

Cincinnati Museum Center Collections Policy

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**Cincinnati
Museum
Center**

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I) PREAMBLE

Cincinnati Museum Center at Union Terminal (CMC), a non-profit corporation organized for educational purposes, has as one of its primary functions the acquisition, preservation and use of cultural, historical and scientific material that documents knowledge and enhances appreciation and enjoyment of the natural and cultural world.

The Cincinnati Museum Center Board of Trustees (BOT) affirms its responsibility to collect and preserve CMC's collections as a public trust for the benefit of the community. The Board of Trustees Collections Committee (BCC) assists the board in fulfilling its fiduciary responsibility related to CMC's collections. The BCC is the standing committee of the Board of Trustees whose purpose is to review policies and issues related to collections and to report to and advise the full board.

The Cincinnati Museum Center Board of Trustees has, on this date, March 10, 2011 established this policy to govern future acquisitions, use, care, access and deaccession of collection material. This collections management policy is designed to ensure that collections of an appropriate nature are acquired, maintained and used according to accepted professional standards.

II) PURPOSE

This Collections Policy (CP) guides the acquisition, use, preservation and disposition of collections held by CMC. The CP provides guidance for all staff members on appropriate use of collections; defines types of collections and who has authority to accept new acquisitions and make loans; and with the Collecting Plans (1999 or as amended) enables curators to build the highest quality collections.

The BOT designates the Collections & Research staff to develop, implement and update the CP. This document supersedes all previous collections policies including the most recent version dated January 26, 2004.

With the CMC Mission and Vision Statement (2006) and the Institutional Code of Ethics (September 16, 2010), the CP and Collecting Plans (1999 or as amended) are the basis for all collecting activities.

The role of CMC's Collections and Research Department is to collect, refine and preserve the cultural and natural history of the Cincinnati region and representative global areas. Discipline-specific Collecting Plans (1999 or as amended) define the scope of individual collecting areas.

III) DELEGATION OF AUTHORITY AND STAFF RESPONSIBILITIES

The BOT through the Board Collections Committee designate day-to-day responsibility for development, maintenance and security of CMC collections to the President/CEO and the Vice President for Museums.

The BCC serves as liaison between the BOT and the Vice President for Museum's curatorial staff including, curators, librarians, archivists, directors and registrars. The BCC presents collections issues to the BOT for discussion or approval as required.

The Vice President for Museums or his/her designee is authorized to convene a curatorial committee for resolution of procedural matters related to management of the collections and to make recommendations for new acquisitions and deaccessions. Typical staff committees include but are not limited to New Acquisitions Review or Deaccession Review Committees.

The Assistant Vice President for Collections and Research coordinates the integration of curatorial and preservation activities with the curators and directors.

The Senior Registrar audits collections activities and ensures documented compliance by CMC staff members to policies, procedures, professional standards and legal issues pertaining to the collections.

IV) SCOPE AND TYPES OF COLLECTIONS

The acquisition and long-term curation of meaningful collections with associated information is what distinguishes museums from other types of educational and research institutions. CMC has a public trust responsibility to enhance and preserve its collections for present and future generations. These collections are maintained for scholarly research, informal and formal educational activities and exhibitions.

A. Scope of Collections

CMC collects in the areas of Cultural and Natural History. Cultural History includes the collecting areas of: Archaeology, Ethnology, History Objects, Manuscripts & Archives, Printed Works, Prints & Photographs and Sound Recordings & Moving Images. Natural History includes the collecting areas of: Invertebrate Paleontology, Mineralogy, Vertebrate Paleontology and the Zoological disciplines of Entomology, Herpetology, Malacology, Mammalogy and Ornithology; a small Botany collection is maintained to document the Edge of Appalachia Preserve.

Cultural History collections are focused on regional history in the areas of cultural, economic, political and social history of the greater metropolitan Cincinnati area, the Miami Purchase and the Old Northwest Territory, prehistoric archaeology of the greater Ohio Valley and historic archaeology of the Cincinnati region and ethnology of human cultures worldwide.

Natural History collections emphasize invertebrate paleontology with a primary focus on fossils occurring in the Cincinnati region, vertebrate paleontology with an emphasis on Paleozoic and Pleistocene material from the region and exhibit quality material from all geological horizons and geographic areas, and primarily regional biological collections, with some examples of exotic specimens maintained for comparative research and exhibitions purposes. Mineralogy collections are maintained primarily for educational use and exhibitions.

The CMC Collecting Plans (1999 or as amended) provide detailed assessment of strengths and weaknesses of each collection and guide the composition of the collection for the present and future.

B. Types of Collections

CMC categorizes its collections into several types based on curatorial knowledge and institutional resources for storage, preservation, research and use. Each type of collection has its own level of documentation and use.

1. Permanent Collection items make up the greatest portion of CMC's holdings. The items are of scientific importance or historic value and are used to support the mission of the museum. Objects classified as Permanent Collections receive

the highest standard of care and fullest documentation. Permanent Collections are accessioned and cataloged with a fully maintained record of exhibition and research. Permanent Collection items may be used in exhibitions, for loans and in research. However, some items may be limited by the curator of the collection or the Assistant Vice President for Collections & Research in consultation with the preservation and registration staff.

Voucher specimens for genetic resource collections are considered Permanent Collections and will be accessioned, cataloged and subject to the same guidelines as other items designated as Permanent Collections.

