

COLLECTIONS MANAGEMENT POLICY & PROCEDURES

HERITAGE ASSOCIATION OF FRISCO, INC.

Approved by the Board of Directors

September 28, 2010

The Collections Management Policy & Procedures are reviewed and updated as needed every two years by the Board of Directors of the Heritage Association of Frisco, Inc.

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1. Introduction

The Heritage Association of Frisco, Inc. (HAF) is a 501c (3) non-profit organization organized in 1998 and located in Frisco, Collin County, Texas. The HAF is operated as a nonprofit educational corporation under the laws of the State of Texas. No part of the net earnings will inure to the benefit of any private individual.

The Heritage Association of Frisco, Inc. maintains a principal office in the Frisco Heritage Museum (FHM), 6455 Page Street, Frisco, Texas 75034.

A. Mission Statement

The Heritage Association of Frisco, Inc. will research, preserve, and share Frisco's rich heritage in a manner that honors the past, builds a bridge between generations, and leaves a legacy for the future.

B. Statement of Purpose

The purpose of the Heritage Association of Frisco, Inc. is to collect and document the history of Frisco, Texas area utilizing oral, written, and visual mediums in order to support the continued development of the Frisco Heritage Museum and Heritage Center and educational activities as requested.

C. Scope of Collections

The artifacts of the Heritage Association of Frisco, Inc. consist of historical materials that relate to the history of the Frisco, Texas area from the earliest human settlement through 1950.

2. Structure

A. Artifact Committee

The Board of Directors of the HAF will appoint a committee to assist in coordinating and implementing the administration and curatorial responsibilities of artifacts. This committee will consist of five members with one member designated as chairperson and they will work within the budget approved by the Board of Directors on a yearly basis. This committee will be responsible to approve all accessions and deaccessions of items in the collection with a simple majority vote. All committee members will be members of the Heritage Association of Frisco, Inc.

B. Historic Photographs

The Board of Directors of the Heritage Association of Frisco, Inc will appoint a committee whose responsibility will be to collect, catalog, archive, restore, and provide photo reproductions for promotional and educational activities. This committee will consist of three members with one member designated as chairperson and they will work within the budget approved by the Board of Directors on a yearly basis. The approval for photographic reproductions will be the responsibility of the Historic Photograph Committee with a simple majority vote, but if questions of validity of the usage should occur, the coordinator will request a review by the Board of Directors. The policies and procedures for Photograph Copies and Reproductions are included as attachment 1.

C. Oral Histories

The Board of Directors of the Heritage Association of Frisco, Inc will appoint a committee whose responsibility will be to select candidates to record, edit and store the oral histories for promotional and educational use. This committee will consist of three members with one member designated as chairperson and they will work within the budget approved by the Board of Directors on a yearly basis. The selection of candidates to record will be by a simple majority vote. The policies and procedures for Oral Histories are included as attachment 2.

D. Display Committee

The Board of Directors of the Heritage Association of Frisco, Inc will appoint a committee whose responsibility will be to maintain display space in the Frisco Heritage Museum and Frisco Heritage Center. This committee will consist of three members with one member designated as chairperson and they will work within the budget approved by the Board of Directors on a yearly basis with the selection of items accomplished with a simple majority vote. Items used by the Display Committee may be from the Artifacts Collection, Historic Photographs, items retained for window display use, or loaned items. Window display items are of a condition that renders them unusable for display within the Museum or Heritage Center buildings. These items will be maintained in a separate inventory from the Artifacts Collection, but will follow the same accession procedures as the main Artifacts Collection. The policies and procedures for the Display Committee are included as attachment 3.

E. Other Committees

Other committees may be appointed by the Board of Directors to work in conjunction with any of the above named committees. Other committee members may be members of the Heritage Association of Frisco, Inc or may be community volunteers.

3. Code of Ethics

A. Code of Ethics

The Heritage Association of Frisco, Inc will not accept any item that is thought to be stolen or acquired unlawfully.

B. Appraisal Information

No member of the Heritage Association of Frisco, Inc. or any of its committees will make monetary appraisals of objects offered as gifts or donations. Gifts may be deductible to the extent permitted by law. As required in the IRS statutes, the donor must place the value on all donated non-cash goods. The donor should consult their attorney or tax advisor for details. The Heritage Association of Frisco, Inc. does not give premiums or gifts in return for donations.

