



# Collections Management Policy

SAA Museum Archives Section Working Group Example

Adopted September 29, 2014

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SAA Museum Archives Section Working Group Example

## Rationale

### Purpose of the Collections Management Policy

The Intrepid Sea, Air & Space Museum (hereafter Museum) holds its collections in trust for the public. The Collections Management Policy establishes the principles, procedures and legal responsibilities for the management of the Museum's collections. In addition, the Policy demonstrates the Museum's commitment to maintaining standards of professional and ethical excellence in the management of its collections.

### Mission of the Intrepid Sea, Air & Space Museum

The Intrepid Sea, Air & Space Museum acquires, preserves and maintains its collections solely as they relate to the mission of the Museum. Below is the mission statement of the Intrepid Sea, Air & Space Museum, as adopted by the Board of Trustees in 2014:

As an educational and cultural non-profit institution centered on the aircraft carrier *Intrepid*, a National Historic Landmark, the mission of the Intrepid Sea Air & Space Museum is to promote the awareness and understanding of history, science and service through its collections, exhibitions and programming in order to honor our heroes, educate the public and inspire our youth.

### Collections Goals

In accordance with the Museum's mission, the Museum maintains its collections to support two goals: preservation and program support.

#### Preservation

The Museum acquires and maintains collections to preserve and protect appropriate examples of historic and contemporary materials for present and future generations.

#### Program Support

The Museum also acquires and maintains collections to support programs including long-term and temporary exhibitions, historic space restorations, education programs, public programs and others.

### Scope of the Collections

The Intrepid Museum collects objects, archival materials and media that pertain to the Museum's major historic artifacts:

#### Intrepid

The former USS *Intrepid* (CV-11) is an *Essex*-class aircraft carrier that served in the U.S. Navy from 1943 through 1974. *Intrepid* first saw service in the Pacific War during World War II. The ship later participated in the Cold War, the Space Race and the Vietnam War. The Intrepid Museum, centered on *Intrepid*, opened to the public in 1982.

#### Growler

The former USS *Growler* (SSG-577) is a guided missile submarine that served in the U.S. Navy from 1958 through 1964. *Growler* patrolled near the Soviet coast in order to deter attacks against the United States during the Cold War. *Growler* is part of the Museum's collection and opened to the public in 1989.

#### Concorde

Concorde G-BOAD is one of 14 Concorde supersonic passenger airliners that were in service from 1976 through 2003. The Intrepid Museum's Concorde set a world's speed record for passenger airliners on February 7, 1996 when it flew from New York to London in 2 hours, 52 minutes and 59 seconds. Concorde, a loan from British Airways, opened to the public in 2004.

#### Enterprise

The space shuttle orbiter *Enterprise* (OV-101) is the prototype space shuttle orbiter which conducted atmospheric tests in 1977 and 1978. In the 1980s, *Enterprise* served as a traveling exhibition. *Enterprise* played a role in the accident investigations after the space shuttle *Columbia* disaster in 2003. *Enterprise* joined the Museum's collection in 2012 and opened to the public that year.

#### Aircraft Collection

The Museum's aircraft collection is wide-ranging, including examples that span from World War II through the Cold War, and up to the Gulf War in the Middle East. The collection is international in composition, representing both allies and former adversaries. Though primarily a historical collection, several aircraft are maintained for hands-on, educational programs such as children's camps and for those with special access needs. More than half of the Museum's aircraft are on loan from the museums of the U.S. armed forces, including the National Naval Aviation Museum.

The Intrepid Museum's collections support the interpretation of subject areas that provide historical and technological context for the above major artifacts. These subject areas include, but are not limited to, social, cultural, political, technological and military history as they relate to *Intrepid*, *Growler*, Concorde, *Enterprise* and the Aircraft Collection. In addition, the Museum collects materials that illuminate the people who designed, maintained and operated these historic craft.

### **Delegation of Responsibility for Implementation of the Collections Policy**

The Museum President is responsible for proper implementation of the Collections Policy and Collections Management Program. The President has delegated the management of collections to the Curatorial/Collections division of the Exhibits Department. The President has delegated the oversight of collections growth and development to the Curator of History and the day-to-day care of the collections to the Collections Manager.

### **Collections Designations**

There are several designations for artifacts in the Museum's custody. These categories are the Historic Collection, the Working Collection and the Educational Hands-On Collection. Historic Collection materials at the Museum are identified as fully accessioned and cataloged items belonging to one of three active divisions in the collections program: the Object Collection, the Archives and the Media

Collection. Due to the content and physical fragility of the Historic Collection, access is highly restricted and is primarily available for exhibitions, educational programs or research by responsible staff or scholars.

