

BOONE COUNTY HISTORICAL SOCIETY COLLECTIONS MANAGEMENT POLICY

Approved by the Board of Directors, October 24, 2018

Table of Contents

INTRODUCTION.....	2
Statement of Purpose.....	2
Organizational History.....	2
Who We Are	2
Vision Statement	3
Mission Statement	3
Purpose of Collection Policy	4
Scope of Collection	4
Important Roles.....	4
Important Definitions	5
ACQUISITION POLICY	5
What will and will not be accepted	5
How items may be obtained	7
COLLECTIONS CARE POLICY.....	7
Environment.....	7
Handling.....	8
Risk Management	9
COLLECTIONS ACCESS POLICY.....	10
Objects on Exhibit.....	10
Collections Materials in Non-public Spaces.....	10
Reproductions of Collections Objects.....	11
Research Services.....	12
JCHS Member Benefits.....	12
LOAN POLICY.....	13
Outgoing Loans.....	13
Incoming Loans.....	14
DEACCESSION POLICY.....	15
Selection Criteria/Justification.....	15
Authorization.....	16
Documentation.....	16
Disposal.....	16

INTRODUCTION

Statement of Purpose

The mission of the Boone County Historical Society (BCHS) is to preserve Boone County's past for the future. The Society's objectives include, but are not limited to, collecting, studying, preserving and exhibiting historic artifacts, and preserving the archives and records of residents and organizations from Boone County. In its History & Culture Center the Society displays diverse collections relevant to the history and culture of Boone County and of mid-Missouri.

The Society owns and operates the Boone County History & Culture Center – which includes the Walter's History Galleries, the Montminy Art Gallery and the River-Horse Pavilion, along with the historic buildings that comprise the Village at Boone Junction. The Society also is responsible for curating and operating the Maplewood House and the Gordon Log Cabin in cooperation with the City of Columbia Office of Cultural Affairs. The Society's vaults include more than 500,000 photography negatives; works of art from County artists; the records of the Boone County Commission from its incorporation in 1820; letters, diaries and documents from Boone County's citizens; and furnishings, artifacts, textiles and collections from Boone County estates and collectors numbering more than 30,000 items. The Society protects and preserves these items in climate-controlled secure storage and mounts exhibits in its galleries and other venues.

Additionally, the Society recognizes historic sites relating to the history of Boone County. The Society also seeks to engender pride in the rich history and cultural diversity of Boone County and the state of Missouri through its educational outreach program, 'Adventures of the Traveling Trunk', and its annual Boone County Hall of Fame Enshrinement Ceremony.

By providing diverse and ever-changing exhibits, preserving artifacts, and illustrating and promoting Boone County's culture, past and present, we inform the public about their connection to our County's history in a personal manner.

We are committed to involving community members and visitors to create a sense of belonging, connection, and responsibility for our past and our future.

Organizational History

The Boone County Historical Society was organized in 1924 by seventeen charter members on a July evening in the Daniel Boone Tavern and Hotel. Its purpose was to preserve the old family remembrances and histories of an earlier Boone County.

The Society received its corporate and non-profit status in 1963. In 1971 it was offered its first true physical presence when the City of Columbia offered the Maplewood House as a location for the Society's offices.

In the 1980s, the Society resolved to create a county history museum. In 1990 the Walters Boone County Historical Museum was opened in historic Nifong Park, not far from the Maplewood House.

In 2017, the Society chose to re-name its home and its properties and possessions, The Boone County History & Culture Center, while retaining its legal and official name as an organization – The Boone County Historical Society.

The Boone County Historical Society is a private, non-profit organization with 750 members, a staff of two full-time employees and six part-time employees, and dozens of regular volunteers.

Who We Are

The Boone County History & Culture Center

The Boone County History & Culture Center is admission free and consists of the Walters History Galleries, a museum store, a genealogical library, meeting spaces, the Montminy Art Gallery, the Village at Boone Junction and the Maplewood House in historic Nifong Park.

Maplewood House

The Maplewood home was built in 1877 by Slater Ensor Lenoir and his wife Margaret Bradford Lenoir, both of whom were members of Boone County pioneer families. Only four family members ever lived in the home: the Lenoirs, their daughter Lavinia, and later, Lavinia's husband Dr. Frank G. Nifong.

After Slater and Margaret's deaths in the late 1920s, a significant portion of the estate was given to the National Christian Benevolent Association which used the land to create the Lenoir Manor and Lenoir Retirement Community. After the deaths of Dr. Nifong and "Miss Lavinia" in the 1950s, the remainder of the farmstead was given to the Christian Benevolent Association. In 1970 the City of Columbia bought 60 acres of the original farm with the house, the remaining furnishings, and a number of adjacent farm buildings. The area was named the Frank G. Nifong Memorial Park.

