

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR.01

CERTIFICATION

We hereby certify that we are the duly elected and acting President, Secretary, and Historic Resources Committee Chair of the Shasta Historical Society, a 501(c)3 Corporation, and that the proceeding Collections Management Policy is duly adopted by the Board of Directors by a two-thirds majority as of October 8, 2015.

IN WITNESS WHEREOF, we have signed our name and affixed the seal of the Shasta Historical Society on October 8, 2015.

---

Gary A. Lewis  
President of the Board

---

R. Russ Peterson  
Secretary of the Board

---

Denny Mills  
Historic Resources Committee Chair

RETENTION

This policy will be in effect indefinitely, unless changed by a two-thirds majority vote of the Board of Directors. In accordance with AASLH STePs Standards and good practices, all policies will be reviewed by the responsible Committee yearly and by the Board of Directors at least once every three years.

Approved October 8, 2015

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

TABLE OF CONTENTS

I.	STATEMENT OF PURPOSE	5
A.	MISSION STATEMENT OF THE COLLECTIONS MANAGEMENT POLICY	5
B.	INSTITUTIONAL DOCUMENTS	5
II.	SCOPE OF COLLECTIONS	6
A.	SHASTA COUNTY PROVENANCE	6
B.	NON PROVENANCE ITEMS	7
III.	STATEMENT OF AUTHORITY	8
IV.	CODES OF ETHICS	9
A.	COLLECTIONS	9
V.	CATEGORIES OF COLLECTION	10
A.	PERMANENT COLLECTION	10
B.	EDUCATION COLLECTION	11
C.	OBJECTS HELD IN TRUST	11
VI.	ACQUISITIONS & ACCESSIONING	11
A.	ACQUISITION CRITERIA	12
B.	ACQUISITION METHODS	13
C.	ACCESSION PROCEDURES	13
VII.	ESTABLISHING TITLE	19
VIII.	OBJECTS OF UNCLEAR TITLE	19
A.	UNCLAIMED LOANS	19
B.	OBJECTS FOUND IN THE COLLECTION (FIC)	29
C.	SPECIAL CONSIDERATIONS	29
IX.	ACQUISITIONS FOR NON-PERMANENT COLLECTION	30
X.	DEACCESSIONING AND DISPOSAL	30
A.	PURPOSE OF DEACCESSIONING	31
B.	RESPONSIBLE PARTIES	31
C.	DEACCESSIONING CRITERIA	31
D.	DISPOSAL METHODS	32

Approved October 8, 2015

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

E.	DEACCESSION AND DISPOSAL PROCEDURES	33
XI.	LOANS	34
A.	PURPOSE OF LOANS	34
B.	INCOMING LOANS	34
C.	OUTGOING LOANS	36
XII.	INSURANCE AND RISK MANAGEMENT	40
A.	COLLECTIONS INSURANCE	40
B.	RISK MANAGEMENT	40
C.	SOCIETY SECURITY	41
XIII.	DOCUMENTATION AND COLLECTIONS RECORDS	43
A.	PURPOSE	43
B.	NATURE AND QUALITY	44
C.	RESPONSIBLE PARTIES	44
D.	SPECIAL CONSIDERATIONS	45
XIV.	INVENTORIES	45
A.	PURPOSE	45
B.	TYPES OF INVENTORIES	45
C.	RESPONSIBLE PARTIES	46
D.	SCHEDULE OF INVENTORIES	46
E.	PROCEDURES	46
F.	MISSING OBJECTS	47
XV.	COLLECTIONS ACCESS	47
A.	PURPOSE	47
B.	RESPONSIBLE PARTIES	47
C.	PHYSICAL ACCESS TO COLLECTIONS - SOCIETY SECURITY	48
D.	PHYSICAL ACCESS TO COLLECTIONS - USES OF COLLECTION	48
E.	POLICIES AND PROCEDURES	49
F.	SPECIAL CONSIDERATIONS	49
XVI.	APPRAISALS AND AUTHENTICATIONS	49
XVII.	LEGAL COMPLIANCE	50
A.	ARCHAEOLOGICAL MATERIALS	50
B.	NATIVE AMERICAN REMAINS, SACRED OBJECTS, AND OBJECTS OF CULTURAL PATRIMONY	50

Approved October 8, 2015

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

XVIII. IMPLEMENTATION AND REVISION	51
XIX. POLICY NUMBER	52
XX. APPENDIX I FORMS	53

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

I. STATEMENT OF PURPOSE

The Shasta Historical Society's (the Society) Collections Management Policy establishes policies and guidelines for the acquisition, accession, care, use, loan, and deaccession of the collections of the Society. The Collections Management Policy shall not replace any Society policy or regulation, nor local, state, or federal law, statute or regulation under which the Society is legally or ethically bound to operate.

The Society functions as a museum, library, and archives. It is the primary repository of collections that physically document the history of the people of Shasta County, California. As a community historical nonprofit, the Society has the responsibility to develop collections, research services, and interpretation that will contribute to the Society's Mission.<sup>1</sup>

A. MISSION STATEMENT OF THE COLLECTIONS MANAGEMENT POLICY

The Shasta Historical Society is committed to the preservation and interpretation of local history. According to its Bylaws, the purpose of the Society shall be to act as an educational society, to obtain, preserve and perpetuate the history of Shasta County, California. The Society's collections about the people of Shasta County form the basis for understanding the local past, present, and future. Through collection-based research, exhibition and interpretation, publications, and public programs, the Society shares its knowledge and collections with local, national, and international audiences of all ages and backgrounds.<sup>2</sup>

B. INSTITUTIONAL DOCUMENTS

The Shasta Historical Society is a nonprofit corporation established on January 18, 1930. It is governed by Articles of Incorporation, filed on June 16, 1951 and amended on November 21, 1974 and the Bylaws. The Bylaws are written in accordance with the Articles of Incorporation. All amendments and official policies of the Shasta Historical Society must be approved by the Board of Directors and membership as defined in Article VIII of the Bylaws. All documents that are approved through this process are dated, signed by the Board President and Board Secretary, and numbered with a Control Number. The Society has a number of formally approved institutional policies and plans under which it operates, including the Bylaws, Institutional Code of Ethics, and the Procedures Manual, of which this document is a part.

---

<sup>1</sup> *Approved by the Board of Directors, March 10, 2015*

<sup>2</sup> *Ibid.*

POLICY NUMBER: HR. 01

## II. SCOPE OF COLLECTIONS

Objects are collected by the Society to physically document the history of the people of Shasta County in areas relevant to historical research and interpretation. By making these objects (and their accompanying data) available for study and viewing to the public, the Society is contributing to the significance and educational value of the collections as well as preserving them for future generations. The Society will collect:

- historical materials in a variety of formats that document the history of the people of Shasta County
- objects relevant and consistent with the purpose of the organization
- documented history to the present
- objects that are deemed historically significant according to the accompanying documentation available and their physical condition
- objects that have aesthetic and natural significance, only if the object has historic merit related to the people of Shasta County
- objects the Society can adequately care for with the Society's existing resources<sup>3</sup>

### A. SHASTA COUNTY PROVENANCE

DEFINITION: Items that have a direct association with Shasta County and regional history are classified as provincial. Collections items include objects and archival items which were actually made or used in Shasta County and/or objects and archival items that have a clear and specific association with some significant aspect of Shasta County. Provincial items meet one or more of the following criteria:

1. Objects that represent western expansion and settlement.
2. Municipal development of Shasta County, including early government and the incorporation of towns. This includes: mayor or city/county manager and city council/county board of supervisors; county and city departments and services, such as the police department, fire department, library, parks and other public facilities.
3. Public and private facilities and services such as local utilities that have provided water, electricity, gas, and telecommunication services; news agencies, postal service, hospitals, cemeteries, and railroads and other transportation systems.

---

<sup>3</sup> *Approved by the Board of Directors, March 10, 2015*

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

4. Objects that reflect the growth of Shasta County including the development of towns, neighborhoods, subdivisions, and downtown redevelopment.
5. Economic activities in Shasta County, including mining; agriculture and agriculture-related businesses; scientific, technical and entrepreneurial commerce; retail and commercial businesses; professional services, trades, manufacturing, health and health care; sports and recreation; and land development, tourism, and business associations.
6. Social and cultural development of Shasta County, including; faith communities and their buildings; civic, fraternal, and arts organizations; and unique community events and organizations.
7. Education in Shasta County, including the development of elementary and secondary schools, institutions of higher education and other specialized schools.
8. Individuals and families who have made a significant personal contribution to the development of Shasta County.
9. Written, transcribed, photographed or otherwise documented aspects of the Shasta Historical Society. (Institutional Archives)<sup>4</sup>

B. NON PROVENANCE ITEMS

DEFINITION: Items which do not have a direct association with Shasta County history may still be potentially useful in fulfilling the Mission of the Society. Objects of this class may include typical pieces of American material culture such as tools, equipment, product packages, etc., which have been mass-produced and nationally distributed. Such objects may be considered to be representative of similar objects that would have actually been used in Shasta County. Such objects are particularly useful for the development of interpretive exhibits and public programs, especially when a suitable collection of Shasta County provenance objects is not available. These types of objects will be classified as non-provincial Education Collection items. Objects without provenance may be added to the Education Collection if they are not sufficiently represented in the Permanent Collection and meet one or more of the following criteria:

1. An object that is representative of a class of widely distributed common objects of a particular time period
2. An object that is representative of a specific activity that was commonly practiced in Shasta County.

---

<sup>4</sup> See *Institutional Archives Policy*.

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

3. An object that is representative of an aspect of American history in which the people of Shasta County have played a significant role.
4. An object that is identified as being of a specific type that is needed for educational or interpretive purposes

III. STATEMENT OF AUTHORITY

The Shasta Historical Society's governing authority is the Board of Directors. The Society's Executive Director has been delegated authority for the daily operations of the Society via the Board of Directors. Staff of the Society is responsible for the operation of the Historical Society under the direction of the Executive Director. Advisory committees and volunteers provide outside expertise and advice in a non-binding manner that is utilized at the discretion of the Board of Directors.

