

The Bisbee Restoration Association and Historical Society, Inc.
Collections Management Policy

MISSION

1. Our primary mission is to preserve our historic building and contents using the best conservation practices available and to educate our residents, students, and visitors about Bisbee's unique history through displays, topical speakers, and special events.
2. We achieve our mission in part by collecting and preserving items related to the day to day life, work, activities, and diversity of Bisbee's residents and the surrounding area. Best known for its mining history, our goal is to show the broader scope of a multicultural and socially diverse population whose determination to live and thrive in a sometimes harsh environment reflects the spirit and determination of which all people are capable. By these means, we hope our visitors recognize the universality of life and the human condition.

INTRODUCTION

ACQUISITIONS

(See Appendix A for Standard Practices)

Principles

1. The Bisbee Restoration Association and Historical Society, Inc., shall collect only those items related to its stated mission and that it can actually store, preserve, and document to the best of its ability, in accordance to current standards, in perpetuity. Items offered to the Society that are not relevant to its purpose shall be directed to a more suitable repository.
2. The Bisbee Restoration Association and Historical Society, Inc., receives clear title to the objects in its possession through a well-defined accession process. The Restoration Association will avoid, whenever possible, approving gifts with restrictions.
3. The Bisbee Restoration Association and Historical Society, Inc., obtains artifacts largely by gift or bequest, and may on occasion by exchange or purchase.
4. Artifacts obtained by The Bisbee Restoration Association and Historical Society, Inc. will be geographically related to the City of Bisbee and the surrounding area

of Cochise County. Artifacts from further afield will only be considered if they enhance or support educational displays.

5. The Bisbee Restoration Association and Historical Society, Inc., will not collect items that are known to be stolen or otherwise illegally acquired. Any items so suspect, must be accompanied by proof of ownership satisfactory to the Restoration Association.
6. The Bisbee Restoration Association and Historical Society, Inc., does not collect human remains.
7. All accession decisions become part of The Bisbee Restoration Association and Historical Society, Inc.'s permanent record. Artifacts accessioned must be recorded in the In-take Ledger.

Procedures

1. All potential acquisitions are reviewed by the Collections Management Committee in terms of the guidelines stated in this comprehensive collections policy. Final decision will be made by the Board of Directors on the basis of these principles. Incoming objects will be accessioned, documented, and labeled by standard Restoration Association practices. Members should have some expertise in one or more subject matters collected by The Bisbee Restoration Association and Historical Society, Inc. The Collections Management Committee may also find it necessary to seek advice from outside authorities in helping it reach a decision.
2. In some cases the Restoration Association may find an object inappropriate for the permanent collections but propose that it be used as an educational prop. The Restoration Association makes a distinction between the levels of care for accessioned artifacts that they are held for perpetuity and educational props, as they may be consumed through use.
3. Any acquisitions made by exchange or purchase must have prior approval from the Board of Directors.
4. Complete and accurate records, as set forth in Appendix A, Standard Practices must be maintained for all items acquired for the Museum's Collection.

DEACCESSIONING
(See Appendix B, Deaccession Form)

Principles

1. Accessioned objects not within the scope of the Accession Policy may be deaccessioned. The Accessions Committee must first determine that The Bisbee Restoration Association and Historical Society, Inc., has the legal right to dispose of the object in question. If clear legal title cannot be proven, then the Restoration Association will comply with State statutes to provide title. As a courtesy, the donor may be informed in writing of the decision to deaccession an object.
2. Artifacts considered for deaccession include but are not limited to, the following:
 - a. Artifacts that do not conform to the guidelines specified in the Accessions Policy or that do not fit the current scope of collecting.
 - b. Excessive numbers of the same object and,
 - c. Artifacts that are deemed to be harmful to the health and safety of the staff or to the museum.

Procedures

1. All potential deaccessions are reviewed by the Collections Management Committee in terms of the guidelines stated in this comprehensive collections policy. The final deaccession decision will be made by the Board of Directors on the basis of these principles.
2. The manner of disposal shall be through exchange, discard, public sale, and gift.
3. All deaccession decisions become part of The Bisbee Restoration Association and Historical Society, Inc.'s permanent record. Artifacts deaccessioned must be marked in red ink in the In-Take Ledger. The original Deed of Gift must also be marked as deaccessioned.
3. Monies collected from the sale of deaccessioned artifacts may be placed in a separate budget category and used for conservation use only.