The park was formally dedicated on November 8, 1970, as a feature of the Columbia-Boone County Sesquicentennial Commission activities. The home was restored in 1976 as a bicentennial project through the cooperative efforts of the City of Columbia, Columbia Parks and Recreation Department, the Boone County Historical Society, the Frank G. Nifong Park Development steering committee and the Columbia American Revolution Bicentennial Commission. The Maplewood home was officially dedicated and opened to the public on July 3, 1976 and was listed on the National Register of Historic Places on April 13, 1979. The home is currently managed and curated by the Boone County Historical Society in cooperation with of the City of Columbia's Office of Cultural Affairs.

The Village at Boone Junction

Gordon -Collins Log Cabin

Furnished with authentic period artifacts from the Society's collections, the cabin was built by Captain David Gordon in 1818 on land that is now Columbia's Stephens Lake Park. It is thought to be the county's oldest, surviving log structure

Easley General Store

A partial reconstruction and replica of a Boone County landmark, the Easley Store honors the original structure built in 1890 on the banks of the Missouri River. Stocked with items typical of a general store 100 years ago, all the store's contents from in the Society's collections.

Ryland Victorian Farm House

The 1890-built, late Victorian era Ryland Farm House is a classic reflection of the Eastlake influence on design in the late 1800s. Originally located near Sturgeon, Missouri in Boone County, the home was donated to the Society in 2004. It is fully furnished to illustrate a farm family's life in the 1920s. All the home's contents are from the Society's collections.

McQuitty 'Shotgun' House

Built on Garth and Worley Streets in 1910 by African American realtor and contractor Luther McQuitty, the house features a slightly altered 'shotgun' style of architecture. Local Black history exhibits are featured in the interior primarily through photographs and text.

River-Horse Pavilion

Home of the historic rivercraft, *Nikawa* (or 'River-Horse') the pavilion showcases one of only a few vessels to cross the continent on inland waterways since the Lewis and Clark Corps of Discovery Expedition in 1804-1806. Nationally-acclaimed and local author William Least Heat-Moon (William Trogdon) captained the boat on the voyage and wrote about the experience in his book *River-Horse* before donating the boat to the Society.

Vision Statement

To be respected and recognized as the foremost organization for the preservation and promotion of the history and culture of Boone County

Mission Statement

The Collection, Preservation, Exhibition and Interpretation of Boone County's History and culture.

Purpose of Collection Policy

These policies have been prepared by Boone County Historical Society staff with guidance from the BCHS Acquisition Committee and approval of the BCHS Board of Directors. The policies and practices included here are specifically designed for the BCHS but follow guidelines for collection care and management used in museums and historical societies across the country.

The BCHS strives to maintain a professional collection care system. The value of a collection is greatly diminished if information on the history and the original function of artifacts is not recorded and retained. The full use of collections for educational programs, exhibits, and research purposes depends on establishing and maintaining high and consistent practices of care and record keeping. With the collection policy as a guide, we strive to maintain a high standard.

To maintain the level of standards set forth in these policies, a review will be completed at least every three years by the Executive Director or Curator with the guidance of the Acquisition Committee, to be then approved by the BCHS Board of Directors.

Scope of Collection

The Boone County Historical Society's collection is made up of objects and materials that support BCHS' mission. Those objects are included in several permanent collections held by BCHS. The BCHS Collections Management Policy refers to the management and care of only the BCHS accessioned Permanent Collections.

Accessioned (Permanent) Collections

Accessioned artifacts have priority in the collection due to their historical significance. They are subject to strict accountability and the highest level of care. The artifacts are designated into the BCHS Accessioned Collection at the time of acquisition or when transferred from another collection in accordance with the BCHS Acquisition and Deaccession Policies.

Significant Large Collections within the Accessioned Permanent Collections:

Historic Photography Collection, Montminy Art Collection, Boone County Historic Public Records Collection, Textiles Collection, Dolls & Toys Collection

BCHS Historical Research Library

The books, clippings, manuscripts, photographs, reproductions and other documents found in this research library on premises, generally are not accessioned (except the books in the research library, which *are* accessioned) and are meant for research. However, the inventory of the Research Library is considered a part of BCHS' permanent collections.

Maplewood House

Many objects in the Maplewood House Collection are the property of the City of Columbia. BCHS is the steward of these objects and their care and management should be pursued with the same considerations, policies and procedures provided items in the BCHS Collections.