As collections are refined, a system of ranking individual and lots of objects will be devised for the Permanent Collections. As staffing and time allow, criteria will be established and formalized through curatorial review committee. Such ranking will assist CMC in allocating resources where they are most needed and for the objects of greatest historical, cultural and scientific significance. A ranking strategy enables broader access to CMC collections by identifying those objects which can safely be lent to educational non-museum entities. Ranked collection objects will remain accessioned and cataloged.

2. Education Collection items are used in hands-on educational programs, for demonstration purposes in programs and for loans to non-museum groups such as local schools and nature centers. Curators designate educational items at the time a donation is received and these objects are not accessioned. The level of catalog documentation is determined by the curator. Items transferred to the Education Department for programs are not monitored by the curatorial department or registration office.

Criteria used to assign an item to the Education Collection include: lack of data or information about the item, CMC has multiple representatives of the item in the Permanent Collection or the item has some damage to make it less significant for the Permanent Collection.

Through the deaccession process, a curator may transfer an object from the Permanent Collection to the Education Collection.

Only items that can be handled safely or have multiple copies may be designated as hands-on Educational Collection; this designation is an informal process between the curator and education/exhibitions staff who use the items.

Generally, Education Collections items are not accessioned and CMC expects that these items may deteriorate with use and time and will need to be replaced. The exceptions are certain biological specimens which were accessioned in the past and their use is recorded in the catalog record and registration record; new

educational specimens will not be accessioned. Examples include mounted bird specimens without data and mounted animal specimens from old exhibits. Due to scarcity of these animals and the value of taxidermied specimens, CMC curatorial and registration staff monitor the use of these specimens. As Education Collection items these biological specimens may be loaned to community groups such as local schools and nature centers.

3. Specialized Collections include several categories that have distinctive preservation or management requirements.
 - a. CMC and Cincinnati Union Terminal (CUT) Collections consist of archives and materials created by CMC and its predecessor organizations and artifacts from the original Cincinnati Union Terminal. Since 1990, the Union Terminal museums have provided storage and care for many original furnishings abandoned in the building. Many of these furnishings will be used to interpret Union Terminal as a train station. Collections staff may recommend outstanding examples of Union Terminal furnishings be designated as Permanent Collections and receive a higher standard of care.
 - b. Deposit Collections are items held in trust for another entity, typically a government agency. These collections will be cataloged as part of the curatorial department that holds these items and will be documented with a deposit form in registration records. Deposit collections will be treated the same as accessioned permanent collections. Deposit collections currently include vertebrate fossils collected on federal lands where ownership is retained by the federal agency-landowner, fossils collected on Utah state lands where ownership is retained by the State of Utah, archaeological artifacts collected on county lands and the collection of Philippine birds collected after 1992 when Philippine laws changed. Beginning in 2010, CMC will develop agreements with relevant government agencies regarding the material on deposit with CMC.
 - c. Edge of Appalachia Collections are managed and maintained at the EOA Preserve in Adams County, OH. These collections are cataloged but not accessioned and used primarily for educational and interpretation purposes at the preserve. A voucher specimen for all material held by EOA is maintained in the Permanent Collections by the zoology department.
 - d. Live Animal Collections are managed by the Live Animal Program and are owned by CMC but will not be accessioned. The Live Animal Program maintains records on all animals and every six months provides a listing of all live animals at CMC to the registrar for museum records. The Live Animal Program Collection Policy (December 31, 2004) defines the

philosophy, care and terms of the program.

- e. Nature's Trading Post Collections are acquired through donations, surplus from field collecting and trading and are not accessioned or managed by the collections department. These specimens are used for trading with children and visitors as a tool to promote appreciation of the natural world through learning. NTP maintains the list of acceptable and unacceptable specimens suitable for trading. All traded specimens are legally acquired and prolific in nature.
- f. Reference Collections are typically contemporary reference books purchased by the CHS Library, the Science Library or books donated to curatorial departments to be used as reference. Reference Collections are not accessioned, may be cataloged at the discretion of the library or curatorial department and may be replaced or discarded as determined by appropriate departmental staff such as curator in consultation with the director.

V) ACQUISITIONS AND ACCESSIONS

CMC will add new acquisitions to the Permanent Collections that support the mission of the institution. CMC subscribes to a selective acquisitions strategy that is guided by the Collecting Plans (1999 or as amended) for each collecting area. Accession is the process by which a museum creates a permanent record of ownership of objects in its Permanent Collections.

A. Authority to Acquire Objects.

1. Curators recommend new acquisitions for the Permanent Collections but final approval is made by the Vice President for Museums and the staff-level New Acquisitions Review Committee.
2. Curators have the first right of refusal for any object or specimen offered to the Education Collection.
3. Specimens acquired during a field expedition are approved in advance by the Assistant Vice President for Collections and Research or the Vice President for Museums.
4. The Vice President for Museums must authorize prior to expenditure of CMC funds any purchase for the Permanent Collections.

B. Restrictions on Access, Use and Disposition.

1. Donor or seller-imposed restrictions on access and use are to be discouraged.
2. The Vice President for Museums or curator may authorize restrictions of access for a finite period of time not to exceed 70 years.
3. In exceptional circumstances, the BCC may approve other types of restrictions on an individual basis.

