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

COLLECTIONS POLICY

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1. INTRODUCTION

The holdings in collections at the Haskell Cultural Center and Museum (HCCM) represent a crucial part of the Museum's mission. This policy is intended to ensure the best care and use of collections to aid researchers, make the best use of finite space, conserve sensitive items, effectively provide quality educational displays and programs for our community, and strengthen focus areas. The Collections Policy here applies to acquiring, processing, and caring for collections specimens, and conforms to the HCCM Code of Ethics and Museum's mission. This policy supplements and may extend federal and state guidelines, and in turn may be supplemented but not superseded by special considerations or specific agreements among curation partners, new legislation, or agency regulations. HCCM adheres to the spirit of guidelines put forth by the AAM and ICOM and its partner agencies at federal and state levels.

2. INTENT AND AREAS OF EMPHASIS

HCCM exists for the documentation, preservation, and dissemination of items and information pertaining to Haskell Indian Nations University's existence as a federally operated boarding school through its transition to a four-year university today. Items maintained in the HCCM collections reflect this unique history and are limited to those items that have a direct tie to Haskell Indian Nations University (HINU) or an

individual or individuals associated with the school such as employees or students. Exceptions to this policy are objects of art or other items that have a strong historical component or items that may be part of an archived exhibit.

3. DOCUMENTATION

Required documentation will differ according to the nature of the collection. Each item must have proper documentation for its category and in the case of donations, the donor must be able to show legitimate ownership and proof of legal collection. If the items have been previously displayed or studied, a copy of the professional papers or exhibit catalogs on the collection or item is required. Undocumented items and/or items without provenance information will not be accepted into the permanent collections. For ethical and legal reasons HCCM does not provide any documentation granting formal appraisals, especially to prospective donors.

4. ACQUISITIONS

HCCM acquires collections specimens through field collection by staff and volunteers, private donations, purchases, and collections from state and federal lands. Research collection items must be designated formally as such and placed within museum repository space. Educational collections may be designated from items under university purview; the Museum may provide tracking and indexing services as an arm of HINU. Once acquired by the Museum, these or other items have to go through a deaccessioning process to be given to the University. The Museum acquires items for its stated purposes and avoids acquisition for its own sake, even were freely donated gifts are concerned. Items for which the HCCM anticipates no foreseeable use for exhibition, research, education, or exchange will not be accepted. Potential donors of such items may be referred to other museums having an interest in and use for the offered item.

A. *Donations:* For its permanent collections, the museum requires outright donations with no conditions attached. Purchases are kept to a minimum and must fulfill a very specific domain of need, be unobtainable through donation or other means, come from verifiable sources or institutions, and meet all the stipulations of our Code of Ethics. If an item is unique and needed for upcoming displays or collections, a Curator may make an exception upon the recommendations of museum staff, provided sufficient staff and funds are available for conservation and stabilization. Accessioned

items must present an opportunity for the museum to expand or reinforce existing collections or displays. HCCM will not knowingly or willfully accept or acquire any object or item illegally imported into or illegally collected in the United States. Due diligence will be pursued to ensure that items considered for acquisition have been collected and imported in full compliance with the laws and regulations of the federal government of the United States and of the individual states and tribal nations. All items collected in foreign countries must also have been obtained in compliance with the laws of those countries with documentation of legal collection and import. The Museum may accept items that have been confiscated and offered to the Museum by government authorities. Donors desiring to take an income tax deduction must have an independent qualified appraisal made of the value of their gift. Appraisals can happen prior to, during, or after the specimen is donated. HCCM staff cannot provide appraisals to donors but are able to work with the appraiser of the donor's choice. The Museum office verifies donations for tax purposes. If a donor chooses to have their non-cash charitable donation in excess of $5,000.00 appraised for tax deduction purposes, IRS Publication 561 is required. The appraiser will provide IRS Form 8283 documenting the donation valuation, which should be sent to the attention of the Museum office. A legal instrument of conveyance will be required for gifts, purchases, or bequests and can consist of a Deed of Gift, Bill of Sale, or Decree of Distribution and a Last Will and Testament. Donation documentation will include the item(s) or item(s) description, restrictions if any, and considerations, if any, and will be kept in the accession files of the collections staff. A free and clear title will be required for all items and items acquired for the collections, without restrictions as to use, exhibition, loan, dispersal, or future disposition. After signing donor agreement documents, the item will become part of the Haskell Cultural Center and Museum collections, to be incorporated into programs and activities at the Museum's collection staff's discretion. Donors and their family may "visit" their donation during normal business hours; please contact the appropriate Museum staff member a few days ahead of time to schedule a visit so that we can have your donation ready for you.

