. Photography in the Museum's exhibition areas for personal use is permitted during regular hours of public visitation unless otherwise posted.~~
- ~~c. The use of flash units, strobe lights, or other potentially damaging artificial light sources by visitors to photograph the Museum's exhibition areas will normally not be permitted.~~
- ~~d. In the interest of public safety, the Museum staff may limit or prevent the use of tripods in exhibition areas.~~

### ~~2. Request for Photographs of Collections~~

- ~~a. Requests for obtaining photographs of objects in the Museum's collections will be submitted in writing to the Director of Collections or the Assistant Director of Collections. If a photograph is requested a Permission to Photograph form must be completed agreeing to the guidelines stipulated by the Museum and printed on the form.~~
- ~~b. The Museum will establish and adjust as necessary a fee schedule for all photographic and other copy work. Due to limited staff resources and time, the Museum may be unable to fulfill a specific photographic request if there is not already an existing negative, transparency, or digital image.~~
- ~~c. Researchers wishing to photograph objects in the collections with their own photographic equipment may do so only with prior Museum approval.~~
- ~~d. Researchers wishing to hire an outside vendor to photograph objects in the Collections may do so only with prior Museum approval. The Museum reserves the right to select the vendor to provide such special photographic services. The researcher must make direct arrangements with the vendor for payment of vendor services.~~
- ~~e. If the request is to publish a photograph of an object, then a Permission to Publish form stipulating that the photograph will be appropriately credited and that the Museum will be provided with a complimentary copy of the publication or other example of the published image must be completed and submitted for approval by the Director of Collections or the Museum Director.~~
- ~~f. Purchase of copyrighted photographic prints or transparencies of Museum objects does not convey to the purchaser any rights of copyright. Certain works of art as well as photographs of those works of art may be protected by copyright, trademark, or related interests not owned by the Museum. The responsibility for ascertaining whether any such rights exist and for obtaining all other necessary permissions remains with the purchaser.~~
- ~~g. The Museum reserves the right to levy fees for the use of its copyright materials, photographs, and reproductions.~~

- ~~h. The Museum reserves the right to deny a request for photographs of the Museum's collections if fulfilling the request would lead to one or more of the following conditions:~~
- ~~i. endanger the physical security of the collections~~
  - ~~ii. undermine the intellectual integrity of the collections~~
  - ~~iii. pose an excessive administrative burden~~
  - ~~iv. violate the terms of a loan~~
  - ~~v. infringe on copyrighted material~~
  - ~~vi. involve a use for illegal or unethical purposes~~
  - ~~vii. violate privacy, publicity, or other personal rights of any party~~
  - ~~viii. libel, slander, or cause undue ridicule or embarrassment to any person or organization~~
  - ~~ix. imply an institutional endorsement of any product, company, or enterprise.~~

Source: *Miss. Code* § 39-7-1 (1972, as amended).

*Rule 9.8 Care of Collections.*

~~A. Inventory~~

~~The Assistant Director of Collections is responsible for maintaining an up-to-date location record for all objects owned and accessioned into the permanent collection by the Museum as well as those objects borrowed by the Museum.~~

~~The Assistant Director of Collections will complete a comprehensive inventory of the collections every ten years and will complete a spot check inventory on an annual basis. Inventories will be conducted according to specific procedures outlined in the inventory manual maintained by the Assistant Director of Collections.~~

~~B. Handling Collections~~

~~The Museum's permanent collection is to be handled only in a manner that enhances its preservation. Objects in the permanent collection are to be handled only by trained Museum staff members or, on occasion, by trained Museum volunteers. The Director of Collections and the Assistant Director of Collections are responsible for training and supervising any such volunteers. Written guidelines for handling objects are included in the collections management manual maintained by the Director of Collections.~~

~~C. Conservation~~

~~The Museum holds and cares for its collections as a public trust and is committed to the standards of collections care and conservation established by the American Institute for Conservation and Heritage Preservation. The Museum recognizes the importance of preventive maintenance and environmental monitoring and control in enhancing the preservation of collections. The Museum will contract with professional conservators on a regular basis for professional conservation treatment of objects in the permanent collection.~~

~~All conservation treatments will be properly executed and documented. The authority for conservation treatment of objects is shared by the Director of Collections and the Museum Director.~~

~~The Director of Collections is responsible for preparing a strategic conservation plan detailing conservation priorities based on the recommendations of surveys of the collection and the building conducted by conservation professionals. The Director of Collections will update the strategic plan on an annual basis and submit the plan to the Museum Director for approval and incorporation into the Museum's comprehensive strategic plan. Written guidelines for Museum staff conservation procedures to be followed in case of emergency are located in the disaster preparedness manual maintained by the Assistant Director of Collections.~~

Source: *Miss. Code* § 39-7-1 (1972, as amended).

