

The Schiele

Museum of Natural History

A Natural Adventure

COLLECTIONS MANAGEMENT POLICY

**SCHIELE MUSEUM OF NATURAL HISTORY
AND PLANETARIUM, INC.**

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INTRODUCTION

MISSION STATEMENT

The Schiele Museum of Natural History is committed to inspiring curiosity and understanding of science and the natural world through high-quality programs, exhibits, and research.

The Museum supports its Mission Statement by:

1. Acquiring, studying, and preserving collections in the Museum's areas of interest, for the benefit and enjoyment of present and future generations.
2. Providing an active schedule of educational and cultural activities for the public through exhibits, lectures, school programs, workshops, and special events using objects from the Museum's collections.

PURPOSE OF THE COLLECTIONS MANAGEMENT POLICY

The Collections Management Policy of the Schiele Museum of Natural History has been developed for the following purposes:

1. To make known to the Schiele Museum of Natural History and Planetarium, Inc., Board of Trustees, the staff, volunteers, and the general public, the policies and procedures by which the Museum manages its collections.
2. To make known the professional standards and ethical responsibilities with which members of the Museum Board and staff are expected to comply.
3. To provide an official position as to the future trends in the development of the Museum's collections, which may be modified or amplified as necessary to meet the need for growth and change in the Museum.

DEFINITIONS

For the purpose of this policy, the following definitions shall apply:

1. The **Museum** shall mean the Schiele Museum of Natural History.
2. The **Board** shall mean the Board of Trustees of the Schiele Museum of Natural History and Planetarium, Inc. which was incorporated in 1961 as the governing body of the Schiele Museum.
3. **Acquire** shall mean to obtain ownership by means of a gift, transfer, exchange, bequest, salvage, field collection, purchase, and abandonment.

4. **Accession** shall mean the formal process used to accept, record, and document an object or group of objects as an addition to the Permanent Research Collection.
5. **Deaccession** shall mean the formal process used to deliberately and permanently remove objects from the Permanent Research Collection by means of gift, transfer, sale, exchange, redeposition, or intentional destruction.
6. **Loan** shall mean the temporary physical transfer of objects from institution or individual to another without a change of ownership.

PURPOSE, SCOPE AND USE OF COLLECTIONS

PURPOSE

The purpose of the Museum is to meet the goals of the Mission by providing exhibits, educational programs, workshops, and public events that provide knowledge and appreciation of the natural world and the role of human cultures. The purpose of the Museum's collections is to support the goals and objectives of the Mission Statement.

SCOPE OF COLLECTIONS

The collections of the Museum are divided into accessioned and non-accessioned collections. The emphasis of the Museum's present collections is Natural History and Anthropology of North American with a special focus on the southeastern United States and our local region.

TYPES AND USES OF COLLECTIONS

The maintains two types of collections: the **Permanent Collection** and the **Education Collection**. The museum also has under its care objects owned by the Schiele Museum that are on loan and housed in other institutions (see section on Loans).

Objects in the **Permanent Collection** are accessioned, documented, and catalogued. Records of the objects' acquisition, accessioning, provenance, condition and use are maintained by the Collections Department using a catalog number that is unique to each object. These objects and specimens are given the highest standard of care and can be used for research, exhibition, or loans. Should the need ever arise to remove an accessioned object from the museum's collections, then the object must go through the deaccessioning process as outlined in the Collections Policy.

Objects in the **Education Collection** are non-accessioned and are not part of the permanent collections of the museum because they are actively used for hands-on demonstrations and other educational and exhibit purposes and eventually will have to be replaced as they become worn or damaged. These objects are expendable and do not have research or long-term exhibit potential.

AUTHORITY AND RESPONSIBILITIES

The City of Gastonia
The Schiele Museum of Natural History and Planetarium, Inc. Board of Trustees
The Collections and Research Committee

The **Collections and Research Committee** shall consist of the Executive Director, the Collections Manager, the Research Coordinator, a Chair and two other members of the Board of Trustees, appointed by the Executive Director and Chairman of the Board. This committee shall be responsible for periodic review of the Collections Management Policy and for making decisions related to the overall management of the collections. The Collections and Research Committee shall approve collections acquisitions, deaccessions, and loans that exceed the authority of the Collections Manager or Curator stipulated herein. The Collections Manager will make regular reports to the Committee on acquisitions, deaccessions and loans. These reports will be shared with the Board, after which the Executive Director will share them with the City Manager.

