

# Collections Management Policy



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## **INTRODUCTION AND OVERVIEW**

The purpose of the San Diego Museum of Man (SDMoM) is to communicate the history and diversity of human culture, art, ecology, and biology to broad audiences. In order to fulfill this mandate, SDMoM actively collects ethnographic and archaeological objects, biological materials and associated information. SDMoM preserves and conserves collections for the benefit of present and future generations through an active collections care and management program. All of these activities are performed under the overarching institutional mission: inspiring human connections by exploring the human experience.

This document outlines the role of developing, maintaining, and managing SDMoM collections and their documentation for the purpose of fulfilling that mandate. The policies and practices presented in this document reflect not only the mission of the SDMoM, applicable statutes, and institution-wide directives, but also the commonly accepted professional standards and practices of the various disciplines synthesized into the current museum environment.

The foremost responsibility of collections staff is to ensure that acquired artifacts and specimens are consistent with the mission and goals of the SDMoM, and that SDMoM collections and documentation are archivally preserved. This responsibility is of paramount importance because it is by interpretation of those objects and associated data that we can communicate the diversity of the human experience to our visitors. The museum is not only a storehouse of artifacts, specimens, and knowledge, but also an educational institution where people go to learn about each other, reflect on our place in the world, and build a better community.

Activities of collections staff are monitored by the Collections Committee (CC), which ensures that procedures, standards, and practices are in compliance with this Collections Management Policy, as well as other generally accepted standards in the museum community. To ensure effective collections management with flexibility for newer practices, the CC will annually review this policy and recommend appropriate revisions for review and approval by the Board of Trustees.

## GOVERNANCE OF COLLECTION POLICIES AND PROCEDURES

**Purpose:** To implement the Collections Management Policy of the San Diego Museum of Man (SDMoM) and to provide necessary oversight of and revisions to this policy.

**Policy:** SDMoM will maintain a standing Collections Committee (CC) of at least seven members with no fewer than three trustees appointed by the Governance Committee and four SDMoM staff members appointed by the Chief Executive Officer (CEO). At the CEO's discretion, an outside expert may also be brought onto the CC. The CC shall have one Trustee who serves as Chairperson and is appointed by the Governance Committee. The chairperson shall annually review the organization, the Collections Management Policy, and duties of the CC and recommend appropriate revisions for review and approval by the full Board of Trustees.

**Procedure:** The full committee, with a quorum being four, will convene at least quarterly and may meet at any time that action is required, to review the following:

Museum Standards – Issues of collections stewardship to insure that SDMoM complies with the generally accepted standards and practices of the museum community and that its Collections Management Policy reflects those standards.

Ethics – Conflict of interest issues related to objects, staff, and Trustees.

Deaccessions – All objects to be removed from SDMoM collections. Procedures for submitting objects for review are detailed in the Deaccession Policy.

A SDMoM staff subcommittee consisting of the Deputy Director, the Curator, the Director of Collections, the Collections Manager, and the Registrar, called the Collections Review Committee (CRC), with a quorum being three, will convene at least six times per year and may meet at any time that action is required to review the following:

Acquisitions – All objects to be placed in SDMoM collections whether by gift, bequest, purchase, transfer, exchange, or field collection. Procedures for submitting objects for review are detailed in the Acquisition Policy.

Deaccessions – All objects to be removed from SDMoM collections will first be brought before the CRC for its recommendation, and then forwarded for approval to the CC. Procedures for submitting objects for review are detailed in the Deaccession Policy.

Loans from SDMoM Collections – All outgoing loans of objects to vendors and exhibitors. Procedures for such loans are detailed in Outgoing Loan Policy.

Loans to SDMoM – All incoming loans of objects to SDMoM. Procedures for such loans are detailed in the Incoming Loan Policy.

All full committee actions (CC) will require a majority vote of the quorum and will be recorded along with meeting minutes in a quarterly report to the Board of Trustees.

All recommended revisions to this policy shall be presented to the CEO for review and approval, and will then be routed through the Executive Committee for review and recommendation. Such revisions will go into effect after approval at a properly noticed Board of Trustees meeting.

Agenda items or points of interest shall be presented to the CC through the Chairperson. Requests must be in writing, submitted at least five days in advance of a scheduled meeting, in order to appear on the agenda. The chairperson will endeavor to circulate an agenda and any proposals to all committee members at least 24 hours prior to scheduled meetings.

The CC shall solicit regular reports from the collections management section regarding the implementation of and adherence to museum standards at the museum. The CC will evaluate these reports and provide recommendations to the Deputy Director and CEO.

A full report of the CC's actions will be provided to the CEO and the Executive Committee at the end of each calendar year, or upon special request, and will include the number of objects taken into each curatorial area and the current size of each particular collection; the status and disposition of all requests submitted to the committee during the preceding year; the number of loans (including the number of objects in each loan) from SDMoM collections; the attendance and research/reference use of SDMoM collections, including a listing of all publications referencing the collections; and a list of objects lost, stolen, or damaged during the preceding year.

