

SHASTA HISTORICAL SOCIETY
Photograph and Film Use Policy

POLICY NUMBER: HR.02

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Collections Advisory Committee Policy

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CERTIFICATION

We hereby certify that we are the duly elected and acting President and Historic Resources Committee Chair of the Shasta Historical Society, a 501(c)3 Corporation, and that the proceeding Collections Advisory Committee 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 on October 8, 2015.

Gary A. Lewis
President 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.

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Welcome to the Shasta Historical Society's Collections Advisory Committee. We would like to thank you for your commitment to preserving our local history. Our mission is to protect, preserve, and bring to life the history of Shasta County. The Society's collections are an essential part of our mission. We look forward to working with you to ensure that we select and preserve items that will continue to bring to life our rich history for generations.

We look forward to seeing you at our quarterly meetings at the Shasta Historical Society, 1449 Market Street, Redding, CA:

Sincerely,

Nikki Espinosa	Kara McClure Downing
Registrar	Curator

The Collections Advisory Committee:

- Advises the board about what objects will be accessioned into the Collection.
- Is composed of the Executive Director, Historic Resources Staff, an Historic Resources Committee Liaison, and selected experts from fields relevant to the Society's Collections.
- Meets quarterly.

Committee Protocols

- All members must review potential acquisitions and gifts either at committee meetings or by appointment.
- Collections Advisory Committee reviews the professional staff's recommendations.
- Members discuss recommendations, and then vote to recommend to the Board of Directors whether or not the Society should acquisition each item.
- The Committee's recommendations are ratified by the Board of Directors.

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Overarching Statements*

Reminder: The following overarching statements address issues of public trust, accountability, diversity, ethics, technology, and resource conservation. As overarching statements, they serve as an umbrella over the StEPs program and they permeate the spirit and intent of numerous individual standards and performance indicators. As such, institutions should expect staff, volunteers, and governing authority members to meet their responsibilities in carrying out each overarching statement.

1. The institution is a good steward of its resources held in the public trust.
2. The institution is committed to public accountability and is transparent in its mission and its operations.
3. The institution strives to be inclusive and offers opportunities for diverse participation.
4. The composition, qualifications, and diversity of the institution's leadership, staff, and volunteers enable it to carry out the institution's mission and goals.
5. The governing authority, staff, and volunteers legally, ethically, and effectively carry out their responsibilities.
6. The institution is aware that current and innovative technologies can help further its mission, and it employs technology at the level appropriate for its needs and responsibilities. [This overarching statement is specific to AASLH]
7. The institution is aware of issues associated with environmental sustainability and takes steps to conserve resources and protect the environment at the level appropriate for its capacity. [This overarching statement is specific to AASLH]

*Unless otherwise noted, all overarching statements are common to both the American Association for State and Local History (AASLH) and the American Association of Museums (AAM).

Unacceptable Practices

While many appropriate policies and practices are described in StEPs standards and performance indicators, there are unacceptable practices that may occur within history organizations that require special attention. The following list addresses practices that are unethical and in some cases illegal.

Collections in history museums, historic houses, and other history organizations are held in the public trust. Caring for collections is therefore critical work, making collections misuse a serious violation. This includes:

- Personal use of artifacts and archival items by any individual for any reason.

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- Performing irreversible cleaning, restoration, or other procedures on a collection item, such as applying an accession number in a permanently damaging manner, or mechanical or chemical cleaning, unless performed by a professionally trained conservator.
- Institutional sale of collections material for short term museum needs.
- Use of funds from deaccessioning for anything other than acquisition of new collections or direct care and conservation of existing collections.
- Individual use of, or dealing in collections by staff or volunteers by gift, purchase, or loan for personal gain.
- Failure to establish clear ownership of a potential artifact or archives donation prior to acceptance into the collection.
- Inattention to national and international regulations with regard to collections items including, but not limited to, antiquities, Nazi-era loot, and Native American remains, funerary objects, sacred objects, or objects of cultural patrimony.
- Providing appraisals to outside parties on items for any reason.
- Misrepresentation of a collection item's origin, history, or condition.
- Use of collections (beyond reasonable handling as part of collections processing and exhibition) in a manner that threatens their preservation unless designated as part of the hands-on or teaching collection.

For your information about the duties of the Collections Advisory Committee, we have enclosed in this binder:

1. Shasta Historical Society's Code of Ethics
2. Glossary of Collections Terms (from StEPs)
3. Scope of Collections (Page 6 of the Collections Management Policy)
4. Collections Management Policy Executive Summary
5. Shasta Historical Society Collections Management Policy