

# Tofte Historical Society/North Shore Commercial Fishing Museum Collections Policy and Procedures

*Last updated 4/12/02*

## I INTRODUCTION

Tofte Historical Society (THS) was officially incorporated on March 10, 1993. The purpose of THS is “the collection, preservation and dissemination of historical knowledge...with specific emphasis on commercial fishing and the more general relationship of early lifestyles to the shore and waters of Lake Superior including transportation and commerce” (THS By Laws, Article II). To fulfill its purpose THS has established the following objectives:

- “to locate, collect and preserve any material which may help establish, illustrate or interpret” historical knowledge as related to aforementioned (THS By Law, Article II Section 1)
- “to disseminate historical information to interested persons, groups and institutions and to arouse interest in the past” (THS By Law, Article II Section 2)

To accomplish these goals, THS will establish “clearly defined collection, conservation, and interpretation policies” (THS By Laws, Article II, Section 3).

In 2001, THS took the following actions towards establishing a comprehensive collection policy.

- Assigned staff member Registrar duties
- Converted manual collection process to computerized process (PastPerfect, Altmira Press)
- Created safe, secure environmentally stable storage room for permanent collections.

In 2002, THS established a Collections Committee to draft a Collections Policy. Members of this Committee are:

Margaret Carlsen,  
THS Board Member  
9248 Highway 61  
Schroeder, MN 55613

Serine Ege,  
THS Board Member  
6430 Highway 61  
Silver Bay, MN 55614

Virginia Reiner  
THS Board Member  
4356 Cascade Beach Road  
Lutsen, MN 55612

Scott Pollock,  
NSCFM Museum Technician  
PO Box 995  
Grand Marais, MN 55604

## II POLICY STATEMENT OF PURPOSE

This Collections Policy directs THS and North Shore Commercial Fishing Museum activities with respect to materials that establish, illustrate or interpret the history of Tofte and the history of commercial fishing and early lifestyles along the shore and waters of Lake Superior. The Collection Policy supplements THS conservation and interpretation policy as described in the by-laws and minutes of THS.

## III DEFINITIONS

THS means Tofte Historical Society

Board means the Board of Directors of the THS

NSCFM means North Shore Commercial Fishing Museum.

Collections means materials, articles or objects, including archival documents and photographs.

## IV STATEMENT OF AUTHORITY

1. **THS Authority.** THS is the governing authority of the North Shore Commercial Fishing Museum. NSCFM is responsible for the acquisition, exhibition, care, preservation, conservation, management and handling of collections belonging to THS. The THS Board of Directors has authority to adopt this Collection Policy and amend it. The Board of Directors shall review this policy annually and revise as needed.
2. **Collections Committee.** A Collections Committee appointed under Article VIII, Section 1 of the THS By-laws shall make recommendations to the Board of Directors for amendment, adoption or execution of the Collections Policy.
3. **Museum Registrar.** THS shall ensure that the Collections Policy is implemented consistently and properly by assigning a person to be museum registrar. The

registrar shall inform the Board of the requirements contained in the Collections Policy. Duties of the Museum Registrar are:

- 3.1 Manages information on objects in the collections.
  - 3.1.1 Compiles and maintains legal documents, histories of use and physical histories of objects in permanent collections
  - 3.1.2 Maintains and updates permanent collections catalog and files
  - 3.1.3 Manages all records relating to collections including loan, conservation, condition, publication, exhibition, insurance, and location records
  - 3.1.4 Develops and implements inventory projects
  - 3.1.5 Coordinates computer projects
    - Manages data input
  - 3.1.6 Disseminates information as directed by the Board to other researchers, and students
  - 3.1.7 Coordinates object identification services
- 3.2 Manages collections
  - 3.2.1 Monitors legal and ethical implications and care standards of transactions
  - 3.2.2 Facilitates care and control of collections
  - 3.2.3 Initiates, develops, and, upon adoption, implements amendments to Collections Policy
  - 3.2.4 Implements security procedures
  - 3.2.5 Designs and controls storage areas
    - 3.2.5.1 Works with contractors
    - 3.2.5.2 Develops storage methods
    - 3.2.5.3 Oversees integrated pest management programs
  - 3.2.6 Contracts for outside services as needed, including conservation, rigging, packing, crating, shipping, photography, and insurance
- 3.3 Develops exhibits for display in NSCFM and for travel
  - 3.3.1 Negotiates, develops or reviews loan contracts
  - 3.3.2 Schedules and supervises packing, shipping, condition reporting, and object movement
  - 3.3.3 Prepares grant reports as necessary
  - 3.3.4 Maintains conservation/security standards while objects are on display
  - 3.3.5 Prepares label copy for displays
- 3.4 Maintains archives
  - 3.4.1 Supervises collections archives
  - 3.4.2 Stores archival collections
  - 3.4.3 Maintains rights and reproduction services
- 3.5 Manages photographic services
  - 3.5.1 Supervises collections photography
  - 3.5.2 Stores photographic collections