## COLLECTING STRATEGIES

SDMoM's approach to collecting reflects our mission and vision.

Mission: Inspiring human connections by exploring the human experience

Vision: San Diego's dynamic place to go to learn about each other, reflect on our place in the world, and to build a better community.

SDMoM will only accession objects that are of the highest quality, relevant to our strategic direction and that have been ethically and legally acquired. SDMoM's collecting strategy is focused on objects that can be used to tell compelling stories about the human experience through exhibitions and programs. SDMoM strives to properly steward all of our collections and will evaluate all incoming and existing objects to determine if they can be properly stored and maintained in our collections.

SDMoM shall not engage in the indiscriminate acquisition of objects. The diversity of human culture is so extraordinarily large that space limitations alone make comprehensive collecting impossible. Consequently, the following collecting strategies have been developed to guide accessions to and deaccessions from SDMoM collections.

### **Ethnographic Collections**

The Ethnographic Collection documents different customs and beliefs as well as a range of technologies that human cultures around the globe have used to adapt to the natural world and its varied environments. This collection provides a window through which to explore the past and examine the foundations of today's world.

Special consideration will be given to objects that are both relevant to the stories SDMoM wishes to tell as well as to those with clear display and/or programmatic potential. In contrast to its previous collecting strategy, SDMoM will no longer assemble comprehensive or systematic ethnographic collections. Instead, SDMoM will actively seek out objects that can be used to tell compelling stories about the human experience. Such objects not only give us insight into the how people understand the world, but they also demonstrate how we are similar or how different cultures respond to internal or external factors in very specific ways.

Rather than limiting the collection by geography, in alignment with the new mission, SDMoM shall focus its ethnographic collecting strategy on developing the museums ability to demonstrate the myriad ways in which people *make meaning* of the world around them.

Ethnographic objects should relate to one or more of the following key areas:

1. Economic or Political Organization
2. Law and Conflict resolution
3. Patterns of consumption and exchange
4. Art and expression
5. Technology
6. Gender relations, Marriage, Family

7. Ethnicity, Race, Colonialism
8. Childrearing and socialization
9. Religion, Myth
10. Symbols
11. Values
12. Etiquette
13. Worldview
14. Sports
15. Music
16. Nutrition and food
17. Games and recreation
18. Kinship and descent

### **Physical Anthropology Collection and the Policy on the Curation of Human Remains**

The Physical Anthropology collection documents human evolution, human biological variation, individual life histories, health, disease, and mortuary practices.

SDMoM will only accession and/or curate human remains when express written permission is given to do so by the deceased individual, their next of kin, or an authorized designee of the descendant community, and when those remains can be used to tell appropriate and compelling stories in support of the Museum's interpretive goals. SDMoM may curate human remains without the express written permission of the descendant community, in cases where that community can be shown to broadly support similar curatorial activity for human remains.

SDMoM will comply with all state, federal, and international laws that relate to the acquisition and maintenance of our physical anthropology collection.

For the physical anthropology collections currently housed at SDMoM, the Museum is embarking upon a systematic review of those collections as well as comprehensive consultation with descendant communities about the ultimate disposition of those remains. The Museum is committed to being in compliance with the Native American Graves Protection and Repatriation Act (p.14) and to accommodating all legitimate requests for the repatriation of human remains from communities that fall outside of NAGPRA's purview. In time, SDMoM aims to provide next of kin or descendant communities affiliated with all the human remains in the collection the opportunity to receive their ancestors' remains.

Access to human remains will be given to spiritual or religious practitioners so that they may provide care to the remains of their ancestors according to our policy (p.28). For human remains where the deceased individual, next of kin, or an authorized designee of descendant community has approved their use for scientific research or display, SDMoM will evaluate their applicability for a programmatic function and will either continue to steward the remains or deaccession them according to our policy (p.15). The preferred disposition in this case will be to transfer the remains to another research institution in the public trust such as a university or museum. The Collections Review Committee (CRC) will ensure that any prospective recipients steward research collections of human remains to the highest ethical standards.

In the case of culturally and/or geographically unidentifiable human remains that are not NAGPRA-eligible, the Museum will steward them in a manner that reflects contemporary, local, and non-denominational practices of memorialization. This may include continuing to hold the remains in a memorialization context or deaccessioning them for burial and/or cremation. Decisions about the ultimate disposition of these remains will be made in consultation with a local advisory body of funerary practitioners representing a variety of local religious and secular perspectives, the composition of which will be determined by the CRC.

The results of all scientific analyses of human skeletal materials that have been conducted by the Museum, and for which it holds records, will be shared with next of kin and descendant communities when requested.

### **Archaeology Collections**

The archaeology collection documents the evolution of human culture from the earliest stone tools through the recent past. It informs us about a wide variety of human activities that are not otherwise recorded. Archaeological artifacts are the primary physical vouchers for the human experience from 2.5 million years ago until cultures developed written records. Even in historic times, material remains can provide information that is not available in the documentary evidence.