Approval to accept and accession an object into a collection can only be granted by the Society Board of Directors. The Board of Directors considers the recommendations of the Registrar, Curator, and the Collections Advisory Committee prior to approval.

Objects may be subject to review by the Historic Resources Committee, made up of the Registrar, the Executive Director, members of the Board of Directors, and several members of the general membership. Other than field collections made by Society staff, all acquisitions that have a fair market value in excess of \$1,000 or require additional resources to house or maintain will require review by the Historic Resources Committee and approval of the Board of Directors prior to acceptance by the Society.

The Registrar, in consultation with the Historic Resources Committee, is responsible for creating and maintaining, within a reasonable length of time, complete and written documentation of the process for each acquisition. The Registrar is the staff member assigned to the collections. This individual must be knowledgeable in a field related to the collections (i.e. history, archaeology, museum studies, or library sciences). The Registrar's primary responsibility is the integrity of the Permanent Collection, including the selection of new Permanent Collection items. These responsibilities are formalized in the Society's job description.

The Curator, in consultation with the Community Education Committee and the Historic Resources Committee, as appropriate, is responsible for the documentation and selection of the Education Collection and the use of collections in Society exhibits, programs, and publications. The Curator is the staff member assigned to the Society's educational outreach and interpretation. This individual must be knowledgeable in a field related to education (i.e. history, education, archaeology, museum studies, or library sciences). The



POLICY NUMBER: HR. 01

Curator's primary responsibility is the use of the Permanent and Education Collections, including the selection of objects according to the potential for interpretation. These responsibilities are formalized in the Society's job description.

Society staff and volunteers help the Registrar and Curator with (1) object preparation, stabilization, and preservation; (2) object cataloging; (3) object identification; (4) day-to-day supervision and coordination of the collections use by the public; (5) and object interpretation.

#### IV. CODES OF ETHICS

The Shasta Historical Society recognizes and accepts its fiduciary responsibility to provide proper management, preservation, and use of the collections and associated information it holds for the benefit of the public. The Society staff and volunteers (including Board and Committee Members) have legal, ethical, and professional obligations to maintain high levels of honesty, integrity, and loyalty to the Society.

These standards of performance are set forth in the *Institutional Code of Ethics*, particularly in the Collections section below, which guides the individual and institutional actions of the advisory committees, employees, and volunteers working for the benefit of the Society, and establishes a code of conduct.

##### A. COLLECTIONS

*The distinctive character of Society ethics derives from the ownership, care and use of objects representing local history. This stewardship of collections entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility and responsible disposal. Thus, the Society ensures that:*

- 1. collections in its custody support its mission and public trust responsibilities*
- 2. collections in its custody are lawfully held, protected, secure, unencumbered, cared for and preserved*
- 3. collections in its custody are accounted for and documented*
- 4. access to the collections and related information is permitted and regulated*
- 5. 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*
- 6. acquisition, disposal, and loan activities conform to its mission and public trust responsibilities*

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

7. *disposal of collections through sale, trade or research activities is solely for the advancement of the Society's mission. Proceeds from the sale of nonliving collections are to be used consistent with the established standards of the Society's discipline, but in no event shall they be used for anything other than acquisition or direct care of collections.*
8. *the unique and special nature of human remains and funerary and sacred objects is recognized as the basis of all decisions concerning such collections*
9. *collections-related activities promote the public good rather than individual financial gain*
10. *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.<sup>5</sup>*

In addition to the Institutional Code of Ethics, the Society's representatives are bound by the American Alliance of Museums (AAM) Code of Ethics for Museums and Libraries (2000).

#### V. CATEGORIES OF COLLECTION

DEFINITION: The collections of the Shasta Historical Society are defined as the historical objects and related supporting documentation acquired and conserved because of their historical significance and value.

- "Object" refers to, but is not restricted to, all collection materials, including objects, photographs, film, archival and library materials, field records, notebooks, maps, and works of art.
- "Assemblage" a collection of objects formed and organized into a group by an individual or organization, *examples in the Society collection include the Iron Mountain Mine Collection and the Shasta Cascade Collection.*
- "Supporting documentation" includes, but is not limited to, exhibits, object files, donor files, and electronic databases.

The Society categorizes its holdings into several collection types, each of which receives a different level of care and supporting documentation.

#### A. PERMANENT COLLECTION

The objects in the Permanent Collection make up the bulk of the holdings at the Society. These are collections of intrinsic value to history that support the Mission of the Society and are held and curated on a

---

<sup>5</sup> *Approved by the Board of Directors, July 7, 2015*

POLICY NUMBER: HR. 01

permanent basis. These objects are fully accessioned and cataloged to the highest standards. They also receive the highest level of care and security. Nearly all objects in the Permanent Collection are made available for research, publication, and exhibition, if conditions are met. Objects not subject to the above-listed uses may be labeled as culturally sensitive, too fragile, or are subject to donor or owner-imposed restrictions.

1. RESEARCH COLLECTION

The Research Collection at the Society consists of holdings that are secondary source materials obtained for research purposes. The Research Collection is considered to be a sub-set of the Permanent Collection and is subject to full accessioning and cataloging procedures.

B. EDUCATION COLLECTION

This collection supports the Mission of the Society and is held primarily for use in public programs and exhibitions. These objects are intended to be handled by the public and have a life span, in comparison to the Permanent Collection at the Society. The majority of these holdings are managed by the Curator of Education. Education Collection objects receive EC accession numbers to set them apart from the Permanent Collection, and allow for the tracking and documentation of the object. The Education Collection has a dedicated collections storage space separate from the Permanent Collection.

While many of these objects are acquired by the Society via donations or exchanges, and the level of documentation for obtaining title and accessions is the same as the Permanent Collection, the degree to which they are cataloged is often less complete. Indeed, many objects are placed into the Education Collection because of a lack of documentation, and can be a deaccessioned Permanent Collection object.

This collection is used during public programs and exhibits, often when the security or environmental conditions are not determined to be to the standard required for permanent holdings. When the Curator of Education determines the object is no longer of use, pieces are deaccessioned from the Education Collection and typically destroyed.

C. OBJECTS HELD IN TRUST

Objects held in trust are objects that are not owned by the Society, but are being stored under special trust agreements or contracts. These objects are cared for as determined by their specific agreements and are

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

often subject to different access restrictions. *The example in the Society collection is the Shasta College Collection.*<sup>6</sup>

VI. ACQUISITIONS & ACCESSIONING

DEFINITION:

- “Acquisitioning” is the acceptance, purchase, or lease of permanent materials as part of a collection, usually artifacts, archives, books or art.
- “Accessioning” is the process of creating a permanent record of an object or assemblage received from one source at one time for which the Society has custody, right, or title, and assigning a unique control number to said object or assembly.

Accessioned objects are held in perpetuity as long as they:

- support the Society Mission Statement.
- retain physical integrity, identity, and authenticity.
- can be properly stored, preserved, and used.
- are properly documented, with clear title.

A. ACQUISITION CRITERIA

1. Objects acquisitioned and accessioned into the collections must support the Mission of the Shasta Historical Society. Objects will be acquisitioned and accessioned into the Society's collections when the following conditions are met:
2. Objects are acquired in a proper manner that does not damage natural or cultural resources.
3. The Society can provide proper care, conservation, storage, and security under conditions ensuring their preservation and availability, in keeping with professional standards.
4. Objects are of such quality, rarity, or of extreme intellectual value to support acquisition.
5. Objects do not represent an unacceptable hazard to personnel, or to other collections.
6. Objects meet the criteria established in the SCOPE OF COLLECTIONS (*page 3*).
7. Objects are identified, adequately labeled, and include complete collection data.
8. Objects which the Curator anticipates foreseeable use for exhibition, research, education, or exchange.

---

<sup>6</sup> See *Shasta College Agreement*.

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

9. Objects that the Registrar has determined to the best of his/her ability were collected and received, exported/imported, in full compliance with all laws and regulations of the country of origin, as well as those of individual states and the federal government of the United States.
  - a. The Society may accept objects that have been confiscated by governmental authorities and subsequently offered to the Society by these same agents. These objects will be accessioned into the Society collections only with the proper documentation of transmittal.
  - b. Objects collected on state or federal lands administered through state or federal agencies are integrated into the Society collections in conformity with Memoranda of Agreement or with applicable regulations of the state or federal agency.
  - c. Owners of copyright will be asked to transfer such rights upon conveyance of title. Fine Arts objects and literary works (e.g. field notes) created on or after January 1, 1978 that are subject to the Copyright Act of 1976 (17 U.S.C. §§ 101-702) will be considered only after a thorough review of copyright restrictions.
  - d. The Society will not accept any donations believed to be improperly represented as to legality, authenticity, condition, or value until such time as the original claim has been substantiated by a competent, independent authority or until the attribution or value has been changed to reflect the true character of the items offered for donation.

B. ACQUISITION METHODS

The Society may acquire objects by purchase, contract, gift, bequest, exchange, or field collecting (*in the Society's case, most field collecting will be Oral Histories*).

C. ACCESSION PROCEDURES

Objects are processed in a four-part process, *Temporary Custody, Acquisition, Accession, and Legal Documentation* as outlined by the American Alliance of Museums and the Smithsonian in *A Legal Primer on Managing Society Collections* (M. Malaro, 1998), in conjunction with the American Association of State and Local History's STePs Process.

