

---

**G O L D E N**



**H I S T O R Y M U S E U M S**

---

City of Golden  
Collections Management Policy



City of  
Golden

Drafted 2012  
Approved July 24, 2014  
Updated March 9, 2017

**Table of Contents**

INTRODUCTION ..... 3

1.1 GENERAL INTRODUCTION ..... 3

1.2 PURPOSE OF THIS COLLECTIONS MANAGEMENT POLICY ..... 3

1.3 AUTHORITY ..... 3

1.4 PUBLIC DISCLOSURE ..... 4

PURPOSE AND SCOPE OF COLLECTIONS ..... 4

2.1 PURPOSE OF COLLECTIONS ..... 4

2.2 SCOPE OF COLLECTIONS ..... 4

2.3 CLASSIFICATION OF COLLECTIONS ..... 6

2.4 OWNERSHIP OF COLLECTIONS ..... 6

ETHICS ..... 6

3.1 PROFESSIONALISM ..... 6

3.2 CONFLICT OF INTEREST ..... 7

3.3 TRUTH IN PRESENTATION ..... 8

ACQUISITION OF COLLECTIONS ..... 8

4.1 ACQUISITION TYPES ..... 8

4.2 CONDITIONS OF ACCEPTANCE ..... 10

4.3 CRITERIA FOR ACCEPTANCE / CONSIDERATIONS FOR COLLECTING ..... 11

4.4 VALUATION OF GIFTS ..... 11

4.5 AUTHORITY AND PROCEDURE OF ACCEPTANCE ..... 12

4.6 EXCHANGE OF ARTIFACTS ..... 12

4.7 ETHICS OF ACQUISITION ..... 12

DEACCESSIONING AND DISPOSAL OF ARTIFACTS ..... 13

5.1 REASONS FOR DEACCESSIONING (Permanent Collections Only) ..... 13

5.2 AUTHORITY AND PROCEDURE FOR DEACCESSIONING AND DISPOSAL ..... 13

5.3 METHODS OF DISPOSAL ..... 14

5.4 ETHICS OF DEACCESSIONING ..... 15

LOANS ..... 15

6.1 AUTHORITY ..... 15

6.2 OUTGOING LOAN CRITERIA ..... 15

6.3 OUTGOING LOAN REGULATIONS ..... 16

6.4 INCOMING LOAN CRITERIA ..... 17

6.5 INCOMING LOAN REGULATIONS ..... 17

6.6 LOAN DOCUMENTATION ..... 18

6.7 OBJECTS LEAVING THE PREMISES FOR MUSEUM-RELATED BUSINESS ..... 18

SECURITY OF AND ACCESS TO COLLECTIONS ..... 19

7.1 AUTHORITY ..... 19

7.2 SECURITY OF COLLECTIONS ..... 19

7.3 ACCESS TO COLLECTIONS ..... 20

7.4 ETHICS OF ACCESS TO COLLECTIONS ..... 20

RECORDS AND DOCUMENTATION OF COLLECTIONS ..... 20

8.1 RECORDS ..... 20

8.2 DOCUMENTATION ..... 22

8.3 OUTSIDE ACCESS TO RECORDS AND DOCUMENTATION ..... 22

8.4 FORMS ..... 22

## **INTRODUCTION**

### **1.1 GENERAL INTRODUCTION**

Golden History Museums (GHM) is a division in the City of Golden's Parks and Recreation Department. GHM manages three separate city-owned properties: the Astor House Museum (AHM), Clear Creek History Park (CCHP), and the Golden History Center (GHC). The mission of GHM is to engage and inspire visitors by preserving and sharing Golden's history.

The AHM is an 1867 boarding house listed on the National Register for Historical Places. A Golden landmark, the AHM interprets the period from 1892-1915, when the building was operated by members of the Goetze family. A state-of-the-art 1890s kitchen with cooking-to-die-for from a German businesswoman who created a home away from home for the many students at the Colorado School of Mines are just a few of the tales explored. The AHM promotes hands-on learning with furnishings and collections that may be touched and used by visitors. AHM closed to the public in 2016 for major structural rehabilitation. Alternate uses and interpretive models are under investigation.

CCHP depicts the Golden area's homesteading and ranching culture by interpreting authentic ranch buildings relocated from the Pearce family ranch. Coming from Welsh roots, Thomas Pearce settled in Golden Gate Canyon to work the surrounding hard rock mines, supplementing his income through ranching and farming. CCHP depicts the period from 1878 until 1890 through an experiential three-acre living history environment complete with chickens and bees. CCHP promotes hands-on learning with furnishings and collections that may be touched and used by visitors. CCHP is also home to Guy Hill Schoolhouse, an 1876 one-room schoolhouse that was used by Golden Gate Canyon residents until 1951.

The GHC is the starting place for exploring Golden's unique history through exhibits, programs, and events. Three galleries showcase changing exhibits on Golden using artifacts, photos, and documents from our permanent collection that inspire and engage a varied audience.

