

Crosby County Pioneer Memorial Museum

Collections Management Policy

Adopted by the CCPMM Board of Directors, September 24, 2024.

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1. Statement of Purpose and Mission

The mission and purpose of the Crosby County Pioneer Memorial Museum is to educate and enrich the local community and out-of-town visitors in Crosby County History; to provide facilities for educational, recreational, benevolent, and civic uses; to faithfully tell the story of Crosby County history by displaying historical artifacts and information related to Crosby County; to preserve for posterity historical records of Crosby County and residents; to offer public programs that fulfill those purposes; and to operate with integrity on a non-profit basis, for the betterment of our community.

2. Statement of Authority

The Crosby County Pioneer Memorial Museum (CCPMM) is a private nonprofit governed by the board of directors of CCPMM. The board of directors consists of nine members, eight of whom serves a term of three years. The CCPMM board of directors operates under the oversight of the Crosbyton City Council. One member of the council sits on the board for a two year term. The board of directors of the CCPMM are a self-selecting body, acting in accordance with the *Bylaws of the Board of Directors of the Crosby County Pioneer Memorial Museum*.

The directors manage the CCPMM by selecting a museum director who is responsible for hiring and supervising the staff, consisting of the curator, registrar, and education coordinator, and volunteers.

Collections management is delegated by the board of directors to the museum staff through the director of the Museum. Accessioning and deaccessioning decisions are made by the Collections Committee, which consists of two board members, one city representative, the director/curator, and the registrar/collections manager. The chair of the Collections Committee will be selected by a majority vote from the two board members.

3. History of Collections

CCPMM was established in 1958, all of the initial pieces in the collection were on loan. Many of the museum stockholders acted as if loans and gifts were functionally the same. If a member of the community donates an item to the museum, he/she is very likely to change his/her mind and the museum has to treat the item like a loan regardless of the original intent.

Today, staff members must practice the highest degree of decorum at all times during these tedious negotiations. The Museum's reputation is as important as most items in the collection.

The collections contain most of the initial pieces donated after the museum was established in 1958, including those made by the Lamar family who founded the trust to fund the museum, as well as collections acquired after the founding of the museum.

4. Scope of Collection

The Crosby County Pioneer Memorial Museum collects objects, archives, and artifacts with local and regional significance and other objects, archives, and artifacts that are deemed necessary to promoting an understanding of the relevance of Crosby County history as described by the institutional mission statement.

The collections' many strengths include a collection of Native American artifacts (points, tools, pottery, clothing), an extensive archive of local obituaries and family histories, and a collection of saddles, guns, and historical furniture and household items used from 1870-1950.

The Crosby County Pioneer Memorial Museum collects objects and documentary materials necessary to interpret the mission of the museum with a focus on the following: circuit riders, banks, firearms, volunteer fire department, courthouse, and railroad.

5. Designation of Special Collections

The Crosby County Pioneer Memorial Museum has the following categories of objects in its collections:

Permanent Collections: Well-documented objects, archives, and artifacts that are accessioned and intended to be in the museum's care (and thus held in public trust) for the foreseeable future.

Archives: Documentation of the history and activities of the museum and its collections, supplemental information related to collections, research, and scholarly activity. These include paper documents, tape, film, and digital formats.

Education Collections: Objects deemed to be expendable, intended to be used for public programs, demonstration, experimentation, and exhibition, both on-site and off-site. These do not require the same level of care as permanent collections and consist of both accessioned and non-accessioned objects. All objects will be inventoried regularly.

Legacy Collection: Objects donated at the museum's founding (1958-1965) that do not fit the museum's current mission but due to legal obligations, tradition, and user demands are retained and cared for by the museum.

Library: Bibliographic and supplemental information for collections, interpretation, research, and scholarly activity. This collection is organized under an categorically alphabetized system and is accessible to museum staff, researchers, and visitors.

