

**Fort Collins Museum
Collections Policy
(revised 2000)**

Fort Collins Museum Mission Statement:

The Museum is a non profit, (170, C-1) educational institution operated for the benefit of the community, open to the public and fully accessible to all our audiences. In striving to attain its goals, the Museum will disseminate information and stimulate interest through artifact collecting, exhibiting, programming, publications and informational services. Established by Council Ordinance #30 in 1975, the Museum functions under the direction of the Cultural Resources Director and the Cultural Resources Board.

The Mission of the Fort Collins Museum is to engage and inspire our audiences to explore the legacies of the peoples and environments of the Cache La Poudre Valley. The Fort Collins Museum is a dynamic institution that provides opportunities to learn, reflect and have fun.

Collections Objectives:

The Fort Collins Museum, in accordance with the Mission will collect materials that illustrate the history of the people and environments of the Fort Collins area. The Museum will collect man made materials that illustrate the historical and contemporary interaction of man and nature. Artifacts collected by the Fort Collins Museum will be specific to the Fort Collins area and Cache La Poudre Valley, or be representative of a regional or national lifestyle trend of which Fort Collins was/is a part. The Fort Collins Museum will make every effort to collect artifacts that fill a void in the permanent collection and are of a condition to be exhibited.

Collections Advisory Committee:

The purpose of the Collections Advisor (Adjunct Curator) is to provide support, in the form of scholarly knowledge of Fort Collins and Western History, History, Archaeology, and Material Culture to the Curator of Collections in assisting with the research and acquisition process. Offers of artifacts that do not clearly fall under the Mission of the Fort Collins Museum may be presented to the Collections Advisory Committee for input and recommendation.

The Collections Advisory Committee will consist of no less than five and no more than nine committee members. Committee members will serve on the committee in a volunteer capacity. The Director of the Museum will appoint members to the committee with input from the Curator of Collections. Committee members will include individuals with expert knowledge in the areas of Material Culture, History, Local History, Archaeology, and Lifestyle of the Fort Collins area. Each appointed committee member shall serve a three-year term. If reappointed, a committee member may serve two consecutive three-year terms, and then must go off the committee for at least one year before being eligible to serve on the committee again.

The Committee will meet quarterly, and the committee, in whole or part, may be called upon periodically to give input on collections issues throughout the year.

The Collections Advisory Committee serves in an advisory capacity and is not a governing body of the Museum or the Collections department.

Acquisitions

Ethics of Acquisitions

1. The Fort Collins Museum will not acquire, whether by purchase, gift, bequest or exchange, any object unless complete title to the object can be transferred to the Museum.
2. The Museum will not acquire any object if it has reason to believe the object was unethically collected.
3. The Museum will not accept an object acquired in, or exported from, its country of origin in violation of that country's law. Local Police will be contacted in the event that stolen property is offered to the museum.

Criteria

Criteria for selection of objects into the permanent collection will include but not be limited to the following:

1. The object is consistent with the collection objectives and the Museum's Mission statement.
2. The object is complete and in good physical condition. Size will also be considered due to limited storage and exhibit space.
3. Proper care can be given to the object.
4. The object is not a duplicate of holdings already in the collection, although duplicates may be acquired for preservation purposes or for the use/education collection.
5. The object does not present a danger to the collection or those working with the collections.
6. Object is donated free of donor imposed restrictions. Copyright photographs and manuscript materials will be reviewed on a case by case basis by the Director and Curator of Collections.
7. All items donated to the Fort Collins Museum shall become the property of the Fort Collins Museum and the City of Fort Collins.