B. *Repository Agreements:* The HCCM curates items from federal agencies as a repository for the permanent care of historical and ethnographic resource

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management collections from federal agencies pertaining to the areas of emphasis stated in our mission. Curatorial agreements are maintained with the appropriate agencies and researchers, to be renewed annually. These collections are processed via procedures set forth in the Curation procedures for each collection, with every effort made to provide any additional consultation and guidance to address conservation and processing before accession into HCCM collections. Repository agreements are to be made available to such agencies and may be granted at the Curator's discretion. Repository collections will be accessioned and maintained as part of the permanent collection.

5. ACQUISITIONS PROCEDURE

Every Curator or employee authorized to acquire items for the permanent collections through field collection, gift, purchase, exchange or other means will reasonably ensure that clear and legal title can be transferred to and obtained by the Museum and accomplish through due diligence that the title is clear and valid. In doubtful cases, it is advisable to consult legal counsel and appropriate agency representatives. It is essential that clear legal title to an acquisition be established prior to accessioning into the collections. It is the obligation of the Curator or Museum employee making the acquisition to ensure that all information and documentation necessary for legal and binding accessioning is obtained and that all items acquired are immediately accessioned in accordance with current procedures. Documentation is required. Collections staff, in consultation with the Museum Director, will screen all possible non-repository donations. A transaction form will be filled out on all incoming materials. Even if the item is not accessioned into the research collections, gift forms can still be issued for tax and record-keeping purposes. If an item or collection is not accepted, its owner will be notified by letter of the decision and its rationale. If the object is being held at the Museum, it will be returned to the owner, and Museum staff may assist in finding another appropriate repository. If an item or collection becomes part of the permanent collection, the procedures outlined in this document must be followed. All incoming items for the permanent collection will be cataloged and placed in isolation for the designated period, examined for insects or pest damage, and crated if deemed necessary. A conservation record/condition report is started. Items will be cataloged, numbered, photographed, etc. No item will be placed in storage or on

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display without the previous procedure. There must be a written record of all movements of the item within the museum. Staff members have specific assignments concerning the care and control of items under curatorial oversight.

6. CARE AND MANAGEMENT

HCCM is bound to provide the highest possible standard of care for its permanent and reposited collections. Selectivity in an acquisition, the first step in proper care. Because of its fiduciary responsibility to maintain and preserve specimens in perpetuity for the common good, HCCM will accept and acquire only those objects and items for which it can provide proper care, conservation, and storage. During the accession and registration process, a condition report will be completed as needed for incoming items. Originating reports will remain on file with HCCM. Throughout the term of an item's reposit, its condition will be reassessed and any changes noted in addenda to be filed with the original documentation. Other documentation concerning special care or extraordinary circumstances, health hazards, processes or substances applied, or other updated information is also added as needed. Inventories are undertaken on cataloged collections annually by the collection manager, curatorial assistants, and curators, and reconciled or spot-checked on a regular basis or when questions arise. Collections are housed in dedicated, secure storage spaces suitable for appropriate care. Storage spaces are chosen and monitored to ensure that collection items do not suffer undue environmental stresses. Collections made by curators or staff should only be made when an appropriate time frame for cataloging, storage, and research or education is assured. The Haskell Cultural Center and Museum employs various techniques to track environmental conditions in storage. Conservation needs are discussed with partners and independent consultants, whose recommendations might include the creation of suitable microenvironments or other item specific treatment. Displayed items on exhibit require constant monitoring. Temperature and light levels in the museum's gallery spaces are set to levels appropriate to the integrity of exhibited specimens. Regular visual inspections are accompanied by spot checks with supplemental dataloggers and light meters to ensure adequate specimen care. Insurance on the HCCM and its collections is managed by the United States Department of the Interior.

