



**THE
BUCKEYE VALLEY
MUSEUM**

**COLLECTION AND COLLECTION
MANAGEMENT POLICY**

2008

TABLE OF CONTENTS

SECTION	PAGE
I. MISSION STATEMENT	3
II. HISTORY OF THE COLLECTION	4
III. ACQUISITIONS FOR THE COLLECTION	4-6
IV. DEACCESSIONS FROM THE COLLECTION	6-7
V. USE OF THE COLLECTION	7-8
VI. ACCESS TO THE COLLECTION	8-9
VII. PHOTOGRAPHY OF THE COLLECTION	9-10
VIII. LOANS FROM THE COLLECTION	10-11
IX. LOANS TO THE COLLECTION	12
X. LIBRARY AND ARCHIVES	12-13
XI. CHARITABLE DEDUCTIONS	13
XII. OFFICERS, TRUSTEES AND STAFF COLLECTION CODE OF ETHICS	13-14

I. MISSION STATEMENT

Community Services

We Create Community through People, Parks and Programs.

Library, History and Arts Division

We enrich lives through quality programs and events, education and preserving local history.

Museum

The Buckeye Valley Museum seeks to collect, preserve, interpret and exhibit materials related to the Buckeye Valley as well as materials from the surrounding communities which will aid in preserving our local history.

The museum is dedicated to preserving the history of Buckeye for present and future generations. We bring the past to life by preserving our local history.

II. HISTORY OF THE COLLECTION

The Buckeye Historical and Archeological Museum was founded as a nonprofit organization dedicated to preserving the local history of the Buckeye Valley. The Museum was established in 1952 by I.H. Parkman and the Buckeye and West Valley Old Settlers Union. The doors were opened to the public on March 1, 1953. On August 14, 1954 the Museum was incorporated in the State of Arizona. The Museum finances and day to day operations were overseen by the Museum Board and primarily managed with volunteer staff. As the collection grew, the facilities were upgraded and new wings had to be added to the building. On November 9, 1982 the name was changed to The Buckeye Valley Historical and Archeological Museum. After many years of hard work and a desire to see the Museum advance to serve our ever growing population, the Town of Buckeye was approached by the Museum Board about taking over the Museum collection. On October 2, 2007 it became a reality and the collection was accepted as a donation by the Town of Buckeye. The Museum is now known as the Buckeye Valley Museum. The Buckeye Valley Historical and Archaeological Museum corporation is changing its name to become the Buckeye Valley Historical Society, a 501(c)(3) organization that will support the Buckeye Valley Museum. The Town of Buckeye's Museum administrative staff will serve as the Collections Committee to oversee the acquisition, use, and disposition of the collection. This Committee will consist of, but is not limited to, the Museum Supervisor, Division Manager, and Department Director.

This Collection and Collection Management Policy is concerned with the acquisition, use, management and disposition of materials and objects in the Museum's areas of interest. The provisions of this policy are intended to reflect the best professional practices in the museum field. This policy applies to the Museum collection; it does not apply to gifts to the Museum of items not intended for those collections.

III. ACQUISITIONS FOR THE COLLECTION

The Museum subscribes to a policy of selective acquisitions. Its collection priorities are laid out as follows:

The Buckeye Valley Museum seeks to develop collections that will enable the widest possible audience to learn about the history of the Buckeye Valley and its surrounding communities.

A. Relevancy

Objects acquired for the collection must be relevant to and consistent with the goals, purposes and activities of the Museum. Relevancy of an item is to be determined in accordance with this policy and specific acquisition programs adopted from time to time by the Collections Committee.

B. Appropriateness

There must be reasonable certainty that objects acquired for the collection will be used at some time by the Museum.

C. Preservation

There must be reasonable certainty the Museum will be able to provide proper cataloging, conservation, storage and protection for all objects that are acquired for the collection, and the Museum will be able to preserve these objects for as long as they are relevant to the Museum's purposes, goals and activities.

D. Compliance With Law

There must be reasonable certainty that objects have been acquired in full compliance with the laws and regulations of the country or countries of origin, of the United States and of the relevant states, tribal governments and local communities within the United States. In addition, the Museum will not knowingly acquire any objects whose circumstances of collection were unethical or contrary to the goals or good practices of the Museum or the museum profession.

E. Documentation

The extent of documentation of an object is relevant in deciding whether to acquire material for the collection.

F. Prehistoric Material and Human Remains

No prehistoric materials, documented or undocumented, will be purchased by the Museum. All prehistoric materials that are offered to the Museum for donation will be carefully scrutinized in an attempt to avoid the encouragement of unethical collecting practices, trafficking in prehistoric materials or the illicit looting of prehistoric sites. The Museum will not acquire human remains or associated funerary objects.

G. Title

Title to objects that are acquired for the collection must be transferred to the Museum through a legal instrument of conveyance.