In addition to the Historic Collection, which the Museum maintains the utmost priority in preserving, there exist collections that are utilized on a daily basis in the course of the Museum's functions and, due to this utilization, are frequently altered or repaired. These collections are known as the Working Collection and the Educational Hands-On Collection. The Working Collection consists of *Intrepid* itself, *Growler*, *Enterprise* and the Museum's aircraft. The Educational Hands-On Collection is comprised of purchased, donated or deaccessioned items used for educational purposes.

In addition to these collections, the Museum enlists a supply of prop items that aid in the interpretation and educational content of exhibits and exhibitions. Research files are also maintained at the Museum. These files are non-accessioned documents, articles, books, media and other items that are utilized for research by Museum staff, but are not maintained with a focus on preservation.

Each division is designed to fill a specific intellectual or programmatic role within the institution. Institutional responsibility and procedures for these collections differ in their levels of access, record keeping and preservation objectives.

## Historic Collection

Historic Collection status denotes the intent to thoroughly document, protect and preserve the material for future generations. The Object Collection, Archives and Media Collection are fully accessioned and cataloged. Removing Historic Collection status from an object requires a formal act of deaccession.

Access to the Historic Collection is restricted and is primarily available through exhibitions, educational programs or research by responsible staff or scholars.

Considerations for placing an object, document or media piece in the Museum's Historic Collection include:

- i. The artifact/material represents a significant and irreplaceable element in the historical, scientific, cultural or technological interpretive scope of the Museum.
- ii. The nature of the artifact/material requires strictly monitored conditions for storage, use and care.
- iii. The interpretive value of the artifact/material is such that long-term preservation is the most appropriate condition for the item.

## Object Collection

The Object Collection contains three dimensional artifacts that hold historic significance to *Intrepid*, *Growler*, *Enterprise*, *Concorde* or the Aircraft Collection. These items include, but are not limited to: uniforms, souvenirs, medals, plaques and other service related ephemera.

## Archives

The Archives consist of paper-based manuscripts, printed materials, maps, select business and organizational records, copies of federal documents and periodicals with specific relevance to *Intrepid*, *Growler*, *Enterprise*, Concorde or the Aircraft Collection.

## Media Collection

The Media Collection consists of documentary items in video, photograph, slide, record and other audio/visual formats.

## Working Collection

By definition, items designated part of the Working Collection are highly complex, built structures composed of multiple, interdependent functional systems including mechanical, electrical and structural components. These complex, compound artifacts represent significant elements of the Museum's collections. Items included in the Working Collection are *Intrepid* itself, *Growler*, *Enterprise* and the Museum's aircraft. This includes the interior as well as exterior spaces of these items.

While not cataloged to the extent of the Historic Collection, efforts are made to document these larger items and to maintain storage, exhibition or operational environments appropriate to the nature and purpose of the artifact within the organization.

The Museum aims to preserve the overall integrity of these large items. However, the Museum recognizes that modifications or alterations to specific elements may be required to carry out essential Museum functions. Changes that have the potential to impact the historic features of items in the Working Collection must be discussed by the Collections Committee, and major alterations require documentation by the Collections Department.

Considerations for designating artifacts/materials as part of the Working Collection include:

- i. The artifact/material is a compound, built artifact originally produced with a clearly defined functional and operational purpose.
- ii. Due to the nature of the artifact/material or its intended use in the interpretive or educational plan of the Museum, the artifact/material should not (or cannot) meet the stringent storage or exhibition conditions necessary to be included in the Museum's Historic Collection.
- iii. The artifact/material has greater interpretive value through its association with *Intrepid*, *Growler*, *Enterprise* or the Aircraft Collection than when assessed independently.
- iv. The artifact/material represents a true historical or interpretive connection to the Museum's mission and is not simply an exhibition prop or operational supply.
- v. The artifact/material can play an active and relevant role in the interpretive plan of the Museum.

## Aircraft

The aircraft in the Working Collection consist of an assortment of examples flown by the military forces of the United States as well as other nations. The aircraft are vital for the curatorial interpretation and educational programs presented by the Museum. The preservation of aircraft is of the highest priority



due to the hostile environment of the Museum's location on the Hudson River and its estuaries, which makes destructive corrosion a certainty. Preservation measures will follow structural maintenance and corrosion control practices as prescribed by the aircraft's owning authority and by industry standards. Materials such as paint, sealants, topcoats and cleaners that are used to treat the aircraft will only be of the highest quality, suitability and durability.