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7. LOAN POLICY

A. Outgoing loans: Loans to individuals with no institutional affiliations are not encouraged. Requests for outgoing loans of specimens must be in written form (paper or electronic) including purpose, detailed description of all analysis processes to be conducted on the items, and anticipated date of return. Proposed methods of packing, transportation, and security must be addressed in advance of the loan leaving the museum. Outgoing loans are authorized by the consent of the director. Archival materials are to be studied on the premises. If items on loan from the Museum are used in an exhibit or mentioned in publications, appropriate recognition of the Haskell Cultural Center and Museum must be made. Items on loan from the Museum may not be reproduced by casting, copying, or other methods without the express written permission of the Museum director. Items borrowed from museum collections may not be reproduced for sale by other institutions or individuals without written permission.

B. Incoming loans: HCCM borrows specimens only on a short-term, temporary basis, only from verified institutions or sources, and only when the loan itself is circumscribed by a specific, dedicated purpose. When possible, donations rather than loans are encouraged from private parties. Exceptions to this temporary loan policy require a case-by-case evaluation by the Director. Items should be in good condition and not require extreme conservation methods. They should also not incur major future expenses such as special cases, equipment, conservation, etc. The items will be considered temporary loans and will be accepted for a specified term, after which they will be reclaimed by or returned to their owners. If items cannot be returned and are not reclaimed within a period of 25 years, the Museum has the right to assume and claim ownership of said items. The parties responsible for payment and supervision of packing, shipping, monitoring, and care of items will be established beforehand. The Museum will not accept loans from employees. This issue is addressed specifically in the Code of Ethics.

C. Repository collections: Items collected under permit from public or tribal lands will be accepted for care, exhibit, and research in Museum collections at the request of the agency and/or affiliated tribal nation(s). The items will be accessioned and cataloged into the Museum's collections, but the items will not be exchanged or removed from collections without express arrangements with the involved agencies and/or tribal nation(s).

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8. OBJECTS IN TEMPORARY CUSTODY

As a service to the public, HCCM curators may attempt to identify or authenticate items brought to the HCCM. Identifications are done on an appointment basis and are accomplished via nonintrusive means; if possible, individuals should take their possessions with them when they leave the Museum. If the additional examination or testing is required, the items are left for examination or identification under a temporary examination loan at the discretion of the curator or collections manager. A temporary registration receipt must be filled out on every item. Each item becomes a matter of record. Temporary custody receipts will be issued to the donor and Museum signed by both parties. The receipts will show a reclamation date for the loan, with clear instructions on the transfer of the item. Individuals with items that are not donated to the Museum will be contacted to pick up the item upon identification by collections staff. Failure to retrieve the object from the Museum within six months after the first attempt to contact will result in a transfer of ownership to the Museum. At that time, the collection staff will decide the best course of action for storing or disposing of the object. Should the individual wish to donate the object, the protocol will follow the procedure outlined above.

9. ACCESS TO COLLECTIONS

It is the Museum's intent to strike a balance between protection and care of specimens in the public trust with access to data and the opportunity to learn from those specimens. The HCCM will make every effort to give reasonable access to Museum collections to researchers whose projects are considered to fall within the general goals and purposes of the Museum, whenever such work does not affect the integrity of the collections themselves. Assistance will be limited only by space, time, and the established care and security needs of the Museum. The following conditions govern researchers:

- All-access for research requires an appointment. Visiting researchers should contact the appropriate curator with information outlining the purpose of the visit, items of interest, and a proposed timeframe for the visit.