4. Accession Policy

A. Accessions Policy

It is the policy of the Heritage Association of Frisco, Inc. to collect those artifacts, publications, and archival materials, which are related to life in the Frisco, Texas area. All works proposed for accession should be in, or capable of being returned to, an acceptable state of conservation, unless the physical condition is integral to the stated mission of the organization. The policy is to accept only those items that the donor is authorized to donate and are irrevocably and unconditionally given without limiting conditions to the Heritage Association of Frisco, Inc and become its permanent property. No guarantee to permanently display any item will be given as a condition of donation.

The Heritage Association of Frisco, Inc will only accept those items that enhance the scope of the collection and for which it is able to care for, preserve, store, and exhibit in an acceptable manner. Acquisition is the first step in the accessioning process and all new items will be subject to the approval of the Artifacts Committee.

All donations are accepted with no restrictions on the receipt of the signed Deed of Gift Form (Attachment 4). The signature of the donor on the form waives all rights of ownership to the items and transfers their possession and legal title to the Heritage Association of Frisco, Inc.

All offers of donation by any means will be considered and referred to the Artifact Committee Chairperson. The image of the HAF is to be considered with each offer. The Chairperson will contact the committee members to determine the relevance of the item and whether to accept. A simple majority vote of the committee will be the determining factor in accessioning the item. The donor may provide the item to the committee for consideration or a photograph can be used. Every effort must be made before accession to ensure that any object offered has been legally obtained, its historical significance is in

agreement with the scope of the collection, and the storage and display considerations are acceptable. In special circumstances, the Board of Directors of the association may be contacted regarding the acceptance of certain items.

B. Methods of Accession

1. Donation or Bequest

A donation or bequest may be accepted from any source.

2. Purchase

Artifacts may be purchased from any source with approval from the Board of Directors of the HAF.

3. Exchange

Exchange of artifacts between institutions is an established and useful means of developing and improving a collection. Exchanges may be arranged by the Board of Directors of the HAF on the recommendation of the Artifacts Committee.

4. Transfer

The HAF may acquire artifacts from other institutions, government agencies or departments of the City of Frisco. The transfer must be supported by documentation and approved by the Board of Directors of the HAF.

5. Field Collecting

Artifacts may be collected by the Artifacts Committee, members of the HAF, or others acting on behalf of the HAF with approval of the Board of Directors.

6. Found in Collection

Unaccessioned objects that have been treated as artifacts but for which accession documentation cannot be found are designated "found in collection". These objects will be accessioned if approved through the accession process.

7. In House/Window Display

Objects created or used within the FHM or Heritage Center for window display purposes will be accessioned and maintained in a separate inventory.

C. Accessioning and Cataloging Procedure for Donations

Objects acquired by the Heritage Association of Frisco, Inc. will adhere to the following process:

1. The object is presented to the Artifact Committee by the Artifact Chairperson for approval. The donor may provide the physical item or a photograph may be used.
2. If the Artifacts Committee approves the donation, the accession number is assigned, entered into the Accession Log and written on the object via a removable tag. If the Artifacts Committee declines the donation, the Artifacts Chairperson will contact the Display Coordinator and offer the object to that committee for possible use in the In House/Window Display collection. If the Display Committee declines the object, the Artifact Chairperson will contact the donor in order to retrieve the object.

3. Two copies of the Deed of Gift (attachment 4) containing the accession number, item description and the donor's address will be prepared by the Artifacts Chairperson and forwarded to a Board Member of the HAF for signature and mailed to the donor for signature. One copy is returned to the HAF and filed in the Deed of Gift file in the HAF office
4. The objects are cataloged using an Accession Log (attachment 5). The individual accession numbers are assigned preceded by HAF then followed by the four digit year followed by the number indicating the order in which received.
Example: HAF 2009-0032. A column is included for the category of the item and the condition when received. A digital photograph of the item will be taken and filed in the catalog which will be stored in the HAF office. Numbers are placed on the objects using appropriate methods.
5. The information on the worksheet will be maintained on the HAF computer system or other systems as determined by the Board of Directors. This worksheet will serve as the inventory tracking system for the artifacts.
6. 7/24/2010 All items will be cataloged before they are loaned.

