



# **Arkansas Air and Military Museum Collection Management Policy**

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# Section I

## Collection Mission

### **Mission Statement**

The mission of the Arkansas Air and Military Museum (AAMM) is to establish and maintain a museum for public display of aircraft, aviation artifacts, and military memorabilia from the earliest period to the present with special attention to items related to the state of Arkansas.

### **Collections Statement**

The purpose of the Collection's Management Policy (CMP) is to provide guidelines for the management of the Arkansas Air and Military Museum's artifact collection to best support the museum's mission.

### **The Collections Committee**

The Collections Committee oversees the collections activities of the AAMM. The committee consists of three to seven members selected from the AAMM Board and members of the public. Membership on the committee is governed by the executive committee. The Collections Committee is subject to the advice and recommendation of the staff of AAMM as they operate the daily conservation, preservation, and collection of donated items.

### **Acquisition statement**

The museum will not receive any artifact (long or short term) which does not meet the criteria or that encroach on airport property without written airport permission(**See Appendix**). AAMM will not engage in indiscriminate accessioning or the indiscriminate acceptance of gifts. AAMM will also not accept gifts with the intent to sell them. AAMM will only acquire with the intent that they are retained within AAMM's holdings.

### **Artifact Definition**

The Arkansas Air and Military Museum deems “artifact” as any item that is a historic representation of the state of Arkansas, Arkansas aviation, Arkansas military, general aviation, military aviation, or military history related to Arkansas or the Arkansas area. These include aircraft, vehicles, communication devices, paper items, cloth items, clothing, historic consumable items, literacy material, focal devices, navigation devices, firearms, artillery, weaponry, protection devices, transportation devices, sound devices, photographic devices, videography devices, negatives, photographs, and videos.

These artifacts must be between 1914 and the present day as that marks the crucial dates of American aviation and military prominence.

## **Collection Goals**

It is the goal of AAMM to develop a collection that better reflects AAMM’s mission through judicious acquisition and thoughtful deaccession. Collection objects will be evaluated for the best usage and destination for each object with thought given to the original intent of the gift.

AAMM follows the American Alliance of Museums code of ethics (**See Appendix**), but some objects still may be better suited for use in other facilities.

## **Appraisals**

Following the federal guidelines of the Internal Revenue Service (IRS), AAMM recognizes that it is the responsibility of the donor to secure, fund, and arrange for an appraisal of the property transferred to the ownership of AAMM before or during the acquisition process if desired by the owner or required by law. This is particularly important as the Internal Revenue Service considers donee institutions as interested parties in the aforementioned transaction. The museum staff cannot, under any circumstances, provide an appraisal for materials related to the mission of the museum.

For practical reasons, the staff may assist a donor in this process by providing them with appropriate reference material or lists of qualified appraisers (but not specific recommendations) and by arranging access to the object(s) for appraisal examination if the works are already in the custody of the museum at the expense (if any) of the donor.

## **Authentication**

A staff member may at no time identify or authenticate for other persons or agencies historical artifacts under circumstances that could encourage or benefit illegal, unethical, or irresponsible traffic in such materials. Identification and authentication may be given for professional and educational purposes only.

## **Intellectual Property or Copyright Policy**

AAMM seeks to operate within the United States Copyright laws and regulations. As such, the following standards will be upheld when dealing with concerns of intellectual property and/or copyright.

- AAMM will seek to obtain an exclusive or non-exclusive copyright license for any potential acquisition made through donation, bequest, or exchange.
- AAMM staff is responsible for checking the status and regulations of copyright on artifacts of AAMM.
- AAMM will credit the copyright holder in any published materials with the credit line they specify.
- In the case that another party holds the copyright or license and the reproduction is not considered fair use, AAMM will require written or digital permission from the said party to reproduce the work for AAMM purposes.
- In the case that another party holds the copyright or license, AAMM will not request permission to reproduce the artifact on behalf of any third-party requestor. The requestor will be responsible for requesting permission directly from the licensor. AAMM is responsible for letting the requestor know about the copyright policy in place and asking them to seek permission.
- AAMM does not own the copyright to any objects in the collection unless the copyright has been specifically acquired. However, as stewards of the objects in its collection, AAMM reserves the right to control access to and downstream use, study, or exchange of its items. Since AAMM holds the collection in private trust, and because any use of the object or image of an object by someone outside AAMM is, by definition, use with its interest in preserving the integrity of the public conception of its objects in the collection requires AAMM to be given credit.