*Rule 9.9 Risk Management.*

~~A. Policy~~

~~The Museum will make every attempt to minimize risks to the collections, the building, the staff, and the visitors. The Museum Director in conjunction with the Office of Capitol Police is responsible for the overall physical safety and security of the collections and the building, staff, and visitors.~~

~~B. Procedures~~

~~Procedures for managing and caring for the collections in a proper manner which enhances their preservation and security are included in the collections management manual maintained by the Director of Collections.~~

~~Procedures to be followed for the protection of the collections, the building, the staff, and the visitors in case of emergency are included in the disaster preparedness manual maintained by the Assistant Director of Collections. The Museum will maintain material safety data sheets (with guidelines for the safe use and disposal of chemicals) for products used by Museum staff in performing such duties as conservation and exhibit fabrication, as well as for cleaning products used by the custodial staff, and for any fumigants used by the pest control company.~~

~~C. Insurance~~

~~The Museum's collections and its building are insured by the State of Mississippi through the Department of Finance and Administration. The state's insurance policy covers the building and its contents (not including artifacts), and has additional fine arts coverage to insure the permanent collection (a minimum coverage of \$5M per occurrence). Artifacts in transit or on loan to the Museum are also covered by this policy.~~

~~The Museum will routinely provide insurance coverage as appropriate for objects borrowed by the Museum for exhibition or research (incoming loans). The Museum will not routinely provide insurance coverage for objects or materials temporarily left in the custody of the Museum for potential acquisition, identification, photography and/or copying (temporary custody).~~

~~The Museum will require insurance coverage for any object(s) it places on loan to another museum, with the cost of such insurance coverage to be borne by the borrowing museum.~~

The Department of Finance and Administration has authority for purchasing and arranging insurance coverage. The Director of Collections will be responsible for working directly with the Department of Finance and Administration on insurance needs. Procedures for obtaining insurance coverage are included in the collections management manual maintained by the Director of Collections.

Source: *Miss. Code* § 39-7-1 (1972, as amended).

*Rule 9.10 Ethics.*

~~A. A. Museum of Mississippi History Code of Ethics~~

~~The Board of Trustees of the Mississippi Department of Archives and History approved a Code of Ethics for the Museum of Mississippi History on January 28, 2005. All Museum staff members will adhere to the Code of Ethics for the Museum of Mississippi History. Board members and staff members must refrain from any private or public activity which might be in conflict with, or appear to be in conflict with, the mission and interests of the Museum.~~

~~B. Personal Collecting~~

- ~~1. Staff shall not use his/her position to obtain for personal use and benefit items falling within the collecting realm of the Museum of Mississippi History.~~
- ~~2. No individual shall be involved in buying and selling historical articles for profit as a dealer, or on behalf of a dealer, or retain and interest in a dealership.~~
- ~~3. Staff shall not compete with the Museum of Mississippi History in any personal collecting activity. If items purchased by a staff member fall within the collecting areas of the museum, they must be offered to the museum within sixty (60) days at the actual cost of the artifact.~~
- ~~4. Staff shall notify the museum division director in writing of all personal collecting and if asked, shall supply an inventory of items in their collection. If a staff member elects to sell an item from his/her personal collection, he/she will be expected first to offer the item to the Museum of Mississippi History at a fair market price.~~
- ~~5. Staff involved in accepting artifacts and/or the daily activities of the collections office (department director, museum division director, Director of Collections, and Assistant Director of Collections) shall not acquire personal collections of the same nature as the Museum of Mississippi History's collection. This policy excludes readily available books and materials relating to Mississippi History.~~
- ~~6. Collections acquired by staff through gifts, through inheritance, or prior to employment, as well as those not within the mission of the museum, shall be exempt from this policy.~~

~~C. Appraisals~~

- ~~1. Due to a possible conflict of interest with the Internal Revenue Service, staff members shall not, in their official or unofficial capacities, provide monetary appraisals of objects for donors, potential donors, staff, members of the MDAH Board of Trustees, or the general public. The Museum of Mississippi History may provide names of appraisers, but shall not provide an endorsement. The Museum~~

may provide identification and authentication assistance for professional and/or educational purposes only.

2. Appraisals of objects owned by the Museum of Mississippi History can be made for internal use such as insurance coverage. The Museum shall contract with objective and qualified appraisers as needed.

Source: *Miss. Code* § 39-7-1 (1972, as amended).

*Rule 9.11 Glossary:*

- A. Accessioning—the formal process of accepting and recording an object or group of objects for the permanent collection acquired from the same source at the same time for which the Museum has legal title.
- B. Accession number—a three part number assigned to an individual object during accessioning to identify and distinguish that object from all other objects.
- C. Acquisition—the formal process of discovering, evaluating, negotiating for, taking custody of, and documenting title to an object or group of objects.
- D. Cataloging—the formal process of classifying objects according to the Chenhall nomenclature system and fully documenting objects with complete descriptive detail.
- E. Chenhall nomenclature system—a system of naming and classifying man-made objects into major categories and sub-categories according to their function (Chenhall, Robert G., *Nomenclature for Museum Cataloging: A System for Classifying Man-Made Objects*, Nashville: American Association for State and Local History, 1978).
- F. Deaccession—the formal process of removing an object or group of objects from accessioned status in the permanent collection.
- G. Disposal or Disposition—the formal process of disposing of a deaccessioned object or group of objects.