### **1.2 PURPOSE OF THIS COLLECTIONS MANAGEMENT POLICY**

This document establishes collections management policies for GHM. GHM adheres to the highest ethical standards and procedures as formulated by the museum profession and exemplified by the programs of the American Association of Museums. This document emphasizes those aspects of collections management most relevant to and consistent with the purposes and activities of GHM.

### **1.3 AUTHORITY**

The primary responsibility for the daily application of this Policy lies with GHM curatorial staff.

However, ultimate authority for all phases of collections management rests with the City of Golden.

## **1.4 PUBLIC DISCLOSURE**

This collections management policy will be furnished to Museum staff, the Director of Parks, Recreation and Golf, and the City Manager. Any substantive amendments to the Policy shall be reported to these parties.

Upon request, this policy will be available to other museums, potential donors to GHM, to governmental authorities, or any interested, responsible individual.

## **PURPOSE AND SCOPE OF COLLECTIONS**

### **2.1 PURPOSE OF COLLECTIONS**

One of the Museum's primary goals is to connect people to the history of Golden through historic collections.

The collections therefore fulfill the following criteria:

1. Artifacts are accepted only if they can be maintained, preserved, and utilized without loss of their physical integrity. Educational replicas are accepted if they fit into the educational mission of the site. There are two tiers, or levels, of collections. The first tier is the artifact collection that is cared for and preserved according to museum professional standards—the Permanent Collection. The second tier is the Educational Collection consisting of replicas, reproductions, antiques, and other hands-on items that are intended to be handled by the public.
2. As the steward of valuable collections, GHM assumes the responsibility to maintain and interpret its collections in order to preserve the past, inform the present, and provide insight for the future.

### **2.2 SCOPE OF COLLECTIONS**

#### **Golden Provenance Artifacts**

Artifacts have a direct association with Golden history and the surrounding Clear Creek Valley as it relates to the West such as the following.

- a. Artifacts that represent settlement by native peoples or western expansion and settlement prior to 1859.
- b. Municipal development of Golden, including early government and the incorporation of the town. This includes elements such as: mayor or city manager and city council; city departments and services, such as the police department, fire department, library, parks

and other public facilities; public works and utilities, such as water and sewer systems, and transportation systems.

- c. Public and private facilities and services associated with urban life such as local private utilities that have provided water, electricity, gas, and telecommunication services; newspapers, postal service, hospitals, cemeteries, and railroads; and the late-20th century growth of Golden including the development of neighborhoods and subdivisions, and downtown redevelopment.
- d. Economic activities in Golden including mining; agriculture and agriculture-related businesses; scientific, technical and entrepreneurial commerce; retail and commercial businesses; professional services, trades, manufacturing, health and health care; sports and recreation; and land development, tourism, and business associations.
- e. Social and cultural development of Golden including; faith communities and their buildings; civic, fraternal, and arts organizations; and unique community events and organizations.
- f. Education in Golden including the development of elementary and secondary schools, institutions of higher education and other specialized schools.
- g. Individuals and families who have made a significant personal contribution to the development of Golden.
- h. Geographical features of the Golden area.
- i. Objects of natural history or archaeological material acquired through the lawful excavation of sites in the Golden area.
- j. Written, transcribed, photographed or otherwise documented aspects of Golden history.

### **Non-Provenance Artifacts**

Objects which do not have a direct association with Golden history may still be potentially useful in fulfilling the Mission of the Museum. Objects of this class may include typical pieces of American material culture such as furniture, clothing, tools and equipment, product packages, etc., which have been mass-produced and nationally distributed. Such objects may be considered to be representative of similar objects that would have actually been used in Golden. Such objects are particularly useful for the development of interpretive exhibits, especially when a suitable collection of Golden provenance artifacts is not available. These types of objects will be classified as non-provenanced.

Artifacts without provenance may be added to the Permanent Collections if they meet one or more of the following criteria.

- a. An object is representative of a class of widely distributed common objects of a particular time period which is not sufficiently represented in the Permanent Collections. For example, clothing of the 1850's, or product packages of the twentieth century, are types of objects that may be needed to enhance interpretation of specific aspects of Golden history.

- b. An object is representative of a specific activity that was commonly practiced in Golden which is not sufficiently represented in the Permanent Collections. For example, tools associated with farming and mining or technological or scientific equipment may be appropriate for addition to the Permanent Collections, even if they were used in another part of the country.
- c. An object is representative of an aspect of American history in which the people of Golden have played a role.
- d. An object is identified as being of a specific type that is needed for educational or interpretive purposes.