H. Gifts

Gifts, bequests and transfers must be accepted by the Collections Committee. When gifts are offered to the Museum, the staff shall, whenever possible and appropriate, encourage an unrestricted gift.

I. Purchase

Any purchases must follow all purchasing guidelines for the Town of Buckeye.

J. Registration

The Museum staff shall accession all items acquired by the Museum for the collection. Such records will show the manner of acquisition, origin and history, if known, and manner of conveyance. Museum staff shall establish and maintain an information system that identifies the whereabouts of all items in the collection.

K. Inappropriate Items

Items offered to the Museum that are not appropriate for the collection will not be accessioned but may be accepted if there is an agreement with the donor that they will be disposed of for the benefit of the Town of Buckeye.

L. Acquisitions Planning

The Collections Committee will work to solicit acquisitions that will enhance the purposes of the Museum.

IV. DEACCESSIONS FROM THE COLLECTION

In general, objects added to the Museum collection should have permanency within the collection. In determining items to be deaccessioned and their eventual disposition, the following criteria and procedures must be followed:

- A. Priority for deaccession should be given to materials in the collection that do not fall within the scope of materials deemed acceptable under the acquisitions policy set forth in Part 2 of this policy.
- B. Items considered for deaccessioning must be noted by the Collections Committee to be of no present or future use to the Museum, or that they cannot be properly preserved or stored.
- C. Any donor restrictions concerning an item to be deaccessioned and disposed of must be observed.

- D. If a group of related items that, taken together, have particular significance has been given to the Museum, a portion of that group may not be deaccessioned.
- E. Items to be deaccessioned shall be disposed of in one of the following ways, after approval by the Collections Committee:
 - 1. Offered to other museums or educational institutions in exchange for items to be added to the collection.
 - 2. Offered to museums or educational institutions as a gift.
 - 3. Offered for sale according to the Town of Buckeye's Policy and Procedures.
 - 4. Items devoid of museum appropriateness and that have no substantial monetary value or significance as study materials, may be discarded, destroyed, or sold according to one of the aforementioned methods.

F. Use of Proceeds

All proceeds derived from deaccessioning of items from the collection shall be returned to the Town of Buckeye's general fund. In the case of sale of donated items, credit shall be given, where appropriate, to the donor or donors in cataloging and displaying material acquired with the proceeds of sale.

G. Record Keeping

Permanent records will be maintained on all items that are deaccessioned from the collection showing the date and circumstances of deaccession and disposal and the identity of any purchaser or donor.

V. USE OF THE COLLECTION

The Museum uses its collection in order to implement the Museum's Mission Statement adopted in 2008.

The Buckeye Valley Museum seeks to collect, preserve, interpret and exhibit materials related to the Buckeye Valley as well as materials from surrounding communities that will aid in preserving our local history.

The museum is dedicated to preserving the history of Buckeye for present and

future generations. We bring the past to life by preserving our local history.

The purposes for which the collection has been gathered are of primary importance in its use in the Museum's exhibition, education and research programs. The Museum recognizes that a conflict may exist between the conditions required for the perpetual preservation of the collection and the use of the collection for exhibition and educational purposes. In carrying out its educational mission, all steps required by prudent museum conservatorship should be observed in order to minimize the damage and degradation that use causes to an object. The following guidelines govern the use of the collection:

- A. Objects added to the collection must be accessioned in accordance with the requirements of Part 3, paragraph J, of this policy. No object intended for the collection may be used in any program until it has been accessioned.
- B. The Museum, to the best of its ability, will create and maintain an appropriate environment for the storage and preservation of artifacts in the collection when the same are not in use in any of the Museum's programs.
- C. When artifacts and materials are used in Museum programs, every attempt will be made to control their environment, minimizing the possibility of loss or damage. The Museum staff will keep informed about changing standards and techniques for the display of objects.

VI. ACCESS TO THE COLLECTION

Museum staff will make every effort to see that researchers whose projects are considered to fall within the general research and educational goals of the Museum are given reasonable access to the collection and assistance with their research needs. This assistance will be limited only by space, cost, time and the established care and security needs of the collection. The following conditions will govern access to the collection for research purposes:

- A. Access for research projects requires an appointment. Grants of access to the collection will be made at the discretion of the Museum Administrator upon completion of the appropriate application form by the applicant.
- B. References may be requested from applicants unknown to the staff by acquaintance or reputation.
- C. All research activities are subject to supervision by museum staff.
- D. Admission of individuals into the storage area and removal of items from storage for study shall be at the discretion of the Museum Administrator

having due regard for the duration, scope and importance of the research project.

- E. All applicants for research access shall agree that, upon the completion of the project, a copy of the final product and related writings will be filed with the Museum.
- F. Applicants shall agree to give credit to the Museum in connection with published research reports.

