



HOWLAND STONE STORE MUSEUM

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www.HowlandStoneStore.org

Collections Management Policy

Mission Statement: *The Howland Stone Store Museum promotes an interest in and appreciation of the cultural heritage of Southern Cayuga County, with particular interest in Sherwood and its environs, for the education and enjoyment of the public. To accomplish its purposes, the organization shall preserve and maintain (an) historic site(s) and structure(s), preserve and make available for study objects of material culture, and sponsor and encourage programs and exhibitions reflecting the scope of its nationally significant collections related to abolition, women’s rights, and education.* (approved May 16, 2010)

I. Charter Purpose and Scope of Collection

A. Statement of Purpose

As established in the Constitution of the Howland Stone Store Museum (hereafter HSSM or the Museum), the purpose of this organization is:

- a. *To promote and encourage original historical research;*
- b. *To disseminate and encourage a great knowledge of the history of the State of New York and particularly of Sherwood and its environs;*
- c. *To gather, preserve, display and make available for study artifacts, relics, books, manuscripts, papers, photographs, and other records and materials relating to the history of the State of New York and particularly of Sherwood and the surrounding area;*
- d. *To encourage the identification and suitable marking of places of historic interest; and*
- e. *To acquire by purchase, gift, devise and otherwise, the title to or the custody and control of historic sites and structures, and preserve and maintain such sites and structures, particularly those in and around the surrounding area.*

B. Scope of the Collection

1. Our primary responsibility is to be the guardian and custodian of artifacts, artworks, photographs, suffrage materials, and documentary materials on southern Cayuga County history, and materials on the daily lives of local families, the Howland family in particular.
2. It is the policy of the HSSM to accept for its permanent collection items which meet the following criteria;

- a. *Histories of southern Cayuga County*
 - b. *Howland related materials*
 - c. *Items pertinent to our special collections; universal suffrage education, peace movements, Quaker history, reform movements, etc.*
3. The decision to accept material shall be made by the Collections Committee and approved by the HSSM Board.

II. Collections Committee

A. Committee Charge/Purpose

The Collections Committee will monitor the Collections Committee Policy including the scope and emphasis of current collections:

1. monitor collection care, storage, cataloging, use and maintenance;
2. work with the Board of Trustees on de-accessioning inappropriate items;
3. make recommendations to the Board of Trustees on any special collections management issues;
4. recommend expenditures related to oversight of the collection.

B. Committee Procedures

1. The Committee will be chaired by a member of the Board selected by the President and will be composed of 3 Board members and up to 3 other members of the HSSM organization.
2. Regular committee meetings will take place as needed.
3. A quorum will consist of 4 members, with at least 2 board members and 1 member of the HSSM membership present.
4. All actions of the Committee shall be by majority vote of the total committee membership.
5. Minutes will be kept of all meetings and will clearly state the actions of the Committee. Said minutes will be preserved as part of our archives.
6. The member of the Board chairing the Collection Committee will report its actions at the next Board Meeting and request that the Board ratify those actions requiring Board approval.

III. Acquiring Collection Objects and Other Materials

The HSSM may acquire museum objects and archival materials by gift, bequest, exchange, or purchase. It may also accept donations of non-collection reference materials, equipment, supplies, and objects given to support and further its objectives.

With the full knowledge of the owner, objects not appropriate for the collection and other items may be accepted for developmental purposes, e.g., for re-sale to raise funds to support one or more of the institution's programs.