## V NSCFM COLLECTIONS CONTENT

1. **Archival Collection.** The NSCFM Archival Collection shall include printed matter such as histories, genealogies, biographies, gazetteers, directories, newspapers, pamphlets, catalogues, circulars, handbills, programs and posters, letters, diaries, journals, memoranda, reminiscences, rosters, service records, account books, charts, surveys, and field books.
2. **Photographic Collection.** The NSCFM Photographic Collection shall include photographs, paintings, pictures, portraits, and slides.
3. **Multi-media Collection.** The NSCFM Multi-media collection shall include tapes, cassettes, compact discs, films and video.
4. **Objects Collection.** The NSCFM Objects Collection shall include objects illustrative of life, conditions, events and activities within the collection scope, from the geological past to the present.

## VI COLLECTING PLAN

1. **NSCFM Collections.** NSCFM collections shall consist of:
  - 1.1 **Gifts** (unconditional and outright)– title passes to the museum during the life of the donor.
  - 1.2 **Bequests** – title passes to the museum after the life of the donor.
  - 1.3 **Field Collection** – collected by staff, volunteers, Board members or researchers authorized by the Board.
  - 1.4 **Loans** -loaned under a signed loan agreement which has a stated time period. This may include fractional and promised gifts.
  - 1.5 **Purchases** – direct, auction, bargain sale, exchange
2. **Display of Collections.** The Board is the final authority on the display of materials.
3. **Practical Criteria.** The Board shall consider the following practical criteria in determining whether to include material in its collections.
  - 3.1 The material must be consistent with the collection goals of the Museum.
  - 3.2 The material must be useful for exhibition or educational purposes, or for research and scholarship.
  - 3.3 The material must be in a reasonably good state of preservation.
  - 3.4 The museum must be able to properly exhibit and store the material.

- 3.5 The price asked for purchased material must be reasonable.
  - 3.6 Accession of the material resulting in major expenses for the Museum for conservation or maintenance or because it opens a new area of collecting must be done only with Board approval.
  - 3.7 Accession of the material must not be construed as a commercial endorsement.
4. **Legal and Ethical Criteria.** The Board shall consider the following legal and ethical criteria in determining whether to include material in its collections.
- 4.1 Valid title to the material must be passed to the Museum. The possessor of the material must be the sole owner or the legal agent of the owner.
  - 4.2 The material must be authentic.
  - 4.3 All rights to the material must be conveyed to the museum.
  - 4.4 Accession of the material must not violate applicable state, national, or international laws or conventions that protect the rights of the artists or the rights of countries to their cultural history.
  - 4.5 The material must not be subject to repatriation to a Native American or Native Hawaiian group.
  - 4.6 The material must be free of donor restrictions or qualifications that inhibit prudent use of the material by the museum.
5. **Registrar Duty.** THS Board may require Registrar to prove all practical and legal criteria were met prior to authorizing accession.

## VII ETHICS

1. **Ethical Standards.** The following standards of behavior relate to THS Collections activities:

1.1 **Collections:** All Board Members, volunteers, staff members and anyone working on behalf of THS shall act to preserve the physical and intellectual integrity of THS Collections.

- 1.1.1 THS shall maintain and abide by this Collections policy.
- 1.1.2 No Board member, volunteer, staff, or authorized agent of THS shall capitalize or treat a collection as a personal financial asset.
- 1.1.3 Collections may be disposed of or deaccessioned only for the purposes of preservation or acquisition of collections
- 1.1.4 Collections shall be acquired, cared for, and interpreted with sensitivity to their cultural origin.

1.2 **Interpretation.** Historical interpretation may be presented in a variety of formats.

- 1.2.1 All interpretation must be based upon sound scholarship and must accurately reflect the facts as documented.
- 1.2.2 Interpretation must take special care to be historically accurate and inclusive.
- 1.2.3 No collection shall be used in a consumptive manner.

**2. Revenue Producing Collection Activities.** The Board may allow the marketing and sale of products, programs, services, and facilities that relate to THS Collections only to produce support revenues or increase public awareness and participation in historical activities. No such activities undertaken shall violate or compromise the integrity of the museum's mission, the ability of the museum or an individual to meet professional standards, or the museum's not-for-profit status

**3. Conflict of Interest.** THS shall serve the public interest and must always act in a way to maintain public confidence and trust.