VII. PHOTOGRAPHY OF THE COLLECTION

- A. Non-commercial photography (including motion picture, video camera or any form of image recording) in the Museum galleries is permitted, subject to the following general limitations relating to security, public safety or conservation of the collection:
 - 1. No flash or lights allowed, except where specifically stated in the gallery.
 - 2. No tripods, except with prior written authorization from the Director's office.
 - 3. Special exhibits or works loaned to the Museum may prohibit photography as a condition of the loan. Such exhibits or works will be identified as off limits for photography.
 - 4. Copyright for many works in the Museum is owned by the artist. The Museum does not assume liability for violation of copyright laws by a photographer.
- B. Photos of the Museum, its exhibits or collection may not be used for any commercial purpose without written permission from the Community Services Director. If permission is granted, it may be subject to requirements for credit and appropriate fees or royalties.
- C. Photographs taken of material that is subject to copyright restrictions may not be used for publication or any commercial purpose without the written permission of the copyright holder and the owner of the material.
- D. The handling or touching of objects or artifacts for the purpose of photography is not permitted without supervision from the Museum Administrator or designee.

- E. Requests for photography of items not on exhibit should be directed to the Museum Administrator. Such photography will be permitted only if it is deemed to fulfill the mission of the Museum. A fee may be charged to cover costs and time of staff involved.
- F. Photographs taken pursuant to contract with the Museum, by a Museum staff member or by anyone being paid by the Museum shall be considered “works made for hire” and are the copyrighted property of the Museum. All negatives, transparencies or other materials resulting from such photography are also “works made for hire” and are the copyrighted property of the Museum.
- G. Any object taken from the Museum for the purpose of photography is subject to all procedures and restrictions on loans as stated in Part 8 of this policy.

VIII. LOANS FROM THE COLLECTION

The Museum will make loans of items from the collection to institutions for exhibitions or organized projects that are consistent with the educational goals and purposes of the Museum. The Museum will not make loans of its collection for non-educational purposes to private, corporate or other bodies, provided that exceptions may be made for loans to the Governor of Arizona, other municipalities or governmental bodies, or to observe gift restrictions. Any exceptions must be approved by the Collections Committee.

Loan requests require receipt of a standard facilities report and a written request for the loan stating the intended use of the objects, the period for which the objects are required, and the environment in which they will be housed or displayed, including information on security, insurance, and ability to control temperature, humidity, light and biological infestation. The borrowing institution must agree in writing to the following conditions before the Museum makes any loans.

- A. The borrowing institution will pay all costs incurred for handling, packing, transporting and conservation of all borrowed objects, the methods of which must be approved by the collections committee.
- B. The borrower will assume full responsibility for any loss of or damage to the loaned objects while in transit or on location away from the Museum. The Museum shall state in advance and in writing, the value of intended loans and a certificate evidencing insurance coverage of the value of the objects “wall-to-wall” will be required in advance from the borrower. Any losses or damages not covered under such policy or that are otherwise excluded by the policy will remain the responsibility of the borrower.

- C. The borrower will observe all requirements for exhibition or use imposed by the Museum, and will exercise extraordinary care with respect to all borrowed objects. All borrowed objects shall be inspected upon arrival and condition reports must be furnished to the museum. Numbers or tags must not be removed. Cleaning and restoration are not permitted. No adhesives (tapes, gummed labels, etc.) may be used on any artifact, nor any objects be modified either for display or research purposes except with written permission from the appropriate curator or the Museum Administrator.
- D. Labels for exhibits and publications utilizing the borrowed objects must credit "The Buckeye Valley Museum, Buckeye, Arizona," unless additional credit is required by a restricted gift. Lenders, if any, to the Museum may also be credited.
- E. No sub-loans may be made without written permission from the Museum. Items loaned to another institution with written approval for use in a traveling exhibition are not considered sub-loans and remain the responsibility of the originating institution for the entire time the objects are away from the Museum.
- F. The loan agreement will specify delivery and return dates. Requests for an extension of time must be supported by appropriate documentation and, where required, accompanied by a supplemental certificate of insurance covering the extension period.
- G. The Museum may require that loans be accompanied by a Museum staff member while in transit to or from the Museum and that unpacking, mounting, dismounting and repacking be done under the supervision of a staff member at the borrower's expense.
- H. The Museum reserves the right to require a loan fee for preparing and providing objects from its collection for loan. Loans will be granted for a period of up to one (1) year, and reviewed annually for renewal consideration. No loan will be made where there exists unreasonable risk to the safety of the loaned objects from either an environmental or security point of view. Objects determined by the Museum's professional staff to have special historical or cultural value and that are deemed irreplaceable and objects determined to be too fragile to travel will not be loaned.
- I. A complete and accurate record of all loans will be maintained.
- J. All loans or sub-loans of items or groups of items require the approval of the Collections Committee.