The museum's strategy in collecting archaeological materials is to improve the quality of our holdings so as to fulfill our mission by supporting new exhibitions and educational programming. All new acquisitions are to be of the highest quality, relevant to our strategic direction, and to have been legally and ethically acquired.

The museum will continue to collect to fill the need for artifacts that can be used in the context of exhibitions, displays, and other programming needs by building upon its areas of excellence and actively collecting archaeological materials that document landmark developments in the history of the human species, but we will also focus on three specific geographic areas in which the museum has already developed world-class collections: Southern California, Mesoamerica, and Egypt.

Archaeological artifacts should relate to one or more of the following key areas

1. Human Origins and Evolution
2. Technological Innovation
3. Origins and Development of Agriculture
4. Origins and Development of Complex Societies
5. Origins and Development of Language and Writing
6. Origins and Development of Symbolic Representation and Art
7. Techniques of Food Preparation
8. Mortuary Practices
9. Household and Domestic Activity
10. Interpersonal Conflict and Warfare
11. Gender and Class Differences
12. Learning and Socialization
13. Games and Recreation



14. Southern California Archaeology
15. Mesoamerican Archaeology
16. Egyptian Archaeology

Preference in new acquisitions shall be given to well-documented materials recovered by professional-quality excavation or surface collection and documented to be in the United States prior to April 24, 1972. Non-professional collections should also meet UNESCO standards and have demonstrable potential for use.

## ACQUISITION POLICY

**Purpose:** To ensure that collection strategies exist and that collections staff use those strategies in the development of annual collecting priorities, which will guide the Collections Review Committee (CRC) in its decision-making; to outline a mandate for collections staff to handle all acquisitions legally, ethically, and in the best interest of the objects and of the San Diego Museum of Man (SDMoM).

**Policy:** SDMoM shall acquire objects that are consistent with its mission and collections strategies.

The basic criteria for considering the acquisition of an object are as follows:

1. The object must be consistent with the goals of SDMoM's mission and collecting strategy.
2. The object must be "museum quality" in terms of its rarity, condition, or provenance.
3. The object has potential for use for exhibit or programmatic purposes and SDMoM intends to keep it in the collection for the foreseeable future.
4. The object must have been legally and ethically acquired at the time it was removed from its context and/or brought into the United States.
5. The object is not potentially subject to any repatriation claims.
6. The provenance of the object is adequately documented.
7. If the object is offered for sale, staff should determine if a comparable artifact could be obtained as gift unless there is an immediate plan for exhibition.
8. Staff should take into consideration any special storage or conservation requirements.
9. Staff should consider any special conditions set by the donor.

The following standards shall be satisfied for the acquisition of objects, whether acquisition by gift, bequest, purchase, transfer, exchange, or field collection:

1. The person offering the object(s) must establish to the satisfaction of SDMoM that he/she is the legal owner.
2. The SDMoM must receive unrestricted title to the object(s), unless otherwise approved by the full Board of Trustees.
3. To the extent practicable, object(s) should be delivered to SDMoM with full intellectual property rights, copyrights, patents, and trademarks.

4. To the extent practicable, object(s) should be free from physically hazardous attributes.
5. Staff may not generate an appraisal of any kind except for use exclusively by SDMoM.
6. No object shall be considered for acquisition if there is reasonable evidence to suspect that it was wrongfully, unethically, or illegally acquired.

The authority for implementing this policy is outlined below:

1. The CEO shall plan, organize, direct, and coordinate the operations of the museum. The CEO has authority to accept or reject object donations. The CEO has delegated the authority of review and recommendation to the CRC. All new acquisitions must be recommended by the CRC to the CEO for approval.
2. Only the Board of Trustees can approve acquisition of objects with restricted title.
3. Field collecting by staff shall not be considered a donation but as an untitled acquisition of the SDMoM.
4. No purchase of objects intended for the collections may be made without acquisition funds based on a monthly report provided by the finance department.
5. If the CRC or CEO determine that the stewardship of any new acquisition, particularly large objects or large collections, will place an unreasonable burden on SDMoM's human or financial resources, the proposal will be routed through the CC and the Executive Committee to the Board of Trustees for approval prior to accessioning.
7. SDMoM acquires ownership of some biological specimens (e.g., migratory birds) only through compliance with federal permit requirements (e.g., U.S. F&W 50 CFR 21). Ownership of some specimens (e.g., eagles and their remains) is retained by the federal government, and held in trust by SDMoM, which shall conform to all statutes and permit regulations.

**Procedures:** All staff bringing objects into SDMoM collections must adhere to the following approval process:

1. Anyone may recommend that an object be acquired for the collections, but the request must be directed through the Registrar.
2. The Registrar, in consultation with the Director of Collections or Deputy Director, has the authority to reject an object offered by external sources if the object does not fit within the collecting strategies of the museum or meet the standards and criteria set forth in this policy.