- 3.1 All Board members, volunteers, staff and anyone working on behalf of THS must not use their position for personal gain.
- 3.2 All Board Members, volunteers, staff and anyone working on behalf of THS must refrain from personal collecting that competes with THS.
- 3.3 All Board Members, volunteers, staff, and anyone working on behalf of THS must not use the collections for personal use, either on or off the premises, or for any purpose contrary to this Collection policy.

**4. Social Responsibility.** THS shall not discriminate in the provision of services, programs, or staffing. All professional activities, programs, products and research services shall be provided in such a way as to maximize access to all people.

**5. Intellectual Freedom.** THS shall refrain from any activity that restricts or discredits free and open exploration and interpretation of the human experience.

## VIII COLLECTIONS MANAGEMENT ACTIVITY

All materials considered for NSCFM Collections are subject to the following activities and bound by all policy amendments as adopted by THS Board of Directors and implemented by Museum Registrar. Collections Management Activity is directed by:

- work capacity of Museum Registrar
  - THS is responsible for assessing the demands of NSCFM Collections annually and assigning work load to Museum Registrar (see Policy III, Section A for Museum Registrar responsibilities)
- appropriate funding administered by THS Board of Directors
  - annual THS budget shall include and/or acknowledge monies necessary for Collections Supplies

- current Collection System
  - THS shall assign a collection system to track all NSCFM Collections
  - This system shall meet the following Minnesota Historical Society State Archives Department recommendations for Collections System Requirements:
    - built on professional standards
    - comprehensive application
    - ease of use
    - cost effectiveness
    - de facto MN standards and widespread use
  - Under the direction of Minnesota Historical Society and THS Board of Directors, NSCFM Collection System will be:

PastPerfect Museum Software Version 2.5 (PP)  
Pastime Software Company, Inc.  
106 Coventry Pointe Lane  
North Coventry, PA 19465  
610/326-2650

## VIII ACCESSIONS

The Museum Registrar manages information about the Museum Collection and about transactions and activities involving works in the collection or in temporary custody. Several documents specific to aforementioned assigned Collection System form the basic records about collection objects. These documents describe the material, record transactions involving the material, and define the legal status of ownership or custody from the time material arrive at the Museum. Essential documents include:

### A. Temporary Custody

#### Purpose:

Temporary Custody Receipt serves as a short-term loan for property left with the NSCFM for evaluation with the intention that the NSCFM will consider it as an unconditional donation, consider it for acquisition, for identification purposes or for stated reasons as they apply to the conditions . Temporary Custody Record tracks the material prior to Museum Registrar's decision to accession the materials.

#### Process:

When materials come into the Museum, the Museum will hold them for consideration. Depositors that leave material at the Museum are required to fill out a Temporary Custody Receipt (see Attachment VII, A) and leave with a copy of the Receipt. The material along with original Receipt is passed on to the Museum Registrar. Registrar enters Receipt information left by Depositor

in PP Temporary Custody Record, assigns a unique receipt number (first two digits represent year material was deposited; next two digits represent chronological order in which material was deposited) to this form and files Receipt and printed copy of PP Temporary Custody Record in Temporary Custody File. The Registrar evaluates the material and makes a recommendation to the Board about the intended use for the object. If the material is determined to not be fit for NSCFM Collections by the Registrar, return conditions on side two of Temporary Custody Receipt become valid and Registrar will enter date and disposal method in PP Temporary Custody Return Report.

Description:

Temporary Custody Receipt records important information about incoming materials and their source, notes Depositor's intention for leaving the object with the museum and acknowledges the conditions under which materials are received. Temporary Custody Record records Receipt information into PP Database.

B. Accession Record

Purpose:

The Accession Record ensures that all materials in the NSCFM Collections are accounted for; whether temporarily stored in the NSCFM Collections as a Loan or permanently acquired by NSCFM.

Process:

Once the Registrar determines material is intended to become part of the NSCFM Collections, Registrar enters material information into PP Accession Record.

Description:

Accession Record assigns an Accession Number, the name of the person who received the item for the museum, the name of the person who completed the Accession record, and the date of the Accession. All names, including the donors are entered last name first. Describe the type of donation, whether it was a Gift, Bequest, Loan, or other type of donation. Enter the Purchase Price or Donation Value, if known. Enter a brief description of the item. If there are any restrictions on the item, note them in the "Restrictions" field. Any related notes about the item can be entered in the "Remarks" field.

a. NSCFM Accession Numbering System

NSCFM Accession Numbers are three part, such as 2001.05.01, where the first four digits represent the year of accession, the next two digits identify the 5<sup>th</sup> accession of



the year and the last two digits represent the 1<sup>st</sup> item accessioned from the group of items accessioned at one time by the same donor.