IX. LOANS TO THE COLLECTION

In recognition of the fact that the Museum will never have the space or financial resources to house every object that it might utilize in one of its various education, exhibition or research projects, the Museum will at times borrow objects for its programs. Upon the conclusion of the use for which any object is borrowed, it will immediately be returned to the owner. No object will be borrowed by the Museum for which there is no specific need or use, except that items designated for donation to the Museum will be treated as in-coming loans prior to the time of transfer of ownership.

Objects borrowed by the Museum will be given the same care as objects in the collection. No cleaning or modifications will be made to such objects without prior consent of the owner.

The value of any borrowed objects will be stated in writing by the lender prior to lending to the Museum. The Museum will insure that any borrowed objects will be insured for the full value fixed by the owner. A record of all borrowed objects will be maintained and reported monthly to the Collections Committee.

X. LIBRARY AND ARCHIVES

This section pertains to any books or documents that are part of the Museum Collection. The Library and Archives seeks to be a first class research facility that will support the mission and activities of the Museum. It serves as a repository of the official records of the Museum. Relevant material in all formats will be collected. The Museum staff will accession, catalog, and make every effort to maintain and provide appropriate storage for acquired material.

A. Acquisitions

The following guidelines are to be used in the acquisition process:

1. Materials acquired for the Library and Archives shall be relevant and consistent with the goals of the Museum at the time of acquisition.
2. There shall be reasonable certainty that acquisitions will be used at some time in fulfillment of the Museum's mission.
3. Indices and bibliographies of subjects appropriate to the goals and objectives of the Museum shall be actively acquired.
4. Gifts offered to the Library and Archives with restrictions may not be accepted without the approval of the Collections Committee.

5. Items offered to the Library and Archives that are not appropriate to the collection will not be accessioned but may be accepted if there is agreement between the donor and the Museum that the materials will be disposed of for the benefit of the Town of Buckeye.

B. Library Access

Access to the collection is subject to the following conditions.

1. A staff member of the Museum must be on duty.
2. Requests for photocopies of materials in the Library and Archives will be granted within the accepted guidelines of copyright and Library procedures. Photocopying costs must be paid by the borrower.
3. Especially rare, sensitive or delicate materials in the Library and Archives collection will be made available at the discretion of the Museum Supervisor.
4. Access to special materials and archival collections in the Library and Archives requires an appointment. A registration form must be completed in order to use material from the following collections: Archives, Photographic Archives, Rare Books, Rare Pamphlets and Manuscripts.

XI. CHARITABLE DEDUCTIONS RELATING TO GIFTS

The Museum is a part of the Town of Buckeye, a governmental agency. All gifts donated to the Museum become property of the Town of Buckeye, and are not eligible for a charitable deduction. All gifts for which the donor intends to claim a charitable deduction shall be made in cooperation with the Buckeye Valley Historical Society, a 501(c)(3) organization.

It is the policy of the Museum to be completely neutral with respect to valuations of donated property. Museum staff members may not provide appraisals, and may not suggest values to outside appraisers.

XII. OFFICERS, TRUSTEES AND STAFF COLLECTING CODE OF ETHICS

Town of Buckeye Employees, (herein called “Restricted Persons”) who collect artifacts or fine art in the same general categories collected by the Museum must adhere to the following guidelines:

- A. Staff members are required to follow the procedures described herein relating to personal collections made by the staff.
- B. A Restricted Person must never attempt knowingly to acquire an object in competition with the Museum, or use his or her position with the Museum for personal gain. A Restricted Person who collects should be aware of the Museum's collection objectives and should, when possible, consider informing the Museum of the availability of an object that might be appropriate to purchase for the collection when such an object is found to be on the market. However, if the staff or the Collections Committee elects not to acquire an object, it may be acquired by a Restricted Person. All Committee decisions rejecting acquisitions shall be by roll-call vote.
- C. Staff members may not purchase objects deaccessioned by the Museum. Other Restricted Persons and Museum volunteers may not purchase objects deaccessioned by the Museum unless the same are offered at public sale or auction. No Restricted Person may trade an object from his or her personal collection for an object in the Museum's collection. The Museum will not purchase items from a Restricted Person unless the purchase has been approved in advance by the Collections Committee.
- D. Restricted Persons and Museum volunteers may not store objects from personal collections in the Museum.
- E. Staff members lending objects for an exhibition in the Museum must remain anonymous as lenders. Illustrations of works from collections of staff members should be credited anonymously in the Museum's publications.
- F. If a staff member decides to sell part of all of a personal collection, the staff member must first offer the items to the Museum as a gift or at fair market value. All such offers shall be documented.
- G. Relatives of Restricted Persons must not engage in any transaction, on behalf of a Restricted Person, which is prohibited by these guidelines. In addition, Restricted Persons should use their best efforts to urge members of their immediate families to comply with these guidelines.