Natural Science: Includes objects that demonstrate physical links to the natural world around us. CCPMM houses a natural science collection that includes taxidermy mounts, animal skeletons,

minerals, fossils and shells found in West Texas. These consist of both accessioned and non-accessioned objects. These objects are used to help to demonstrate the narrative of the life of peoples in the area.

CCPMM also houses a natural science collection that is designed to physically appeal to the public and to promote interest in renting the auditorium. The auditorium is a space that meets the recreational, benevolent, and civic goals without an emphasis on history. The items in this area will not be accessioned and not subject to the accession policies and procedures. These items do not have to go before the board to be disposed of. The Museum will not accept taxidermy that is falling apart, doesn't meet the needs of the space, or was made using formaldehyde, arsenic or mercury.

6. Care of Collections

A. Collections Care

Since the care of collections is paramount to its mission, the Crosby County Pioneer Memorial Museum strives to maintain the collections in accordance with accepted museum, archival, and cultural standards while considering staff resources, budgetary allowances, and available storage facilities.

The Crosby County Pioneer Memorial Museum's collections are extremely diverse, encompassing a wide variety of items and records, each requiring particular environmental standards. A stable environment for all items in storage or on display will be maintained to protect from deleterious effects. The collections staff will monitor the following environmental information to maintain a high level of care for materials. This includes, but is not limited to, excessive light, heat, humidity, and dust. The environmental needs of specific materials will be considered.

B. Responsible Parties

The Crosby County Pioneer Memorial Museum's collection staff shall exercise direct oversight and supervision of the Crosby County Pioneer Memorial Museum's collections. They shall be responsible for the management and care of all collection items owned by, on loan, and in the temporary custody of the Crosby County Pioneer Memorial Museum.

C. Storage

The goal of storage is to protect and preserve collection items. Good storage environments and materials are essential to long-term item preservation. All storage areas will be monitored consistently by temperature and relative humidity HOBO data loggers. The reports generated using this data are used to adjust the HVAC system, as necessary. An integrated pest management plan is acted upon to keep storage areas clean of pests that could adversely affect the collections. Light should consist of non-UV producing products and should remain off unless collection staff

are working in the area. Due to the nature of the lighting system in collections storage, time within storage should be limited and work performed in the collections workroom, if possible.

D. Storage Materials

The Crosby County Pioneer Memorial Museum uses storage containers and supplies that are inert and safe for contact with historical objects. The cabinets, map cases, shelving units, and art racks that the Museum uses are industrial strength metal, water and airtight sealed, and approved for preventive conservation use. Collections Storage is organized to provide each artifact with a specific location number that is recorded in the database. This location number indicates the type of storage— a for art rack, c for cabinet, m for map case, s for open shelving unit, v for vault— as well as the unit number and the shelf number on that storage unit. Each unit and shelf has a label so that an artifact with the location number “c2s3” can be found in cabinet two, on the shelf marked three.

E. Preventive Conservation

The Crosby County Pioneer Memorial Museum abides by the concept of preventive conservation, the goal of which is to minimize damage to the collections by agents of deterioration. For information concerning pest management, see section 5. Care of Collections, Sub-Section G: Pest Management.

1. Handling: The greatest source of damage to collections comes from direct physical forces. Human interaction with historical objects places them at much greater risk than when they are resting in storage. To lessen this risk, the Crosby County Pioneer Memorial Museum’s objects should only be handled when absolutely necessary for reorganization, inventory and condition reporting, or display. All collections staff and interns must know and apply the procedures for proper handling at all times.
2. Temperature: Within controllable areas, temperature levels are sustained using an HVAC system. Lower temperatures are better for object preservation because chemical and biological activity increases with higher temperatures. In areas around the museum where people are present, the temperature should remain between 65° Fahrenheit and 70° Fahrenheit. For storage places where people are seldom present temperatures in the 40° Fahrenheit to 60° Fahrenheit range are desirable. Temperatures in collections areas should never exceed 75° Fahrenheit. Abrupt changes in temperature, which put great stress on objects, must be prevented.
3. Relative Humidity: Due to the extreme sensitivity of many objects to relative humidity, control of relative humidity is crucial. For most items, relative humidity should be kept between 40-60% with a monthly fluctuation of less than 5%. Iron and some other materials, like paper, require much lower relative humidity levels for long term preservation.
4. Light: Light accelerates the deterioration of collections. Any exposure to light, even for a brief time, is damaging, and the damage is cumulative and irreversible. Natural light should be

avoided near collection material whenever possible. Sunlight has a high percentage of ultraviolet. To reduce the effects of ultraviolet radiation, all windows and fluorescent bulbs need to be covered with films or filters.