C. Criteria for Acquisition.

The following criteria apply to acquisitions for the Permanent Collection. Acquisitions for the Education and Specialized Collections must meet criteria 1, 3 and 5. Only objects acquired for the Permanent Collections will be accessioned.

1. Objects are acquired in a proper manner that does not damage natural or cultural resources.

2. CMC can provide proper care, storage and security to insure the long-term preservation and availability of objects according to currently acceptable professional standards.
3. Objects have been acquired legally and have proper documentation to substantiate provenance information. Under no circumstances will CMC acquire material collected in violation of local, state, national or international laws.
4. Objects are of significant quality, rarity or of important historic or scientific value to support their acquisition.
5. Objects have relevance for exhibitions, educational programming or research that support CMC's mission.
6. Objects meet criteria established in CMC Collecting Plans (1999 or as amended).

D. Acquisition Methods

1. Donations or gifts are considered outright and unconditional to be used at the discretion of CMC.
 - a. Donors must have clear title of ownership of the property.
 - b. As stated in CMC Institutional Code of Ethics [September 16, 2010] and as defined in the CMC Employee Handbook (2005 or as amended), CMC staff will not provide appraisals for donors.
2. Field expeditions must be approved by appropriate Director, Assistant Vice President or Vice President of Museums in advance of acquiring specimens.
 - a. Not all material collected will necessarily be added to the Permanent Collections. As field samples are processed, waste material may be discarded, used for other museum programming purpose or provided to other researchers for research purposes.
 - b. Field-collected specimens added to the Permanent Collections will be accessioned and cataloged.
 - c. Field collections are made with full permission of all landowners and with all appropriate permits. Field collections of fossils from private lands must be donated by the landowner, not the field collector.
 - d. Field collections from public lands may be added to the Permanent Collections as a deposit without the transfer of ownership.

Documentation for deposition collections is either a curation agreement for archaeology or a repository agreement for vertebrate fossils. CMC is in the process of establishing repository agreements with relevant federal agencies for vertebrate fossils.

- e. Curators are responsible for ensuring that any field collection accepted from non-staff researchers, including volunteers and adjunct staff, comply with all permit and permission requirements.
3. Bequests are donations made directly through a donor's will.
- a. Gifts received from heirs should be processed as donations with a deed of gift form.
 - b. CMC is not obligated to accept bequests in total and may select only the objects that meet criteria as defined in the CMC Collecting Plans (1999 or as amended).
 - c. Bequests may be accepted for the Permanent or Education Collections.
 - d. A copy of the portion of the will naming CMC as the beneficiary or correspondence with the executor of the estate shall serve as the formal transfer of title in lieu of a deed of gift form.
4. Exchange material from other non-profit educational organizations may be added to the Permanent Collections. An exchange is defined as a pre-authorized trade between similar institutions for material of similar monetary, scientific or intrinsic value.
- a. Any CMC material that is exchanged must be deaccessioned in accordance with CMC policy and procedures.
 - b. A deed of gift or letter of exchange between the institutions will document the acquisition and transfer of title.
5. Purchased objects and specimens may be acquired for the Permanent Collections.
- a. Prior written approval from the Vice President of Museums is required to use CMC funds for the purchase of collection objects.
 - b. An original bill of sale and a copy of the check will document the transfer of ownership to CMC.

6. Objects made by CMC staff members or volunteers may be added to Permanent or Education Collections. Examples of such objects include resin casts of Big Bone Lick points for exhibition and educational use or vertebrate fossil casts made by volunteers.

E. Accession Procedures

1. Registrars will assign accession numbers after review and recommendation for acceptance by the staff acquisitions committee.
2. Donations received during the calendar year will receive a sequential number beginning with the year. For example, 2011.01
3. All Permanent Collections will be accessioned and assigned a number by the registrars. Education Collections and Live Animal Collections will not be accessioned.
4. Collections held on deposit under the terms of a permit, memorandum of understanding or repository agreement will be accessioned.
5. Registrar will create and maintain a permanent file for each accession and the file will include:
 - a. Original donation offer, completed deposit form, permits, or authorization letter from landowner;
 - b. Curator's written review or accession record review form;
 - c. Title transfer document such as a deed of gift form which has been signed by the Senior Registrar or Vice President for Museums and the donor, receipt for purchase, or bequest document;
 - d. Repository agreement for collections held on deposit;
 - e. Other pertinent documentation about the gift. For example, appraisal records, tax forms or other records documenting CMC ownership rights and valuation or annual reports to federal agencies for field collections.
6. The transfer of title is considered complete when a deed of gift form has been signed by the donor and the museum. Permanent Collections must be accessioned before being cataloged by the curator.
7. Field collections will receive an annual accession number.
8. Collections acquired prior to 1996 that were not accessioned, will receive a contemporary accession number after reconciliation with

documentation. Record of the date received by the museum will be maintained in the database records, registration file and catalog book, if maintained.

VI) OBJECTS WITH UNCLEAR TITLE

CMC was created by the merger of the Cincinnati Historical Society and Cincinnati Museum of Natural History, institutions that actively developed their collections for more than 150 years. With these long collecting histories before current museum procedures and standards existed, it is known that objects with unclear title exist in CMC collections.