ACQUISITIONS

MEANS OF ACQUISITION

Collections may be acquired by the Museum through an unrestricted conveyance of title. Title to collections is acquired through one of the following: gift, purchase, field collection, transfer, exchange, bequest, and abandonment. Temporary physical transfers of materials to or from the Museum that do not involve a change of ownership usually are termed “loans” and will be considered elsewhere in this document.

ACCESSIONING

Accessioning is the formal process used to accept, record, and document an object or group of objects as an addition to the museum’s Permanent Collection. An accession number is assigned to the object or group of objects using a three-part registration system. The first part is the year the object or group of objects was received. The second part is derived from the chronological order in which the accession was received. These two numbers will determine the accession number of the donation. The third number represents the number of items in the gift. This three-part number will then become the Object ID of each individual object. This unique number is immediately recorded on the object and on each page of the related documentation. Each object will have a record created in PastPerfect that will include as much information as possible, including, but not limited to, the following: accession number, object ID, a photograph, dimensions, donor, description, materials, condition, and physical location within the collection.

All paperwork associated with the accession will be kept in the fire-proof cabinets in Archives. A photocopy of the paperwork will be kept in Upper Collections.

NON-ACCESSIONED ACQUISITIONS

Non-accessioned objects are those objects that become the legal property of the Museum are registered for inventory purposes, but are not accessioned into the Permanent Collection. These objects may be considered expendable and may be used for various educational or exhibit activities.

AREAS OF ACQUISITION

The Museum acquires both accessioned and non-accessioned objects and specimens which relate to the following areas:

<u>Zoology:</u>	faunal specimens representing North Carolina, the southeastern United States and to a lesser extent other regions.
<u>Botany:</u>	floral specimens representing North Carolina, the southeastern United States and to a lesser extent other regions.
<u>Geology and Mineralogy:</u>	minerals, geological samples, and gem stones which relate to the geology and natural history of North Carolina, North America, and to a lesser extent, examples from different regions of the world.
<u>Paleontology:</u>	fossilized floral and faunal specimens which relate to the geology and natural history of North Carolina, North America, and to a lesser extent examples from different regions of the world.
<u>Archaeology:</u>	archaeological and documented ethno-archaeological materials which relate to the archaeological (prehistoric, contact, and historic) heritage of North Carolina and the southeastern United States, and to a lesser extent North America and Europe.
<u>Ethnology:</u>	material culture objects from historic and modern native cultures of North America, local pre-1846 Euro-American and Afro-American groups, and traditional, pre-industrial groups from around the world including: household goods, clothing, tools, weapons, and personal adornment.

Natural History Art: works of art with themes related to the areas of natural history in which the Museum collects.

Museum Archives: objects, images, and documents relating to the history of the Museum, its founders R.M. and Lily Schiele, and other individuals important to the development of the Museum.

Rare Books: books, documents, and journals of unique or special interest, including limited and first editions or out-of-print materials, that focus on natural history, anthropology, and any of the subject areas in which the Museum collects.

ACQUISITION PRIORITIES

The Museum's collections are objects and specimens of natural history and/or anthropological significance from local to worldwide provenience with emphasis on North America. The limitations of space and qualified staff for the care and study of objects shall be considered in conjunction with all acquisition priorities. Priorities for the acquisition of future acquisitions are:

First Priority: to strengthen collection areas in which the Museum has a current specialization and recognized historical interest, especially when these areas are threatened irreversibly by the activities of man.

Several examples of primary priority accessions are:

1. Objects of direct use in present or future planned research, exhibition, or interpretive programs.
2. Objects of high quality needed to fill gaps in a particular collection or supplement specimens of a lesser quality in current collections.
3. Objects from cultures, biotas, and geologic strata where deterioration, technological changes, expanding urbanization, industrialization, cultivation, or other types of land use place a time limit on the period in which the collections of objects and data can take place.

Second Priority: to collect those objects which broaden the comparative base of the Museum's established collections.

Examples of secondary priority accessions are:

1. Archival materials such as voucher specimens for published research.
2. Synoptic materials from specialists.

3. Materials which will strengthen a collection area immediately adjacent to a previously established one.

Third Priority: to acquire collections of a general nature which are within the broad interests of the Museum.

Examples of tertiary priority accessions are:

1. Interesting or unique but inadequately documented specimens that are of limited use in a scientific sense.
2. Materials outside the scope of the current Museum collections but that might in the future have direct utility in explaining more fully the diversity of nature and culture to the lay public.
3. Objects needed for a specific project or exhibition which may not be directly related to the existing collections but that are consistent with the **Statement of Purpose** and **Acquisition Criteria** sections of the **Collections Management Policy**.

