

CITY OF RALEIGH
HISTORICAL RESOURCES AND MUSEUM PROGRAM
COLLECTIONS POLICY



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I. INTRODUCTION

In July of 2012, Raleigh City Council created the Historical Resources and Museum Program (HRMP) with the express purpose of protecting and promoting identified museum and historical resource facilities, programs, and assets within the City of Raleigh. In addition to supervising 8 historic properties, the HRMP manages over 10,000 decorative art objects pertaining to local history and material culture.

The HRMP oversees operations and programs at the following 8 sites: Borden Building and Stone Circle at Fletcher Park; the City of Raleigh Museum; Fred Fletcher Amphitheater; Latta House and University Site; Mordecai Historic Park; Pope House; the Raleigh Trolley; and Tucker House. These responsibilities include handling all facility rentals, special events, programming, field trips and group tours, and standard day-to-day operations.

II. PURPOSE OF THE COLLECTIONS POLICY

The Collections Policy a public document that guides the management and development of the various collections of the City of Raleigh's HRM Program. It outlines why, what, where, how, and when these sites collect artifacts and how and why items may be deaccessioned.

In addition to establishing rules, guidelines, and procedures for the acquisition, preservation, and deaccessioning of items in the collection, the Collections Policy also outlines principled practices for the HRM Program.

III. PURPOSE AND SIGNIFICANCE OF THE COLLECTIONS

The collection is a source of knowledge, ideas, stories, and memories. It is developed and managed as a community resource to inspire, educate, and inform the Raleigh community and its visitors and to contribute to the conservation of the history and heritage of the city. The Program collects the material culture of the people of Raleigh and its environs in order to interpret the larger themes of our history.

The HRM Program seeks to:

1. Build unique historical records about local people, places, themes, resources, and environments through the collection, related archives, exhibitions, and associated projects

2. Collect and conserve important artifacts—including fine and decorative arts, photographs, ephemera, and archival materials—from the people and places that make Raleigh unique
3. Develop the collection as an educational, historical resource for the community that is accessible to the public
4. Research, document, and interpret themes such as: indigenous communities, early settlement and development, agricultural and rural history, development and expression of cultural histories, local businesses and industry, domestic life, people and families, war service, contemporary events, and the changing environment
5. Collect artifacts that reflect the breadth, depth, and complexities of the experiences of the people of the City of Raleigh, actively seeking items to illustrate the underrepresented stories and groups
6. Illuminate the history and development of Raleigh in the context of local, state, national, and international frameworks

IV. HISTORICAL RESOURCES AND MUSEUM PROGRAM SITES

1. Borden Building and Stone Circle at Fletcher Park

Built in 1900, The Borden Building is one of two remaining buildings on the former campus of the Methodist Home for Children. Purchased by the City of Raleigh in 1982, the house and its companion, Fred Fletcher Park, provide a wealth of history and tranquility in an urban setting. The Borden Building was extensively renovated in 1992 and is presently available for weddings, receptions, meetings, small conferences, and other approved functions.

2. City of Raleigh Museum

The purpose of the City of Raleigh Museum shall be the education of the public in the social, political, cultural, and economic history of the City of Raleigh from the earliest times to present. Through its motto of “Then, Now, Next,” the Museum seeks to preserve the history and heritage of Raleigh while considering its present and envisioning its future. Housed in the historic 1874 Briggs Hardware Building, the museum curates temporary and permanent exhibits about the city's people, places, and resources; maintains a collection of approximately 5,000 artifacts; and offers education programming and tours.

3. Fred Fletcher Amphitheater

Fred Fletcher Amphitheater is located in Fred Fletcher Park, close to the historic Borden Building. The Amphitheater can accommodate up to 300 people and is available for special event rentals.

4. Latta House and University Site

The Latta House and University Site is located in the historic Oberlin neighborhood. This two-acre site was home to the Reverend M.L. Latta, who founded Latta University, a trade school for African Americans that operated from 1892-1920. Unfortunately, the Latta House was destroyed by fire in 2007. In January 2009, the Raleigh Historic Development Commission worked with City Parks and Recreation staff and Environmental Services, Inc. to complete an archaeological survey of the site, recovering artifacts and data. In July 2010 Raleigh City Council designated the Latta House and University Site as a Raleigh Historic Landmark.