1. Temporary Custody

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

When an item is brought to the Shasta Historical Society for consideration for accessioning it is taken into temporary custody by the Curator or the Registrar. At this time, temporary custody paperwork is completed and signed by the donor and a witness, if possible. A copy of the temporary custody paperwork is given to the donor and the original is retained by the Society. Once an item is in temporary custody, the Registrar and Curator will conduct research to determine if the item is of historical significance, if it adheres to the Scope of Collections, if the Society can properly care for the item, and if the item will be beneficial for research or interpretation. The Registrar and the Curator presents their recommendations to the Collections Advisory Committee, which meets on a quarterly basis. The Committee's responsibility is to conduct further research, if needed, and provide a recommendation to the Board of Directors regarding the acquisitioning and accessioning of the items. The Temporary Custody Procedures are as follows:

a. Potential Acquisition

- i. Donor calls, emails, or visits website: Donor is informed that it is best to make an appointment with the Registrar or Curator, in Registrar's absence.
- ii. Donor brings in a donation without an appointment: Pending availability, Registrar or Curator meets with Donor and discusses process and time commitment, if Donor is unable to commit time to fill out paperwork, or the Registrar or Curator is unavailable, we strongly recommend making an appointment – donations cannot be accepted without the proper paperwork.
- iii. Registrar or Curator identifies a potential item of interest to be purchased or collected.

b. Temporary Custody

- i. Donor meets with the Registrar or Curator who informs them about the next steps involved:
  - Complete Temporary Custody Paperwork
  - The decision to accept or decline may not be decided for several months, as the Collections Advisory Committee only meets on a quarterly basis.
  - The Collections Advisory Committee and the Registrar will make recommendations on each

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

- object to the Board of Directors; however the decision ultimately rests with the Board.
- ii. Registrar collects as much information as possible about the objects, including dates, significance, and how Donor acquired the object. We will not accept any items that Registrar suspects were stolen, obtained by fraud, or otherwise has suspicions origins.
  - iii. Registrar completes Temporary Custody Receipt.
  - iv. Donor signs the Receipt in the presence of the Registrar, and a witness if possible.
  - v. Donor receives a copy of the signed document, acknowledging that we will hold the objects in our temporary custody until a final decision is made, at which point they shall receive a letter notifying them of the status of their donation.
  - vi. Objects being considered for a donation are stored upstairs to the “Temporary Custody” shelves clearly identified as an item in temporary custody.
  - vii. A photo accompanying the object will be taken and uploaded into Past Perfect as soon as possible to ensure no items are separated and lost and can be traced to the appropriate donor
- c. Registrar Recommendation
- i. Objects are then meticulously researched by the Registrar and Curator who will make a recommendation to the Collections Advisory Committee based on the Acquisition Criteria (*Page 11*).
  - ii. Items will be examined and research will begin within five days of establishment of temporary custody.
  - iii. A Temporary Custody Report will be distributed to the Historic Resources and Collections Advisory Committees one week before the quarterly Collections Advisory Committee Meeting. The report will include
    - Donor Name
    - Item Name
    - Temporary Custody Received Date
    - Registrar’s Recommendations

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

- Curator's Recommendation
  - Intellectual Property Rights Concerns
  - Conservation Concerns
- d. Committee Recommendation
- i. The Collections Advisory Committee will meet quarterly to examine the objects in temporary custody.
  - ii. Based on the Registrar recommendations and the Collection Committee Member's own knowledge, the Committee will vote to make a recommendation to the Board of Directors.
  - iii. Objects are stored upstairs on the "Pending Acquisition Approval" shelves clearly identified as pending items.
2. Acquisition
- The Registrar then presents the combined recommendations to the Board of Directors for approval.
- a. Board Approval
    - i. The Board of Directors will vote to accept or decline each item based on the Registrar and Committee recommendations at the next regularly scheduled Board meeting.
  - b. Accepted Items
    - i. The Registrar assigns a permanent Accession and Object number to each item within five days of the Board meeting.
    - ii. Permanent Donor and Object Files are created for hard copies of signed donor and item paperwork. Files and papers are stored in the fire safe cabinets by donor and accession number.
      - Object File -
        - Temporary Custody Receipt
        - Deed of Gift
        - Photograph of the Object
        - Donor Information
        - History of the Object
        - IRS 8283 form (if necessary)
        - Condition Report or Conservation Records



SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

- Donor File – a permanent file by donor last name of all the objects a donor has donated.
- iii. The item is then Accessioned
- c. Declined Items
  - i. Items that do not fit the Collections Policy and are declined by the Board will not be added to the permanent collection. However, in some circumstances, these items may be suitable for the Education or Research collection, donated to another organization, or accepted as an in-kind donation (if Donor did not place restrictions on the item).
  - ii. Items declined for the Permanent Collection are recorded in Past Perfect.
  - iii. Donor is sent decline letter produced by Past Perfect within five days of the Board meeting indicating whether the item will be:
    - placed in another collection,
    - given to another organization,
    - accepted as an in-kind donation to the Society,
    - returned to Donor, in accordance with the Donor's wishes. Returned items must be collected within 30 days by Donor, or item will be disposed by the Society.
  - iv. All items pending return to Donor will be stored upstairs on a declined shelf, labeled for return. The Temporary Custody Receipt will be stored in the Registrar's office for signature upon item's return.
  - v. After 15 days, the Registrar will call Donor to confirm pick up or disposal of any remaining items. After 30 days, the Registrar will dispose of remaining items.
  - vi. Declined items that are not slated for return to Donor, will be forwarded to the appropriate staff member who will process the item according to the items appropriate policy within 30 days<sup>7</sup>.
  - vii. The Temporary Custody Receipt indicating that the item was declined and returned to the donor, accepted as an in-kind donation, given to another

---

<sup>7</sup> See *In-Kind and Education Collection Policies*

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

institution, or accessioned into another collection are permanently stored in the fire safe cabinets by donor.

3. Accessioning

- a. Following the Board meeting, all accepted and declined items are tracked in Past Perfect within five days of the board meeting. The Item is:
- b. given an unique trinomial Accession Number:
  - i. 1999 = Year of Donation from the Deed of Gift
  - ii. .001 = Chronological order of donations received that year
  - iii. .1 = object number
- c. accessioned from temporary custody in Past Perfect, and a Deed of Gift and Thank You Letter are produced in Past Perfect and mailed to Donor. A Past Perfect Catalog Record is created that includes:
  - i. Object ID # (trinomial Accession number)
  - ii. Donor (connected to the unique donor record)
  - iii. Object Name (Nomenclature lexicon classification)
  - iv. Acquisition Date (taken from the Temporary Receipt)
  - v. Date of transfer, (legal title) (taken from the Deed of Gift)
  - vi. Description of the object. Written with enough detail that the artifact can be visualized (i.e.: color, material, function, etc.)
  - vii. Date or Date Range of Object
  - viii. Dimensions of Object
  - ix. Markings: The maker of the object, etc.
  - x. Provenance: The story behind the object
  - xi. Location: Where the object is stored or on display.
- d. permanently marked with the object number. Every artifact must have a physical marking on it of the full accession trinomial number, not unlike a tattoo. There are different methods for different artifacts, which can be found in reference books, however, the Society never uses:
  - i. staples paper tags with cotton strings
  - ii. metal tags twill tape
  - iii. engraving (for garments and flat textiles)
  - iv. nail polish varnish with ink
  - v. metal prongs
  - vi. wire

POLICY NUMBER: HR. 01

- vii. spray varnish
      - viii. ball point pen
      - ix. masking tape or any sticky tape
      - x. iron-on tags or adhesive paper tags
    - e. recorded in the permanent accession log. Accession Log - a book, binder or other bound item that is a record of day to day accession happenings. It includes the following:
      - i. Accession Number
      - ii. Log in date
      - iii. What the item is
      - iv. Who gave it.
      - v. When this book is full, it is stored in the Society's Institutional Archives as a permanent record of Society activities.
    - f. placed in permanent storage or temporary storage, if the item is not immediately catalogued.
  4. Legal Documentation
    - a. A receipt (typically a Deed of Gift) will be issued by the Registrar to serve as evidence of physical transfer of the object.
    - b. Depending on the type of acquisition, the Registrar will prepare legal documentation to transfer title of the object to the Society.
    - c. The Society will permanently maintain accession paperwork as evidence for the legal title.

## VII. ESTABLISHING TITLE

Title to all objects acquired for the collections should be obtained free and clear, without restrictions as to use, exhibition, loan, or future disposition. If, under special circumstances, an object is accepted with restrictions or limitations, such conditions must:

- be approved by the Board of Directors and,
- be stated clearly in the instrument of conveyance (e.g., Memorandum of Understanding, Memorandum of Agreement, or Trust Agreement) and made part of the accession records for the object.

When title is uncertain, the Registrar shall make a well-documented effort to ascertain the history and sources of the object and to determine that acquiring it will not contribute to illicit trade.

## VIII. OBJECTS OF UNCLEAR TITLE

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

DEFINITION: Objects of unclear title may include: unclaimed loans or objects found in the collection. These are items in the Society's physical possession or control that are unsupported by any documentation and/or lack of sufficient evidence to prove Society ownership.

A. UNCLAIMED LOANS

An "unclaimed loan" is material that originated as an incoming loan from either another institution or an individual, has been in the possession of the Society for at least seven (7) years past the loan expiration date, and to which return delivery has not been possible and/or the material has not been retrieved by its owner in a timely fashion.

1. California Civil Code §1899.1 - 1899.11 outlines the process all institutions must go through in order to acquire title to loaned material that has been abandoned.