Important Roles

- Executive Director – The chief administrator of BCHS. Reports to the Board of Directors.
- Curator – Vacant as of Fall 2018, but a future museum professional and staff member who will be the chief custodian of the Center’s collections
- Associate Curators – At the present time, the Associate Curators are four volunteers with archival, exhibit design or collections custodial experience.
- Registrar – One of four Associate Curators, a volunteer who is responsible for implementing accessioning objects to the collections and for the physical control of the collections
- Board of Directors - The governing body for the Boone County Historical Society

Important Definitions

Acquisition: Any object obtained by the Boone County Historical Society.

Accession: (a verb or a noun) An object or a group of objects from a single source (or, in the case of a verb, *to* obtain from a single source...) that are within the BCHS Accessioned Collection or in the process of entering the BCHS’ Accessioned Collection.

Collection: Refers to a group of objects owned by BCHS that has a common purpose and use to the other items within the same group.

Deed of Gift: This is the document that is used to record any donation entering the Center. It is a signed legal document that voluntarily and without recompense transfers ownership of real, personal, or intellectual property – such as a gift of materials – from one person or institution to another. It also acts as a temporary receipt for the donor during the period of time the Acquisition Committee, the Curator or the Executive Director is deciding as to whether the item or items donated will be permanently accepted and accessioned. If the item or items are accepted, the Deed of Gift acts as the permanent receipt for the donor.

Deaccession: Any object in the Accessioned Collection which is formally removed from that collection.

Loans: Temporary transfers of objects from the BCHS or to the BCHS for a stated and specific purpose and time frame.

More on the process of Accessioning/Review/Acquisition

When collection items are received by BCHS they go through the official process of accessioning to become the permanent property of BCHS. First, a staff member, docent or other volunteer, will fill out a deposit receipt with a description of the items and the name and address of the person who is depositing the items. Next, the Registrar, Curator or Associate Curator will review the items to see if they are appropriate for our permanent collection based on our acquisition policy. He or she will fill out the necessary paperwork to recommend that Society/Center either accept or reject the items. A committee of volunteer curators and other staff members, known as the Acquisitions Committee, meets regularly to consider newly-acquired items. If the committee agrees to accept the new acquisitions, and the Curator or Executive Director does not veto the decision, each group of items will be officially accessioned into our collections. Items rejected by the committee may be accepted by the Executive Director.

Each grouping receives an "accession number." An accession can be one or more items from a specific donor, for example. An accession could also be a group of specimens obtained during a research expedition into the field, or they could be acquired by other means. Most acquisitions come to BCHS as a gift from a donor. We generally receive about 150-200 accessions a year. Each accession can also be called an "accession lot" or, simply, a "lot."

The registrar who is also the Chair of the Acquisitions Committee, handles the legal paperwork so Society/Center can take ownership of the accession. The registrar will finalize the Deed of Gift, making sure the donor has signed it, thus transferring ownership of the accession to BCHS. The Registrar’s record of the acquisition meeting’s summary report, any newly-created spreadsheets, and the Deed of Gift are kept permanently on file.

ACQUISITION POLICY

The Boone County Historical Society collects, for preservation, study, interpretation, and inspiration materials important to the understanding of Boone County, its people and its development.

What will and will not be accepted

The Boone County Historical Society follows set guidelines on what objects will be accepted into the collection. It is not the BCHS's goal to decide with exactness the historical importance of each object; all objects are important for some reason. Our aim is to accept only those objects which are valuable within the context of our institution's specific mission and goals. Although there is no definitive point system or scale to decide whether an object should be accepted, the following questions need to be asked before accepting an object.

1. Was the object or artwork made in Boone County?
2. Was the object or artwork used in Boone County?
3. How long has the object or artwork been in Boone County?
4. Does the object or artwork have an important tie to a Boone County resident (via lineage, for example)?
5. If the item or artwork has no Boone County connection, is the object representative of an object used in Boone County that the BCHS does not already have in its collection?
6. Is the object or artwork of special importance to the history of the State of Missouri?
7. Is the object or artwork of special importance to the history of the United States?
8. Does the collection already have other examples of this type of object or piece of art?
9. Is the object or artwork unique?
10. Is there another museum/type of museum that would be a better location for the object or piece of art?
11. Is the condition of the object such that it can be accessioned into the collection safely without excessive conservation?
12. Can the object be appropriately stored and cared for by BCHS?
13. Does the object help to tell the story of one of the historic venues BCHS interprets?
14. Would the object make a worthwhile addition to the Traveling Trunk educational program inventory?
15. Would the object be beneficial as a future exhibit piece?
16. Can the ownership of the object be adequately established and transferred?
17. Is the given provenance of the object acceptable?
18. Is there the possibility of the transfer of copyright, trademark, or other restrictions of use or ownership?

