

The Schiele

Museum of Natural History

HANDBOOK ON ETHICS

TABLE OF CONTENTS

Museum Governance	Page 4
Board of Trustees	Page 4
1.0. Board Accountability	Page 4
1.1. Individual Trustee Accountability	Page 4
2.0. Board Responsibilities	Page 5
2.1. Fiduciary	Page 5
2.2. Collections	Page 5
2.3. Relationship to President and Staff	Page 5
2.4. Museum Administration	Page 5
3.0. Conflict of Interest	Page 6
4.0. Disclosure Statements	Page 6
5.0. Personal Collections	Page 7
6.0. Use of Museum Property	Page 7
7.0. Outside Interests	Page 7
8.0 Acknowledgement	Page 7
City of Gastonia	Page 8
1.0. City Resolution	Page 8
City of Gastonia Code of Ethics Policy	Page 8
1.0. Standards of Conduct for Public Officials and Employees	Page 8
Collections and Research	Page 10
1.0. Acquisitions to Museum Collections	Page 10
1.1. Acquisitions	Page 10
1.2. Acquisition of Illicit Material	Page 11
1.3. Field Study and Collecting	Page 12
1.4. Co-operation between Museums in Collecting Policies	Page 12
1.5. Conditional Acquisitions and Other Special Factors	Page 12
1.6. Acquisitions to Museum Collections	Page 12
1.7. Loans to Museums	Page 13
1.8 Conflicts of Interest for Acquisitions	Page 13
2.0. Disposal of Collections	Page 13
2.1 The Permanence of Collections	Page 13
2.2. Legal or other Powers of Disposal	Page 13
2.3. De-accessioning Policies and Procedures	Page 14
2.4. Return and Restitution of Cultural Property	Page 14
2.5. Income from the Disposal of Collections	Page 15
3.0. Professional Conduct	Page 15
3.1. Ethical Obligations of Member of the Museum Profession	Page 15
3.2. Personal Conduct	Page 15
3.3. Private Interests	Page 15
4.0. Responsibility to the Collections	Page 16
4.1. Care of Collections	Page 16

4.2. Conservation and Restoration of Collections	Page 17
4.3. Documentation of Collections	Page 18
4.4. Welfare of Live Animals	Page 18
4.5. Human Remains and Material of Ritual Significance	Page 18
4.6. Conflict of Interest and Private Collections	Page 19
4.7. Merchandising	Page 19
5.0. Personal Responsibility to the Public	Page 20
5.1. Upholding Professional Standards	Page 20
5.2. Relations with the General Public	Page 20
5.3. Authentication and Valuation	Page 20
5.4. Replication and Reproduction	Page 21
5.5. Unprofessional Conduct	Page 21
5.6. Confidentiality	Page 21
6.0. Personal Responsibility to Colleagues and the Profession	Page 22
6.1. Professional Relationships	Page 22
6.2. Professional Co-operation	Page 22
Development Office	Page 24
1.0. Professional Obligations	Page 24
2.0. Solicitation and Use of Charitable Funds	Page 24
3.0. Presentation of Information	Page 25
4.0. Compensation	Page 25

HANDBOOK ON ETHICS THE SCHIELE MUSEUM

Museum Governance

The Schiele Museum is a public institution as well as a private, not for profit, organization. As a public institution it is an administrative and financial department of the City of Gastonia, North Carolina that was created to promote awareness of and appreciation of the natural world. *The Schiele Museum, Incorporated* is a private, not for profit, corporation chartered under the laws of the State of North Carolina. The corporation was created and organized to promote the Museum's well being and its standing in the community.

Board of Trustees

1.0. Board Accountability

The Board of Trustees is accountable to the public as well as to the Museum and its staff. The Board of Trustees acts as the corporate legal entity for the Museum, responsible for the formulation and maintenance of its general policies and operational continuity.

The Board of Trustees collectively, and each Trustee individually, agrees to be loyal to the purposes of the Museum. Each Trustee understands and respects those basic Board-approved documents (e.g. Bylaws, Code of Ethics, Policies) that provide for the Board of Trustees' establishment, character and governance.

Each trustee agrees to devote time and attention to the affairs of the Museum and to ensure that the Museum and its Board of Trustees act in accordance with those basic Board-approved documents and, to the best of their knowledge, with applicable municipal, state and federal laws.

The Board of Trustees collectively, and each Trustee individually, shall establish no policies or authorize, or permit any activities, which jeopardize the basic nonprofit status of the Museum or reflect unfavorably upon it as an institution devoted to public service.

1.1. Individual Trustee Accountability

Unless explicitly authorized by the Board, no Trustee shall act for the Board in an individual capacity. All actions shall be taken for the Board of Trustees, Board Committee or Subcommittee in conformance with the Bylaws. Every Trustee shall work for the institution as a whole and not act as an advocate for particular activities, subunits or staff members of the Museum solely.

Trustees shall maintain in confidence any privileged information learned during the course of their role as Museum Trustee, especially when such information may bear

upon marketing plans or legal, financial, operational or administrative concerns of the Museum

2.0. Board Responsibilities

2.1. Fiduciary

The Board of Trustees has ultimate fiduciary responsibility for the Museum as a not-for-profit corporation and for the protection and nurturing of its assets. The Board is obliged to develop and define financial policies of the Museum and ensure the Museum's assets are properly and effectively used for purposes in keeping with the Museum's mission.

The Board of Trustees shall provide what it determines to be adequate financial protection for all Museum officials including themselves, staff and volunteers so that no one will incur inequitable financial sacrifice or legal liabilities arising from the authorized performance of duties for the Museum.