*California Civil Code §1899.1 - 1899.11*

- a. *Many museums have benefited greatly from having property loaned to them for study or display. Problems have arisen, however, in connection with loans for indefinite or long terms, when museums and lenders have failed to maintain contact. Many of these problems could be avoided by a clarification and regularization of the rights and obligations of the parties to loans for indefinite or long terms.*
- b. *An existing law, the Unclaimed Property Law (commencing with Section 1500 of the Code of Civil Procedure), is technically applicable to property on loan to a museum which has been left unclaimed by its owner for at least seven years.*
- c. *While the Unclaimed Property Law addresses problems similar to those which arise in the museum context when the parties to loans fail to maintain contact, there is need for an alternative method of dealing with unclaimed property in the hands of museums, one tailored to the unique circumstances of unclaimed loans to museums. These circumstances include the likelihood that the unclaimed property has significant scientific, historical, aesthetic, or cultural value but does not have great monetary value; that the public's interest in the intangible values of unclaimed property loaned to museums can best be realized if title is transferred to the museums holding the property; that often lenders intend eventually to donate property but place it on indefinite or long term loan initially for tax and other reasons; and that many*

- museums have incurred unreimbursed expenses in caring for and storing unclaimed loaned property.*
- d. *There is an inherent tendency for the condition of tangible property to change over time. Loaned property often requires conservation work and conservation measures may be expensive or potentially detrimental to the property. Organic materials and specimens may serve as breeding grounds for insects, fungi, or diseases which threaten other more valuable property.*
  - e. *Museums cannot reasonably be expected to make decisions regarding conservation or disposition of loaned property at their own risk and expense. Over time, however, lenders die or move, and museums and lenders lose contact. If a lender has failed to maintain contact with a museum, it is often impossible to locate the lender so that the lender can make decisions regarding conservation or disposition of loaned property.*
  - f. *Since museums rarely relocate, it is easier for lenders, and those who claim through them, to notify museums of address or ownership changes so that museums can readily contact lenders when decisions must be made regarding conservation or disposition of loaned property.*
  - g. *The best evidence of ownership of property on loan to a museum is generally the original loan receipt. The longer property remains on loan, the less likely it is that the original lender will claim it, and the more likely it is that any claim which is made will be made by someone who does not have the original loan receipt or other clear evidence of ownership. The state has a substantial interest in cutting off stale and uncertain claims to tangible personal property loaned to nonprofit and public museums.*
  - h. *Most of the tangible personal property which escheats to the state under the Unclaimed Property Law is found in safe deposit boxes. Although 40–50 percent of the intangible property which escheats to the state is subsequently claimed, less than 1 percent of escheated tangible personal property is claimed. Of the few claims which are presented to the Controller for tangible personal property, most are presented within two years of the date the Controller gives notice of the escheat.*
  - i. *The public interest is served by requiring lenders to notify museums of changes in address or ownership of loaned property, by establishing a uniform procedure for lenders to preserve their interests in property loaned to museums for indefinite or long terms, and by vesting title to unclaimed property on loan to*

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

*museums in the museums which have custody of the property.  
(Added by Stats. 1983, Ch. 61, Sec. 1.)*

2. 1899.1. *For the purposes of this chapter:*
  - a. *A "museum" is an institution located in California and operated by a nonprofit corporation or public agency, primarily educational, scientific, or aesthetic in purpose, which owns, borrows, or cares for, and studies, archives, or exhibits property.*
  - b. *A "lender's address" is the most recent address as shown on the museum's records pertaining to the property on loan from the lender.*
  - c. *The terms "loan," "loaned," and "on loan" include all deposits of property with a museum which are not accompanied by a transfer of title to the property.*
  - d. *"Property" includes all tangible objects, animate and inanimate, under a museum's care which have intrinsic value to science, history, art, or culture, except that it does not include botanical or zoological specimens loaned to a museum for scientific research purposes. (Added by Stats. 1983, Ch. 61, Sec. 1.)*
3. 1899.2.
  - a. *When a museum is required to give a lender notice pursuant to the provisions of this chapter, the museum shall be deemed to have given a lender notice if the museum mails the notice to the lender at the lender's address and proof of receipt is received by the museum within 30 days from the date the notice was mailed. If the museum does not have an address for the lender, or if proof of receipt is not received by the museum, notice shall be deemed given if the museum publishes notice at least once a week for three successive weeks in a newspaper of general circulation in both the county in which the museum is located and the county of the lender's address, if any.*
  - b. *In addition to any other information prescribed in this chapter, notices given pursuant to it shall contain the lender's name, the lender's address, if known, the date of the loan and, if the notice is being given by the museum, the name, address, and telephone number of the appropriate office or official to be contacted at the museum for information regarding the loan.*
  - c. *For the purposes of this section, a museum is "located" in the county of a branch of the museum to which a loan is made. In all other instances, a museum is located in the county in which it has its principal place of business. (Added by Stats. 1983, Ch. 61, Sec. 1.)*

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

4. 1899.3.
  - a. *If, on or after January 1, 1984, a museum accepts a loan of property for an indefinite term, or for a term in excess of seven years, the museum shall inform the lender in writing at the time of the loan of the provisions of this chapter. A copy of the form notice prescribed in Section 1899.5, or a citation to this chapter, is adequate for this purpose.*
  - b. *Unless the loaned property is returned to the claimant, the museum shall retain for a period of not less than 25 years the original or an accurate copy of each notice filed by a claimant pursuant to Section 1899.4.*
  - c. *The museum shall furnish anyone who files a notice of intent to preserve an interest in property on loan proof of receipt of the notice by mailing an original receipt or a copy of the receipt portion of the form notice prescribed in Section 1899.5 to the lender or other claimant at the address given on the notice within 30 days of receiving the notice.*
  - d. *A museum shall give a lender prompt notice of any known injury to or loss of property on loan. (Added by Stats. 1983, Ch. 61, Sec. 1.)*
5. 1899.4.
  - a. *It is the responsibility of the owner of property on loan to a museum to notify the museum promptly in writing of any change of address or change in ownership of the property. Failure to notify the museum of these changes may result in the owner's loss of rights in the property.*
  - b. *The owner of property on loan to a museum may file with the museum a notice of intent to preserve an interest in the property as provided for in Section 1899.5. The filing of a notice of intent to preserve an interest in property on loan to a museum does not validate or make enforceable any claim which would be extinguished under the terms of a written loan agreement, or which would otherwise be invalid or unenforceable. (Added by Stats. 1983, Ch. 61, Sec. 1.)*
6. 1899.5.
  - a. *A notice of intent to preserve an interest in property on loan to a museum filed pursuant to this chapter shall be in writing, shall contain a description of the property adequate to enable the museum to identify the property, shall be accompanied by documentation sufficient to establish the claimant as owner of the*

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

*property, and shall be signed under penalty of perjury by the claimant or by a person authorized to act on behalf of the claimant.*

- b. *The museum need not retain a notice which does not meet the requirements set forth in subdivision (a). If, however, the museum does not intend to retain a notice for this reason, the museum shall promptly notify the claimant at the address given on the notice that it believes the notice is ineffective to preserve an interest, and the reasons therefor. The fact that the museum retains a notice shall not be construed to mean that the museum accepts the sufficiency or accuracy of the notice or that the notice is effective to preserve an interest in property on loan to the museum.*
- c. *A notice of intent to preserve an interest in property on loan to a museum which is in substantially the following form, and contains the information and attachments described, satisfies the requirements of subdivision (a):*

7. NOTICE OF INTENT TO PRESERVE AN INTEREST IN PROPERTY ON LOAN TO A MUSEUM

*TO THE LENDER: Section 1899.4 of the California Civil Code requires that you notify the museum promptly in writing of any change of address or ownership of the property. If the museum is unable to contact you regarding your loan, you may lose rights in the loaned property. If you choose to file this form with the museum to preserve your interest in the property, the museum is required to maintain it, or a copy of it, for 25 years. For full details, see Section 1899, et seq. of the California Civil Code.*

*TO THE MUSEUM: You are hereby notified that the undersigned claims an interest in the property described herein.*

*Claimant*

*Name:*

*Address:*

*Telephone:*

*Social Security Number (optional):*

*Museum Name:*

*Date Property Loaned:*

*Interest in Property:*

*If you are not the original lender, describe the origin of your interest in the property and attach a copy of any document creating your interest:*

*Description of Property:*



SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

*Unless an accurate, legible copy of the original loan receipt is attached, give a detailed description of the claimed property, including its nature and general characteristics and the museum registration number assigned to the property, if known, and attach any documentary evidence you have establishing the loan:*

*Registration #*

*Description:*

*(Attach additional sheets if necessary.)*

*I understand that I must promptly notify the museum in writing of any change of address or change in ownership of the loaned property.*

*I declare under penalty of perjury that to the best of my knowledge the information contained in this notice is true.*

*Signed: \_\_\_\_\_ Date:*

*(claimant) \_\_\_\_\_*

*OR*

*I declare under penalty of perjury that I am authorized to act on behalf of the claimant and am informed and believe that the information contained in this notice is true.*

*Signed: \_\_\_\_\_ Date:*

*(claimant's representative) \_\_\_\_\_*

RECEIPT FOR NOTICE OF INTENT  
TO PRESERVE AN INTEREST IN PROPERTY

*(For use by the museum.)*

*Notice received by:*

*Date of receipt:*

*Copy of receipt returned to claimant:*

*By*

*Date:*

- a. *Notices of intent to preserve an interest in property on loan to a museum filed pursuant to this chapter are exempt from the disclosure requirements of the California Public Records Act (commencing with Section 6250 of the Government Code). (Added by Stats. 1983, Ch. 61, Sec. 1.)*

8. 1899.6.

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

- a. *Unless there is a written loan agreement to the contrary, a museum may apply conservation measures to or dispose of property on loan to the museum without a lender's permission if:*
    - i. *Immediate action is required to protect the property on loan or to protect other property in the custody of the museum, or because the property on loan has become a hazard to the health and safety of the public or of the museum's staff, and:*
      - *The museum is unable to reach the lender at the lender's last address of record so that the museum and the lender can promptly agree upon a solution; or*
      - *The lender will not agree to the protective measures the museum recommends, yet is unwilling or unable to terminate the loan and retrieve the property.*
    - ii. *In the case of a lender who cannot be contacted in person, the museum publishes a notice containing the information described in subdivision (a) of Section 1899.7 and there is no response for 120 days.*
  - b. *If a museum applies conservation measures to or disposes of property pursuant to subdivision (a):*
  - c. *The museum shall have a lien on the property and on the proceeds from any disposition thereof for the costs incurred by the museum; and*
  - d. *The museum shall not be liable for injury to or loss of the property:*
    - i. *If the museum had a reasonable belief at the time the action was taken that the action was necessary to protect the property on loan or other property in the custody of the museum, or that the property on loan constituted a hazard to the health and safety of the public or the museum's staff; and*
    - ii. *If the museum applied conservation measures, the museum exercised reasonable care in the choice and application of the conservation measures. (Added by Stats. 1983, Ch. 61, Sec. 1.)*
9. 1899.7.
- a. *Except as provided in subdivision (b), if a museum is unable to give the lender the notice required by subdivision (d) of Section 1899.3 of injury to or loss of property on loan by mail, the museum shall be deemed to have given the lender notice of any injury or*



SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

*to terminate the loan. You must contact the institution, establish your ownership of the property, and make arrangements to collect the property. If you fail to do so promptly, you will be deemed to have donated the property to the institution. See California Civil Code Sections 1899, et seq."*

- b. *For the purposes of this chapter, a loan for a specified term becomes a loan for an indefinite term if the property remains in the custody of the museum when the specified term expires. (Added by Stats. 1983, Ch. 61, Sec. 1.)*

12. 1899.10.

