

# Eureka Springs Historical Museum Collections Management Policy

# **I. Introduction**

## **A. Statement of Purpose**

This Collections Management Policy governs all aspects related to the development, management, preservation, and use of the Eureka Springs Historical Museum's collections. The policy provides a framework of professional standards to establish guidelines for managing the collections.

The Collections Management Policy is a comprehensive written statement that:

- Sets forth the mission of the Eureka Springs Historical Museum,
- Explains how this mission is pursued through collection activity,
- Articulates the organization's professional standards regarding objects in its care,
- Serves as a guide to staff and volunteers in carrying out their collection related responsibilities, and
- Provides the public with information about what objects and information the organization collects and preserves and how the organization performs these functions.

This policy was developed and drafted by the staff of the Eureka Springs Historical Museum with the assistance of the Conservation Center for Art and Historic Artifacts (CCAHA) as part of an initiative funded by the Institute of Museum and Library Sciences.

## **B. Process of Establishing Policy**

This Collections Management Policy is a working document. Any errors, omissions, or other necessary changes will be identified and updated by the Eureka Springs Historical Museum's staff in a timely manner.

All policies are approved by the governing board. The final draft was submitted to the Board of Directors for comment and approval.

This policy was first written in 1999 and revised in 2025.

## **C. Statement of Authority**

The Eureka Springs Historical Museum is organized as a non-profit organization and is overseen by the Board of Directors. The collection is owned by the Eureka Springs Historical Museum Inc.

The governing authority's role in managing the collection is to guide the strategic growth and ensure oversight of the collections. The day-to-day management of the Eureka Springs Historical Museum is delegated to the Director of Operations, who bears the ultimate responsibility for implementation of this Collections Management Policy.

## **D. Permanent Collections Charge**

The Eureka Springs Historical Museum's permanent collections are overseen by the Director of Operations.

The Director of Operations is available to provide advisement to the Board of Directors on the oversight of the collection and all matters pertaining to collection care and management including acquisitions, deaccessions, loans, collection maintenance and conservation, insurance, and inventories. Moreover, the Director has the mandate to be conversant with current legal, ethical, and professional standards regarding collection management.

## **E. Code of Ethics**

The Eureka Springs Historical Museum recognizes the code of ethics of the following Organizations:

- **American Alliance of Museums (AAM)**

In general principle, the Eureka Springs Historical Museum affirms and supports the contents of these codes.

## **F. Review and Revision**

This policy shall be reviewed by the Director of Operations every three years. Any major changes regarding the collections and/or their management may necessitate more frequent revisions.

The policy will be reviewed outside of the regularly scheduled reviews as deemed necessary by the Director or when there is an organizational change that necessitates a review.

## **G. Public Disclosure**

Once approved by the Board of Directors, copies of this Collection Management Policy will be provided to the Board of Directors and appropriate staff of the Eureka Springs Historical Museum. The policy will be made public by posting on the Museum's website.

## **II. Mission and Collections**

### **A. Institutional Mission**

Our mission is to collect, preserve, document, and exhibit objects of historical significance to Eureka Springs, and to present them in such a manner as to educate and inspire residents and visitors alike.

### **B. Description and Scope of Collection**

The Eureka Springs Historical Museum collects items and ephemera representing the history of Eureka Springs and the Western District of Carroll County, Arkansas. Items not meeting this criteria are generally not be accepted as a donation to the collection. The core collection is comprised of 3D objects, photographic images, and documents from the 19th century through present day.

### **C. Purpose of the Collection**

The Eureka Springs Historical Museum collection is acquired, preserved, researched, and exhibited to further the museum's mission. Collection materials are generally acquired by donation.

Artifacts are primarily acquired for preservation and interpretation, although some may be designated for interpretive operation and hands-on use.

Collections will continue to be exhibited and interpreted to serve the Museum's mission. Collections should not be viewed as a separate and discrete function of the Museum, but as an integral and integrated aspect of the Eureka Springs Historical Museum's core values.

## **III. Acquisitions and Accessions**

### **A. Methods of Acquisition**

The Eureka Springs Historical Museum is empowered by their governing authority, the Board of Directors, to acquire items for the collections by gift and bequest.

"Acquisition" is the procurement of an object for the collection by the Eureka Springs Historical Museum. "Accessioning" is the process by which the title to an object passes to the Eureka Springs Historical Museum, establishing legal custody and ownership and providing information on how the Eureka Springs Historical Museum acquired the object.

### **B. Authority**

The Director of Operations is responsible for initiating the acquisition process in accordance with the criteria established in this document.