LOANS

(See Appendix C & D Incoming & Outgoing Loan Forms)

Principles

With Board of Director approval, The Bisbee Restoration Association and Historical Society, Inc. may arrange for both incoming and outgoing loans. The Bisbee Restoration Association and Historical Society, Inc. sees that the occasional lending of artifacts or exhibits to or from reputable institutions for educational purposes as being in keeping with its stated mission.

Procedures

1. Incoming loans:

- a. Care. The Bisbee Restoration Association and Historical Society, Inc. will care for the objects to the best of its ability while in its possession. However, the owner acknowledges the possibility of theft or damage may happen because the items are displayed in a public place and the owner will not hold The Bisbee Restoration Association and Historical Society, Inc. or its board members responsible for any damage or theft caused by third parties.
- b. Liability. The signing of the loan agreement by a representative of The Bisbee Restoration Association and Historical Society, Inc. does not constitute an endorsement of the lender's stated value for tax or insurance purposes. The Restoration Society does not have fine arts insurance coverage and cannot provide insurance for objects on loan. The lender is advised to maintain their own insurance.
- c. Loan Period. The loaned objects shall remain in The Bisbee Restoration Association and Historical Society, Inc.'s custody for the time specified in the written agreement. The loan may be terminated at the discretion of either party by a 30 day written notice of intent. The loan may be renewed, subject to the agreement in writing of both parties.
- d. Return. Upon expiration of the loan the objects may be released to the lender, his authorized agent, or legal representative. In case of change of legal ownership during the term of the loan, the new owner must establish proof of his legal ownership in a manner satisfactory to The Bisbee Restoration Association and Historical Society, Inc.

- e. Change of Address or Ownership. It is the responsibility of the lender to notify the Restoration Association of any change of address or change of ownership of the loaned property, in order to protect the retention rights to this property.
- f. Transfer of title of loaned Property. Pursuant to Arizona state law, title to the loaned property may be transferred to the museum under certain conditions if there has been no contact between the owner and the Restoration Association for a period of seven (7) years. Please see the Policy for Acquiring Title to Abandoned Property.
- g. Photography. Unless otherwise prohibited by written restrictions from the owner, The Bisbee Restoration Association and Historical Society, Inc. shall be permitted to photograph and reproduce photographs of the loan objects for research, documentation, educational, publicity or commercial purposes.

2. Outgoing Loans

- a. Since the preservation and security of artifacts on loan is of vital concern to The Bisbee Restoration Association and Historical Society, Inc., The Collections Manager will examine all loan requests and make a determination based upon the physical condition of the artifacts and the applicant's ability to provide minimum security. The Collections Manager reserves the right to impose conditions upon the applicant regarding security, packing, handling, and transportation. The Board shall have final loan approval.
- b. Artifacts will be loaned for a mutually agreed upon specific time. Renewals are subject to written agreement by both parties.
- c. Adequate recognition shall be given in labels, news releases, and publications to The Bisbee Restoration Association and Historical Society, Inc.
- d. The artifacts shall not be changed, embellished, marked, or disfigured in anyway.
- e. The artifacts may not be transported to a third party nor used for any commercial purposes without written permission from The Bisbee Restoration Association and Historical Society, Inc.