The Acquisitions Committee can accept objects for the BCHS Accessioned Collection if they fall within policy specifications. For any donation the Acquisitions Committee can seek approval from the Executive Director or Curator, but such approval is required for:

- an object or collection that is larger than what can easily be stored in the BCHS museum's main collections storage area;
- objects that don't adequately fall into the scope of collections as indicated by the questions above; or
- objects where authenticity is in question.

The Executive Director or Curator reserves the right to override the Acquisitions Committee on any particular decision to accept or reject an object or group of objects if he or she feels it's in the best interest of the organization and the Center. The Acquisition Committee may in these cases choose to appeal the Executive Director or Curator's decision to the Board of Directors.

BCHS will conform to regulations set forth in the Native American Graves Protection and Repatriation Act as well as guidelines of the American Association of Museums and UNESCO/ICOM concerning the unlawful appropriation of cultural property.

BCHS does not accept collections of original law enforcement files, items received through illicit trade or wrongful seizure, items that are volatile (including live ammunition) or ferment, or bones, skeletons and tissues, or human remains. BCHS will be *exceptionally dubious, judicious, and assiduously investigate* before considering accepting the following items, as they are either too common, impractical, dangerous or often not historically significant; acetate or nitrate negatives, memorabilia, reproductions of any kind, ‘vanity biographies’, large agricultural implements, extensive collections of books, magazines or newspapers, business advertising pieces, textiles in poor condition, hymnals, Bibles and sheet music.

How items may be obtained

BCHS accepts objects into the collection through donation, bequest, field collection, or exchange.

Objects bequeathed to the Boone County Historical Society will be considered for the collection based on the acquisition criteria. We are not obliged to accept items bequeathed to the Society that are not appropriate for our collections.

BCHS considers gifts to the Society to be unrestricted and without limiting conditions. Restricted gifts are accepted only under rare circumstances and conditions are for the lifetime of the donor or less. Any restrictions to a gift must be pre-approved by the Executive Director or Curator. If material is accepted with restrictions or limitations, the conditions need to be stated clearly in the Deed of Gift.

BCHS does not guarantee that gifts or bequests will be retained by the Society in perpetuity.

Generally, it is the donor’s responsibility to arrange for the transportation of accepted items to the appropriate storage facility with possible exceptions pre-arranged with BCHS staff.

All donations are tax deductible. However, Society representatives will not give monetary appraisals of objects. Appraisals of value must be conducted by an outside, professional appraiser. The arrangements for and expense of which must be shouldered by the owner/donor.

Abandoned Objects

BCHS staff has the right to accept or reject objects that are left or dropped off at the BCHS History & Culture Center or any other BCHS site without donor information.

COLLECTIONS CARE POLICY

The Boone County Historical Society takes very seriously its mission to preserve objects relevant to Boone County history. Consequently, the Society accepts the responsibility of providing the best care possible of all objects acquired, borrowed or placed in its care within the limits of available facilities, staff, and funds.

Environment

The Boone County Historical Society will always to the best of its ability use accepted preventive and protective measures to provide a stable environment for the collections.

Boone County History & Culture Center

Damaging effects of light and especially ultraviolet waves shall be limited as much as possible in areas where collections are exhibited or stored through the use of ultraviolet filters, blackout curtains, and window and door shades whenever possible. Lights will be shut off when rooms with collections are not in use.

Objects on exhibit are protected as much as possible from damage from dust, light, handling, and deterioration through use of proper materials and accepted professional exhibit practices.

Objects not on exhibit are stored using accepted storage materials and museum best practices.

Smoking is not permitted in the building or within 25 foot of its exterior.

Live animals are not permitted in the building other than living-assistance animals.

The Center's main exhibit and collections areas are regularly monitored for pests, and if found, pests are eliminated through using a professional pest control vendor's service.

While the Center does not have an isolation space, every effort will be made to examine objects accepted into the collection, accepted on loan, or being returned as a BCHS loan, for pest damage/infestation and mold before being brought into the collections storage or exhibit area.

Areas where collections are housed or exhibited are cleaned regularly by BCHS staff and volunteers.

A combination of heating and air-conditioning units and de-humidifiers are used to maintain temperature and humidity levels as close to temp. 65-70 degrees, hum. 45-55% as possible. Temperature and humidity levels are monitored regularly using appropriate equipment.

Food is not permitted in the main exhibit space of the museum and the collections storage area. In areas like the Crawford Conference Room and the Montminy Art Gallery, where food is permitted, care will be given that they are cleaned regularly and any collections in those rooms are not harmed by the presence of food.