The objective of the aircraft in the Working Collection is to educate and inspire visitors, and chronicle the achievements of the ship, the individual accomplishments of the crew and that of all the armed forces throughout *Intrepid's* history. Aircraft are on public display at all times, even during periods of maintenance and restoration.

## Educational Hands-On Collection

The Educational Hands-On Collection includes materials that are actively and regularly utilized in the educational programs of the institution or for the promotion and development of the Museum as an educational entity. These collections may be used with varying levels of supervision.

The Educational Hands-On Collection is composed of donated or purchased items directed to this collection in several ways: through curatorial recommendation (with donor approval), through deaccession and transfer from the Historic Collection or through purchase with the expressed intent of inclusion in the Educational Hands-On Collection. Materials in this collection are cataloged but not accessioned.

Objects/materials designated part of the Educational Hands-On Collection are considered expendable within the context of the educational programs of the Museum. These objects/materials may be utilized with minimal supervision in program-related activities and initiatives. However, these materials must still be maintained with a simple annual inventory and basic record keeping.

When they no longer have significant program value or have deteriorated in condition to the point that they are no longer usable, these items may be disposed of by noting such action on the annual inventory. No other formal action is required.

Considerations for placing an object in the Educational Hands-On Collection include:

- i. The object/material's greatest value to the Museum's educational program is its ability to be used, handled and fully experienced as an educational resource.
- ii. The object/material may have significant interpretive value but does not reflect an actual historic or functional link to the past or present of the Museum.
- iii. It is fully understood that the effective use of the object/material in the Educational Hands-On Collection may lead to the ultimate destruction of the object/material.

## Other Materials

The Intrepid Museum acquires other types of objects or materials that are neither accessioned nor catalogued but support the Museum's activities. These items, which are not part of the collections described above, include props and research materials.

## Props

Materials/artifacts may be acquired to be used as props in exhibition settings. Props may include reproduction items or items with a historic background but deemed inappropriate for the Historic Collection or Educational Hands-On Collection. These items are not part of any of the Museum's collections and are therefore not accessioned. Their continued use is determined by an active or future need in a program or exhibition setting. If not in active use, these materials are disposed of or stored outside of the collection storage areas.

## Research Materials

The Museum also accepts donations of materials, primarily books and manuscripts, for on-board reference and research by staff. These materials are differentiated from the Archives described above. These materials are not part of the Historic Collection and are not accessioned. These materials may represent duplicates of items in the Archives, or may simply lack the historical or relational significance that would make them candidates for the inclusion in the Archives.

## Collecting Priorities

### Historic Collection

While the Museum's Historic Collection includes items that span *Intrepid's* entire service history, some eras, events, missions and crew roles are better represented than others. The collections include a variety of objects associated with *Concorde*; in contrast, the collections contain a relatively small number of items representing *Growler* and *Enterprise*. In addition to addressing gaps within the collection, the Museum aims to acquire collections that support specific programming needs. Current priorities include:

- Artifacts associated with *Growler*
- Artifacts associated with *Enterprise*
- Artifacts associated with *Intrepid's* service during the Vietnam War
- First-person accounts, including diaries and letters, associated with any of the Museum's major artifacts
- Photographs of interior spaces including berthing compartments and work areas
- Photographs of *Concorde* during service

### Aircraft/Aviation

The Intrepid Museum has the capacity for the exhibition, storage and management of approximately 30 aircraft. Future acquisition is dependent on the thoughtful and responsible tailoring of the collection to best meet the interpretive and programmatic goals of the organization.

Utilizing those acquisition preferences established above, future aircraft/aviation collection goals would include aircraft significant to the operational history of *Intrepid* during its service career from 1943 to 1974. The below aircraft are listed in chronological order beginning with the earliest to serve aboard the ship.

- Grumman F6F Hellcat

- Curtiss SB2C Helldiver
- Vought F4U-1 Corsair (including variant FG-1, F3A)
- Vought F7U-3, Cutlass
- Douglas F4D-1, Skyray
- Kaman SH-2, Seasprite
- Sikorsky SH-3, Sea King
- Any Japanese aircraft of World War II vintage or accurate replica that would have seen combat with aircraft of *Intrepid* or participated in kamikaze attacks against the ship

## Collections Committee

The Collections Committee is a group of Museum staff members that meets monthly and is organized and presided over by the Collections Manager.