For example, if Mary brings in two photographs, one of a fish house and one of a fisherman, on January, 2 2001 and it is the first accession of the year, then the Accession Numbers are as follows:

Print, Photograph - Fish House           2001. 01.01

Print, Photograph - Fisherman           2001. 01.02

#### C. Deed of Gift

##### Purpose:

The Deed of Gift is a formal record transferring the ownership of property from the Donor(s) to the NSCFM (i.e. a legal document that confirms acquisition).

##### Process:

Donor information and description of material from PP Accession Record is automatically transferred to Deed of Gift. Registrar prints two copies of Deed of Gift, signs a copy to be left with Donor and sends both copies along with Thank You Letter to Donor's address. When the Deed of Gift returns with Donor's signature, Registrar creates PP Collection Record, signs Deed of Gift and files PP Collection Record along with Deed of Gift in appropriate type of Accession File (sorted by collection type, year and Object ID; e.g. Photo-2001 Accession).

##### Description:

Deed of Gift automatically transfers donor information and description of material considered for acquisition. Deed of Gift acknowledges terms for legal transfer of ownership from Donor to Museum (see Attachment VII, C)

#### D. Thank You Letter

##### Purpose:

Thank You Letter is a way to formally recognize Donor's wish to transfer material to the Museum and solicit Museum's intent to acquire/loan the material.

Process: Registrar sends a signed copy of Thank You Letter on Museum letterhead to Donor's address. Deed of Gift will accompany Thank You Letter if accession is a potential acquisition.

##### Description:

Thank You Letter includes Accession Number and the description of the donation as stated in the Accession Record. Registrar, or authorized authority, signs the letter (see Attachment VII, D)

#### E. Collection Record

##### Purpose:

The Collection Record assigns accessioned material to a particular type of collection, ensures consistent verbatim, and initiates Cataloging procedures.

##### Process:

Once the Deed of Gift is received back from Donor, or all terms of a Loan have been met, the Registrar duplicates the Accession Number of a particular PP Accession Record into the PP Collection Record. Registrar selects what type of collection material will be catalogued as. Registrar chooses Object Name to identify the material and selects a title or provides a more thorough description of the material to differentiate from similar objects. Registrar then prints Collection Record and files it along with Deed of Gift in appropriate type of Accession File (sorted by collection type, year and Object ID; e.g. Photo-2001 Accession).

Description: Material may be catalogued as either Archive Collection, Object Collection, Library Collection or Photo Collection. The Object ID should always correlate with the accession number. The Object Name, or Lexicon, is selected from Robert G. Chenhall's *Nomenclature for Museum Cataloging*.

#### F. Photos Catalog Record

##### Purpose:

Photos Catalog provides a detailed description of accessioned photographs, paintings, pictures, portraits, slides and Multi-media material.

##### Process:

Once material is accessioned, Registrar is required to complete PP Catalog Record, including a Condition Report, print a copy of Catalog Record and file in appropriate Accession File (sorted by collection type, year and Object ID; e.g. Photo-2001 Accession-2001.01.01).

##### Description:

(See Attachment VII, F – Photo Catalog Record - for data fields and refer to Past Perfect Museum Software Version 2.5 Users Guide for a complete reference to data description)

#### G. Objects Catalog Record

**Purpose:**

Objects Catalog provides a detailed description of accessioned objects.

**Process:**

Once material is accessioned, Registrar is required to complete PP Catalog Record, including a Condition Report, print a copy of Catalog Record and file in appropriate Accession File (sorted by collection type, year and Object ID; e.g. Photo-2001 Accession-2001.01.01).

**Description:**

(See Attachment VII, G – Object Catalog Record - for data fields and refer to Past Perfect Museum Software Version 2.5 Users Guide for a complete reference to data description)

#### H. Archives Catalog Record

**Purpose:**

Archives Catalog provides a detailed description of any accessioned printed material.

**Process:**

Once material is accessioned, Registrar is required to complete PP Catalog Record, including a Condition Report, print a copy of Catalog Record and file in appropriate Accession File (sorted by collection type, year and Object ID; e.g. Photo-2001 Accession-2001.01.01).

**Description:**

(See Attachment VII, H – Archive Catalog Record - for data fields and refer to Past Perfect Museum Software Version 2.5 Users Guide for a complete reference to data description)

Minnesota Historical Society – State Archives Department, “Managing Your Collections,” paper presented at 2001 MHS Field Workshop, May 2001.