Source: *Miss. Code* § 39-7-1 (1972, as amended).

**Old Capitol Museum Collections Policy. REPEAL.**  
(Approved by the Board of Trustees January 16, 2009)

**Introduction**

A. Purpose of Collections Policy

The Old Capitol Museum is a non-collecting museum, and will borrow its artifacts from other institutions and individuals. The purpose of the collections policy is to provide guidelines for the Museum's collections-related activities that do exist, insuring that these activities meet high professional standards. The Museum's collections policy is a public statement of the Museum's commitment to caring for and managing its loaned collections properly.

B. Statement of Purpose/Mission of the Museum

The Old Capitol Museum is administered by the Museum Division of the Mississippi Department of Archives and History, a state agency which was established in 1902. The Mississippi Department of Archives and History is governed by a nine member Board of Trustees. Members of the Board of Trustees are elected by the Board, subject to confirmation by the Mississippi State Senate, for a six-year term, and may succeed

themselves. The Director of the Department of Archives and History, who serves as Secretary to the Board of Trustees, is also elected for a six-year term and may succeed himself.

The Old Capitol Museum opened in 2009 after an extensive restoration and reorganization. The purpose of the Museum shall be to educate the public in the history, people, and architecture of the building, the governmental process of the state, and the importance of historic preservation.

To accomplish this purpose, the Museum shall research, preserve, exhibit, and interpret objects in accordance with the policies and procedures listed below.

*Note: The state historical museum operated within the Old Capitol from 1961 to 2005. Although this museum had a different mission and purpose, it was often referred to as the "Old Capitol Museum." Please note that this policy is specific to the new focus of the Old Capitol Museum.*

#### ~~C. Collecting Plan~~

The Museum does not have a collecting plan, but rather develops artifact loan sequences and timelines based on permanent and temporary exhibit planning. Artifacts are loaned to the Old Capitol Museum from a variety of lenders: i.e. the Museum of Mississippi History, other museums, state agencies, private collectors, historical associations, libraries, universities, colleges, corporations, and non-profit organizations. Each loan is a temporary assignment of the artifact to the Museum specifically for museum exhibition. These assignments do not involve a change in ownership. Since the Museum is a non-collecting museum and has not transferred ownership of the artifact, the Museum neither acceSSIONS nor deaccessions artifacts.

#### ~~D. Scope of Collections~~

The scope of the collection on loan to the Museum includes historical and ethnographic artifacts that tell the story of the Old Capitol, the importance of historic preservation, and the state's political history while encouraging civic duty in museum visitors.

#### ~~E. Recordkeeping~~

##### ~~1. Education Collection~~

The education collection consists of those expendable objects which contribute to the educational programs of the Old Capitol Museum and are available directly to the public for examination. Objects in the education collection are readily available or objects that duplicate those already in the permanent collection and are inventoried in their own separate collections and maintained by the Education staff of the museum.

Objects in the education collection may be upgraded and added to the permanent collection of the Museum of Mississippi History for use in the Old Capitol Museum at the discretion of the Old Capitol Director, the Curator of Exhibits and Collections, and the Museum of Mississippi History Collections Committee.

##### ~~2. Prop Collection~~

The prop collection consists of those expendable objects which do not relate directly to the purpose of the Museum but which contribute to and enhance the

~~visual and educational impact of exhibits. Objects in the prop collection are inventoried in their own separate collections and maintained by the Curator of Exhibits and Collections.~~

~~Objects in the prop collection may be upgraded and added to the permanent collection of the Museum of Mississippi History for use in the Old Capitol Museum at the discretion of the Old Capitol Director, the Curator of Exhibits and Collections, and the Museum of Mississippi History Collections Committee.~~

~~F. Delegation of Responsibility for Implementation of the Collections Policy~~

~~The Museum Director is responsible for supervising the proper implementation of the collections policy. The Museum Director has delegated the day-to-day care and management of the collections to the Curator of Exhibits and Collections.~~

~~Comprehensive collections care and management procedures are outlined in a collections management manual maintained by the Curator of Exhibits and Collections.~~

~~Specific emergency collections care and management procedures are outlined in a disaster preparedness manual maintained by the Curator of Exhibits and Collections.~~

~~Specific emergency collections care and management procedures are outlined in a disaster preparedness manual maintained by the Curator of Exhibits and Collections.~~

~~G. Provision for Review and Revision of Collections Policy~~

~~The collections policy will be reviewed by the Museum Director and the Curator of Exhibits and Collections at least every three years and, when necessary, appropriate revisions will be presented to the Board of Trustees for the Board's review and approval.~~