### Purpose of the Collections Committee

The main purpose of the Committee is to review acquisition and deaccession proposals. At the meeting the Committee will also review objects available for incoming or outgoing loans. During the meeting the Committee discusses and addresses any collections related issues. A majority of committee members must be present in order to conduct a meeting.

### Members of the Collections Committee

The Collections Committee consists of:

- i. Vice President of Exhibits
- ii. Assistant Vice President of Exhibits
- iii. Curator of History
- iv. Curator of Aviation and Aircraft Restoration
- v. Collections Manager
- vi. Collections Assistants
- vii. Exhibits Departmental Coordinator
- viii. A representative of the Education Department
- ix. A representative of the Operations Department

## Acquisitions to the Historic Collection

### Policy

The Museum may acquire objects, archives or media for the Historic Collection via donation, purchase or transfer. A Curator, or a Curator's designee, is responsible for the justification of an acquisition. All acquisitions to the Historic Collection must be approved by the Collections Committee, Museum President and Board of Trustees in turn. The Collections Manager is responsible for all paperwork

generated during the acquisition process including the Receipt, Acquisition Proposal, Deed of Gift and other supporting documents.

## Criteria for Acquisition

Acquisitions to the Historic Collection must meet the following criteria:

- i. Objects/archives/media must be relevant to the Museum's mission and consistent with the purpose and activities of the institution, which chiefly consist of research, preservation, education and exhibition.
- ii. The Museum must be able to care for the items accepted into the Historic Collection per approved professional standards.
- iii. It is intended that items in the Historic Collection remain in the collection as long as they retain their physical integrity, relevance and usefulness for the purposes of the Museum.
- iv. Title to objects should be received free of restrictions of use and future disposition.
- v. The present owner should be able to verify ownership or be able to provide object provenance.
- vi. The Museum will not accept any objects where the cost of conservation or care is disproportionate to the historical relevance of the object.

## Procedures and Documents

Objects, archives and media offered to the Museum should be referred to the Collections Manager. Preference is for items offered for donation, purchase or acquisition to be temporarily deposited with the Museum for evaluation by a Curator. This temporary deposit will be documented by a Receipt signed by the depositor and countersigned by two members of the Museum staff. At least one signer must be a member of the Collections Department.

A Curator will evaluate the offered items in accordance with the Criteria for Collections as described in the above section. This evaluation will be documented through the Acquisition Proposal, in which the curator will discuss the relevance, or irrelevance, to the collection and designate whether they suggest acquisition approval, denial or other. Other could represent partial acceptance or recommendation that the offer be divided among various collections.

The Acquisition Proposal is presented by the referring Curator to the Collections Committee. The Committee will then accept the Curator's recommendation or amend the suggestion. At the conclusion of the meeting the Collections Manager will update all Acquisition Proposals with the decision of the Committee.

After the Acquisition Proposal is amended with the Committee's decision, the Proposal is reviewed by the President of the Museum for its approval and initialing. Finally, the acquisition is presented to the Exhibits and Education Committee of the Board of Trustees for evaluation. Once the donation, purchase or transfer is examined and approved by the Board the object is considered officially accepted into the Museum's Collection.

Items offered by donation or transfer, once officially accepted by the Museum, will be issued a Deed of Gift. The Deed of Gift will include the donor or transferee's contact information and an inventory of

items. The donor or transferee will sign the Deed of Gift and indicate a credit line. The Museum will consider the donation or transfer as an unrestricted gift which may be used in any manner that is deemed to be in the best interest of the Museum in accordance with its Collections Policy, including the management, access, exhibition, conservation and disposition of the object(s) gifted. Once signed by the donor or transferee and returned to the Museum, the Vice President of Exhibits will countersign the Deed of Gift and a copy will be returned to the donor or transferee.

## Aircraft Acquisition

The acquisition of aircraft requires the consideration of additional factors, given their size and preservation requirements. The Education and Exhibits Committee of the Board of Trustees reviews aircraft acquisitions based on the advice and recommendations of the Museum's President, Vice President of Exhibits, the Curator of Aviation and Aircraft Restoration, and the curatorial staff of the Exhibits Department. Input from staff members in the Education and Marketing Departments is also taken into consideration. All decisions are made in accordance with the guidelines within this policy. The committee will meet as necessary to review collection requirements, offers for acquisitions and proposals for deaccession. The following factors are considered when evaluating potential display or acquisition of aircraft and related aviation artifacts:

- i. Historical importance to the mission of the Museum, other branches of the United States armed forces and foreign aircraft contributions based on the preferences stated above or as determined by the Collections Committee
- ii. A realistic assessment of the usefulness of the aircraft or artifact in regards to educational or interpretive value to visitors
- iii. Museum's future requirements for exhibitions and the likelihood that the artifact will ever be incorporated in a display
- iv. Size and weight in regards to display area required, handling requirements and storage needs if not immediately used
- v. Condition of aircraft or artifact and the Museum's ability to improve or enhance this condition based on time and costs
- vi. Ability of the aircraft or artifact to upgrade or enhance the existing collections
- vii. The Museum's practical limits in funding the upkeep of the artifact
- viii. Rarity value is considered; an aircraft or artifact may be too valuable to be placed in the hostile, outdoor display environment
- ix. Possible commercial draw of the object to the general public

## Deaccessioning From Historic Collection

### Policy

The Museum has the right to deaccession items from the Historic Collection. Items considered for deaccession are done so with extensive consideration with regards to the criteria below. Whenever possible a deaccessioned object will be found a new home with an appropriate museum or educational institution.

### Criteria for Deaccession

Items proposed for deaccession must meet the following criteria:

- i. The object or document no longer has relevance to the Museum's mission and collections goals
- ii. The object or document does not fit within the scope of the Museum's collections
- iii. The object or document has deteriorated beyond its usefulness
- iv. The object or document is harmful to people or other objects in the collection
- v. The object or document has failed to retain its authenticity
- vi. An item of superior condition or provenance has been acquired by the Museum

### Procedures and Documents

The object, document or media proposed for deaccession will be evaluated by a member of the Collections Staff and documented in the Record of Deaccession. The reason for deaccession will be detailed in the document, and the Record for Deaccession will be presented to the Collections Committee. If approved for deaccession, several options for removal from the collections will be considered and the decision will be logged in the Record for Deaccession.

After the decision by the Collections Committee, the Collections Manager, Curator, Vice President of Exhibits and President of the Museum will sign the Record of Deaccession. Finally, the items for deaccession will be presented quarterly to the Board of Trustees for approval.

### Methods of Deaccessioning Artifacts

The disposal of a deaccessioned object or document is carefully considered by the Collections Committee, and all attempts to locate a new home or use for the artifact before auction or destruction are pursued. The following are the acceptable methods of disposal of artifacts:

- i. Transfer: Items may be transferred internally to another collection or externally to a non-profit museum or educational facility with appropriate use for the artifact.
- ii. Exchange: Items may be exchanged with another non-profit museum or educational facility in return for an item that meets the Intrepid Museum's collections criteria.
- iii. Auction: Items may be auctioned to the highest bidder in a public sale.
- iv. Disposal: If all attempts to find a more suitable home for the item—including transfer, exchange and auction—have failed, or if the condition of the object is such that these methods cannot be pursued, a deaccessioned object may be considered for disposal.

## Use of Proceeds Derived from Deaccession/Disposal

All profit from the sale of deaccessioned items must, by law, be used for collections acquisitions or the care of Historic Collection objects.

## Deaccession of Aircraft

### Policy

The Museum has the right to deaccession aircraft from the Collection. Aircraft considered for deaccession are done so with regards to the criteria listed below. Whenever possible a new home with an appropriate museum or educational institution will be found for deaccessioned aircraft that are owned by the Museum. Aircraft designated for deaccession, which are on loan from one of the military service museums, must be identified to the owning organization and follow procedures as per the written policy as outlined in applicable loan agreements.

### Criteria for Aircraft Deaccession

Aircraft proposed for deaccession must meet one or more of the following criteria:

- i. The aircraft no longer has relevance to the Museum's mission or fits within the scope of collections criteria
- ii. The aircraft has deteriorated beyond the Museum's capacity to maintain it properly
- iii. The aircraft is no longer useful as a historical representative or as an educational device
- iv. An aircraft of superior condition, authenticity or provenance has been acquired by the Museum

## Procedures and Documents

Procedures and documents for the deaccession of aircraft are the same as those for the Historic Collection (see above).

## Loans

### Incoming Loan of Artifacts

#### Policy

The Museum may borrow objects from individuals or other institutions for research or exhibit purposes. Responsibility for objects loaned to the Museum rests with the Museum's President and Curatorial and Collections staff.

The duration of each loan should be appropriate for its purpose. Loans should not exceed an initial term of five (5) years, with subject to renewal if agreed upon by both parties. The Museum's Board of Trustees must approve loan terms longer than five years. It is the Intrepid Museum's policy not to accept permanent loans.