- The fair use doctrine permits the use of images by AAMM to promote exhibitions and permits the use of images internally for commentary and teaching purposes. However, this doctrine does not permit the reproduction of images for commercial use.
- Any other form of reproduction of collection objects outside of non-flash photography in the collection intended for personal use must be made with the approval of AAMM staff.

## **Private collecting policy**

Any private collecting by museum staff or board members should not conflict with the best interests of AAMM and its mission. Any items of potential interest discovered by AAMM staff or board members during their collecting activities should be brought to the attention of the AAMM staff. AAMM should have the first right of refusal. At the Director's discretion (or that of the Collections Committee if the Director is the collector), the museum may pursue an ethical review when a purchase may appear to compete with AAMM's collecting goals or when such a purchase seems to stem from using information gained from AAMM activities. Staff should not use information obtained during Museum activities for profit or personal gain.

## **Permanent and loan collections**

The permanent and loan collections consist of accessioned objects which are specified by their paperwork and assigned catalog numbers based on the collection being specified by either "P" or "L".

## **Objects found in collection (FIC)**

Objects found in the collection that cannot be identified as an artifact with an accession number and paperwork will be labeled as FIC (Found in Collection). If they align with the mission of AAMM, then they will be assigned to the miscellaneous collection and used according to how AAMM deems fit.

If the FIC artifact does not align with the mission of AAMM, then it will be deaccessioned by the museum deaccession policy.



## **Abandoned Property**

Loans and temporary deposits abandoned by owners can be considered “abandoned property” according to the AAMM paperwork signed by the owner when the item was donated.

The abandoned property is also subject to Arkansas State law regarding abandoned property.

See Arkansas Code: Title 13-Libraries, Archives, and Cultural Resources, Chapter 5: Museums.

## **Collections asset policy**

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

## **Section Two**

### **Acquisition and Accession of Objects**

Objects for consideration are to be brought to the attention of the Curator or Executive Director for initial assessment of suitability. Artifact acquisition is the sole responsibility of the Executive and Curatorial staff of AAMM. If the artifact is an aircraft or vehicle donation or is a large collection from the United State military, another museum, or another entity, then it must be presented to the Collection's Committee at the monthly Board Meetings.

The Collection's Committee must either see the artifact in person or a photograph presented by the Executive Director or Curator before voting on the acquisition.

### **Accession criteria**

Objects may be added to the collection by donations, loans, trades, or purchases by relevant policies. These objects should fall within the AAMM scope of collections.

Approval of acceptance of gifts or loans to the museum requires the approval of the AAMM staff.

Gifts or loans of aircraft, vehicles, collections of 100 or more items as well as cost approval for curation/preservation procedures require a majority vote of the Collection's Committee.

### **Deaccessioning of Objects**

Museums that actively collect must continually refine and improve the quality of their collections. This process requires careful study, analysis, and evaluation of existing collections as well as potential acquisitions. The deaccessioning and disposal of objects from a museum collection requires exceptional care and should reflect standing policies rather than the pressures of the moment. Deaccessioning should be guided by the museum's mission, policies, resources, and long-term goals. Standards applied to deaccessioning and disposal should be as stringent as those applied to the acquisition process, if not more so.

### **Deaccessioning procedure**

The Collections Committee will review all proposed deaccessions during scheduled meetings. Any objects proposed for deaccessioning must be reviewed in person or a photograph by Committee members. A majority of the Committee must approve of deaccessioning the object.

The deaccession paperwork must be signed by a Committee representative, Executive Director or Curator, Board Member, and Board President.

## **Criteria for Deaccessioning**

The deaccessioning of objects is based on one or more of the following criteria:

- The object is no longer relevant or useful to AAMM's collection or its mission.
- The object has deteriorated beyond the point of usefulness and/or the cost of its conservation may exceed the value of the collection.
- It may no longer be possible to care for the object properly.
- The object is a duplicate and a better or more important example of a similar nature exists in the collection.
- The object has little to no potential for utilization in exhibitions or research or education.
- The object is found to be falsely attributed/documentated or a fake or forgery.
- The object is subject to legal surrender. This can be a claim of repatriation. Objects may also be subject to surrender if an object was acquired by AAMM from a donor or vendor in good faith, but it is later discovered that the title had been illegally transferred in the past. In the event of any legal claim, AAMM will seek appropriate legal guidance.
- The objects such as firearms have been donated without proper clearance or paperwork from the Bureau of Alcohol, Tobacco, and Firearms.