- a. *The three-year limitation on actions to recover personal property prescribed in Code of Civil Procedure Section 338.3 shall run from the date the museum gives the lender notice of its intent to terminate the loan pursuant to Section 1899.9.*
- b. *Except as provided in subdivision (e), effective January 1, 1985, no action shall be brought against a museum to recover property on loan when more than 25 years have passed from the date of the last written contact between the lender and the museum, as evidenced in the museum's records.*
- c. *A lender shall be deemed to have donated loaned property to a museum if the lender fails to file an action to recover the property on loan to the museum within the periods specified in subdivisions (a) and (b).*
- d. *One who purchases property from a museum acquires good title to the property if the museum represents that it has acquired title to the property pursuant to subdivision (c).*
- e. *Notwithstanding subdivisions (b) and (c), a lender who was not given notice that the museum intended to terminate a loan and who proves that the museum received a notice of intent to preserve an interest in loaned property within the 25 years immediately preceding the date on which the lender's right to recover the property otherwise expired under subdivision (b) may recover the property or, if the property has been disposed of, the reasonable value of the property at the time the property was disposed of with interest at the rate on judgments set by the Legislature pursuant to Section 1 of Article XV of the California Constitution. (Amended by Stats. 1984, Ch. 541, Sec. 1. Effective July 17, 1984.)*

13. 1899.11.

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

- a. *The provisions of this chapter supersede the provisions of the Unclaimed Property Law (commencing with Section 1500 of the Code of Civil Procedure) except that at its option, a museum may report property which has been on loan unclaimed by its owner for more than seven years to the Controller pursuant to Section 1530 of the Code of Civil Procedure for disposition in accordance with the provisions of the Unclaimed Property Law.*
  - b. *Not less than six months or more than 12 months before reporting any loaned property to the Controller, a museum shall mail to the lender at the lender's address, if known, a notice of intent to report the property to the Controller. The notice shall include a statement containing substantially the following information:*
    - i. *"The records of \_\_\_\_\_ (name of museum) \_\_\_\_\_ indicate that you have property on loan to the institution. The institution wishes to terminate the loan. You must contact the institution, establish your ownership of the property and make arrangements to collect the property before (fill in date) or the property will be disposed of in accordance with the provisions of the Unclaimed Property Law (commencing with Section 1500 of the Code of Civil Procedure)."*<sup>8</sup>
14. Only the legal requirements need to be followed.
15. The Historic Resources committee and Registrar will work together to assess the status of the unclaimed loan, with the Registrar preparing the required paperwork to obtain title. If an object or group of objects from one unclaimed loan is assessed to have a market value of over \$1,000, the Board of Directors must be involved in the decision to accession or dispose of the object.
- B. OBJECTS FOUND IN THE COLLECTION (FIC) An "object found in the collection" or an "undocumented object" is defined as material in the Society's physical possession or control that is unsupported by any documentation and/or lacks sufficient evidence to prove Society ownership.
1. *California Civil Code §1899.1 - 1899.11* above outlines the process all institutions must go through in order to acquire title to objects found in the collection. The Society will follow all legally required procedures.

---

8

[http://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=CIV&division=3.&title=4.&part=4.&chapter=1.5.&article=](http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=CIV&division=3.&title=4.&part=4.&chapter=1.5.&article=)

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

2. The Historical Resources committee and Registrar will work together to assess the status of the undocumented object, with the Registrar preparing the required paperwork to obtain title. If an object or group of objects is assessed to have a market value of over \$1,000, the Board of Directors must be involved in the decision to accession or dispose of the object.
3. The Registrar may create an official affidavit as a means of documenting the seven-year holding time.

C. SPECIAL CONSIDERATIONS

1. Under the following circumstances, the Society will waive this process of obtaining title in favor of disposition:
  - a. Objects that pose a hazard to Society Registrar or other collections.
  - b. Objects that have degraded and are irreparably damaged.
  - c. Objects that have been destroyed or damaged to the extent that they no longer conform to the Acquisitions & Accessioning criteria in section VI.
  - d. Objects that are identified as not supporting the Mission of the Society.
  - e. Objects that have no cultural, historic, or scholarly value, as assessed by the Registrar.
2. Transfer may occur under a Quitclaim Deed.
  - a. With this document, the Society acknowledges it has incomplete ownership rights.
  - b. The transferee obtains limited rights and in turn, assumes the risk should a claimant come forth.
3. The following will be documented for the disposition of an object of unclear title
  - a. Any identifying number.
  - b. Object description, including the physical condition and measurements.
  - c. Photographic documentation.
  - d. Value of the object (monetary, cultural, historic, etc.).
  - e. Method of disposition.
  - f. Date of disposition.
  - g. Steps taken to find or give public notice to an owner.
  - h. Consistent with the principles outlined above, will document the processing of all items of unclear title and maintain such information permanently.

POLICY NUMBER: HR. 01

IX. ACQUISITIONS FOR NON-PERMANENT COLLECTION

The Society acquires objects for various collections, not only the Permanent Collection. If donations are made to the Society that do not meet the criteria established by the Collections Management Policy, they may be dealt with in a number of ways, if the donor is first informed of and approves such action:

- placed in the Education Collection.
- used as Society furnishing items.
- accepted as an In-Kind Donation.
- offered to another, more appropriate Society, Museum or Library.

X. DEACCESSIONING AND DISPOSAL

DEFINITION:

- "Deaccessioning" is the process used to remove permanently an object from the Society's collection or to document the reasons for an involuntary removal (one required by law or due to circumstances not controlled by the Society).
- "Disposal" is the official mode of transferal.
  - Accessioned objects are held in perpetuity as long as they:
    - support the Society Mission Statement.
    - retain physical integrity, identity, and authenticity.
    - can be properly stored, preserved, and used.
    - are properly documented, with clear title.

A. PURPOSE OF DEACCESSIONING

Deaccessioning, when carried out in an appropriate manner and with thoughtful consideration, is an integral part of responsible collections management. This view is endorsed by the Institutional Code of Ethics and is based on the ethical codes of national and international society professional organizations.

B. RESPONSIBLE PARTIES

1. Only the Registrar, with the concurrence of the Historic Resources Committee, has the authority to present objects for deaccession to the Board of Directors.
2. Approval to deaccession an object can only be granted by the Society Board of Directors. The Board of Directors considers the recommendations of the Registrar and the Historic Resources Committee prior to approval.

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

3. In the case of objects held in trust but for which the Society does not hold title, decisions will be made pursuant to federal statute or applicable Memorandum of Agreement/Memorandum of Understanding.
4. The Registrar shall be responsible for researching all legal and ethical considerations surrounding a proposed deaccession.
5. The Registrar is responsible for maintaining all written documentation regarding the deaccession and disposal process.
6. Only the Registrar and the Historic Resources Committee, and Board of Directors if appropriate, will approve a mode of disposal.

C. DEACCESSIONING CRITERIA

1. The Society will not remove from its collection by any means of disposal, any item of prime historical value as determined by the Registrar, unless instructed by the Executive Director and approved by the Board of Directors.
2. Objects may be considered for deaccessioning under one or more of the following circumstances:
  - a. The object does not support the Mission of the Society.
  - b. Inadequate documentation or absence of documentation critically reduces the historical value or significance of the object.
  - c. The object cannot be preserved, or has deteriorated and is no longer of any cultural or scientific value.
  - d. The object represents an unacceptable hazard to personnel, or to other collections.
  - e. The object has been approved for repatriation under the Native American Graves Protection and Repatriation Act (NAGPRA).
  - f. The Society is instructed to deaccession the object by the owner, e.g., a federal agency that owns archaeological collections from land it manages.
  - g. The object has been destroyed or damaged to the extent that it no longer conforms to the Acquisitions & Accessioning criteria in section VI.

D. DISPOSAL METHODS

Disposal of collections through sale, trade, or research activities is solely for the advancement of the Society's Mission. Any object that has been selected by the Registrar and approved by the Historic Resources



SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

Committee for deaccessioning should be transferred or disposed of as follows (this list is not hierarchical and does not imply an order to follow):

1. Exchange or Donation: Societies or educational institutions should be contacted regarding the suitability of the items for exchange or donation depending on the nature of the items.
2. Transfer: Consideration will be given to placing the object in the Society Education Collection.
3. Sale: In accordance with American Alliance of Museums policy, objects in the collection may be used to enhance the overall quality of the collection by deaccessioning for sale.
  - a. Deaccessioning of an object for sale is a serious matter that should only be undertaken after considerable deliberation. Among the issues to be taken into consideration are: the object's potential use in research, education and exhibition, the possible impact of deaccession on future donations, and the object's status under the Native American Graves Protection and Repatriation Act of 1990.
  - b. Proceeds from the sale of collections are to be used consistent with the established standards of the AASLH & AAM, but in no event shall they be used for anything other than acquisition or direct care of collections.
  - c. Except in instances where deviation is intended to advance an appropriate public benefit, such as deaccessioning for sale to another public institution, objects deaccessioned for sale will be disposed of by the most profitable means.
  - d. Objects purchased with money acquired from the sale of collection material may be attributed to the original donor(s).
4. Destruction: If the object cannot be disposed of in any of the above manners, it shall be destroyed by the Registrar or his/her designee. Destruction is defined as the obliteration of an object or specimen by physical or mechanical means. No remains of the object may be retained by Registrar, Volunteers, Committee Members, or Board Members. Prior to destruction, the object will be evaluated to ascertain whether it contains any hazardous materials. If any hazardous materials exist, the object will be destroyed in accordance with all federal or state laws and/or society environmental health and safety procedures. The remains of the object must be placed in a Society garbage receptacle, unless constituent parts can be considered hazardous materials.