A. Found in Collections (FIC)

1. Objects found in the collection (FIC) without documentation will be evaluated by the curator and registrar in an effort to determine the source of the object and if possible the intended purpose.
2. For FIC objects that the curator wishes to add to the Permanent Collections, an Accession Record form will be completed by the curator and the registrar will include on a monthly new acquisitions review committee agenda for discussion.
3. All FIC in a given year will receive the same accession number and be recorded in both catalog and accession records.
4. In the event that additional information surfaces about a FIC object, the object should be transferred to a unique accession number, returned to the owner in the case of loans or temporary deposit, or follow the process defined by the Ohio Revised Code Sections 3385.01-.10, commonly referred to as the Ohio Museum Property Law.

B. Abandoned Loans

Objects that are determined to be loans to CMC or one of the predecessor institutions but remain unclaimed will be processed according to the Ohio Revised Code Sections 3385.01-.10, commonly referred to as the Ohio Museum Property Law.

VII) DEACCESSION AND DISPOSITION

Deaccession is the formal process used to legally and permanently remove material from the Permanent Collections. Disposition is the method by which CMC transfers the material from the Permanent Collections to a new owner, a new category or destroys the material. When proposing a method of disposition, the curator will weigh the best interests of CMC, the material and the community.

A. Criteria for Deaccession

1. The material is not relevant to the purpose and scope of the collections as defined in Section IV Scope of the Collections and as refined in the Collections Plans (1999 or as amended).
2. CMC is not able to provide adequate care for the material.
3. The material has deteriorated beyond repair or to such a condition that it will require excessive resources to repair.
4. The material is sufficiently represented in the collections, or has been replaced with superior examples.
5. The material is of inferior quality or has inadequate documentation to make it useful for research, education or exhibit.
6. The material is to be exchanged or traded with another institution for material of greater or equal value that will improve the quality of CMC Permanent Collections.
7. The item is an important duplicate, e.g. of a type specimen that will be donated to another institution for the purpose of increasing accessibility and to manage risk.
8. The material has doubtful utilization in the foreseeable future.
9. Deaccession of the material is mandated by local, state, federal or international laws, e.g. Native American Grave Protection and Repatriation Act of 1990 (NAGRPA).

B. Authority and Responsibility

1. The curator of the collection initiates the deaccession process by completing the *Deaccession Record, Part I*. For material of potentially significant value, the curator or the registrar will obtain at least one evaluation or appraisal.
2. The registrar verifies ownership by completing *Deaccession Record, Part II*.
3. For objects listed as “Found in Collections” in the accession register, the registrar will follow the Ohio Revised Code Sections 3385.01-.10, commonly

referred to as the Ohio Museum Property law, for establishing title prior to deaccession.

4. A staff level deaccession committee will be convened by the registrar as needed to review proposed deaccessions and make recommendations.
5. The Vice President for Museums is authorized to approve deaccessions of objects and collections with values less than \$5,000.
6. For objects or collections with potential value greater than \$5,000, the Board of Trustees must approve the deaccession. The Board of Trustees Collections Committee will present to the BOT for its approval.

C. Disposition of Deaccessioned Material

1. Acceptable methods of disposition of deaccessioned material are:
 - a. Transfer to the Education Collection or to another CMC department for use as an exhibit prop, first person interpretation or hands-on program.
 - b. Donation to or exchange with another educational non-profit entity. If necessary, a third party without connection to CMC or the exchange recipient organization will be used to help establish equitable exchange value.
 - c. Repatriation to federally recognized Native American group as required by NAGPRA.
 - d. Returned to governmental owner as in the case of vertebrate fossils from federal lands.
 - e. Destruction of material damaged beyond repair or salvage, or material of a sensitive nature or hazardous material. Destruction will be as appropriate for the material, adhere to all legal requirements of disposal and be thorough so that material is not appropriated by others.
 - f. Sale at public auction or in the public marketplace. No private sales will be authorized. The curator, registrar and vice president will consult on the sale of all deaccessioned material to minimize any negative consequences to CMC.
2. Funds resulting from the sale of deaccessioned material will be deposited in a restricted fund and must be used for the acquisition of material for the Permanent Collection (through purchase, preparation or collecting expeditions) and for the direct care of the existing Permanent Collections.
3. Material of research value should be disposed of in such a way as to ensure continued preservation and availability to users.

4. All disposal methods must comply with applicable local, state, federal and international laws.
5. All specimens must be accompanied with full disclosure of any known hazard that they may present to any future owner.
6. To avoid the appearance of conflict of interest, collections staff members and Board of Trustees involved in deaccession decisions should not purchase or otherwise acquire deaccessioned material from Museum Center.
7. Curators will evaluate the extent of volunteer involvement with a given collection from which material is deaccessioned. Where active volunteer involvement with the collections may give the appearance of conflict of interest, the curator will inform volunteers that they cannot acquire material deaccessioned from that collection.
8. If material to be deaccessioned is in a subject area for which there is no expertise on staff, an appropriate outside consultant must be contacted for advice on methods of disposition, the advisability of obtaining an appraisal or similar issues.
9. The registrar will keep a complete and permanent record of each deaccession including documentation of the deaccession process and final disposition.
10. Material leaving the public and educational domain should have all CMC identifying marks removed or defaced.