Staff can work with donors and recommend objects for accessioning to the Director of Operations.

Donations to the Eureka Springs Historical Museum are accepted upon the approval of the Director of Operations.

All purchased additions to the Eureka Springs Historical Museum with a monetary value of \$50 or more must be approved by the Board of Directors.

The Director of Operations is authorized to purchase items for acquisition upon the approval of the Board of Directors.

The Director of Operations must approve any acquisition (by purchase or donation) that will involve significant staff time, and/or storage space, defined as oversized objects and fragile materials.

### **C. Criteria for Collection Acquisition**

The Eureka Springs Historical Museum only acquires an object for the collection with the intention of retaining it for the long term. No objects or documents shall be accepted into the permanent collection of the Eureka Springs Historical Museum with the sole purpose of being deaccessioned and sold.

**Before any object is acquired by any means the following criteria must be met:**

### **1. Collecting Scope**

The Eureka Springs Historical Museum will only accept acquisitions that fall within the scope of its collections (as defined in this policy in Section II.B. Purpose, Scope and Use of the Collection) and collection criteria as defined in additional organization policies.

### **2. Format**

The primary formats collected include fine arts (e.g. paintings, works on paper, sculptures, etc.), decorative arts (e.g. dishware, textiles, jewelry, furnishings, etc.), books, historical artifacts, natural history specimens, archival collections, photographs, and digital material.

If records in an unusable format at the time of acquisition (e.g., electronic or audiovisual materials for which the Eureka Springs Historical Museum does not have the proper playback equipment) are acquired, provision for their transfer to other data sources should be made at the time of their acquisition.

### **3. Title**

All acquisitions must be accompanied by clear title that has been presented by the donor, seller, or the donor's authorized agent. Donors must complete a Deed of Gift form.

If the seller or donor owns copyright, it should be transferred by specific statement to the Eureka Springs Historical Museum.

At its discretion, the Eureka Springs Historical Museum may request documentation of an object's provenance.

### **4. Condition**

The object is in good condition (or can be stabilized or conserved or, in the case of born-digital materials, transferred to another medium).

The object is in condition to be exhibited or, if for study, sufficiently stable to permit that activity.

The object is not immediately hazardous to people or property.

If in need of immediate conservation, the object can be conserved within the available resources of the Eureka Springs Historical Museum, or if it is accompanied by a monetary donation for its conservation; No object shall be acquired for the collection if the Eureka Springs Historical Museum cannot provide proper storage, protection, and preservation.

Exceptionally large or damaged objects, or any object that cannot immediately be made available for research due to its size, poor state of preservation, physical instability, risk to staff or other objects, etc., will be evaluated on a case-by-case basis, and provisions required for the care and conservation of the object will be taken into account before accepting the object(s).

## **5. Eureka Springs Historical Museum's Resources**

The Eureka Springs Historical Museum must have the resources necessary to acquire and care for the object. If an object is not offered as a gift or bequest, the Eureka Springs Historical Museum must be able to afford to purchase the object using funds donated specifically for purchasing objects.

The Eureka Springs Historical Museum has the capacity to secure, store, and/or exhibit the object safely.

## **6. Duplicates**

In general, the Eureka Springs Historical Museum will acquire duplicates of objects or materials already in the collection.

## **7. Legal and Ethical Considerations**

The object has not been illegally imported into the United States or illegally collected within the United States. The Eureka Springs Historical Museum has done due diligence to confirm the object's legal status to the best of its ability prior to acquisition.

## **8. Conditional Acquisitions**

Gifts and bequests should be accepted only if they conform to the stated policies of the Eureka Springs Historical Museum. Objects that are subject to the imposition of special and restricting conditions may not be accepted if the conditions are contrary to the interests of the Eureka Springs Historical Museum.

- All gifts should be unrestricted, with no commitment made to the donor to retain them in perpetuity or to exhibit them unless agreed upon by the Eureka Springs Historical Museum and the donor. Conditions regarding exhibiting objects should be avoided except under the most unusual circumstances. If such conditions are accepted, these conditions should apply only to a limited, specified period of time.
- The Eureka Springs Historical Museum will not accept collections donated with the condition that the entire collection be accessioned. The Eureka Springs Historical Museum has the right to choose, within a proposed donation, which objects they wish to keep. For manuscript and archival collections, the standard practice of accepting an entire collection and selecting materials for disposal as the collection is processed will be followed.
- The Eureka Springs Historical Museum will not accept materials that are restricted from public access in perpetuity.