It is the responsibility of the Lender to notify the Museum of changes in contact information. Objects and documents left at the Museum for longer than five (5) years will be considered abandoned

property. At that time steps will be taken according to New York State Abandoned Property Law to acquire title to the property.

Items loaned to the Museum will receive the same standard of care afforded to objects in the Historic Collection. Items deemed too unstable to withstand transit or display will not be accepted as a loan. The Lender should have clear title and ownership of the object before signing loan agreements with the Museum.

### **Procedures**

Curators actively pursue loans from individuals and institutions to support the Museum's mission and exhibitions. If an item is selected by a Curator, a letter or email of intent will be sent to the potential lender or lending institution. All items presented to the Museum for loan should be submitted through the Collections Manager or a Curator.

An official Incoming Loan Agreement with object description, insurance value and loan dates will be signed by the lender and the requesting curator once an item has been identified for loan. The Collections Manager will work with the lender to coordinate shipping. The loan's arrival at the Museum will be documented with a Receipt. After arrival the Collections Department will perform a detailed condition report documenting the object(s). Copies of the Loan Agreement, Receipt and Condition Report will be mailed to the Lender.

All loaned objects will be tracked in the Museum's collections database utilizing an internally generated loan number.

## **Outgoing Loan of Artifacts**

### **Policy**

The Museum lends objects to reputable museums for the purpose of exhibition and/or research. Under no circumstances does the Museum loan to individuals. The Museum loans objects for a period of five (5) years or less, with subject to renewal if agreed upon by both parties. Items that are fragile or could be damaged during transit or display will not be available for loan. Objects and documents that are necessary for research or exhibit will not be available for loan.

### **Procedures**

To request an object for loan, a letter on the requesting museum's letterhead should be directed to the Collections Manager. This letter must mention the item being requested, purpose, length of loan and guarantee the coverage of costs associated with crating, shipping, insurance and any damage or wear incurred during the period of the loan.

The borrowing museum should send a Loan Agreement to the Collections Manager along with the formal request letter. The Museum has the right to request a Standard Facility Report to be reviewed by the Collections Manager and Collections Committee, along with the Loan Agreement. If approved the borrowing institution's loan form will be signed by the Vice President of Exhibits. The borrower will also



sign and the Intrepid Museum will countersign an Outgoing Loan Agreement provided by the Museum's Collections Manager.

Costs associated with an agreed upon shipping method will be paid for by the borrowing institution. The Museum also requests a Condition Report from the borrowing museum upon the arrival of the shipment.

Any damage to an object lent by the Museum must be reported to the Collections Manager when discovered, and the lending museum will be responsible for all conservation costs.

## Collections Care

The care of objects in the Museum's Historic Collection is the first priority of the Collections Department. The Museum recognizes its ethical and legal responsibility to care for all objects in an appropriate manner as long as they are part of its collections.

## Documentation

The proper documentation of the acquisition, deaccession, loan and care of objects is fundamental to collections care at the Museum. The following physical, paper and electronic sources are utilized to document collections at the Museum.

### Physical Documentation

All objects, archives and media accessioned into the Museum's collection are issued a numeric identification by which the object and associated paper records are tracked. The formula for assigning accession numbers, also known as object numbers, is as follows: XXXX.YYY, whereas XXXX represents the year of donation and YYY represents the number of the donation for the year. XXXX.YYY can be preceded by the letters A, for archive, or P, for media. A donation with multiple objects or media will have an additional number or letter at the end of the XXXX.YYY formula to track each item individually. Each object or photograph is given a unique accession number. All archival items that are part of the same donation will receive the number AXXXX.YYY in accordance with archival procedures. Numbers are generated in order of donation. In the case of archives, the Collections Department strives to use the principle of *respect des fonds*.

Items identified as Found in Collections are given a number 00.XXXX.YY, whereas 00 denotes an object is Found in Collections, XXXX is the year it is documented and accessioned to the Historic Collection, and YY represents the number of the object based on the Found in Collections denomination for the year.

Every attempt is made, when safe for the object, to physically label an artifact, document or piece of media. This attempt is done in accordance with current best museum practices.

### Paper Documentation

The documents below are generated and retained in the physical object file during the course of collections accessioning, deaccessioning, loan and care of artifacts. Not all documents will be represented in each file but will be created and maintained as necessary.

### **Acquisition Proposal**

The Acquisition Proposal is completed by a Curator or Curator's designee. The completed form lists the objects being considered, contact information for the donor or seller, and a justification for acceptance or denial by the Curator.