A. Acquisition Criteria

Because the HSSM only acquires an item for the collection with the intention of retaining it for the long term, the following criteria must be met before any object is acquired by the Museum by any means:

1. The object is historically significant.
 - a. *How will it contribute to a clearer understanding and interpretation of customs, social environments, activities, events, groups, or individuals in the development?*
 - b. *Is the object well documented? Under what circumstances was it found or made and by whom? How and when was it first used? Is there a chronological outline of its subsequent history, i.e., its provenance? If it is not specifically documented, can it be accurately assigned to an historic period and related to historic documents recording the use in Cayuga County, New York, of a like object.*
 - c. *Does the physical character and condition of the object enable an observer to visualize more clearly some custom, activity, social environment, or personality of Cayuga County, New York?*
 - d. *Is it authentic? Is it what it purports to be or a fake? Is it original and not a reproduction or a facsimile? Is it complete and in condition to be exhibited?*
2. The current owner of the object has clear title to the item and will declare so in writing, i.e., in the Gift Deed.
3. The object is free of any restrictions that would hamper its use or disposition.
4. The Museum has obtained any necessary literary rights, property rights, copyrights, patents, or trademarks.
5. The object is not hazardous (i.e. toxic, radioactive, explosive, moldy or infested) to people or property.
6. There is no reason to believe that the object has been illegally imported into the United States or illegally collected within the United States.
7. There is no reason to believe that the collecting of the object involved the illegal destruction of historic sites, building habitats, districts, or objects.
8. The Museum can *afford* to purchase, transport, catalogue, and preserve the object.
9. The object or collection can be secured, stored, and exhibited safely.
10. The object is not redundant.

B. Acquisition Method: Gifts

1. Persons wishing to donate to the museum objects or archival materials will be referred to the Chair of the Collections Committee.
2. The Chair of the Collections Committee (or representative of same) will accept the gift immediately and have the legal owner sign the temporary custody agreement.
3. The Collections Committee will review each donation, recommend to the HSSM Board a course of action related to each gift, and respond appropriately to the donor.
4. The Chair of the Collections Committee shall secure a properly executed Gift Deed for each object accepted into the collection and shall ensure that refused objects are returned to the owner.
5. All gift procedures will be in accordance with Section 233-aa of the NY State Board of Regents regulations for museum practices.

C. Acquisition Method: Bequests

1. The Museum shall acknowledge all bequests; monetary bequests will be given to the Treasurer for deposit in the bank.

D. Acquisition Method: Exchanges

The Collections Committee may request that the Board exchange objects or archival materials with another library and museum if the proposed recipient is

Able to properly care for the proffered items and is

Willing to confirm in writing that it has legal title to the items offered in exchange.

1. The request will specify:
 - a. *The items the HSSM will exchange and their value*
 - b. *The items to be gained in return and their value, and*
 - c. *The reasons for the exchange.*
 - d. *Proof that the HSSM fully and legally owns the proposed items to be exchanged and that the items meet the other criteria for de-accessioning*
2. The exchange of items between institutions should occur within a time agreed upon by both parties
3. Artifacts and archival items of unequal monetary value must provide equal research information and/or be of equal historical significance for their respective collections.

E. Acquisition Method: Purchases

1. The Collections Committee will review all requests to purchase items for the collections in light of the Acquisition Criteria and the availability of funds.
2. The Committee will recommend approval or disapproval of the purchase to the Board

F. Acquisition Method: Gifts from Unknown Donors

1. Unsolicited gifts from unknown donors will be referred to the Collections Committee.
2. If the gift meets the Acquisition Criteria, the Collections Committee will assume that the sender intended a donation, and recommend to the Board that it be added to the collection.
3. If the donation is accepted, the Collection Committee will accession the object and include a clear explanation of the circumstance of receipt in the accession record.
4. If the donation is refused, it will be documented as a non-collection item. If the item is sold, the proceeds will be used for proper maintenance of the collections.

G. Acquisition Method: Non-Collection Items

1. Non-Collection items such as library reference materials, equipment, supplies, reproductions, and other objects are considered donations to support and further the Museum's objectives.
2. Any donation not intended for accessioning will be reviewed by the Collections Committee. If it meets the Acquisition Criteria, the donor will be asked to give the object for inclusion in the collection as Non-collection item. Gift Acquisition procedures will then be followed.