CRITERIA FOR ACQUISITIONS

The Museum cannot afford to house permanently specimens that lack scientific, historical, or artistic value. The Museum must be able to provide object storage, protection, and preservation under conditions that insure their availability for study and exhibition. Therefore, objects considered for acquisition must meet the following criteria:

1. The use of the object must be consistent with the stated purpose, goals, and acquisition priorities of the Museum.
2. 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.
3. If the object is for sale, the staff shall arrange funding before the purchase, with a fair market value determined between the parties.
4. The Museum must be able to provide proper care to the object.
5. Acceptance of the object shall not result in major expense for conservation disproportionate to the usefulness of the object to the purposes of the Museum.
6. The present owner shall have a clear title to ownership and shall have obtained the object legally and ethically.
7. The object shall have, if possible, adequate scientific or historical documentation.
8. Current federal tax law shall be followed regarding all charitable contributions.
9. Donations shall be made without restrictions or encumbrances.

Objects and specimens acquired for either the Permanent Collection or the Educations Collections must meet the above criteria. Objects meeting the criteria listed above may be accepted by the appropriate Curator or the Collections Manager. The Executive Director or the Collections Manager shall sign the Deed of Gift. The Collections Manager shall follow all accession procedures as outlined in the Collections Manual and shall be responsible for maintaining all records pertinent to the collections.

AUTHORITY

Objects offered to or considered for acquisition by the Museum that do not meet the criteria listed above shall be presented to the Collections and Research Committee by the Collections Manager. Acquisition of objects under the following conditions may be accepted only with the written approval of the Executive Director and the Collections and Research Committee:

1. Objects that are not consistent with the stated purpose and goals of the Museum but present an exceptional opportunity worthy of preferential consideration.
2. Donations with conditions or restrictions imposed.
3. An object or collection of objects that will result in major future expenses.
4. An object or collection of objects with an estimated value of \$5,000.00- (Five Thousand Dollars) or more.
5. Objects that will require new or special storage conditions.
6. Collections containing more than 100 items.
7. Objects offered by a Museum staff member, Board member, or their relatives.

CONDITIONS OF ACCEPTANCE

The Museum shall not accept any object or collection of objects on which restrictions are placed which would prevent effective research, exhibition, loan, or disposal in accordance with the policies stated in this document. The Museum also shall not accept specimens on conditions which would require that they be placed on permanent or long term exhibition, or that the collections of which they form a part should be kept together permanently and/or displayed only as a discrete collection.

LAWS CONCERNING ACQUISITION

Specimens will be acquired only when they have been collected, exported, and imported in full compliance with the laws and regulations of the country or countries of origin, of the federal government of the United States, and of individual states within the United States. The Museum will not accept or acquire any object that was collected or recovered under any circumstances that would support or encourage irresponsible damage to or destruction of biota, collecting sites, cultural monuments, or human burial places. The Museum may accept objects that have been confiscated and offered to the Museum by government authorities. Objects will be accepted only

with the understanding that the donor has clear title and is able to transfer it to the Museum without encumbrance.

ETHICS OF ACQUISITION

1. The Museum staff will make every effort to verify the integrity of its suppliers and sources before acquiring objects for the Museum collection.
2. The Museum will make every effort to verify that all objects and specimens have been collected in a careful, responsible and ethical manner.
3. The Museum will accept and act as repository for artifact collections removed from private lands without permission and public lands without permit only if doing so will preserve the archaeological record, prevent random and unethical disposal, or serve the public interest as educational materials. Acceptance would be carried out in a manner so as to discourage further collecting. Tax deductions are not sanctioned for materials received in this manner and collected materials may become subject to deaccession if the rightful owners are identified and ownership is claimed and/or lawfully proven.
4. 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 of all decisions concerning such collections and agrees with the Native American Graves Protection and Repatriation Act of 1990, and its subsequent amendments.

PROHIBITIONS

Objects and specimens from the Permanent Collection shall not be used as props for commercial or theatrical purposes or loaned out as models for private artwork. Requests to use objects and specimens from the Permanent Collection may be permitted for commercial use if it has an educational purpose, such as a mineral show, professional educators' convention, etc. Requests for the loan of objects and specimens from the Permanent Collection or the Education Collection must be approved by the Collections and Research Committee.