## **9. Resource Material and Supplemental Exhibits Material**

The Eureka Springs Historical Museum may accept donations of non-collection reference materials, equipment, supplies, and objects given to support and further its educational objectives. Objects are added to the resource material collection when items of a documentary nature have minimal intrinsic value, but contain historical information about persons, events, or types of artifacts within the permanent collection. Objects are added to the supplemental exhibits material collection when items are of an expendable nature and subject to modification - reproductions and duplicates with no intrinsic historical value.

## **D. Acquisition Terms and Restrictions**

The Eureka Springs Historical Museum will not pay for a monetary appraisal of the proposed gift for a donor, nor recommend an appraiser. A board member, employee, or any consultant or volunteer employed by or associated with the Eureka Springs Historical Museum may not appraise a potential gift for a donor.

Objects that are intended to be sold will not be accepted and formally accessioned.

No person who is a staff member, board member, or volunteer, or who is involved in the policy or management of the Eureka Springs Historical Museum, may compete with the the Eureka Springs Historical Museum for objects or may take advantage of privileged information which has been received. Should a conflict of interest develop between the needs of the individual and the Eureka Springs Historical Museum, the needs of the Eureka Springs Historical Museum will prevail. This should be addressed in the Eureka Springs Historical Museum's Code of Ethics.

The Eureka Springs Historical Museum becomes the sole and legal owner of items accepted as donations. The Eureka Springs Historical Museum shall not provide appraisals of donated property. The Eureka Springs Historical Museum shall not accept any conditions requiring donations to be kept separately. The Eureka Springs Historical Museum shall not accept any conditions concerning exhibition of donated property. The Eureka Springs Historical Museum shall not accept any conditions concerning the conservation of donated property. The Eureka Springs Historical Museum shall retain the right to discharge donated property at its discretion.



## **E. Documentation of Acquisitions and Accessions**

The complete procedure of acquiring and accessioning any object will be recorded. All documents relating to the object, including the signed Deed of Gift, will be deposited in the relevant collection files.

All acquisitions are documented with a Deed of Gift, which should be signed and dated by a Eureka Springs Historical Museum representative and the donor. The Deed of Gift should describe the objects to which it pertains and convey title of ownership (including intellectual property rights when possible) to the museum.

Accession procedures are documented in the Eureka Springs Historical Museum's Accessioning Procedures. This document clearly outlines the system utilized for assigning unique identifiers and the documentation required. Collections is responsible for ensuring all acquisitions are properly recorded and accessioned.

## IV. Deaccessions and Disposals

Deaccessioning is the process of permanently removing accessioned collection objects and materials from the Eureka Springs Historical Museum's permanent collections. The sole purpose of deaccessioning any object or archival collection within the Eureka Springs Historical Museum is to refine and strengthen the overall collections. This objective should be achieved either by using designated disposal proceeds to acquire objects of better quality and significance or by deaccessioning an object of no appreciable monetary value in order to give appropriate space and care to the remaining objects.

Deaccessioning is an important collections management tool that is employed by collecting institutions around the world for a variety of reasons. As the Eureka Springs Historical Museum's collections grow, it is recognized that some objects that no longer fit the mission or parameters of the collection, or that cannot be properly housed, conserved, and/or exhibited, may be considered for deaccession or disposal.

Because deaccessioning can adversely affect an institution's collection, reputation, and ability to fundraise, all objects proposed for deaccessioning from the Eureka Springs Historical Museum must be subjected to a thorough review. Procedures for the deaccession or disposal of materials should be at least as rigorous as those for accessioning and will be governed by the same basic principles. The decision to dispose of materials must be made only after scrupulous consideration of the public interest and the needs of researchers; the process of deaccessioning and disposal must be carried out in as open and public a manner as possible.

The Eureka Springs Historical Museum will carefully assess all materials before accepting them in order to lessen the likelihood of deaccessioning. Nevertheless, there are valid reasons why materials in collections may be deaccessioned.

Archival processing includes selection and disposal of material on a regular basis. Material discarded as a part of this normal process is not subject to the same rigor of deaccession procedures as accessioned collection objects and materials.

Guidelines and standards have been set by professional organizations to promote clear, consistent, and ethical deaccessioning practices. The following policy for deaccessioning of materials from the Eureka Springs Historical Museum is in accordance with the standards established by:

- **American Association of Museums (AAM)**

Considerations regarding deaccessioning are subject to the terms of acquisition, local regulations, and state and federal laws.

## **A. Authority**

Deaccessions must be approved by the Director of Operations. Deaccessions that are of considerable value or a sensitive nature must be approved by the Board of Directors.