2.2. Collections

The Board of Trustees recognizes its obligation to work with the City of Gastonia to ensure the proper environment is provided for the physical security and preservation of the Museum and its collections. The Board of Trustees recognizes its role to monitor and advise the City on the financial support needed by the Museum so that it may continue to exist as an institution of vitality and quality.

2.3. Relationship to President and Staff

The Board of Trustees recognizes that many of its responsibilities are implemented through its relationship to the President, who serves as the Museum's Director and as the Board's Chief Executive Officer. The approval of that individual and the continuing direction and support of his/her professional responsibilities to the Board of Trustees and to the mission of the Museum shall be fulfilled as specified in the *Trustees of the Schiele Museum Delegation of Authority* document.

In carrying out its duty to the Museum and its staff, the *Schiele Museum Personnel Policy* has been developed and adopted by the Board of Trustees. This policy governs the staff, provides for their conditions of work and remuneration, and governs their relationships to the President, the Board of Trustees and Trustees individually.

2.4. Museum Administration

Trustees shall work with the President openly and with candor. They shall avoid giving directions to, acting on behalf of, communicating directly with, or soliciting administrative information from staff except as detailed in the Board's Personnel Policy or as detailed in the *Trustees of the Schiele Museum Delegation of Authority* document.

Staff members shall communicate with the Board of Trustees and Board Committees through the President or, with prior knowledge and approval, through the President's delegated representative, unless such actions are in accordance with established *Schiele Museum Personnel Policy* procedures for bringing staff grievances to the Board of Trustees.

The *Schiele Museum Collections Policy* has been developed and adopted by the Board of Trustees. This policy governs the use of collections, including acquisition, access, rights, loans and the disposal of objects.

The *Schiele Museum Exhibition and Program Policy* has been developed and adopted by the Board of Trustees. This policy governs the nature of exhibitions, performances, classes and programs, including community involvement, affiliations, sponsorships, intellectual content and audience, promotion, and the evaluation of programmatic objectives, and the display of objects owned or created by Trustees or Museum staff or by individuals or organizations in which any Trustee may be considered to have any interests.

A *Schiele Museum Operations Management Policy* shall be developed and adopted by the Board of Trustees in agreement with the City of Gastonia. This policy shall govern the expansion, maintenance, and the guidelines for public and private access to the facilities, including, but not limited to, guidelines for scheduling, permitted activities and all relevant fees.

3.0. Conflict of Interest

The Board of Trustees has developed and adopted the *Schiele Museum Conflict of Interest Statement*. In keeping with that statement, every Museum Trustee shall conduct all of her/his activities, including those relating to persons closely associated with her/him and to business or other organizations, in such a way that no conflict will arise between the other interests and the policies, operations or interest of the Museum. The appearance of such conflicts also shall be avoided.

4.0. Disclosure Statements

Each current Trustee shall file with the Board of Trustees a statement disclosing his/her personal, business or organizational interests and affiliations, and such interests and affiliations of persons related to or engaged in business with him/her, if those interests and affiliations could be construed as being related to or involved with those of this Museum or other Museums. Such a statement shall include positions as an officer or board member, as well as relationships, in other organizations whose purposes or programs are related to or impinge upon the purposes, programs or activities of the Schiele Museum. Such statements of disclosure shall be made available to the Board of Trustees prior to a prospective Trustee's election to that body.

5.0. Personal Collections

Potentially troubling areas for appearance of self-interest at the expense of the institution arise whenever a trustee, a member of his family or a close associate personally collects objects of a type collected by the Museum. Therefore, every Trustee and every individual nominated to be a Trustee must formally state their acceptance of the *Schiele Museum Collections Policy* regarding such personal collections.

Each Trustee agrees that no Trustee or member of his/her immediate family, or any individual acting for him/her may acquire objects from the collections of the Museum or compete with the Museum in acquiring objects. Each Trustee also agrees not to take personal advantage of collections-related information available because of Board membership. Each Trustee also agrees that if conflict develops or appears to develop between the needs of the individual and the Museum, those of the Museum will prevail.

6.0. Use of Museum Property

Each Trustee agrees to use Museum property only for museum-sanctioned purposes and not to use the Museum's collections, property or services in a manner other than available to a comparable member of the general public. Each Trustee also agrees to accept Museum staff assistance only to the extent available to any member of the general public in similar circumstances or with similar needs.

7.0. Outside Interests

Each Trustee agrees that whenever a matter arises for action by the Board of Trustees, or the Museum engages in an activity where there is a possible conflict or the appearance of conflict between the interests of the Museum and an outside or personal interest of a trustee or of a person in his/her immediate family or employ, that outside interest shall be made a matter of record.

When any Trustee obtains information that could benefit him or her personally, as identified in the *Board of Trustees' Excess Benefits Guidelines*, that Trustee shall refrain from acting upon the information until the specified representatives of the Board of Trustees and Museum management have reviewed the issue. In cases where the Trustee is present at a vote taken in connection with any activity where there may be a possible conflict or the appearance of conflict of interest, said Trustee shall abstain from voting and said Trustee also shall avoid discussing those planned actions. If the relevant committee of the Board of Trustees has reason to believe neither disclosure nor abstention will be sufficient, they may request the resignation of said Trustee.

8.0. Acknowledgement

By accepting election to the Board of Trustees of the Schiele Museum, each Trustee agrees to abide by this *Schiele Museum Trustee Code of Ethics*.