5. Deaccession Policy

A. General Info

Deaccessioning is the formal process to permanently remove an artifact from the HAF collections. This process is not taken lightly, but occasionally the need may arise to remove an item from the permanent collection. This process should be careful, deliberate, and ethical. In order for an object to be deaccessioned the HAF must hold clear title of the object and the object must fit under at least one of the criteria for deaccessioning.

B. Procedure

The Artifact Committee Chairperson will make the initial recommendation for object deaccession to the Artifact Committee and once the committee, after careful deliberation, agrees with the recommendation, a request containing the Deaccession criteria and photograph will be forwarded to the Board of Directors of the HAF. The Board of Directors has final approval for all deaccessions and will have three months in which to make a decision. The Object Deaccession Record (Attachment 6) must be signed by the Artifacts Committee Chairperson and the President of the Heritage Association of Frisco, Inc. Both parties must be in agreement before an object is deaccessioned. It is the responsibility of the Artifacts Committee Chairperson to verify that the HAF has clear title of the object and that the object fits at least one of the criteria for deaccessioning. Complete records of deaccessions will be kept in the HAF office files and entered into

the HAF computer system or other system as determined by the Board of Directors. The removed objects accession numbers are not to be used again.

C. Criteria

The Heritage Association of Frisco, Inc. may initiate object deaccessioning when one or more of the following conditions exists:

1. No longer relevant – the object does not fit the HAF's current mission or scope of collections.
2. Deteriorated beyond repair – the object is incomplete, broken, or in poor or unsalvageable condition
3. Beyond the capability to preserve properly – the HAF is unable to properly care for the object
4. Object duplicated or redundant – the HAF owns other objects of the same type that are better suited for the HAF's needs
5. More appropriate at another institution
6. Inappropriately accessioned or accessioned twice – object was accessioned by mistake
7. Transfer to another collection – the object would be more appropriate in the HAF's In House/Window Collection
8. Lack of historical or cultural value
9. Other – other reasons as determined by the Board of Directors or the item was determined to be stolen.

D. Method of Disposal

Objects approved for Deaccession may be disposed of in one of the following ways:

1. Transferred to the HAF's In House/Window Collection
2. Transferred to another museum or cultural institution
3. Exchange or trade with another museum or cultural institution
4. Destroyed

Materials that are not accepted during the Accession process of the Artifacts Committee will be offered to the Display Committee before informing the donor of non-acceptance of the material. Items to be de-accessioned will be offered to the Display Coordinator as a first choice before other options.

E. Public Disclosure

The Heritage Association of Frisco, Inc. may attempt to contact living donors as a gesture of courtesy. Notification of the donor is not to be construed as a request for permission to

deaccession within three years of donation and the donor has claimed at least \$5,000 for donated property under Section 170 of the Internal Revenue Code for charitable contributions, the Heritage Association must file an information notice (IRS form 8282) with the Internal Revenue Service.

G. Conflict of Interest

Objects approved for deaccession by the Board of Directors will not be given, sold, or transferred in any method to members of the Artifacts, Display, Historic Photograph, Oral Histories Committees, or Board of Directors of the HAF or their immediate families.

6. Loan Policy

A. Incoming Loan Conditions

In general, the Heritage Association of Frisco, Inc. does not accept objects on loan. Items may be considered for loan to compliment a specific exhibit and these objects are in no way a part of the collections of the Association. Loaned objects will receive the same care as those items belonging to the HAF, but no responsibility in case of loss or damage will be assumed. Objects loaned remain the property of the lender and may be withdrawn at any time upon the written request of the lender or his duly authorized representative. The HAF reserves the privilege of exhibiting any object loaned to it in the manner, time and place which it considers most appropriate and useful to its purpose. Incoming loans will be the responsibility of the Display Coordinator and will follow the procedures contained in the Incoming Loan Policy & Procedures (attachment 7). All incoming loan requests will be approved by the Board of Directors on the recommendation of the Display Coordinator. A file with the Incoming Loan Agreement and Incoming Loan Worksheet will be kept in the HAF office.

B. Outgoing Loans

The Heritage Association of Frisco, Inc. recognizes the need to allow other institutions and entities to borrow objects from its collections, but also recognizes its responsibility to ensure that the loaned objects are properly cared for and exhibited. Objects will not be loaned if; in the opinion of the Board of Directors they are of such importance, rarity, and/or fragility that they must not be exposed to any danger of loss by removal from our control. Items that have not yet been accessioned or cataloged will not be loaned. The Board of Directors reserves the right to refuse any request for a loan for any reason deemed sufficient.