The maximum light levels should range from 50 lux to 300 lux (5 footcandles to 30 footcandles) depending upon the type of material. A continuous record of light levels shall be obtained with HOBO data loggers. Staff shall also use a light meter and an ultraviolet monitor to periodically check light and ultraviolet radiation levels in exhibit galleries and collection storage areas.

5. Exhibition: Exhibition cases are constructed of materials known to be safe for the exhibition of museum items. The Crosby County Pioneer Memorial Museum will inventory and change the items on exhibit periodically in order to protect them from light damage, dust, dirt, insects, and general deterioration.

F. Conservation

Conservation is a continuing responsibility and is specific to individual items. It is an intervention measure, designed to return a deteriorated or damaged item to stability, through reversible and minimally intrusive methods. The Crosby County Pioneer Memorial Museum recognizes its obligation to pursue a deliberate and systematic program of conservation, as well as conservation projects oriented toward a particular purpose or a single item. All repair, restoration, or conservation measures shall respect the historical, physical, and cultural integrity of the item. As such, the Crosby County Pioneer Memorial Museum enforces the conservation philosophy of minimal chemical and physical trauma to the item, use of sympathetic materials, the principle of reversibility, the compatibility of materials, and the keeping of complete and accurate records of the conservation process.

1. Treatment: All treatments applied to objects and artifacts will be done in accordance with American Institute of Conservation guidelines and in consultation with appropriate staff or conservators. Treatments may or may not take place within the physical boundaries of the Crosby County Pioneer Memorial Museum building or campus; efforts will be made for treatment to take place in an environment that minimizes hazards to the items undergoing conservation as well as to the occupants of the building. All treatments will be performed by trained staff or a contracted conservator. Appropriate documentation will accompany all treatments.

2. Conservators: When Crosby County Pioneer Memorial Museum staff does not have the requisite training to effect conservation on an item, the services of a professional with requisite training, experience, and specialization within the necessary field of conservation (e.g. items, textiles, paintings, paper, architectural conservation, etc.) will be sought.

a. All contracted conservators must abide by federal and state laws, regulations, and procedures regarding the use of and disposal of chemicals.

b. All items being conserved require the contracted conservator to supply proof of adequate insurance, estimate of costs, condition report(s), description of proposed treatment, progress reports, final treatment report, and photo documentation of treatment.

G. Pest Management

The Crosby County Pioneer Memorial Museum uses integrated pest management (IPM) as a primary line of defense against infestations (insect, rodent, and other biological infestation). Procedures are outlined in the IPM document to be updated every three (3) years. IPM includes the use of good housekeeping techniques, regular monitoring of collections, building and environs, identification of pest species, and treatment as required.

1. Monitoring is done with the aid of a recognized pest control company.
2. Periodically, a chemical barrier is applied along the foundation of the building's exterior, the growth of vegetation along the foundation as well as tree overhangs at the roofline are monitored.
3. Structures on the Crosby County Pioneer Memorial Museum main grounds that are separate from the main building are monitored and treated as necessary by a recognized pest control company.
4. The Crosby County Pioneer Memorial Museum uses a monitoring and detection system of sticky traps and enclosed traps for mice. The traps are removed and replaced every six months or as needed. When an infestation is identified, the item or specimen is isolated and treated in the safest manner possible. Preferred treatments include temperature modification and anoxic treatment. The use of pesticides is discouraged and used only when other methods are exhausted or impractical. If the use of pesticides is necessary, it is done in accordance with OSHA regulations.