City of Gastonia

SECTION IV GENERAL WORKPLACE POLICIES

1. CODE OF ETHICS

As public officials, City employees are charged with upholding the trust of the citizens of the City of Gastonia, obeying relevant laws and acting with integrity in all matters related to representing the City government.

CODE OF ETHICS POLICY:

- a. Standards of Conduct for Public Officials and Employees adopted pursuant to G.S. 160A-86
- b. It is the obligation of every public official and employee to support the Constitution of the United States and the Constitution of the State of North Carolina. (Oath of Office and Gastonia Code of Ordinances 4-81)
- c. Public officials should take care to obey all laws that apply to their official actions. They should be guided by the spirit of the law as well as the letter.
- d. The laws of the Nation, State and Municipality shall be impartially administered. No public official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen except by due process of law. (G.S. 160A-146)
- e. Public officials and employees should act with integrity, free from improper influence as they exercise the functions of their office or position.
- f. Elected officials should use their best independent judgment when carrying out the duties of their office, while recognizing that they are part of a larger group. They should never lose sight of the fact that they are not generally authorized to act on behalf of the City Council. The City Council must take official action as a body.
- g. Every citizen shall receive a fair and impartial hearing on any matter coming before the City Council, its appointed agencies or any employee of the City. No public official or employee shall make any promise or pledge to any person concerning any matter to be heard before a public official or employee except upon fair, impartial and final hearing thereof.
- h. The conduct of public business shall be free of any hidden personal or financial interest of any public official or employee. No public officials or employees shall advocate in any public meeting or private discussion any matter in which they have a personal or financial interest except upon full and timely disclosure of the interest. (G.S. 14-234)
- i. It is the obligation of every public official to faithfully discharge the duties of office. Public officials should be faithful in their attendance at meetings and in their preparation for meetings. Public officials shall make full and timely disclosure of any personal or financial interest which they have in any matter of public business to be transacted before them. (G.S. 160A-75)
- j. The conduct of public business shall be free of any influence arising from gifts, favors or special privileges. It is the obligation of every public official and

employee to refuse personal gifts, favors or special privileges in every instance where such public official or employee reasonably believes such gift, favor or special privilege would not have been extended but for the position of such public official or employee, or where there exists a reasonable belief that the giver's interests are likely to be affected by the actions of the public official or employee, or where the gift is or may reasonably be considered to be designed to influence the actions of the public official or employee. No public officials or employees shall seek personal or financial advantage by means of their public office, appointment or employment. (G.S. 133-32)

- k. The use of public trust for private gain is inimical to good government. No public official or employee shall violate the provisions of North Carolina General Statutes Section 14-234. No public official employee shall use confidential or advance information obtained by virtue of public office, appointment or employment for personal or financial advantage. (G.S. 14-234).
- l. Overall, public officials should avoid impropriety in the exercise of their official duties. A public official is acting with impropriety if a reasonable person who is made aware of the totality of the official's actions would conclude that it was more likely than not that the behavior did not benefit someone in the public official's position.
- m. It is the obligation of every public official and employee to carry out the lawful orders and policies of the City Council. No public official or employee shall knowingly take any action inconsistent with the lawful orders or policies established by the City Council. No public official or employee shall knowingly take any action which would be detrimental to the best interest of the City.
- n. City Council members and other public officials should conduct the affairs of the City in an open and public manner. They shall comply with all applicable laws governing open meetings and public records. Public officials and employees should avoid unjustified delay in fulfilling public records requests.



Collections and Research

The Schiele Museum of Natural History and Lynn Planetarium has the ethical and legal responsibility to ensure that collections in its custody are "protected, secure, unencumbered, cared for, and preserved" (American Association of Museums, 1992). The Museum derives much of its prominence from its collections, and these holdings constitute the primary difference between museums and other kinds of institutions. The Museum's collections, works of art, artifacts and specimens from the natural world, are an essential part of the community's collective cultural fabric and, therefore its obligations to the collections are paramount.

The Schiele Museum's collections contain over seventy thousand individual pieces that require care. Specimens are collected as a sample of a region's natural and cultural environment both past and present. Specimens are preserved to document presence in given localities at a given time, to validate past research, and to be available for research and educational purposes. They are often prepared in some fashion so as to make them useful for research, exhibition, or educational purposes. Associated with the responsibility of ongoing research and educational use, it is the obligation of the collections and research department to maximize the value of each specimen for future use.

The management and care of collections is governed by respect for the scientific, historic, physical, cultural, and aesthetic integrity of the specimens or artifacts and its associated data. Concern for its future should include protection against unnecessary damage, loss, or alteration that might affect its future research, educational, or exhibition potential.

Collections management and care should meet the highest professional standards; it must be compatible with and enhance access to collections for the intended scientific and educational uses of the specimens or artifacts.

1.0 Acquisitions to Museum Collections

1.1 Acquisitions

Objects acquired will be relevant to the purpose and activities of the museum, and be accompanied by evidence of a valid legal title. The Schiele Museum shall not, except in very exceptional circumstances, acquire material that is unlikely to be able to be catalogued, conserved, stored or exhibited, as appropriate and in a proper manner. Acquisitions outside the current stated policy shall only be made after proper consideration by the Collections Manager and the Collections Committee, having regard to the interests of the objects under consideration, the national or other cultural heritage and the special interests of other museums. Gifts shall be made without restrictions or encumbrances.

The Schiele Museum accepts the responsibility to develop and monitor policies to ensure that it assumes a position of leadership in the effort to halt the continuing degradation of our natural history resources. The Museum agrees that it shall anticipate the possible consequences of its actions as they pertain to the acquisition of plants and animals and that any such potential acquisitions do not damage the population of a species, a community of organisms or the environment in general.