POLICY NUMBER: HR. 01

Hazardous materials must be disposed of through proper means. This disposal method must be both documented and witnessed by a Board Member.

5. Deaccessioned objects will not be given, exchanged, or sold privately to employees of the Shasta Historical Society, members of the governing authority members or to their representatives, members of Society support groups, or volunteers.
6. The Society is required by the Internal Revenue Service to hold donations for a minimum of three years in consideration for donors making a declaration for tax purposes.
7. If donor-imposed conditions restrict disposal, the Society may offer the object to the donor or donor's family in lieu of disposal.

#### E. DEACCESSION AND DISPOSAL PROCEDURES

1. The Registrar will identify an object for deaccession/disposal based on the criteria above.
2. The Registrar will investigate all legal and ethical considerations surrounding the proposed object(s).
  - a. The Society must hold free and clear title to the object.
  - b. There must be no restrictions placed on the use of the object (e.g. copyright, Memorandum of Agreement/Memorandum of Understanding, trust agreements, donor-imposed restriction, etc.)
3. As a courtesy, reasonable efforts will be made to contact donors or their heirs, and living artists prior to the deaccessioning of objects from the Society's collections.
4. The Registrar will prepare all required paperwork, including a Deaccession & Disposal form.
5. The Registrar obtains approval as outlined in the Responsible Parties Section.
6. The Registrar will determine the method of disposal, taking into account the reason for deaccessioning.
7. The Registrar will remove or cross-out the Society's catalog or accession number from the object prior to disposal.
8. The Registrar will modify catalog and accession files and database entries to reflect the change in status of the object and the change in monetary value, if any, for the collection; the records will not be deleted or removed but maintained intact for future reference.

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

9. The Registrar will place all documentation in the proper departmental files, where they will remain as part of the permanent record.

XI. LOANS

DEFINITION: Loans are temporary transfers of objects from one institution to another in which there is no transfer of ownership. The Society sends and receives loans for the purposes of exhibition, research (including conservation or study), or education. The Society will exercise the same care of objects received on loan as it does in safekeeping its own objects.

A. PURPOSE OF LOANS

Lending and borrowing objects for exhibition, research, and educational purposes is an integral part of any historical institution's Mission to make their collections accessible to the widest possible audience; however, the Society recognizes that it does not currently have sufficient resources or expertise to conduct loans according to professional standards and laws. Therefore, loans are only conducted in special cases upon the agreement of the Board of Directors and professional Registrar.

B. INCOMING LOANS

1. RESPONSIBLE PARTIES

- a. All loan transactions for temporary, traveling exhibits and for research must be approved by the Board of Directors and the Historic Resources Committee and Registrar.
- b. All loan transactions for temporary, traveling exhibits and for research will be the responsibility of the Registrar.
- c. Registrar is responsible for preparing and maintaining all loan paperwork.
- d. Registrar is responsible for packing, unpacking, pest control, shipping, insuring, and providing condition reports for all incoming loans.
- e. If a lender places unusual restrictions on a proposed loan, the Registrar, in consultation with Historic Resources Committee, will approve or negotiate these conditions, and be held responsible for ensuring compliance.

2. INCOMING LOAN CRITERIA

- a. Objects may be borrowed from other educational or non-profit institutions, or from individuals.
- b. All loans must be accompanied by a written Incoming Loan Agreement indicating all rights and responsibilities,

POLICY NUMBER: HR. 01

including any fees. These agreements may originate or be accompanied by documents from the lending institution. However, if the terms and conditions of the incoming loan agreement place a greater burden of risk on the Society than the standard Incoming Loan Agreement, the Registrar will consult with the Board of Directors prior to accepting the agreement.

- c. No long-term loans (greater than 12 months) will be accepted, unless, in the case of extremely important objects, an exception is authorized by the Board of Directors, on the recommendation of the Historic Resources Committee and Registrar, in the case of federal collections, a Memorandum of Agreement detailing responsibilities of both parties has been signed.
  - d. The Society will not knowingly accept incoming loans of objects acquired or collected illegally or not in compliance with all applicable international, national, state, and local laws and regulations.
  - e. All borrowed objects shall be reviewed by the lending institution for physical condition prior to shipping to the Society, and the Society shall be provided with a written approval from the lending institution for packing, travel, handling, and climate change.
3. INCOMING LOAN PROCEDURES
- a. The Registrar will contact lending institution/individual and agree upon Conditions of Loan, including the specified period of time.
  - b. Upon receiving the loan, the Registrar will inventory, inspect, assign temporary loan numbers, processed according the Society Integrated Pest Management Policy (IPM to be produced), photograph, and make written notations of the findings.
  - c. Any inconsistencies in the loan inventory or any change in condition of the borrowed objects during the loan period must be immediately reported to the lending party, and when appropriate, a full condition report will be prepared.
  - d. Loans will be returned by the date agreed upon, and to the lending party identified on the loan agreement at the stated address unless an authorized agent of the lender has given notice of change of ownership or location.

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

- e. All borrowed objects will be subject to the same level of care, security, and handling as objects in the Society's Permanent Collection.
  - f. Registrar will not transfer possession or alter in any way objects the Society has received on loan without the express written approval of the lending institution.
4. SPECIAL CONSIDERATIONS
- a. Objects brought in by visitors, with the approval of the appropriate Registrar, may be left temporarily in the custody of the Historic Resources Registrar to identify, study, or examine either as a public service or as a possible gift, purchase, or loan.
  - b. Objects left in the temporary custody of the Society must be documented as a temporary, short-term loan, with the owner being issued a Temporary Custody Receipt. Only the Historic Resources Registrar has the authority to accept an item to be left in temporary custody of the Society.

C. OUTGOING LOANS

1. RESPONSIBLE PARTIES
- a. The authority to approve an outgoing loan rests with the Board of Directors.
  - b. The Registrar is responsible for communicating with the requesting organization, preparing and maintaining all loan paperwork, as well as monitoring the transaction over the loan period.
  - c. The authority to recall the loan prior to the noted end date rests with the Board of Directors.
  - d. If unusual restrictions are required for a requested loan, the Registrar under the guidance of the Board of Directors, will approve or negotiate these conditions, and be held responsible for enforcing them.
2. OUTGOING LOAN CRITERIA
- a. The Society lends objects to qualified institutions or non-profit organizations for scholarly research and exhibition.
  - b. The Society does not grant loans of its collections to private or corporate establishments, except for educational, non-profit purposes.
  - c. Objects requested for loan must be physically capable of withstanding packing, travel, extra handling, and climate

POLICY NUMBER: HR. 01

change. Any objects not up to this standard should not be approved for loan, unless special conditions are agreed upon in the loan contract.

- d. Outgoing loans will be for up to a 12 month period, unless otherwise specified. The loan may be renewed with the written approval of the Board of Directors prior to the return date.
  - e. The Society may require that an approved Facilities Report from the borrowing institution be completed, or on file, prior to the approval of an outgoing loan.
  - f. The borrowing institution will not transfer possession, repair, clean, alter, or restore objects it has received on loan without express written approval of the Board of Directors.
  - g. Loans promoting the Society in public buildings (airport, government offices, etc.) are permitted, providing the objects in such loans are displayed under approved environmental and security conditions. Facilities Reports should be completed for these outgoing loans.
  - h. The borrowing institution will assume full responsibility for any loss of or damage to the objects.
  - i. The Society requires that the borrower insure objects loaned for exhibition once the loan has left the possession of the Society (providing wall-to-wall coverage) and may request a Certificate of Insurance as proof of such. The Society does not require that the borrower insure loans for research purposes unless the Board of Directors specifically requests such coverage.
  - j. Objects on loan from the Society will not be reproduced or replicated in any manner without the written permission of the Board of Directors.
  - k. Failure to adhere to the terms of previous loans will be deemed adequate cause for denying loan requests. In such instances, alternative measures to ensure compliance, such as requiring the borrower to post a performance bond, may be considered.
3. OUTGOING LOAN PROCEDURES
- a. The borrowing institution must make a written request to the Society, indicating:
    - i. the nature of the objects requested
    - ii. the purpose of the loan

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

- iii. the proposed start date of the loan
    - iv. any special conditions of the requested use
    - v. the location of the proposed activity
  - b. The Historic Resources Committee will review the loan request, determining potential legal, ethical, or professional reasons why it should or should not be approved.
  - c. The borrowing institution must agree and adhere to the Conditions of Loan, established by the Society.
  - d. The Registrar will prepare all paperwork, which may include:
    - i. Outgoing Loan Agreement
    - ii. Condition Report (with current photographs)
    - iii. Import/Export permit
    - iv. Invoice for loan fees
  - e. Objects will be packed and shipped by qualified individuals and a shipping or transportation mode agreed upon by both the Society and borrower, to the physical location indicated on the loan agreement.
  - f. If the loan has not been returned by the date indicated on the loan agreement, the Registrar will contact the borrowing institution to initiate return.
  - g. Upon the return of borrowed material, the Registrar will unpack, inventory, assess condition, and process per the Society's Integrated Pest Management policy prior to reintegrating the objects into the collections.
  - h. The Registrar will close out the loan agreement upon the return of all objects.
- 4. SPECIAL CONSIDERATIONS
  - a. If a borrowing institution is unable to provide adequate insurance for the requested objects, a request for exception, along with an explanation for the reason insurance cannot be obtained, must be made in writing to the Board of Directors.
  - b. The Society must be credited in all publications and exhibitions associated with the loaned object, including photographs and reproductions, and must receive at least one copy of any publication. The object(s) should be identified by its accession number. The proper name of the Society to be used in all acknowledgements is "Shasta Historical Society."
- 5. COURIER POLICY

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

- a. The consideration of using a courier for outgoing loans is based on certain primary facts, which are that:
  - i. Certain Society objects are of a fragile nature, whether by construction or formation, size, materials used, deterioration by age or abuse, and/or require special handling or installation techniques.
  - ii. Certain Society objects are irreplaceable, rare and unique, politically or culturally sensitive, of extreme value, or other reasons.
  - iii. Certain shipping routes may prove dangerous to fragile Society objects because such routes expose the object to careless handling, excessive movement, changing and/or extreme temperatures, and other human and/or natural hazards.
- b. The Society may, under any of the above circumstances, require that a courier accompany the outgoing loan. The courier may be selected from the staff of the Society or the borrowing institution.
- c. In the case when a courier is required, the Society and the borrowing institution shall agree upon the terms of the courier, in advance. They may include that the courier:
  - i. Must be a museum professional who understands the condition of the object and its special requirements, is familiar with the packing, is trained in handling, and is experienced with transport procedure.
  - ii. Will take full responsibility for protecting the object.
  - iii. Will be made aware of and understand the responsibilities entrusted to him/her and of all known possible hazards which might be encountered in transit.
- d. The borrower and the Society will agree on costs related to the courier, on which institution shall pay for the costs and on the method of reimbursement for expenses whether foreseen or unforeseen.
- e. The shipment of a Society object will not become the basis for unrelated travel or activity.
- f. The agreement to courier an object should be part of the loan agreement. All special requirements should be stipulated in writing at the outset.