~~The collections policy and any subsequent revisions will be reviewed by an attorney to insure that the policy is in compliance with federal, state, and local regulations.~~

~~A *Review of Policies Worksheet* will be completed at the time of each review and placed in the files of the Curator of Exhibits and Collections.~~

*Rule 10.1 Acquisition.*

~~The Museum does not acquire artifacts either as gifts, purchases, or bequests. The Museum will take artifacts into temporary custody with the understanding that artifacts will be transferred to the Museum of Mississippi History and considered by its Collections Committee for inclusion into the Museum of Mississippi History collection.~~

~~The Museum is a repository of long-term loans, renewable every five years, from the Museum of Mississippi History.~~

~~Source: *Miss. Code* § 39-7-1 (1972, as amended).~~

*Rule 10.2 Deaccession.*

~~Since the Museum is a non-collecting museum and has not transferred ownership of any artifact, the Museum does not deaccession artifacts.~~

~~Source: *Miss. Code* § 39-7-1 (1972, as amended).~~

*Rule 10.3 Incoming Loans.*

~~A. Policy~~

~~Authority for incoming loans is shared by the Museum Director and the Curator of Exhibits and Collections. The Museum may borrow objects from institutions and individuals for specific purposes such as exhibition and/or research. The Museum acknowledges and supports the American Association of Museums Guidelines on Exhibiting Borrowed Objects. Loans of objects from individuals are limited to a time period of two years or less with an option for renewal if agreeable to both parties. Loans of objects from institutions are usually limited to a time period of five years or less, but may, under special circumstances, be loaned for a specified time period of over five years at the recommendation of the Museum Director and with the approval of the Board of Trustees. To receive such approval, the Museum Director will provide the Board with written justification for the loan request that considers the following criteria:~~

- ~~1. The object is of unique quality and relevant to a specific exhibition purpose of the Museum.~~
- ~~2. Care and custody of the object will not exceed the Museum's resources.~~
- ~~3. The extended loan of the object may lead to donation of the object to the Museum of Mississippi History.~~

~~A loan may be terminated before the agreed upon end date by either party, provided that written notice of termination is received thirty days in advance of the proposed early termination date.~~

~~In accordance with Mississippi's Museum Unclaimed Property Act (Mississippi Code 1972 Annotated, Section 39-19), the Museum will not under any circumstances accept so-called "indefinite" or "permanent" loans.~~

~~Objects on loan are to be provided with a high professional level of care. The Museum will not knowingly accept an object on loan if the physical condition is such that the object will not be able to withstand 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 Office by the Curator of Exhibits and Collections.~~

#### ~~B. Procedures~~

~~For objects on loan from individuals for a period of two years or less or five years or less for institutions, an *Incoming Loan Agreement* must be signed by the lender and an authorized Museum staff person (the Museum Director, the Curator of Exhibits and Collections, or their designee). For objects on loan from institutions for a period of over five years, an *Incoming Loan Agreement* must be signed by the lender and the Museum Director with prior approval from the Board of Trustees.~~

~~The *Incoming Loan Agreement* outlines the terms of the loan specifying the loan purpose, time period, insurance coverage, and the responsibilities of both the borrower and the lender. Copies of the *Incoming Loan Agreement* and Mississippi's Museum Unclaimed Property Act will be provided to the lender; *Incoming Loan Agreements* will be kept on~~

~~file by the Curator of Exhibits and Collections. A condition report on the borrowed object(s) will be prepared by the Curator of Exhibits and Collections; 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 Curator of Exhibits and Collections 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 Curator of Exhibits and Collections will monitor all incoming loans, document the safe return of borrowed objects to lenders, and maintain complete, up-to-date records on incoming loans filed by calendar year in which the loan was accepted.~~

~~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* and in accordance with Mississippi's Museum Unclaimed Property Act. According to this law, the lender must notify the Museum of any change with the object's ownership or in the lender's address while the object(s) is in the custody of the Museum. If the object(s) is to be returned by mail or other carrier, the object(s) will be shipped to the owner to the address on record at the Museum's expense by restricted certified mail or other means that requires a receipt to be returned to the Museum certifying that the package has been received. In addition, an outgoing receipt will be sent at the time of artifact shipment for the lender's signature. Failure to sign and return said receipt shall release the Museum from any further liability for the object(s).~~

~~If the lender fails to collect the object(s) or if delivery cannot be effected after the removal date, the Museum will mail the lender at its address of record an official "notice to remove." The Museum assumes no responsibility to search for a depositor, or listed owner, not located at that address. After making all reasonable efforts and through no fault of its own, if the Museum is unable to return the object(s) within sixty days of the termination of the loan, then the Museum will have the right to place the object(s) in storage.~~