1.2. Acquisition of Illicit Material

The illicit trade in objects destined for public and private collections can encourage the destruction of historic sites, local ethnic cultures, theft at both national and international levels, places at risk, endangered species of flora and fauna, and contravenes the spirit of national and international cultural inheritance. The Schiele Museum recognizes the relationship between the market place and the initial and often destructive taking of an object for the commercial market, and recognizes that it is highly unethical to support, whether directly or indirectly, an illicit market.

The Schiele Museum shall not acquire, whether by purchase, gift, bequest or exchange, any object unless the Director and Collections Manager are satisfied that the museum can acquire a valid title to the specimen or object in question. Specimens will be acquired only when they have been collected, exported and/or imported in full compliance with the laws and regulations of the country or countries of origin and the federal government of the United States. The Museum shall make every reasonable effort to insure that these conditions are met and that title may properly be transferred to the Museum.

The Museum shall not acquire by any direct or indirect means any biological or geological specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the museum's own country or any other country except with the express consent of an appropriate outside legal or governmental authority.

The Museum shall not acquire objects where there is reasonable cause to believe that their recovery involved the recent unscientific, intentional destruction, or damage of ancient monuments or archaeological sites. Nor shall the Museum purchase objects where there is reasonable cause to believe that their recovery involved a failure to disclose the finds to the owner or occupier of the land, or to the proper legal or governmental authorities.

The Museum and collections and research staff recognizes that it is highly unethical to support either directly or indirectly the illicit trade in cultural or natural objects. Under no circumstances should they act in a way that could be regarded as benefiting such illicit trade in any way, directly or indirectly. Where there is reason to believe or suspect illicit or illegal transfer, import or export, the competent authorities should be notified.

The same ethics as outlined in this subsection shall be applied in determining whether or not to accept loans for exhibition or other purposes.

1.3. Field Study and Collecting

The Schiele Museum assumes a position of leadership in the effort to halt the continuing degradation of the world's natural history, archaeological, ethnographic, historic and artistic resources. The Museum maintains policies that allow it to conduct its activities within appropriate national and international laws and treaty obligations, and with a reasonable certainty that the approach is consistent with the spirit and intent of both national and international efforts to protect and enhance the cultural heritage.

Field studies and field collecting will be preceded by investigation, disclosure and consultation with both the proper authorities and any interested museums or academic institutions in the country or area of the proposed study to ascertain if the proposed activity is both legal and justifiable on academic and scientific grounds. Field programs will be executed in such a way that all participants act legally and responsibly in acquiring specimens and data, and that they discourage unethical, illegal and destructive practices.

1.4. Cooperation between Museums in Collecting Policies

The Schiele Museum recognizes the need for cooperation and consultation between all museums with similar or overlapping interests and collecting policies, and will seek to consult with other institutions where a conflict of interest is thought possible, as well as defining areas of specialization. The Museum will respect the boundaries of the recognized collecting areas of other museums and will avoid acquiring material with special local connections or of special local interest from the collecting area of another museum without due notification of intent.

1.5. Conditional Acquisitions and other Special Factors

Gifts, bequests, and loans will only be accepted if they conform to the stated collecting and exhibition policies of the Museum. Offers that are subject to special conditions will be rejected if the conditions proposed are judged to be contrary to the long-term interests of the museum and its public.

1.6. Acquisitions to Museum Collections

The Schiele Museum maintains a written Collections Policy approved by the Board of Trustees. The Collections Policy will be reviewed and revised as appropriate at regular intervals. This policy, as formally adopted and revised, will form the basis of all professional decisions and recommendations in relation to acquisitions. Negotiations concerning the acquisition of museum items from members of the general public must be conducted with scrupulous fairness to the seller or donor. No object should be deliberately or misleadingly identified or valued, to the benefit of the museum and to the detriment of the donor, owner or previous owners, in order to acquire it for the museum

collections. Nor will the object be taken nor retained on loan with the deliberate intention of improperly procuring it for the collections.

1.7. Loans to Museums

The ethical principles outlined in paragraphs 1.1 to 1.6 above will apply to the consideration of loans and loan exhibitions as to the acceptance or rejection of items offered to the permanent collections. Loans will not be accepted nor exhibitions mounted if they do not have a valid educational, scientific, or academic purpose.

1.8. Conflicts of Interest for Acquisitions

The collecting policy or regulations of the Museum include provisions to ensure that no person involved in the policy or management of the Museum, such as a Trustee or other member of a governing body, or a member of the Museum staff, may compete with the Museum for objects or may take advantage of privileged information received because of his or her position. Should a conflict of interest develop between the needs of the individual and the Museum, those of the Museum will prevail. Special care is also required in considering any offer of an item either for sale or as a tax-benefit gift, from members of the Board of Trustees, members of staff, or the families or close associates of any of these groups.

2.0. Disposal of Collections

2.1. The Permanence of Collections

There is a clear ethical obligation to ensure that the activities of the institution are not detrimental to the long-term survival of examples of the material studied, displayed or used. Objects shall be kept by the Museum as long as they retain their physical integrity, authenticity and usefulness for the Museum mission.

2.2. Legal or other Powers of Disposal

Where the Museum has legal powers permitting disposals, or has acquired objects subject to conditions of disposal, the legal or other requirements and procedures must be fully complied with. Even where legal powers of disposal exist, the Museum may not be completely free to dispose of items acquired where financial assistance has been obtained from an outside source (e.g., public or private grants, or donations from a private benefactor), since disposal may require the consent of all parties who had contributed to the original purchase. Where the original acquisition was subject to mandatory restrictions these must be observed unless it can be clearly shown that adherence to such restrictions is impossible or substantially detrimental to the institution. Even in these circumstances the Museum can only be relieved from such restrictions through

appropriate legal procedures.