APPRAISALS

Museum staff shall not give appraisals for the purpose of establishing the tax-deductible value of gifts offered to the Museum. Museum staff shall not appraise, identify, or otherwise authenticate natural history specimens, archaeological or ethnographic objects under circumstances that could encourage or benefit illegal, unethical, or irresponsible traffic in such

materials. Identification and authentication may be given for professional or educational purposes and in complying with the legitimate requests of professional or governmental bodies or their agents. If requested to suggest an outside appraiser, a list of names may be offered without any recommendations for or against a particular appraiser.

EXCHANGES

Exchanges of non-accessioned objects may be made by the Collections Manager. Exchanges of accessioned objects may be made with the approval of the Collections and Research Committee and only after the formal deaccessioning of the objects. The formal exchange of objects or specimens between two or more Museums can serve to advance research, education, or exhibit programs and increase the probability of preserving materials for further societal benefit.

PERSONAL COLLECTIONS

The Museum's policy on personal collecting is intended to help guide those most closely associated with the Collections acquisition process by indicating how personal collecting may create a conflict of interest. The policy applies to all museum staff, Board members, and volunteers.

1. Museum staff members may acquire and collect objects which are common and commercially available, and which are not in direct competition with the kinds of objects that the Museum collects. Staff members should give thought to whether any of their collecting activities could create a conflict of interest, and should discuss any particular concerns with the Executive Director.
2. Museum staff may not collect, acquire or deal in objects which are in direct competition with the Museum's collections or collecting activities. Direct competition would exist when an employee knows or has reason to believe that the Museum would acquire the object for the Museum's collections if aware of the opportunity.
3. Museum staff should act on their own behalf by notifying the Executive Director and the Collections and Research Committee of an intended personal acquisition that could appear as a conflict of interest.
4. Museum staff, Board members, or volunteers shall not acquire objects that have been deaccessioned or trade objects from their personal collection for objects from the Museum's collections.

5. Personal collections may be used in the Museum for education or exhibition purposes with proper notification to the Collections and Research Committee and the completion of loan procedures. The Museum will not be held liable for personal collections left in staff offices for display or storage, unless loan forms have been completed.
6. At the time of employment, employees maintaining private collections should submit an inventory to the Collections and Research Committee. This inventory should be updated annually.

COPYRIGHT LAW

The donor must be able to execute an unrestricted instrument of conveyance establishing a transfer of the collection to Museum ownership. In the case of original works, the transfer includes the ownership of copyright.

DEACCESSIONING

Deaccessioning is the formal process of permanently removing an object from the Permanent Collection of the Museum. Deaccessioning involves the transfer of all ownership rights to the institution or individual receiving the objects or the termination of ownership if the specimen or specimens must be destroyed. The purpose of deaccessioning an object or collection of objects is to improve the overall quality of the Museum's collections through the deliberate, cautious, and selective removal of appropriate objects.

A collection object is to be distinguished from a fixed asset or other similar personal property disposed of pursuant to the City of Gastonia's policy on surplus property. Museum collections objects by their very nature do not have serial numbers, nor is it appropriate (or even possible) to attach fixed asset tags to objects that are significant for scientific, historic or cultural purposes. The consideration received by the Museum and the City of Gastonia when ownership rights to a collections object are transferred may include or be limited to the promise, by the recipient, to use the object for a public, educational, or other non-profit use.

Deaccessioning of objects carries the possibility of creating misunderstandings among museums, donors, and the public because the Museum's primary purpose is to collect and preserve objects in perpetuity for the benefit of future generations. The Museum cannot afford to permanently store and maintain objects of little importance or objects in extremely poor condition. Without clearly stated guidelines and procedures, deaccessioning may appear a violation of the public trust. Therefore, the Museum is committed to using the deaccession process only to improve the collections and to manage the collections in a manner to produce the maximum benefit to the Museum and to the public. The Museum recognizes and accepts its accountability to the public for the proper management of the Museum's collections. To effectively execute these responsibilities for the public trust, the Museum will continually review and evaluate its collections to ensure that they grow and develop in accordance with the museum's Mission Statement.

DEACCESSION CRITERIA

Objects to be deaccessioned must be valued by the Executive Director at less than five thousand dollars (\$5,000.00). Requests for the deaccession of an object or collection of objects must be accompanied by information explaining the purpose and justifying the appropriateness of the requested action. The request for deaccessioning should address at least one of the following criteria:

1. The object cannot be properly preserved or cared for, or has deteriorated beyond its usefulness.
2. The object is outside the stated purpose of the Museum and its acquisition policies.
3. The object lacks adequate data and documentation.
4. The object poses a hazard or risk to other objects in the collection.
5. The object is one of a number of similar objects and is in excess of the Museum's needs.
6. The object would be better served through a transfer of ownership to another institution.
7. The object cannot be used by the Museum in the foreseeable future.
8. The object has been lost or stolen and remains so for three years.

