

Collection Management Policy California Historical Society



I. Introduction

This Collection Management Policy identifies the professional practices, procedures and standards that the California Historical Society (CHS) utilizes in the care, management and use of historical collections it either owns or manages.

1. Nature of the Collections

CHS was originally founded in 1871. Plans for a library were developed after the CHS reorganized in 1922, and C. Templeton Crocker placed his collection of Californiana on permanent loan, and later donated it, to the Society. Over the years, the Library has expanded to include one of the richest collections of primary and secondary materials in the state on the social, cultural, economic, and political development of California.

In subsequent years, CHS also acquired significant holdings of photographs (Photography Collection) and fine arts, decorative arts and furnishings (Fine Arts Collection), which traditionally have been administered separately from the library (Research Collections). In 2008, the Fine Arts, Photography, and Research Collections were integrated into a single administrative whole, known as the CHS Collection. Although now administered as one integrated collection, collection records may continue to reflect their origins as separate entities for years to come.

In 2008, collection holdings representing the history and art history of California are estimated at over 50,000 volumes of books and pamphlets, 4,000 manuscript collections, and some 500,000 photographic images, chiefly from the nineteenth and early twentieth century. These are enhanced by large collections of maps, printed ephemera, posters, broadsides, periodicals, newspapers, and the Kemble Collection, one of the most extensive collections in the U.S. pertaining to the history of printing and publishing in North America. Additionally, there are roughly 5,000 works of art, including paintings, drawings, and lithographs, plus artifacts, textiles, and furniture.

2. Purpose and Scope of CHS

Mission Statement: *The California Historical Society inspires and empowers Californians to make the past a meaningful part of their contemporary lives.*

Scope: Independently and in partnership with others the California Historical Society collects, preserves, documents, and makes accessible to the public the state's continuing heritage. The CHS collection represents the social, political, economic, industrial, agricultural, technological, and cultural heritage of the entire state, including materials from outside the region that may contribute to understanding the region and its people. In general, CHS collects the materials that:

- are used by, created by or document people of California; and
- illustrate regional, state, national, or international cultures, experiences, or events specifically relating to or promote understanding of the continuing heritage of the California.

Although CHS maintains a specialized collection of three-dimensional cultural materials, CHS does not actively seek or acquire such materials unless of exceptional value in interpreting the history of the state.

3. Other Documents

CHS will create and maintain the following documents and manuals related to the implementation of this Collection Management Policy; other manuals may be developed as needed.

- *Collection Procedures Manual* outlines instructions for caring for the collection, including registration procedures, donation procedures, guidelines for reproductions and permissions, and all approved legal documents. This manual will be reviewed annually by Collection staff and revised as needed.
- *Collection Acquisition Plan* guides and prioritizes the Society's collecting activities as approved by the Collections Committee. This Plan will be reviewed on an annual basis by Collection staff with recommendations made to the Collections Committee for approval and implementation.
- *PastPerfect Database Policies and Procedures Manual* defines the management and use of the PastPerfect database in tracking and accounting for the CHS collection as well as loaned items held in temporary custody. This manual will be reviewed on an annual basis by Collections staff and revised as needed.
- *Collection Conservation Plan* identifies, prioritizes, and schedules conservation review and treatment of individual items or collections. This plan will be reviewed annually, as well as on a case by case basis where individual or groups of items demonstrate specific assessment, stabilization, or additional treatment needs.
- *Archival Processing Procedures Manual* outlines procedures for arrangement and description of collections, including guidelines for creating finding aids.
- *Cataloging Procedures Manual* documents cataloging procedures and established local practices for creating MARC catalog records, including collection level MARC records for manuscript and photography collections.
- *Library Reference Manual* outlines procedures for managing daily operations in the reading room, and instructs and guides Reader Services staff in responding to reference inquiries, care and handling of collections, paging, and reproduction requests.
- *Collection Sharing Agreements* document CHS loan agreements with other institutions.
- *Emergency Response Manual* outlines procedures for CHS staff response to emergencies involving people, the building and the collection.

II. Governance

1. Board of Trustees

The Board of Trustees has final authority and fiduciary responsibility to ensure that the CHS collection is managed and cared for in accord with the highest professional and ethical standards, applicable laws, statutes, resolutions, and contractual terms and conditions. The Trustees reserve the right to approve, amend, reject or reverse any recommendation or action by CHS employees or the Collections Committee.