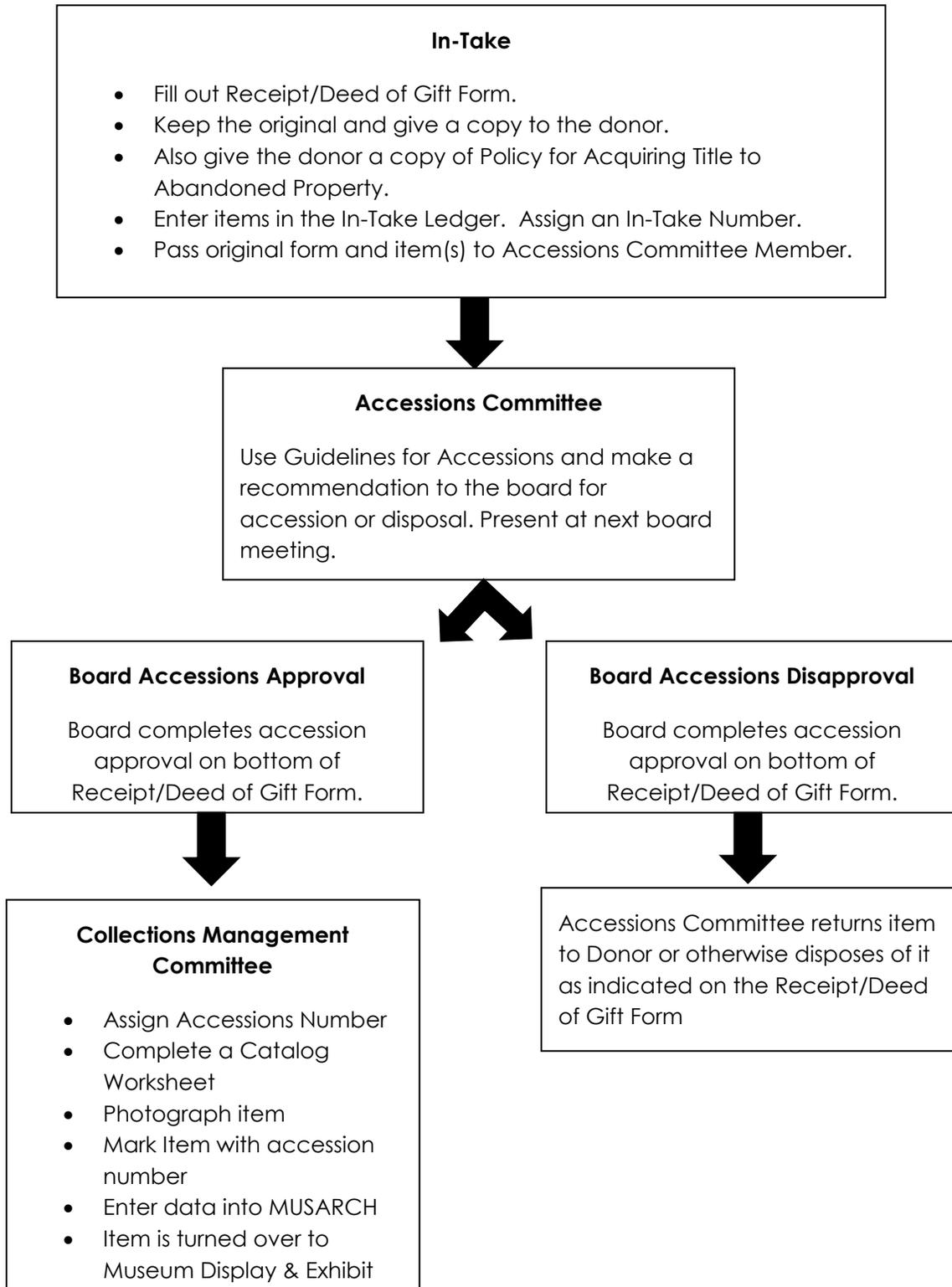
- f. The Bisbee Restoration Association and Historical Society, Inc. will not loan out any items which it does not own, by documented transfer of title or the operation of law, and for which the two-year reclamation period, if applicable, has not expired.

COLLECTIONS POLICY REVIEW

The Bisbee Restoration Association and Historical Society, Inc. Collections Policy will be reviewed every three years by the Collections Manager and Director to make any necessary revisions. All submitted revisions will be approved by the Board of Directors before they come into effect.

Comprehensive Policy Adopted:

Accessions Flow Chart



Guidelines for Collection Management Committee Accessions

Mission:

Our primary mission is to preserve our historic building and contents using the best conservation practices available and to educate our residents, students, and visitors about Bisbee's unique history through displays, topical speakers, and special events.

We achieve our mission in part by collecting and preserving items related to the day to day life, work, activities, and diversity of Bisbee's residents and the surrounding area. Best known for its mining history, our goal is to show the broader scope of a multicultural and socially diverse population whose determination to live and thrive in a sometimes harsh environment reflects the spirit and determination of which all people are capable. By these means, we hope our visitors recognize the universality of life and the human condition.

Accessioning:

Accessioning is the formal process by which the Museum accepts donations to become part of the Museum's permanent collection.

Responsibility:

When we accession an item, it legally becomes the property of the museum and we then have an obligation to care for it and house it for future generations.

Like Items:

We have an extensive collection of artifacts. If a donation duplicates an already accessioned item, should we keep it because:

- It is in better condition?
- It is better documents?
- Is it not an exact duplication?

Condition of Items:

If a donated item is in really poor condition, we have to consider the following:

- Can we properly take care of it?
- Can we foresee using this item in any way such as for research, exhibit, education, etc.?

Research:

Not everything we take in needs to be displayed or be of display quality. We should consider the following:

- Does the item represent a specific aspect or have a unique application to life here?
- Does the item qualify as “primary research” material?

Donor Sensitivity:

Most artifacts were at one time treasured by the donor or donor's family. In rejecting an artifact for the museum's collections, are we creating a problem that will affect future donors?

Future History:

It may seem like tacky 70's stuff today but will it in 50 years?