## **2.3 CLASSIFICATION OF COLLECTIONS**

Objects considered for acquisition by GHM shall be classified in the following categories:

- 1. Permanent Collection: Objects accessioned in to the permanent collection are intended to be retained permanently. In keeping with professionally accepted museum standards, the best possible care will be given to protect the long-term preservation of all items in the permanent collection.
- 2. Education Collection: Objects in the education collection are those which fulfill the educational mission of the Museums. They are intended to be used by staff and visitors for programs, demonstrations, and/or hands-on use. It is assumed that they eventually will be used up and be replaced. Education collection artifacts may be historic or reproductions, and as such may be confused with permanent collection artifacts. Education artifacts will be distinguished by putting an “E” in front of the object ID number. Historic artifacts with interesting stories and/or local provenance are generally inappropriate for the education collection

## **2.4 OWNERSHIP OF COLLECTIONS**

All artifacts, photographs, and archives received by Golden History Museums become property of the City of Golden.

# **ETHICS**

## **3.1 PROFESSIONALISM**

- 1. GHM Staff: GHM staff members, Advisory board members, and volunteers must conduct themselves in an ethical and honorable manner. In all activities and statements, all persons associated with the Museums must make it clear whether they are speaking for the Museums, the city, their professional association, or themselves. They must be aware that any museum-related action may reflect upon GHM and the City of Golden, be attributed to it, or reflect

upon the integrity of the profession as a whole.

2. **Volunteers:** Volunteers are an integral part of the museum community, and GHM could not do what it does without the personal involvement of devoted volunteers. Paid staff should be supportive of volunteers, receive them as fellow workers, and willingly provide appropriate training and opportunity for their intellectual enrichment.
3. Some volunteers may work with the collections or archives staff and as such have access to sensitive materials. The lack of material compensation for effort expended in behalf of the museum in no way frees the volunteer from adherence to the standards that apply to paid staff. Conflict of interest restrictions placed upon the staff must be explained to volunteers and where relevant, observed by them.
4. **Professional Cooperation:** GHM is dedicated to the preservation of humanity's cultural and scientific heritage and the increase of knowledge; and as such welcomes the opportunity for cooperative action with similar organizations in order to further these goals.
5. **Ownership of Scholarly Material:** All research and documentation associated with an artifact, and that which is accrued or developed by staff or volunteers subsequent to its acquisition are the property of the City of Golden.

### **3.2 CONFLICT OF INTEREST**

Golden History Museums exist to serve the public interest and staff must always act in such a way as to maintain public confidence and trust.

GHM staff and volunteers shall be careful to avoid the appearance and the reality of using their positions or the information and access gained from their positions for personal gain.

#### **1. Responsibility to Collections**

- a. GHM staff shall not acquire objects from the collections once owned or controlled by the Museums.
- b. No staff member should use in his home or for any other personal purpose any object or item that is a part of the Museums' collections or under the guardianship of the Museums.
- c. Staff members should be circumspect in referring members of the public to outside suppliers of services such as appraisers or conservators. Whenever possible, more than a single qualified source should be provided so that no appearance of personal favoritism in referrals is created.

#### **2. Personal Collecting and Dealing**

- a. Personal collecting is not in and of itself unethical. It can, in fact, enhance professional

knowledge and judgment. However, extreme care must be taken whenever an employee or volunteer collects objects similar to those collected by the Museums.

- b. Advisory board members, staff, and volunteers shall refrain from competing with the Museums in any collecting activity.
- c. For their own protection and avoidance of unethical appearances, employees are asked to submit statements of personal collecting and to disclose timely information on their collecting activities, including prospective sales or exchanges.
- d. No museum employee, advisory board member or volunteer may use his or her affiliation with the Museums to promote his or his associate's personal collecting activities. No employee may participate in any dealing (buying and selling for profit as distinguished from occasional sale or exchange from a personal collection) in objects similar or related to the objects collected by the museum.

### 3. Gifts, Favors, Discounts and Dispensations

Please refer to the City of Golden's Employee Conduct and Ethics Code accessible through the City of Golden website ([cityofgolden.net](http://cityofgolden.net)) under Municipal Code.

## 3.3 TRUTH IN PRESENTATION

GHM collections should be used for the creation and dissemination of new research. Interpretation must be based upon sound scholarship and must accurately reflect the facts as they have been documented. The stated origin of the object or attribution of work must reflect the thorough and honest investigation and must yield promptly to change with the advent of new fact or analysis.

Topics addressed in interpretation should be approached objectively and without prejudice. Special care should be taken not to alter or ignore historical accuracy and inclusiveness for the sake of public entertainment and popularity.

## ACQUISITION OF COLLECTIONS

### 4.1 ACQUISITION TYPES

1. Gifts: Objects that are given to the Museums by the owner or an agent of the owner are considered gifts.
2. Bequests: Gifts made through the legal conveyance of a will are considered a bequest. Bequests do not have to be accepted, but should be considered carefully. Bequests shall be reviewed by GHM curatorial staff as would any other potential acquisition.



Objects that are received after a person's death, without benefit of a will, are considered a gift.

