HASKELL CULTURAL CENTER AND MUSEUM
155 INDIAN AVENUE, #5013
LAWRENCE, KANSAS 66046
WWW.HASKELLHISTORY.COM

CODE OF ETHICS

THE MUSEUM

1.1 *MUSEUM MISSION STATEMENT*

The mission of the Haskell Cultural Center and Museum is to preserve the unique history of Haskell Indian Nations University and to raise awareness of the truth about the American Indian boarding school experience in the United States. This is accomplished through exhibitions and programming that center exploration through the themes of history, art, ideas, and experiences.

1.2 *GOVERNING AUTHORITY*

The governing authority of the Haskell Cultural Center and Museum is the administration of Haskell Indian Nations University which, in turn, is responsible to the Bureau of Indian Education.

1.3 *DIRECTOR*

The Director of the museum is charged with the responsibility to adhere to and implement the Museum mission and all directives listed in this Code.

1.4 *STAFF*

Staff is defined for the purposes of this document as:
Administrative personnel
Education personnel
Curatorial personnel (including Chief Curator, Associate Curators, Emeritus Curators, and Student Curatorial Assistants Research Scientist Art and exhibit fabrication personnel)
Maintenance & custodial personnel
Support personnel such as volunteers and interns
Public service personnel (including public relations and gift shop staff).

1.5 *ADJUNCT CURATORS*

Adjunct Curators are people appointed to actively collect and curate collections at the Museum, but who are not paid Museum or University employees. These people have privileges similar to Curators and may use their affiliation with the Museum in publishing their research. With this affiliation, Adjunct Curators are

also held to these ethical standards, as well as the ethical standards of professional societies with which they are associated. There are several aspects of this Code that do not apply to Adjunct Curators as they are not employed by the Museum or University. These special exceptions are noted in the appropriate sections.

1.6 *RESEARCH ASSOCIATES*

Research Associates are people who actively use the Museum collections for scientific research and/or collaborate with Museum staff on publications, proposals, etc. They are not paid by the Museum and may or may not be University employees. With this affiliation, research associates are also held to these ethical standards, as well as the ethical standards of professional societies with which they are associated. There are several aspects of this Code that do not apply to Research Associates, as they are not employed by the Museum or University. These special exceptions are noted in the appropriate sections.

1.7 *COLLECTIONS*

Collections are housed at the main museum facility in Lawrence, Kansas. The collections are maintained as a public trust, housed in perpetuity, curated and preserved in an appropriate section of the Museum and shared with the scientific community and general public through research, publications, loans, interpretive displays, and educational programming.

1.8 *CODE OF ETHICS*

Every staff member must receive a copy of the Code of Ethics. Acceptance of these ethical standards is a requirement for employment or appointment as a staff member at this Museum. All staff members are required to know, understand, and adhere to these standards. Prospective staff members are to read these standards in advance of acceptance of a position/appointment and sign an acceptance form that they understand that acceptance is a condition of employment. The Haskell Cultural Center and Museum subscribes to professional guidelines set forth by the American Alliance of Museums, the International Council for Museums, and the Museum Store Association code of ethics. The Code of Ethics addresses two functional areas: Collections and Staff. Additional guidelines and information directing museum function are embodied in the professional code of conduct published by Haskell Indian Nations University; and the collections policy and curation guidelines of the Museum. Members of

the Museum community are also subject to and guided by specific procedures, such as the volunteer code of conduct, and all applicable federal and state laws.

COLLECTIONS

2.1 *MANAGEMENT, MAINTENANCE, AND CONSERVATION*

The primary ethical duty of the Museum is to maintain its collections in perpetuity. The Museum must be in control of its collections and know the location and condition of the objects that it holds. FHSM maintains a collections policy governing the status, use, and care of collections. Trained collections staff and curators must adhere to and maintain this policy.

2.2 *CURATORS*

A Curator (including Associate, Adjunct, and Emeritus curators) is a specialist in a field related to the collection in his or her care and is responsible for all aspects of that collection. A Curator is a representative of the Museum and is required to uphold the highest ethical and professional standards. They work with collections staff to determine and uphold the proper treatment and care of collections objects. This applies also to Adjunct Curators.