The Village at Boone Junction and the Maplewood House

The McQuitty Shotgun House, the Ryland House, the Gordon-Collins Log Cabin and the Easley General Store are cleaned regularly by volunteers.

Except for inside the Gordon-Collins Log Cabin, a combination of heating and air-conditioning units and de-humidifiers are used to maintain temperature and humidity levels that are as stable as possible. In winter, 63-68 degrees and 45-50% humidity and in summer 72-76 degrees and 45-55% humidity. Temperature and humidity levels are monitored regularly through the use of appropriate equipment.

Food is not permitted in Village venues and the buildings are treated for pests at least four times each year. Food is permitted on special occasions in the dining room of the Maplewood House, but the home is cleaned after each such occasion by staff and volunteers. Maplewood is also professionally cleaned, top to bottom, at least twice each year and is also treated for pests regularly.

Handling

Professional standards and supplies will be utilized, under the Curator's or Registrar's supervision, when handling or moving artifacts within the building or when packing and shipping. Only trained staff and volunteers handle objects or collections records, under the supervision of the Curator, Registrar or Executive Director.

Center staff, volunteers or contractors responsible for cleaning exhibit or storage areas adhere to object handling procedures and standards.

Risk Management

Insurance

Insurance is carried on collections owned by BCHS and located at the Boone County History & Culture Center or any of the venues BCHS operates.

Objects loaned to the Boone County Historical Society for exhibits, programs, or other purposes are allowed some coverage by Boone County Historical Society insurance but may not be covered completely. It is recommended that the lender holds insurance on loaned objects unless alternative arrangements are pre-approved by the BCHS staff.

Security

Boone County History & Culture Center

BCHS maintains a monitored intruder alarm system for the front lobby, kitchen, main exhibit areas, and collections storage area. The art gallery and the Crawford Conference Room where collections also may be exhibited are not alarmed but are locked when they are not in use.

BCHS also maintains a video security system with a DVR recording device that holds up to two weeks of 24-hour recordings before the system begins to record over itself again. The nine security cameras cover; the front entrance, the back-storage entrance, the Knipp Garden and Gazebo, the Montminy Art Gallery, the front parking lot and a portion of the museum store area. 'Dummy' cameras are mounted in the history exhibit areas to act as a deterrent.

BCHS has on staff a Property & Operations Manager who lives on site in a two-bedroom apartment at the front (east) of the building and above the Director's office and the kitchen. The on-site presence of the employee assists in deterrence and rapid response to any unexpected security issues.

BCHS also maintains fire extinguishers throughout the building. The Maplewood House and the Easley Store. The extinguishers are professionally maintained by an outside vendor on an annual basis.

The Center is never open without a staff member or volunteer present. If there are no front desk staff or volunteers present, other staff monitor the museum as much as possible

from the property caretaker's apartment, the Historical Research Library and the second-floor administrative offices.

The interior entrance to the Center's collections storage area (the vaults) are kept locked when no one is working in the area.

If at all possible, items on exhibit are displayed in cases. If not possible, due to size or other considerations, they are protected or secured in some other way, including the use of barriers that separate visitors from the exhibited items.

Maplewood House and the Village at Boone Junction

BCHS maintains monitored intruder alarm systems for the Maplewood House and for the Easley Store.

Maplewood and the Village venues are never open without a staff or volunteer present.

Maplewood is locked at the front door, the north-side entrance and two back entrances (south and west). Only the Executive Director, the Property Manager and Columbia Parks and Recreation staff have keys to the home.

The McQuitty House and the Ryland Victorian Farm House have motion-sensor alarms in their interior, the Easley Store shares the same intruder alarm system the main Center building does (operated by local vendor ACC) and all Village venues are locked at their main and side or back doors. Keys are held by BCHS staff, and in the case of the Gordon-Collins Log Cabin and Maplewood, also by Columbia Parks & Recreation staff.

Disaster Plan

A disaster plan is being prepared at this time and will be submitted for approval by end of first quarter, 2019.

Copies of the disaster plan will be kept at the Center, Maplewood House, the home of the Executive Director, the Gallery Director, the Curator or Registrar, in the Property Managers apartment and in each Executive Committee member's home or office.

A copy of the disaster plan will also be given to the Columbia Fire Department, Columbia's Office of Cultural Affairs, Columbia's Parks & Recreation Department and the Boone County Emergency Response Center.

COLLECTIONS ACCESS POLICY

Objects on Exhibit

Visitors to the Boone County History & Culture Center may take *non-flash* photographs of the Center's exhibits. Visitors to the Maplewood House, Village at Boone Junction may take non-flash photographs in those venues. Visitors to the Boone County History & Culture Center must obtain prior authorization to conduct any videotaping inside the Center or on the Center's three acres of grounds, including the River-Horse Pavilion and the Village at Boone Junction. Non-commercial photography of the exteriors of the Center's venues is allowed, but unauthorized commercial photography or videotaping – indoors or outdoors - will be halted.