2.3. De-accessioning Policies and Procedures

The Schiele Museum accepts the responsibility to develop and monitor policies to ensure that the physical care of the collections and their accessibility meet professionally accepted standards. In the event this is not possible, the Museum accepts the responsibility to develop and monitor policies to effect correction of the deficiency or to dispose of the collection, preferably to another institution.

Any form of disposal, whether by donation, transfer, exchange, sale, or destruction requires the exercise of a high order of judgement and will be approved by the appropriate Curator, Collections Manager, Director, and Collections Committee. Special considerations apply in the case of educational materials which are considered fungible (i.e., replaceable and renewable). These materials are not accessioned as part of the permanent collections.

Where the Museum has the necessary legal powers to dispose of an object, the decision to sell or otherwise dispose of material from the permanent collections should only be taken after due consideration and following all proper procedures as set forth in the Collections Policy, City policies, and North Carolina law. The decision to dispose of a specimen or artifact, whether by transfer, exchange, or sale is the responsibility of the Board of Trustees acting upon the advice of the appropriate Curator, Collections Manager, Director, and Collections Committee. In the case of the destruction of an item that it is too badly damaged or deteriorated to be restorable is also the responsibility of the Board of Trustees acting upon the advice of the appropriate Curator, Collections Manager, Director, and Collections Committee. Full records will be kept of all such decisions and the objects involved, and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the object concerned, including photographic records where practicable. Members of the Museum staff, Board of Trustees, elected officials of the City of Gastonia, or city employees, or members of their immediate families, are not permitted to acquire objects that have been de-accessioned from the Museum's permanent collections. Similarly, no such person is permitted to appropriate items from the Museum's permanent collections, even temporarily, for any kind of personal use or gain.

2.4. Return and Restitution of Cultural Property

If the Schiele Museum comes into possession of an object that can be demonstrated to have been exported or otherwise transferred in violation of the principles of the UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (1970) and the country of origin seeks its return and demonstrates that it is part of the country's cultural heritage, the Museum will, if legally free to do so, take responsible steps to co-operate in the return of the object to the country of origin. In the case of requests for the return of cultural property to the country of origin, the Museum will participate in dialogues with an open-

minded attitude on the basis of scientific and professional principles (in preference to action at a governmental or political level). The Museum will also respect fully the terms of the Convention for the Protection of Cultural Property in the Event of Armed Conflict (The Hague Convention, 1954) and in support of this Convention.

2.5. Income from the Disposal of Collections

Any monies received by the Museum from the disposal of specimens, artifacts, or works of art will be applied solely for the purchase of additions to the Museum's collections as allowed and in accordance with City policy and North Carolina law.

3.0. Professional Conduct

3.1. Ethical Obligations of Members of the Museum Profession

Employment by the Schiele Museum is a public trust involving great responsibility. In all activities, Museum employees must act with integrity and in accordance with the most stringent ethical principles as well as the highest standards of objectivity. The museum professional should understand two guiding principles. First, that the Museum is the object of a public trust whose value to the community is in direct proportion to the quality of service rendered. And, secondly, that intellectual ability and professional knowledge are not, in themselves, sufficient, but must be inspired by a high standard of ethical conduct. The professional staff owes their primary professional and academic allegiance to the Museum and should at all times act in accordance with the approved policies of the Museum.

3.2. Personal conduct

Loyalty to colleagues and to the employing museum is an important professional responsibility, but the ultimate loyalty must be to fundamental ethical principles and to the profession as a whole.

3.3. Private Interests

While every member of any profession is entitled to a measure of personal independence, in the eyes of the public no private business or professional interest of a member of the museum profession can be wholly separated from that of the professional's institution or other official affiliation, despite disclaimers that may be offered. Any museum-related activity by the individual may reflect on the institution or be attributed to it. The professional must be concerned not only with the true personal motivations and interests, but also with the way in which such actions might be construed by the outside observer. Museum employees and others in a close relationship with them must not accept gifts, favors, loans, or other dispensations or things of value that may be offered to them in connection with their duties for the Museum.

4.0. Responsibility to the Collections

Collections care is principally the responsibility of collections and research staff members (regardless of job titles) directly involved with specimens and artifacts: curators, collection managers, curatorial assistants, conservators, registrars, preparators, and technical assistants in these areas. Other departments (e.g., education and exhibit) are also responsible for the care of specimens and artifacts that are used for education or exhibition purposes. Preventive conservation is the responsibility of all staff including, for example, building and grounds, security, and those responsible for receptions and development functions.

4.1. Care of Collections

As one of the essential ethical obligations, the Collections Manager and Museum staff members will ensure the proper care and conservation of both existing and newly-acquired collections and will ensure, that as far as is reasonable, the collections are passed on to future generations in as good and safe a condition as practicable having regard to current knowledge and resources. In attempting to achieve this high ideal, special attention should be paid to the growing body of knowledge about preventative conservation methods and techniques, including the provision of suitable environmental protection against the known natural or artificial causes of deterioration of museum specimens and works of art.