## IX LOANS

Loans between another museum, a non-profit organization or private individuals and organizations are acceptable by the NSCFM if they fall within the following criteria:

- Loans for exhibition – materials are borrowed for specific periods of time for a specific purpose
- Loans for traveling exhibitions – loans for multiple venues
- Exchange loans – made for the mutual benefit of the museums or lending institution may request a loan to fill a gap in its permanent exhibition
- Study loan – loan made between museums or between individual and Museum
- Promised gifts – treated as loan until title has passed to the Museum
- Long-term loan – loan made between individual and Museum (strongly discouraged)
- Property with unidentified sources in the Museum’s custody will be treated as a loan until it has been identified.

## 1. Incoming Loans

### Approval Process:

Registrar is responsible to consult with THS Board of Directors on any prospective incoming loans. Registrar sends the prospective lender a detailed letter describing the purpose of the exhibition and the objects desired. This Loan Request contains the following information:

Title of the exhibition and/ or purpose of the loan

Length of the loan period

Location(s) of the exhibition with dates

Museum’s responsibility to pay for all expenses in preparing a loan (e.g. packing, shipping, insurance)

Deadline for lender’s response

Loan requests may be made by Museum directors, associated curators and/or project managers of approved work done on behalf of the NSCFM and/or THS. Final approval must be made by Registrar.

## 2. Outgoing Loans

### Approval Process:

When a request for a loan is received, the Museum’s approval procedure for outgoing loans involves Registrar consultation with the THS Board of Directors. Registrar will provide the Board with Loan Request Evaluation. The Evaluation contains the following information:

Borrower’s Loan Request (includes Borrower’s cost assessment)

Availability of the material being requested

Examination of the condition of the material to be loaned

Is the object able to withstand the rigors of travel and additional handling?

Is the object too fragile to be displayed?

Should special restrictions be placed on light levels or general environmental exposure?

Has the object recently traveled extensively or been subjected to long periods of light exposure?

Note on any legal restrictions

Borrower’s current facility report (if necessary)

Final approval or denial of a loan should be communicated in a timely manner once the Board approvals have been received.

### 3. Documentation:

#### Loan Agreement

##### Purpose:

The Loan Agreement is a legal agreement between the lending and borrowing institution. This document protects both parties by specifying all conditions to be agreed upon. The signed loan agreement overrides all other documents and understandings, whether written or verbal. In the event of a controversy over which form to use, the lender's form will control.

##### Process:

The PP Loan Agreement is completed by the Registrar and is signed by the Registrar before any preparation of the objects begins or costs are incurred. The lender signs and returns the loan contract with an accompanying letter calling special attention to any changes, which should then be countersigned by the borrower. For outgoing loans, once agreement is met, Registrar sends a finalized copy of Loan Agreement, including PP Loan Form, PP Terms of Loan and PP Detailed Object List.

##### Description:

Loan Agreement records information about the loan, including name, contact, address and phone number of the borrower, the date the loan starts, the date it is to be returned, the purpose of the loan, and transportation and insurance information (see Attachment... – Loan Agreement).

#### Loan Receipt

##### Purpose:

A Loan Receipt must be prepared to document the loan transaction properly in order to acknowledge receipt of the loan object and note conditions objects received as.

##### Process:

With outgoing loans, Registrar will send Loan Receipt along with Terms of Loan and Detailed Object List. With incoming loans, upon receipt of the loan object, the registrar of the borrowing institution will complete receipt and return by the borrower. If the incoming object does not have a receipt, Museum Registrar will produce a receipt and send it to the lender.

##### Description:

Loan Receipt will acknowledge name and contact information of lender, purpose of loan, exhibition title, arrival date and method of shipment, loan numbers assigned to objects name of artist/maker, exact title of work or name of object, medium or materials, dimensions, insurance value or name of insurer if lender is to insure, condition and loan location. (see Attachment... –Loan Receipt).

### 4. Insurance

Borrower is responsible for insuring loans. However, in the case that the lender is required to continue their own coverage in effect when making outgoing loans, the borrower will be billed for the cost of the insurance premium.

In accepting the borrower's coverage, Museum will consider the following:

- Limits of coverage – should be “all risk”; “wall to wall” or “nail to nail”
- Deductibles
- Exclusions
- Property insured
- Policy terms
- Terms of cancellation

#### 5. Courier Policy

Packing and shipping arrangements, including scheduling and courier needs must be mutually agreed upon between the lending and borrowing registrars.

The lending registrar is responsible for clearly denoting:

- Object fragility
- Special needs
- Courier schedule
- Preferred mode of transportation

The borrowing registrar is responsible for:

- Obtaining an estimate for packing and any preparation
- Insurance
- Courier Costs
- Arrangements for transporting the loan
- All costs associated with shipping

Museum reserves the right to bill the borrower for packing charges based upon exact hours worked and the actual cost of material used.