3. Purchases: Objects purchased using City of Golden funds are considered purchases. These may be for the Permanent or Education Collections, but must follow the policies outlined for each collection.

Objects purchased by the Friends of the Golden History Museums or any other related organization are considered gifts, unless the group gives money for the purchase directly to GHM.

Methods of Purchase:

- a. When feasible and possible, GHM curatorial staff may purchase relevant artifacts for the collection not exceeding the sum allocated in the current fiscal year budget. Proposed purchases over the allocated budget shall be approved by the GHM Director.
  - b. Purchases may be made at public auction, from dealers, and private individuals if they constitute legitimate purveyors of historical artifacts and can provide documentation supporting ethical acquisition of the artifacts.
4. Abandoned Property: The policies regarding abandoned property must abide by the "Old Loans" law under Colorado statute (CRS 38-14).

Unsolicited property that arrives at any GHM site without staff knowledge of the owner does not have to be accepted by the museums. If the object is accepted for accession, GHM must acknowledge that the donor could reclaim the property within seven years (see CRS 38-14-103).

5. Found in Collection: Unnumbered historic objects that are found intermingled with permanent collections in storage are considered to be "Found in Collection" objects.
  - a. Upon discovery, these items are to be given a temporary inventory number. A reasonable but thorough attempt should be made to determine if the item is catalogued, but is missing its number.
  - b. If the donor of the object is unknown, seven years must have passed before the object can be discarded without recourse by the owner (per CRS 38-14-103).
6. Archaeological Excavation: Archaeological materials acquired through properly permitted scientific excavation on City of Golden property may be considered for acquisition into the permanent collection. Approval by GHM curatorial staff should be obtained before the excavation begins.

7. Exchange

There are two situations where exchanges are an appropriate method of acquisition:

- a. If another scientific, cultural or educational institution would like to give the GHM an item that we would like to acquire in exchange for an item that we have deaccessioned.
- b. Publications that are acquired as a result of the requirements of our photograph reproduction policy.

## **4.2 CONDITIONS OF ACCEPTANCE**

Every object, regardless of its source, should be considered carefully before acceptance into the permanent or education collection.

All objects accepted into the Permanent Collection must be relevant to the mission and collecting scope of GHM. As such, they should be subjected to the following questions before being accepted by GHM for inclusion into the permanent collection:

1. Title to all artifacts acquired by GHM must be free and clear without restrictions or limitations as to use or future disposition. Gifts may be displayed, stored, loaned, maintained, or disposed of at the sole discretion of GHM.
2. Artifacts will not be accepted on conditions which would require that the collection of which they form a part should be kept together permanently and/or displayed as a discrete collection.
3. GHM acquires rights of reproduction, publication, and copyright in accordance with government regulations regarding acquisitions, unless otherwise noted.
4. Artifacts without complete collection data or provenance may be accepted at the discretion of GHM if they are deemed valid for inclusion into the collection by other such criteria such as aesthetics, educational use, or historical significance.

GHM shall make a reasonable effort to obtain proof that the owner of a potential acquisition has the legal right to convey title of the object to the GHM.

5. Under no circumstances will any object be accepted for acquisition that has been acquired by violating or potentially violating any local, state, federal or international law. If the question of legal acquisition exists, GHM should err on the side of caution.

The following list is not all-inclusive.

- a. NAGPRA (Native American Graves Protection and Repatriation Act): GHM shall not acquire any repatriatable Native American object without the related tribal consent. GHM shall not acquire any illegally acquired Native American object. GHM shall confer with the National NAGPRA office before accepting any Native American object which might fall under NAGPRA. Human remains will be accepted by GHM only as a conduit for repatriation.

- b. Animals: GHM shall not acquire any animals or birds or animal or bird parts that violate the Endangered Species Act, the Marine Mammal Protection Act, the Lacey Act, the Bald and Golden Eagle Protection Act, the Migratory Bird Act or any other related law or treaty.
  - c. Nazi-Confiscated Art: GHM shall not acquire any art that is suspected of being confiscated by the Nazis during the Holocaust-era and associated wars.
  - d. Exportation: GHM shall not acquire any object that has been illegally exported from a foreign country.
6. It is acknowledged that the collections consist of two types: Permanent Collections and Educational Collections. Accessioning, cataloging, and inventorying of both types will be the same. This will ensure proper tracking of all items and evaluating the use of the Educational Collection.

#### **4.3 CRITERIA FOR ACCEPTANCE / CONSIDERATIONS FOR COLLECTING**

1. Consideration must be given as to artifact condition, and whether GHM can adequately care for and store the item.
2. All items considered for acquisition must fill a need as outlined in any part of the Long Range Plan or as deemed by the Director.

#### **4.4 VALUATION OF GIFTS**

1. Gifts to GHM may be tax deductible. Donors should consult IRS Publication 526 “Charitable Contributions” and IRS Publication 561 “Determining the Value of Donated Property” for legal issues surrounding charitable contributions. GHM staff and volunteers may not provide appraisals for donations.