5. Mordecai Historic Park

Mordecai Historic Park was once the site of the largest plantation in Wake County and is now home to some of Raleigh's greatest historic treasures dating from the late 1700s through the mid-1800s, including the Mordecai House, the Allen plantation kitchen, St. Mark's Chapel, the Badger-Iredell Law Office, and the Birthplace of 17th President Andrew Johnson. Mordecai Historic Park offers tours, special events, field trips, and trolley tours. St. Mark's Chapel and the Mordecai Historic Park grounds are also available to rent for weddings, receptions, and picnics. Though the Park grounds and historic buildings are maintained by the City of Raleigh, most of the artifacts are the property of Capital Area Preservation, "Wake County's non-profit historic preservation organization."

6. Pope House

The Pope House offers a glimpse into the life of one of Raleigh's most intriguing citizens, Dr. Manassa Thomas Pope, who was the only African-American to run for mayor of a Southern capital in the midst of the Jim Crow Era. Built in 1901, the Pope House features furniture, books, toys, and medical equipment that belonged to Dr. Pope, giving insight into a remarkable man and his family.

7. Raleigh Trolley

Historic Raleigh Trolley tours take guests on a one hour narrated tour of the downtown Raleigh area every Saturday, March through December. The Raleigh Trolley is also utilized for different functions within the Historic Resources and Museum Program, such as field trips, summer camps, and special holiday tours. Additionally, the trolley can be rented for special events such as private chartered tours and wedding transportation.

8. Tucker House

The Tucker House, a beautiful Neoclassical home built in 1914, is located in historic Oakwood. Though it was originally located one block west of its current location, it was moved to the present site by the City and renovated as a Community Meeting House. The Tucker House is a non-staffed facility that can be rented for meetings, weddings, receptions, and other events.

V. COLLECTION POLICIES

General Policies

1. The HRM Collection Policy standardizes general practices and procedures for acquiring, storing, and removing artifacts among HRM Program sites and museums. The HRM Program recognizes that each historic site and museum has a unique mission with specific collecting criteria. Each site and museum's collecting criteria is created by staff and approved by the HRM Program Administrator. These Collections Criteria are available by request and will be utilized to consider objects for accession and deaccession.
2. The collection policy is a public document that will be readily available for inspection by staff, volunteers, and visitors.
3. HRM Program sites will identify priority themes as a focus for research, strategic collecting and documentation on an annual basis.
4. Where possible, the HRM Program sites will develop non-collecting initiatives, such as assisting the community to document and care for their heritage collections in their original context of use.
5. The HRM Program sites will work in partnership with other museums, libraries, galleries, archives, heritage, and community organizations, when possible, developing a collaborative approach to collecting and the research, analysis, and interpretation of collections.

Public Disclosure

1. A copy of the Collections Policy adopted and adhered to by the HRM Program with respect to the acquisition and disposition of collection materials shall be made available to the public upon request.

2. In response to reasonable inquiries, the HRM Program shall make available pertinent information regarding the collections., excluding donor names and personal information and the value of artifacts.

VI. COLLECTIONS AUTHORITY AND COMMITTEE

1. The HRM Program shall have a Collections Committee for the purpose of making well-considered, principled, and timely recommendations for acquisitions and/or deaccessions.
2. The Collections Committee shall be comprised of a minimum of 3 but no more than 5 members. At a minimum, the Committee shall include: 1 HRM Program Site Director or Manager, 1 HRM Program staff member, and 1 Member of the Historical Resources and Museum Advisory Board (HRMAB).
3. Committee members shall be nominated by the HRMAB and approved by the HRM Program Administrator.
4. The Collection Committee shall meet quarterly, or as needed, to review and make recommendations for acquisitions and/or deaccessions. Recommendations shall be based on a simple majority vote.
5. The Collection Committee recommendation shall be forwarded for consideration to the HRM Program Administrator.
6. The HRM Program Administrator has vested authority for all transactions as employed by the City of Raleigh government.
7. The Parks, Recreation, and Cultural Resources Director or Division Head shall resolve any disputes.