2.3 *ACQUISITION*

Curators will work to obtain objects and collections in their area of care. No material should be acquired for which the Museum cannot guarantee proper and permanent care. Curators must be cognizant of and must obey all laws (international, national, state, and local) affecting the acquisition of objects. Objects reposited for government or other agencies must fall within the scope of collections and pass the qualifications outlined in the HCCM Collections Policy. Curators and collections staff will collaborate closely to ensure new acquisitions fulfill the Museum mission in general and meet the standards of acceptance in particular. Curators must document the source of donated material to be accessioned in order to determine that it was legally acquired by the donor and that the Museum may legally accept the donation. Current permits must be maintained by curators who engage in field collections. Copies of permits must be kept in perpetuity with the collection and on file in the Curator's and/or Collections Manager's Office.

2.4 *DEACCESSIONING*

Deaccessions may only be initiated by the Curator of that collection. They must be approved by the Museum Director unless the value of an item or specimen is more than $5,000.00. At that time, the Director must consult with the Curators, the Vice President of Academic Affairs, and Chief Finance Officer. The Director also might consult with the University legal counsel. Deaccessioning guidelines are contained in the collections policy. All possibilities of transfer or trade must be exhausted before the option of sale is considered. Objects in condition beyond repair must be destroyed in an approved manner. Deaccessioned material may never be sold in the Gift Shop. In no event shall proceeds from the sale of deaccessioned materials be used for anything other than acquisition for the collection from which it was removed as approved by the Director. Museum staff must never acquire or purchase, even at public auction, objects deaccessioned from the Museum's collections.

2.5 *APPRAISAL AND RESTORATION SERVICES*

Museum staff are not allowed to conduct appraisals or authentications in any capacity, either when representing the Museum or as an independent activity. Donors requesting appraisals should be referred to other sources. The related area of identifying items presented by the public is the duty of the collections staff and must not be pursued for personal profit, nor may monetary values be assigned. Adjunct Curators and Research Associates may offer appraisals, though not as an agent of the Museum. Museum staff and Adjunct Curators are prohibited from buying, selling, and trading objects for profit like those within the Museum’s collections.

2.6 *COMMERCIAL USE*

The Director and Curators should carefully evaluate proposals to replicate collection objects for commercial use. The safety of the original object must not be threatened, and inaccurate copies and inappropriate uses must be forbidden. To the extent possible, an object should be marked as a copy in a permanent manner.

2.7 *AVAILABILITY OF COLLECTIONS*

A balance exists between object preservation and object access. The Curators should determine the needs and allowable access for each object. Legitimate requests for information and/or the examination for research purposes of objects

from the collection will be honored according to procedures outlined in the "Access to Collections" portion of the Collections Policies. Curators must not restrict access to collections for legitimate research purposes. Objects may be used for educational purposes at the discretion of the Curators. Access to the collections shall include loans to responsible institutions and use within the Museum with proper attention to any restrictions established by repository agreements or gift contracts

2.8 *TRUTH OF PRESENTATION*

All Museum representatives are responsible for the accuracy of their research and public interpretation and for the content of written descriptions and documentation of the collections under their jurisdiction, whether prepared by themselves or by others. Exhibits and programs will provide factual and meaningful views based on scientific research and will not perpetuate myths, stereotypes, or religious beliefs. All educational information and materials should be approved by the appropriate Curator. Replicas and reproductions will be identified as such. Plagiarism of unpublished ideas, data, or research pertaining to the Museum's collections will not be tolerated. Published research and the contributions of collaborators must be properly cited.

2.9 *OWNERSHIP OF FIELD NOTES AND MATERIALS RELATED TO MUSEUM COLLECTIONS*

Collection staff (including Student Curatorial Assistants) and education staff hired to research and interpret the collections in their care and/or conduct field work must leave all notes and associated materials that result from their work with the Museum. Copies of such documentation will be made available to the authors on their request should they leave the Museum's employment. All original artwork (including photographs) created in the course of Museum research or exhibit construction, remains the property of the Museum.

STAFF

3.1 *GENERAL DEPORTMENT*

Employment by or association with the Museum involves a public trust of great responsibility. In all activities, Museum staff must act with integrity and in accordance with most stringent ethical principles as well as the highest standards of objectivity. The Museum enjoys high public visibility and its staff a generous

measure of public esteem. To the public, the Museum's staff is never wholly separable from the institution. The reputation and name of the Museum are valuable assets and should not be exploited either for personal advantage or the advantage of any other person or entity. Personnel should take pride in their personal appearance. Punctuality, willingness to be of service, good taste, and courtesy must be observed at all times. Personnel must keep confidential Museum business out of social conversation. Such affairs of the Museum are not proper subjects for out of Museum discussions. Violation of this policy by any staff member will result in termination of contract or volunteer status.