## **Disposal of Deaccessioned Objects**

As part of the deaccession process, the Executive Director and Curator will determine the appropriate method for the disposal of the object to be approved by the Collections Committee by a majority vote.

Mechanisms of disposal include the following (in preferred order):

- Return to the party (or their heirs) which originally donated the object to AAMM,
- Transfer to another nonprofit, government, or educational institution within Arkansas,
- Transfer to another nonprofit, government, or educational institution outside Arkansas,
- Public sale through an appropriate venue (auction, consignment, etc.),

- Abandonment or destruction.

Under no circumstances are deaccessioned objects to be sold in private sales to individuals.

Monies received from the sale of deaccessioned objects must be deposited in a restricted fund directed at AAMM collections care and acquisitions. Abandonment or destruction are considered last resort and can only be proposed after all other mechanisms have been exhausted or the object(s) are a serious safety or health hazard or are beyond repair. All local, state, and federal laws must be followed if disposing of or destroying deaccessioned objects.

## **Collection Records**

Physical inventory files and/or computer-based records will be maintained by the AAMM staff for all objects in the collections and all objects that are under the temporary care of AAMM.

- All permanent donation paperwork will be kept in a safe location only accessed by authorized persons.
- All loan donation paperwork will be kept in a safe location only accessed by authorized persons.
- As much information as possible will be inside the loan and permanent donation paperwork.
- Aircraft logbooks must be kept with the artifact donation files.

## **Deaccession Records**

Following deaccession, the object's number is given the prefix "DX" in the database, and the location is changed to "Deaccessioned". An entry is made in the database Notes field to indicate the means and date of disposal. A note regarding the deaccession and disposal process is added to the accession file.

## **Documentation**

AAMM is committed to maintaining detailed documentation of all collection objects. This includes a prompt recording of loans, accessions, deaccessions, and other changes made to the collections.

## ***Section Three***

### **Loans**

In keeping with AAMM's mission of encouraging the use of its collections for teaching, learning, research, and enjoyment, AAMM recognizes both the importance of making its collections widely accessible and the increased range of exhibition possibilities afforded by an active loan program. AAMM makes loans of objects from its collections to qualified borrowers and may request loans from other institutions or individuals for exhibition purposes.

The safety and care of loan objects, both incoming and outgoing, are always of paramount importance. In the case of outgoing loans, an object is considered "on loan" when, for a specified period, it is placed under the care of a person or institution not directly affiliated with AAMM. Similarly, an incoming loan occurs when AAMM agrees to borrow an object belonging to a person or institution not directly affiliated with AAMM for a specified loan period. All loans must have fully executed loan agreements that clearly state the rights and responsibilities of each party. Under specific circumstances, objects may also be placed in the temporary custody of AAMM.

### **Approval process**

Loan proposals require majority approval of the Collections Committee if they involve aircraft, vehicles, artillery, other large weaponry, or loans of more than 100 objects. All other incoming loan activities require the approval of by AAMM staff.

### **Incoming Loans**

#### **Loan Requests and Criteria**

Incoming loans are considered when objects held by other established educational institutions, museums, or private persons are identified as worthy supplements to an exhibition under development by AAMM. Requests for loans to AAMM are made by the Curator and approved by the Executive Director. If the object(s) is an aircraft, vehicle, or weaponry, approval of the Collections Committee is required.

The object's provenance, condition, clarity of rights and title, restrictions, and the associated cost of the loan will be considered before the approval and signing of the Loan Agreement Form. A budget addressing all foreseen costs involved with incoming loans must be developed

by the Curator and Executive Director. The budget must then be evaluated by the Treasurer of the Board of Directors and approved by the Collections Committee. Any incidental costs that may arise should be brought to the attention of the Treasurer and Collections Committee. AAMM does not accept incoming loans offered for commercial exploitation of the object or to increase the value of the object when sold, nor does it provide long-or short-term storage services. AAMM will not knowingly exhibit artifacts that have been stolen, illegally removed from their country of origin, illegally salvaged, or removed from commercially exploited archaeological or historic sites. Full package exhibits including objects, label text, and display furniture may also be considered. A request is submitted to the institution, person, or exhibition company by the Curator after approval by the Executive Director.