3. The CRC will consider all acquisition requests submitted at least one day in advance of a scheduled meeting to the Registrar via an acquisition proposal worksheet.
4. The CRC will consider all appropriate requests expeditiously. The Registrar shall render the decision of the CRC to the requester.
5. In the case of a restricted title, the CRC will forward its recommendation for acquisition to the Collections Committee who will then seek approval from the Board of Trustees.
6. Unprocessed specimens collected in lots or bulk from the field, or being held for processing, will not be considered for acquisition until specimens have been duly processed, sorted, and selected.
7. Occasionally unmarked objects are found in the collections whose ownership cannot be determined. The Museum will make every attempt to reconcile undocumented objects to existing documentation. If the Registrar reports to the Collections Review Committee that every available means for identifying the source of the object has been exhausted, the undocumented object shall be considered SDMoM property. It can then be put before the CRC in order to determine how the SDMoM would like to proceed with the processing, accessioning, or disposal of the object.
8. Items proposed for acquisition through California Civil Code Section 1899-1899.11 or under Unclaimed Property Law beginning with Section 1500 of the Code of Civil Procedure must follow appropriate procedures for giving proper notice to the owner. If 25 years have passed from the date of the last written contact between the owner and the museum, as evidenced in the museum's records, the museum is the legal owner of the objects and they may be considered for accession into the museum's collection.
9. In rare instances, the CRC may undertake an emergency approval procedure at the request of the CEO or Deputy Director. These emergency circumstances include, but are not limited to, objects at immediate risk or of immediate need (e.g., auction/sale, short-notice programs, emergency field recovery, and potential loss of donation). The CEO or Deputy Director will contact the Registrar, or another CRC member in his/her absence, who will poll the CRC's members. A majority vote of the quorum will constitute an approval.
10. If the object(s) are not in the possession of the SDMoM, the appropriate staff member shall arrange for its/their physical transfer to the museum. An SDMoM representative and the owner or owner's representative will sign a temporary receipt whenever object(s) are taken into SDMoM possession for consideration.
11. A gift receipt shall be sent to donors after approval by the CRC and/or the Board of Trustees as appropriate.
12. An invoice, bill of sale, or the equivalent, marked "PAID" shall serve as transfer of ownership for those objects being purchased.

13. The registrar shall assign an accession number to the acquisition after it has been approved.
14. Objects accessioned into an SDMoM collection shall be identified, catalogued, and preserved in keeping with the professionally accepted standards of the American Alliance of Museums.
15. Accessioned objects shall have permanency in SDMoM collections as long as they retain their physical integrity and authenticity, and as long as they remain in accordance with SDMoM collections strategies. When objects fail to meet the above criteria they shall become candidates for deaccession (see deaccession policy).

## **NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT**

### **Compliance with Native American Graves Protection and Repatriation Act (NAGPRA), 25 U.S.C. 3001 et seq. [Nov. 16, 1990] and 43 CFR 10**

Many groups, especially indigenous peoples, have concerns about the ethical and respectful treatment of the dead by archaeologists, physical anthropologists, and museums. SDMoM strives to fully comply with both the letter and intent of Federal NAGPRA law and to comply with requests from Native American groups regarding the treatment of human remains, associated funerary objects, and objects of cultural patrimony which are directly affiliated with their tribal groups. California state laws and codes concerning burials will be followed.

SDMoM will comply with all state, federal, and international laws that relate to the acquisition and maintenance of our physical anthropology collection. The Museum is committed to being in compliance with the Native American Graves Protection and Repatriation Act and to accommodating all legitimate requests for the repatriation of human remains from communities that fall outside of NAGPRA's purview. In time, SDMoM aims to provide next of kin or descendant communities affiliated with all the human remains in the collection the opportunity to receive their ancestors' remains.

SDMoM endeavors to be in full compliance with NAGPRA rules and regulations and has actively pursued the repatriation of materials for which cultural affiliation could be determined. SDMoM will continue to comply with these regulations and to publish updates in the Federal Register as required.

All repatriation claims shall be processed by the Registrar and the Collections Review Committee and signed by the CEO. Items subject to repatriation under federal NAGPRA will be removed from the collections and transferred to the appropriate tribe or government agency. This transfer of control shall be reported to the Collections Committee and the Board of Trustees.

All SDMoM staff will always treat human remains, associated artifacts, and objects of cultural patrimony with the appropriate dignity and respect in accordance with its Policy on the Curation of Human Remains. Access to human remains will be given to spiritual or religious practitioners so that they may provide care to the remains of their ancestors according to our policy (p.28).

SDMoM will not accept donations of human skeletal material that has been unscientifically, unethically, or illegally collected. Whenever such material is brought to the attention of SDMoM, the donors will be directed to the Native American group or government agency that can most appropriately deal with the material.

Relevant legal citations:

Federal NAGPRA law: Public Laws; 101; 101-601 - 101-650; H.R.5237; HR.5237.IH

State of California Public Resources Code § 5097.98, § 5097.99, § 5097.991

## DEACCESSION POLICY

**Purpose:** To provide a mechanism for the San Diego Museum of Man (SDMoM) to improve its collections both in quality and quantity following collection strategies that supports its mission. Given that museum collections continually undergo change, inappropriate items must occasionally be removed from collections. This policy governs all types of accessioned objects as defined in the acquisition policy and is written in according with best practices as established by the American Alliance of Museums. In considering deaccession, SDMoM must be aware of its role as trustee of the collections on behalf of the public. The deaccession process shall be cautious, deliberate and scrupulous.