VIII) LOANS

A. General Information

1. Loans must be consistent with CMC's mission and not for individual gain or benefit.
2. No permanent or indefinite loans are permitted.
3. Loans are formalized with a signed agreement form listing standard conditions of care and terms of the loan.
4. Loans for student research must be made to the advising professor, collections manager or registrar at the borrowing institution.
5. Loans will not be made to institutions that cannot demonstrate adequate level of care or to institutions that have a record of mistreating previous loans of CMC material.
6. Loans of live animals are prohibited.
7. The curator or director of the collection, registrar and if necessary preservation manager must approve all loans of Permanent Collections material.
8. Loan fees are not charged for research loans unless the preparation causes an undue burden on CMC. A loan fee may be assessed on exhibit loans on a case by case basis in consultation with the registrar and Vice President for Museums.
9. An outgoing loan is closed when the registrar receives confirmation from the curator or designee that all loaned material has been returned in good condition.
10. An incoming loan is closed when the registrar receives confirmation from the lender that all loaned material has been received in good condition.

B. Outgoing Loans

Outgoing loans of CMC material are made to educational non-profit entities and not to individuals or for-profit entities. The exceptions are for loans to commercial entities for conservation purposes to preserve CMC collections or for destructive analysis that will enhance knowledge about CMC collections.

CMC will lend to organizations that can demonstrate knowledge and experience in handling and caring for museum collections.

1. Authority

- a. Curators will authorize loans ensuring that loan requests are handled fairly and are only made for purposes consistent with CMC mission and public image.
- b. The Vice President for Museums must approve all exhibit loans in consultation with the registrar, curator and preservation manager if appropriate.
- c. The Senior Registrar approves research, education, conservation and interdepartmental loans in consultation with the curator.
- d. The Assistant Vice President for Collections and Research approves loans of scientific type collections in consultation with the curator and loans recommended by an adjunct curator.
- e. The registrar will prepare and maintain all loan documentation, monitor loans with the curator and see that loans are returned or extended in a timely manner.

2. Conditions and Restrictions

- a. CMC reserves the right to set conditions or restrictions related to packing, appraisal, shipping, insurance, exhibition installation, environmental controls, general handling and security of loaned material.
- b. For all exhibit loans, the borrowing institution is required to provide a current signed AAM Standard or General Facilities Report to the registrar.
- c. CMC may require, at the expense of the borrower, that loaned items be accompanied by a CMC staff member who supervises the care and handling of the material for both outgoing and return of the loan.
- d. Borrower must provide a certificate of insurance to the CMC registrar naming Cincinnati Museum Center as co-insured for the duration of the loan, including transit to and from CMC.
- e. To ensure appropriate oversight of CMC collections, loans will be made for one year with an option for an extension. Extensions will be documented in writing with the reason for the extension, revised return date and condition report of the loaned material.
- f. Loans for multi-year exhibitions or ongoing educational programs may be approved for the duration of the exhibit/program.
- g. Research loans for destructive analysis must meet the conditions stipulated in the Outgoing Loan for Tissue and Genomic Material agreement.

C. Incoming Loans

Incoming loans will be made for the purposes of research, exhibit, education, examination, identification or reproduction. Loans will not be made for storage or for the promise of future donation.

1. Authority

- a. The curator, in consultation with the registrar, initiates loans for research purposes.
- b. The curator or other CMC staff member coordinating an exhibit, in consultation with the registrar, and the Vice President for Museums initiates loans for exhibition or educational programs.
- c. The Senior Registrar authorizes all incoming loan agreements for non-destructive research, short-term educational and community initiated programs.
- d. The Assistant Vice President for Collections and Research authorizes all incoming loan agreements for destructive analysis and loans for adjunct curators.
- e. The Vice President for Museums authorizes all incoming loan agreements for exhibitions.
- f. The registrar will prepare and maintain all loan documentation, monitor loans with the curator and see that loans are returned or extended in a timely manner.

2. Conditions and Restrictions

- a. All borrowed material must be legally owned by the lender. CMC will not knowingly borrow any material for which the lender does not have good title or for material that was acquired in violation of pertinent local, national or international laws.
- b. CMC will not borrow material that has been acquired in an unethical manner or is of doubtful origin as determined by the curator, registrar, Assistant Vice President for Collections and Research or Vice President for Museums.
- c. All borrowed material must have a signed loan agreement detailing the purpose of the loan and all conditions governing the loan including insurance, rights for reproduction, loan fee and any other obligations required by the lender.

- d. All incoming loan agreements must have a termination date; no permanent loans will be made.
- e. All borrowed material will receive the same standard of care in handling, storage, insurance and security as comparable material in CMC's Permanent Collections. Special handling or treatment may be available if required by the lender and documented in the loan agreement.
- f. The registrar or preservation manager will provide condition reports for material on loan for exhibition or educational programs.
- g. Only registrars, curators or the preservation department staff will handle borrowed objects for exhibition. No borrowed objects are handled by volunteers.
- h. Curators will verify inventory and check specimens received for research purposes. A signed copy of the lender's inventory report form will be provided to the registrar for the permanent record of the transaction.
- i. CMC shall apply Ohio Revised Code Sections 3385.01-.10, commonly referred to as the Ohio Museum Property Law for any loan that is unclaimed. Any undocumented or unsolicited material received after March 14, 2003 is presumed to be a gift to the museum with all rights of ownership.

IX) PRESERVATION AND CONSERVATION

CMC's responsibility to care for collections in its custody on behalf of present and future generations is a primary obligation of the institution. All CMC staff members share in this broad responsibility but preservation of the collections is an essential responsibility for the Collections and Research Department.