AUTHORITY

These regulations have been promulgated by the Gastonia City Council, at the request and with the recommendation of the Board of Trustees of the Schiele Museum, pursuant to G.S. 160A-266c. All requests for deaccession will be presented by the Collections Manager or the appropriate Curator, along with suggestions for disposition to the Executive Director. The Executive Director will forward this request accompanied by reasons for approval or disapproval, to the Collections and Research Committee for consideration. The request for deaccession will include suggestions for disposition.

Once a request for deaccession has been approved by the Collections and Research Committee, the matter is presented to the Board of Trustees for final approval. The request shall be approved by a simple majority of the full Board at a regular meeting. The vote of the Board of Trustees shall be recorded in the minutes of that meeting, and a copy filed with other documents pertaining to the deaccession request.

The Museum Collections and Research Committee is responsible for establishing legal ownership of any object selected as a potential deaccession request. Following Board approval, the Collections Manager shall have the authority to dispose of non-accessioned items, as described below.

DISPOSITIONS

Disposition is the disposal or transfer of ownership and possession of an object. The Museum shall seek to dispose of deaccessioned objects in a manner that best serves the interests of the Museum and other scholarly, and cultural institutions. Non-accessioned and deaccessioned objects may be disposed of by one of the following methods listed in order of preference:

- Transfer: The object is relocated to another department of the Museum for educational use.
- Donation: The object may be donated to another non-profit institution where the object may serve a valid purpose in research, education, or exhibition. Deaccessioned objects may not be donated to an individual or to for-profit organizations.
- Exchange: The object may be exchanged with another museum or educational non-profit institution in order to receive more desirable materials for the non-accessioned or accessioned collections.
- Destruction: Physical destruction of an object may be necessary due to deterioration or health hazards. Destruction of a deaccessioned object must be witnessed by the Collections Manager or appropriate Curator. The witness name as well as date and manner of destruction must be recorded in the object's accession file.
- Sale: Title to the object is transferred to another museum or educational non-profit institution in response to the needs of the object or institution. The consideration for such a sale may include or be limited to the promise, by the recipient, to use the object for a public, educational, or other non-profit use. Any sale of a collection object resulting in cash revenues should be considered carefully and be a very rare occurrence.

DEACCESSION AND DISPOSAL GUIDELINES

1. No deaccessioned object may be acquired by any museum staff, Board member, volunteer, Elected City Official or City Employee, or their immediate family members as defined by museum personnel policies.
2. An object must have been in the permanent research collection for at least two years before it can be considered for deaccessioning.
3. No items deaccessioned from the permanent research collections will be sold through the Museum shop.
4. Specimens representing extinct or endangered species may not be subject to deaccession from the Museum's collections. Type specimens may be deaccessioned only if their disposal involves a transfer of ownership to an appropriate museum institution.
5. Requests for deaccession may not be made solely for the purposes of creating collections storage space or for generating funds for the Museum.
6. Although the Museum is under no obligation to do so, it may notify the donor of an object that is to be removed from the collections and the manner of disposal.

7. If a donated object is sold and the receipts are used to purchase another object for the collection, the original donor's name shall be associated with the newly-acquired object in the Museum's records.
8. Deaccessioned objects will not be given back to the donors or to their heirs under any circumstances.
9. All funds generated by sales of deaccessioned objects shall be placed in the acquisition fund of the Collections Division.

REQUESTS FOR RETURN OF COLLECTION OBJECTS

Occasionally a donor will request the museum to return a collection or object. If the Museum has acquired valid title to an object and has accessioned that object into the collections as a resource for the public, the object shall not be removed from the collections.

RECORDS

All documentation relevant to a request for deaccession, including records on subsequent disposal, will be maintained with the original accession files as permanent records in the files of the Collections Manager. All documentation relevant to a request for deaccession, including records on subsequent disposal, shall be maintained with the original accession files as permanent records in the files of the Collections Manager. The Collections Manager shall keep a record of all objects sold or exchanged pursuant to these regulations. That record shall specifically describe the objects sold or exchanged, to whom they were sold, or with whom exchanged, and the amount of money or other consideration received for each sale or exchange.