Deaccession:

Deaccessioning is the formal process by which artifacts previously accessioned by the museum may be removed from the collections.

In deaccessioning, we must consider the following:

- The artifact does not conform to the mission and collections scope.
- Do we have excessive numbers of the same object?
- Is the artifact deemed to be harmful to our health / safety?
- Can we properly care for the donation?
- Should we recommend that the donation be given to another museum or institution because it does not match our collections scope?

RECEIPT/DEED OF GIFT

I, _____ (Please Print)

Address: _____

Phone: _____ Email: _____

Certify that I am the owner of the property listed below, or an agent or personal representative of the owner with the authorization to make this transfer, and that I hereby offer to make an unconditional and irrevocable gift of this property to The Bisbee Restoration Association and Historical Society, Inc., subject only to the acceptance of this property by the designated agents of The Bisbee Restoration Association and Historical Society, Inc., with this gifted property to be used as that entity may determine, in accordance with its own policies and procedures.

All rights of ownership now held by the donor, including rights of use and reproduction, and including copyrights, if any, to any manuscript, whether published or not, photographs, and works of art included in this offer, are hereby transferred to The Bisbee Restoration Association and Historical Society, Inc., subject only to its acceptance of this property, unless the donor has specified in writing which, if any, of these rights may be limited, and the specific scope of any such limitation, and The Bisbee Restoration Association and Historical Society, Inc., has agreed in writing to accept this property subject to those limitations.

I have read and understand the conditions governing gifts set forth herein by The Bisbee Restoration Association and Historical Society, Inc. and have been provided a copy of the Policy for Acquiring Title to Abandoned Property.

DONOR'S SIGNATURE & DATE

SOCIETY REPRESENTATIVE & DATE

The property listed below has been donated to The Bisbee Restoration Association and Historical Society, Inc., for its use and for the benefit of the public. This acknowledges that all items listed have been provision accepted and that The Bisbee Restoration Association and Historical Society, Inc. Board of Directors shall determine whether or not to formally approve the gift. After being approved by the Board of Directors, the gift will be considered property of The Bisbee Restoration Association and Historical Society, Inc. Any objects not approved shall be returned to the donor or disposed of by as designated by the donor.

Detailed Description of Property (continue on back if needed)

Yes or No
For Return

Detailed Description of Property (continue on back if needed)	Yes or No For Return

FOR ACCESSION COMMITTEE USE ONLY

Approved _____ Rejected _____ Date _____

In-Take # _____ Acknowledged By _____ Date _____

The Bisbee Restoration Association and Historical Society, Inc.
37 Main Street / P.O. Box 271 Bisbee, Arizona 85603
bzbrestormuseum@gmail.com EIN: 86-6055076

HISTORY OF DEEDED GIFT

1. Relationship of the donor to the item(s) (original owner, grandchild, employee, etc.)
2. How and when were the item(s) obtained?
3. How is the item related to Bisbee or the surrounding area?
4. Is there a story about the item(s)?

Photo	
Labeled	
MUSARCH	
Printed	
Filed	

Bisbee Restoration Museum Catalog Worksheet

Category: ARcheology ArT Documents Geology History
 Maps Nature Other Photograph Printed Material

Object Name: _____

Approx Object Age _____ **Approx Start-End Years: From** _____ **To** _____

Materials/Medium: _____

Object Description (continue on back if more room is needed): _____

Condition Notes: _____

Dimensions: _____

Accession Number: _____ **In-Take #:** _____

Source: _____ **Collection:** _____

Source Category: Gift Bequest Purchase

Location: Basement Main Floor Mezzanine Second Floor Archive

Case # _____ **Date Added to Archive** _____

Date Cataloged _____ **Cataloged by:** _____

Date Entered Database _____ **Entered by:** _____

DEACCESSION FORM

Accession # _____ Object Photograph

Donor's Name: _____

Has donor been informed of Deaccessioning? Yes No

Description:

Deaccessioning Justification:

- Artifact(s) that does not conform to the guidelines specified in the current Accessions Policy.
- Excessive numbers of the same object.
- Artifact(s) that is deemed to be harmful to the health and safety of the staff or to the Museum environment/conversely, artifact(s) that may be harmful by inadequate storage facilities.
- Artifact(s) that is relevant to our collecting scope but is deemed to be more relevant to another local museum or educational institution; i.e. in order to avoid unnecessary overlap of collecting scope with neighboring institutions.

Disposition:

- Exchange
- Discard
- Public Sale
- Gift

Please provide details:

Signature of Collections Management Chairperson

Date

Signature of the President of the Board

Date

INCOMING LOAN CONDITIONS FOR
THE BISBEE RESTORATION ASSOCIATION AND HISTORICAL SOCIETY, INC.