Another dangerous pest to collections is mold, which the Museum deters through its controlled humidity environment. To further reduce its artifacts' contact with moisture and the potential for mold and water damage, the Museum has placed drip pans with alarm sensors under each water pipe that runs through collections storage. Controlling dust also helps to minimize the risk of mold growth.

Because dust attracts and retains moisture, it can breed mold and lure insects. It can also encourage corrosion and tarnishing of metals. The Crosby County Pioneer Memorial Museum reduces dust in collections storage through filters on its HVAC system, by using acid free boxes, and by encapsulating objects. Collections staff regularly dusts objects that are on display. Staff must comply with the following guidelines for dusting along with "Handling Procedures":

- Use archival-friendly, non-abrasive cloths that do not leave behind lint or snag on object surfaces.

- Use fine-bristle brushes and air-puffers for fragile surfaces or hard-to-reach areas.
- Use the gentlest method possible to remove dust.
- Brush onto a cloth and not into the air, as dust could settle on other objects.
- Dusting should not change the surface of an object, only remove the dust.
- Dusting should not leave lint behind, disperse dust into the air, or leave the object's surface oily.
- Do not dust flaking paint or gilded surfaces.
- Do not use a cleaner or cleaning method unless the Collections Manager approves it.

7. Accession Criteria

Accession of Objects for the Museum Collection

The museum acquires objects that meet all of the following criteria:

1. The objects are relevant to and consistent with the mission statement and scope of collections.
2. The museum can provide for the storage, protection, and preservation of the objects under conditions that ensure their availability for museum purposes and in keeping with professionally accepted standards.
3. The museum intends to retain the object for the long term as long as it retains its physical integrity, identity, and authenticity, and remains useful for the purposes of the museum.
4. Title to all objects acquired for the collections should be obtained free and clear, without restrictions as to use or future disposition. Objects with restrictions and limitations must be approved by the full Board of Directors. The conditions must be stated clearly in an instrument of conveyance, must be made part of the accession records for the objects, and must be strictly observed by the museum.
5. A legal instrument of conveyance, setting forth an adequate description of the objects involved and the precise conditions of transfer, should accompany all gifts and purchases and should be kept on file at the museum. All gifts should be signed by the donor and an authorized museum representative. In the case of sales and conditional gifts, this document should be signed by the seller and donor and by an authorized museum representative.

Appraisals

Appraisals shall be made by qualified appraisers recommended by university museums, if possible. Trustees, staff members or any other person closely associated with the museum **may not** appraise an acquisition. Staff may render impartial assistance to donors seeking independent, qualified appraisers. (See U.S. Tax Reform Act of 1984 and International Revenue Service regulations relating to the Act.)

8. Deaccession Criteria

Before deaccessioning of any objects from the collections, reasonable efforts should be made to ascertain that the museum is free to do so. Where restrictions in the original deed of gift as to use or disposition of the objects under question are found to apply, the museum should act as follows:

- a. Mandatory restrictions should be observed strictly unless deviation from their terms is authorized by a court of competent jurisdiction.
- b. Objects to which precatory restrictions apply should not be disposed of until reasonable efforts are made to comply with the restricting conditions. If practical and reasonable to do so, considering the value of the objects under question, the museum should notify the donor if it intends to dispose of such objects within ten years of receiving the gift or within the donor's lifetime, whichever is less.
- c. If the donor is deceased at the time of deaccessioning the executor of the donor's estate is responsible for negotiations with the museum. If there are precatory restrictions, the museum will consider releasing items to the family of the donor only with written consent verified by phone from all of the 1st generation descendants of the donor.
- d. If there is any question as to the intent or force of restrictions, the museum should seek the advice of its legal counsel.

An adequate record of the conditions and circumstances under which objects are deaccessioned and disposed of should be made and retained as part of the museum's collection records by the director.

Deaccessioning of Objects from the Collection

To deaccession is to remove accessioned objects or collections from the museum's register.