2. Collections Committee

The Trustees shall establish a Collections Committee in accord with the Bylaws. The Collections Committee shall advise Trustees, management, and employees on policies, procedures and actions related to the CHS collection and shall perform the following functions.

- Monitor policies, procedures, and actions to ensure that CHS meets the highest legal, professional, and ethical standards in the acquisition, management, and care of its collection.
- Periodically review and recommend revisions in the Collection Management Policy and all related procedural documents.
- Upon recommendation of the Collection staff, act upon and recommend to the Trustees any exceptions to the approved Collection Management Policy or Collection Procedures Manual.
- Assist in creation of a prioritized Collection Acquisition Plan.
- Act upon recommendations for acquisition and disposition of collections in accord with this policy.
- Provide technical expertise and consultation to Collection staff on specific collection activities and issues.
- Annually review and present to the Trustees a report on collection activities and conditions.

3. Executive Director

The CHS Executive Director acts on behalf of the Trustees to ensure that Collection Management Policy and Collection Procedures Manual are implemented in accord with the highest professional standards, applicable laws, statutes, resolutions, and contractual terms and conditions.

4. Employees

Collection staff includes the Director of Library & Archives, Registrar/Collections Manager, Archivists, and Librarians who manage and care for the CHS collection on a daily basis. Collection staff makes all professional decisions and recommendations in accordance with the Collection Management Policy, Collection Procedures Manual and all other appropriate policies and procedures. Collection staff also manage and direct the work of interns and volunteers on specific projects, and additionally provide, control and monitor access to collection storage areas for professional service contractors, such as conservators, shippers, framers, environmental engineers, and other consultants hired for specific projects that involve or impact collections.

III. Ethics

1. Ethical Standards

CHS manages its collection in such a way as to meet its fiduciary obligations as a California nonprofit corporation, as well as the ethics statements of the American Association of Museums (AAM), the American Association for State and Local History (AASLH), the Society of American Archivists (SAA), the American Library Association (ALA), and all other statements of professional standards and ethics that pertain to its mission and activities. In addition, CHS specifically subscribes to the principles and recommendations of the UNESCO Conventions Concerning the Protection of the Cultural Heritage (UNESCO, 1970) and the Native American Graves Protection and Repatriation Act (NAGPRA, 1990).

CHS shall not acquire, borrow, or otherwise possess materials that were unethically or illegally alienated from the society of origin--even when not in violation of the formal laws of that particular country or society at the time--and as appropriate, will endeavor to repatriate any such objects that might be in or come under the Society's custody. CHS follows California State and Federal Guidelines regarding the possession and transfer of objects made with currently restricted materials.

CHS shall act legally and ethically in collecting, acquiring, storing, reproducing, displaying, transporting, lending, and disposing of items. CHS requires employees, committee members, and Trustees to report to management any suspected incidents of illegal or unethical activity in association with the acquisition, care, use, or disposition of collections. Management will thoroughly investigate such reports, refer to legal counsel if necessary, and report the results of investigations to the Collections Committee, where they will be entered into the committee minutes.

2. Personal, Institutional, or Commercial Collecting

Upon entering a relationship with CHS, Trustees, committee members, employees, and volunteers shall disclose any and all areas of personal or institutional collecting, or collecting as part of regular business activity. No Trustee or committee member, employee, volunteer or their agents will present himself/herself as representing CHS in negotiating or purchasing for private collections. Nor will any similar individual bid against CHS for any item for the purpose of private acquisition or profit, or use confidential or privileged information gained by that individual's relationship with CHS in order to seek, obtain, or bid for any item for which CHS has expressed an interest in acquiring for the collection. Any employee who purchases an item within the definitions and priorities of the CHS Collection Acquisition Plan will provide CHS with the opportunity to purchase the item at the documented purchase price. For these purposes, acquisition through family inheritance or bequest is not considered personal collecting.