3. Non-collection items will be regarded as expendable, and no commitment will be made for their permanent use or preservation. Such items may be disposed of at the discretion of the Collections Committee.

H. Appraisals and Donor Tax Deductions

1. The HSSM shall not pay for an appraisal of the proposed gift for a donor, nor shall any member of the HSSM appraise a potential gift for a donor.
2. Donations of any type may be tax deductible. Donors shall be encouraged to consult with their own accountants, tax lawyers, or the Internal Revenue Service to determine the full extent of a possible deduction and to insure compliance with current regulations.
3. When acting for the HSSM, no one will offer specific tax advice related to a donation.

IV. De-accessioning Objects from the Collection

The HSSM understands that its role is to serve as a steward of collections for the benefit of the public, and that objects are acquired for long-term retention in the collection and not with the intention of disposal.

De-accessioning is the process of permanently removing accessioned objects and archival materials from the HSSM ownership. The de-accessioning process will not be considered a means to provide extra income to the HSSM or to any individual associated with the HSSM. However, when it is deemed prudent to dispose of an item, the following criteria and procedures will be employed.

A. De-accessioning Criteria

To be considered for de-accessioning museum objects and archival materials must:

1. Be fully and legally owned by the HSSM
2. Be free of donor restrictions that affect disposal. [It is not our policy to accept gifts with restrictions.]
3. Have been accessioned into the HSSM collection more than two years before the request to de-accession
4. Meet at least one of the following criteria
 - a. *The museum object or archival material is outside and/or irrelevant to the Charter Purpose and/or Mission and the Scope of Collection of the HSSM.*
 - b. *The object or material has not retained its identity or authenticity*
 - c. *The object or material has been lost or stolen and has been missing for more than two years.*
 - d. *The object or material has deteriorated beyond usefulness*
 - e. *The HSSM is unable to preserve or manage the object or material properly*
 - f. *The object or material is a duplicate.*

B. De-accessioning Procedure

1. The Collections committee will recommend to the Board to de-accession any object or material that meets criteria 1 through 3 and at least one of criteria in 4a. through 4f.

2. All recommendations will be in writing and will include:
 - a. *Accession number, if known, and description*
 - b. *Acquisition information*
 - i. *Date of acquisition, if known,*
 - ii. *Name and address of the acquisition source, if known*
 - iii. *List of restrictions, if any, or certification by the Collections Committee that no restrictions exist in the records*
 - c. *Provenance and history, if known*
 - d. *Justification for the proposed action with reference to the criteria*
 - e. *A copy of the accession/catalogue record*
 - f. *Recommended means of disposal*
3. Affirmative de-accessioning recommendations require majority vote of the Committee. (See Section IIB)
4. If the Board authorizes the request to de-accession, the Collections Committee will carry out the disposal.
5. All de-accessioning practices will be in accord with Section 233-aa of the New York State Board of Regents guidelines for museum practices.
6. The Collections Committee will complete and maintain records documenting all de-accessions including:
 - a. *The written recommendation to de-accession with Board's approval noted, the date it was approved and the signatures of the President and Chair of Collection Comm.*
 - b. *Original access record or a copy*
 - c. *Copies of any other records, research, photographs, etc.*
7. The Collections Committee will provide copies of these records to any library, historical society, or museum receiving the object by exchange, donation, or sale.

C. Means of Disposal: Exchange

Collection objects and archival materials may be exchanged with a library, historical society, or museum when the items offered in exchange would enhance the HSSM collection and are of approximately equivalent market value. The accepting institution must be able to properly care for the proffered items.

D. Means of disposal: Donation

Collection objects and archival materials may be donated to a library, historical society or museum, when the items would benefit the collection of the other institution and that institution cannot purchase or exchange to acquire them. That Institution must be able to properly care for the proffered items.

E. Means of disposal: Public Sale

Objects and archival materials may be sold when a suitable exchange cannot be made, or when the value of the item is such to preclude a donation. The objects will be sold at public auction or otherwise clearly offered for public sale.