Collections Materials in Non-public Spaces

The Boone County Historical Society provides access to its collections to those who request it in accordance with the BCHS' care of collections policy.

Authorization for access will be given or denied by BCHS' curatorial staff or the Executive Director. Those wishing to have access to the BCHS collections are encouraged to make an appointment with an Associate Curator in advance of their visit. Access to the collections and records may be limited by curatorial staff availability, condition considerations, donor restrictions, security issues and the purpose of the request. Denial(s) may be appealed to the Board of Directors.

Access to the collection is secondary to preservation of the collections. Use of items for examination will be based upon the condition of the item(s) and the availability of other sources, copies or information.

No object from the collection may be removed from the premises without staff permission and in accordance with the loan policy.

Reproductions of Collections Objects

The Boone County Historical Society charges processing and licensing fees based on its ownership of the physical objects. This fee is not a claim to copyright on any materials although BCHS may hold copyright on some materials. Payment of fees does not constitute and should not be viewed as permission by the copyright holder to reproduce copyrighted works. It remains the responsibility of users to determine whether their use of images invades copyright or privacy or other rights.

Patrons may use their own cameras to photograph collection materials at the discretion of curatorial staff. Licensing fees are still to be paid if applicable.

Reproduction Requests

Patrons may request copies of collection materials either in the form of a digital reproduction or for two-dimensional materials a black and white photocopy for a processing fee designated by the BCHS Associate Curators. (see fee schedule below or on image reproduction form)

Requests for digital reproductions must be made in writing using the BCHS Reproduction Request form.

Processing and licensing fees are due at the time of the reproduction request unless billing permission is given by the BCHS Executive Director.

Licensing Fees

Materials reproduced for commercial purposes including but not limited to advertising, book or magazine publication or other published materials including electronic publications, commercial decorative display, films, filmstrips, videotapes, newspapers, television broadcasts, merchandise, and websites are subject to a licensing fee designated by the BCHS Curator or Executive Director in addition to the processing fee.

No licensing fee is charged for noncommercial uses including but not limited to personal interest or research, education programs, kits, films and etc. when produced by nonprofit agencies, exhibits, noncommercial editions of books, scholarly journals, or literary magazines (books-editions of 1,000 or less; magazines-circulation of 1,000 or less).

Conditions for Use of Images

Reproduced materials may not be altered or enhanced in any way and subjects will not be taken out of the existing context of the object.

Subjects within the reproduced materials will be treated with respect.

Those requesting to reproduce images or materials will be required to complete a “Usage Form” and in all cases, reproduction permission is for one-time usage only.

In all resulting materials, objects from the BCHS’ collections shall be credited to the Boone County Historical Society. Credit must also be given to the photographer, if known.

The Boone County Historical Society reserves the right to approve the final product of any commercial venture.

A copy of any resulting materials in which the reproduction is used must be donated to BCHS.

Image resolutions for electronic applications including website use must not be greater than 72 dpi and must incorporate a watermarking method approved by BCHS curatorial staff.

Fee Schedule

The fee schedule is subject to change with approval by the BCHS Curator or Executive Director. Changes in the fee schedule do not need Board of Directors approval.

Black and White Photocopies (8 1/2 x 11 or 8 1/2 x 14).....	25 cents per copy
Processing Fee Digital Reproductions (600dpi color or B&W JPEG file)	\$15.00 per image
Licensing Fee.....	\$25.00 per image
Delivery Fees	
Image file e-mailed to one address.....	no charge
Image file to web-based storage platform	no charge
Shipping/Handling for photocopies or CDs.....	\$7.00

Note: Fees for more than 10 images may be subject to negotiation.

Patrons must pick up image files or photocopies within two weeks of the date they were notified their order was ready. BCHS cannot be responsible for the availability of reproductions after two weeks unless specific arrangements are made with curatorial staff.

Research Services

There is no charge to have curatorial staff look at the collections database to determine if BCHS has resources available for your topic.

If a researcher wishes to know a specific piece of information contained in material in the BCHS' collections, BCHS can provide up to 30 minutes of free research time. Researchers should submit requests in writing. E-mails are acceptable. Copying and postage fees will be billed as necessary.

After the complimentary 30-minute research period, research time can be made available for \$10/hour, if staff or volunteers can be made available.

