

Boyne City Historical Commission

Special Meeting

Boyne City Marina Pavilion

Boyne City, MI 49712

Sunday, June 21, 2020

10:00 am



1. Call To Order
2. Roll Call
3. Review Museum Collections Policy
4. Adjournment



BOYNE
HERITAGE
CENTER

MEMO

June 18, 2020

Boyne City City Commission

Boyne Heritage Center

Collections Policy Draft

Me

The Boyne Heritage Center Board of Directors submits this attached pdf draft of our Collections Policy to be reviewed and considered for approval by the commissioners at their meeting of June 23, 2020. The intent of this policy is to serve as the formal agreement between the City of Boyne City and the Boyne Heritage Center in its role of stewards of the historical collection and resources owned by the City of Boyne City and held in public trust.

Thank you,

Kecia Freed

President, Board of Directors

Boyne Heritage Center



BOYNE
HERITAGE
CENTER



Historical Collections Policy of the Boyne Heritage Center and City of Boyne City

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I) INTRODUCTION TO COLLECTIONS POLICY

A) STATEMENT OF PURPOSE

The purpose of the Boyne Heritage Center (BHC) is to promote and manage the collection, preservation, educational interpretation and display of the Boyne City area's artifacts, documents, events and history, its people and institutions, its cultural and economic development. Likewise, the primary goal of the corporation is to preserve the Boyne City area's heritage for the benefit of present and future citizens.

B) STATEMENT OF AUTHORITY AND PERSONEL

- 1) City of Boyne City (City) – A Michigan municipal corporation governed by a City Commission, who has full ownership of the Collection and provides certain properties that houses the Boyne Heritage Center's exhibit and storage facilities.
- 2) Boyne Heritage Center (BHC) – A private 501(c)3 organization governed by a Board of Directors (Board), charged by the City to manage the City Collection and promote the history of Boyne region. As per the BHC Bylaws, all assets and records will be provided to the City if it were ever to be dissolved as an organization.
- 3) Collections Committee – A committee within the BHC which is delegated to assist with managing the Collection, and to make recommendations to the BHC Board pertaining to the Collection.
- 4) Staff – Personnel employed, or contractors hired by the Boyne Heritage Center.
- 5) Volunteers – Any unpaid person(s) who dedicates time to advance the goals of the BHC. Any volunteers working directly with the collection must abide by this policy.

C) COLLECTIONS COMMITTEE

(Cited from the Boyne Heritage Center Bylaws)

“Collections and Conservation Committee shall assist staff, officers, Directors with the acquisition and maintenance of corporate properties and facilities and conduct an annual equipment inventory.

The committee shall also submit recommendations to the Board on leases, licenses, insurance, real property purchases and similar related matters. Additionally, this committee shall be responsible for those policies, procedures and forms that provide for the acquisition, preservation, storage, security, cataloging and display of items donated or loaned to the museum. Other duties include oversight of an annual inventory of collections and the periodic assessment of preservation and conservation needs.”

1) Policy Review

The Collections Committee shall be charged with the establishment and periodic review of the Collections Policy and related procedures. Any suggested Policy changes will be recommended to the Board of Directors for approval.

2) Plans and Procedures

The Collections Committee is responsible for developing plans and procedures for the Collection management, according to the annual budget, and will work with paid staff on implementation. The Boyne Heritage Center Board is the authorizing body to approve policy and maintain oversight over the Collection Committee plans and procedure.

3) Reporting

The Collections Committee must report to the Board of Directors at all regular meetings. Reports may include any updates on potential or current objects, recommendations on acquisitions, deaccessions, policy or other requirements of the Committee stated in this policy.

D) SCOPE OF COLLECTIONS

The Mission Statement and Interpretive Framework of the Boyne Heritage Center provides general guidelines for acquiring objects for the City's Collections. The Scope of Collections Statement outlines more specific criteria for determining the types of objects that may be added to the specific named collections.