Any Trustee, committee member, or volunteer who is associated with an institution that is interested in acquiring any item in which CHS has expressed interest must provide the chair of the Collections Committee and the Executive Director with a written statement of interest prior to that institution making an offer for the item or accepting it into its collections. Furthermore, in the event of institutional competition for acquisition of any such item, the individual involved will remove himself/herself from any CHS meeting in which the potential acquisition is discussed.

3. Personal Gain

Trustees and committee members, employees, interns, and volunteers shall not use or appear to use their positions, privileged information and access obtained from their positions for personal gain.

4. Personal Use

The CHS Collection shall not be used for private benefit contrary to CHS's mission and collection purpose and scope.

5. Disposition of Collections

CHS collections will not be given, loaned, sold, or otherwise transferred, publicly or privately to individuals or family members of individuals who are CHS Trustees or committee members, employees, volunteers or their agents. No Trustee, committee member, officer, employee, volunteer or their agents may bid on items removed from the CHS collection at auction for personal collections.

6. Appraisals

CHS employees, Trustees, and committee members shall not offer appraisals of monetary value for any items within or offered to CHS. Collection staff may refer patrons and potential donors to resources for locating qualified appraisers. CHS employees shall refrain from suggesting value of items brought to CHS for any reason.

7. Non-Capitalization of Collections

In compliance with professional standards, it is the policy of CHS not to capitalize its collections or to treat them as financial assets in any way. CHS shall not use revenues from disposal of its collections in order to provide financial support for institutional operations, facilities, salaries, maintenance, capital improvements, or for any purposes other than the acquisition and direct conservation of collections.

Further, it is the policy of CHS not to represent or otherwise treat its collections as capital assets at any time or for any purposes, including but not limited to financial reports and records, loan applications, and security against acquired or bonded debt.

IV. Acquisition

1. Definition and Purpose

Items may be added to the collection by means of gift, bequest, purchase, transfer, exchange, abandonment or any other transaction by which title to the material passes to CHS. CHS shall ensure that the manner of acquisition is in the best interests of its collection: the public trust represented in maintaining the collection; and the public, scholarly and cultural communities it serves.

Accessioning is the formal *process* used to add items to the CHS collection, by means of a deed of gift, an acknowledgement letter, or documented purchase, in accord with professional standards appropriate to the material. Although not all items currently considered part of the CHS collection were formally accessioned in the past, henceforth, all additions to the collection will be accessioned into the collection, except for the following three categories of material.

- Books routinely sent to CHS by publishers and authors for consideration for review in *California History* magazine.
- Published works containing reproductions of items from the CHS collection received in fulfillment of obligation for permissions.
- Periodicals and newsletters.

2. Authority

The Director of Library & Archives has final authority to sign deeds of gift and acknowledgment letters for additions to the CHS collection.

The Director of Library & Archives has authority to accept and acquire materials for the collection in accordance with the Collection Acquisition Plan, within the criteria listed below, and as provided for in the CHS annual operating budget, unless otherwise prohibited elsewhere in this policy. The Collections Committee must approve the following exceptions to the authority given above prior to acquisition.

- Items that do not satisfy the criteria listed below, but are recommended by the Director of Library & Archives.
- Items or collections costing more than \$2500.
- Purchases of items or collections costing more than 10% of the Collections Acquisition Fund, which shall be recommended to the Board of Trustees for final approval.

Although employees, interns, volunteers, Trustees and Collection Committee members may recommend potential acquisitions, no one may personally obligate CHS to acquire an item for the collection other than through the processes and authority authorized within this policy.

3. Criteria

The following criteria will be considered in evaluating potential acquisitions.

- Materials are consistent with the purposes and activities of CHS.
- Items are unique in a collection area, fill a specific need within the collection or open a new collecting area.
- Whole collections which do not entirely fit within the Collection Acquisition Plan will be accepted only if the collection has merit as a whole, or the value of the whole is greater than the sum of its parts.
- CHS can provide for the storage, protection and preservation of the items under conditions that ensure their availability in keeping with professional standards of archival, library, and museum preservation.
- Physical condition of the items does not threaten or endanger any other collections, people, or property.
- Public records can be transferred only by the governing body with authority over such records in accord with California, national, or international law; no individual or private entity can presume the ownership of any public record, even if the apparent result of abandonment, discard, or attempted destruction. CHS may assume temporary custody of apparently abandoned or discarded public records for the sole purpose of re-instating the item into the public domain.
- Items or collections have a clear chain of provenance.
- Owner possesses clear title for unique items and ability to legally transfer ownership and title to CHS.
- Materials are not encumbered by excessive restrictions or limitations on access.
- Items were not collected or recovered under circumstances that support or encourage irresponsible damage to, or destruction of, collecting sites, cultural monuments or human burial places.
- Acceptance of an item or collection shall not impose unreasonable expense, unless funding is provided or identified.