### **Loan Periods**

AAMM accepts incoming loans for a term of up to six (6) months to one (1) year, or as listed on the loan agreement, with an option of annual renewal for lengthier exhibition periods. At the time of renewal, all the lender's options, including the possible donation of the object, are discussed with the lender. Loans may not be withdrawn without adequate prior notification unless otherwise stated in the loan policy of the lender. Loan periods are not to exceed one (1) year, however, requests for loan renewals may be made in advance of the termination date to accommodate exhibition or research needs exceeding one (1) year. AAMM will comply with all restrictions and conditions as outlined in the signed Loan Agreement.

### **Care of Objects**

AAMM is fully responsible for all materials it borrows and exercises the same care it affords its collections regarding security, handling, and environmental control. AAMM will provide the lender with proof of care for the object during the period the object(s) are in the care of AAMM. A condition check will be completed by the Curator at the time of receipt of the loans. Its condition will be kept with the loan paperwork. Any damage incurred during the loan period will be documented and reported immediately to the lender. No conservation work will be undertaken without the prior written consent of the owner. No modification of a loan object will be made by AAMM staff unless it is of a cosmetic nature (i.e., framing, putting in case, digital copy) and carried out with the written consent of the owner.

## **Insurance and Documentation**

All incoming loan object(s) are insured by AAMM unless the lender opts to maintain its insurance. Certificates of insurance or equivalent documents shall be issued to lenders before the period of the loan. The borrowing institution shall provide object values for insurance purposes. Each loan is documented by a loan agreement and is subject to the conditions outlined in the Loan Agreement Form, which must be signed by the lender before shipment of the object(s). Any special conditions, requests, or restrictions must be approved by AAMM and the lender in advance and documented on the loan agreement. In addition, receipt of incoming shipments and return of loan object(s) is documented by the Curator and the lender on a receipt for the loan and a receipt for the return of the loan. Loan records are maintained by the curator.

## **Rights and Reproductions**

AAMM respects lenders' copyrights to loaned objects and their images and does not photograph (unless for digital preservation if exhibition would danger the original), publish, or otherwise reproduce them without advance written permission. In exhibition areas where loan object(s) are present, visitor photography is allowed unless specifically referenced in the Loan Agreement Form.

## **Outgoing Loans**

### **Loan Requests and Criteria**

Outgoing loans are considered when a request is received from an established museum, educational institution, or other institution as deemed appropriate, with verifiable experience in the care, handling, and exhibition of AAMM artifacts. Loans are not made for personal or commercial use. The determination of whether an object will be loaned is based on its condition, singularity, value, and importance to the purpose for which it is being loaned. In addition, loans may be denied if the object(s) is scheduled for an upcoming exhibition or programming at AAMM. Loan requests should be made six (6) months in advance of the time the object is needed.

## **Loan Periods and Terms**

AAMM does not make outgoing loans on an indefinite or permanent basis. The duration of a loan will be made on a case-by-case basis and must be specified in the loan agreement. The standard allowable loan period is six (6) months to (1) year, renewable annually at the discretion of the Curator and Executive Director. If the loan deals with aircraft, vehicles, or large weaponry, then the renewal is at the discretion of the Collections Committee in addition to the Curator and Executive Director. The loan period will not exceed one (1) year. This loan period may be adjusted according to the condition and specific needs of the object(s) in question. An annual review of loans is made by the Curator and reported to the Executive Director before being reported to the Collections Committee. Requests for loan extensions must be received at least one (1) month before the original termination date. AAMM retains the right to recall any loaned material upon a 30-day written notice.

## **Loan Fees**

The borrowing institution shall be responsible for all costs incurred during the loan unless otherwise specified in the loan agreement. The costs will be agreed upon before loan paperwork is finalized and work begins on the loan preparation.

## **Loan Care**

Prospective borrowers of objects are required to provide AAMM with a facility report of the location where the object will be housed or exhibited. Non-museum or educational organizations must certify to AAMM that they can provide professional, museum-quality care for loaned objects before a loan will be approved. Any conservation work necessary for the loan must be approved and arranged by AAMM staff and carried out at the borrower's expense. The borrower may not clean, restore, or make modifications to the object without the written consent of AAMM and within acceptable guidelines. Conservation and framing needs are noted and agreed upon by both parties in the loan agreement before the loan period. Any damage or change in the condition of an object incurred during the loan period must be reported immediately to AAMM. The condition of the object will be assessed by the Curator before shipment and upon return of the object(s) at the end of the loan period. The Curator and Executive Director will be notified of any changes in the physical condition of the object(s) noted at the end of the loan period. Decisions about packing and shipping of objects are made



at the discretion of the Curator and agreed upon before the beginning of the loan period. The borrower is responsible for any packing, shipping, and handling costs associated with the loan unless otherwise approved and noted in the loan agreement. Shipping containers and materials must be stored onsite with the loan objects in an indoor area with similar/better environmental conditions to that in the exhibit area. AAMM may require that staff accompany certain loans during transportation, installation, and de-installation at the borrower's expense.