The Proposal is also used to present the donation or purchase offer to the Collections Committee. The acceptance or denial by the Committee is documented on the form as is the decision of the President of the Museum and Board of Trustees.

### **Artifact Relocation Form**

This form is employed when an object is physically and intellectually moved between collections, i.e.: Historic Collection to the Educational Hands-On Collection. The purpose is to document the movement for the Museum's paper files.

### **Condition Report**

An Incoming Condition Report is performed on all objects accessioned into the Collection and stored in the digital records. A more in depth document referred to as a Condition Report is completed when loan objects are received. In addition, an Outgoing Condition Report is performed before returning the object to the lender.

### **Deed of Gift**

The Deed of Gift is the legal document by which an object donated or transferred to the Museum is officially transmitted to the Museum. The Deed signifies the intent to give on behalf of the donor, acceptance on the part of the Museum and the physical transference of the donation. The Deed is signed by the donor and the Vice President of Exhibits. The original copy is retained in the Museum's paper files and is scanned for the database digital file, while another copy is returned to the donor.

### **Loan Agreement**

A Loan Agreement is issued by the Museum for incoming and outgoing loans. This document supplies the lending/borrowing institution or individual's contact information, insurance values and loan duration. The Loan Agreement also notifies the lender of the temporary loan number applied to the object(s) while at the Museum.

### **Receipt**

A Receipt is issued every time an object enters or leaves the Museum's premises. These reasons can include, but are not limited to, incoming donation, outgoing transfer, conservation, research, incoming or outgoing loan.

The Receipt is signed by the person depositing or removing the object and two Museum staff members, where at least one must be a Collections Department member who is releasing or taking possession of the object.

### **Other**

Documents such as appraisals, correspondence, biographies or any number of supporting paper work will be included in the object's paper file.

## **Digital Documentation**

### **The Museum System (TMS) database**

The Intrepid Museum utilizes the collections database system The Museum System (TMS). TMS allows the Museum to search and track the Historic Collection. This includes updated locations, conditions and photographs of objects. All incoming donations and loans from 2011 to present are input in the system at the time of their arrival at the Museum. The Museum is systematically working to include previous donations and collections items in TMS.

## **Preservation**

The Intrepid Museum recognizes the need for the preservation of objects entrusted to its care. Great efforts are made to promote the longevity of Historic Collection objects, archives and media. These efforts include storage in a humidity and temperature controlled facility, and attention to light levels when on display. The Museum will also utilize storage materials and techniques designed to preserve artifacts in accordance with best practices.

## **Insurance**

The Intrepid Museum carries wall to wall and fine art insurance. The Museum has additional coverage for the aircraft owned by and loaned to the Museum. Objects in the Historic Collection are covered on site, off site and in transit. The insurance coverage of the Museum is revised on a yearly basis and before major exhibitions or loans as needed.

## **Access To and Use of Collections and Collections Records**

### **Policy**

The Museum, as an educational institution, makes its collections available for academic research or other appropriate use. The Curators and Collections Manager are responsible for granting access to the Historic Collection.

The Museum will grant access to the Collections if the physical and intellectual safety of the object, archive or media is not in jeopardy. Access to the Collections will not be unreasonably denied. The Museum recognizes that the safety and integrity of the objects in its care is of the utmost importance and will reject access to safeguard the collection from loss, deterioration or damage. The Museum will also restrict access if the request interferes with the normal and necessary functioning and action of the Collections Department.

### **Procedures**

All research requests should be submitted in writing to a Curator or the Collections Manager for review and approval. The type of object being researched and dates and times available for visitation must be included in the letter. If photography is being requested, that should also be included in the letter. The Museum staff has the right to request a resume/CV, research qualification or references if necessary.

If the research approval is granted a Curator or Collections Manager will be in contact regarding an agreed upon appointment time. Collections research will not be allowed without the presence of a member from the Collections Department.

### **Photography of Collections**

Photography of objects should be previously stated in the research request. Photography of objects for commercial (non-educational) uses will generally not be granted. Any images intended for publication are subject to the separate approval and review by the President of the Museum, Marketing Department and Public Relations Department.

### **Ethics**

The Intrepid Museum adheres to a code of ethics established to safeguard the collections and property of the Museum and to assure the trust and safety of the employees and volunteers. The ethics policy of the Museum is applicable to all personnel including full-time and part-time staff, contracted project staff, interns and all volunteer positions. For convenience, all of the above shall be referred to collectively as "personnel."