Implementation of the Collection Policy

1. HRM Program Directors and Site Managers are responsible for supervising the proper implementation of the Collections Policy.
2. Respective sites may delegate the daily care and management of the collections to the Curator/Collections Manager and/or the Collections Technician.
3. All City of Raleigh full- and part-time staff, interns, volunteers, docents, board members, and associated personnel shall strictly adhere to all applicable guidelines and procedures for acquisition and accessioning enumerated in the Collections Policy-

VII. ACQUISITION

Acquisition and Assessment Policies

1. Objects and collections may be acquired as donations, bequests, purchases, transfers, or commissions.
2. Each HRMP site will assess each proposed acquisition by determining its relevance to its mission, purpose, and collection themes.
3. Each site will assess each proposed acquisition in light of the scope and content of the its current collection.
4. Each site will avoid duplicating items already in the collection unless the proposed acquisition is more significant than the items already in the collection, for example, where the new acquisition is provenanced or is in better condition.
5. HRMP sites will acquire and accession items only when there is a good faith intention to retain them in the collections for an indefinite period of time.
6. Objects will retain their permanence in the collection so long as they retain their physical integrity, identity, authenticity, and usefulness to the respective historic site.
7. Each site will keep accurate, up-to-date, and detailed records on objects taken into the HRMP inventory.
8. Each site should prepare a written Justification/Statement of Significance for all new acquisitions.
9. The HRMP reserves the right to refuse gifts, or portions of gifts, and the right to return items that are inappropriate to the collection to the donor.
10. No objects will be acquired from significant heritage sites and buildings where acquisition and removal would diminish the significance of the place, except in circumstances where the object is at risk.
11. No objects or collections will be acquired or accepted with conditions or restrictions on the way they might be used or displayed in the future.

12. HRMP sites will ensure the donor or vendor of a proposed acquisition has clear legal title to the item.
13. Where possible, HRMP sites will obtain copyright and reproduction rights for new objects at the time of acquisition.
14. All collecting activity and collection management processes will be in accordance with local, state, and federal laws.
15. HRMP sites will only acquire objects that can be properly stored, documented, handled, and managed.
16. Where possible, the HRMP site staff will record the owner's memories of the object and photograph and document objects in their original context before removal. Documenting the owner's memories and the context and location of the object enhances its significance and interpretive potential.

Acquisition Criteria

Artifacts must:

1. Fit within the HRMP site's scope or mission
2. Bear relevance to HRMP site's collection themes and policy
3. Be within the specific HRMP site's capability to maintain, store, and manage according to professional standards
4. Be useful for research, exhibition, educational purposes, or programs in the foreseeable future
5. Bear significance within the HRMP site's existing collection (using the assessment process and significance criteria)
6. Not be a poor, less important, incomplete, or inauthentic example of current collection holdings
7. Not be in poor condition or physically deteriorated beyond repair (including but not limited to: water damage, mildew, mold, brittle, broken, deteriorating beyond repair)
8. Not be dangerous or cause damage to other objects in the collection, storage or display facilities, or individuals working at or visiting the Museum
9. Have been acquired legally and ethically

10. Gifts are accepted on an unrestricted basis. All accepted gifts become the permanent property of the City of Raleigh Government/HRM Program.

Acquisition Procedures

1. The Collections Committee will assess the significance of the object and consider the proposed acquisition against the collection policies, themes, and acquisition criteria. The committee will also consider if the respective HRMP site can properly care for and manage the item. The Committee will then vote and make a recommendation to HRMP staff on the potential accession.
2. Approved acquisitions shall be promptly accessioned upon receipt.
3. The owner must have clear title and must sign a Deed of Gift to transfer title to a HRMP site. Legal custody will be obtained through the signature of the donor and/or thorough records of purchase and ownership will be maintained.
4. A receipt will be issued when an object is received as a possible donation. Where possible, the receipt will have two copies: one to be issued to the donor and one to stay with the object until it is acquired (after which it will be kept in the Object File).
5. Where possible, HRMP staff will ask the donor to write down the history, associations, context, and significance of the object they are donating. Alternatively, the staff member receiving the item should make notes on the object's history and associations to ensure a proper assessment of the object's significance. A short Justification/Statement of Significance will be prepared for all acquisitions, although this may be revised at a later date for further research.