Gifts

1. Any item deposited with the Museum as a potential donation shall be receipted either with a Donation Agreement (appendix A) or a Deposit Receipt (appendix B). If the item meets current Museum needs it will be accepted. If not, it will be refused and the owner notified to retrieve the item. If the item is accepted, a Donation Agreement shall be signed by the legal owner and the Fort Collins Museum Curator of Collections or the Museum Director. Donation Agreements will be retained in the accession records as maintained by the Curator of Collections with a copy housed under contract with Data Microfilm Storage (221-1212).
2. Items without clear Mission relatedness as agreed upon by the Director and the Curator of Collections may be presented to the Collections Advisory Committee for input and recommendation.
3. Each accepted item shall be documented from information received from the donor and through additional research conducted by Museum staff if needed. Each item

4. If the donor wishes to remain anonymous from the public, a written request must be noted on the Donation Agreement. It is required that the donor's name, address and signature be on the original Donation Agreement. The donor's name and address will not be released to the general public.
5. All items donated to the Museum are tax deductible to the extent allowed by the law. If the donor wishes to use the gift as a tax deduction s/he must obtain a professional appraisal at his or her own expense. The Museum will not, under any circumstances, provide an appraisal for a potential donation.
6. Items accepted and accessioned into the Museum collection shall be preserved, handled and used in accordance with professional standards. Such use may include but is not limited to research, study, interpretation, and exhibition.
7. The Fort Collins Museum consists of two types of collections. The Museum reserves the right to change the disposition of objects donated between these two collections.
8. The permanent collection consists of artifacts that are relevant to the Fort Collins Museum's Mission and are of historic and cultural value. The Fort Collins Museum is committed to preserving these artifacts as best it can in perpetuity for future generations. Donations to the permanent collection must be the best available at the time and be adequately documented as determined by the Curator of Collections under the supervision of the Director. Donations presented for donation to the Museum's collection that are duplicates of existing collection, but of a higher quality or better condition may be considered to replace a deficiency in the collection.
9. The use/education collection consists of artifacts or reproductions that are relevant to the Fort Collins Museum's Mission and are of historic and cultural value. Use collection artifacts are generally not of a quality to be accepted into the Museum's permanent collection or may be duplicates of permanent collection artifacts. Items offered for donation identified specifically for use and hands on programming will be used in education programs and other activities associated with the Museum that are subject to possible wear, damage and destruction of the object. The Curator of Education must approve artifacts considered for the use collection. Use collection records are kept separately from the permanent collection and are maintained by the Curator of Education. These records consist of Donation Agreements and an Inventory listing the items and their location.
10. Exchanges or transfers with other professional institutions shall be treated as gifts.

Purchases

1. The Curator of Collections, with the Director's approval, may purchase items with a value under \$2,000 for the Museum collection provided they fall within the Museum's Mission and collecting scope.
2. Items valued over \$2,000 may be purchased with the approval of the Director with the recommendation of the Collections Advisory Committee and in accordance with the guidelines set forth by the City of Fort Collins purchasing department. The Cultural Services Director will be notified of purchases at or above this amount.
3. Items purchased for the Museum collection will be limited to items that are not likely to be donated to the Museum or are beyond the Museum's financial resources to acquire.

4. Records of the purchase will be kept in the objects document file as maintained by the Curator of Collections.

Bequests

Bequests are considered on a case by case basis after consultation with perspective donor and the City of Fort Collins City Attorney's office.

1. The Museum will accept property into the permanent collection as a loan with transfer of title at time of death. Loan agreement must be signed and filed with the Curator of Collections and a copy for the donor to file with their attorney of legal representative.
2. Property that is bequeathed to the Museum and deposited before the death of the donor will be cataloged and accessioned into the Museum's permanent collection.
3. Property may be used for exhibit, research, interpretation and publication as all other Museum property.