### **Insurance**

If an outgoing loan is insured by the borrower, a current certification of insurance or equivalent document must be issued to AAMM before shipment of the object. All loan objects must be covered door-to-door by the borrowing institution. If the borrower requests that AAMM maintain its insurance on the object(s) for the duration of the loan, any additional cost will be covered by the borrowing institution. Insurance values of loaned objects will be provided by AAMM to the borrower. If an appraisal is necessary to establish insurance value, it may be arranged at the borrower's expense. Each loan is documented by a loan agreement and is subject to the conditions set forth on the Loan Agreement Form which must be signed by the borrower before the shipment of the object(s). Any special conditions, requests, or restrictions must be approved by AAMM in advance and documented in the loan agreement. In addition, both outgoing shipment and return of objects are documented by AAMM staff and borrowing institution, or its agent, on a receipt for the loan and a receipt for the return of loan. Loan records are maintained in the collection's records.

### **Temporary Custody**

Object(s) may be placed in the temporary custody of AAMM for research, identification, consideration for acquisition into the collections, or evaluation of the loan. Object(s) remaining in the temporary custody of AAMM for longer than six (6) months will require confirmation of the temporary status by AAMM and the lender. Placement of an object in the temporary custody of AAMM does not constitute a transfer of legal title to AAMM or a formal loan. Temporarily deposited objects are documented in the ledger and recorded in the database. AAMM provides a receipt for temporary custody to the depositor at the time of deposit. AAMM will not rehouse, catalog, conserve, appraise, or make objects available to independent researchers. At the end of six (6) months, object(s) in temporary custody must either be acquired (in which case they will be accessioned into the collections), accepted for a loan to be negotiated with the owner, or denied for loan or acquisition and returned to the owner. If a

decision cannot yet be made, AAMM and the donor can extend the temporary custody for a further six (6) months. In cases where AAMM is unable despite its best efforts to return the object(s) in question to its owner at the end of the temporary custody period, the object(s) may be subject to AAMM deaccessioning policy. AAMM's collection objects may be loaned for conservation to accredited conservators who adhere to the standards presented in the American Museum Alliance. The conservator should be asked to provide a written treatment proposal, estimate, and conservation report. AAMM maintains insurance coverage for its collection while they undergo conservation.

## ***Section Four***

### **Care and Conservation**

AAMM acknowledges its ethical responsibility for the care and protection of all objects in its collection which represent a common heritage preserved for the benefit of the public, now and in the future. AAMM, therefore, endeavors to ensure that its collections are stored, used, and exhibited in a manner consistent with the best current museum standards. It is the responsibility of the Curator to ensure that the guidelines for the care of collections are met to the best ability of AAMM facilities. Concerns about object care or other collections issues should be brought to the attention of the Curator or Executive Director when the Curator is absent. The Curator will present issues to the Director before presenting them to the Collections Committee.

Object(s) on loan to or from AAMM will not be repaired, cleaned, or otherwise treated without written permission from the owner of the object(s) as previously stated.

### **General Care**

All objects in the AAMM's collections are subject to the same standards of professional care, regardless of individual intellectual or monetary worth. Due to differences in the categorization of objects, some may be considered lower conservation priorities. However, these objects are still treated with the same professional care given to all objects under the jurisdiction of AAMM.

### **Storage**

Collections not currently on exhibit will be stored in secure storage on- or off-site. Access to collection storage will be granted only to those staff members who require regular access to these spaces for the performance of their duties. Appropriate staff will be present when non-authorized personnel requires entry to collections storage. Methods of storage will be determined according to standards established by the Curator for all objects distinguished by their media, condition, physical attributes, or unique qualities.

### **Handling**

Both on AAMM property and in transit, objects will be moved and handled only by authorized personnel. The Curator or Executive Director will determine when objects are to be moved or

handled and will designate the personnel to do so. Any requests for objects to be moved, such as for exhibitions or functions in exhibition spaces, should be made to the Curator or Executive Director at least a week in advance of the date by which they are to be moved.