The Eureka Springs Historical Museum staff may propose objects for deaccession, but all requests must be reviewed by the Director of Operations. Only the Director of Operations or Board of Directors can approve a material deaccession.

## **B. Criteria for Deaccessioning**

Because the Eureka Springs Historical Museum is aware of its role as a steward of the collection for the benefit of the public, it acquires only objects that it intends to retain for the long term and not with the intention of disposing.

To be considered for deaccessioning, an object must fulfill the following requirements:

1. Be free from donor-mandated restrictions;
2. Be fully and legally owned by the Eureka Springs Historical Museum; and
3. Meet at least one of the following criteria:
  - The object or material does not meet the current criteria for purpose and scope of collections and hence does not support the organization's mission.
  - The object or material is redundant or is a duplicate, has no value as part of a series, and as such does not enhance teaching, research, or study.
  - The object or material is unduly difficult or impossible to care for or store properly.
  - The object is in a format that the organization cannot support, and has not been (or cannot be reasonably) converted to another format.
  - The object has been extensively damaged or presents a risk to other materials in the collections and/or to the individuals working therein and cannot be restored without compromising its integrity.
  - The object or material was acquired illegally or unethically, is requested for repatriation, or is shown to be the rightful property of another person or entity.
  - The object has been determined not to be authentic.
  - The organization is unable to preserve or manage the object or material properly.
  - The object or material was given by a donor with the express understanding that it may be sold or given away.

## **C. Restrictions and Conditions on Deaccessioning**

When considering deaccessioning, the Eureka Springs Historical Museum will carefully weigh the interests of the public for which it holds the collections in trust, the interests of the scholarly and cultural communities, and the Eureka Springs Historical Museum's mission.

The Eureka Springs Historical Museum will consider any legal restrictions, the necessity for possession of valid title, and the donor's intent in the broadest sense. Mandatory restrictions on disposition which accompanied a donation will be observed unless it can be shown clearly by appropriate legal procedures that adherence to them is impossible or substantially detrimental to The Eureka Springs Historical Museum. When statements of donor's preferences accompany an acquisition, any departure from them will be carefully considered and negotiated with the donor or the donor's heirs or settled by appropriate legal procedures.

Under no circumstances will a deaccessioned object be given to, or otherwise placed in, the possession of The Eureka Springs Historical Museum's staff, volunteers, board members, or any representative or immediate family member of the aforementioned.

Any donor or person who contributed funds to the purchase of an object which is being considered for deaccessioning must be consulted whenever possible.

## **D. Methods of Disposal**

The Eureka Springs Historical Museum may dispose of a deaccessioned object by transfer (to a reference collection or other department), gift (to a non-profit institution with a similar mission), exchange, sale, and witnessed destruction when it is warranted.

When recommending deaccessioning, all acceptable means of disposal must be considered. The method will be determined on a case-by-case basis for each deaccessioned object. Deaccessioned objects are usually disposed of through one of the following means:

- **Gift:** Due consideration should be given to the cultural collecting community in general when disposing of objects. Objects should first be offered to a non-profit institution with a mission similar to that of the Eureka Springs Historical Museum, and then to other non-profit institutions. The object's provenance will clearly be indicated. In any instance where title is transferred to another entity, the Eureka Springs Historical Museum will disclose to the potential new owner or intermediary agent any action, such as the retention of a photocopy of the material, which may affect the monetary or scholarly value of the material.
- **Exchange:** Objects should be exchanged for the purpose of obtaining other objects needed for the collection.
- **Sold:** Objects should be offered through a public sale by a disinterested, reputable third party to avoid conflicts of interest or the appearance of conflicts of interest.

- All proceeds from the sale of objects can be used only to acquire new objects for the collection or provide direct care of the collection.
- Witnessed Destruction: This option should be considered if the object has deteriorated so severely that it is no longer useful, and/or if it poses a hazard to staff, public, and/or other items in the collection that is not an acceptable risk. If condition of the object is a criterion for deaccessioning, the Eureka Springs Historical Museum may wish to obtain the recommendation of a qualified conservator before making the final decision. Privacy and confidentiality considerations may justify destruction of archival materials.
- In no case shall a private sale, gift, or transfer to a for-profit institution or an individual be acceptable.