~~If after five years such property has not been reclaimed nor has the Museum received written communication from the lender, lender's successor, or persons authorized to represent the lender, the Museum shall terminate the loan following the provisions of Mississippi's Museum Unclaimed Property Act. Once the provisions of Mississippi's Museum Unclaimed Property Act have been fulfilled, title to the unclaimed loan passes to the Museum and the object(s) shall become property of the Museum of Mississippi History.~~

#### ~~C. Disposal of Artifacts~~

~~If an artifact is deemed dangerous or destructive to other artifacts or itself and is unsafe to be returned to the lender, a *Disposal Record* form is to be completed. Upon notification of the lender, a *Disposal Record* form is sent to the lender asking for written permission for disposal. The *Disposal Record* form provides further explanation of the reason for disposal as well as photographic documentation. All parties, including the Curator of~~

Exhibits and Collections, the Museum Director, the Museum Division Director, and the Department Director, must sign the *Disposal Record* form, before it is submitted to the Board of Trustees for approval. Once this approval is received, the artifact may be disposed.

~~D. Transfer of Loaned Artifact Ownership~~

~~E. If during the course of a loan, artifact ownership is transferred to a second lender, the original lender or his/her agent must notify the Museum promptly in writing. If the artifact will remain on loan, a new *Incoming Loan Agreement* will be completed by the Curator of Exhibits and Collections, ending the previous loan agreement.~~

~~If the artifact is removed from the museum, procedures for returning the loan will follow the guidelines set forth in section IV, B of this document.~~

Source: *Miss. Code* § 39-7-1 (1972, as amended).

~~Rule 10.4 Objects in Temporary Custody.~~

~~A. Policy~~

~~The Museum distinguishes between objects loaned to the Museum for exhibition and/or research and objects deposited in the temporary custody of the Museum for purposes such as identification and examination (including copying and/or photography) or proposed acquisition. Since the Old Capitol Museum is a non-collecting museum, objects offered for donation to the Museum will be accepted on temporary custody and offered to the Museum of Mississippi History for its collection. It is the responsibility of the Old Capitol Museum's Curator of Exhibits and Collections to explain the donation process to the potential donors. If the Museum of Mississippi History accepts the artifact, Museum of Mississippi History staff will be responsible for all donation paperwork. At that point, the Museum of Mississippi History may then loan the Old Capitol Museum the object to be used in exhibit. If the Museum of Mississippi History does not accept the donation, the Old Capitol Museum Curator of Exhibits and Collections is responsible for returning the object to its owner.~~

~~B. Procedure~~

~~If temporary custody of an object is needed, then a *Temporary Custody Receipt* for a maximum period of sixty days should be signed and dated by the object's owner and either the Curator of Exhibits and Collections, the Museum Director, the Museum Division Director, Department Director, or their designee. The Temporary Custody Receipt will list the purpose of the deposit, the specified time period of the deposit, the method of return, and the terms of the custody including the provision that insurance of the object(s) is the responsibility of the depositor unless otherwise specified.~~

~~The Curator of Exhibits and Collections or their designee will be responsible for returning the object(s) to the owner according to the terms of agreement of the custody and for documenting the return. The Curator of Exhibits and Collections will monitor all temporary custody objects, document the safe return of such objects to owners, (unless the object(s) was a proposed acquisition subsequently accepted and accessioned into the collection of the Museum of Mississippi History), and maintain complete, up-to-date records on temporary custody objects filed by the calendar year in which the temporary~~

~~custody was made. If the depositor fails to collect the object or if delivery cannot be affected after the removal date, the Museum will mail the depositor at the depositor's address of record a notice to remove. The Museum assumes no responsibility to search for a depositor or listed owner not located at the address of record.~~

~~The Museum will make all reasonable efforts to return borrowed objects to the Depositor in accordance with the terms outlined in the *Temporary Custody Receipt* and in accordance with Mississippi's Museum Unclaimed Property Act. According to this law, the depositor must notify the Museum of any change with the object's ownership or in the depositor's address while the object is in the custody of the Museum. If the object(s) are to be returned by mail or other carrier, the objects will be shipped to the owner at Museum's expense by restricted certified mail or other means that requires a receipt to be returned to the Museum certifying that the package has been received. The depositor will be sent an outgoing receipt at the time of shipment. Failure to sign and return said receipt shall release the Museum from any further liability.~~

~~If the depositor fails to collect the object(s) or if delivery cannot be affected after the removal date, the Museum will mail the depositor at its address of record an official "notice to remove." The Museum assumes no responsibility to search for a Depositor, or listed owner, not located at the address of record. After making all reasonable efforts and through no fault of its own, if the Museum is unable to return the object(s) within sixty days of the termination of the temporary custody agreement, then the Museum will have the right to place the object(s) in storage.~~