LOANS

Loans are temporary assignments of collection objects from the Museum or temporary assignments of similar objects to the Museum for stated purposes, such as exhibition and research. These assignments do not involve a change in ownership.

The Museum cannot hope to acquire title to all objects it needs in its exhibits and interpretive programs. Therefore, the Museum will borrow objects and specimens from other institutions and from private individuals. The Museum will also accept, for a limited time, custody of objects belonging to others for the purpose of examination, authentication and research. The Museum also recognizes that it owns objects that can benefit the programs of other museums and non-profit institutions and therefore, the Museum will lend objects to other like institutions whenever feasible. The Collections Manager is responsible for documenting, monitoring, and maintaining records related to all loan transactions.

INCOMING LOANS

All incoming loans shall be approved by the Collections Manager. No repairs, alterations, or conservation treatment of loaned objects shall be undertaken without prior written permission of

the lender. Incoming loans shall be subject to the same legal restrictions as those governing collecting. The Museum shall not accept on loan any object which it has reason to believe was obtained illegally or unethically by the lender.

OUTGOING LOANS

The Collections Manager will be notified of all proposed loans in writing, preferably at least six months before the proposed loan shall begin. Authority to approve outgoing loans lies with the Collections Manager. If, in the Collection Manager's opinion, an object is too rare, important, or fragile to be exposed to risk, a loan request will not be approved. The standard loan term shall not exceed one year, with one renewal option of up to an additional year. Loan extension requests must be made in writing to the Collections Manager. Loans will not be initiated for indefinite periods of time.

The Collections Manager will complete incoming and outgoing condition reports for all loaned objects. Any policy exceptions must be approved by the Research and Collections Committee.

OBJECTS WITH UNCLEAR TITLE

FOUND IN COLLECTIONS (FIC)

"Found in Collections" refers to undocumented objects found in the collection that have no accession number and/or incomplete data associated with them that shows the museum owns clear title. Ownership of undocumented objects cannot be assumed and they cannot be disposed of or accessioned. Every effort should be made to identify the source of an object found in the collections that lack documentation. Currently, the state of North Carolina does not have an abandoned property law that can apply to museum objects. Therefore, objects that are FIC shall be temporarily numbered and tracked by the Collections Manager in order to show history of the museum's possession of the objects.

UNCLAIMED LOAN OBJECTS

While it is no longer the policy of the museum to accept permanent incoming loans, the museum has accepted them in the past. Every effort should be made to contact the lender in order to return the loaned objects. The date and the nature of such efforts will be documented and preserved in the loan file. This includes all physical documentation such as correspondence, e-mail, mail that is returned to the sender, receipts for registered mail, etc. Verbal or phone correspondence is summarized by the individual attempting to make contact and should include names, dates, and phone numbers dialed. Currently, the state of North Carolina does not have an abandoned property law that can apply to loaned objects. The documentation of attempts to contact the lender will show the museum's good faith efforts.

CARE AND CONTROL OF COLLECTIONS

RESPONSIBILITY

The ultimate responsibility for the safety of the collections lies with the owners of the collection, the City of Gastonia, and with the governing authority: The Schiele Museum of Natural History and Planetarium, Inc., Board of Trustees. The Executive Director is responsible for ensuring that adequate protection from fire, natural disaster, theft and vandalism is provided.

The Museum collections are owned by the City of Gastonia, North Carolina. North Carolina G.S. 160A-266 provides the procedures whereby a city may dispose of real property to a nonprofit corporation or trust whose purposes include the preservation or conservation of real or personal property. North Carolina G.S. 160A-266 is attached for reference. (See Appendix I.)

Primary responsibility for the care and management of the Museum's collections has been vested by the City and the Board of Trustees in the Executive Director. Procedural and operation authority, consistent with the policies he enumerated, may be delegated by the Executive Director to the Collections Manager and the Collections and Research Committee.

With approval from the Executive Director and the Collections Manager, certain staff may have unrestricted access to part or all of the collections. Other staff must have permission from the Collections Manager in order to gain access to the collections regardless of the location.

SAFETY AND SECURITY

The Museum shall provide for the safety of the collections. These measures may include: surveillance systems, security personnel, fire detection and suppression, environmental controls, and insurance.

All Museum staff shall adhere to all written procedures for handling emergencies such as fire, theft, accidents, or natural disasters.

The Collections and Research Committee shall periodically evaluate the security measures and procedures to ensure that Museum staff provide proper security for the collections.