## **E. Disposal of Undocumented Objects**

If an object is undocumented, the Eureka Springs Historical Museum must make a serious, diligent, and documented effort to learn more about it before considering it for disposal. This process may include:

1. Determining as much about the object's status as possible - any record whatsoever of its documented history, even if incomplete.
2. Consulting institutional records, such as accession records, old inventories, board minutes, old gift and loan agreements, correspondence, newsletters, etc., to attempt to connect the object with some documentation.
3. Recording all additional information that is known about the object.

If an undocumented object is to be sold or donated, the Eureka Springs Historical Museum can use a quitclaim deed that transfers claim and rights to the object to the new owner, with no guarantee of title transfer. Any risk of holding the undocumented object is therefore transferred to the new owner.

If an undocumented object is shown to have or can be reasonably assumed to have minimal value (intrinsic, monetary, research, etc.) to the organization, the Eureka Springs Historical Museum may choose to donate the object to a nonprofit organization. The lack of title transfer will be transparently stated.

If undocumented objects are deemed to have deteriorated beyond repair, if disposal is required to protect the objects themselves or other objects in the Eureka Springs Historical Museum collections, and/or if they have become a hazard to health and safety, immediate action as appropriate will be taken. The Eureka Springs Historical Museum may wish to obtain the recommendation of a conservator in this event.

If it is discovered during review that an object is an old loan, the Eureka Springs Historical Museum will take steps to resolve the loan status as soon as possible. Resolution actions should be in compliance with the old loan statute of the state in which the Eureka Springs Historical Museum is located. If the state does not have an old loan statute, the Eureka Springs Historical Museum should be guided by the principles of common law in notifying the lender of the museum's intent to end the loan. The Eureka Springs Historical Museum may wish to consult legal counsel to ensure proper action is taken.

Arkansas Code Title 13, Chapter 5, Subchapter 10 governs the management of old loans, undocumented property, and doorstep donations. Any disposal of abandoned property, unclaimed old loans, or found-in-collections objects will be completed in accordance Arkansas Code Title 13, Chapter 5, Subchapter 10.

## **F. Ethical Considerations**

The Eureka Springs Historical Museum has a public responsibility and is accountable for the decision to deaccession an object, and for the method by which disposal is implemented. The procedure will be documented and there will be no effort to conceal the transaction. Any proceeds resulting from the disposal of objects will be used either for purchase of acquisitions or direct care of the collection. Direct care is defined as investments in existing collections that enhance their life, usefulness, or quality and thereby ensuring they will continue to benefit the public.

## **G. Documentation of Deaccession and Disposal**

Responsibility to the needs and reputation of the Eureka Springs Historical Museum requires that, in preparing for and carrying out deaccession and disposal, the Eureka Springs Historical Museum will take care to publicly explain the purpose of the deaccession and the intended use of monetary or other proceeds of the disposal, to avoid detracting from the Eureka Springs Historical Museum's reputation for honesty and responsible conduct, and to carry out the entire process in a way which will uphold public perception of its accountable stewardship.

The complete procedure followed when deaccessioning and disposing of any object will be documented in collection records.

The deaccessioning process, including required documentation, is documented in detail in the Museum's Deaccessioning Policy.

All documents related to the deaccessioning and disposal process will be deposited in the relevant collection files and retained permanently. Deaccessioning and disposal purpose and dates will be recorded on any object records, physical or electronic. The deaccessioned object's unique accession number will remain permanently in the institution's records, with clear indication that the records are no longer active.

## V. Incoming Loans

The Eureka Springs Historical Museum borrows fine arts (e.g. paintings, works on paper, sculptures, etc.), decorative arts (e.g. dishware, textiles, jewelry, furnishings, etc.), books, historical artifacts, natural history specimens, archival collections, photographs, and born digital materials for the purpose of exhibition, research program, educational programs, and digitization as the Eureka Springs Historical Museum's needs dictate.

### A. Approval Processes for Incoming Loans

Requests for objects from other institutions and individuals are to be proposed by the Director of Operations. The Museum's Incoming Loan Policy addresses the process of proposing incoming loans.

**The Director of Operations is responsible for approving incoming loans. The Museum's Incoming Loan Policy addresses the process of approving incoming loans.**

The Director of Operations is responsible for ensuring appropriate documentation for incoming loans. The process for documenting incoming loans is detailed in the Museum's Incoming Loan policy.

### B. Terms and Conditions of Incoming Loans

Incoming loans will be accepted from individuals or institutions for exhibition, research programs, educational programs, and digitization. Because of the liability and expense, the Eureka Springs Historical Museum cannot store and maintain objects belonging to others that are not required for the aforementioned purposes.

The standard loan period is six months and the maximum term for any incoming loan is one year. All loan agreements must be re-evaluated with the possibility for renewal annually.