1. Loans of accessioned items may be made to non-profit, cultural, historical, and educational institutions, museums, societies for exhibits open to the general public. Artifacts will not be loaned for decorative, political, commercial, or non-educational purposes.
2. At no time may the historical integrity of the loaned artifacts be jeopardized. all loaned materials must be exhibited in a culturally and historically sensitive manner.

3. It is the policy of the HAF to decline to lend accessioned items to individuals, including the original donor, for any reason.
4. Loaned objects cannot be used in connection with items for sale, or with invitations to purchase items, or in commercials
5. Artifacts cannot be loaned to another institution or individual by the borrowing organization.
6. The loaned object may not be reproduced without prior approval of the Board of Directors of the Heritage Association of Frisco, Inc. All copyright privileges remain with the HAF.
7. All loaned items must be provided a controlled environment with proper security, light, temperature, and humidity requirements and proof of such conditions will be submitted in writing via a facilities report prior to the loan approval.
8. The borrowing institution will provide insurance on the item for the duration of the loan.
9. Loans shall be for a specified period of time and no loan shall be considered indefinite in duration.
10. Written request for loans must be received by the Board of Directors prior to the loan date.
11. The borrower will be responsible for all costs for packing, shipping, and unpacking. Packing and shipping must be performed by qualified staff or museum carriers.
12. All exhibitions must clearly credit the ownership of the object to the Heritage Association of Frisco, Inc. and other credits as required by the HAF.
13. Loans may be terminated at any time by the HAF if any of the above conditions change in the opinion of the HAF or if conditions covered in the loan agreement (Attachment 8) are not met. Objects must be returned to a member of the Association and we reserve the right to inspect any part of the loan at any time to insure that conditions of the loan agreement are being fulfilled.

7. Record Keeping and Inventory

A. Museum Records

Systematic records concerning the HAF artifact collection will be maintained at all times. The collection records will reside on the computer system of the HAF or other systems as designated by the Board of Directors. All paper records of artifacts will be maintained in a fireproof cabinet in the HAF office.

1. Photograph Consent Agreement
2. Oral History Release Form
3. In House/Window Display Inventory
4. Deed of Gift Forms

5. Accession Worksheet
6. Object Deaccession Record
7. Incoming Loan Agreement
8. Outgoing Loan Agreement

B. Inventory

The Heritage Association maintains a record of the collections on the HAF computer system as well as backup paper copies in fireproof file cabinets in the HAF office. The computer files serve as the tracking system for records, collections inventories, accessions and deaccessions. The files are stored on the HAF hard drive and are backed-up monthly by the HAF office volunteer.

The artifacts database contains a complete inventory of the collection. It will include the following information:

1. Accession Number
2. Category
3. Description with accurate and updated information
4. Condition
5. Location

Object information is entered into the database as the final step in the accessioning process. It is the goal of the HAF to have the artifacts database complete. A supplemental inventory list may be needed for items not yet entered into the database. Separate loan and In House/Window Display inventories will be kept. The database will be updated on a monthly basis as needed.

C. Inventory Procedures

The Heritage Association of Frisco, Inc. will maintain inventory in the following ways:

1. Baseline Inventory – Every new item shall be inventoried during the formal accessioning process
2. Complete Inventory – Every 2 years a complete inventory of the artifacts and records will be conducted. A report will be given to the Board of Directors of the HAF.
3. Spot-check Inventory – Every year a random check of one-third of the artifacts and records will be conducted for location accuracy.
4. Relocation inventory – Prior to any loan, an item will be inventoried.
5. Conservation Inventory – Periodic inspections will be conducted to determine the preservation and conservations needs of items in the artifacts collection. A report will be provided every two years to the Board of Directors of HAF with suggestions for repair when needed.

These inventories will be conducted by the Artifacts Committee and reports to the Board of Directors provided by the Artifacts Committee Chairperson.

8. Collection Access and Use

A. Research

Requests for research to be conducted by the HAF on artifacts or historic photographs can be made by phone, mail or email directed to the Board of Directors. Volunteers will only conduct research using materials in our collections and no outside research will be conducted. A reasonable amount of time will be given to conduct this research and fees may apply for copies.