CMC's Long Range Preservation Plan (2010 or as amended) provides guidelines and sets priorities for conservation needs of the collection. CMC's Emergency Preparedness Plan (2010 or as amended) addresses collection priorities in an emergency situation and provides recommendations for salvage operations.

Preservation and conservation are included in this Collections Policy to emphasize CMC's commitment to care for collections in its custody. CMC endorses the concepts of preventative conservation which aim to minimize damage and deterioration of the collections. All CMC curators and registrars practice preventative conservation within the storage rooms, laboratories and exhibitions.

Professional standards require that eliminating or mitigating risks to the collections from the following agents of deterioration:

- Fire
- Water or flood
- Airborne pollutants and contaminants
- Physical forces such as handling, packing and in transit
- Inappropriate temperatures and abrupt rate of change
- Inappropriate relative humidity and abrupt rate of change
- Vandalism and intentional damage
- Visible light and ultraviolet radiation
- Pests such as insects and rodents
- Custodial neglect

A. Environmental Monitoring

The Director of History Collections and Preservation, preservation manager and registrars are responsible for monitoring environmental conditions in collections storage areas, temporary exhibit galleries and other public and non public areas as required. Records are maintained by the registrars for the Geier Collections and Research Center and for temporary traveling exhibits. Records for Union Terminal storage areas and the CHS Library are maintained by the preservation manager.

Incandescent light is preferred but wherever fluorescent lights are installed around collections, ultraviolet shields are used.

The HVAC systems that serve collections storage areas and main exhibit galleries in Union Terminal and all areas in the Geier Collections and Research Center are triple filtered for pollutants and particulates. In Cincinnati Union Terminal, an historic train station, the Master Building Plan (2006/2007) for renovation and development of the three museums, states that the HVAC systems will be designed for visitor comfort and to protect the historic structure with microclimates designed for protection of the collections on display.

B. Pest Management

CMC practices integrated pest management stressing good housekeeping, regular inventory of susceptible collections and quarantine of new collections. The Senior Facilities Director, Director of History Collections and Preservation, preservation manager, curators and registrars work together to insure that collections are protected. Policies and procedures are in place to monitor the collection and incoming and outgoing material.

C. Physical Care

CMC provides secured climate controlled storage areas for all its collections. CMC staff members and volunteers are trained in proper handling procedures for their collections. Storage furniture are retrofitted and replaced by archival cabinetry as resources allow. Only archival supplies or materials recommended by conservation specialists are used for preparation and storage of collection objects.

Permanent Collection objects and borrowed objects on exhibit are routinely monitored by collections staff. Collection objects are exhibited in a locked display case whenever possible and large objects are protected from public handling by barriers and gallery attendants. Cleaning or moving of collection objects on exhibit is done by collections staff members or trained volunteers for some of the collections, e.g. paleontology and ethnology.

D. Conservation

As part of CMC's responsibility to care for objects in its custody for future generations, conservation is a continuing obligation for the museum. Conservation is an intervention measure designed to return deteriorated or damaged objects to stability through minimally intrusive methods. CMC follows the current conservation philosophy of minimal chemical and physical trauma to the object, the use of sympathetic materials, the principle of reversibility, compatibility of materials and maintaining complete accurate records of materials and processes used.

CMC has a paper conservator to maintain the CHS Library materials and prepare paper-based objects for exhibits and loans. Fossils are prepared and maintained by a trained group of volunteers under the direction of the paleontology curators. Other

object conservation must be done by outside contractor conservators. CMC uses the following criteria in evaluating contractor conservators:

- Training, experience and specialization within conservation, e.g. ceramics, paintings, ethnographic objects etc.
- Adheres to the code of ethics and standards of practice in the profession
- Is knowledgeable of and upholds widely accepted ethical doctrines in the conservation field, e.g. New Orleans Charter (1992)

X) ACCESS, SECURITY, USE OF COLLECTIONS AND ASSOCIATED INFORMATION

CMC balances its mission of public access to its collections with responsibilities to preserve these collections. Access to collections includes physical access and intellectual access to information and data associated with CMC collections. Security is an integral component of access to collections and associated information.

A. Physical Security

CMC maintains intrusion, fire and environmental detection systems in its public and non-public areas. These systems are maintained by CMC's Facilities Operations Department in collaboration with the Collections and Research Department. The Master Building Plan for Cincinnati Union Terminal (2006/2007) addresses renovation and upgrades to these systems. All buildings meet local building codes for fire and life safety.

CMC's Emergency Preparedness Plan (2010 or as amended) includes practices and procedures for collections during an emergency situation. The Plan established priorities for evacuation or salvage for each curatorial discipline.

B. Physical Access

1. Staff and Volunteers

- a. Curators, preservation staff and registrars are responsible for objects on exhibition. Primary responsibility for collection objects on exhibition remains with the curatorial department, registrars or the preservation staff.
- b. Several CMC curatorial areas have experienced volunteers who are authorized to handle collection objects on exhibition and who are permitted to assist with exhibition installations and de-installation or maintenance.
- c. Other CMC departments must work with the Collections and Research Department to access any object on exhibition in the museums.
- d. The transfer of collection objects moved to or from storage or exhibition is documented with the registrar. Documentation of object movement is maintained both electronically in the collections management database and on paper in both registration and curatorial department catalog files. Notice is given by the appropriate curator or registrar to the Public Safety

Office for collection objects moving into or out of Union Terminal.