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

- If the lender prefers to provide insurance for the object while it is on loan, the lender shall list the Eureka Springs Historical Museum as additional insured on its own policy or will obtain for the Eureka Springs Historical Museum a waiver of subrogation.
- The Eureka Springs Historical Museum can provide care and protection that meets or exceeds standards required by the lender.

- Only objects that can withstand the normal rigors of packing, transport, handling, and display will be accepted on loan at the Eureka Springs Historical Museum. The Eureka Springs Historical Museum will conduct a basic condition report upon receipt of a loaned object and prior to the object's return to the lender.
- The Eureka Springs Historical Museum will meet any restrictions the lender has placed on the object.
- The Eureka Springs Historical Museum will not perform any type of conservation, cleaning, reframing, repair, or other action that alters the physical condition of a borrowed object without written approval from the lender.

Objects that are not claimed by the lending individual or institution by sixty days past the end of the loan period will become absolute property of the Eureka Springs Historical Museum.

If an object is damaged while on loan, the damage will be documented and the lending institution will be contacted as soon as possible to discuss next steps.

### **C. Long-Term Loans**

The Eureka Springs Historical Museum does not accept objects on an indefinite term loan. A clear loan term with definite beginning and ending dates must be stated on all loan agreements. Term of loan should not exceed one year.

If objects are found in the collection that were previously deposited at the Eureka Springs Historical Museum as permanent or indefinite loans, staff will make all possible efforts to contact the lender or immediate heirs of the lender in order to:

- Convert the loan into a gift, if the object is consistent with the Eureka Springs Historical Museum's mission and collecting criteria.
- Negotiate a new loan agreement with the lender.
- Return the object to the lender or the lender's heirs.

If staff are unable to locate and contact an object's lender, they must document all efforts and keep all documentation in the object's file.

If an individual or individual's heir claims ownership of a found-in-collection object and wishes for it to be returned, the burden of proof of ownership is on the claimant. The claimant must produce an original loan certificate in order to reclaim the object and an heir must also produce proof that they are the legal heir of the donor.



## **VI. Outgoing Loans**

The Eureka Springs Historical Museum will loan fine arts (e.g. paintings, works on paper, sculptures, etc.), decorative arts (e.g. dishware, textiles, jewelry, furnishings, etc.), books, historical artifacts, natural history specimens, archival collections, photographs, and born digital materials for the purpose of exhibition, research program, educational programs, digitization, and conservation.

### **A. Approval Processes for Outgoing Loans**

Outgoing loan requests must be reviewed by the Director of Operations. Final approval for outgoing loans must be obtained from the Director of Operations.

Outgoing loans must be documented by the Director of Operations.

### **B. Criteria for Outgoing Loans**

The Eureka Springs Historical Museum will evaluate requests to borrow objects for the purpose of exhibition, research programs, educational programs, and digitization at other institutions when the policies and facilities of those institutions meet accepted standards of security, climate control, and insurance coverage, and when proper credit is given to the Eureka Springs Historical Museum. Institutions wishing to borrow objects should begin the process early (one month or more in advance) and must submit proper documentation before an agreement will be signed.

To request an outgoing loan, the requesting institution must contact the Director of Operations.

When assured that proper care and protection will be provided, the Eureka Springs Historical Museum may lend objects to other institutions provided that the following criteria have been met:

- No loans will be made to private individuals.
- At all times, the preservation of collections objects will take priority.
- Requests for loans should be received within the recommended period in advance of expected delivery date.
- There are no restrictions on the requested object that preclude making the loan.
- The object is in good condition and can withstand the stresses of travel, handling, study, and/or exhibition.

- The loan will not jeopardize the institution's own exhibition, loan, research, and/or education programs.
- The object is owned by the institution and not on loan to it.
- All objects involved in the loan are accessioned.
- All objects involved in the loan are photographed.
- The borrower agrees to all conditions established by the institution.

### **C. Duration**

Loans from Eureka Springs Historical Museum will not exceed duration of one year.

If the borrower wishes to keep an object longer than one year, the possibility of renewal will be re-evaluated annually on an item-by-item basis by the Director of Operations.

### **D. Requirements and Obligations for Borrowers**

#### **• Object Condition**

The borrowing institution must complete a written condition report upon receipt of any loaned object, with an additional condition report completed prior to return of the object to Eureka Springs Historical Museum.

If an object is damaged while on loan, the damage will be documented by the borrower and the Eureka Springs Historical Museum should be contacted as soon as possible to discuss next steps.