If the object is selected for accession:

6. The object will be recorded on an Accession Worksheet to begin a physical Object File, and it will also be entered into the PastPerfect database to begin an electronic file. The object's description, accession number, receipt number/donor details, and the date should be noted. The Accession Record will be printed and stored in the Object File.
7. The object will be photographed; the electronic photo will be uploaded to PastPerfect and the printed photo will be stored in the Object File.

- 8 A brief Condition Report will be completed and added to the Object File.
9. A letter of thanks will be written and sent to the donor. A copy of the Deed of Gift will also be sent to the donor.
10. Using PastPerfect, HRMP staff will maintain an index of donors with a list of their donations and the corresponding object numbers.
11. Each accessioned artifact shall be numbered/tagged and housed in the appropriate storage location.
12. Items that are not approved for acquisition will be returned to the owner unless the receipt specifies alternate arrangements.
13. HRMP staff shall not in the official capacity assign market value or replacement value to any potential object for any use required by a donor. Donors may seek an outside appraisal or may assign a replacement value prior to making the donation for tax purposes.

VIII. DEACCESSION

Deaccession Policy

1. Deaccessioning is the process of removing an object from the collection, for clearly-stated reasons, and disposing of it in accordance with approved City of Raleigh policies and procedures. Caution and transparency are essential in the deaccessioning process.
2. To deaccession an object from a collection, HRMP staff will assess the item against the institution's mission, the collection policy and themes, and the assessment criteria.
3. In identifying items for deaccessioning, the HRMP sites will give priority to larger items that take up storage and display space, objects in poor condition, items that are hazardous or that create particular problems for management or visitors.
4. Raising money for the HRMP sites through the sale of deaccessioned items is not a valid reason for deaccessioning.
5. In exceptional circumstances, items may be deaccessioned where the object is of particular cultural significance and its return will support the maintenance and renewal of cultural traditions (i.e., returning items to indigenous groups; deaccessioning a family Bible

if the family requests maintaining the tradition of entering names into it).

6. Where there are reservations or disagreement about the significance and relevance of items proposed for deaccessioning, HRMP sites may hold items for a period of 12 months. Items proposed for deaccessioning will be available for inspection, together with a statement detailing the reasons for deaccessioning.
7. Items proposed for deaccessioning will be considered by the HRM Collections Committee following the protocol identified under "Collection Authority and Committee."
8. HRMP staff will prepare the Deaccession and Disposal Record, indicating why the object is being deaccessioned. This information will be permanently kept in a register of all deaccessioned objects with a note about the method and date of removal from the collection.
9. No donated material shall be deaccessioned for two years after the date of its acquisition (see US Tax Reform Act of 1984 and IRS regulations)

Deaccession Criteria

1. The primary assessment criteria are: historical significance, aesthetic significance, scientific or research significance, social-cultural significance, and spiritual significance.
2. The comparative criteria are: provenance, representativeness, rarity, condition, integrity, and interpretive potential.

The primary reasons for deaccession include:

1. Not within the scope or mission
2. Lack of relevance to the collection themes and policy
3. Beyond the capability to maintain, store, and manage according to professional standards
4. Not useful for research, exhibition, or programs in the foreseeable future
5. Little or no significance (using the assessment process and significance criteria), including poor condition and lack of provenance

6. The material duplicates other material in the collection and is not necessary for research or educational purposes
7. Poor, less important, incomplete, or inauthentic example
8. Item is in poor condition or physically deteriorated beyond repair
9. The Museum is unable to preserve/hold the property in a responsible manner
10. Object is dangerous or may cause damage to other objects in the collection, storage or display facilities, or individuals working at or visiting the site
11. Originally acquired illegally or unethically
12. Subject to contractual restrictions the museum is not able to meet
13. The Deed of Gift prohibits donor restrictions, including but not limited to the terms “conditional gift,” “indefinite gift,” “indefinite loan,” or “permanent display”
14. The material has failed to retain its identity, or has been lost or stolen and is not recovered

Methods of Disposal of Deaccessioned Artifacts

Note the reasons for deaccessioning in the Register and Catalogue, but do not delete or destroy the records. There are five main methods of disposal:

1. **Return to the donor:** The donor of the object, if known, will be informed and offered the item with an explanation of why it is to be deaccessioned. The HRMP will return the item to the donor if they wish to have it back.
2. **Transfer to another museum:** Alternatively, deaccessioned items may be transferred to another museum or cultural institution. If items are transferred, the HRMP will ensure the item is appropriate to the organization’s mission and collection policy and that they have the resources to manage the item.
3. **Reserve for the Education/Research Collection:** In some cases, objects of lower significance may be deaccessioned and transferred to a reserve or Education/Research Collection for active hands-on use.