GHM will allow a donor’s appraiser access to the donated objects for up to a year after the gift. Museum policy for access to collections shall be followed.

2. No member of the GHM staff or City of Golden shall give appraisals for any purpose, including establishing the tax deductible value of gifts offered to GHM. Individuals, including those who wish to donate items to GHM, should be referred to independent appraisers if they wish to have their donations evaluated for insurance, tax-deduction, or other purposes.
3. No member of the GHM staff or City of Golden shall identify or otherwise authenticate for persons or agencies artifacts under circumstances that could encourage or benefit illegal, unethical, or irresponsible traffic in such materials.

4. Identification and authentication (but not appraisals) by GHM staff may be given for scientific or educational purposes or in compliance with legitimate requests of governmental bodies or their agencies.

#### **4.5 AUTHORITY AND PROCEDURE OF ACCEPTANCE**

1. A legal instrument of conveyance recording the transfer of gifts to GHM (Temporary Custody Receipt) and acceptance of gifts (Deed of Gift) will reside with both the donor and the Museums. All copies will be signed and dated by both parties. Forms will clearly state the terms of GHM acquisition policy.
2. If a gift offer is rejected, the material will be returned to the owner within 30 days of GHM action. If the depositor of record fails to collect the objects or if delivery cannot be accomplished after the removal date, the Museum will mail the depositor, at its address of record, a warning to remove. GHM will assume no responsibility in searching for a depositor (or listed owner) not located at the address of record. If after 120 days from the date of the warning to remove notice receipt objects have not been claimed, then, and in consideration for their maintenance and safekeeping during such period, the objects shall be considered unrestricted gifts to the GHM.

#### **4.6 EXCHANGE OF ARTIFACTS**

Relevant artifacts may be acquired through the reciprocal transfer of artifacts with another institution at the recommendation of curatorial staff in the manner set forth in this Policy for deaccessioning of artifacts (Section 4.3)

#### **4.7 ETHICS OF ACQUISITION**

1. All gifts, purchases, or exchanges must be accompanied by appropriate documentation indicating terms of the transaction. All documents must be signed and dated by the parties involved.
2. GHM will request proof of authenticity and provenience to the extent that donors and dealers can comply. GHM will not acquire collections of doubtful origin, authenticity, or ownership.
3. GHM will acquire collections only when it has been determined that they have been collected, exported or imported in full compliance with the laws and regulations of the country or countries of origin, of the federal government of the United States, and of individual states within the United States. This policy constitutes adherence to all existing laws and regulations and to the guidelines of professional societies as exemplified by the American Association of Museums and the American Association for State and Local History.

## **DEACCESSIONING AND DISPOSAL OF ARTIFACTS**

Permanent Collection: Deaccessioning of any object in the GHM Permanent Collection will be recommended by GHM curatorial staff after careful consideration of the object as it relates to the GHM mission statement and scope of collections. If an object is determined unsuitable, thorough research into legal and ethical restrictions will be carried out before final recommendations for deaccession are made.

Education Collection: Deaccessioning of any object in the GHM Education Collection will be determined by GHM curatorial staff. It is intended that the items in the educational collection are to be used and handled by the general public, and therefore, will suffer deterioration and breakage from use. GHM curatorial staff will maintain thorough records of disposal of educational collections.

### **5.1 REASONS FOR DEACCESSIONING (Permanent Collections Only)**

1. Non-relevance: Any artifact no longer relevant or compatible with the Museums' mission statement may be deaccessioned. These circumstances may arise from wholesale acquisitions of the past, the reorganization of or a change of emphasis within the Museums themselves.
2. Maintenance: Any artifact that cannot be properly stored, preserved or used in a professional manner to insure its integrity may be approved for deaccessioning. This situation may result from undue size, excessive quantities of similar artifacts, fragility, or other unique circumstances.
3. Deterioration: Any artifact subject to irreversible deterioration, infestation, or inherent chemical hazards that may imperil the condition of other artifacts or people may be deaccessioned and disposed of by destruction or discard.
4. Fraud: Any artifact determined to be fraudulent or an otherwise gross misrepresentation of an authentic artifact may be approved for deaccessioning.
5. Quality: Any artifact of poor quality and occupies valuable storage space may be approved for deaccessioning.
6. Illicit Property: Any artifact found to have been acquired unlawfully or in violation of any state, national, or international laws will be considered for deaccessioning and returned to its rightful owner.