POLICY NUMBER: HR. 01

## XII. INSURANCE AND RISK MANAGEMENT

DEFINITION: Prudent risk management requires identification and elimination or reduction of risks to the collection. Risk management requires thoughtful review of potential hazards including natural disasters, vandalism, theft, human error, mechanical or operational failure, and deterioration.

### A. COLLECTIONS INSURANCE

1. The Society's collections are insured by a both a blanket coverage and a cost of loss coverage.
2. Borrowed objects will be covered under the following conditions:
  - a. The Society blanket coverage, wall-to-wall (while on exhibit and in transit), subject to standard exclusions.
  - b. Coverage against burglary and theft.
  - c. Coverage against fire.
  - d. Coverage against rising water and water damage.
  - e. Coverage against natural disasters (e.g. earthquake)
  - f. Coverage against employee dishonesty.
3. Loaned objects will be covered according to the terms of the loan agreement.
4. The Registrar will be responsible for ensuring collections are properly documented for insurance purposes.

### B. RISK MANAGEMENT

As part of the risk management system for the Society, there will be an emergency and disaster preparedness and recovery plan, including a set of salvage priorities. An online disaster planning template, dPlan (<http://dplan.zaks.com>) has been used to create, maintain, and allow for the updating of institutional information. The printed disaster plan contains all Registrar contact information, preventive maintenance checklists, as well as salvage techniques. A printed manual will be kept on-hand by all Registrar members. This online plan will be reviewed and updated regularly by the Historic Resources Committee.

The Society uses a number of standardized applications and forms in order to prevent damage or loss to collections as a result of natural and man-made hazards. The Director, Registrar, and Historic Resources Committee are responsible for their area's compliance with legal, risk management, and environmental health and safety program requirements to include:

1. Assessing the potential hazards associated with the activities of the participants in the programs and operations under their authority,

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

- reducing or eliminating identified hazards, communicating hazards and protective measures to the participants, and seeking technical assistance for these tasks from risk management and environmental health and safety as needed.
2. Ensuring that participants in their programs and operations are adequately trained and able to perform their tasks safely.
  3. Facilitating hazard reviews, inspections and/or audits of their programs and operations as well as taking prompt action when unsafe or non-compliant acts or conditions are discovered or reported to them.
  4. Reporting unsafe acts or conditions, non-compliance, injuries, or incidents to the appropriate internal department.
  5. Reporting to the Board of Directors and approved retained council within eight (8) hours all claims and lawsuits; property damage or loss expected to result in a claim over \$1,000; and any environmental release that is reportable to a federal, state or local regulatory agency.
  6. Reporting to the Executive Director and President within 24 hours all injuries to third parties (anyone who is not an employee); employee injuries requiring a doctor visit or time off work; all motor vehicle accidents involving the society and a third party; any other situation that may give rise to an adverse claim against the society; and or, any official visit by a regulatory agency that involves either a compliance audit or a documented Notice of Violation from that agency.
  7. Staff must:
    - a. Undergo required training as applicable in areas such as:
      - i. CPR / First Aid
      - ii. Fire extinguisher use
    - b. Promptly report unsafe conditions, environmental health hazards, as well as injuries and illnesses to the Executive Director.
    - c. Give due consideration to personal safety and the safety of others.
    - d. Adhere to applicable laws and risk management and environmental health and safety program requirements.
    - e. Understand that disregard of legal or risk management and environmental health and safety requirements can result in disciplinary action.
    - f. Actively promote safety and loss prevention in all activities.

POLICY NUMBER: HR. 01

8. The Society provides the following measures to help ensure the health and safety of visitors and employees.
  - a. Registrar trained in Red Cross First Aid/CPR.
  - b. First-aid kits located and clearly marked.
  - c. Randomly scheduled evacuation drills.
  - d. Emergency exits clearly indicated.
  - e. Disaster response supplies located in a designated area of the lower level.

### C. SOCIETY SECURITY

The safety and security of the personnel and collections housed in the Society are of the highest importance and must be maintained at all times.

1. PERSONAL SAFETY:
  - a. The Fire and Police Department, located within blocks of the Society, provides a safe and secure environment for Registrar, volunteers, and visitors, and has the Society's Emergency Plan on file.
2. COLLECTIONS SECURITY:
  - a. The Society uses an electronic security alarm system throughout the building to limit access to non-public spaces and to protect collections and employees.
  - b. The Society Registrar monitors the security system.
  - c. Access to non-public areas is via a sign in system.
  - d. All employees and collections volunteers must read and understand a User Access & Security Policy and sign a Society Access Agreement in order to be issued access to non-public spaces.
  - e. Permission for supervised access to nonpublic areas may be granted by Registrar.
  - f. Permission to possess a key to provide access to nonpublic space requires approval from the Executive Director.
  - g. See Section XIV. Access for specific policies regarding access to collections and non-public spaces.
3. RESPONSIBLE PARTIES
  - a. The protection of collections is the responsibility of the governing authority through their designees.
  - b. The collections and the Society will be managed and protected by general Society policies and procedures, in

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

addition to those outlined in this policy. The Registrar is responsible for:

- c. Identifying and having in place measures to protect the collections in their care.
- d. Carrying out measures to protect the collections in their care.
- e. Ensuring collections are properly documented for insurance purposes.
- f. Maintaining and updating a disaster plan and emergency response plan.
- g. Maintaining current sets of forms for protecting collections and employees.
- h. Assisting with and coordinating required training.
- i. Coordinating the personal safety and collections security at the Society.
- j. Enforcing the regulations to their employees and volunteers.
- k. Working with the Historic Resources Committee for the allocation or securing of such resources, if resources for the proper protection of collection are not available.

XIII. DOCUMENTATION AND COLLECTIONS RECORDS

DEFINITION: Records pertaining to the provenance, identification, significance, status, and location of the Society's collections, in accordance with accepted standards in the field. Includes accession, catalog, inventory, and condition records.

A. PURPOSE

Electronic and physical documentation and control of the collections is an essential element in the sound management of the Society's collections. This control allows for the easy retrieval of information, location of the object, and the object itself. It provides the foundation for knowing what is in the Society's holdings and tracking collections activities.

B. NATURE AND QUALITY

1. The following types of records and documentation will be maintained by the Society. Not all collections will have all such records.
  - a. Accession files (including deaccessions; paper and digital);
  - b. Catalog records (including collection catalogue, field notes, maps, etc.; paper and digital, where appropriate);

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

- c. Visual (photographic and moving images, where appropriate);
  - d. Legal (MEMORANDUM OF AGREEMENT/MEMORANDUM OF UNDERSTANDING, repository or curation agreements, NAGPRA, permits, deeds of gift, issues of copyright, title, etc.);
  - e. Loans (incoming and outgoing; all associated activity pertaining to the loan);
  - f. Condition;
  - g. Environmental/Preservation requirements;
  - h. Conservation treatment;
  - i. Integrated Pest Management (IPM);
  - j. Inventory (random spot-checks, relocation, comprehensive);
  - k. Insurance;
  - l. Collection access;
  - m. Research results; and
  - n. Exhibition history.
  - o. Current valuations (monetary, cultural, historic, etc.).
2. Documentation will be written and stored in an archival standard format. Digital information will be backed-up regularly and archived in accordance with current standards.
  3. Quality and completeness of information will be determined by the Historic Resources committee and Registrar, in accordance with professional and legal standards for each discipline.
  4. All collections-related decisions and activities will be documented in accurate and complete written records.

C. RESPONSIBLE PARTIES

1. Registrar is responsible for creating and maintaining records.
2. Registrar is responsible for the presence of all required legal collections documentation.
3. Registrar is responsible for creating, maintaining, and preserving all records and documentation relating to the collections.
4. Any changes to permanent records should only be made by designated Registrar.

D. SPECIAL CONSIDERATIONS

1. Deaccessioned objects shall not be deleted from the Permanent Collection records, but rather noted in the records as having a change in status.

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

2. Any changes on agreements and contracts will be reviewed by the Historic Resources Committee and Registrar.
3. Access to records will be granted and monitored by the Registrar.
4. Any changes or deletions of written collections records will be initialed by the individual making the change and approved by the designated Registrar.

XIV. INVENTORIES

DEFINITION: Creation of an itemized list of objects, assemblages, and lots that identifies each object's or lot's physical location; or the act of verifying existing records of location.

A. PURPOSE

A current, reconciled inventory of collections is the primary tool for maintaining accountability and providing access to collections. Regular, periodic comparison between inventory records and the physical collections is necessary for prudent collections management.

B. TYPES OF INVENTORIES

The Shasta Historical Society conducts several types of inventories: random spot-checks, relocation, project-based selective, and comprehensive. Objects on loan to the Society are also subject to inventories.