## X DEACCESSION AND DISPOSITION OF COLLECTIONS

NSCFM Collections are guaranteed to be preserved indefinitely. As stated in THS Bylaws, if THS no longer functions as a historical society...all articles belonging to it shall be placed under the care of Minnesota Historical Society until such time a new society can be organized, or the district court arranges care for them” (Article IX, Section 2). In the meantime, all materials, articles or objects belonging to THS are subject to both thoughtful deaccessioning and disposal procedures outlined here.

#### 1. Deaccession:

Deaccession is the formal change in recorded status of the object.

Decision Criteria: With reference to the Museum's mission and its Collecting Plan, deaccessions will be considered only when objects are:

- Not within the scope or mission
- Beyond the capability of the Museum to maintain
- Not useful for research, exhibition, or educational programs in the foreseeable future
- Duplicates or other collections
- Poor, less important, incomplete, or unauthentic examples
- Physically deteriorated/hazardous materials
- Originally acquired illegally or unethically
- Subject to a legislative mandate, e.g., repatriation
- Subject to contractual donor restrictions the Museum is no longer able to meet

Decision Process: Registrar coordinates this process and provides key information from the Museum Records. The following steps are:

1. Written Registrar justification linked to the Collecting Plan and NSCFM Collections Content, outlining the aforementioned decision criteria that apply.
2. Verification of official legal title, verifying records to ascertain if any restrictions exist for the original gift/bequest or purchase.
3. Physical examination by Registrar and/or contracted conservator to help establish appropriate means of disposal.
4. One or more outside appraisals, especially for objects of value and those that might be sold or traded.
5. Outside opinions for items of value, especially if there is any uncertainty about provenance or authenticity.

## 2. Disposal:

Disposal is the resulting action taken after a deaccession decision has been made. The following methods are acceptable options of disposal of deaccessioned material:

- Donation of the materials to another museum, library, or archive for educational purposes
- Exchange with other museum or nonprofit
- Educational and research programs
- Physical destruction
- Repatriation and/or cultural sensitivity
- Private sale
- Return to donor
- Public auction

## XI ACCESS

Access to NSCFM Collections stored in Museum Basement Storage Area and NSCFM Collections Records are subject to a key control system. Registrar and assigned Board members who need to work with collections have access to the keys. This includes

computerized records in which case a code has been established to help monitor security and access.

Unauthorized personnel and the public are subject to be accompanied by authorized personnel when working with or viewing collections and their associated documents.

Access to the Museum Basement Storage Area is monitored by Storage Room Access Log. Log requires visiting public to denote the date, their name, their time in and time out, and the purpose of their access.

Access to NSCFM Collections and their associated records resulting from research requires researcher to fill out a Research Registration form and abide by conditions set therein. (see Attachement.... – Research Registration Form).

Research Registration Form was adapted from “Reader Registration”, Northeast Minnesota Historical Center. Library 375, University of Minnesota-Duluth.

## XII CARE AND MAINTENACE

### 1. Conservation

NSCFM Collections are subject to the highest professional standards of conservation established. In an effort to ensure long-term preservation of its collections, NSCFM agrees to follow professional guidelines established by in the following areas of conservation:

Handling –

General Rules:

- wear clean, comfortable clothing with no protruding jewelry, watches, or buckles; wear cotton gloves and change as often as they get dirty
- know exactly where an object is to be placed before it is picked up, avoiding stairs as much as possible
- save and report any damaged or missing objects; all repairs to objects are done by Registrar
- carry only one object at a time; use two people to carry large, heavy objects
- do not hand an object from one person to another; set the object down and have the second person pick it up
- move objects in most stable position; usually done in the position it was stored or exhibited
- protect objects from being bumped, skidded or jostled
- handle every object as little as possible
- use clean pads or carpet squares on the floor or cart; protect objects on carts
- do not eat, drink or smoke around objects

Framed Works



- check to make sure work is secure in its frame and the hanging device is stable and adequate for handling
- handle the work only by the frame using two hands, one on a side and one on the bottom or one on each side
- move and set down the work the way it hangs
- hold a frame by its strongest part

#### Unframed Works

- never touch the front or back of canvas; never allow objects to rest on either side
- carry large works as close to floor as possible
- lay unmounted works on clean hardboard, face up and handle the board
- if unmounted works are in a stack, lift each one off the one below by the separation sheet

#### Sculpture/Objects

- check for loose parts, cracks, breaks and flaking surfaces before handling
- protect with felt or furniture pads
- never drag items