3.2 CONFLICT OF INTEREST

Personal activities should not conflict with Museum duties. Museum staff must be prepared to accept as conditions of employment, or association, the restrictions that are necessary to maintain public confidence in museums and in the museum profession. Museum employees are also subject to Haskell Indian Nations University's conflict of interest policy. Intellectual activities, such as book writing, that take place outside of Museum time are permitted and even encouraged as they promote the Museum and its reputation. Museum staff will not compete with the Museum in any personal collecting activity. Staff must refrain from amassing or adding to personal collections that overlap in scope with any area of the Museum. Adjunct Curators, Research Associates, and Volunteers are exempted from this policy, as they are not employees and thus have no official museum time for personal activities to conflict. These parties cannot use their Museum affiliation to promote personal collecting activities. Additionally, these parties, as well as the Governing Authority, must not have a conflict of interest – real or perceived – with the Museum's collections and collecting activities.

3.3 USE OF COLLECTIONS

Staff members will not use their private homes to store any object or item which is part of the Museum's collections or is loaned to the Museum. Staff members are not permitted to store personal collections amassed prior to Museum employment in the Museum. All acquisitions made by participants in Museum-sponsored field excursions are the property of the Museum. Curators may allow, after inspection, items to be kept by non-curatorial staff, volunteers, or Museum patrons. Approval of the Director is required for outside projects involving personal scholarly activity of Museum employees, done exclusively on personal time, and not within the scope of assigned Museum responsibility. As Adjunct

Curators may not live within close proximity of Lawrence, it may be appropriate for Adjunct Curators to have loaned material within their home for study, but they must adhere to any loan requirements. Collections that have not been accessioned into the Museum collections may be kept in their homes for preparation. Adjunct Curators cannot keep personal collections at the Museum. Scholarly activity of Adjunct Curators requires Director approval.

3.4 *GIFTS, FAVORS, DISCOUNTS, OR DISPENSATIONS*

Museum employees and others in a close relationship to them must not accept gifts, favors, loans, or other dispensation or things of considerable value available to them in connection with their duties for the Museum. Gifts include discounts on personal purchases from suppliers who sell items or furnish services to the Museum, except where such discounts are also offered to the general public. Gifts can also include offers of outside employment or other advantages for the Museum employee. Salaries or wages are considered complete remuneration for all Museum-related activities. Staff members are permitted to retain gifts of minimal value when acceptance would not appear to impair their judgment or otherwise influence decisions. Meals, accommodations and travel services while on official business may be accepted if clearly in the interest of the Museum. Gifts, favors, and dispensations in excess of $40.00 must be reported in writing to the Director within one month of receipt.

3.5 *SUPERVISION*

Employees of the Museum will supervise volunteers, student interns, and other unpaid help. All concepts for products created by or resulting from work performed as a volunteer of the Museum, including artworks, and all rights pertaining thereto, remain the property of the Museum unless specifically released. Volunteers must not present themselves or their ideas as official Museum representations.

3.6 *PROGRAM ACCOUNTABILITY*

Employees will ensure that all programs presented by the Museum are founded on scholarship, intellectual integrity, and support the mission of the Museum. Programs operated by staff are to encourage participation and accessibility to as wide an audience as possible and be consistent with the Museum mission and resources. Revenue producing activities and activities with external entities must be compatible with the Museum mission and support the Museum's public trust.

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3.7 *GIFT SHOP*

The gift shop will not sell replicas misrepresented as original material. Replicas must be clearly and indelibly marked as such. The gift shop will not sell craft items of misleading or dubious origin. In cases where potential items for resale raise questions of ethical nature in some staff person's mind, appropriate Curators or the Director should be consulted, with the final decision resting with the Director.

GOVERNANCE

4.1 *RESPONSIBILITY*

The governing authority protects, maintains, and develops the physical, human, and financial resources of the Museum. The governing authority understands and fulfills its trusteeship and understands the Museum mission and public trust responsibilities.

4.2 *PRACTICES*

The governing authority ensures that professional standards and practices guide Museum operations and mutual respect guides relationships among administration, employees, and volunteers. The governing authority oversees that the Museum is responsive to the interests of its communities while maintaining and protecting the intellectual integrity of its staff.