Reference to this policy shall be printed on all SDMoM gift receipt forms.

**Policy:** Upon recommendation from collections staff, object(s) proposed for removal from the collections will be presented to the Collections Review Committee (CRC). By majority vote the CRC will make a determination as to whether the deaccession is appropriate. The CRC will submit a list of accessioned objects approved by the CRC for deaccession to the Registrar and it will be routed for the necessary approvals from the Collections Committee, the CEO and Executive Committee, and the Board of Trustees.

Objects pending deaccession with an estimated market value of less than \$100 which lack an ethnographic, archeological, or anthropological significance as determined by the CRC requires the approval of the CRC, the CC, and the CEO and Executive Committee. These objects will be reported to the Board of Trustees as deaccessioned from the collection.

Objects with an estimated market value equal to or greater than \$100 require the approval of the CRC, the Collections Committee, the CEO and Executive Committee, and the Board of Trustees.

Objects to be considered for removal from the collections must meet at least one of the following criteria; however, there is often no single deciding factor. The final decision must consider all the facts, the context, and the impact of the deaccession.

1. The object is outside the mission of the SDMoM and its collecting strategies.
2. The object lacks physical integrity.
3. The object fails to retain identity, authenticity, or adequate documentation.
4. The object has been documented as stolen.
5. The object duplicates another in the collection.
6. SDMoM is unable to provide adequate storage or to properly preserve the object, or continued storage of the object jeopardizes other objects or places undue hardship on SDMoM.

7. It is doubtful that the object will be utilized for exhibition, programmatic, or research purposes.

Deaccessions must comply with the following federal and state regulations.

1. Donated objects must have been in SDMoM collections for a minimum of three years before they can be deaccessioned (see U.S. Tax Reform Act of 1984; I.R.S. regulations).
2. An object located in the collection that lacks an accession number or records, and that might reasonably be assumed to have been intended as a gift to SDMoM, may be deaccessioned in the same manner as an accessioned object after complying with California Civil Code Section 1899-1899.11. Unclaimed Property Law beginning with Section 1500 of the Code of Civil Procedure may also apply.

The Registrar will examine the object's records to determine whether the Museum has legal title and will review donor information with appropriate staff. If the proposed deaccession candidate was a gift, the Registrar will examine its donor files for any information about the gift and its donor that may influence the decision to deaccession.

In consultation with the Registrar, the appropriate collections staff member will complete a deaccession form, taking care to include the following information: source of the object(s) (if known), the criteria for removal, the estimated market value(s), any restrictions (if known), and the recommended means of transfer or disposal of the object(s). A photo should be included.

1. Objects slated for removal should be clearly tagged with the above information.
2. If restrictions apply, the object(s) will not be considered for removal until the Registrar makes a good faith effort to comply with the restriction; or notify the donor, if living, to request a modification of the restriction. If the individual is not living and the object was accessioned within the last 25 years, SDMoM shall make a good faith effort to notify the heirs or assigns of the decedent. If the heirs or assigns cannot be identified or located, SDMoM shall give notice by publication in the newspaper having the greatest circulation in the county where the individual last resided, or in San Diego County if the place of last known residence is outside California.
3. Means of disposition include the following:
  - a. Accessioned objects may be deaccessioned to the education or exhibit program materials.



- b. Transfer by gift or sale to a qualified agency (public or nonprofit museum or historical society) with revenues credited to the SDMoM acquisition fund.
- c. Exchange with a qualified agency for an object(s) to be accessioned into SDMoM collection.
- d. Sale at public auction with revenues credited to the SDMoM acquisition fund.
- e. Dismantle with parts maintained for research/reference within SDMoM collections.
- f. Witnessed destruction may be justified when no other means of disposal is suitable.