#### Textile and Organic Materials

- always handle with clean gloves
- carry garments already on hangers or mannequins by the hangers, being sure garments do not drag on the floor
- carry fragile fabric, included mounted or sewn, horizontally on a support; separate materials incorporating leather, fur, bone, horn, etc. from materials that might be stained; use acid-free tissue or blotter paper between the object and the support
- roll quilts, blankets, rugs, etc. face side out on a storage roll of sufficient diameter and fully support the roll when carrying it

#### Living History Collections

- objects used for educational/demonstrative purposes may be directly handled

#### Archival Materials

- always handle with clean gloves
- do not fold or roll archival materials
- photographs, negative, etc. are to be protected with Mylar or polyethylene sleeves or files before handling

#### Measuring –

As part of permanent record (PP Catalog Record), all materials upon accession are to be measured and weighed. All accessions are measured in English and metric units (PP automatically converts these units of measurement).

#### Two Dimensional Objects

- height (or length) and width must be measured for flat objects; thickness is also recorded for framed or mounted material
- paintings – two measurements from the back of the work in each direction, one in the middle of the object, the other at an edge; record the larger measurement
- textiles – measure along the weft (stationary element) and the warp (moving element); not fringes, borders, tassels are included in overall measurement; measurements should be orientated for their use; if textile has a significant loft, record this as well
- work on paper – measure along the left side for height and the lower edge for width

#### Three Dimensional Objects

- overall height, length or width, and depth or thickness of these objects should be measured; points to be taken at greatest dimension

#### Condition Reporting –

NSCFM Collections are subject to Condition Reports when they are accessioned (PP Catalog Record) and to report the exact condition of an object at the time of a loan or upon its return. The Registrar will perform condition reports in order to aid collection management. A conservator, by contract, will perform a condition report to report on planning and performing object treatment. NSCFM Condition Reports will include

Object Name and ID

Object composition

Types of Damage

Extent of Damage

Location of Damage

Previous Repairs

Dates of and/or reason of damage

Examiner's name and date of examination

Photographs, sketches or illustrations may accompany any condition report and be filed in object permanent file (Accession Files).

#### Marking –

NSCFM Collections are required to have an identification number (Accession Number) associated with the material. Upon accession, Registrar is responsible for identifying the object with a number.

Materials used to mark objects must be as chemically stable as possible and demonstrate excellent aging characteristics to ensure longevity, long-term legibility, and reversibility of number.

All material on loan or in temporary custody, objects with unstable, highly uneven, or friable surface, very small objects, objects stored or displayed

outdoors will be subject to temporary marking methods. This will be done with ID tags as object permits.

## 2. Storage

The NSCFM shall provide a place for storing materials in its collections. Storage facilities will meet the following criteria:

1. Clean, fireproof area, with fire extinguishers, temperature and humidity monitors, and adequate protection from water pipes and other hazards
2. Key control access
3. Secure records storage area separated from public use areas; building secure from unauthorized access.
4. Sturdy archival-type shelving and weight bearing floors adequate to support heavy boxes, artifacts and paper records.

(adapted from “Guidelines for Records Storage” Minnesota State Historical Records Advisory Board)

Basement Storage Area is designed to house all NSCFM permanent collections and collections that require special attention. The Storage area is located in an area separate from all other Museum activity and is subject to a key control system. (see Policy – Access -). The Storage Area was designed to monitor access, provide security, minimize light exposure, maintain a stable environment and be “disaster ready”.

Storage equipment and materials will be determined by museum industry standards and conservation guidelines set forth herein.

## 3. Environment

Long term preservation is affected by:

### Relative Humidity (RH)

- maintenance of a stable RH is most desirable (50-60%)
- extreme RH (60-70%) should be avoided
- low RH (below 40-45%) should be avoided
- RH activity is monitored by weekly RH checks

### Temperature

- maintenance of stable temperature is desirable (50-72 F)
- extreme temp should be avoided
- low temp should be avoided (below 50 F)
- temp activity is monitored by weekly temp checks

### Light

- ultra violet light (UV), the most damaging type of light, should be avoided as much as possible and whenever possible, UV filtered light will be used on/around collections
- amount of daylight shall be kept to a minimum

### Air Quality

- particulate pollutants such as pollen and dust, fibers, soot should be kept to a minimum
- cigarette smoke is prohibited in/around collections
- construction and maintenance activities is prohibited in/around collections
- ventilation system must be filtered
- collections should be protected from gaseous pollutants such as sulfur dioxide (SO<sub>2</sub>), nitrogen dioxide (NO<sub>2</sub>), and ozone (O<sub>3</sub>). Electrostatic air purifiers and photocopiers are a major source of ozone.
- air quality activity is monitored by periodic dusting/cleaning/sweeping

### Pests

- pest activity is monitored by visual inspection and pest traps
- chemical pesticides are not recommended unless absolutely necessary
- pest infestations are prevented by:
  - inspecting objects that come into the museum
  - controlling the sites at which pests enter the museum
  - removing pest attractors, such as food residues, pest carcasses and mold
  - establishing environmental conditions (cool, dry, good air circulation) inhospitable to pests

### Record Keeping

- a Storage Room Humidity/Temp Log is maintained by Registrar
- condition information, including treatment records and traveling condition reports, are incorporated into material's permanent file (PP Catalog Record)

All NSCFM Collections, despite their location and use, are subject to these environmental standards.