4. **Sale:** Deaccessioned items may be sold through public auction or other method of sale.
 - a. Proceeds derived from the deaccessioning of any property from the HRMP collections shall be used only for the acquisition, preservation, protection, or care of the collections. In no event shall proceeds be used for operating expenses or for any other purpose.
 - b. Deaccessioned collections may never be given away or sold privately to anyone associated with the work of the HRMP, including: staff, associated Friends groups, the Historic Resources Advisory Board, volunteers, docents, interns, or any other party representing or otherwise associated with any of the aforementioned groups.
 - c. Retail outlets connected with the HRMP or its allied organizations shall not be used in any way for the purpose of disposing of objects.

5. **Destruction:** In other cases, when the object is incomplete, in poor condition, and of no value, it may be destroyed.

Use of Proceeds Derived from Deaccession/Disposal

1. All funds raised through the sale of deaccessioned items will be used for collection development or new acquisitions, or reserved for collection conservation.
2. No members, volunteers, staff, or committee members, or their relatives, may benefit or in any way acquire objects that have been deaccessioned.

IX. LOANS OF ARTIFACTS

General Loan Policy

1. The lending and receipt on loan of collection objects is fundamental to the work of the HRMP sites in that it promotes the diffusion of educational information to broader audiences than would otherwise be possible. The exchange of collections with other institutions for public exhibition, research, and instruction seeks to uphold this aspect of site's educational mission.
2. Incoming or outgoing loans may only be arranged for fixed periods of time and for specific exhibitions or purposes.
3. No objects will be accepted on indefinite or long-term loan, although a loan term may be extended.

Incoming Loans (City of Raleigh/HRMP site is the Borrower)

1. **Extension:** The object(s) in custody may remain in the possession of the site for the time specified in the contract, but may be returned to the Lender at any time earlier by the site. If an extension is requested for long-term research, examination, or exhibition, the Museum will make a formal, written request to the Lender.
2. **Return:** Unless otherwise noted in writing, the HRMP site will return the items only to the Lender and only at the address specified in this agreement. The Lender shall promptly notify the the corresponding site in writing of any change of address. The site assumes no responsibility to search for a Lender who cannot be reached at the address specified in this agreement. The Lender will/may be required to pay additional costs, if any, if the Lender requests the return of the work to another address.
3. **Cancellation:** The loan is made with the understanding that the object(s) will be in the HRMP site's possession during the entire period requested. Any intention by the Lender to recall or cancel the loan must be for good cause, communicated to the Museum with at least two (2) weeks' notice, and will result in the Lender's responsibility to transport the object. Written approval will be obtained an extension for the loan period is deemed desirable.
4. **Abandoned Property:** If, after 90 days beyond termination of the loan date noted on the contract, pursuing all possible means of contact, and in accordance with any legal requirements, the Lender cannot be found or the Lender refuses to accept the return of the items on loan, it shall be deemed abandoned property, and become the property of the City of Raleigh. Afterward, the object(s) could be accessioned or dispose of it in an appropriate manner, which may include sale; donation to another museum, library, or archive for educational purposes; exchange with another museum or non-profit institution; use in educational and research programs at the Museum; or physical destruction.
5. **Ownership:** The Lender agrees that he/she has full legal title and copyrights to objects loaned to the HRMP or that he/she is an authorized agent of the Owner or Owners of them. The Lender will notify the HRMP promptly of any change of ownership of the items in custody for whatever reason. If the ownership changes during the period of custody, the HRMP reserves the right to require the new owner, prior to the return of the object, to establish his or her right of possession by proof to the HRMP. The new owner shall

succeed to the Lender's rights and obligations under this agreement, including, but not limited to, the custody period and any insurance obligations.