1. Library Use Policy

Limited materials are available for research and reference purposes during business hours. All materials are non-circulating and can be accessed by contacting the Board of Directors of the Heritage Association of Frisco.

2. Policy for photographing artifacts

Photographs of displays are allowed for personal, non-commercial use.

B. Exhibitions

Artifacts of the Heritage Association of Frisco, Inc may be used in the Frisco Heritage Museum or any buildings in the Frisco Heritage Center. Some artifacts may be used in other displays in other locations with the strict discretion of the HAF Board of Directors. An outgoing loan agreement between the borrower and Board of Directors will be negotiated for use of artifacts outside of the Frisco Heritage Center or Museum. It is the general policy of the Association not to use original photographs in displays. The Display Coordinator is responsible for the selection, installation, care and preservation of items on display. Exhibit design and production must consider and incorporate the long-term preservation requirements of accessioned artifacts used in exhibits.

C. Educational Outreach Collection

The Heritage Association of Frisco, Inc may maintain items for use in hands-on interpretive programs and traveling educational purposes. The items contained within this collection are not of sufficient historical value to be included in the permanent collection or are duplicates or reproductions. These items will be maintained in a separate inventory from the Artifacts Collection, but will follow the same accession procedures as the main Artifacts Collection and will be maintained by the Display Committee.

The policies and procedures for the Educational Outreach Collection are included as Attachment 9. Items in the Educational Outreach Collection must be used by a Heritage

Association of Frisco volunteer and cannot be loaned to individuals outside the organization.

9. Collection Care

A. Storage

The primary storage facility for artifacts not on display in the Frisco Heritage Museum or Frisco Heritage Center buildings is Main Street Storage Center located at 3339 Main Street in Frisco, Texas. The artifact storage space is a climate controlled unit that requires an access code for the gate and keys for the physical storage unit. The access code and lock keys are kept in the HAF offices in a locked fireproof file cabinet. The Artifact Coordinator and the Board of Directors are the only personnel authorized to have access to the unit. The In House/Window Display items when not in use are kept in a locked cage in the Frisco Heritage Museum workroom with access given to the Display Coordinator and the Board of Directors. The key for this area is kept in the Frisco Heritage Museum store and must be checked out from a store employee after confirming that the person requesting access is authorized. A binder containing authorized HAF members with access authorizations is kept in the Frisco Heritage Museum store for the verification of access by the FHM employees.

B. Conservation and Preservation

The Heritage Association of Frisco will provide the highest standard of care within the financial resources of the association for all objects in its possession. The Artifacts Coordinator will practice preventative conservation by addressing the deterioration and destruction problems of the objects and maintaining those assessments on the Accession Worksheet. Periodic inspections of the objects will be made by the Artifacts Coordinator in order to judge the preservation and conservations needs and a report will be made every two years to the HAF Board of Directors with recommendations for conservation repair when necessary. The Board of Directors will determine what conservation treatment will be performed and who is qualified to perform the treatment with input from the Artifact Coordinator.

C. Disaster Management

The Heritage Association of Frisco is under the guidelines of the Emergency Management Plan of the City of Frisco as administered by the Facilities Department.

D. Pest Management

The Heritage Association of Frisco is under the guidelines of the Pest Management Plan of the City of Frisco as administered by the Facilities Department.

E. Security

The Heritage Association of Frisco's artifacts are monitored under the City of Frisco's security system which is administered by the Facilities Department.

10. Management

A. Funding

Funding sources for the Heritage Association of Frisco, Inc. are obtained through membership dues, grants, and donations. IRS Form 990 is available for public inspection by contacting the Heritage Association of Frisco, Inc., P.O. Box 263, Frisco, TX 75034.

B. Financial Matters

The fiscal year of the Heritage Association of Frisco shall be January through December of each calendar year.

An endowment fund, permanent in nature, has been established to guarantee future operation and financial security of the Heritage Association of Frisco, Inc. The current policy only allows interest earned to be withdrawn.

C. Insurance

Artifacts in the Frisco Heritage Museum and structures within the Heritage Center are covered under the City of Frisco insurance policy. Certain artifacts that are considered to be of significant value will have a monetary value assigned.