BCHS Member Benefits

Members receive up to five black and white photocopies for free (8 1/2" x 11" or 8 1/2" x 14") per research project, up to three hours of free research time accompanied by a staff member or volunteer, and a 50% discount on fees for digital reproductions and licensing. Research services that require more than three hours' time will be charged at \$10/hour.

LOAN POLICY

Outgoing Loans

The Boone County Historical Society loans objects to other museums, galleries, institutions, community organizations, or businesses for the purpose of exhibition or research. As a general principle, no loans will be made to individuals.

Loan Prerequisites

Loan requests from identifiable borrowers, and information about where items will be exhibited, and the loan time-period are to be submitted in writing at least 4 weeks before the loan is required. A facility report may be required if BCHS is not familiar with the institution making the loan request.

Security and conservation measures must satisfy BCHS requirements, the nature of which may vary with the type of object requested and the length of the loan. Conservation concerns include temperature, humidity, light level, installation, proper encasement, and handling.

Loans will be made with the approval of the BCHS Executive Director, in consultation with the Curator or Associate Curators (can be through an e-mail exchange, a printed copy of which is then attached to the loan form). BCHS reserves the right not to loan an object based on the object's condition, BCHS' title to the object, or the environment it will be in during the time of the loan.

All loans from BCHS must be accompanied by a completed loan form (either BCHS' or borrower's), signed by both the borrower and the BCHS Curator or Executive Director. The BCHS Curator or Executive Director must sign a report documenting the condition of each loaned object before it leaves the building. A copy of the condition report is attached to the loan paperwork and must also be signed by the borrower.

Loan Terms

BCHS reserves the right to cancel the loan upon reasonable notice to the lender.

Loans will be made for a specific period of time to be no more than one year. Loans are subject to renewal for a time not to exceed five years. Loans are subject to periodic review.

Objects on exhibit will not be available for loans. Rare exceptions may be made with institutions by the Executive Director upon the recommendation of the Acquisitions Committee.

If shipping is necessary, borrower must arrange and pay for the shipping in both directions by methods approved by the BCHS.

Loaned objects may not be re-loaned by the borrower.

Borrower may not alter the object in any way including cleaning without the written permission of BCHS.

Loaned objects will be subject to a condition report that is signed by both parties before the loan takes place. The borrowing party must provide proof of antiquities and liability insurance.

Any damage or vandalism must be reported by the borrower to BCHS as soon as possible. No objects may be repaired without the express written permission of BCHS.

Insurance

The current insurance policy covers BCHS collections objects at BCHS sites and at other venues. Venues hosting BCHS off-site exhibits that include collections objects must show proof that objects will be exhibited in a locked and secure environment. Venues will be responsible for any damage to objects while on loan.

Publicity

Borrower may not photograph loaned objects without the written permission of BCHS (see BCHS loan form).

BCHS will receive a credit line in any publications produced in which the artifact appears, and a copy of the publication will be donated to BCHS.

Off-Site Exhibits

Off-site exhibits can take one of two forms:

1. Traveling exhibits are put together by BCHS with the express purpose of traveling to a variety of venues.
2. On-location exhibits, or displays are organized and set up by BCHS at the request of the hosting institution, organization, or business subject to the discretion of BCHS with approval from the Curator or Executive Director.

Both types of off-site exhibits are subject to the outgoing loan prerequisites and requirements with the following exceptions for on-location exhibits.

1. BCHS will transport on-location exhibits including objects to and from host institution.
2. BCHS will set up exhibit.
3. Host institution will not move or alter any part of the assembled exhibit in any way without permission from the BCHS. Any damage to the exhibit should be reported to BCHS immediately.

Incoming Loans

Objects can be borrowed by BCHS from museums, galleries, institutions, community organizations, businesses or individuals for the purpose of exhibition, research, or educational programming.

Loan Prerequisites

Incoming loans are approved by the BCHS Curator or Executive Director (can be through an e-mail exchange, a printed copy of which is then attached to the loan form).

All loans to BCHS must be accompanied by a completed loan form, signed by both the lender and the BCHS Curator or Executive Director

The BCHS Curator or Executive Director must sign a report documenting the condition of each loaned object upon arrival. A copy of the condition report is attached to the loan paperwork. All condition reports should be accompanied by photographed images of the objects to document aspects of the item's condition as well as making identification of individual items easier at the conclusion of the loan.

Loan Terms

BCHS reserves the right to cancel the loan upon reasonable notice to the lender.

Loans will be made for a specific period of time to be no more than one year. Loans are subject to renewal. No indefinite or long-term loans shall normally be accepted. Rare exceptions may be made with institutions by the Executive Director upon the recommendation of the Curator or the Acquisitions Committee.