4. Title and Rights

The owner shall transfer full title and any rights possessed to CHS, free and clear with no restrictions or preconditions, unless otherwise agreed to in writing prior to the

transfer. Obtaining clear title to items previously accessioned into the collection but not documented may be done through any legal means necessary in accordance with California statutes.

5. Appraisal, Monetary Value, and Internal Revenue Service Compliance

CHS employees and Trustees may not offer appraisals, suggest the monetary value of items or reveal CHS's insurance values for the purpose of establishing a fair market value (FMV) of gifts offered to CHS. Collection staff may refer patrons and potential donors to resources for locating qualified appraisers. Appraisals or valuation for tax deduction purposes are the responsibility of the donor.

CHS will provide appropriate access to facilitate the appraisal of donations on the premises, and will comply with all current Internal Revenue Service rules and reporting regulations for charitable contributions. Collection staff may estimate replacement value of loaned materials readily available on the open market for insurance purposes.

V. Removal

1. Definition and Purpose

Removal is the formal method of eliminating from the collection and terminating CHS ownership of items that no longer meet the criteria for acquisition listed above. CHS shall ensure that the manner of removal is in the best interests of its collection; the public trust represented in maintaining the collection; and the public, scholarly and cultural communities it serves. In the review of items for possible removal, the process shall be cautious, deliberate and scrupulous. All activities related to the removal process will be thoroughly and uniformly documented and undertaken in accordance with current professional standards and ethics.

Historically, ownership and possession of items in the collection have been established in several ways: items have been formally accessioned, acknowledged by letter, purchased, or incorporated into the collection without any documentation. CHS may remove items from the collection in one of two ways: deaccessioning, when accession records exist, or withdrawal. Either process may be used to remove items legally and permanently from the collection if they no longer meet the criteria for acquisition listed above, or if items are replaced with copies in better condition. The process of deaccessioning requires approval in accord with the authorization process and criteria outlined below. When no accession records exist, the process of withdrawal may be implemented, in accord with the authorization process and criteria outlined below. Additionally, routine culling of items or categories of items during the course of archival processing is performed in accordance with professional standards.

2. Authority

Accessioned items or categories of items in the collection may be deaccessioned only upon recommendation of the Director of Library & Archives and with approval by the Executive Director and the Collections Committee. Final approval for deaccessioning of items valued individually or collectively at \$5,000 or more rests with the Trustees. In no case will any item be deaccessioned without official and specific approval and documentation, including minutes from relevant Committee and Trustees meetings. The Director of Library & Archives has the authority to withdraw excess copies of books, pamphlets, periodicals, and other materials that no longer meet the criteria for acquisition listed above, or are replaced with copies in better condition.

3. Criteria

Items may be deaccessioned or withdrawn only if it meets one or more of the following criteria.

- *Relevance*: Does not fall within the scope of the mission of CHS or acquisition criteria.
- *Redundancy*: Duplicates one or more items in the collection that are of higher quality, and/or does not serve an alternative use or research purpose.
- *Physical Integrity*: Item is in such poor physical condition and deteriorated beyond usefulness so that conservation is not feasible, or restoration would render it essentially false; or is lost to damage or destruction beyond repair; or its condition endangers the health, safety or well-being of the general public, employees, interns and volunteers, or other items in the collection.
- *Authenticity*: Authenticity or identity has been firmly refuted.
- *Legality*: Item has been determined to have been acquired in a manner contrary to CHS acquisition policy, or determined to have been illegally exported from its country of origin or place of repose. The artifact is subject to cultural repatriation through the Native American Graves Preservation and Repatriation Act of 1990 (NAGPRA) or any other local, state, national, or international law, ruling, agreement, or convention.
- *Restrictions*: Donor conditions restrict or prohibit CHS' ability to exhibit or otherwise make the item available for scholarly and public use.