~~If after five years from the removal date noted on the face of the receipt, such property has not been reclaimed nor has the Museum received written communication from the depositor, depositor's successor, or persons authorized to represent the depositor, the Museum shall terminate the loan following the provisions of Mississippi's Museum Unclaimed Property Act. Once the provisions of Mississippi's Museum Unclaimed Property Act have been fulfilled, title to the unclaimed loan passes to the Museum and the object(s) shall be transferred and become the property of the Museum of Mississippi History.~~

~~Source: *Miss. Code* § 39-7-1 (1972, as amended).~~

#### ~~*Rule 10.5 Outgoing Loans:*~~

~~The Museum does not have ownership of any artifacts, therefore, the Museum does not have outgoing loans.~~

~~Source: *Miss. Code* § 39-7-1 (1972, as amended).~~

#### ~~*Rule 10.6 Documentation of Collections:*~~

##### ~~A. Policy~~

~~The Museum will maintain adequate documentation of the objects that are placed in its custody. This is the responsibility of the Curator of Exhibits and Collections. Such documentation will include, but not be limited to: *Temporary Custody Receipt* file,~~

~~Incoming Loan Agreement file, Disposal Record, object catalog (Past Perfect system used), inventory file, condition reports, conservation/damage records, black and white photographs (with fully indexed negatives), and digital images.~~

~~All records pertaining to the collections will be properly maintained and securely housed using acidfree folders and other archivally safe materials in the Collections Office. Annually, duplicate copies of active incoming loans are maintained in the William F. Winter Archives and History Building for security.~~

~~All information generated on the computer or within the collections management software is backed up weekly on the state server, as well as weekly on tapes that are rotated and stored by the Mississippi Department of Archives and History Archives and Records Services Division.~~

~~B. Procedures~~

~~Specific procedures to be followed for the documentation of collections are outlined in the various sections of this collections policy and further described in the comprehensive collections management manual maintained by the Curator of Exhibits and Collections.~~

~~C. Objects Found in Collections~~

~~Objects designated as "Found in Collections" (that is objects which lack significant documentation as to how they are in the custody of the museum) are subject to the same treatment and care as documented objects on loan to the museum. Objects Found in Collections will be marked with an "OC" and will receive a tripartite number with the second part being "00" (ie. OC2008.00.1) to document the artifact until further research is conducted on the object.~~

~~If the Museum is contacted by a person claiming to own an Object Found in Collections, the Museum shall maintain custody of Objects Found in Collections until a claimant fulfills all the following:~~

- ~~1. Presents to the Museum a clear explanation why the claimant believes he/she holds title, with supporting evidence, and~~
- ~~2. Presents a notarized statement from the claimant that he/she is either the sole party at interest or he/she is authorized to represent all parties at interest and present supporting proof.~~

~~The Museum shall not immediately relinquish custody of the object(s) to the claimant who appears to have the right to make the demand. The Museum shall exercise its right to review the documents carefully to see if the Museum has evidence that may counter the claimant's demand.~~

~~The Museum shall defend its custody of the object(s) claimed if any of the following apply:~~

- ~~1. Evidence that the claimant knew, or should have known, that the Museum had custody of the objects and that the claimant delayed in bringing his/her action to the detriment of the Museum.~~
- ~~2. Evidence that the claimant "slept on his right," that is he/she failed to use due diligence in seeking out his/her property.~~

~~Objects Found in Collections that have been at the Old Capitol Museum for more than two years may be offered to the Museum of Mississippi History for donation. If the Museum of Mississippi History is not interested in the donation, then the object may be disposed of by the following ways:~~

- ~~1. Transfer to another more appropriate division of the Mississippi Department of Archives and History.~~
- ~~2. Placement in the Education Collection or Prop Collection.~~
- ~~3. Donation to an appropriate non profit museum or scholarly or cultural institution or organization preferably within the state of Mississippi.~~

~~The object should not be sold or destroyed. A Disposal Record form must be completed by the Curator of Exhibits and Collections.~~

Source: *Miss. Code* § 39-7-1 (1972, as amended).

*Rule 10.7 Access to and Use of Collections and Collections Records.*

*A. Policy*

~~With approval from the lending institution, the Museum will strive to make its borrowed 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 and collections records will not be unreasonably denied. However, acknowledging its responsibility to safeguard the collections and collections records and following the guidelines set forth by the lender, the Museum reserves the right to control access to prevent the following:~~

- ~~1. Deterioration, mutilation, loss, or dislocation of objects and/or collections records.~~
- ~~2. Undue interference with the administrative, professional, and technical operations of the Museum.~~
- ~~3. 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 Director and the Curator of Exhibits and Collections with approval from the lending institution/individual. Should particular questions arise regarding proper, legitimate access to and use of the collections and collections records, the Museum's legal counsel will be consulted.~~

*B. Procedures*

~~A written request specifying the objects and records to be examined (and if the researcher wishes to photograph the objects and in what format), the purpose and proposed date of the examination, and the researcher's current address, email address, and daytime phone number, should be submitted to the Curator of Exhibits and Collections.~~

~~If the request meets with the established access policy of the Museum and the guidelines set forth by the lender, the Curator of Exhibits and Collections will schedule an~~

appointment with the researcher and will provide supervised access to the specified objects and records. Access to the collections and the collections records may be limited both by the availability of staff time to provide adequate supervision and by the potential damage to particularly fragile objects from movement and handling during examination. Any copying and photography costs shall be the responsibility of the researcher. The researcher shall give the Museum and the lender copies of any papers or publications which result from his/her study.