Documentation and Care

1. Each accepted donation will be documented from information obtained from the donor.
2. All information obtained from the donor and derived from further research will be accessible to the public for research purposes. Unless anonymity is requested in writing the donor information will be available to the general public (see Gifts #3).
3. Donations accepted will be accessioned, catalogued, physically numbered, preserved and inventoried according to museum professional standards. All records will be retained in the accession records as maintained by the Curator of Collections.
4. All artifacts accepted into the collection shall be used and handled in a manner that is consistent with museum professional standards during research, study, storage and exhibition.
5. The Fort Collins Museum will rotate artifacts that are on exhibit to minimize the harmful effects of environmental conditions. For this reason, no donation will be on permanent exhibit.
6. Satellite exhibition venues may be used to promote the Mission of the Museum at the discretion of the Director and if the following criteria is met: the exhibit venue meets the Museum's physical facility requirements, including adequate security, and environmental conditions (light, temp, relative humidity); the Museum will install and maintain the exhibit utilizing microenvironments meeting museum standards; the Museum's insurance will cover off-site exhibits under its City policy; the exhibition venue is open and accessible to the general public.
7. The Curator of Collections is responsible for the supervision of the physical safety of the collection including environmental monitoring, basic cleaning, storage, and exhibition conditions. The Curator of Collection will recommend to the Director those objects requiring conservation treatment. Conservation treatment will be assessed and determined by the Director with consideration of existing financial and personnel resources.

NAGPRA

1. The Fort Collins Museum, in compliance with the Federal legislation governing the Native American Graves Protection and Repatriation Act of 1990, will not acquire American Indian artifacts that either clearly fall under the law or present the potential to fall under the law.
2. Federal mandate supercedes all other mandates for the disposition of Museum property.

3. The Fort Collins Museum strives to have ongoing consultation with scholarly experts in the field and recognized American Indian Tribal Representatives, about its American Indian collections. The Curator of Collections will coordinate consultation as needed.
4. Recommendations made by American Indians through the consultation process, that pertain to American Indian artifact storage and exhibits, will be documented and implemented to the best of the Museum's abilities and resources.
5. The Curator of Collections will maintain documentation of Summaries and Inventories of American Indian artifacts held at the Fort Collins Museum.
6. Artifacts requested and considered for repatriation will be researched and evaluated to the best of the Museum's resources. Efforts will be made to ensure the successful and accurate return of artifacts to the appropriate American Indian community.
7. American Indian groups requesting the return of artifacts are required to provide to the Fort Collins Museum documentation and research to support the return of the artifact to that particular community.
8. Request for repatriation of artifacts will be reviewed by the Director, Collections Advisory Committee and upon mutual agreement for repatriation procedures the Curator of Collections will facilitate the return of artifacts.
9. The Curator of Collections will maintain NAGPRA paperwork, including but not limited to notification, return requests and repatriation documentation. A copy of these files will be kept by the Museum's Director.

Access to the Collection and Records

Public Guidelines

1. The Fort Collins Museum collections are available to the public through museum exhibits, programming, and by appointment with the Curator of Collections for research and study.
2. Access to collection storage areas will be controlled by, and at the discretion of, the Curator of Collections.
3. Visitors can request to view specific collection objects by filling out a Collections Research and Access Request form (appendix C) and by making an appointment with the Curator of Collections. Three days notice is generally required.
4. Objects will be viewed at the Museum and cannot be removed from the Museum premise. Viewing of the objects will be under the supervision of the Curator of Collections, other Museum staff, or qualified volunteers as necessary.
5. Collection records are available to the public Tuesday through Friday 10:00 a.m.- 4:00 p.m. An appointment with the Curator of Collections is required. A Collection Research and Access Request form must be completed, indicating which records are being requested. Some records may not be accessible at the donors request or if they are already in use by Fort Collins Museum staff. Records cannot be removed from the Museum premise. Photocopies can be made on site for a nominal fee.
6. This Collection Policy is a public document and copies are available upon request.

Museum Staff Guidelines

1. The Fort Collins Museum permanent collections and records are available for research and study to Museum staff by requesting access to collections storage or collection files with the Curator of Collections.
2. Collection files are not permitted to leave the Museum premises.
3. Access to collections storage will be controlled by and at the discretion of the Curator of Collections.