4. Restrictions and Title Clearance

No item may be deaccessioned without proof of clear title. Items without clear title shall be converted by due process of the law before deaccessioning from the collection. Except in cases of human health or collection safety reasons, items that have been acquired are retained for a minimum of two years before being removed. CHS shall not deaccession any item that is missing or stolen.

Before removing any items from the collection, reasonable effort will be made to ascertain that CHS is free to do so. Where restrictions for use or disposition of the items under question apply, CHS shall proceed in the following manner.

- a. Mandatory restrictions shall be strictly observed unless deviation from their terms is authorized by a court of competent jurisdiction.
- b. If there is any question to intent or force of restrictions, the CHS shall pursue the advice of legal counsel.

5. Disposal

Final disposal of items removed from the collection will be in accord with established protocols and methods of the American Library Association, American Association of Museums, American Association for State and Local History, and the Society of American Archivists, in the following priority.

- a. Sale, transfer to, or trade with, another non-profit institution;
 - b. Sale in the public marketplace or trade with a reputable dealer. Items to be sold shall be advertised in a manner that best protects the interests, objectives, and legal status of CHS; or
 - c. Destruction or disposal, based upon criteria described above.
- *Restrictions*: CHS will not sell, give or exchange items directly with individuals, nor will title be transferred to an individual by any means other than public sale or auction. Exchanges shall be for items of equivalent monetary or historic value. In the case of items of significant value, a formal appraisal will be completed.

6. Exceptions

If an object poses an immediate and serious threat to employees, interns, volunteers, visitors or other collections, it may be removed immediately by Collection staff, with approval of the Director of Library & Archives and the Executive Director. A report will be filed to the Collections Committee and other organization or agencies as mandated and appropriate.

7. Co-Stewardship Agreements

CHS from time to time may enter into co-stewardship agreements with other institutions for the long-term management and stewardship of the CHS collection. If the Collections Committee recommends deaccessioning of an item that is managed by another institution under such an agreement, CHS will follow the conditions of the agreement. CHS will first offer to transfer title of the item to the partner institution, unless otherwise stipulated in the agreement. If the institution declines, CHS will deaccession the item in accord with these policies and any stipulations within the co-stewardship agreement.

8. Records

A copy of all acquisition records, including deeds of gift, receipts and correspondence, catalog and exhibition information, and study reports shall accompany any deaccessioned item exchanged, sold, or transferred, while respecting legal and ethical requirements of confidentiality. A record of the approval, conditions, circumstances under which items are deaccessioned and disposed of shall be made and retained as part of CHS permanent Registration files. A record of all withdrawals shall be made and retained when necessary and appropriate.

9. Use of Funds

Proceeds realized from the sale of deaccessioned items will be maintained in an escrow or restricted account for the sole purpose of acquisition and direct care of collections.

VI. Loans

1. Authority

Signing authority for all incoming and outgoing loans resides solely with the Executive Director, acting on recommendation by the Director of Library & Archives. Loan agreements shall be completed prior to receipt or shipment of loaned materials and govern all incoming and outgoing loans. Written reports are presented to the Collections Committee by the Director of Library & Archives at regular, quarterly meetings. The Registrar/Collections Manager maintains complete records of all loans and tracks loan activity. All records pertaining to both incoming and outgoing loans shall be kept in perpetuity as part of institutional history.

2. Incoming Loans

Incoming loans are accepted for temporary exhibition, research, or other reasonable use for a specified period of time, not to exceed one year, and may be renewed in one year increments by mutual agreement. Any changes to the loan duration shall be approved by the Director of Library & Archives. Arrangements with the lender shall be made in writing by the Registrar/Collections Manager. Items may be borrowed from public or private institutions, private collections, individuals, corporations, galleries, and commercial establishments. Incoming loans shall be afforded the same care and security as that given to the CHS collection.