The BHC collects objects on behalf of the City relating to the history of the Boyne region. Although we have no fixed boundaries, the Boyne Heritage Center will feature historical content primarily from the service area of the Boyne District Library, with the addition of Boyne Falls, Walloon Lake and the area west of Horton Bay.

1) Permanent Collections

These objects, present and future, belong to the City of Boyne City, and are acquired and preserved because of their potential value as examples, as reference material, or as objects of aesthetic or educational importance, all relating to the BHC's Mission and themes of the Interpretive Framework. Objects in the Permanent Collection will be protected, preserved and held to the highest standards in the Collection. These objects have the most restrictive level of access. These accessioned materials are held in trust for public use in exhibitions, programs or research by responsible scholars. The Boyne Heritage Center has the authority to use and promote any objects in the entire collection.

2) Auxiliary Collection

Objects not accessioned into the Permanent Collections that are used to support the BHC's education programs, exhibits, and research. These objects may also lack provenance, lacks physical integrity, is a duplicate or replication, or is regarded as expendable.

3) Temporary Collection

In order to meet the goal of complete accountability for all objects in custody of the City, objects left for review or on loan will be placed in this collection for up to (1) year. Unwanted objects are subject to removal using the guidelines in the Disposal of an Object section if the previous owner refuses to take it back or cannot be determined.

E) INTERPRETIVE FRAMEWORK

1) Interpretive Focus

(i) Exhibit title *“Boyne Before Us”*

(ii) The history of the Boyne City region is a record of peoples’ stewardship of the landscape.

2) Concept Summary

The extraordinary gifts of the land and waters attracted people over thousands of years to the Boyne region. These gifts included the soils, the spring waters, the wildlife, and the trees. After settlement in the early 1800s, the explosive harvest of these gifts - lumbering, fishing and hunting, industry – built the region but left the land and waters degraded and abandoned. In revival, the Boyne community has embraced a sustainable economy that enjoys, protects and shares its gifts with the future.

3) Accompanying Themes

The Museum proposes to build its interpretation around 8 themes:

(i) **Foundation**

This series of natural history displays introduce the landscape and resources of the region that have supported human life and have been the subject of human stewardship and history.

(ii) **Settlement (1850s-1880s)**

Discovering the reasons and the ways people came to settle the area in the 1800s. Introductions to the first settlers and their first exploitation of resources, with displays of the Miller collection objects.

(iii) **Boom (1880s-1910)**

Learning about the explosion of industry and resource exploitation on the Lake Charlevoix waterfront in Boyne City and its impact on the community and region. Lumber mills were at the core, and other industries were related to lumber. Collection displays pertaining to this industry and history.

**LaFrance and tower clock: Collection displays, graphics, and lighting support the singular roles of the fire department and the tower clock in the community.*

(iv) **Booming Boyne (1900-1920)**

A portrait of booming Boyne and its people is offered by graphics, collection displays, and architecture.

(v) **Downtime and Revival (1920-2000s)**

The lumber boom in the region was unsustainable. As the woods were exhausted the economy declined even before the jolt of the Great Depression. What seemed powerful and permanent, like the local industries and shipping wealth, became fragile and transitional. Mills and factories closed, people left town and buildings were torn down. Smeltania became a symbol of humor and survival.

(vi) **Boyne Today**

A portrait of contemporary Boyne and our unfolding history.

(vii) **Multi-purpose**

An open area for changing exhibits, events, demonstrations and significant historical discoveries.

II) ACQUISITIONS

Objects may be added to the collection by means of gifts, bequests, purchases, transfer, exchange, objects found on City property, fieldwork acquisition, or any other events by which title to the objects passes to the City of Boyne City for the purpose of the Boyne Heritage Center Exhibit.