## **Environmental Conditions**

Environmental conditions are of primary concern for the safety of the collections in both exhibition and storage areas. Environmental factors that most affect collections include light levels, ambient temperature and relative humidity, dust and air pollution levels, pests, security, appropriate housekeeping methods, and object housing. Every effort will be made to maintain environmental conditions consistent with standard museum practices. Objects will be protected from light damage whenever possible. Lighting levels in exhibition spaces will be kept at professional standard levels when possible and turned off when AAMM is closed. Lights in storage areas will be kept off unless staff are present.

## **Integrated Pest Management (IPM)**

AAMM emphasizes preventative measures in its pest control program through building maintenance, housekeeping, food, and other restrictions. All incoming artifacts and specimens shall be inspected for the occurrence of pests. At the receipt of such items, they will be quarantined for a period of fourteen (14) days to eliminate pests.

- No food or beverages allowed in storage areas.
- No opened food or dirty dishes are to be left out overnight.
- Food-related trash will be disposed of outside the storage areas.
- Nitrile or white cotton (nibless) gloves will be worn during the period staff is inside the storage area.
- In the case that gloves are not possible, hands must be thoroughly cleaned before working in the storage area.
- Entrance into the storage area is prohibited during events unless specified by the Curator or Executive Director.
- Interns will be strictly supervised by the Curator and/or Executive Director during storage hours.

If the above preventative measures are not sufficient to avoid a pest problem, AAMM will make every effort to avoid the use of chemical treatments that may pose a danger to

the staff or the collections. If these chemicals are found to be necessary despite all other measures, collection objects will be removed from the affected areas.

## **Shipping and Transport**

Objects to be moved from, to, or on AAMM property will be subject to the same level of professional care and concern as objects on exhibition or in storage. Environmental conditions for incoming and outgoing loan objects will be maintained by every reasonable effort with the same attention given to those in-house. Packing, shipping, and transport specifications will be developed by the Curator and/or Executive Director. During packing, shipping, and transport, objects will be moved or handled only by trained personnel. This personnel will be the Curator and/or Executive Director or someone specifically trained and chosen by the Curator or Executive Director. If deemed necessary, the Curator or Executive Director will accompany the object(s) to their destination.

## **Conservation**

Conservation is undertaken to treat damage, prevent further deterioration, stabilize conditions, treat/prevent insect or mold infestations, and preserve the historic integrity of objects. Minor repairs, cleaning, matting, freezing, and other in-house conservation treatments may be performed by the Curator or other trained staff. AAMM will do its utmost to undertake any conservation treatment unless doing so will further damage the object(s). In cases such as these, the staff will address the issue through an outside conservator. Conservation treatments must take into consideration earlier repairs and modifications of the object that may be found to be historically significant. Conservation treatments must be reversible, do not physically damage the artifact, and that the unique identity as a historical object is retained.

Conservation priorities are periodically determined by the Curator and Executive Director based on the urgency of treatment needed. Outside conservators will be asked to submit a written assessment and treatment proposal outlining all possible treatment options along with an estimate of associated costs which must be approved by the Curator, Executive Director, Collections Committee, and Board Treasurer before treatment can proceed. Treatments to be made by a conservator will be scheduled according to the availability of monies according to the Board Treasurer. Contract conservation studios must be arranged through the Curator and approved by the Executive Director and Collections Committee. Contract conservation may be

completed on-site or off-site. Transport to or from outside conservation studios must be arranged through the Curator.

Conservation treatments either in-house or by contract, will be fully documented for inclusion in the collection records. If any significant original materials are removed, they will be preserved and documented in the object record. Any damage sustained by the object(s) during treatment will be reported immediately to the Curator and documented for the object(s) record.

## **Restoration**

Because restoration treatment can irreversibly alter the historical integrity of an object, restoration is only undertaken after serious consideration of the potential impact on the object's historical value. For most objects in the Permanent Collection, restoration is to be avoided unless written permission is obtained from the Collection's Committee. Any new material added to an object during conservation treatment should be minimal and compatible with the future welfare of the object(s). Restoration, like any preservation treatment, must be approved by the Curator and Executive Director and be undertaken by a qualified restorer or conservator.