It is an important professional responsibility to ensure that all items accepted temporarily or permanently by the Museum are properly and fully documented to facilitate provenance, identification, condition, and treatment. All objects accepted by the Museum should be properly conserved, protected, and maintained. Every effort must be made to minimize the level of risk facing specimens and artifacts as a result of accidental damage when handling objects units, against damage or theft in transit, of ensuring the best possible security as a protection against theft in display, working or storage areas, and carefully screening on-site users and borrowers. The Museum will ensure that the insurance coverage is adequate, especially for objects in transit and loan items, as well as other objects, which are not owned by the museum but are its current responsibility. Professional colleagues will be contacted outside the Museum if the expertise available in the Museum is insufficient to ensure the welfare of items.

It is essential that the collections and research staff take steps to mitigate the use of scientifically unsound preparation and other treatment techniques, poor environmental conditions, and negligent handling in order to protect the physical and chemical integrity of specimens and artifacts for present and future needs. Conditions under which specimens are exhibited must be compatible with their long-term preservation. Appropriate collection care staff must be active members of exhibit planning and production teams.

Due to the inherently toxic nature of some specimens and artifacts, they should be used in a manner that protects the health and safety of staff, researchers, volunteers, and

visitors.

The collections and research staff is responsible for establishing priorities for the management and care of the institution's collections as a whole, in addition to setting priorities for the care and treatment of individual specimens and artifacts of particular research, historical, aesthetic, or educational value. This has been accomplished through collections evaluations and yearly conservation plan revisions. With this approach, the magnitudes of risks from all sources, as they affect each collection, are considered together. Limited resources can then be targeted to the mitigation of risks to effect the greatest possible reduction in overall rate of damage to the institution's collections.

Collections care personnel should have appropriate training to understand fully all aspects of collection work (e.g., legal, ethical, environmental conditions, management, security, health and safety), the limitations of their own expertise and authority, and the consequences of any decisions and/or actions they may take or recommend. Curation is the responsibility of individuals with sufficient disciplinary expertise and knowledge of recent scientific literature to provide reliable identifications and information. All collections and research staff should keep abreast of the most recent literature and upgrade their skills in their areas of responsibility according to the highest professional standards.

4.2. Conservation and Restoration of Collections

Conservation and preservation treatment should meet the highest professional standards. Generally, the preferred approach for research specimens or artifacts will involve preventive conservation. Often difficult decisions need to be made in relation to the degree of replacement or restoration of lost or damaged parts of a specimen or work of art that may be ethically acceptable in particular circumstances. For those with responsibilities of ethical decision making, it is important to ensure that they are familiar with the ethical issues, and with appropriate professional opinion. Such decisions call for proper cooperation between all with a specialized responsibility for the object, including the curator, collections manager, and the conservator. Techniques and materials selected should be those that are the most stable and have the greatest longevity. In addition, many treatments must be monitored over time to understand more fully their effects on specimens and artifacts. Added materials should be removable whenever possible. Exceptions must be fully justified and documented. It is unethical to modify or to conceal the true nature of a specimen or artifact through restoration. The presence and extent of restoration should be detectable, although it need not be conspicuous. Methods and materials used must be fully documented. Destructive sampling of specimens or artifacts must be justified by the quality and quantity of the information to be gained, evidence that the information is available only through the proposed sampling, and evidence that the investigator has the necessary expertise to extract that information. Procedures should be established to prevent unnecessary sampling. Sampling must be fully documented and approved in advance by individuals delegated with such authority.

4.3. Documentation of Collections

The Schiele Museum recognizes that each object in its collections is an integral part of a cultural or scientific composite. That context also includes a body of information which establishes its proper place and importance and without which the value of the object is diminished. The maintenance of this information in orderly and retrievable form is critical to the museum collection.

Documentation is the responsibility of all individuals who use, prepare, manage, or care for specimens or artifacts. All techniques and materials used in collection management, care, and conservation must be fully documented. Training to develop expertise in the development and management of documentation and archival records promotes a better collection management and care system. The proper recording and documentation of both new acquisitions and existing collections in accordance with appropriate standards and the internal rules and conventions of the Museum is an important professional responsibility. It is particularly important that such documentation should include details of the source of each object, the conditions of acceptance of it by the Museum, the location and the condition of the objects. In addition, specimen data should be kept in a secure environment and be supported by adequate systems providing easy retrieval of the data by both the staff and by other bona fide users. It is the responsibility of the collections and research staff to use collections for the attainment and dissemination of knowledge. Every curator and researcher is obligated to exercise intellectual honesty and objectivity in the presentation of objects and specimens and related data. The stated origin or provenance of the objects or specimens or attribution of work must reflect a thorough and honest investigation and must yield promptly to change with the advent of new facts, analysis, or discoveries.

4.4. Welfare of Live Animals

Since the Schiele Museum maintains for exhibition and educational purposes live populations of animals, the health and well being of any such creatures must be a foremost ethical consideration. The museum maintains a safety code for the protection of staff, visitors, and the animals within the guidelines of the Live Animal Policy.

4.5. Human Remains and Material of Ritual Significance

The Museum will not acquire objects known to have sacred significance to living Native American groups if possession or disposition by those originating groups has been established to be essential for religious reasons, or if legal ownership is contested on these grounds. The Museum ensures that the unique and special nature of human remains and funerary and sacred objects is recognized as the basis for all decisions concerning such collections and agrees with the Native American Graves Protection and Repatriation Act of 1990, and its subsequent amendments. If the Museum were to maintain or develop collections of human remains and sacred objects, these should be securely housed and carefully maintained as archival collections, and should always be available to qualified researchers and educators. Research on such objects and their housing and

care must be accomplished in a manner acceptable not only to fellow professionals but also to those of various beliefs, including particular members of the community, ethnic, or religious groups concerned. Although it is occasionally necessary to use human remains and other sensitive material in interpretative exhibits, this must be done with tact and with respect for the feelings for human dignity held by all peoples.