A) ACCESSIONING

- 1) Every effort will be made to accept only those objects into the Permanent Collections which fit the mission statement of the BHC, have potential use in the research and interpretation of Boyne's history, and warrant a long-term commitment toward their preservation. Accessioning is undertaken in order to fulfill the responsibilities of holding objects in public trust. It insures proper documentation and management of the objects.
- 2) The Collections Committee will put in place plans and procedures for acquiring new objects for the collections.
- 3) The City of Boyne City and the BHC shall take all possible precautions to ensure the physical safety of objects in the Permanent Collections, and to store objects in the Permanent Collections in an environmentally controlled space in a location approved by the City.
- 4) In order to empower members of the Board and staff to obtain potential objects for the Permanent Collection when a unique opportunity arises, these personnel are authorized to purchase an object up to an amount budgeted by the board without approval from the Board. Any object over the budget must be approved by the President or Treasurer of the Board in an expedited manner. Policy in the BHC bylaws applies to all purchasing matters. All efforts to obtain object by donation are to be exercised before purchasing objects.
- 5) An object shall be considered for accessioning into the Permanent Collections only if it meets the following criteria:
 - (i) An object must contribute to the interpretation and understanding of the history and material culture of Boyne and its state, regional, national, or international contexts.
 - (ii) An object must be in reasonably good physical condition or can be conserved with the BHC's resources.
 - (iii) An object must be sufficiently complete to convey historical information.
 - (iv) An object must have historical significance, or it must be sufficiently useful for research or interpretive purposes.
 - (v) An object must have free and clear title and shall be offered without restrictions imposed by the depositor.
 - (vi) No object shall be knowingly accepted or acquired which has been illegally imported into, or collected in, the United States contrary to any applicable law, regulation, treaty, or convention.
- 6) The BHC will not accept an object which contains flammable, unstable, perishable, or toxic materials such as medicines, foodstuffs, household cleaners, toiletries or lubricants. It will be the responsibility of the depositor to remove such materials before the object is brought to the BHC for consideration.

- 7) The Collections Committee is obligated and authorized to accession any object into the collections in adherence with this Policy. A list of recent accessioned objects is to be provided to the City no less than once per fiscal year by the BHC.
- 8) The depositor must transfer unconditional title of all objects gifted or sold to the City of Boyne City.
- 9) BHC Board of Directors and staff shall not make verbal or written appraisals of objects donated. Board and staff may direct donors to professional appraisers' organizations but will not make endorsements of any specific appraiser. Donors shall bear the cost of appraisals.
- 10) Objects shall not be accessioned into the collections unless the BHC or City can provide for the storage, protection, and preservation-friendly environment of the objects under conditions that ensure their physical integrity and availability, in keeping with professional standards.
- 11) The City, BHC and staff shall abide by the Conflict of Interest Policy, as well as the American Alliance for Museums' and the Museum's Code of Ethics with regarding personal collecting and shall avoid any apparent conflicts of interest in collecting. All potential conflicts of interest should be declared to the Board.

B) COPYRIGHT CONSIDERATIONS

The BHC may obtain ownership and control of copyright on behalf of the City of Boyne City in the following matters:

- 1) As the "author" of a work made for hire, either of work performed by staff within the scope of employment or work commissioned from another under certain circumstances.
- 2) By the transfer of copyright through assignment.
- 3) By the transfer of copyright through licensing.
- 4) When the BHC acquires an object on behalf of the City that appears to be protected by copyright, it is important to establish, if possible, who holds copyright and to clarify whether any of the existing copyright interests pass to the City with the object. Lack of interests should be noted on the accession records along with any information on the actual copyright holder. If copyright interests exist and the BHC wishes to obtain them, or the right to exercise some or all, this must be negotiated with the copyright holder and expressly noted on the Deed of Gift and all related forms.