6. **Interpretation:** Any object(s) to be placed on exhibit is open to interpretation by the HRMP. The Lender loans the object(s) with the understanding that he/she cannot restrict, command, or otherwise determine the manner in which the site will interpret the object, its use, and its placement in the exhibit.
7. **Reproduction and Credit:** Photographs or copies may be made of the objects for the purpose of cataloging, non-commercial educational uses, publicity, and registrarial purposes. Any further use of such photographs or copies will be made only with written permission from the Lender as noted on this contract. Each object will be labeled and credited to the Lender as provided on this contract for display labels and publication credits.
8. **Care and Preservation:** The HRMP will exercise the same care with respect to the object(s) on deposit as it does with comparable property of its own. Without the written permission of the Lender, the HRMP will not alter, clean, or repair objects on deposit. The Lender certifies that the objects lent are in condition to withstand ordinary strains of packing, transportation and handling. The HRMP will notify the Lender immediately, followed by a full written and photographic report, if damage or loss is discovered.
9. **Insurance:** HRM sites will provide lenders the option to insure their objects under the City of Raleigh's fine arts policy or they may elect to maintain their own insurance. The City of Raleigh Fine Arts Policy protects against all risks of physical loss or damage while in transit and on location during the period of the loan. The policy contains the usual exclusions of loss or damage resulting from such causes as extremes in temperature or humidity, employee dishonesty, government action, shipment by unregistered mail, nuclear activity, on-deck shipments, previous repair, war, wear and tear, gradual deterioration, inherent vice, vermin, moths, or damage from any repairing, restoration, or retouching process. Replacement value may be determined by the lender however the HRM program reserves the right to verify replacement value through a lender supplied replacement certificate. In such instances that the lender elects to maintain their insurance, the HRM site must be supplied with a certificate of insurance naming the City of Raleigh as an additional insured or waiving all rights of subrogation against the City of Raleigh or its officers and employees.

Outgoing Loans (City of Raleigh/HRMP is the Lender)

1. **Return:** Objects lent must be returned to the HRMP by the stated return date.
2. **Cancellation:** The loan is made with the understanding that the object will be on view during the entire exhibition period for which it has been requested. Any intention by the borrower to withdraw the loan from the exhibition at any time must be communicated to the HRMP immediately. The HRMP reserves the right to recall the loan or cancel the loan for good cause at any time, and will make effort to give reasonable notice thereof.
3. **Extension:** Any extension of the loan period must be approved in writing by the HRMP Director or his/her designate and covered by written parallel extension of the insurance coverage.
4. **Interpretation:** In the event of any conflict between this agreement and any forms of the borrower, the terms of this agreement shall be controlling. For loans to borrowers within the United States, this agreement shall be construed in accordance with the laws of the State of North Carolina.
5. **Care and Preservation:** Objects shall be given proper care to insure against loss, damage, or deterioration. The borrower agrees to meet any special requirements for installation and handling. The City of Raleigh/ HRMP certifies that the objects lent are in condition to withstand ordinary strains of packing, transportation, and handling. The HRMP is to be notified immediately, followed by a full written and photographic report, if damage or loss is discovered. If damage occurred in transit, the borrower will also notify the carrier and will save all packing materials for inspection. No object may be altered, cleaned, repaired, or fumigated without the written permission of the respective HRMP site, nor may framing, matting, mounting, or glazing be changed without written permission, nor may objects be examined by scientific methods without written permission. Objects must be maintained under 24-hour physical and/or electronic security and protected from unusual temperatures and humidity; excessive light and from insects, vermin, dirt, or other environmental hazards. Objects will be handled only by experienced personnel.
6. **Packing and Transportation:** Packing and transportation arrangements for the loan must be approved by the HRMP. The borrower agrees to meet any special requirements for packing and shipping. Unpacking and repacking must be performed by

experienced personnel. Repacking must be done with either original or similar materials and boxes and by the same methods as the object was received.