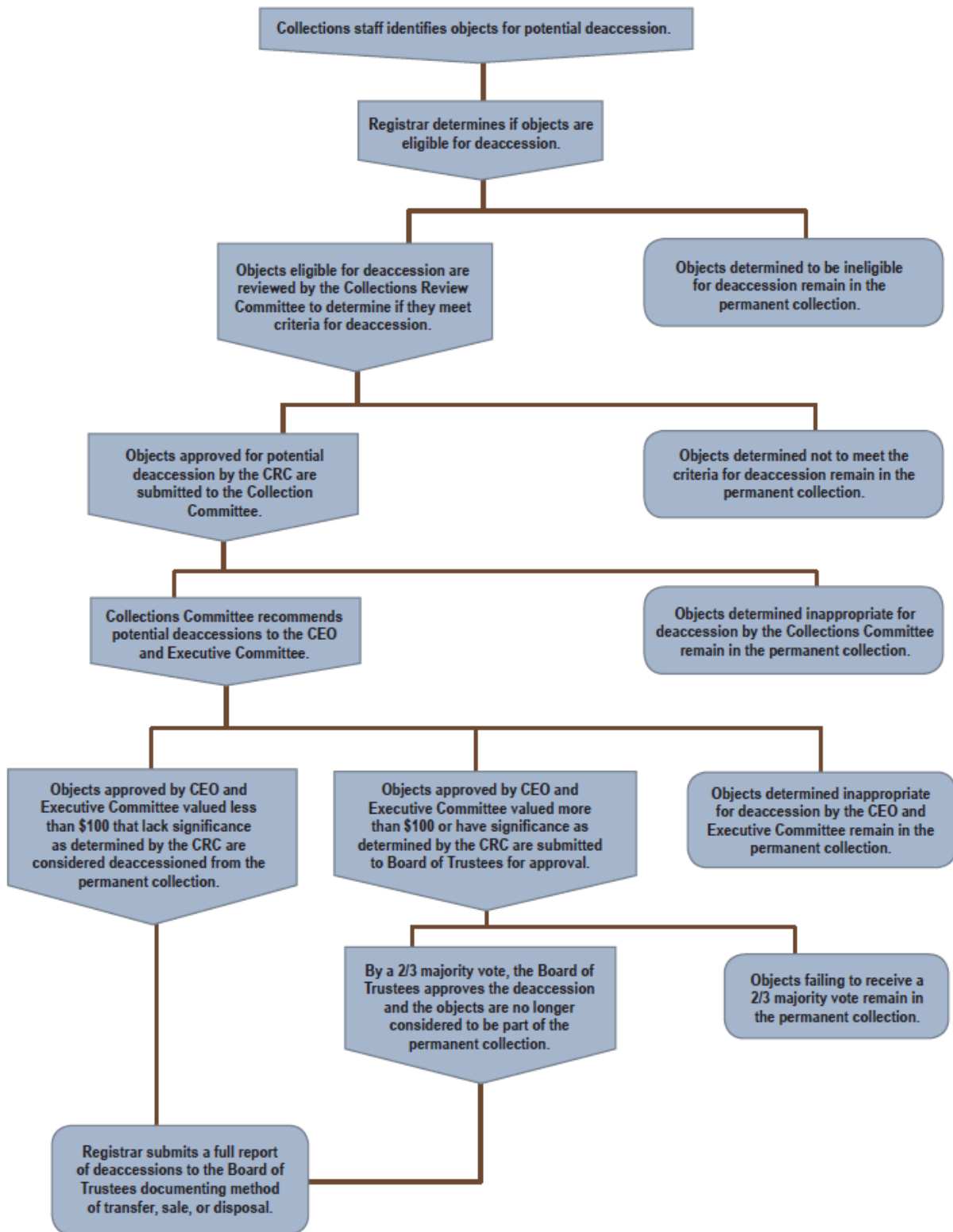
In the case of unrestricted gifts, the Registrar will make reasonable efforts to contact donors, their heirs, or executors to inform them of the proposed deaccession. Such action shall not be construed as a request for permission to deaccession or as an attempt to return the object. Prior to contacting any donor or his/her heirs or executors for this purpose, the CEO and the Chief Development Officer shall be contacted. A reasonable effort to contact a donor whose gift occurred within twenty-five years of the proposed date of deaccession may include, but is not limited to, an Internet search, review of obituary records at the courthouse, or telephone directory record. If a deaccessioned object was given more than 25 years prior, one attempt to contact or locate the donor or their heir is sufficient (e.g. Internet search).

One or more outside appraisals for objects of value are recommended especially those that might be sold or exchanged with a qualified agency. The CEO will determine if appraisals are required and the task of obtaining appraisals will be delegated to collections staff.

The collections staff member proposing the deaccession submits the information form to the CRC. Many objects may be considered in one session by preparing a summary list for CRC and administrative review.

Requests approved by the CRC are submitted to the appropriate administrative staff as outlined. The CRC will submit a list of accessioned objects approved for deaccession to the Registrar. The Registrar will route the request for approval in the following manner: to the Collections Committee, the CEO and Executive Committee, and the Board of Trustees. The Board of Trustees can act upon and approve a proposal only during a properly noticed meeting. The Board of Trustees must approve the deaccession by at least a two-thirds majority of those present.