III) DEACCESSIONS

A) DEACCESSION OF AN OBJECT

- 1) An object shall be deaccessioned from the Permanent Collections by recommendation of the Collections Committee to the Board of Directors, who will in turn recommend to the City Commission for final approval.
- 2) The removal of objects from the Permanent Collection shall be undertaken only after careful consideration. The objectives of the deaccessioning process are to ensure that the collection

is representative of the BHC's mission; to reflect changes in the BHC's mission or collection policy; or to maintain sound collection management practices.

- 3) An object that has been part of the BHC permanent collection for at least 3 years may be considered for deaccessioning only if it meets one or more of the following criteria:
 - (i) An object does not fall within the scope of this collection policy, does not fit the mission statement of the BHC, cannot serve a foreseeable purpose for research, exhibits or educational purposes, is out of compliance with local, state or federal law, or has been approved for repatriation under the Native American Graves Protection and Repatriation Act (NAGPRA).
 - (ii) An object is found to be a clear forgery, replica, or reproduction that lacks historic significance.
 - (iii) An object is potentially hazardous to other objects or to human health.
 - (iv) An object is a duplicate of other objects in the collection which are of higher quality, are in better condition, have a Boyne provenance, or are more representative of objects used in Boyne in the past.
 - (v) An object is in imminent danger of deterioration or destruction, and it is beyond the resources of the BHC to stabilize or conserve the object at that time.
 - (vi) An object has deteriorated to the point where it is no longer restorable or cannot be used for exhibits, research or education purposes.
 - (vii) An object is used for destructive analysis which is deemed to be of more value to the BHC than retaining the object intact.
 - (viii) An object is found not to have had free and clear title at the time of donation or was not offered without restriction.
- 4) The Collections Committee shall create and maintain complete and accurate records for objects deaccessioned.
- 5) The staff and Board must not purchase or acquire objects deaccessioned from the BHC which are not offered at public auction or sale. However, these individuals may participate in public auctions and public sales.

B) DISPOSAL OF AN OBJECT

- 1) Disposal of an object from the Permanent Collection is the responsibility of the BHC as approved by the City, using the following methods of disposal of deaccessioned objects:
 - Reclassification as an auxiliary material within the heritage center for a specific use.
 - Transfers or exchanges to cultural, scientific or educational institutions, with priority given to institutions in the Charlevoix County area, or in the state of Michigan, respectively.
 - Sale at a BHC-sponsored public auction or sale, only in the event that no cultural, scientific, or educational institution is willing to accept the object.
 - Donation to charity.
 - Destruction, if no other method is feasible.
- 2) Disposal of objects through sale, trade, or research activities is solely for the advancement of the BHC's mission. Proceeds from the sale of collections are to be used for acquisition or direct care of collections.

- 3) No deaccessioned materials shall be sold through any BHC retail platforms.
- 4) The BHC shall abide by the Conflict of Interest Policy of the Boyne Heritage Center with regards to disposal of an object.

IV) DOCUMENTATION

A) RECORD DEVELOPMENT, MANAGEMENT AND MAINTENANCE

- 1) A collection management system for intellectual control of the collections shall be maintained by the Collections Committee and staff. This includes both physical and electronic documentation.
- 2) Development, management and maintenance of all records and documents shall be in accordance with museum standards and best practices.
- 3) Official records, associated records and resource management records will be maintained in perpetuity.
 - (i) Non-official copies or duplicate documents will be maintained until their use is no longer required.
 - (ii) Electronic records will be backed up to the City of Boyne City IT system at a minimum of once annually.
 - (iii) All records in the depositor accession files will be maintained in a hard copy and digital format.
- 4) Official records, un-official copies, resource management records as well as associated records will be developed, managed and maintained by the Collections Committee and staff.
 - (i) The Collections Committee will report any financial related information and documents to the Treasurer of the Board.
- 5) The Collections Committee is responsible for the creation and revision of the official record forms.
 - (i) The Collections Committee shall review all official record forms, agreements and contracts for proper legal terminology and content before submitted to the Board for approval.
- 6) New acquisition records will be completed in a timely manner, accurately recorded and stored in secure assigned areas as approved by the City.
 - (i) Depositor Accession File Folders will contain all official records and associated records related to activities surrounding the acquisition. Acquisition Records will be maintained in the official record files by the Collections Committee.
- 7) The Collections Committee and select staff is responsible for any additions, changes or deletions made to the records of objects.
- 8) Access to these files will be through the Collections Committee and select staff.
- 9) Files and records are subject to review and/or audit by the Board of Directors.
- 10) Records may be kept in a digital format. All digital records must be backed up and stored in a location approved by the City on a periodic basis no less than once per fiscal year.