7. **Insurance:** Objects shall be insured at the borrower's expense for the value stated on the face of this agreement under an all-risk wall-to-wall policy subject to the following standard exclusions: wear and tear, insects, vermin, gradual deterioration or inherent vice, repairing, restoration or retouching processes, hostile or war-like action, insurrection, or rebellion, nuclear reaction, nuclear radiation, or radioactive contamination. The HRMP shall determine whether the borrower insures the objects or whether the Museum insures them and bills the borrower for the premium. If the borrower is insuring the objects, the HRMP must be furnished with a certificate of insurance or a copy of the policy made out in favor of the HRMP prior to shipment of the loan naming the HRM Program/City of Raleigh as additional insured. The HRMP must be notified in writing at least 30 days prior to any cancellation or meaningful change in the borrower's policy. Any lapses in coverage, any failure to secure insurance and/or inaction by the HRMP will not release the borrower from liability for loss or damage.
8. **Reproduction and Credit:** The HRMP will make available photographs of objects lent, which may be used for catalog, routine non-commercial educational uses, publicity and registrarial purposes. No further use of such photographs can be made and no other reproduction of objects lent can be made without the written permission from the HRMP. Each object will be labeled and credited to the lending HRMP site in the exact format provided on the face of this contract, both for display labels and publication credits.
9. **Costs:** The borrower will assume responsibility for all expenses incurred by the HRMP in work by conservators to prepare the object for loan, in packing, crating, transportation, couriers, insurance, photography, and any and all other related costs.
10. **Additional Conditions for International Loans:** Government regulations will be adhered to in international shipments. Unless otherwise stated in writing, the borrower is responsible for adhering to its country's import/export requirements. The borrower will protect objects from possible damage during its customs inspections and will make every effort to ensure that customs examinations are made only on the borrower's premises. If the nature of the material to be exported falls within the types

addressed by the UNESCO (United Nations Educational, Scientific, and Cultural Organization) Convention, its status in the importing country should be verified before this loan agreement is signed by the borrower. The HRMP requires a declaration of immunity from seizure if available. The provisions of this loan agreement are subject to the doctrine of *force majeure*. If US Government Indemnity is secured, the amount payable by indemnity is the sole recovery available to the HRMP in the event of loss or damage, and objects will be insured in US dollars at their value as of the application date. Current fluctuations affecting value of claims at a later date are not recognized under indemnity.

Loan Procedures

1. Before accepting or making a loan, photograph and record a detailed description of the object's condition.
2. Incoming or outgoing loans may only be scheduled for a fixed amount of time at a specified location.
3. Prepare a written and signed Loan Agreement between the Museum and the lender or borrower, detailing the condition of the object and a fixed time span for the loan. This document will be signed by the lending HRMP site and the lender or borrower.
4. Ensure that items lent from a HRMP collection are in good condition and will be displayed in appropriate environmental conditions, in places with adequate security and supervision.
5. In the event of damage to or loss of the object by the borrower, the lender is to be notified immediately, followed by a written report including photographs. If damage occurs in transit, also notify the carrier immediately and save all packing materials for inspection.

X. EXHIBITION AND EDUCATION POLICIES

Exhibition Policies

1. Where possible, promote local heritage places, attractions, and businesses.
2. Make the collection accessible through well-researched and interpreted displays and exhibitions.
3. Objects made from organic materials will not be kept on permanent display, as they deteriorate over time. Special care will be given to textiles, costumes, leather, bone, and paper items.

4. Where possible, original historic photographs will be copied, with the copies placed on exhibition and the original photographs kept in secure storage and shown for limited periods of time. Historic photographs in their original frames and mounts should be considered as objects and kept intact. They should either be copied or rotated on display for limited periods of time.
5. Explore opportunities to make exhibitions and the collections available on the HRMP website.

Education Policies

1. As resources allow, work with local teachers to develop education programs and opportunities for students to learn from the collection.
2. A secondary education collection may be developed, comprising objects of lower significance that may be used for demonstrations, hands-on access, and other educational activities. Such objects will be clearly identified in a separate register as part of the education collection.

XI. ACCESS TO AND USE OF COLLECTIONS AND RECORDS

Policy

1. The HRMP provides community access to the collection, through exhibitions, access to collection information, response to public inquiries, and other means.
2. The HRMP shall make materials in its possession available to researchers, with the following stipulations:
 - a. Inventories, relevant files, accessioned objects, and the assistance of a staff member, intern, or trained volunteer shall be available to researchers.
 - b. The HRMP may limit the use of fragile or particularly valuable materials.
 - c. Hours of operation may be by designated hours or by appointment, depending on the availability of the staff.
3. The HRMP may refuse access to an individual researcher who has demonstrated carelessness or deliberate destructiveness as to endanger the safety of the materials.