### **5.2 AUTHORITY AND PROCEDURE FOR DEACCESSIONING AND DISPOSAL**

Authority for deaccessioning and disposal of objects in the permanent collection:

1. Recommendation for deaccessioning and/or disposal of artifacts originates with GHM curatorial staff.
2. GHM curatorial staff will present recommendations with all pertinent data, including any legal conditions relating to the material, to the GHM Director for review.
3. GHM Director will notify City Manager or designee who will in turn inform the Parks & Recreation Advisory Board of artifacts under consideration for deaccession.
4. GHM staff will publicly post approved list of artifacts recommended for deaccession along with reasons (5.1) on the museum website or other approved City communication outlet. List will post for a period of four weeks to gather community comments.
5. GHM curatorial staff will review community comments, make any necessary adjustments to the deaccession list, and submit final deaccession inventory to City Manager or designee for final approval.
6. GHM curatorial staff will dispose of the deaccessioned materials in accordance with the following Methods of Disposal.

No artifacts with legal impediments or restrictions may be disposed of without the advice of legal counsel.

### **5.3 METHODS OF DISPOSAL**

1. Exchanges: Reciprocal transfer of artifacts with a similar cultural, historical, or educational institution is suitable. Such transfers increase the probability of preserving materials for the future and keep them within the public domain.
2. Gifts: Artifacts may be given to a suitable public institution if they have special regional or historical significance to that institution and it is considered to be in the best interests of society.
3. Destruction: Artifacts subject to irreversible deterioration or infestation, or posing chemical hazards that may imperil the condition of other artifacts or employees may be destroyed. If portions of the artifacts may be employed in restoration and rendering useful artifacts of like kind, such portions will be salvaged prior to destruction. Photographs will document the condition of artifacts disposed in this manner.
4. Sale: Deaccessioned artifacts may be sold to a commercial business or to the public through advertised public auction, bidding process, or other means of communication such as newsletters, list serves, or classifieds, in accordance with the City's Fixed Asset Policy. Any monies received from the sale of these artifacts will go back into the development and care of the collections. GHM staff will publicly post place of sale one week prior to disposal on the museum website or other approved City communication outlet.

## **5.4 ETHICS OF DEACCESSIONING**

1. Artifacts recommended for deaccessioning with a value of \$1,000.00 or more must be accompanied by one outside appraisal. GHM Director may request appraisals for artifacts with a value of less than \$1,000.00.
2. Artifacts recommended for deaccessioning with a value of \$5000.00 or more must be accompanied by two outside appraisals.
3. All disposals shall be done in accordance with the City of Golden Charter and Municipal Code, Colorado state law and Federal law.
4. All disposals shall be done in accordance with any relevant laws or City policies addressing the restrictions or ethics associated with the disposal of City property.
5. Deaccessioned artifacts may not be disposed of through the Museum gift shop.
6. Any monies received from the sale of artifacts will go back into the development and care of the collections

## **LOANS**

GHM will only participate in loans for display or use in educational programs with clearly defined purposes and specific time frames. Loans are not Collections, and therefore not subject to accession or deaccession.

### **6.1 AUTHORITY**

Authority for deciding upon the advisability of loans rests with GHM curatorial staff and must be approved by Director.

### **6.2 OUTGOING LOAN CRITERIA**

The following criteria shall govern the availability of material for any loan:

1. The borrower must be a bona fide historical, cultural, scientific, or educational institution. Borrower must make their request on institutional letterhead and the request must be from an authorized staff member of that institution.
2. No loans will be made to individuals.
3. Artifacts will not be available for loan if the loan would interfere with scheduled Museum

programming.

4. Artifacts will not be loaned if their condition, rarity, or importance is such that their removal from the Museums would threaten their integrity.
5. Loans will be made for no longer than a period of one year, with the option to renew the loan annually.

### **6.3 OUTGOING LOAN REGULATIONS**

All loans will be subject to the following regulations and no loans shall be made where the rules are not adhered to:

1. The borrower agrees to provide insurance, or provide indemnity, acceptable to the Museums. Insurance will be “wall-to-wall,” that is, from point of departure until the insured item is received back into the Museum. A Certificate of Insurance must be received by the Museum staff before the loan is placed in transit.
2. The borrower must arrange and pay for transport, in both directions, by methods acceptable to GHM.
3. The borrower must undertake to maintain constant and adequate protection of the loan object(s) to minimize the risk of theft or damage. Artifacts placed on public exhibition must be locked or otherwise adequately secured, or when large artifacts are involved, so displayed as to provide maximum security. These loans are not available for the public to touch or handled.
4. The borrower must maintain constant and adequate protection of the loan object(s) from hazards of fire and flood, exposure to harmful light levels, extremes in temperature and relative humidity, insect attack, and pollution.
5. Only trained museum staff will be permitted to handle, move, pack or unpack material(s) and the borrower will always exercise due care.
6. No material will be altered, embellished, modified, cleaned, repaired, or dismantled in any way without written permission. No means of support may be used that leaves marks or evidence on the artifacts.
7. Borrowed material may not be used for any commercial purpose except for normal exhibition catalogue or public relations purposes.
8. No artifacts may be re-loaned by borrower. All loans must originate with GHM.
9. Packing for return shipping must be in the same manner as, equivalent to, or better than the original packing.