- 11) All original documents, files and hard drives must stay on City property at all times, unless approved by the City.
 - (i) When necessary, duplicates of digital images may be created by the Collections Committee and taken off property for the sole purpose of image restoration and Boyne Heritage Center promotional efforts.
 - (ii) Any current or former Committee Member may not use any copies of documents or images belonging to the City or BHC for any other purpose other than previously stated ("i") without proper permission.
- 12) The Boyne Heritage Center has full copyrights, patent, and royalty rights for any publications, images, photographs, filmstrips, videotapes, procedures, website, etc., produced as part of any personnel's assigned duties or when the personnel utilizes City/BHC property or benefits directly from knowledge, information, and skills derived at the BHC. No personnel shall duplicate, copy, or reproduce any property of the City or BHC without permission, except in the normal course of performing assigned work.

B) CATALOGING AND OBJECT DOCUMENTATION

- 1) All object documentation shall be in accordance with generally accepted museum standards and best practices.
- 2) Documentation of objects will include physical description, provenance, and storage location.
- 3) Numbering systems will be used to track objects and associated records.
- 4) Depositor files will contain Deeds of Gift, correspondence, and any other documentation related to the transfer of ownership to the City of Boyne City.
- 5) Records of objects on loan from other institutions or individuals will be developed and maintained by the Collections Committee. Copies will be provided to the loaning institution when the object is returned.

V) LOANS

A) LOAN STATEMENT

Loans will be made to and from individuals, institutions and other organizations in the interest of fulfilling the mission of the BHC. Loans may be used for use in special exhibitions, as well as research and developing other interpretive projects.

B) INCOMING LOANS

- 1) The following factors shall be considered before accepting any in-coming loan: the intended use of the object, costs of storage, security, transportation and insurance, the object's condition, ability to withstand shipment, the lender's restrictions, and problems of provenance or copyright.
- 2) The Board President or Treasurer and the lender or an authorized representative of the lending institution must sign incoming loan agreements.

- 3) Objects taken on loan to the BHC will be given the same care as objects in the Permanent Collections, unless otherwise specified in the agreement with the lending institution or owner. No alterations, embellishments, modifications, dismantling, or conservation treatment of loaned objects will be undertaken without written consent from an authorized representative of the lending institution or owner.
- 4) Loans will be accepted for a period of no longer than one year. Loans may be renewed annually.
- 5) Researchers will not be granted access to objects which are on loan to the BHC, unless so stipulated in the loan agreement.
- 6) Should an object on loan be offered for donation, it must undergo the formal process of accessioning.
- 7) If the owner fails to take possession of an object upon termination of the in-coming loan agreement, the disposition of the object shall be governed by the (Michigan Revised Statutes, Chapter 3.1, Unclaimed Property in Museums: §44-352 Acquiring title to loaned property §44-355 Museum obligation to the lender §44-356 Lender obligation to the museum).