No alterations including cleaning will be conducted without written consent from the owner. The BCHS shall care for loan objects with the same precautions that are exercised for its own property.

Insurance

The Boone County Historical Society can provide some insurance coverage for loaned materials. However, lenders are strongly encouraged to carry their own insurance.

Publicity

Unless otherwise specified by the lender in writing, BCHS assumes the rights to photograph loaned objects for publicity, catalog, or educational purposes and use the lender's name in association with the loan.

Return of Loaned Objects

If an object is loaned by an individual, an alternative contact is obtained at the time of the loan in the event the lender cannot be contacted at the end of the loan period. If the lender has died, the loaned object is returned to the legal representative of the lender.

Every attempt is made to return the object to the lender at the end of the loan period. If a loan remains unclaimed after 90 days, BCHS will send a certified letter to the lender. If the certified letter is returned because it could not be delivered, public notice will be printed by the BCHS once a month during two successive months in the Columbia Daily Tribune describing the unclaimed documents or materials, giving the name of the reputed owner and requesting all persons who may have knowledge of such owner to contact BCHS. If unclaimed after a year, the object will become part of the BCHS collection.

DEACCESSION POLICY

Selection Criteria/Justification

Objects may be candidates for deaccessioning based on one or more of the following criteria:

- Object is irrelevant to BCHS's mission and does not satisfy the acquisition criteria in the current acquisition policy.
- Object has been missing (lost, misplaced or stolen) for longer than two years.
- Object is found to have incorrect provenance or documentation is insufficient to serve BCHS' mission statement.
- Object is a duplicate of other objects of higher quality in the collection.
- The BCHS is unable to preserve or store the object properly.
- Object is deteriorated beyond usefulness or economical repair or is hazardous to other objects in the collection beyond what can be properly handled.

The Society will not deaccession objects within one year of the date of the donation.

Objects may be deaccessioned in accordance with conditions set forth by the Native American Graves Protection and Repatriation Act, guidelines of the American Association of Museums and UNESCO/ICOM concerning the unlawful appropriation of cultural property, or other such laws and legal instruments that nullify the museum's title to the object.

Authorization

The BCHS Acquisitions Committee may recommend objects for deaccessioning to the BCHS Executive Director or Curator by submitting a deaccession recommendation form. In most cases, the Curator or Executive Director may decide to accept this recommendation and deaccession without additional approval. If any object with an estimated value of more than \$500 or large enough in physical size to be difficult to continue to maintain in collection storage, the object or objects proposed for deaccessioning will be identified to the Board of Directors at least one month prior to a board meeting. Deaccessioning requires approval by a majority of the board members present at such a meeting.

Requests are sometimes made by donors or their descendants for the return of a donated item for which a Deed of Gift has been signed. BCHS considers any gifts to be permanent; however, if a donor or descendants believe they have a justification for the return of an object, they may address a letter to the BCHS Board of Directors with their request. Authorization of a request will follow the same manner as other deaccession recommendations that go before the Board of Directors.

During emergency situations, e.g. a natural disaster, the highest-ranking staff member present plus a board member may approve emergency deaccessions if delay is deemed neither prudent nor possible.

Documentation

Documentation of all objects recommended for deaccessioning must be reviewed to determine:

- That clear and unrestricted title is held by BCHS. If not, legitimate title to the object or court authority must be attained before further action is taken.
- Whether there are any restrictions placed on the object. Or, in the absence of documentation the item's original donor cannot be identified and it's been in the collection for more than one year.

Accession files will be maintained for deaccessioned objects.

Disposal

Although the original donor no longer holds any legal title to objects in the BCHS collection, the Society reserves the right to notify the original donor when an object is deaccessioned.

BCHS reviews each object and its context to determine the most appropriate method of disposal.

The possible methods of disposal of deaccessioned objects include:

- Transfer to another collection within BCHS. (e.g., The Easley Store or Traveling Trunk)
- Transfer to or exchange with another museum.
Preference will be given to giving deaccessioned objects to other not-for-profit museums, or cultural, historical or educational institutions.
- Put up for public auction in accordance with ethical standards of the AAM and out of the immediate region of BCHS if possible.
- Destroy if extensively damaged, toxic, or cannot dispose of in any other way.

Deaccessioned objects may not be acquired in any manner whatsoever by BCHS employees, Directors, trustees, volunteers, or their representatives.

Objects approved for deaccessioning may not be sold through any store established by BCHS, with the exception of used books valued at \$5.00 or less.

Proceeds from deaccessioning will not be used for any purpose other than the support of the BCHS collections including the purchase of additional appropriate objects for the collection and/or for the management and preservation of the other objects in the permanent collection.

END