- e. Non-CMC collections objects entering the CMC building must have a loan agreement or temporary deposit form on file with the registration office. It is the responsibility of the CMC staff member to secure the required paperwork prior to the object entering the building.
- f. The CMC Employee Handbook (2005 or as amended) and the CMC Volunteer Handbook (2010 or as amended) require that all staff and volunteers in any CMC building wear their photo identification badges visibly and present the badge as requested.
- g. All collections storage areas have proprietary keys or proximity cards for access. The Director of Public Safety manages all keys, proximity cards and identification badges for staff, volunteers and daily badges for contractors and visitors. All collections staff members secure collection keys in lock boxes monitored by Public Safety.
- h. CMC's Education Department and Outreach Education staff members are authorized to move collections into and out of Union Terminal and the Geier Center as part of their normal work. Any collections material in these programs is inventoried annually with loan forms on file with the registration office.

2. Visitors, Researchers, Public and Media

- a. CMC makes certain materials from the collections available to researchers and visitors through the Cincinnati Historical Society Library. This material is kept in closed stacks and is available by request through the library staff to be used only in the reading room under direct supervision.
- b. Through scheduled organized tours, CMC collections storage areas in the CHS Library and the non-public Geier Collections and Researcher Center are available to visitors. All tours are escorted by CMC Collections and Research Department staff and may include specially trained volunteers. Records of attendees to all 'behind-the-scenes' tours are maintained.
- c. CMC Collections and Research staff members recognize the importance of community support and endeavor to make the collections and the specialized knowledge and information about the collections available to individuals and through public relations. Curators respond to requests from individuals on topics of object identification and general interest in

specific collections.

- d. CMC provides collections information on the website, www.library.cincymuseum.org and www.cincyevolution.org. Information provided online includes catalog information for library materials, collections-based exhibits, finding aids, catalogs of collections, and searchable versions of journals published by CMC's predecessor organizations, Cincinnati Historical Society and Cincinnati Museum of Natural History.
- e. CMC makes its collections available to qualified researchers for legitimate research and study. Access to individual collections is at the discretion of the curator. Records of all researchers to the CHS Library and collections are maintained by curatorial departments.
- f. For public relations and media, access will be coordinated by the Marketing and Public Relations Department with the Collections and Research Department. Access will be at the discretion of the curator or registrar if the curator is unavailable.
- g. CMC may, at the discretion of the curator restrict access to some archival material of a sensitive nature for a period not to exceed 70 years. Such restrictions will be clearly defined in the accession and catalog records with a specific date for ending the restriction.

C. Use of Collections

1. CMC collections may be used for legitimate study, examination and research including analytical or destructive sampling. The Assistant Vice President for Collections and Research, Director of History Collections and Preservation and the curator share responsibility for authorizing research on CMC collections. CMC requests copies of data, reports, images, publication and other information gathered by researchers studying CMC collections.
2. CMC collections may be used in CMC-sponsored exhibitions and as outgoing loans in exhibitions developed by other museums or entities. Curators are responsible for the intellectual content of information presented about objects from their collections. CMC must provide information that is accurate and balanced in its interpretation.
3. Educational Collections are available for use by CMC educational programs and as loans to qualified non-profit educational organizations. The curator or Senior Registrar may authorize use of Educational Collections.

4. At the discretion of the curator, registrar and preservation manager, CMC collections may be used in senior management staff offices. Collections may only be used in secure locked offices. The registrar or preservation manager will do an annual condition report and inventory that will become part of the catalog and accession record.

D. Use of Data and Associated Collections Information

1. Access to collections records is controlled by the curator for catalog records and the registrar for accession records. Sensitive information such as site and locality information, donor names, valuation and cultural information may be restricted by the curator or the registrar.
2. The Director of History Collections and Preservation and the Curator of Prints and Photographs manages licensing and use agreements for all CMC-owned images, digital images, documents, or printed materials. A record of authorized use of CMC collections is maintained as part of the catalog file with the curators.

XI) COLLECTIONS INVENTORIES AND INSURANCE

Collections Inventories

CMC's Collections and Research Department conducts periodic inventories of subsets of its collections. Registrars coordinate periodic inventories with curators as resources allow. Current inventory information is recorded in the EMu collections management database and curatorial catalog files. An historic record of past inventory files are maintained as part of the registration department records.

Insurance

CMC maintains wall-to-wall fine arts coverage on the Permanent Collections and all borrowed objects in Union Terminal, Geier Collections and Research Center and the Eulett Center at the Edge of Appalachia.

The Senior Registrar coordinates the fine arts insurance with CMC's Finance and Administration Department annually.

XII) ETHICS REGARDING COLLECTIONS

The museum has the ethical responsibility to ensure that collections in its custody are "protected, secure, unencumbered, cared for, and preserved" (AAM, 1992). The Board of Trustees, administration, staff, and volunteers subscribe to the *American Association of Museums Code of Ethics* (2000). CMC's Institutional Code of Ethics (September 16, 2010) defines the museum's policy regarding collections. The policy is museum-wide with procedures for compliance included as part of the *Employee Handbook* (2005 or as amended), the *Volunteer Handbook* (2010 or as amended) and Board of Trustees orientation documents.

A copy of the Institutional Code of Ethics (September 16, 2010) is in Appendix A.