C) OUTGOING LOANS

- 1) The intended use of the object, the object's condition and the borrower's ability to ensure the proper care, physical stability, and security of the object are to be considered when evaluating an outgoing loan request. Objects which are extremely rare or fragile or need extensive conservation may not be considered available for loan.
- 2) The borrower must be a bona fide scientific, historical or educational institution. In some cases, loans may be granted to other institutions when the good of the heritage center and the edification of the general public will be served.
- 3) The borrower must reimburse the museum for any loss or damage incurred to the loaned object(s)
- 4) No alterations, embellishments, modifications, dismantling, or conservation treatment of loaned objects will be undertaken without the written consent of the Board.
- 5) Use of photographs of loaned objects in educational publications or reports is permissible as long as credit is given to the Boyne Heritage Center. All other use of images of loaned objects must adhere to the Image Use section of this policy.
- 6) Objects which cannot be properly preserved or documented on City-approved storage locations may be taken off-site using this Outgoing Loans section as a guideline for policy and procedure, with the exception of Section 4. Any and all intended conservation treatment must be clearly expressed in the Outgoing Loan Contract.

CI) IMAGE USE

A) REQUESTS TO ACCESS AND USE COLLECTION IMAGES

In order to fulfill its mission of promoting Boyne Area history, the BHC will accept requests for image use of objects in its collections.

- 1) All requests must include the name, address and phone number of the requestor as well as the intended use of the reproduction.
- 2) If requesting to reproduce an image for publication, the title of the publication, the publisher, and the expected date of publication must be included.
- 3) If requesting for commercial use of an image, the name of the requestor, any aliases, company/institution name and a full description of the reproduction must be included.
- 4) Once the request has been approved by the Collections Committee or staff, the requestor must complete and sign the Agreement For Use of Photographs and Digital Images.
- 5) The Agreement is valid only for the individual, company or institution to whom it is specifically issued and may not be transferred, assigned or sold.
- 6) The publisher is to provide the BHC with one complete, gratis copy of the publication in which the image is reproduced as per the Agreement.
- 7) Full documentation credit, COURTESY OF BOYNE HERTIGE CENTER/CITY OF BOYNE CITY, must appear on the object/image or in immediate proximity to the object/image.
- 8) If so requested, a proof must be approved by the BHC before permission to reproduce is granted.
- 9) No permission will be granted to requests for use of images that conflict with the mission of the BHC or damage the integrity of the BHC or City.

B) COPYRIGHT CONSIDERATION

The BHC may grant permission to use images in the Collection on behalf of the City for which the City may or may not hold copyright as described in this policy and the Agreement for Use of Photographs and Digital Images.

The City's collection includes some images and recordings for which it does not hold copyright. If the City doesn't hold copyright for the requested images, it is the requestors responsibility to determine the copyright status of the material. The BHC will provide any available information about origin and copyright, but we are not required to pursue copyright research or to acquire copyright permission on your behalf.

The requesting party is solely responsible for ensuring that all appropriate copyright permissions are granted before publication. The BHC cannot provide legal advice regarding fair use or copyright. The BHC will only release copies for private use and research with the user's acknowledgement of these responsibilities.

VII) STATEMENTS OF STANDARDS OF CONDUCT AND ETHICS

A) HISTORICAL ARTIFACT COLLECTIONS

The ethical duty of the BHC is to hold its collections in public trust. In fulfilling its duties toward the collections, the BHC Board of Directors, staff and anyone associated with the BHC should act in accordance with current museum standards and practices in the acquisition, research, preservation, interpretation and deaccessioning of objects in the collections.

B) APPRAISALS

No member of the heritage center staff shall offer appraisals of the monetary value of objects to depositors or members of the public. Depositors must obtain an independent appraisal at their expense. Staff may assist depositors in locating qualified appraisers. Such assistance does not imply that the Boyne Heritage Center endorses these appraisers or any appraisals that they may provide. When recommending outside appraisal services, staff should provide more than one appraiser whenever possible in order to avoid any appearance of favoritism.