## ***Section Five***

### **Access and Research**

In keeping with its mission and position as a private museum, AAMM is committed to providing reasonable access to the collection for AAMM staff and the public to research and study. The key to providing access is to make suitable objects and records available to the researcher while still upholding AAMM's responsibility to preserve and protect its collection for future generations. AAMM provides access first and foremost through its exhibitions and educational programming, as well as through publications and other media. Additionally, AAMM provides access to much of its collections database via its website and dedicates appropriate staff time to build and maintain these records. Beyond the access offered by these activities, AAMM also makes accessible collections records and collections objects in storage. However, researchers should be apprised of AAMM's primary avenues for research (i.e. exhibitions, programs, electronic collections data, etc.) first to limit additional access to cases where it is truly warranted.

### **Access Requests**

As granting access to collections objects poses inherent risks, strict guidelines are necessary to minimize wear, damage, or misplacement of these valuable objects. In addition, tours through collections storage areas should be limited in number and carefully monitored. Unsupervised access to the collections and collections records is restricted to the Curator and Executive Director for the completion of their job duties. All other access, including behind-the-scenes tours, must be scheduled with the Curator. Tours should be conducted by the Curator or Executive Director who has received proper tour training. Researchers, students, and members of the public wishing to view physical collection records or objects not on exhibition must reach out to the Curator and/or Executive Director as well as pass a background check. If the Curator and/or Executive Director finds information that would endanger the physical collection, then AAMM reserves the right to deny access to the collection.

## **Access Decisions**

When access has been requested, the Curator and Executive Director will evaluate the researcher's purpose and credentials, length of stay, demands on staff and collections, and possible benefits to the AAMM. As stated previously, if in any way, AAMM finds discrepancies with the access request, AAMM reserves the right to deny access.

## **Access Restrictions**

Selected information in collections records will be treated as open to the public unless there is a substantial reason for denying specific requests. Similarly, decisions about examinations of collection object(s) will be made on a case-by-case basis, taking into account the physical condition and value of the object. Object catalog descriptions will be directly available to researchers on AAMM's website. As appropriate sections of the Collection's Management Policy (CMP) will be included on pertinent documents and legal forms and the full CMP may be made available upon request. Accessions, deaccessions, insurance, and security information will be available only for restricted internal use. The Curator may refer outside requests for restricted information to the Executive Director.

## **Research Visits**

Visiting researchers, individual students, and classes will always be accompanied by the Curator or Executive Director while examining collections records or objects. Upon arrival, all researchers and students will be provided with a signed and dated copy of AAMM's Collection Guidelines. Only the Curator may move records and objects into and out of storage, exhibition, or study spaces. In cases where it is deemed acceptable for a researcher to handle an object or record, the Curator or Executive Director will review handling instructions with the researcher and point out the importance of keeping labels and parts or fragments with an object. Where conservation issues are a concern, the Curator or Executive Director, and not the researcher, will exclusively handle the object or record.

Records of access and access requests will be kept in a file by the Curator. Written records are maintained each time a researcher has access to collections or records and will include the person's name, contact information, date, and time of entering and leaving, the purpose of visit, catalog numbers or object or record, and the name of the Curator or Executive Director. A photocopy of the researcher's driver's license or other photo id will be kept with the record. These records provide an account of the use that safeguards collections and allows for



frequently used objects to be monitored closely for signs of damage and wear to promote early treatment of conservation problems. Additionally, the researcher shall provide a copy of the research results for AAMM files.

## **Visit fees**

Photography and reproduction of documents may be chargeable expenses. Photography of collection objects by researchers is allowable for study purposes only. Reproduction is permitted only of photographic materials approved by AAMM.

## **Security of Collections**

Identification and elimination of risks to AAMM's collection are important parts of collections care. AAMM staff shall conduct periodical reviews of potential hazards such as theft, natural disasters, vandalism, mechanical failure, and structural deficiencies and will develop or revise solutions to minimize any found risks. AAMM shall ensure that fire suppression, security, and environmental control systems are functioning properly to prevent loss of or damage to collection objects. Established documentation and access policies and procedures are critical for controlling risk. Ensuring that incoming and outgoing receipts are issued, condition reports are updated, and inventories are completed can help prevent loss from occurring.

## **General Security**

AAMM acknowledges the irreplaceable nature of its collections and is committed to an organized preventative security program, including physical security measures, response plans, and appropriate insurance coverage of collections. AAMM may limit access to collections for security purposes. Collections security in AAMM depends on proper personnel and mechanical defense. The Curator and Executive Director will review security procedures and recommend appropriate changes in fire and theft prevention devices and modifications to the disaster response plan. These recommendations will be submitted to the Collections Committee and Board of Directors for approval.