CONSERVATION

Museum staff involved with the care and use of collections will be provided training in the proper methods for handling collection objects and specimens. Staff members will be responsible for using accepted museum procedures and following the Collections Manual. All Museum staff are to be aware of their duty to preserve and protect collection objects at all times.

The Collections Manager is responsible for monitoring the conservation needs of the collections. If conservation work is required, the Collections Manager will make arrangements for the work to be performed on a contract basis.

All conservation work shall be thoroughly documented on the appropriate forms. The documentation shall include before and after photographs and, if possible, photographs of the various stages of a conservation project should also be taken.

Decisions regarding the care and conservation of collections objects shall be guided by the Long Range Collections Plan and the Collections Conservation Plan.

INTEGRATED PEST MANAGEMENT POLICY

The museum staff acts responsibly to prevent insect pests and other destructive organisms from damaging items or resources maintained on museum property.

The museum pursues continuously to have pest-free environments. To help reach this goal, food, unpreserved animals, unpreserved plants, and other high-risk materials (living or non-living) are restricted to specifically designated areas of the museum. High-risk materials are not permitted in or near areas where collections are maintained on a permanent or temporary basis under any circumstances.

An integrated pest management program is maintained at all times throughout the museum. Features of this program include good housekeeping, good work habits, appropriate utilization of space and equipment, surveillance, and documentation.

In the event of infestations, responsible pest management activities are implemented immediately, emphasizing non-chemical control methods before toxic substances are used. Both infestations and treatments are fully documented, reports are submitted to the appropriate parties, and all records are maintained in permanent files.

The use of toxic substances for pest management is performed in full compliance with federal and state regulations. Also, appropriate precautions are taken to protect human health and safety, to avoid environmental pollution, and to minimize the loss of integrity of materials in the collections.

RECORDS

Museum collections documentation will be maintained in the Collections Division by the Collections Manager. The records relevant to the Museum's collections serve several purposes: 1) to document the legal status of an object, 2) to document the object's condition, movement, and care, and 3) to provide information which establishes the scientific or cultural significance of an object. Evaluating the adequacy of these records is the responsibility of the Collections and Research Committee.

The collection records shall contain the following:

Accession File

The accession files are an alphabetical reference to the names and addresses of donors, sellers, and transferring agencies. These files are cross-referenced by accession numbers. These documents also contain the accession number, name, description of the

object/specimen, date and place of collection, and date of accession. For museum purchases, the price paid for each item is also included in the records.

Electronic Database Record

Objects in the Permanent Collection have a record in the Museum's electronic database which includes all of the information contained in the accession file, as well as a digital image, when possible.

Loan files

These files contain documentation relative to outgoing and incoming loans and objects left in temporary custody at the Museum. The loan files reflect all the activity of borrowed objects while they are in the possession of the Museum.

The procedural manuals and controlled vocabularies for record-keeping purposes will be developed and kept by the Collections Division.

Permanent accession records are kept in the Schiele Museum electronic database and are backed up nightly on the City's server and weekly on a removable hard drive. Copies are kept off-site according to the Disaster Preparedness Policy. Originals of all these records and loan files are stored in the Museum's archival storage area in fireproof cabinets.

ACCESS TO COLLECTIONS

The Museum welcomes study of its collections by qualified individuals, taking into account the following conditions:

1. The Collections Manager shall receive a written request to study a collection at least two weeks (10 working days) prior to the time the collection is to be studied. The request shall outline the goals and methods of the research and include the credentials of the researcher. The Collections Manager shall determine whether access to the collections shall be granted and inform the researcher in writing.
2. Copying and photography costs shall be borne by the researcher.
3. The researcher shall give the Museum copies of papers, publications, videos or any work that results from the study of the collections.
4. The Collections Manager will maintain records of all collections use.

5. Access to the Museum archives will be granted in accordance with the same procedures as applied to Museum collections.
6. Users of the collections will be responsible for acquiring copyrights and literary rights when necessary.
7. Access to the collections will be denied to individuals who have failed to handle specimens in accordance with Museum policy and standard professional and ethical guidelines.

INSURANCE AND RISK MANAGEMENT

The Museum recognizes that insurance is not the best risk-management method for providing the protection required by the Museum's collections and records. The Museum acknowledges that careful handling, security, proper environmental control, and conservation provide the first line of defense against loss or damage to objects. Many of the Museum's collection objects are one of a kind and could not be replaced even if insurance is available. It is recognized that insurance can be used to acquire similar objects and for this reason the Museum maintains insurance coverage on its collections.