1. RANDOM SPOT-CHECKS: As objects are pulled from their permanent locations for research, rehousing, photography, etc., a number of types of data are verified, including but not limited to: location, description, condition, and completeness of catalog records.
2. RELOCATION: Collection material is often shifted to a new permanent location as a result of new accessions, new housing materials, or a re-organization of the collection. In these cases, inventories of surrounding locations are conducted to verify locations and data.
3. PROJECT-BASED: Defined projects that include rehousing, data management, research, or other selective criteria, provide the opportunity to verify locations and data of discrete groups of objects or specimens.
4. COMPREHENSIVE: Depending on the size of the collection, comprehensive inventories are completed to different degrees and on different schedules. Registrars are responsible for establishing a

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

schedule for comprehensive inventories and obtaining funding, if necessary, to carry out such activities.

5. LOANS: Inventories of loaned material are subject to the terms of the loan agreement.

C. RESPONSIBLE PARTIES

1. The Historic Resources Committee is responsible for establishing a schedule for comprehensive inventories and working with the Registrar and volunteers to prioritize inventory activities.
2. Historic Resources committee and Registrar is responsible for carrying out the inventories by working with approved collections volunteers and Registrar.

D. SCHEDULE OF INVENTORIES

1. Scheduled comprehensive inventories are the responsibility of the Historic Resources Committee. Comprehensive inventories should account for all objects in that collection.
2. The Permanent Collection is inventoried at a minimum of once every five years. Parts of the Permanent Collection are inventoried more frequently depending on priorities and needs.
3. The Teaching Collection is inventoried at a minimum of once every three years.
4. The Library Collection is inventoried at a minimum of once every five years.

E. PROCEDURES

1. The Society follows the standard inventory methods of the PastPerfect Software.
2. Prior to performing an inventory, the purpose of the inventory and the group of objects to be inventoried needs is recorded.
3. Inventory forms are produced using PastPerfect reports for each inventory project. The data is organized by storage location and sorted by accession number within each storage location.
4. The inventory process includes the physical verification of the presence or absence of each object listed as well as any additional objects found in the location being inventoried. The accession number found on the object or on an attached label is checked to verify it correlates with the number, name, and image on the inventory sheet. If the object is in a sealed case that cannot be

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

opened for the purposes of the inventory, the object is verified by matching the name and image only with the object.

5. If the physical number on an object is illegible, a note is made on the inventory form for later correction.
6. If signs of damage or infestation are noticed, the situation is noted on the inventory form.
7. After each location or group is checked, missing objects are identified and attempts are made to find them; such efforts must be completed within the time period of the inventory. If objects cannot be found during this time the current location, PastPerfect is edited to indicate that they could not be found on the inventory date.
8. Results are entered into as PastPerfect soon as possible after the physical inventory.

F. MISSING OBJECTS

1. In the event that an object appears to be missing after an inventory, the item will be reported to the Board of Directors.

XV. COLLECTIONS ACCESS

DEFINITION: "Access" includes both physical accesses to collection materials as well as the intellectual access to information about the collections. The Society will provide access to the collections and data to the public under controlled conditions.

A. PURPOSE

Controlled access of the public, researchers, and Society employees to Society collections limits the opportunities for unauthorized use, damage, loss, theft, and/or destruction of collections. It also aids in the control of human traffic in the collections range and processing areas.

B. RESPONSIBLE PARTIES

1. All informal access to the collections is made through the library Registrar and follows the library use policies below.
2. Formal requests for access to and uses of the collections will be made to the Historic Resources Registrar, who will assess the request and approve or deny it.
3. Registrar is responsible for supervising access to their collections.
4. The Registrar will oversee and provide instruction on proper handling and use of collections.



SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

5. Only Historic Resources Registrar or designees have the authority to remove Society collections from the building.
6. Registrar shall create, maintain, and preserve all written documentation pertaining to collections access and use.

C. PHYSICAL ACCESS TO COLLECTIONS – SOCIETY SECURITY

1. To protect the unique resources contained in the Society collections, the Society has a set of procedures that all users must follow.
2. Security measures are in place that control physical access to collections.
3. All employees and volunteers must read the User Access and Security Policy and sign the Society Access Agreement, indicating their compliance with established security protocols. Access to non-public areas will not be granted without such agreement.
4. Access will be granted only via a request form to Registrar.
5. All key requests will be made through the Executive Director.
6. Doors to the collections range will not be propped open, unless approved by the Executive Director.
7. Visitors and researchers to non-public areas of the Society will sign in and out at the Library Desk, where they will receive a visitors' badge. Visitors must be accompanied by a Registrar member while in non-public areas.
8. Keys must be surrendered to the Executive Director at the termination of employment or service at the Society.

D. PHYSICAL ACCESS TO COLLECTIONS – USES OF COLLECTION

The following are approved uses of the collection:

1. RESEARCH & STUDY: The collection and associated data at the Society are available for scholarly and educational purposes. During established office hours, the collections will be available for legitimate scholarly research and study by responsible investigators, subject to procedures necessary to safeguard the objects and to restrictions imposed by exhibition requirements, availability of study space and facilities, availability of appropriate and approval of the appropriate Registrar.
2. LOANS: The Society collections are available for outgoing and incoming loans, as outlined in Section VIII of this policy. All conditions regarding access to the loaned items will be governed by the written and signed Loan Agreement.

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

3. EXHIBITION: The Society places original, reconstructed, and duplicate objects from the collections on public exhibit. The Historical Resources Committee must approve the use of objects for display and must approve the completed installation. All interpretive statements must be reviewed and approved by the Community Education Committee prior to installation of the exhibit. See Section XIX of this policy for more detail regarding exhibition policies.

E. POLICIES AND PROCEDURES

1. The individual seeking access must first present a request to the appropriate Registrar, a formal request or library request.
2. The Registrar will assess the risks to the collection and either approve or deny the request.
3. The approved individual will complete any required paperwork prior to accessing the collections.
4. Collections access will be conducted under the supervision of the Registrar. Individuals will receive basic instruction on handling collection material and data.
5. If a loan is sought and approved, any objects, data, images, etc. will be returned to the Society within the designated time frame and per any other conditions stipulated in the loan agreements.

F. SPECIAL CONSIDERATIONS

1. SENSITIVE AND RESTRICTED COLLECTIONS: Within some collections there may be restrictions placed on objects or data. Registrar will follow any special conditions prior to granting access to such collections.
2. DIGITAL INFORMATION: The Society maintains a website as part of our Public Outreach activities. The public is granted full access to the information contained on that website. The Society takes proper precautions to protect any copyrighted material that may be published there, by clearly stating the terms of use and copyright information.

XVI. APPRAISALS AND AUTHENTICATIONS

DEFINITION: "Appraisals" are those assessments made regarding the financial value of an object, whether for insurance or fair market value. "Authentications" are those statements made that validate the genuine-ness of a given object, based on the expertise of that individual making the statement.

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

- Society Registrar may not appraise items in their disciplinary specialty that may be donated on behalf of a private owner. The Society may maintain a list of appraisers but will not provide an endorsement.
- Society Registrar will not offer legal or tax advice to donors or potential donors regarding the tax or other legal implications of their donations and must inform the donor that it is the donor's responsibility to seek independent advice from a qualified tax specialist or attorney.
- Appraisals may be performed by Registrar for internal use, such as for insurance evaluations or for loans. Any such appraisal must represent an honest and objective judgment and must indicate how the evaluation was reached.
- The Society will not accept any donations believed to be improperly represented as to legality, authenticity, condition, or value until such time as the original claim has been substantiated by a competent, independent authority or until the attribution or value has been changed to reflect the true character of the items offered for donation.

XVII. LEGAL COMPLIANCE

DEFINITION: The Shasta Historical Society is subject to compliance with many federal, state, and local laws. This section describes a number of such laws and the Society's statement of compliance.

A. ARCHAEOLOGICAL MATERIALS

1. Archaeological materials will not be purchased by the Society, as mandated by the:
2. Antiquities Act, 16 U.S.C. §§ 432 et seq. (1906);
3. Archaeological Resources Protection Act, 16 U.S.C. §470aa et. seq. (1979), 93 Stat. 721;
4. National Historic Preservation Act, 16 U.S.C §§ 470 et seq. (1966) and subsequent amendments;
5. and standards set by the American Alliance of Museums (AAM).

B. NATIVE AMERICAN REMAINS, SACRED OBJECTS, AND OBJECTS OF CULTURAL PATRIMONY

1. It is the Society's intent and policy to comply with the Native American Graves Protection and Repatriation Act, 25 U.S.C. §3001-13 (1990), 104 Stat. 3042, P.L. 101-106 and subsequent amendments.
2. Society Registrar will not intentionally collect Native American human remains or objects specified under the Act, unless written

SHASTA HISTORICAL SOCIETY  
Collections Management Policy

POLICY NUMBER: HR. 01

permission has been granted by the appropriate Native American tribe or corporation.

3. Native American human remains and objects specified under the Act that are included in a gift, donation, bequest, or acquired as federally confiscated property, or in any other legal manner, will be held in trust by the Society and,
  - a. When possible, the appropriate Native American tribe or corporation will be notified by the Society or federal agency owning the collection.
  - b. The Society will comply with the request of the appropriate Native American tribe or corporation or federal agency owning the collection as to the disposition of the material, providing the request is in accordance with the law.

XVIII. IMPLEMENTATION AND REVISION

The implementation of this Collections Management Policy is essential to its success. All staff and volunteers that work with collections will be expected to read and understand the policies contained, as well as abide by them. A copy of this policy will be placed in the Historic Resources Committee and Board binders and files.

An electronic copy will be maintained on the Society's shared drive as well as posted on the Society website.

The Collections Management Policy should be reviewed and updated for accuracy at least every five (5) years. The Historic Resources Committee will conduct a first review, with Registrar and the Board of Directors having final approval, and signed by the President and Secretary.

XIX. APPENDIX I. FORMS

Page 53

1. Temporary Custody Form
2. Deed of Gift
3. Incoming Loan Agreement
4. Outgoing Loan Agreement
5. Affidavit for documenting seven-year holding time.
6. Deaccession & Disposal Form
7. User Access & Security Policy
8. Research Request Policy and Form
9. Image Use Policy and Form