10. A Museum staff member may be required to accompany outgoing and/or returning loans, and supervise packing, mounting, dismantling, and repacking at the borrower's expense.
11. Any costs incurred as part of artifact preparation or procedures noted above will be part of the loan agreement.
12. The Museum reserves the right to recall the loan at any time if the conditions are not met.
13. GHM Curatorial staff will complete a Condition Report for all loan objects before releasing custody and upon return.
14. In the event of damage to the loan object(s) while in the custody of the borrower, the borrower will notify the GHM immediately. The borrower will be responsible for all conservation costs necessary to return the loan object(s) to the same or better condition.
15. Whenever possible, all loaned objects should credit Golden History Museums, City of Golden Collection as owner of the object.
16. Unless otherwise agreed in writing, a loan terminates on the date specified in this agreement and the object will be returned only to GHM.

#### **6.4 INCOMING LOAN CRITERIA**

1. Incoming loans shall be accepted only for purposes of exhibition or research and must conform to the same provisions concerning ethical acquisition as items for the permanent collection.
2. Loans shall be made for no longer than a period of one year, with the option to renew the loan annually.

#### **6.5 INCOMING LOAN REGULATIONS**

1. The Museum will give borrowed objects the same care as it does comparable property of its own, but it is understood that all tangible objects are subject to gradual inherent deterioration for which neither party is responsible.
2. Evidence of damage at the time of receipt or while in the Museum's custody will be reported immediately to the lender.
3. The lender will assure that objects are adequately and securely packed for the type of shipment agreed upon. Objects will be returned packed in the same or similar materials as received.

4. GHM agrees to provide insurance, or provide indemnity, acceptable to the lender. Insurance will be “wall-to-wall,” that is, from point of departure until the insured item is received back into the lender’s custody. A Certificate of Insurance will be provided by GHM curatorial staff before the loan is placed in transit.
5. If the lender elects to maintain his/her own insurance coverage, then prior to shipping the Museum must be supplied with a certificate of insurance naming GHM as an additional insured or waiving rights of subrogation.
6. Unless otherwise specified in writing, the Museum may photograph or reproduce the objects lent for education, catalogue, and publicity purposes. Objects on exhibit may be photographed by the general public.
7. The Museum retains the right to cancel the loan upon 30 day notice to the lender.
8. Unless otherwise agreed in writing, a loan terminates on the date specified in this agreement and object will be returned within 30 days only to the lender of record.
9. If the Museum’s efforts to return the objects following the termination of the loan are unsuccessful, the objects will be maintained at the lender’s risk for a maximum of 120 days. If unclaimed at the end of this period, the lender/owner will be deemed to have made the objects an unrestricted gift to the Museum subject to the law.

## **6.6 LOAN DOCUMENTATION**

1. A loan agreement signed by the lender and the borrower must accompany each incoming or outgoing loan. This agreement will state the regulations for the loan as listed above and as agreed upon by both parties.
2. A complete record of loan transaction shall be maintained by GHM curatorial staff in perpetuity. Object records shall be updated with loan information.

## **6.7 OBJECTS LEAVING THE PREMISES FOR MUSEUM-RELATED BUSINESS**

It is acknowledged that some objects or material may leave the Museums for official museum business. This business is different than an outgoing loan and should be handled as such.

1. Qualifying activities include: conservation, repair, upholstery, framing, mounting, photography, photograph reproduction, binding, and photocopying.
2. A loan form for all qualified activities will be completed and signed by lender and borrower (place of business).
3. Other outgoing loan documentation should be completed for tracking purposes, including

changing the object's location, recording it in the object file and creating a record in the collections management software.

## **SECURITY OF AND ACCESS TO COLLECTIONS**

### **7.1 AUTHORITY**

It is the primary responsibility of every museum to safeguard the physical integrity of its collections. It is also recognized that the collections exist for the education and benefit of present and future generations. Therefore, the public shall be granted reasonable access to collections and records, whether exhibited or stored, at the Museums, on a non-discriminatory basis for research and other legitimate purposes. Scholarly information and visual documentation will also be made available to those with a serious purpose. Access to artifacts, photographs, and documents, and their associated records is regulated by the museum curatorial staff and/or museum director, to whom all requests for examination of these items shall be directed.

1. GHM curatorial staff retains authority concerning access and use of collections based upon knowledge of the artifacts, including such factors such as condition, rarity, fragility, importance, quantity of artifacts of similar kind in the collections, and religious or cultural significance.
2. Should a situation arise where collections preservation and collections access conflict, preservation shall take precedence except when the object is held by the museum for specific types of usage.
3. Access to records shall be limited to legitimate scholarly and legal inquiry, not for purposes of individual monetary gain.
4. Appraisals shall only be made available for insurance purposes.
5. Requests for photographs, slides, or other documentation of collections materials of such nature may be granted at the discretion of the GHM curatorial staff.