1. Objects covered by this loan agreement will remain in the condition in which they are received. Objects will not be transferred, cleaned, repaired, restored, altered or replicated in any way without the written permission of the lender.
2. The Bisbee Restoration Association and Historical Society, Inc. (Restoration Association) will care for the objects to the best of its ability while in its possession. However, the owner acknowledges the possibility of theft or damage may happen because the items are displayed in a public place and the owner will not hold the Restoration Association or its board members responsible for any damage or theft caused by third parties.
3. Liability. The signing of the loan agreement by a representative of The Bisbee Restoration Association and Historical Society, Inc. does not constitute an endorsement of the lender's stated value for tax or insurance purposes. The Restoration Society does not have fine arts insurance coverage and cannot provide insurance for objects on loan. The lender is advised to maintain their own insurance.
4. Loan Period. The loaned objects shall remain in The Bisbee Restoration Association and Historical Society, Inc.'s custody for the time specified in the written agreement. The loan may be terminated at the discretion of either party by a 30 day written notice of intent. The loan may be renewed, subject to the agreement in writing of both parties.
5. Return. Upon expiration of the loan the objects may be released to the lender, his authorized agent, or legal representative. In case of change of legal ownership during the term of the loan, the new owner must establish proof of his legal ownership in a manner satisfactory to The Bisbee Restoration Association and Historical Society, Inc.
6. Change of Address or Ownership. It is the responsibility of the lender to notify the Restoration Association of any change of address or change of ownership of the loaned property, in order to protect the retention rights to this property.
7. Transfer of title of loaned Property. Pursuant to Arizona state law, title to the loaned property may be transferred to the museum under certain conditions if there has been no contact between the owner and the Restoration Association for a period of seven (7) years. Please see the Policy for Acquiring Title to Abandoned Property.
8. Photography. Unless otherwise prohibited by written restrictions from the owner, The Bisbee Restoration Association and Historical Society, Inc. shall be permitted to photograph and reproduce photographs of the loan objects for research, documentation, educational, publicity or commercial purposes.

I have read and accept the conditions and certify that I have full authority to enter into this agreement.

Signature: _____ Date: _____

(Lender or Authorized Agent)

Signature: _____ Date: _____

(For The Restoration Association)

The Bisbee Restoration Association and Historical Society, Inc.
37 Main Street / P.O. Box 271 Bisbee, Arizona 85603
bzbrestormuseum@gmail.com

Loan Period: _____
Extension: _____
Returned: _____

Appendix D - **OUTGOING LOAN AGREEMENT**

Accession # (s) _____

Item Description(s) _____

CARE:

1. Objects covered by this agreement shall be given reasonable care to insure against loss, damage or deterioration, including protection from unusual temperatures and humidity, excessive light, fire, and damage from insects, vermin and dirt. The Bisbee Restoration Association and Historical Society, Inc. is to be notified immediately if damage or loss occurs, whether in transit or on the borrower's premises and regardless of responsibility.
2. No object may be altered, cleaned, or repaired without written consent from The Bisbee Restoration Association and Historical Society, Inc.
3. All loaned objects shall remain on the borrower's premises until they are returned to The Bisbee Restoration Association and Historical Society, Inc. No sub-loans may be made without written permission in advance from The Bisbee Restoration Association and Historical Society, Inc.
4. All individuals at the borrowing institution who handle the loaned objects shall have read, understood and agreed to these conditions prior to handling the loaned objects.
5. The borrower is obligated to pay all costs associated with outgoing loans including all shipping charges and costs associated with replacing and/or reimbursing The Bisbee Restoration Association and Historical Society, Inc. for a damaged or lost object or photograph.

LOAN PERIOD: The objects must be returned to The Bisbee Restoration Association and Historical Society, Inc. no later than the final date of the loan period stated on the face of this agreement, unless permission is granted by The Bisbee Restoration Association and Historical Society, Inc. for an extension of the loan period. The Bisbee Restoration Association and Historical Society, Inc. reserve the right to recall any object from the loan and will make every effort to give reasonable notice.

CREDIT: In connection with exhibits, publicity, catalogs, etc., the objects shall be credited: The Bisbee Restoration Association and Historical Society, Inc.

SPECIAL CONDITIONS:

I hereby acknowledge that I have read and agree to abide by the conditions governing this loan and that I am authorized to agree thereto.

Received: Borrower's Signature & Date

Restoration Association Signature & Date

Received: Borrower's Signature & Date

Restoration Association Signature & Date