1. Ethics of Sale: Collection objects and archival materials which are to be de-accessioned are not to be given, sold, or transferred publicly or privately to Trustees, members of the Collections Committee, or the Families of the above.

Proceeds: All proceeds resulting from the sale of de-accessioned objects or archival materials will be placed in a restricted account to be used for the physical care of the collections and/or acquisitions for the collection. This may include conservation treatment, storage, environmental control, etc., but not general operation costs such as utilities, etc.

2. The interest from the fund will be made available for the general operating budget with the expectation it be applied to the collection care budget line.
3. Expenditures from the principal will require Collection Committee recommendation and approval by a majority of the Board of Trustees.
4. The Secretary will document in the minutes the date and manner of disposal of de-accessioned items.

V. Loans

When assured that proper care and protection will be provided, the HSSM may borrow or lend objects to promote public education through study and exhibition.

A. General Guidelines

1. Objects will be borrowed or lent only for the purposes of study, exhibition, or conservation treatment.
2. Loans shall be recommended by the Collections Committee, and approved by the Board.
3. Loans must be formalized by written agreement between the HSSM and the Borrower or Lender.
4. Loans will not be authorized for a period of more than one year, but may be renewed after review and approval by the Collections Committee.
5. Reports detailing security arrangements and other collections care concerns will be obtained by the Collections Committee from borrowing institutions and will be provided by the HSSM to lending institutions. The Collections Committee will take these reports into consideration when reviewing either type of loan request.
6. The loan may be terminated by either party thirty (30) days after written notification to the other party.
7. After approval, the loan will be administered and monitored by the Collections Committee.

B. Outgoing Loans

1. Loans will only be made to an historical society, library, museum or other organization after careful consideration of the physical stability of the object and the ability of the borrower to provide proper care, environment, and security.
2. At all times the preservation of the museum objects or archival materials will take priority.
3. No loans will be made to private individuals.
4. No loans will be made for commercial purposes.

C. Outgoing Loan Criteria: Before items are lent the following criteria must be met:

1. Borrowing institutions must provide a certificate of insurance for an all-risk, wall-to-wall fine arts policy covering the items at the value established by the HSSM. The coverage must be in effect for the duration of the loan including transit to and from the borrowing institution and while on the institution premises. If the item is of minimal monetary value, the Collections Committee may waive insurance.
2. There are no restrictions on the requested object that preclude making the loan.
3. The item is able to be exhibited and can withstand the stresses of travel, handling, study, and/or exhibition.
4. The loan will not jeopardize the Museum's own program.
5. The item is owned by the HSSM and not on loan to it. When an item loaned to the HSSM is requested for loan, the HSSM will inform the borrower of ownership and will not get involved in the loan transaction, except to the extent of making arrangements with the Collections Committee for removal or delivery of the objects or archival material.
6. Before the loan agreement is prepared all items must be accessioned and preferably photographed.
7. The borrower agrees to the following conditions:
 - a. *To bear the cost of transporting the item to and from the HSSM unless this condition is waived by the Collections Committee.*
 - b. *To immediately report any damage, breakage, or loss of an item*
 - c. *Not to clean, repair, re-mat, re-mount or in any way alter any borrowed item without the express, written permission of the HSSM. The only exception is if, in an emergency, an item requires immediate conservation treatment to prevent further damage or complete destruction. In that event and prior to beginning treatment, the borrower will make every effort to obtain verbal permission from the HSSM Collection Committee. Written confirmation will be provided.*
 - d. *The HSSM full name, "The Howland Stone Store Museum" will be used as credit for borrowed items on all appropriate labels, in exhibition catalogues, in press releases, and in related materials.*
 - e. *Borrowed items will not be photographed or reproduced in any form without the express written permission of the HSSM.*
 - f. *Borrowed photographs, whether original or copies, will be returned to HSSM.*
 - g. *Borrowed items will not be used for any commercial purpose without specific advance approval of the HSSM.*
 - h. *No borrowed item shall be transferred to a third party without the express written permission of the HSSM.*
 - i. *Packing for return shipping shall be in the same manner as the original shipping.*
 - j. *The HSSM has the right to inspect the loaned items on the borrower's premises during regular visitation hours.*

D. Outgoing Loan Procedure

1. Written request to borrow items must be received before loan is granted. Requests will be addressed to the Collections Committee.