### **7.2 SECURITY OF COLLECTIONS**

GHM shall provide safe conditions for all collections, including permanent collections and loans, by providing adequate space, suitable security, and an appropriate physical environment for every object in its custody, subject to existing conditions in the physical plant. The care includes, to the extent possible, regulation of conditions of light, relative humidity, and temperature, and protection from pollutants and contaminants that may affect the well-being of individual objects, within physical and budgetary constraints under which GHM operates. This also includes supervision and regulation of members of the general public and scholars while conducting research on artifacts and archival materials.

1. Collections shall be housed in a secure storage area with limited access.

2. Museum staff shall carry out and keep up-to-date inventories and condition reports of collections on a regularly scheduled basis.
3. Museum staff shall establish priorities for artifact conservation.

### **7.3 ACCESS TO COLLECTIONS**

Collections will be accessible for use whenever the Museums are open subject to the following criteria:

1. Only Museum staff members and those specially trained in the use and handling of artifacts may handle collections.
2. Access to artifacts may be granted for: exhibits, public programming such as classes, lectures, workshops, and bona fide research.
3. Only artifacts from the Education Collection may be touched or handled by members of the public or properly trained educators, researchers or museum professionals.
4. Collections may never be used for events outside the mission of the Museums. They may not be loaned to staff, students, trustees, or other parties for personal purposes.
5. Material from the collections will be loaned according to procedures as stated in Section 5.
6. Legitimate visitors may view collections only with prior permission during normal business hours and under conditions that assure the safety of the collections.

### **7.4 ETHICS OF ACCESS TO COLLECTIONS**

No one can use collections for their private purposes or personal gain.

## **RECORDS AND DOCUMENTATION OF COLLECTIONS**

### **8.1 RECORDS**

1. Every artifact entering the Museum Collection, whether in the form of gift, bequest, purchase, or exchange, shall receive a catalogue number which includes an accession number.
2. The definitive record of the collections is the registration file which consists of the Accession and Catalog records. Most records are stored electronically in PastPerfect, except for signed original Temporary Custody Receipts and Deeds of Gift, which are stored in the staff offices

at the Golden History Center. Records contain the following information, but are not limited to this information:

Accession Record

- accession number (yyyy. accession event number)
- source (donor's name, seller's name, etc.)
- source's contact information
- type of acquisition (gift , purchase, exchange, bequest, etc.)
- date of acquisition

Catalog Record

- catalogue number(s) which includes the accession number (yyyy. accession event number. object number)
- history of ownership
- geographic information
- name(s) of the object
- materials
- usage information
- dimensions
- condition
- storage location
- archival quality photograph
- ID location
- Cataloguer and date catalogued

3. Registration information shall be assembled and maintained in perpetuity.
4. All of the registration files shall be linked, cross referenced, or made relational so that all of the information related to each item in the collection is easily retrievable.
5. All records pertaining to deaccessioned artifacts shall remain in the catalogue and the registration files appropriately marked to indicate disposition, date, and authority for such action.
6. Requests for anonymity by donors will be honored, but only if this does not obscure the provenience of artifacts.
7. Collections insurance shall be maintained by the City of Golden.
8. All electronic collection records will be backed-up nightly to secure City of Golden servers by the City's Information Services Department. Additionally, manual back-ups to the City's network will be completed every Friday by GHM curatorial staff.
9. All paper copies of collection records will be stored in the offices at the Golden History Center or other designated off-site storage facilities.

## **8.2 DOCUMENTATION**

1. GHM curatorial staff shall solicit as much information as possible concerning artifacts received from any source.
2. GHM curatorial staff shall share artifact information with responsible institutions and colleagues and solicit same in the interests of the broader dissemination of knowledge.

## **8.3 OUTSIDE ACCESS TO RECORDS AND DOCUMENTATION**

Researchers and other non-collection staff, volunteers or board members are never to be allowed unsupervised access to collection storage or exhibition cases.

If a researcher requests an artifact, photograph or document, staff should retrieve that item from storage or exhibition and make it available to the researcher in a clean, well lit and monitored work space that is outside of collection storage. Only one item, folder or document box should be accessed at a time. This prevents mix-ups with putting items back in their proper place and allows monitoring of accessed materials to prevent theft or damage.

Researchers may bring a notebook and pencil, or a laptop, into the access area, but briefcases, coats, purses, backpacks, etc. must be secured outside the area.

A log will be kept with the name and contact information of all persons accessing the collection, what was accessed, and include the date and time of access.

No food or drink will be allowed while accessing collection items.

## **8.4 FORMS**

The following forms are attached:

1. Temporary Custody Receipt
2. Deed of Gift
3. Incoming Loan Agreement
4. Outgoing Loan Agreement
5. Accession Form
6. Catalog Record