4. Museum staff is not permitted to remove objects from the Museum storage facilities without consultation and approval by the Curator of Collections.
5. Museum staff is not permitted to remove objects from the Museum's premise without prior consultation and approval by the Curator of Collections (see Outgoing Loans).
6. Objects removed from Museum storage for exhibiting purposes will be coordinated with and signed for on a Movement of Artifact log by the Curator of Collections (appendix D).
7. Keys to collections storage will be maintained by the Curator of Collection with copies to the Director.

Photographic Reproduction

1. Any educational, nonprofit, or for-profit organization wishing to use photographs taken within the Museum or obtained from the Fort Collins Museum in a publication must have a credit line acknowledging the Fort Collins Museum: "Courtesy of the Fort Collins Museum, Fort Collins Colorado."
2. Photograph reproductions of three-dimensional artifacts or two-dimensional images held as Museum property must comply with the use agreement and will be charged a use fee (appendix E).
3. Images may not be enhanced by computer digital imaging or otherwise altered or modified in anyway without written permission by the Fort Collins Museum Director.

Rejected Offers of Donation

1. The owner of objects not accepted into the Fort Collins Museum Collection will be notified by either telephone or in writing to retrieve their items. Unaccepted items, when the donor indicates on the deposit receipt that they do not want the items returned, will be recorded in the disposition records (appendix F) and disposed of by Museum staff.
2. Items rejected and not retrieved by the owner, and the donor has indicated on a deposit receipt that they wish to be notified if the object is not accepted into the Museum's collection, shall be disposed of within 120 days of written notification. The disposition of the artifact will be documented in the disposition records as maintained by the Curator of Collections.
3. Without a deposit receipt property offered to the Fort Collins Museum will fall under abandon property laws.

Loans

Incoming Loans

1. Loans to the Fort Collins Museum shall be accepted only if the item will be used in an existing or planned exhibit or is needed for research, study, or interpretative purposes. Loans shall be covered by a contract describing the item and shall be signed by the legal owner and the Museum's Curator of Collections or Director (appendix G).
2. Any Museum Curator or the Director may initiate loans. The Curator of Collections will oversee the loan legalities and activities.
3. The Curator of Collections may authorize loans of specific artifacts or collections from private individuals, organizations or other collecting institutions.
4. Loaned collections will be handled in a manner that is consistent with the handling of the Museum's permanent collections.

5. No loan will be accepted into the Museum without a signed Loan Agreement. All paperwork will be generated and maintained by the Curator of Collections.
6. All incoming loans will be insured wall to wall by the Fort Collins Museum for the duration of the loan, unless otherwise stipulated on the loan agreement and proof of self-insurance is included.
7. Transportation to and from the lender will be provided at the expense and supervision of the Fort Collins Museum unless otherwise stipulated on the loan agreement.
8. Condition reporting of incoming objects is required. The Curator of Collections or a designee can complete condition reports. Condition reports will be generated upon the receipt of the loan and prior to its return. Any deviations or damage to loaned objects will be noted and the lender will be notified immediately. The Curator of Collections will maintain condition reports.
9. Loans shall be returned as soon as their use for any of the above described purposes is completed. If it is necessary for the period of the loan to extend for more than a year the contract will be renewed annually to assure contact with the owner is not lost.
10. Unless notified in writing, objects will be released only to the Lender. In case of change in legal ownership, including death of (or dissolution of the corporation of) the lender, the new owner is required to establish his or her legal right by proof satisfactory to the Museum and indicate his intention as to continuance of the loan.
11. Objects left on loan past the duration stipulated in the loan agreement and are not claimed within 120 days of the date specified in the loan agreement and written notice of termination of the loan has been sent (pursuant to section C.R.S. 38-14-106), will be considered abandoned property and shall result in the lender's loss of all rights to the loaned item.
12. Unless otherwise noted on the loan agreement the object lent may be photographed or reproduced by the Museum for educational, catalog, and publicity purposes.