## 4. Inventory

NSCFM Collections are subject to three types of inventories:

“wall-to-wall” inventory of entire Museum collection

- inventory crew views every object and records its location and status

“section-by-section” inventory

- inventory done on a scheduled basis, rotating areas or collections for inventory

“spot” inventory

- inventory the accuracy of records and the location of a small percentage of the collection

Upon request or when deemed necessary by the THS Board, the Registrar is responsible for coordinating collections inventory.

## XIII RISK MANAGEMENT

NSCFM Collections are susceptible to risks resulting from physical forces, fire, water, criminals, pests, pollutants, light and radiation, incorrect temperature, incorrect relative humidity and custodial neglect. In order to protect NSCFM Collections, NSCFM agrees to the following management activities.

### 1. Insurance

The NSCFM, governed and protected by the parent organization THS, agrees to purchase insurance for financial protection from catastrophic monetary loss. Materials are insured as Business Personal Property for as long as they remain in the legal care, custody or control of the NSCFM. The amount of insurance coverage will by necessity have a limit. Insurance policy will be reviewed annually or as deemed necessary by the terms within the policy. A current copy of this insurance policy along with coverage limits will accompany this Collection Policy (Attachement....)

### 2. Integrated Pest Management

#### Objectives:

Protection of NSCFM Property and Collections

Protection of health and safety of those associated with NSCFM and its collections

Legal Compliance

#### Strategy:

##### Preventative Approach:

The NSCFM agrees to have an ongoing inspection protocol that will detect pest infestation early. This includes:

Investigation: Visual monitoring done by Registrar and Museum staff

Sticky Traps: Concealable, inexpensive insect traps placed throughout the Museum

Expert Identification: An expert may be contracted to identify any questionable pest infestations.

Record Keeping: records of inspection and trapping will be kept by Registrar

##### Corrective Technology and Procedures

Once it has been determined by Registrar that pest action threshold has been met, the Board will decide on what action to take to correct problem.

Possible considerations are:

Vacuums

Traps

Freezing

Oxygen Deprivation

Fumigation

Indoor Pesticides

Any corrective measures must be thoroughly discussed with reference to long-term consequences and subject to terms set forth by this policy.

### 3. Disaster Planning

Five tenants have been identified by NSCFM to control and deal with risks associated with aforementioned disasters:

- Avoid the source

- Block the agent

- Detect/monitor the agent

- Respond to mitigate the problem

- Recover the problem or treat the result of the problem

The following Disaster Plan will be posted at the Museum and reviewed annually or as deemed necessary by THS Board and Museum Registrar:

- Chain of Command and Individual Responsibilities

- Duties of Response Coordinator

- Avoiding a Disaster

- Damage Assessment and Documentation

- Evacuation Procedures

- Floor Plans

- Emergency Preparedness and Response for Specific Disasters

- Collection Priorities

- Damage Assessment Forms

- Post-Disaster Report

- Supply Checklist for Suppliers

- Staff Information

### 4. Security

The NSCFM, governed and protected by the parent organization THS, agrees to provide NSCFM Property and Collections a detection system that will provide fire detection. A current copy of this fire detection policy will accompany this Collection Policy (see Attachment... - Security Policy).

## XIV MONITORING, REVISING AND COMPLIANCE

### 1. Monitoring –

Registrar is responsible for monitoring all THS and North Shore Commercial Fishing Museum (NSCFM) related activities that affect any material with may help establish, illustrate or interpret the history of Tofte and the more general historical knowledge...with specific emphasis on commercial fishing and early lifestyles along the shore and waters of Lake Superior. Registrar may be required to report to the Board to ensure all practices and procedures are in line with the policies set forth.

### 2. Revising -

As stated in Article V Section 13 of THS By Laws, the Board of Directors shall review this policy annually and revise as needed or upon request of Registrar.

### 3. Compliance –

All THS and North Shore Commercial Fishing Museum (NSCFM) related activities that affect any material which may help establish, illustrate or interpret the history of Tofte and the more general historical knowledge...with specific emphasis on commercial fishing and early lifestyles along the shore and waters of Lake Superior are bound to this policy and procedures set forth.