#### **• Cost**

The Borrowing Institution is responsible for paying shipping costs, including any special packaging, insurance costs in transit, and courier fees.

The Borrowing Institution is responsible for providing insurance coverage. They must provide proof of insurance, and provide photographic documentation of the object and written condition assessment upon receipt and prior to departure.

#### **• Reproductions**

Photographs of an object may only be used by the borrowing institution for promotional material pertaining to its exhibition.

## **VII. Documentation**

### **A. Collection Records**

The Eureka Springs Historical Museum will initiate and maintain up-to-date records of all objects under its care, including gifts, purchases, loans, or any other type of acquisition, even if temporary. Collection records are maintained by the Director of Operations and the Collections Manager. Collection records include, but are not limited to, accession records, deeds of gift, loan forms, deaccession records, research records, environmental monitoring records, and inventory records.

The Eureka Springs Historical Museum maintains paper-based records and electronic records. Electronic records are managed using CatalogIt and an Excel database.

### **B. Backup System for Records**

The Eureka Springs Historical Museum records will be safeguarded from loss, destruction, and degradation.

Duplicate collections records are stored in the cloud, across multiple external hard drives, and backed up as needed.

### **C. Inventory**

The Eureka Springs Historical Museum performs a regular inventory every five years.

## VIII. Collections Care

The Eureka Springs Historical Museum is responsible for the care and preservation of all objects in its custody, including all collection and loaned objects. Collections care and preservation activities are the responsibility of the Director of Operations, in coordination with other staff and volunteers, as applicable. In addition to performing the types of care and management described in other sections of the policy, the Eureka Springs Historical Museum will:

- Carry out all legal, ethical, and professional responsibilities required to provide the necessary care for all objects acquired, borrowed, or placed in the custody of the Eureka Springs Historical Museum;
- Take measures to prevent the theft, vandalism, destruction or damage by pests, fire, water, or other elements;
- Ensure that dedicated funds are available for collections care and conservation;
- Maintain appropriate storage conditions within the constraints of budget and space allocation of the Eureka Springs Historical Museum;
- Monitor all storage areas to ensure appropriate environmental conditions and employ strategies to remediate any concerns;
- Perform in-house assessments of collections as objects are accessioned, in response to problems that are revealed during object use, and when objects are chosen for exhibition.
- Ensure collections are physically protected through the use of: secured storage areas, appropriate housings, established environmental control, building-wide security systems, security policy, and security cameras;
- Address conservation needs concerning damage or stability of collections by contracting with a qualified independent conservator.
- Staff and volunteers are presented with industry-standardized handbooks (such as those established by National Park Service) that detail safe and culturally appropriate handling procedures.
- Regularly monitor for pests and ensure that an integrated pest management program is in place to prevent or mitigate issues.
- Practice regular housekeeping procedures throughout the building in order to maintain proper storage and exhibition conditions for the collections, deter unwanted pests, and expedite salvage procedures in the case of an emergency. The Director of Operations is responsible for ensuring the housekeeping of collections spaces is regularly completed.
- Perform routine building inspections to ensure a secure building envelope and alleviate structural or environmental concerns. Regular maintenance duties are the responsibility of the Director of Operations.

## **IX. Insurance and Risk Management**

### **A. Insurance**

The Board of Directors is responsible for the review and renewal of the Eureka Springs Historical Museum's collections insurance policy.

The Eureka Springs Historical Museum does not currently provide insurance coverage for its collection.

### **B. Risk Management**

All collections, buildings, and grounds of the Eureka Springs Historical Museum should be secure and protected from vandalism, criminal activity, and accidents.

The Eureka Springs Historical Museum must conduct periodic reviews of potential risks to the collection including fire, natural disasters, vandalism, theft, human error, mechanical or operational system failure, pests and deterioration. The Eureka Springs Historical Museum should maintain regular contact with the local fire and police departments. Personnel from these agencies should be aware of the historical value and significance of the Eureka Springs Historical Museum. Copies of the Eureka Springs Historical Museum's floor plans should be held at the local fire department.

The Eureka Springs Historical Museum maintains a security system. The security system consists of an intrusion system with an alarm, cameras, and motion sensors. The security system is inspected annually. The Director of Operations is responsible for the regular inspection of the security system.

The Eureka Springs Historical Museum must ensure that an Emergency Preparedness and Response plan is in place in order to mitigate potential damage in the event of a disaster or emergency. The contents of the plan, particularly procedures, contact lists, and collections priorities for salvage and/or conservation, must be reviewed and updated periodically.