## Guide for Understanding the Deaccession Process:



## **DISPOSITION:**

1. When feasible, objects approved for deaccessioning should be stored separately from SDMoM collections. The Registrar will document the deaccession in the permanent files, accession card files, and in the collection management database. A photograph must be on record prior to its disposal. The completed Recommendation for Deaccession Form (including the amount realized from sale) will become part of the object's permanent receipt file.
2. The Registrar shall be responsible for overseeing the means of disposition of all deaccessioned objects.
3. Any object deaccessioned from the collection shall be done so in a manner that is consistent with the SDMoM conflict of interest and ethics policy. No object from SDMoM collections shall be given, sold or otherwise transferred to an employee or trustee of SDMoM, or to their immediate families or representatives. Deaccessioned objects shall not be directly given, sold, or exchanged with private individuals or for-profit organizations.
4. Proceeds from the sale of deaccessioned objects shall be deposited in the SDMoM acquisition fund. The list of deaccessions will be included in the minutes of the Board of Trustees meeting and funds realized will be updated regularly.
5. All deaccession documents (including photos and computer files) shall be retained as records by the Registrar.
6. In conformity with American Alliance of Museums best practices, the funds received from all sales of deaccessioned artifacts shall be used consistent with the established standards of the museum's discipline, but in no event shall they be used for anything other than acquisition or direct care of collections. Since SDMoM has made a deliberate decision not to capitalize its collections, as capitalization of collections contradicts professional standards of collections stewardship, proceeds from the sale of objects may not be used for any purpose other than the acquisition of new collections objects. Interest and gains from the proceeds shall be used for either acquisitions or the direct care of collections.
7. Within the acquisition account, principle and interest will be tracked independently; interest on the account may be used for collections stewardship. Collections stewardship is broadly defined to include staff and other indirect collections expenses.
8. In cases where the sale of donated works realizes more than \$10,000, the naming of objects purchased with the proceeds will be publicly credited to the original donor(s) as follows: Gift of [donor's original credit] by exchange."

## OUTGOING LOAN POLICY

**Purpose:** The San Diego Museum of Man (SDMoM) is the guardian of irreplaceable archaeological, historic, cultural, and scientific property. To further its mission of inspiring human connections by exploring the human experience, SDMoM may lend objects from its collections to appropriate institutions and agencies. Certain restraints will be placed upon external use of the collection so as to ensure the safety and integrity of SDMoM's objects.

**Policy:** Objects in SDMoM's collections, if suitable for loan, may be made available to accredited institutions or those other education-based agencies or institutions that can meet the museum's standards of display, security, and environment. All loans from SDMoM are to be made for the purpose of exhibition, conservation, research or education. Objects shall not be loaned for functional use without prior approval from the Collections Review Committee (CRC).

The borrowing agency's/institution's stated purpose for the loan, its adequacy of security and environment, and its ability to insure the loan door-to-door for the full stated value shall be primary factors in determining whether the loan request is approved.

- Loans made specifically for the purpose of conservation or research are a part of routine professional activities and do not require the approval of the CRC. The Director of Collections can approve loans to conservation laboratories that meet the security, environment, and insurance requirements set by SDMoM.
- Loans made specifically for the purpose of exhibition in other museums are also routine professional activities and require the approval of Director of Collections in consultation with the Deputy Director.
- Loans made for purposes other than conservation, research, or exhibition in other museums or similar agencies/institutions must have the approval of the CRC and CEO.
- No employee may loan objects from SDMoM collections without written approval from the CRC or the Deputy Director, except as noted above.
- Object(s) removed from SDMoM's premises for publicity, programming, examination, or photography when the object(s) remains under the direct supervision of SDMoM staff shall be exempt from this policy, but still subject to SDMoM procedures for the movement of objects.

The following additional stipulations apply to all loans:

- The borrower shall not loan objects to another individual or institution.
- Objects shall be restricted from unauthorized access by the placement of barriers, installation in locked exhibit cases, and/or by the immediate monitoring of security personnel.

- Objects shall be housed in areas away from smoking, direct sunlight, hot light sources, ventilation or heating ducts, appliances, cold windows, water pipes and exterior walls where condensation is likely. Light, temperature and humidity must be adjusted to levels specified in the loan agreement.
- Standard temperature levels must be maintained at 65-75°F and 40-60% relative humidity.
- Objects will be loaned only if their conditions permit reasonable handling during packing, shipping and installation. The Collections Manager will determine the condition of the objects.
- SDMoM written approval is required before objects may be cleaned, repaired, retouched or altered in any way, unless specifically stated otherwise in the loan agreement.
- Objects may not be removed from exhibit cases or frames specifically prepared or sealed by SDMoM without SDMoM approval.
- Damage or loss of objects must be reported immediately to the Registrar.
- SDMoM reserves the right to inspect loan materials periodically and may, at its discretion, recall a loaned item or replace a loaned item with another item. SDMoM, at any time, for purposes including exhibition, conservation or security will consider all loaned materials available for recall. Loans may be terminated if damage occurs.
- Objects shall not be reproduced or used for publicity purposes unless permission is specified as part of the loan agreement. *In situ* photographic representations of the objects as part of the larger installation are allowed without prior approval. Flash photography of the objects by the general public is not permitted. Media use of lights and flash photography must be made under the supervision of the borrowing institution's staff.
- SDMoM shall require appropriate damage/loss/all risks insurance for all loaned objects.
- Human remains shall only be loaned when express permission is given to do so by the deceased individual, their next of kin, or an authorized designee of the descendant community.

### **Procedures:**

**Loans for Conservation and Research:** All loans to conservators or conservation laboratories or qualified researchers will be internally generated and in line with SDMoM's conservation priorities and budgets. The Collections Manager and/or Director of Collections shall determine if a laboratory meets SDMoM's standards for security, environment, and insurance either by site visit or by requesting other proof in writing.