1. Objects in the collections should be deaccessioned only upon the recommendation of the director and in accordance with policies approved by the Board of Directors. All transactions must be reported to the Board of Directors.

2. No donated object shall be deaccessioned for any reason for three years after the date of its acquisition (See U.S. Reform Act of 1984 and I.R.S. regulations.)
3. Deaccessions may be considered if one of the following criteria are met:
 - a. The object is duplicative, superfluous, deteriorated, incomparable (doesn't resemble any objects known to have been used in the area);
 - b. No longer relevant and useful to the mission statement and scope of collections of the museum;
 - c. Can no longer be properly stored and preserved.

Disposing of Objects from the Collection

Deaccessions having an estimated value of less than \$500 may be appropriately disposed of by the director in an approved manner. Deaccessions having a value \$500 or more must be approved by the museum's board of trustees.

Disposal

1. In considering various alternatives for the physical disposition of deaccessioned objects the museum should be concerned that:
 - a. The manner of disposition is in the best interests of the museum, the public it serves, the public trust it represents in owning the collections, and the scholarly or cultural committees that it represents.
 - b. Preference should be given to retaining in the State or Nation material that is part of the historical, cultural or scientific heritage of Texas or of the United States, respectively.
 - c. **Trade, Gift/Donation:** Consideration should be given to placing the objects through gift, exchange, or sale, in another tax-exempt public institution where they may serve the purpose which they were acquired initially by the museum.
 - d. **Sale:** If objects are offered for sale elsewhere, preference should be given for sale at advertised public auction or to the public market place in a manner that will best protect the interests, objectives, and legal status of the museum.
 - e. **Disposition of Funds:** Funds realized from the sale of deaccessioned objects may be used only to replace the object with another that has relevance, importance or use to the museum's mission or to invest in the existing collections by enhancing their life, usefulness or quality and thereby ensuring they will continue to benefit the public.

- f. **Transfer:** Should the original owners desire to have their objects returned, it will be considered a transfer. The object may also be transferred to another institution with a similar collecting area.
- g. **Destroyed:** If the object is made of hazardous materials and/or cannot be returned to the place of its origin, the Museum will take steps to have a third party handle the destruction of deaccession objects via incineration.
- h. **Discarded:** If it is not possible to use any of the other disposal methods, the objects may be discretely discarded as they are deemed no longer useful or desirable.

9. Outgoing and Incoming Loans

The museum will allow loans when the objects further the purposes of the Pioneer Memorial Museum to preserve the history of the people of Crosby County for the benefit, enjoyment, and education. Loan agreements will be renewed annually by the lender. In special circumstances and with the approval of the Board of Directors the renewal period can be extended to 3 years. At the time of renewal, the museum may discuss with the lender the possibility of converting the loan into a gift or of taking their materials back to pass on to their grandchildren. The paperwork will include:

1. Name of the lender
2. Name of the borrower
3. Complete contact information for the lender (shipping address, email, telephone)
4. Initiation date of loan and renewal date
5. Name and description of the object on loan

The Museum will refer to Texas Property Code, Chapter 80.004 where a loan is not renewed or terminated by the lender.

10. Temporary Custody and Abandoned Property

Objects in custody refers to objects physically left in the Crosby County Pioneer Memorial Museum that the museum does not own or possess. These objects may include objects left accidentally or on purpose by museum visitors, objects left at the museum for review by the Collections Committee, unclaimed or abandoned loans, and objects found in the collections that are unmarked and for which no records exist.

To prevent objects from being abandoned, no object can be left in the museum without the insurance of a Temporary Receipt of Object form filled out by a full-time museum staff member. Volunteers may not accept offered objects or sign receipts for offered objects. The Temporary Receipt of Object form must include full contact information for the person responsible for the object, a description of the object, and a dated signature of the owner.