Outgoing Loans

1. Upon request, the Curator of Collections may make loans from the Fort Collins Museum collection to other museums provided they meet requirements for security, general care, use, insurance, transportation, packing and crating as determined by the Curator of Collections and Director. Loans may be made for exhibit purposes only, any other use must be approved in advance by the Director.
2. Loans shall be covered by a contract describing the item and shall be signed by the Museum's Curator of Collections or Director (appendix H).
3. Only those artifacts that are in good condition, as determined by the Curator of Collections, and which will not suffer adverse effects from travel or exhibition will be recommended for loan. Under no circumstances are permanent collections items available for use.
4. The fragility, value, security requirements and uniqueness of artifacts may deem them unavailable for loan, as determined by the Curator of Collections and the Director, or may require the borrowing institution to provide a courier fee for Fort Collins Museum staff to travel with the artifact.
5. Borrowing institutions must complete a facilities report, provided by the Museum to serve as the basis for the Curator of Collections evaluation of the safety and care the loaned objects will receive (appendix I).
6. Borrowing institution shall be responsible for insurance and transportation. The Fort Collins Museum requires proof of insurance and may charge a packing and crating fee if

7. Borrowing institutions are not allowed to clean, alter, or provide any level of conservation treatment to Fort Collins Museum property without prior written consent and supervision by the Fort Collins Museum Curator of Collection.
8. The Curator of Collections shall disburse loans. Outgoing Loan Agreement with the borrower signature will be generated and maintained by the Curator of Collections.
9. All loans are subject to ongoing evaluation as to the care Fort Collins Museum property is receiving at the borrowing institution, and at the discretion of the Director, a loan may be terminated at any time based on the quality of care being given to loaned objects.

Deaccession of Collections

1. Objects in the collection will be retained permanently if they continue to be relevant and useful to the Mission of the Fort Collins Museum, and if they can be properly stored, preserved and exhibited. Deaccessioning of objects may be considered when these conditions no longer prevail, or in the interest of improving the Museum's collection.
2. Objects in the collection will be deaccessioned upon the recommendation of the Curator of Collections with input from the Collections Advisory Committee, with the approval of the Museum's Director. Notification of deaccessioning will be provided to the Director of Cultural Resources.
3. In considering various alternatives for the disposition of deaccessioned objects, the Museum will be concerned with:
 - a. First consideration will be given to placing the object(s) through gift, or exchange, in another tax-exempt institution wherein they may serve the purpose for which they were acquired initially by the Museum.
 - b. Objects that are offered for sale will be advertised in a newspaper of general circulation of the City of Fort Collins and offered through public auction in a manner that will best protect the interests, objectives and legal status of the Museum.
 - c. Proceeds from such sales will be designated for the exclusive purpose of acquisition or conservation of collections.
 - d. Objects will not be given or sold privately to present or former Museum employees, volunteers, committee members, members of the governing authority, or to their representatives.
 - e. Deaccessioned objects that have been damaged or have deteriorated to the point of not being useful for disposal as described above may be given to appropriate educational institutions for use in teaching activities, or if no alternative exists, be discarded completely or destroyed.
 - f. Objects that have been deemed harmful and present a clear danger to human contact will be destroyed according to local laws.
4. An adequate record of the conditions and circumstances under which objects are deaccessioned and disposed of will be made and retained as part of the Museum's collections records and maintained by the Curator of Collections (appendix F).

Ethical Conduct

1. The Fort Collins Museum will strive to adhere to the principles promulgated by the American Association of Museums "Code of Ethics for Museum" (appendix J).

2. In accordance with the Tax Reform Act of 1984 the Fort Collins Museum will not provide appraisals for prospective donors for tax purposes.
3. The Staff, Volunteers, and Committee members or other agents of the Museum will not compete with the Museum for the acquisition of artifacts.
4. The Museum and its Staff, Volunteers, and Committee members have a responsibility to the Collection to ensure its safety for the benefit of the general public. Collections are to be secured, properly cared for, and preserved. To this end the Fort Collins Museum's Collection will be available for public access through exhibition, programming, and research. Every effort will be made to accommodate the advancements of the intellectual access of the Museum's Collection.

09/01/00