The fire detection system consists of a centrally monitored fire detection system with smoke detectors, plus multiple fire extinguishers across all floors. The system is inspected once a year. The Director of Operations is responsible for the regular inspection of the fire detection system.

The water detection system system consists of a water detection system beneath the dehumidifier in the third floor book storage room. The system is inspected every six months. The Director of Operations is responsible for the regular inspection of the water detection system.

Staff will be trained in the proper use of fire extinguishers, fire drills, evacuation procedures for members of the public and staff, evacuation procedures for collections, and disaster response and recovery for collections.

## **X. Access and Use**

### **A. Collections Access**

The Eureka Springs Historical Museum recognizes its responsibility to make its collection accessible to the public for education, research, exhibition, conservation, publication, and reproduction. The imperative to provide access must be balanced with the Eureka Springs Historical Museum's responsibility to preserve and safeguard its objects. Policies governing access to the collection include the physical collection materials as well as reproductions of the collection and collection documentation. Laws regarding privacy and freedom of information will be observed where applicable.

Personal photography is permitted in all museum spaces for personal, noncommercial use with a handheld camera, unless noted otherwise by signage. Tripods, monopods, selfie sticks, and light stands are not permitted.

Commercial photography or videography of the collections is prohibited without securing permission. To obtain permission, individuals or organizations must contact the Director of Operations.

### **B. Terms and Conditions**

Members of the public may request to examine or study collection items. Appointments must be made in advance and will take place during normal business hours.

Collections are accessible contingent upon staff availability and consistent with accepted security and preservation practices. The Eureka Springs Historical Museum reserves the right to refuse access to certain objects in the collection. The Eureka Springs Historical Museum may also limit the number of researchers using particular collections at one time.

Users must comply with the Eureka Springs Historical Museum's procedures regarding examination and handling of objects, personal photography, and the use or dissemination of collection information. Requests to reproduce visual images (photography and video) of the collections must be made in advance and are subject to the Eureka Springs Historical Museum's publication guidelines and fee schedule. All image use must be credited as required and a gratis copy of any resulting work must be provided to the Eureka Springs Historical Museum upon publication. To protect the confidentiality of donors and the security of the collection, access to certain information in the object files may be restricted (e.g., donor contact and other personal information will not be provided). The Eureka Springs Historical Museum reserves the right to deny access to other types of information contained in its collection records, such as insurance and appraisal values, but in all cases legal guidelines regarding privacy and freedom of information will be observed, as applicable.

# **XI. Intellectual Property**

## **A. Photography & Reproduction**

The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions or images of copyrighted material.

Photography of collections is permitted given the use is for non-commercial or educational use. Requests are made by contacting the Museum. The Director of Operations is responsible for approving requests for photography.

Filming of collections is permitted given the use is for non-commercial or educational use. Requests are made by contacting the Eureka Springs Historical Museum. The Director of Operations is responsible for approving requests for filming.

Photocopying or scanning of collections or collection documentation is permitted given the use is for non-commercial or educational use. Objects from the collections are not allowed to leave the site for photocopying or scanning. Instead, museum staff shall complete all photocopying and scanning using in-house equipment, and charge a fee of \$15 per hour for the time accrued doing so, minimum one hour. Requests are made by contacting the Eureka Springs Historical Museum. The Director of Operations is responsible for approving requests for photocopying.

## **B. Publishing**

In granting permission to publish material obtained from the Eureka Springs Historical Museum, the Eureka Springs Historical Museum does not assume responsibility for infringement of copyright or of publication rights of material which may be held by others; the publisher assumes all responsibility for claims under the Copyright Law of the United States or for libel claims which may be made as a result of the publication.

The publisher agrees to credit the Organization "Courtesy of the Eureka Springs Historical Museum" as the source of reproductions in all published works. A dissertation or thesis is considered to be a published work.

It is the researcher's responsibility to determine whether materials in the collections are in the public domain or are protected by copyright. A statement of permission must be obtained from the holder of the rights, and proper credits given, for all reproductions that are not the intellectual property of the Eureka Springs Historical Museum. The responsibility for obtaining additional permission required for the publication of collections remains with the publisher of the material.

Permission to publish reproductions obtained from the Eureka Springs Historical Museum is requested by completing the "Permission to Use or Publish Media" form. The form can be obtained from the Museum. The Director of Operations is responsible for approving requests for publication.

Permission is granted for one-time publication use only. In granting permission to publish, the Eureka Springs Historical Museum does not surrender its own right to publish any of the materials in its collection or to grant publication permissions to others.