C) AVAILABILITY

The BHC will seek to provide the public with reasonable access to the collections on a nondiscriminatory basis at the discretion of the Collections Committee and staff. The BHC will provide research access to the physical Collections, and publish a digital exhibit to the public. However, public access must be weighed against the safeguarding and preservation of the collections. Researchers, scholars and members of the public may be granted supervised access to objects in the collections. All access to the Collections will be documented, except for objects on display to the public.

D) TRUTH IN PRESENTATION

The public trust of the Boyne Heritage Center is built on the belief that the BHC strives to maintain the highest degree of authenticity, integrity, objectivity, truth and transparency in all of its public activities. It is incumbent upon the BHC staff to present to the public the most accurate, current information possible about the objects in the Collections. Object documentation and publicly disseminated information must be revised as promptly as possible when new facts come to light.

E) PLURALISM

The BHC's collections should reflect the ethnic and cultural diversity of the Boyne region. Care must be taken so that the collecting practices of the museum do not reflect the perpetuation of myths or stereotypes. Cultural sensitivity should be maintained with regard to the beliefs and practices associated with particular objects.

F) PERSONAL COLLECTING

Personal collecting should not compete with the acquisition of objects for the collections of the BHC. Personal collecting is subject to the following guidelines for BHC staff and Board members:

- 1) Staff and board members shall not become involved in transactions that give rise to a conflict of interest.
- 2) When presented with an opportunity to acquire an object, staff and board members will use ethics and sound judgements on behalf of the BHC and its interpretive framework.
- 3) Objects should not be purchased from, sold to or traded with the BHC.
- 4) These guidelines do not apply to objects acquired prior to the date when a staff or board member became affiliated with the BHC.

VIII) GLOSSARY OF TERMS

Accession: the formal process used to accept and record an object as part of the permanent collections. The object may be donated, purchased, exchanged, or acquired by any other transaction whereby it formally becomes the legal property of the City of Boyne City, managed by the Boyne Heritage Center.

Appraisal: the assignment of a monetary value to an object by a qualified appraiser.

Conservation: scientific examination and treatment of museum objects and the study of the effects of the environment in which they are placed.

Deaccession: To remove an object from a museum's permanent collection.

Depositor: an individual who has deposited objects with the BHC to consider for donation or purchase.

Disposal: the process of physically divesting the City of an object in its possession in accordance with the Collections Policy.

Incoming Loan: the temporary transfer of collection objects from another museum, institution or individual to the Museum for stated museum purposes. The transfer does not involve a change of ownership.

Object: a tangible item, or artifact which is assigned an Object ID in the Collection cataloging system.

Official Records: the original records transferring ownership of objects to the City.

Preservation: action taken to retard or prevent deterioration of or damage to objects by control of their environment and/or treatment of their structure in order to maintain them as nearly as possible in an unchanging state.

Provenance: the chronology of the ownership, custody or location of a historical object. **Provisional Deposit:** any object deposited with the museum for consideration as a potential donation or purchase for the Museum's purposes.

Resource Management Records: documentary products of archaeological surveys and/or excavations that accompany the archaeological collections; documents pertaining to historic preservation activities.

IX) EXHIBITS

- A) DEED OF GIFT**
- B) INCOMING LOAN AGREEMENT**
- C) OUTGOING LOAN AGREEMENT**
- D) TEMPORARY CUSTODY AGREEMENT**
- E) AGREEMENT FOR USE OF PHOTOGRAPHS AND DIGITAL IMAGES**

Michael Cain

From: Kecia Freed <kecia@twin-valley.net>
Sent: Thursday, June 18, 2020 2:14 PM
To: Asuka Barden; Sue Barenholtz; Michael Cain; Ingrid Day; Gow Litzenburger; Patrick McCleary; Heather Nalbock
Subject: Memo and final draft of BHC Collections Policy
Attachments: MemoCityCommission061820.pdf; BoyneHeritageCenterCollectionsPolicy.pdf

Hi Mike, will this suffice for the memo and info needed for the City Commission meeting? Let me know if it needs changes.

Thanks!
Kecia

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