## **Emergency Preparedness and Disaster Response**

In addition to AAMM emergency preparedness and disaster response guidelines, AAMM maintains an institutional disaster response plan to be followed in case of fire, flood, storm,

earthquake, vandalism, or another emergency. In case of damage to collections, a recovery and salvage guide is included in the disaster response plan. The Curator and Executive Director are trained in the application of specific procedures recommended. In the event of an emergency, protocols listed in the disaster response plan should be followed, including contacting certain specified Collection Committee members. Emergency supplies should be stored in collections storage areas to expedite recovery efforts.

# Miscellaneous

## Insurance

AAMM maintains scheduled insurance coverage for its collection in the event of loss or damage. Collection objects are insured while in storage or on exhibition at AAMM or off-site locations. The value used for insurance purposes shall be set by a professional appraisal, purchase price, or fair market value. Updated values for objects owned or loaned to AAMM will be submitted to the Board Treasurer.

When necessary the Curator will undertake periodic inventory of objects to maintain accurate records. Third-party appraisals of collection objects can also be undertaken to ensure accurate valuations for insurance purposes. Claims regarding loss or damage to collection objects will be negotiated by the Curator, Executive Director, and Board Treasurer on behalf of AAMM. Funds received from claims will be used to repair or conserve the specific object(s) or will be added to the proper account. Pursuit of a claim in a situation of damage may result in an exchange of the object to the insurer for the amount of financial award. These situations will be reported to the Collections Committee and Board of Directors before settling the claim.

## Restricted-Use Collections Care and Acquisition Fund

AAMM shall not use revenues from the disposal of its collections to provide financial support for institutional operations, facilities, salaries, maintenance, capital improvements, or for any purposes other than the acquisition and direct care of collections. Any funds specifically given to this collections fund through gifts, bequests, or other donations will be subject to the same restrictions.

## **Conclusion**

AAMM's CMP shall be periodically reviewed for effectiveness, flexibility, and compatibility with currently accepted practices within the field. Policy improvements will be recommended by the Curator and Executive Director first before being submitted to the Collections Committee for approval. The Collections Committee can recommend improvements as well, but these are also subject to the suggestions of the Curator and Executive Director. Resource shortages are not appropriate grounds for revising the CMP and compliance with accepted standards is a professional standard. These shall be met to the best efforts of AAMM. The CMP should be reviewed every three (3) to five (5) years.

## Appendix

### ***American Alliance of Museums (AAM) Code of Ethics***

<https://www.aam-us.org/programs/ethics-standards-and-professional-practices/code-of-ethics-for-museums/>

- Collections in its custody support its mission and public trust responsibilities.
- Collections in its custody are lawfully held, protected, secure, unencumbered, cared for, and preserved.
- Collections in its custody are accounted for and documented.
- Access to the collections and related information is permitted and regulated.
- Acquisition, disposal, and loan activities are conducted in a manner that respects the protection and preservation of natural and cultural resources and discourages illicit trade in such materials.
- Acquisition, disposal, and loan activities conform to its mission and public trust responsibilities.
- Disposal of collections through sale, trade, or research activities is solely for the advancement of the museum's mission. Proceeds from the sale of nonliving collections are to be used consistent with the established standards of the museum's discipline, but in no event shall they be used for anything other than acquisition or direct care of collections.
- The unique and special nature of human remains and funerary and sacred objects is recognized as the basis of all decisions concerning such collections.
- Collections-related activities promote the public good rather than individual financial gain.
- Competing claims of ownership that may be asserted in connection with objects in its custody should be handled openly, seriously, responsively, and with respect for the dignity of all parties involved.

## **Airport Property**

Because AAMM is in an active airport (Drake Field Airport), it cannot accept artifacts that would pose a hindrance to airport operations. However, if the artifact is necessary to AAMM, Drake Field Airport and the City of Fayetteville Council can discuss options.

## **Arkansas Unclaimed/Abandoned Property Law**

2016 Arkansas Code, Title 13 - Libraries, Archives, and Cultural Resources

Chapter 5 - Museums-Subchapter 10 - -- Museum Property Act

§ 13-5-1004. Procedure for obtaining ownership of an abandoned loan