XIII) MAINTENANCE OF THE COLLECTIONS POLICY

The CMC Collections Policy will be reviewed and revised as needed by Collections and Research Department and the Board of Trustees Collections Committee at intervals of five to seven years. The Senior Registrar is responsible for maintaining the Collections Policy.

XIV) DEFINITION OF TERMS

- Accession* The permanent record of ownership that is created and maintained by the Registrar. The record of accessions is maintained in a paper ledger and the EMu database.
- Acquisition* Generally used as new acquisition to designate an object that has been offered to the museum but not yet accepted or accessioned by the museum.
- Adjunct Curator* A CMC title given to a volunteer professional in one of the natural science collections. An Adjunct Curator typically holds a PhD. in the curatorial discipline and is a professional academic.
- Anthropology* The scientific study of the origin and the physical, social, and cultural development and behavior of humans.
- Archaeology* The systematic recovery and examination of material evidence, and information, such as artifacts, photographs and documents pertaining to past human life and culture.
- Botany* The scientific study of plants.
- Catalog* The informational record about individual objects that is created and maintained by the curator or collections manager. Catalog records are maintained in paper and electronic forms. At CMC, science collections, archaeology, ethnology and history objects are in EMu database and CHS library records are in Cuadra Star database.
- Curator* The staff member who has primary responsibility for the intellectual development of a collection and in conjunction with the registrar and preservation manager to care for or oversee the care of a collection.
- Deaccession* The process by which a museum legally and permanently removes an object from its collections. Responsible deaccessioning consists of two parts – the institutional decision to deaccession and the method of disposal.
- Disposition* The manner in which CMC transfers material to a new owner or destroys it. See Deaccession.
- Ethnology* The anthropological study of cultural heritage and socioeconomic systems in technologically primitive societies.

- Genomic* Related to the totality of the DNA or protein products of a biological organism.
- Mineralogy* The scientific study of rocks, gems and minerals.
- New Acquisitions Committee* Museum Center's staff level committee that meets monthly to review all proposed donations to the permanent collections. The Vice President for Museums oversees the committee. Curatorial and registration staff are expected to attend but the meeting is open to any staff member. The registrars follow-up all committee recommendations with formal acceptance and deed of gift letters to donors.
- Paleontology* The science of past organic life, based on fossils and fossil impressions.
- Registrar* The staff member who has primary responsibility for the permanent records related to the collections and in conjunction with the curator responsibility for coordinating and managing the overall care of the collections.
- Tissue* Any material of biological origin including fresh material sub-sampled from a biological specimen (ex. striated muscle, heart, liver, etc.), material collected from live release specimens (ex. blood, hair, feathers from marked birds and or mammals or tail or toe clips from live released fish and herpetological specimens) and material sub-sampled from archival specimens (ex. skin or toe pad sub-sampling from round study skins or tail, fin or toe clips from fluid preserved specimens, or sub-sampling of plant material from herbarium specimens).
- Type Series* A scientific term that describes the biological or paleontological specimens which serve as the basis for the name and description of a taxon (a group of animals or plants). This policy uses "Type Series" to refer to all the Types (*i.e.*, holotype, paratypes, syntypes etc.) pertaining to a given taxon.
- Zoology* The scientific study of animals.

XV) APPENDIX A

CMC Institutional Code of Ethics (September 16, 2010)

Included here in the printed version only.

NOT INCLUDED HERE FOR AAM SELF STUDY QUESTIONNAIRE.

SEE ATTACHMENT 1

For electronic copy see: www.cincymuseum.org

XVI) APPENDIX B: FORMS

Standardized forms used by Cincinnati Museum Center

Form Purpose	Form Name	Form No.	Date
Acquisition	Temporary Deposit	102	8/2009
Acquisition	Accession Record (internal record only)	300	3/2010
Acquisition	Deed of Gift	100	5/2003
Acquisition	Deed of Gift – without copyrights/trademarks	101	5/2003
Acquisition	Acknowledgement of Gift Donation	105	3/2010
Acquisition	Acknowledgement of Gift Donation -- without copyrights etc.	106	3/2010
Acquisition	Gift of Materials	103	3/2010
Collections Management	Collections Transfer	NA	4/2003
Collections Management	Missing Object	501	9/2010
Collections Management	Damaged Object Report	502	9/2010
Collections Management	Short Term Object Movement (off premises)	207	9/2010
Collections Management	Condition Report Form, Registration	500	9/2010
Collections Management	Pest Management (Freezer) Form	NA	9/2010
Deaccession	Record of Deaccession Part I [Initial Proposal]	400	9/2010
Deaccession	Record of Deaccession Part II [Approval]	401	9/2010
Deaccession	Record of Deaccession Part III [Disposition]	402	9/2010
Deaccession	Deaccession Processing Record	403	3/2010
Loan	Outgoing Loan	200	9/2010
Loan	Outgoing Loan for Destructive Analysis Research	202	9/2010
Loan	Outgoing Loan for Tissue & Genomic Material (Parts I & II)	203	3/2010
Loan	Incoming Loan for Exhibit or Research	204	9/2010
Loan	Incoming Loan for Travelling Exhibition	205	3/2010
Loan	Loan Worksheet	NA	3/2006
Loan	Interdepartmental Loan [Intra-Museum Loan]	206	9/2010
Loan	Receipt for Artifact Pick-up or Delivery	208	9/2010