- *Temporary Custody of Items:* Items may be placed in the temporary custody of CHS for the purposes of consideration for acquisition or loan. All temporary deposits are subject to the conditions set forth on the reverse of the Receipt form, which will be signed by the owner (or owner's representative) upon delivery to CHS. Items on temporary deposit will be stored properly and monitored; however, CHS will not insure items placed in temporary custody, nor re-house, catalog, or make them available to researchers. Placement of an object into temporary custody of CHS does not constitute a legal transfer of title to CHS.
- *Insurance:* Proof of insurance coverage is required for all incoming loans under the following options and within the parameters of CHS coverage:
 - a. CHS will insure incoming loans under its own Fine Arts Policy, providing that the Lender submits values for each item loaned with the signed Loan Agreement, and that value amount given is the sole recovery available in event of loss or damage.
 - b. Lenders may elect to maintain their own insurance policy for their property, provided that CHS is listed as additional insured on that policy or is provided with a certificate confirming waiver of subrogation. CHS does not additionally insure incoming loaned items when Lenders maintain their own insurance.
- *Long Term Loan:* CHS does not accept permanent or long-term loans. Long term loans accepted prior to July 1, 2008 will be reviewed and renewed every five years. CHS will strive to review all outstanding long-term loans and return or convert them to gifts.
- *Unclaimed Loans:* CHS adheres to California Civil Code, Section 1899, pertaining to Loans to Museums. Pursuant to Section 1899.4 (a) it is the responsibility of the owner of property to notify a museum promptly in writing of any change of address or ownership status. CHS will maintain notices of intent to preserve ownership of property not less than 25 years, and CHS will adhere to conditions regarding notice to owners and their successors as set forth in California Civil Code, Section 1899-1899.11 should a Lender cease communication regarding intent of interest in loaned property.
- *Limitations:* CHS will not perform or allow any repairs, alterations, or conservation treatment on any loaned item without the lender's prior and specific written permission.

3. Outgoing Loans

Outgoing loans may be made for exhibition or research purposes to institutions or organizations that meet specific requirements outlined below.

- *Conditions:* Loan requests from the CHS collection are considered on a case-by-case basis, and are dependent upon the nature and condition of the object, proposed use, and the borrower's ability to meet professional standards of care. Requests for loans shall be made to CHS in writing, and include all contact information from the borrowing institution; items requested; purpose; and requested duration of the loan. Items are not lent to individuals. Loaned items will be credited to the California Historical Society as provided for on CHS' Outgoing Loan Agreement. Separate loan agreements may be required for each venue of a traveling exhibition.
- *Risk Management:* CHS evaluates requests for loan of collection items in accordance with professional standards and practice. All loans will be considered on a case by

case basis, taking into account the conditions, as described in the borrowing institution's standard facilities report, under which the item would be displayed, duration of the loan, level of security provided, and the institution's relation to CHS' Mission. Loans to institutions without standard facilities reports will be considered provided the conditions listed are satisfactory. Condition reports for items approved for loan shall be made prior to packing and transport, and a copy included with the shipment. Condition of loaned items shall be monitored by the borrowing institution's Collections staff, and the report completed and submitted to CHS Registrar/ Collections Manager upon their return. Items will not be loaned if deemed too fragile to travel or the proposed use presents unreasonable risk or reflects negatively on the integrity of CHS.

- *Limitations:* Items on loan from CHS may not be treated or otherwise altered without prior and specific written approval from the Director of Library & Archives and the Registrar/Collections Manager. Unless otherwise notified by CHS, the borrower may photograph, videotape or otherwise reproduce images of borrowed items for education and promotional or publicity purposes only. All other requests to reproduce loaned items shall be approved in advance by CHS. Borrowed items may not be reproduced for sale without specific written permission from CHS. Items on loan may not be photographed by the public.

Loans may not be transferred by the Borrower to any other institution or individual without prior approval from the Director of Library & Archives and the Executive Director. In the case of such approval, the existing loan will be closed and a new loan agreement shall be completed prior to transfer of material. CHS reserves the right to rescind a loan if risk to the items becomes apparent during the loan period, or the use reflects negatively on the integrity of CHS.