1. The Museum will carry insurance to cover all objects in the collections.
2. The Museum will maintain insurance coverage on loan items not owned by the Museum. This coverage will be for the value of the objects as stated on the loan agreement policy.
3. Objects and traveling exhibitions loaned by the Museum to other institutions will be insured by those institutions in the amount on the loan agreement. A Certificate of Insurance will be required from the borrowing institution.
4. The Museum will require the owners of unsolicited objects left in the Museum on a temporary deposit to hold the Museum harmless for loss or damage to those objects. Solicited items on temporary deposit will be insured by the Museum.
5. The Museum's collections are insured at full value while at other locations, while in transit, and while on loan unless alternate insurance arrangements have been made.
6. Full insurance coverage is also provided for objects on loan from other institutions while in transit and while located at the Museum.
7. Any theft or damage to collections or loaned objects should be reported to the Collections and Research Committee and Executive Director immediately.
8. All records pertaining to insurance matters relating to the Museum's collections are maintained by the Collections and Research Committee.

INVENTORY

The Museum Collections Manager is responsible for maintaining inventories of the Museum collections. Cyclical inventories shall be completed as necessary so that a comprehensive inventory of the Museum's collections shall be made at five-year intervals.

APPENDIX I: North Carolina General Statute § 160A-266

§ 160A-266. Methods of sale; limitation.

(a) Subject to the limitations prescribed in subsection (b) of this section, and according to the procedures prescribed in this Article, a city may dispose of real or personal property belonging to the city by:

- (1) Private negotiation and sale;
- (2) Advertisement for sealed bids;
- (3) Negotiated offer, advertisement, and upset bid;
- (4) Public auction; or
- (5) Exchange.

(b) Private negotiation and sale may be used only with respect to personal property valued at less than thirty thousand dollars (\$30,000) for any one item or group of similar items. Real property, of any value, and personal property valued at thirty thousand dollars (\$30,000) or more for any one item or group of similar items may be exchanged as permitted by G.S. 160A-271, or may be sold by any method permitted in this Article other than private negotiation and sale, except as permitted in G.S. 160A-277 and G.S. 160A-279.

Provided, however, a city may dispose of real property of any value and personal property valued at thirty thousand dollars (\$30,000) or more for any one item or group of similar items by private negotiation and sale where (i) said real or personal property is significant for its architectural, archaeological, artistic, cultural or historical associations, or significant for its relationship to other property significant for architectural, archaeological, artistic, cultural or historical associations, or significant for its natural, scenic or open condition; and (ii) said real or personal property is to be sold to a nonprofit corporation or trust whose purposes include the preservation or conservation of real or personal properties of architectural, archaeological, artistic, cultural, historical, natural or scenic significance; and (iii) where a preservation agreement or conservation agreement as defined in G.S. 121-35 is placed in the deed conveying said property from the city to the nonprofit corporation or trust. Said nonprofit corporation or trust shall only dispose of or use said real or personal property subject to covenants or other legally binding restrictions which will promote the preservation or conservation of the property, and, where appropriate, secure rights of public access.

(c) A city council may adopt regulations prescribing procedures for disposing of personal property valued at less than thirty thousand dollars (\$30,000) for any one item or group of items in substitution for the requirements of this Article. The regulations shall be designed to secure for the city fair market value for all property disposed of and to accomplish the disposal efficiently

and economically. The regulations may, but need not, require published notice, and may provide for either public or private exchanges and sales. The council may authorize one or more city officials to declare surplus any personal property valued at less than thirty thousand dollars (\$30,000) for any one item or group of items, to set its fair market value, and to convey title to the property for the city in accord with the regulations. A city official authorized under this section to dispose of property shall keep a record of all property sold under this section and that record shall generally describe the property sold or exchanged, to whom it was sold, or with whom exchanged, and the amount of money or other consideration received for each sale or exchange.

(d) A city may discard any personal property that: (i) is determined to have no value; (ii) remains unsold or unclaimed after the city has exhausted efforts to sell the property using any applicable procedure under this Article; or (iii) poses a potential threat to the public health or safety. (1971, c. 698, s. 1; 1973, c. 426, s. 42.1; 1983, c. 130, s. 1; c. 456; 1987, c. 692, s. 2; 1987 (Reg. Sess., 1988), c. 1108, s. 9; 1997-174, s. 6; 2001-328, s. 4; 2005-227, s. 3.)