2. The Collections Committee will respond to the borrowing institution to determine if the institution is able to meet the loan criteria.
3. The Collections Committee will evaluate the request for the loan and results of the negotiation and approve or disapprove.
4. If the loan is approved, the Collections Committee will prepare and have the loan form signed and returned by the borrower, arrange for packing and transportation, and maintain all records.

E. Incoming Loans

Incoming loans will be accepted from individuals, institutions, or businesses for exhibition or current research. The HSSM cannot store and maintain items belonging to others that are not required for exhibition or ongoing research.

1. Incoming Loan Criteria

The following criteria will be met before requesting or approving an incoming loan:

- a. *The HSSM has determined that it can afford the estimated cost of exhibition, storage, security, transportation, collection maintenance, and/or all risk, wall-to-wall fine arts insurance on the items at the value established by the lender unless the lender waives in writing insurance requirements.*
- b. *The HSSM can provide the care and protection normally expected in a museum environment.*
- c. *The HSSM can and is willing to meet any restrictions the lender has placed on the object.*
- d. *The lender will declare in writing that the lender owns the object. The HSSM will not borrow from a third party.*
- e. *The HSSM will not clean, repair, or alter the item unless authorized to do so in writing by the owner or owner's agent.*
- f. *If the lender prefers to provide insurance for the object, the lender shall have the HSSM listed as additional insured on the policy or to obtain for the HSSM a waiver of subrogation.*

2. Incoming Loan Procedures

- a. *The Collections Committee may initiate a loan request from a private individual, museum, historical society, library, or other organization.*
- b. *The Collections Committee will review the loan response in light of the above criteria.*
- c. *If the loan is approved, the Collections Committee will prepare and implement the written loan agreement.*
- d. *If required, the Collections Committee will make a written condition report upon receipts of the borrowed item and before it is returned.*
- e. *The Collections Committee will administer the loan transaction including transportation and insurance, monitoring condition, and maintaining all records.*

VI. Temporary Custody of Objects

In order to achieve complete accountability for objects in the HSSM's' custody, all objects temporarily left for any purpose including identification, photograph, study, or as a potential donation will be temporarily registered.

1. If not already covered by a Gift Deed Agreement, any object coming into the custody of the HSSM must be immediately registered on a Temporary Custody Form which limits temporary custody to 90 days. The owner of the object must sign the form before the object may be left.
2. In the event the object arrives by mail or any other means other than in the custody of the owner, the Collections Committee will complete the receipts and forward it for signature to the owner, if known. If the owner is not known, the object will be treated as an Anonymous Gift.
3. The Collections Committee will monitor registered objects in the same manner as loans and will ensure that the owner reclaims the object, or that the object is returned to the owner, or that the object is processed as a proposed donation on or before the expiration date of the receipt.
4. Objects in this type of custody will not be insured. Owners of such objects will release the HSSM from liability by signing the Property Deposit Receipt prior to depositing the objects with the HSSM.
5. Object on temporary deposit will not be photographed or otherwise reproduced without the written permission of the lender.