### **Appraisals**

It is the policy of the Museum not to provide appraisals due to IRS guidelines outlining the inherent conflict of interest in museums issuing appraisals. The Museum will provide sources where qualified appraisers may be located. The Museum cannot arrange for appraisals or pay for the costs associated with such an inquest.

### **Responsibilities to the Collections and to Other Museum Property**

Intrepid Museum personnel will not use in their homes, or for any other personal purpose, any object or item that is part of the Museum's Collection or under the Museum's guardianship. To the extent that circumstances or special policies warrant exceptions to this principle, those exceptions are solely at the discretion of and with the permission of the Intrepid Museum's Vice President of Exhibits. These circumstances or policy exceptions should be made a matter of written record.

### **Conflicts of Interest**

Personnel should never abuse their official positions or their contacts within the museum community, impair in any way the performance of their official duties or compete with the Museum. They should be prepared to accept as conditions of employment the restrictions that are necessary to maintain public confidence in museums and in the museum profession.

To protect the Museum and provide guidance to its personnel, the Intrepid Museum has established policies concerning various activities which pose a potential conflict of interest between personnel and the Museum. Inevitably, situations will arise which do not seem to fit these guidelines or which are not covered by them. In these cases a general rule of prudence applies: personnel must always act with the best interests of the Museum in mind and ensure that their actions reflect and appear to reflect only favor and credit upon the Museum.

## Personal Collecting

The acquisition of personal collections composed of materials that fall within the collection scope of the Museum by individuals who receive direct or indirect compensation (wages, salary, complimentary leased space, complimentary admissions, or similar gratis benefits and considerations) represents a serious conflict of interest and raises important ethical concerns.

Therefore, while not attempting to prohibit or restrict personal collecting, the Museum reserves the right (as a condition of employment, volunteer service, continued direct or indirect compensation, or benefit) to acquire any such object purchased or collected by Intrepid Museum personnel at the price paid by that individual. Museum employees must inform the Vice President of Exhibits in writing of all applicable personal acquisitions within three months of the acquisition.

The Museum's right to purchase will be of three months duration, beginning at the time the individual formally notifies, in writing, the Exhibits Department. The Museum must indicate its intent to purchase the item within six weeks of notification and the purchase must be completed within three months of notification, or this right shall be forfeited. If the Museum has no desire to purchase, that intent will be conveyed at the earliest opportunity.

Objects that are bequests or genuine personal gifts are exempt from the Intrepid Museum's right to acquire. However, to protect the individual's interests, personnel are strongly encouraged to document such bequests or gifts with the Exhibits Department.

This right of purchase applies only to items acquired after the individual has officially become an employee, volunteer or entered into a similar compensated relationship with the Museum, and after the date of the policy adoption, September 20, 2010, when the right to purchase policy was established.

The acquiring, collecting and owning of objects/materials is not in itself unethical and can enhance professional knowledge and judgment. However, the acquisition, maintenance and management of a personal collection by individual Museum personnel can create serious ethical questions. Extreme prudence is required whenever Museum personnel, and in particular curators, collect objects similar to those collected by the Intrepid Museum.

Museum personnel may not use their professional affiliations to promote their or any associate's personal collecting activities. No curator or staff member may participate in any ongoing dealing (purchase for the exclusive purpose of resale) in an object similar to objects that are collected by the Museum.

## Unclaimed Artifacts and Objects Found in Collections

### Permanent Loans and Unclaimed Artifacts

While it is no longer the policy to issue permanent loans at the Museum, previously loans of such status were employed. Currently all loans have a termination date that can be extended by the request of the

Museum or lender and are subject to the agreement of both parties. It is the responsibility of the lender to maintain communication with the Museum and to provide updated contact information.

If the lender fails to remain in contact with the Museum and to supply relevant contact information, the Museum may clarify title to a permanent loan or loaned artifact for a specified term that has expired beginning five years from the last date the lender contacted the Museum. The Museum will utilize and abide by Section 233-aa of New York State Education Law regarding claiming title and ownership of permanent loans, expired loans or unclaimed property.

### **Objects Found in Collections**

From time to time objects, documents or photographs are located in the collection with unknown provenance and without documentation. After the amount of time designated in Section 233-aa of New York State Education Law, the Museum will move to acquire title and ownership of the object.

### **Effective Date**

This policy was approved by the Intrepid Sea, Air & Space Museum's Exhibits and Education Committee of the Board of Trustees on September 29, 2014 and shall be effective immediately. This policy supersedes all prior policies on the topics addressed here.

SAA Museum Archives Section Working Group Example