Reproductions of Objects in Collections

1. Photographic and xerographic reproduction: Copies may not be used "for any purpose other than private study, scholarship or research," (US Copyright Law, Title 17).

2. Reproduction by the HRMP in no way transfers either copyright or property rights, nor does it constitute permission to publish or to display materials.
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XII. MANAGEMENT OF THE COLLECTION

Administrative Management

1. The HRMP Directors and/or Site Managers may appoint a staff member or a team to be responsible for the collection and its management.
2. The HRMP Directors and/or Site Managers will provide, or appoint another staff member to provide, training opportunities for interns, volunteers, and full- and part-time staff working on the collection.

Preventive Conservation and Risk Management

1. HRMP sites will seek to maintain a stable environment for items in storage and on display, protecting them from excessive light, heat, humidity, dust, vermin, and pests.
2. Objects shall be protected against theft, fire, and other disasters by a security system and a written disaster plan.
3. Ensure there is a clean, secure working space for collection documentation, research, and significance assessment.
4. Regularly monitor and check the condition of the collection on display and in storage.
5. Before conservation or restoration work to any item in the collection, prepare a statement of significance for the item and an outline of the proposed treatment. Seek advice from a trained conservator before starting work, or hire a professional to perform the treatment.
6. Photograph and document any restoration or conservation work in the object file, including details of all materials used, processes and people involved in the work.

Inventory and Policy

1. Conduct a re-inventory or audit of the collection every 5 years. Alternatively, review designated sections of the collection on an annual basis.
2. Develop an annual work plan for the collection and utilize the annual budget line for collection management expenses and training.
3. Regularly review the collection policy as knowledge of the collection develops. At a minimum, review the collection policy every 3-5 years or in association with the development of the strategic plan.
4. Records shall be kept using appropriate forms of documentation, including but not limited to: Accession Worksheet, Condition Report, Temporary Deposit Receipt, Deed of Gift, Statement of Bequest, Incoming Loan Receipt, Outgoing Loan Receipt, Outgoing Loan Agreement, and Deaccession/Disposal Record.
5. Inventories and location records shall be kept up-to-date to facilitate public access and to prevent loss.

The undersigned hereby adopt the Historic Resources and Museums Program Collections Policy.

Updated 7/9/2013

Signatures:

Chair, Collections Committee, HRM Advisory Board

Date

Administrator, HRM Program

Date

Director, Parks, Recreation, and Cultural Resources

Date

Appendix I: Definitions of Terms

Accession: to legally accept as part of a historic/museum collection

Collections Committee: a group of 3-5 members, including:
1 HRM Program Site Director or Manager, 1 HRM Program staff member, and 1
Member of the HRMAB.

COR: City of Raleigh

Deaccession: to legally remove from a historic/museum collection

HRMAB: Historical Resources and Museums Advisory Board

HRMP: Historical Resources and Museums Program

Appendix II: Strategic Priorities for Collection Assessment

1. Establish collection management procedures, receipt book, register, and object files
2. Develop a clean, secure working space for collection documentation work and storage
3. Train full- and part-time staff, interns, and volunteers in collections management procedures
4. Identify and research the history of the most significant objects
5. Deaccession items that are in poor condition, incomplete, lacking a provenance, or have low significance. The Museum may decide to nominate a target number of items for deaccessioning per year
6. Develop and undertake a comprehensive Museum collections re-inventory
7. Review all loans, return all items on long-term loan, or convert to donations where appropriate
8. Prepare a statement of significance for the collection as a whole
9. Develop detailed object files and statements of significance for the most important objects. Consider setting a target number for object files or statements of significance per year
10. Consider putting collections/exhibitions/statements of significance on the web
11. Work with other museums in the area to develop complementary collection policies and collecting priorities for particular themes or subjects
12. Review/evaluate current preventive conservation measures
13. Review progress on identified strategic priorities every 12 months as part of the annual Museum report

| *[Portions of] “this Collection Policy [were] adapted from a template written by Kylie Winkworth with Museums & Galleries NSW, 2005”*

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