VII. Care of Collection

The HSSM understands that it holds collections in trust for the benefit of the public and that it has the responsibility to transfer to our successors the material records of human culture in the same or better condition than they were when received by the HSSM. In addition to the types of care and management described in other sections of the policy the responsibility for care also includes:

- A. Security: The HSSM will use good common sense to provide proper security for the collections and the building.
 1. Fire and Intrusion systems
 - a. *Proper security will be provided for the collections in an effort to prevent damage by theft, vandalism, or fire*
 - b. *The HSSM will prepare a meaningful emergency plan to minimize damage from natural and man-made disasters*
 2. Monitoring the Collection
 - a. *The HSSM will ensure that the collections on exhibition are frequently monitored to insure their continued presence and safety*
 3. Secured and Limited Access to the Collection Storage
 - a. *Collection storage will be locked when not supervised by authorized personnel. Only authorized Board members will have keys to the Collection Storage.*
- B. Environment
 1. The HSSM will attempt to provide an environment that will prolong the useful life of the objects and ensure that they receive professional conservation care when necessary.
 2. Proper lighting will be installed as it becomes practicable.

C. Conservation

1. The HSSM will insure that the objects will receive adequate professional conservation care including survey for condition and treatment.
2. Only conservators with professional training and experience will be employed.

VIII. Records

The Collections Committee will initiate and maintain, in an up-to-date manner, all records pertaining to museum objects and archival objects and materials coming into or leaving the Museum's permanent or temporary custody.

A. The following records will be maintained:

1. Temporary Custody Form and Gift Deed
2. Correspondence regarding the Transfer of Title and Transfer of Title Instruments including:
 - a. *Deeds of gift*
 - b. *Negotiations regarding Bequests*
 - c. *Exchange Agreements*
 - d. *Purchase Receipts*
 - e. *De-accessions and Disposition Documentation*
3. Accession and Catalogue Records and Research Pertaining to Collection Objects Loan Agreements
4. Insurance Records pertaining to:
 - a. *Collection*
 - b. *Outgoing Loans*
 - c. *Incoming Loans*
5. Appraisal Records
6. Inventory Records

B. The Collections Committee will ensure that objects and archival materials in the HSSM's permanent custody are marked with a semi-permanent accession number that links the object to its official records. All records and research materials pertaining to an object will be marked with that object's accession number.

C. The Collections Committee will also insure that objects and archival materials in the temporary custody of the HSSM are tagged in a non-damaging way with the appropriate numbers and all records or correspondence relating to those objects are annotated with the same numbers.

IX. Insurance

The Collections Committee shall review insurance coverage related to the Museum's collections and for objects borrowed by the HSSM and shall recommend types and amounts of coverage to the Board of Trustees.

A. Collection

The Collections Committee will bi-annually evaluate the museum insurance policy regarding the collection items, and make necessary recommendations to the Board.

B. Outgoing Loans

The borrowing institution will insure the loan with an all risk, wall-to-wall fine arts policy unless the Board of the HSSM chooses to waive the insurance to the full amount of the value established by the HSSM.

C. Incoming Loans

HSSM will make arrangements with the loaning museum/organization, and provide adequate insurance coverage for the borrowed items.

X. Inventories

To properly maintain, manage, and secure its holdings the HSSM will inventory the collections on a regular basis, as determined by Board policy. The inventory will be carried out by the Collections Committee.

XI. Access to the Collection and Collection Records

- A. Collection objects and archival materials not on exhibit may be made available for scholarly research upon request. These collections are not open for general browsing.
- B. Requests must be received in advance by the Collections Committee and be specific in nature. Legitimate requests will be honored at the convenience of the HSSM.
- C. If approved by the Collections Committee, collections records regarding objects or archival materials may be made available to the public upon written request. Certain records or portions of records may be deemed to be private and not open to the general public. Copies of archival materials or other items may be provided at the discretion of the Collections Committee and at a fee established by the HSSM.

XII. Public Disclosure

Acceptance by the Board of the Collections Management Policy will be announced in the HSSM Newsletter. Copies will be provided to all Trustees, the members of the Collection Committee, and, upon request, to future donors, and other responsible persons.

Review of this document shall be conducted at least once every five years.

This revised Collection Management Policy was approved by the Board of Trustees as a governing document at its regular meeting on 5/8/2011.

President: Patricia A. White

Date: 5/8/2011