Objects deposited for consideration as gifts to the Museum will be discussed at the next closest Museum staff meeting. The Depositor will be notified of acceptance or refusal. Those articles accepted as gifts by the Museum will be listed on a Deed of Gift, to be signed by the Donor. It is understood that gifts to the Museum are offered unconditionally and outright, unless notified in writing to the contrary. Those objects not accepted into the Museum collections will be returned to the Depositor in a timely fashion.

Objects determined to be left behind by visitors will be carefully examined for any evidence that could lead to contact with the object's owner. If no such evidence can be found or if no contact the presumed owner can be made, the object will be kept for no longer than twelve months. At the end of that time, if no claim has been made on the object, it is considered abandoned property and as such, are subject to the state law pertaining to the same.

Abandoned property, unclaimed old loans, and found-in-collection objects will be evaluated by the curatorial staff and then either disposed of, donated to a suitable non-profit organization, or accessioned in accordance with the Texas state old loan legislation.

Objects anonymously left with The Crosby County Pioneer Memorial Museum will become immediate property of the said Museum.

11. Registration, Documentation, and Record Keeping

Documentation is the proof of what a collection object is, where it came from, what has happened to it, and who owns it. Documentation is an integral aspect of the use, management, and preservation of collections, and one of the primary means by which a museum exerts intellectual and physical control over its collections.

Authority and Responsibility

The Museum's staff creates and maintains complete and permanent records of all acquisitions, accessions, deaccessions, incoming and outgoing loans, use of the collections, and the location of all objects in the museum's custody.

Records Keeping

All documentation must be clear, permanent, legible, and comprehensive. Acquisitions shall be promptly accessed and filed upon receipt. The museum shall maintain a bound ledger of accessions and loan. All records pertaining to deaccessioned objects shall remain in the catalogue

and information filed appropriately marked to indicate disposition, date and authority for such action.

These records should provide the following minimum level of information:

- Name of donor
- Date
- Object Name
- Title, if applicable
- Identifying description of object
(including dimensions and photographs)
- Assigned number
- Other identifying marks
- Legal status of object
- Condition of object
- Location of object

More complete records will be kept for permanent collections and shall include:

- Donor questionnaire
- Deed of gift
- Accession form
- Condition report
- Catalogue sheet
- Correspondence, research material, etc.
- Director's letter to donor
- Photograph

The definitive record of the collections is the digital catalogue. The catalogue number and the accession number shall be identical. The number shall be affixed to the object and appear on all information relating to that object.

The Museum Curator will ensure that duplicate copies of all records are maintained in a secure, offsite storage area. CCPMM uses CatalogIt as its digital database. Electronic records shall be regularly backed up and transferred, as necessary, from one generation of hardware and/or software to another. General information technology risk management principles suggest software versioning no older than current minus one. Periodic backups must also be stored in a secure, offsite location.

12. Inventories

In order to fulfill its role as a good steward of historical artifacts, CCPMM performs regular inventories of its collection. Inventories allow the Museum to be accountable for what it has, where it is, and what its condition is. Regular inventory cycles also give Museum staff the opportunity to work on collections projects such as reconciling legacy records, storage reorganization, and risk assessment updates.

CCPMM completes a 100% inventory every five years. It also completes a full inventory of valuable and vulnerable artifacts once a year, with the results submitted in the first quarter report.

Upon completion of an inventory, the Collections Manager and Director shall evaluate the collection to determine if objects are appropriate to the collection or if objects should be recommended for deaccessioning.

13. Reproduction and Copyright

All materials produced by stage members of the Crosby County Pioneer Memorial Museum during the course of their regular work during the term of their employment—including publications, software, images, art work, and constructed objects—are considered to be the property of the Crosby County Pioneer Memorial Museum, with the museum owning all rights to the productions including all intellectual property rights.

The museum encourages all staff members to produce works of original and scholarly research, preferably in peer-reviewed outlets, but also in other media, with the proviso that the results of all research conducted by staff members of the Crosby County Pioneer Memorial Museum during the course of their regular work belong to the museum.