- *Insurance:* Loaned items will be assigned an insurance value prior to their release from CHS. Borrower will provide wall-to-wall insurance and indemnification, and a certificate of insurance prior to shipping.
- *Fees:* CHS does not charge loan fees. However, borrowers shall cover all costs relating to appraisal of requested items for insurance valuation, packing and shipping of items through approved fine arts shippers, and any framing costs necessary for the exhibition. In the event the loan is cancelled, borrower is obligated to compensate any costs relating to appraisals, conservation, framing services that are either in progress or completed, and any costs relating to shipping or transport not yet completed.
- *Duration:* All loans shall be for a stated term, agreed to and signed by both parties on an Outgoing Loan Agreement form. Maximum duration of a loan shall be one year, subject to renewal upon approval by the Director of Library & Archives and the Executive Director.

4. Temporary Custody for Professional Services

Authorized contractors, such as conservators and framers, may receive items on a temporary basis for purposes of conservation, identification, research, or appraisal services. Such custody is documented on a Receipt/Release form and does not constitute a formal loan, or transfer of ownership. Records of all materials on temporary loan will be maintained and retained by Registrar/Collections Manager.

5. Co-Stewardship Contracts and Agreements

CHS from time to time may enter into co-stewardship agreements with other institutions for the long-term management and stewardship of CHS collections. The criteria for co-stewardship contracts and agreements are:

- The collection agrees with CHS purpose and scope as defined above.
- The contract or agreement is accompanied by adequate financial resources or a plan to acquire financial resources for collection processing, management, care and access.
- The contract or agreement clearly identifies the administration, management, care, conservation, and use conditions and standards to be applied to the collection and stipulates presiding authority.

VII. Collection Records

The Collection staff shall maintain permanent collection records in accordance with the Collection Procedures Manual. Collection records provide legal documentation of the collections, establish and document provenance, and provide a permanent record of care, use, and disposition. All collection records are considered permanent documents, to be retained in perpetuity, whether or not the physical item is retained in the collection. Insurance, financial, tax, financial appraisal and any records declared confidential by the donor will remain confidential and will be released only upon specific written approval of the donor, the Director of Library & Archives, and the Executive Director.

Three categories of records exist to preserve information about the CHS collection. These include correspondence (any written communication, including but not limited to letters, emails, and verbal conversations where written notes have been transcribed), documents (standard forms used to record and legally confirm collection activity) related to acquisition and transfer, and records and imagery related to internal management of materials. Additionally, all records related to temporary custody, such as incoming loans for exhibition, are separately maintained.

CHS maintains legal title and ownership of items in its collection by managing information regarding collection assets. Asset information includes both written and/or visual documentation pertaining to identification of items held within the CHS collection, and consists of paper files, as well as data held within the collections database.

Documents and standard forms include the following.

- *Receipt (Incoming/Outgoing)*: Receipt of items being considered for donation or loan
- *Gift Agreement/Deed of Gift/Acknowledgement Letter*: Transfers title to CHS
- *Incoming Loan Form*: Items borrowed by CHS from other institutions or individuals
- *Outgoing Loan Form*: Items loaned by CHS to other institutions
- *Outgoing Release Agreement*: Receipt for items released from CHS
- *Donor Records*: Correspondence, deeds of gift, appraisals, etc.
- *Accession Logs*: List of items accessioned into the collection
- *Collections Database*: PastPerfect Museum Software
- *Condition Reports*: Documents condition of CHS items prior to release for loan, return from loan; or upon receipt for exhibition
- *Conservation Reports*: Documents conservation treatments proposed or performed for collections

- *Environmental Monitoring Reports*: Record and analysis of temperature and relative humidity in each controlled collections storage environment
- *Exhibition Reports*: Record of exhibitions activity of collections
- *Annual Collections Report*: Documents activity in the collection, including acquisition, removal, loan, exhibition, and publication

VIII. Collections Care

1. Security

Every effort will be made to monitor and protect all items in the collection from careless handling, vandalism, theft, fire, water, infestation, exposure to environmental hazards, and natural disasters during research use and while on temporary exhibition. The Reference Manual, Visitor Services Guide, and Emergency Response Manual provide guidelines and delineate specific responsibilities of CHS employees in securing and caring for the CHS collection.

2. Storage

CHS collections will be stored in appropriate conditions or archival containers to ensure items will be available in perpetuity. Temperature and relative humidity will be controlled and monitored. Collections will be protected against theft, light, dust, fire, water, vermin, and other detrimental elements.