- Permission to access collections will be made at the discretion of the appropriate curator or director. A plan of the research will be discussed so that possible impact on the studied items may be evaluated. Requests may

be refused if they might compromise the condition or integrity of the collection or item.

• The Museum reserves the right to request recommendations for researchers unknown to the staff by acquaintance or reputation.

• All work with the HCCM collections is subject to close supervision by a curator.

• Admittance of individuals into the storage area and removal of specimens from storage for study shall be at the discretion of the appropriate curator and may vary with the duration, scope, and importance of the research project.

• Researchers will credit the Haskell Cultural Center and Museum (HCCM) for any research assistance provided by the Museum when such information is used in print.

10. DEACCESSIONS

Deaccessioning is defined as the formal and permanent removal of specimens from museum collections or a legal transfer of ownership. Deaccessioning is used to weed out redundant, damaged, or lost items or items that are no longer relevant to the museum's mission. It is also used to close a file when an item is stolen or given to the university or in return for long-term loans. Deaccessioning might also be used to dispose of replicas when they have fulfilled their usefulness, worn out, or have been broken. The Museum collections staff is responsible for maintaining records regarding the deaccessioning of any museum items. Items cannot be deaccessioned until reasonable efforts have been made to establish the Museum's right to dispose of the items. Acquisition files must be studied and any mandatory restrictions imposed at the time of acquisition of the item must be carefully observed. The Museum will seek legal counsel if there is any question regarding the intent or direction of the restrictions. The director is authorized to deaccession specimens less than $1,000.00 in value. Any specimen or collection exceeding $1,000.00 in value requires the review and recommendations of the Vice President of Academic Affairs, the Chief Financial Officer, the President of the University, and the Museum Director. The Director, using their judgment, may seek further review legal counsel. Deaccessioned specimens may never, under any circumstances, be

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offered for sale in the museum Gift Shop. Deaccessioned items may never be transferred from public to private ownership.

The following methods of the disposition may be used in the order of preference.

- Public perception, the interests of the Museum, the public, the public trust, scholarly and scientific communities, and current Internal Revenue codes or other related statutes must be carefully considered when selecting a manner of disposition.

- Items protected under local, state, or federal laws will be disposed of in strict observance of all laws governing their care and disposition.

- Type items and significant items that have been figured, photographed, or described in scholarly or professional publications will not be removed from the public trust by sale or any other means under any conditions.

- Those items considered for deaccessioning will be offered to other departments within the museum (including the Museum's Education Department) or Haskell Indian Nations University where they might have teaching or outreach value. The Director may offer suggestions for the transfer of certain specimens based on the overall perspective maintained by the Director's office and relationships with HINU.

- If the items under consideration are judged to have no value to any museum or university department, consideration will be given to exchange or sell the items to another tax-exempt museum or other educational institution where they may serve an appropriate exhibit, educational, or research purpose.

- If no other disposition appears appropriate, total destruction of items should be the last resort. Item destruction will be approved by the Director, registered with appropriate documentation, and witnessed by at least two Museum staff members.

11. SENSITIVE ITEMS

Special consideration must be given to sensitive items in the following area:

- Items of cultural significance/sensitivity or requiring cultural privacy

- Items pertaining to specific individuals, either living or deceased

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- Items of historical significance to specific tribal communities

All federal and applicable state regulations are strictly followed when handling the acquisition, disposition, and care of items in this category, and all relevant government agencies or parties of note are allowed full access to information regarding the items. It is the intent of HCCM to partner with respective jurisdictions to maintain strict control on sensitive materials while fulfilling our mission.