Licensing for the use of intellectual rights (rights and reproductions) of property and products owned by the Crosby County Pioneer Memorial Museum is the responsibility of the administration of the Crosby County Pioneer Memorial Museum. The museum administration reserves the right to evaluate requests for access to and use of museum intellectual property.

The museum recognizes the use of the museum's intellectual property under terms of the fair use doctrine.

14. Ethics and Standards of Professionalism

Personal Collecting

No board member, staff member or volunteer of the Crosby County Pioneer Memorial Museum may compete with the Crosby County Pioneer Memorial Museum for objects or documents that fall within the collecting scope of the museum. In January of each year, all employees of the Crosby County Pioneer Memorial Museum must disclose, in a letter to the director, any objects or documents they have personally acquired within the previous calendar year that fall within the collecting scope of the museum and give the museum the option to acquire any of these objects or documents selected by the director for the same cost expended by the employee.

Professional Relationships

No board member, staff member or volunteer of the Crosby County Pioneer Memorial Museum may use their title or affiliation with the museum or society to directly or indirectly derive any profit or personal gain, favors, or commissions. No board member, staff member or volunteer of the Crosby County Pioneer Memorial Museum may engage in dealing or arrange for dealing for objects or documents that fall within the collecting scope of the museum.

Conflicts of Interest

No board member, staff member or volunteer of the Crosby County Pioneer Memorial Museum may engage in any activity that presents a conflict of interest with the museum or the appearance of a conflict of interest with the museum, including misrepresenting themselves in public or private or using their relationship with the museum for personal gain.

Appraisals

No board member, staff member or volunteer of the Crosby County Pioneer Memorial Museum may engage in outside consulting unless the appraisal opportunity has been approved by the museum administration. Appraisal fees or honoraria cannot be accepted for appraisal work done during regular museum hours.

15. Cultural Property Laws

By consensus of the Board of Directors of the Crosby County Pioneer Memorial Museum the following items won't be considered for inclusion in the museum's collections:

Individual human remains, associated funerary objects, unassociated funerary objects, specific ceremonial sacred objects; or any objects having on-going historical, traditional, or cultural importance defined as cultural patrimony of any Native American groups.

Native American Graves Protection and Repatriation Act, Archaeological Resources Protection Act, Endangered Species Act, and other laws

- A. It is the the policy of the Crosby County Pioneer Memorial Museum to comply with all the state, federal, and international laws. The legal requirements of the Native American Graves Protection and Repatriation Act (NAGPRA), Endangered Species Act (ESA), Archaeological Resources Protection Act (ARPS), Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), and Lacey Act of 1900 are of particular relevance to some of the items in the Museum's collections.
- B. In carrying out the legal requirements stipulated by these laws, the Museum will work collaboratively with Native communities and government organizations to provide the highest standard for care and ensure the highest standard of care and ensure the most appropriate use of these collections. The Museum will strive to balance its mission of public education and research with proper treatment and respect for sensitive materials.
- C. In accordance with the Lacey Act, ESA, and CITES, the Museum will not receive objects that were obtained without proper permits. Any specimens found in the Museum's care that were acquired before CITES provisions applied to them will be researched and documented.

16. Access and Use

The Director, curator, or collections manager shall be responsible for granting access to the collection storage area to other individuals. An access list for the collection storage area shall be maintained by the museum administration. Visitors to collection storage and use areas must be accompanied by a staff member and are required to sign in for access to the collection. No briefcases or backpacks are allowed into collection storage areas. Written object-handling procedures should be followed by all collection users.

17. Insurance and Risk Management

The board of directors of the Crosby County Pioneer Memorial Museum, in consultation with the Director, is responsible for annual review and renewal of the Museum's insurance policy for the Crosby County Pioneer Memorial Museum building, grounds, collections, and general liability. Insurance shall be purchased from a company experienced in fine arts insurance. The board of directors has final approval for collection insurance policy limits.