3. Preservation, Conservation and Restoration

Preservation, conservation and restoration activities are carried out with the highest professional standards and in accordance to the following definitions.

- a. Preservation is the stabilization of items in existing condition through the use of archival storage materials and environments and by reducing the impact of adverse environmental conditions, including temperature, humidity, and protection from infestation and mishandling.
- b. Conservation treatment is the application of techniques and materials to chemically stabilize and physically strengthen individual items to assure longevity and continued availability for use while altering their physical characteristics as little as possible. Conservation also includes decisions involved in identifying items needing treatment and determining appropriate treatments.
- c. Restoration is the repair of an item to return it to its intended function, and shall be considered only in extremely rare instances when the overall integrity of the item can be successfully retained.

4. Insurance

Insurance of the CHS collection is maintained to cover costs of replacement or repair and restoration of lost, stolen or damaged items whenever possible. It is understood that many items in the collection are irreplaceable. Any funds secured through or by an insurance claim shall be reserved exclusively for the sole purpose of direct care and purchase of collections.

5. Transit

Registrar/Collections Manager oversees the packing and shipping of items. Collection staff will train, provide guidance and supervision for the proper handling and housing of collections, security and other procedures as needed and appropriate.

6. Inventories

Comprehensive inventories of cultural materials will be conducted every five years for the purpose of confirming each item's physical condition and location. In addition, routine one year interval spot-check inspections of the collections will be conducted to provide an active account of the CHS collection.

Routine shelf-reading of all other materials, including printed, archival and photography collections, will be conducted every five years on a rotating basis by vault in order to account for the location of all cataloged volumes and collections. Routine paging for public and internal use and refiling of library and archives collections constitutes regular spot-checking of these materials.

7. Research Use of Materials

Collection staff will provide guidance and supervision for the proper handling, security, and other procedures as needed.

8. Emergency History

Documentation of any and all incidents involving risk or damage to the building, whether or not collections are affected, will be maintained permanently.

IX. Access

1. Public Access

Public access to the CHS Collection is available in the North Baker Research Library, and through exhibitions, educational programs, digitally on the World Wide Web, and other methods that provide the broadest possible dissemination of information, while ensuring the preservation and care of the materials. Research access to cultural materials is arranged through the Registrar/Collections Manager. Copies or digital images of original items may be made available for study.

Collection staff reserves the right to determine the appropriateness and method of access for any item or collections in accord with the Collection Procedures Manual. Access will not be given to any item that might damage or threaten long-term preservation of the item or the information it contains or represents. Secure collection storage, processing, administration, and servicing areas, including offices, are not accessible to researchers or the general public, except as specifically arranged with, and accompanied by, appropriate Collection staff. All other access to collection storage areas shall first be approved by the Director of Library & Archives.

2. Staff Access

Access to secure collection storage areas is limited to Collection staff who are directly responsible for access to and care of collections. No CHS employee shall have access outside of normal business hours to any secure areas related to the storage, processing, administration, and servicing of collections, including offices, without advanced approval by the Director of Library & Archives *and* at least one other CHS employee present in the facility. No employee shall remove any item from any CHS facility for any reason without prior written approval of the Director of Library & Archives and without appropriate written documentation.

3. Intellectual Property

Materials will be treated in accord with current law and international agreements and conventions regarding copyright and intellectual property rights, including the standard of "fair use."

4. Fees

CHS reserves the right to charge fees for providing services related to reproduction, access, or use of any items within the Collection. Schedules of fees are available from the library as well as on the CHS website.

5. Reproduction

Non-commercial reproduction in any and all forms will be allowed to the maximum extent allowed by law, legal or donor restrictions, and current professional practices. Commercial reproduction, quotation, or use may be granted by designated Collection staff on a case-by-case basis and in accord with the Collection Procedures Manual.

6. Public Records

In the case of Public Records, the California Public Records Act, the public governing jurisdiction of origin, and any other applicable public policies, ordinances, and procedures will supersede all conflicting institutional policies.

Approved by the Collections Committee on a vote of 7 yes to 0 no.



Signature, Gary Kurutz, Chair

July 14, 2008

Date

Approved by the Board of Trustees on a vote of 11 yes to 0 no.



Signature, Cristina Rose, Secretary