4.6. Conflict of Interest with Private Collections and Activities

The acquiring, collecting and owning of objects of any kind collected by the Museum by a member of the collections and research staff for a personal collection may not in itself be unethical, and may be regarded as a valuable way of enhancing professional knowledge and judgement. However, serious dangers are implicit when members of the staff privately collect for themselves objects similar to those that they and others collect for the Museum. In particular, no member of the collections and research staff should compete with the Museum either in the acquisition of objects or in any personal collecting activity. Extreme care must be taken to ensure that no conflict of interest arises.

Members of the collections and research staff may have opportunities to provide professional services to outside organizations and individuals, either as a volunteer or as a paid consultant. This may not in itself be unethical. However, no member of the collections and research staff should compete with the Museum, or assist others in competing with the Museum. No member of the collections and research staff should allow outside activities to impair the ability to perform their duties to the Museum. Extreme care must be taken to ensure that no conflict of interest arises. The collections and research staff are expected to comply with the laws of the United States regarding copyright and artists' rights. [See also section 5.3.]

4.7. Merchandising

No member of the collections and research staff should participate in any merchandising of objects similar or related to the objects collected by the Museum. Merchandising by Museum employees at any level of responsibility in objects that are collected by the Museum or any other museum can also present serious problems even if there is no risk of direct conflict with the employing museum. Merchandising should be permitted only if, after full disclosure and review by the Director and Board of Trustees of the employing museum, explicit permission is granted, with or without conditions. Where the conditions of employment permit outside employment or activity, and there appears to be no risk of any conflict of interest, great care should be taken to ensure that such outside interests do not interfere in any way with the proper discharge of official duties and responsibilities.

5.0. Personal Responsibility to the Public

5.1 Upholding Professional Standards

In the interests of the public as well as the profession, members of the collections and research staff should observe accepted standards and laws, uphold the dignity and honor of their profession and accept its self-imposed disciplines. They should do their part to safeguard the public against illegal or unethical professional conduct. They should use appropriate opportunities to inform and educate the public in order to develop a better public understanding of the purposes and responsibilities of museums and of the profession.

5.2 Relations with the General Public

Members of the collections and research staff should deal with the public efficiently and courteously at all times, and should in particular deal promptly with all correspondence and enquiries. Subject to the requirements of confidentiality in a particular case, they should share their expertise in all professional fields in dealing with enquiries, subject to due acknowledgement, from both the general public and specialist enquirers.

A primary responsibility of the collections and research staff is to safeguard its collections; therefore, access to collections may be regulated. Bona fide researchers will be allowed properly controlled but, so far as possible, full access to any material or documentation in their care, even when this is the subject of personal research or special field of interest. In determining access to collections, the collections and research staff must weigh the continued physical integrity and safety of the objects and specimens against the scholarly and educational purposes of use. Certain specimens or artifacts may be considered too rare, fragile, culturally sensitive, or significant for exhibition or loan (e.g., type specimens, specimens of extinct species, historically significant specimens, or specimens in poor condition).

It is the responsibility of the collections and research staffs to use collections for the attainment and dissemination of knowledge and strive to ensure exhibits are historically and scientifically honest and objective and make every effort to avoid perpetuating myths or stereotypes.

5.3. Authentication and Valuation

Members of the collections and research staff are encouraged to share their professional knowledge and expertise with both professional colleagues and the general public. However, written certificates of authenticity or valuation (appraisals) will not be given, and opinions on the monetary value of objects should only be given on official request from other museums or competent legal, governmental, or other responsible public authorities.

No member of the collections and research staff shall, in his or her official capacity, give appraisals for the purpose of establishing the tax-deductible value of gifts or purchases offered to the Museum by individuals. The United States Internal Revenue Services prohibits appraisals from a recipient institution that is directly involved in the transaction. Only appraisals from disinterested third parties are allowed.

Members of the collections and research staff will not identify or otherwise authenticate objects where they have reason to believe or suspect that these have been illegally or illicitly acquired, transferred, imported, or exported. Identification and authentication may be given for professional or educational purposes and in compliance with the legitimate requests of professional or governmental bodies or their agencies.

Where appropriate, the collections and research staff may assist in finding qualified professional who can provide appraisals for potential donors, but will in no way influence their particular choice of appraisers.

5.4. Replication and Reproduction

The Museum will develop and monitor policies to ensure that all aspects of the replication and/or reproduction and sale of commercial items adapted from objects in its collection shall be carried out in a manner that will not discredit either the integrity of the Museum or the intrinsic value of the original object. The Museum shall develop and monitor policies to identify permanently such objects for what they are, and to ensure the accuracy and high quality of their manufacture.

5.5. Unprofessional Conduct

Every member of the collections and research staff should be conversant with any national or local laws, and any conditions of employment, concerning corrupt practices, and should at all times avoid situations which could rightly or wrongly be construed as corrupt or improper conduct of any kind. In particular, no Museum official should accept any gift, hospitality, or any form of reward from any dealer, auctioneer or other person as an improper inducement in respect of the purchase or disposal of Museum items.

In order to avoid any suspicion of corruption, a member of the collections and research staff should not recommend any particular dealer, auctioneer or other person to a member of the public. A member of the collections and research staff should not accept any "special price" or discount for personal purchases from any dealer with whom either the professional or employing museum has a professional relationship in order to avoid any suspicion of corruption.