Collection Value and Valuation

Rather than assessing individual objects in the collection, and in recognition of the fluctuation in market value over time, the Crosby County Pioneer Memorial Museum shall seek a blanket fine arts insurance policy that covers the collection, administrative records, and incoming loan objects. Directors will work with representatives of the fine arts insurance company selected to establish values for the collection and specific individual objects as necessary. Values for individual objects and for the collections are to remain absolutely confidential and not communicated beyond the curatorial staff, museum administrations and the board of directors.

Objects on loan

The collections manager and curator may negotiate reciprocal agreements with peer institutions to insure objects involved in incoming or outgoing loans. All objects belonging to the Crosby County Pioneer Memorial Museum must be insured for fair value before being lent to another institution. The collections manager and curator may negotiate insurance policies for loans as needed.

The Director and collections manager will conduct an annual review of all disaster preparedness plans and preparations and revise and update such plans and preparations as deemed necessary.

18. Security

Daily inspections of all public and behind-the-scenes areas are to be made by staff during regular museum hours. The location of all objects, whether in storage, on exhibition, or on loan must be identified in the collection database. Any indication of loss or damage is to be reported immediately to the collections manager and curator.

At least one museum staff member must be present at all special events held in the museum during regular hours or after hours. The collections manager will determine what special security

measures are needed for each event on a case-by-case basis. Plans for special events must be submitted for approval by the administration and submitted to the collections manager for security planning at least seven (7) days in advance of the planned event.

All objects on exhibit in public areas, whether owned or borrowed, must be adequately secured to protect them from theft, vandalism, and accidents. Photography of public exhibits is allowed, but not in collection storage areas. No food, drink, or living plants are allowed in the collections storage and exhibit areas.

The Museum will use a security system with motion detectors, alarm monitors, and security cameras. Fire exits are left unlocked with separate alarms. Doors are to be secured with auto-locks equipped with either key locks or electronic card readers. When closing the Museum for the day, employees will activate the alarm system. During private events held after office hours, all exhibit areas will be locked. Cameras are located in exhibit areas with a monitor in the office. The Museum will maintain a fire detection system consisting of heat and smoke alarm.

19. Monitoring and Revising Collections Management Policy

The Board of Directors is responsible for the periodic review and revision of the Collections Management Policy, which should take place every five years, or as circumstances dictate.

20. Glossary

Accessioning: a formal process used to accept legally and to record an object, specimen or artifact as a collection item; involves the creation of an immediate, brief and permanent record utilizing a control number or unique identifier for objects added to the collection from the same source at the same time, for which the museum accepts custody, right, or title.

Artifact: something made or modified by human beings, most commonly used for anthropological collections.

Collection: composed of things that have been gathered and arranged in some order; valued by people; collected with the intent to preserve them over time; serve the institutional mission and goals.

Collection Management Policy: a document that outlines what your institution collects; how your institution will receive objects; the steps that the institution needs to take to manage your objects; written procedures for accessioning, numbering, inventories, loans, and all legal procedures required to establish ownership and transfer of title for collections objects; as well as any forms that the institution will use for the various collections management processes, such as accession and deaccession forms, loan forms, history forms, inventory forms, etc.

Deaccession: to remove accessioned objects or collections from the museum's register. Objects that are on loan do not need to be deaccessioned because the museum does not have right or title to them.

Gift: a voluntary transfer of property from one person or organization to another without financial consideration or other compensation.

Loan: a transaction in which one party allows an object it owns to be temporarily transferred to the custody of a second party for a specified length of time, without transfer of ownership taking place.

Loan, Old Loans and Abandoned Loans: expired and unclaimed loans whose lender cannot be easily found, hence the loan cannot be returned. The lending institution may no longer exist, or the lender may have died or relocated. In this case, the museum will follow Texas's old loan legislation to resolve the loan.

Loan, Permanent or Indefinite: an oxymoron; a museum can lend an object for a very long period time, but a loan cannot be permanent. If ownership is not transferred, then a loan remains a loan.

Object: something placed before the eyes; something capable of being seen, touched, or otherwise sensed; a material thing.

Specimen: a representative part of a whole, or a means of discovering or finding out; an experiment, a pattern, or model.