~~C. Access to Obtain Copies of Collection Related Material~~

~~The Museum retains permission to use images of text, paintings, drawings, and other photographs from hundreds of different sources for use in the current exhibits of the Museum. The Museum may provide source information to researchers for purposes of requesting permissions to use images. It is the responsibility of the researcher to obtain written permission from the original owner of the image. In rare instances, the Museum may provide a copy of the requested image to the researcher after permission has been given and if the original owner is unable to provide the copy. Otherwise, the Museum requires that images be sought from the original owners.~~

~~D. Reproductions of Objects in Collections~~

~~Since all objects displayed at the Museum are on loan, the Old Capitol Museum or anyone else interested in the objects, does not have the right to reproduce the objects without the consent of the lending institutions. If granted, the process of reproduction must not interfere in anyway with the exhibits, programming, or daily operation of the Old Capitol Museum.~~

~~E. Photography of Collections~~

~~1. Limitations on Public Photography of Collections~~

~~a. No publication or commercial use of photographs taken in the Museum's exhibition areas is permitted without the written approval of the Museum Director.~~

~~b. Photography in the Museum's exhibition areas for personal use is permitted during regular hours of public visitation unless otherwise posted.~~

~~c. The use of flash units, strobe lights, or other potentially damaging artificial light sources by visitors to photograph the Museum's exhibition areas will not be permitted without permission of the Museum Director.~~

~~d. In the interest of public safety, the Museum staff may limit or prevent the use of tripods in exhibition areas.~~

~~2. Request for Photographs of Collections~~

~~a. Requests for obtaining photographs of objects in the Museum's collections will be submitted in writing to the Curator of Exhibits and Collections. Since the Museum is a non-collecting institution, permission to photograph objects must be obtained from the lending institution.~~

~~b. Due to limited staff resources and time, the Museum may be unable to fulfill a specific photographic request if there is not already an existing negative or transparency.~~

~~c. Researchers wishing to photograph objects in the collections with their own photographic equipment may do so only with prior Museum approval and lending institution approval.~~

- d. Researchers wishing to hire an outside vendor to photograph objects in the collections may do so only with prior Museum approval. The Museum or lending institution reserves the right to select the vendor to provide such special photographic services. The researcher must make direct arrangements with the vendor for payment of vendor services.
- e. The Museum reserves the right to deny a request for photographs of the Museum's collections if fulfilling the request would lead to one or more of the following conditions:
  - i. — endanger the physical security of the collections
  - ii. — undermine the intellectual integrity of the collections
  - iii. — pose an excessive administrative burden
  - iv. — violate the terms of a loan
  - v. — infringe on copyrighted material
  - vi. — involve a use for illegal or unethical purposes
  - vii. — violate privacy, publicity, or other personal rights of any party
  - viii. — libel, slander, or cause undue ridicule or embarrassment to any person or organization
  - ix. — imply an institutional endorsement of any product, company, or enterprise

Source: *Miss. Code* § 39-7-1 (1972, as amended).

*Rule 10.8 Care of Collections.*

*A. Inventory*

The Curator of Exhibits and Collections is responsible for maintaining an up-to-date location record for all objects loaned to the Museum. The Curator of Exhibits and Collections will complete a comprehensive inventory of the props, every three years and will complete a comprehensive inventory of loaned objects on an annual basis. Inventories will be conducted according to specific procedures maintained in the inventory section of the collections management manual maintained by the Curator of Exhibits and Collections.

*B. Handling Collections*

Objects on loan are to be handled only in a manner that enhances preservation. Objects are to be handled only by trained Museum staff members or, on occasion, by trained Museum volunteers. The Curator of Exhibits and Collections is responsible for training and supervising any such volunteers. Written guidelines for handling objects are included in the collections management manual maintained by the Curator of Exhibits and Collections.

*C. Conservation*

The Museum holds and cares for artifacts on loan as a public trust and is committed to the standards of collections care and conservation established by the American Institute for Conservation and Heritage Preservation. The Museum recognizes the importance of preventive maintenance and environmental monitoring and control in enhancing the preservation of artifacts.