5.6. Confidentiality

Members of the collections and research staff must protect all confidential information relating to the source of material owned by or loaned to the Museum, as well

as information concerning the security arrangements of the Museum, or the security arrangement of private collections or any place visited in the course of official duties. Confidentiality must also be respected in relation to any item brought to the Museum for identification and, without specific authority from the owner, information on such an item should not be passed to another museum, to a dealer, or to any other person (subject to any legal obligation to assist the police or other proper authorities in investigating possible stolen or illicitly acquired or transferred property).

There is a special responsibility to respect the personal confidences contained in oral history or other personal material. Investigators using recording devices such as cameras or tape recorders or the technique of oral interviewing should take special care to protect their data, and persons investigated, photographed, or interviewed should have the right to remain anonymous if they so choose. This right should be respected where it has been specifically promised. Where there is no clear understanding to the contrary, the primary responsibility of the investigator is to ensure that no information is revealed that might harm the informant or his or her community. Subjects under study should understand the capacities of cameras, tape recorders and other machines used, and should be free to accept or reject their use.

6.0. Personal Responsibility to Colleagues and the Profession

6.1. Professional Relationships

Relationships between members of the collections and research staff should always be courteous, both in public and in private. Differences of opinion should not be expressed in a personalized fashion. Issues are to be brought to the immediate supervisor to be resolved prior to expression to others in the Museum, the Board of Trustees, or the City of Gastonia. Should the issue remain unresolved, City guidelines should be carefully followed in seeking a solution. Extreme care should be taken to avoid the appearance of collusion. Notwithstanding this general rule, members of the staff may properly object to proposals or practices that may have a damaging effect on the collections, museum, or the profession.

6.2. Professional Cooperation

Members of the collections and research staff have an obligation, subject to due acknowledgement, to share their knowledge and experience with their colleagues and with scholars and students in relevant fields. They should show their appreciation and respect to those from whom they have learned and should present without thought of personal gain such advancements in techniques and experience that may be of benefit to others.

The training of personnel in the specialized activities involved in museum work is of great importance in the development of the profession and all should accept responsibility, where appropriate, in the training of colleagues. Members of the collections and research staff, who in their official appointment have under their direction

junior staff, trainees, students, and assistants undertaking formal or informal professional training, should give these individuals the benefit of their experience and knowledge, and should also treat them with the consideration and respect customary among members of the profession.

Members of the collections and research staff form working relationships in the course of their duties with numerous other people, both professional and otherwise, within and outside the museum in which they are employed. They are expected to conduct these relationships with courtesy and fair-mindedness and to render their professional services to others efficiently and at a high standard.

Development Office

Development Office Employees, as Board of Trustees' employees, practice their profession with integrity, honesty, truthfulness and adherence to the absolute obligation to safeguard the public trust. Employees act according to the highest standards and visions of their organization, profession and conscience. Employees put philanthropic mission above personal gain. Employees inspire others through their own sense of dedication and high purpose and improve their professional knowledge and skills in order that their performance will better serve others. Employees demonstrate concern for the interests and well being of individuals affected by their actions. Employees value the privacy, freedom of choice and interests of all those affected by their actions, foster cultural diversity and pluralistic values, and treat all people with dignity and respect. Employees affirm, through personal giving, a commitment to philanthropy and its role in society. Employees adhere to the spirit as well as to the letter of applicable laws and regulations while advocating within their organizations. Employees avoid even the appearance of any criminal offense or professional misconduct, bring credit to the fund-raising profession by their public demeanor, and encourage colleagues to embrace and practice these ethical principles and standards of professional practice. Employees must remain aware of the changing codes of ethics promulgated by other professional organizations that serve philanthropy.

1.0. Professional Obligations

Development Office employees shall not engage in activities that harm the employee's organization, clients, or profession. Employees shall not engage in activities that conflict with their fiduciary, ethical, and legal obligations to their organizations and their clients. Employees shall effectively disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety. Employees shall not exploit any relationship with a donor, prospect, volunteer or employee to the benefit of the employee or the employee's organization. Employees shall comply with all applicable local, state, provincial, federal, civil and criminal law. Employees recognize their individual boundaries of competence and are forthcoming and truthful about their professional experience and qualifications.

2.0. Solicitation and Use of Charitable Funds

Development Office employees shall take care to ensure that all solicitation materials are accurate and correctly reflect the organization's mission and use of solicited funds. Employees shall take care to ensure that donors receive informed, accurate and ethical advice about the value and tax implications of potential gifts. Employees shall take care to ensure that contributions are used in accordance with donors' intentions. Employees shall take care to ensure proper stewardship of charitable contributions, including timely reports on the use and management of funds. Employees shall obtain explicit consent by the donor before altering the conditions of a gift.

3.0. Presentation of Information

Development Office employees shall not disclose privileged or confidential information to unauthorized parties. Employees shall adhere to the principle that all donor and prospect information created by, or on behalf of, an organization is the property of that organization and shall not be transferred or utilized except on behalf of that organization. Employees shall give donors the opportunity to have their names removed from lists that are sold to, rented to, or exchanged with other organizations. Employees shall, when stating fund-raising results, use accurate and consistent accounting methods that conform to the appropriate guidelines adopted by the American Institute of Certified Public Accountants (AICPA) for the type of organization involved.

4.0. Compensation

Development Office employees shall not accept compensation that is based on a percentage of charitable contributions; nor shall they accept finder's fees. Employees may accept performance-based compensation, such as bonuses, provided such bonuses are in accord with prevailing practices within the employees' own organization, and are not based on a percentage of charitable contributions. Employees shall not pay finder's fees, commissions or percentage compensation based on charitable contributions and shall take care to discourage their organization from making such payments.