~~Condition reports are completed for all incoming loans upon arrival and are maintained by the Curator of Exhibits and Collections who monitors daily the condition and safety of each object. If a conservation issue arises with an object, the Curator of Exhibits and Collections contacts the Lender and sends a Collections Damage Report and photograph(s) documenting the concern. After a signed Collections Damage Report is received from the Lender giving permission for the conservation treatment, arrangements are made with a conservator approved by the lender for the treatment of the artifact. The Curator of Exhibits and Collections oversees the artifact transfer to a conservator for treatment. Upon completion of the conservation, a Conservation Treatment Record will be completed and sent to the lender. Appropriate documentation will accompany all treatments and will be maintained by the Curator of Exhibits and Collections.~~

Source: *Miss. Code* § 39-7-1 (1972, as amended).

*Rule 10.9 Risk Management.*

~~A. Policy~~

~~The Museum will make every attempt to minimize risks to the collections, the building, the staff, and the visitors. The Museum Director in conjunction with the Office of Capitol Police is responsible for the overall physical safety and security of the collections and the building, staff, and visitors.~~

~~B. Procedures~~

~~Procedures for managing and caring for the collections in a proper manner which enhances their preservation and security are included in the collections management manual maintained by the Curator of Exhibits and Collections.~~

~~Procedures to be followed for the protection of the collections, the building, the staff, and the visitors in case of emergency are included in the disaster preparedness manual maintained by the Curator of Exhibits and Collections. The Museum will maintain material safety data sheets (with guidelines for the safe use and disposal of chemicals) for products used by Museum staff in performing such duties as conservation and exhibit fabrication, as well as for cleaning products used by the custodial staff, and for any fumigants used by the pest control company.~~

~~C. Insurance~~

~~The Museum's building and borrowed artifacts are insured by the State of Mississippi through the Department of Finance and Administration. The state's insurance policy covers the building and its contents (not including artifacts), and has additional fine arts coverage that will insure artifacts in transit or on loan to the Museum.~~

~~The Museum will routinely provide insurance coverage as appropriate for objects borrowed by the Museum for exhibition or research (incoming loans). The Museum will not routinely provide insurance coverage for objects or materials temporarily left in the custody of the Museum for potential acquisition by the Museum of Mississippi History, identification, photography and/or copying (temporary custody).~~

~~The Department of Finance and Administration has authority for purchasing and arranging insurance coverage. The Curator of Exhibits and Collections will notify the Museum Division Director of Collections of any insurance needs. The Museum Division Director of Collections will be responsible for working directly with the Department of Finance and Administration on those needs. Procedures for obtaining insurance coverage are included in the collections management manual maintained by the Curator of Exhibits and Collections.~~

Source: *Miss. Code* § 39-7-1 (1972, as amended).

*Rule 10.10 Ethics.*

~~A. Old Capitol Museum Code of Ethics~~

~~All Museum staff members will adhere to the Code of Ethics for the Old Capitol Museum. Board members and staff members must refrain from any private or public activity which might be in conflict with, or appear to be in conflict with, the mission and interests of the Museum.~~

~~B. Personal Collecting~~

- ~~1. Staff shall not use his/her position to obtain for personal use and benefit items falling within the collecting realm of the Museum of Mississippi History as it pertains to the Old Capitol Museum. No individual shall be involved in buying and selling historical articles for profit as a dealer, or on behalf of a dealer, or retain and interest in a dealership.~~
- ~~2. Staff shall not compete with the Museum of Mississippi History in any personal collecting activity as it pertains to the Old Capitol Museum. If items purchased by a staff member fall within the collecting areas of the \_\_\_\_\_ museum, they must be offered to the Museum of Mississippi History within sixty (60) days at the actual cost of the artifact.~~
- ~~3. Staff shall notify the Museum Division Director in writing of all personal collecting and if asked, shall supply an inventory of items in their collection. If a staff member elects to sell an item from his/her personal collection, he/she will be expected first to offer the item to the Museum of Mississippi History at a fair market price.~~
- ~~4. Staff involved in accepting artifacts and/or the daily activities of the collections office (Museum Division Director, Museum Director, and Curator of Exhibits and Collections) shall not acquire personal collections of the same nature as the Old Capitol Museum mission. This policy excludes readily available books and materials relating to Mississippi History and the Old Capitol.~~
- ~~5. Collections acquired by staff through gifts, through inheritance, or prior to employment, as well as those not within the mission of the museum, shall be exempt from this policy.~~

~~C. Appraisals~~

- ~~1. Due to a possible conflict of interest with the Internal Revenue Service, staff members shall not, in their official or unofficial capacities, provide monetary appraisals of objects for donors, potential donors, staff, members of the MDAH Board of Trustees, or the general public. The Old Capitol Museum may provide~~

~~names of appraisers, but shall not provide an endorsement. The Old Capitol Museum may provide identification and authentication assistance for professional and/or educational purposes only.~~

- ~~2. Appraisals of objects on loan to the Old Capitol Museum are made for internal use such as insurance coverage. The Museum shall contract with objective and qualified appraisers as needed.~~

Source: *Miss. Code* § 39-7-1 (1972, as amended).