The registrar shall obtain a signed loan agreement listing the objects being loaned, their description, their accession numbers, their insurance values, the duration of the loan and any special conditions applicable to their handling or treatment as well as a certificate of insurance from the conservator for the full value of the loan. The director (or equivalent official) from the conservation lab must sign for the borrower. The Director of Collections will sign for SDMoM. SDMoM will use its own standard loan agreement, but will also complete any necessary paperwork required by the borrower as long as that additional paperwork does not conflict or contradict any of the conditions spelled out in SDMoM's paperwork.

Treatment proposals, signed by the Director of Collections, must accompany the loan agreement and treatment reports from the borrower must follow the return of the objects to SDMoM. Treatment reports, including all photographic documentation must be received no more than 45 days following the return of the objects.

**Loans for Exhibition:** All exhibition loan requests must be made in writing to the Registrar. The Registrar (or equivalent official) from the borrowing institution must make the request. SDMoM must receive loan requests at least 120 days in advance of the proposed shipping date to allow for the approval process, documentation and object preparation.

The Registrar shall confer with the Director of Collections and either reject the loan request or begin the process of preparing the loan by having the Curator and Collections Manager examine the object(s). The Registrar shall obtain a complete facilities report from the borrowing institution and make a recommendation to the Director of Collections as to the adequacy of the potential borrower's security and environmental standards. The Collection Manager or Curator shall make a recommendation to the Director of Collections as to the appropriateness of the potential borrower's planned use of the requested objects. The Director of Collections, after consulting with the Deputy Director, shall issue a letter to the borrower either rejecting or approving the request and if approved, arrange for appropriate staff action.

The Registrar shall obtain a signed loan agreement listing the objects being loaned, their description, their accession numbers, their insurance values, the duration of the loan and any special conditions applicable to their handling or display as well as a certificate of insurance from the borrowing institution for the full value of the loan. The director (or equivalent official) from the borrowing institution must sign for the borrower. The Director of Collections will sign for SDMoM. SDMoM will use its own standard loan agreement, but will also complete any necessary paperwork required by the borrower as long as that additional paperwork does not conflict or contradict any of the conditions spelled out in SDMoM's paperwork. The Registrar will additionally negotiate packing, shipping, and handling details with the borrowing institution. The borrowing institution is responsible for any associated expenses in addition to the standard loan fee.

The Deputy Director may set special conditions upon recommendation from the Registrar, Collections Manager, Director of Collections, or the Curator.

SDMoM shall receive credit in the borrower's exhibition as a lender in the following manner: *San Diego Museum of Man*. This credit requirement also applies to any reproductions of the

object(s) made in conjunction with the exhibition for publicity, educational or media purposes.

Loans may extend for up to a period of one year, and must be returned on, or before, the date specified as the “closing date” in the loan agreement. Extensions may be granted if the request for loan renewal is made in writing to the Registrar at least 60 days before loan termination and is approved by the Director of Collections. Restrictions on loan extension may include the condition of the object(s) and our own needs for those object(s).

Prior to the release of the loan and upon its return, the Registrar or Collections Manager will complete a loan receipt and condition report for each item. The borrower must sign the loan receipt and prepare condition reports within 10 days of receipt of the object(s) and just prior to its/their return.

Adequate insurance must be secured in advance of the loan to repair, replace or redeem loss or damage caused while objects are in the possession of the borrower and in transit to and from the borrower, unless SDMoM chooses to provide coverage. A certificate of insurance must be on file in the office of the Registrar prior to outgoing shipment of the loan. The borrower and all of its agents must agree to defend and hold harmless SDMoM and its employees and its agents from any claim that may result from the use of the property. The borrower and all associates will comply with all federal, state, and local laws that may apply to the use of the borrowed property. The borrower will bear any and all costs including court costs, attorney's fees and other expenses in the event that they may apply to the loan. Insurance values may be adjusted according to current market value at the discretion of SDMoM. If market values are adjusted during the period of the loan the borrower must provide a revised certificate of insurance.

An itemized list of expenses for which the borrower is responsible must accompany the loan agreement. All preparation, framing, matting, packaging and hanging will be under the exclusive supervision and control of SDMoM. Object(s) must be packed in the original or equivalent packing material for return and be shipped by the original or equivalent mode of transportation.

It is the responsibility of the borrower to state where the objects will be displayed, to refrain from moving them to another location without the approval of SDMoM, and to maintain them in the condition in which they were received. The borrower's curatorial, registration, or conservation staff must supervise the handling of objects during unpacking, installation, and repacking.

The original signed form of the closed loan will be on file in the registration records of SDMoM.

All outgoing loan standards and procedures shall apply to SDMoM curated traveling exhibitions.

## INCOMING LOANS

**Purpose:** To enhance the San Diego Museum of Man's (SDMoM's) ability to inspire human connections by exploring the human experience, SDMoM may borrow objects from other institutions and private collectors and apply standards of care and display to those objects in a manner consistent with its own collections, or as required by contract.

**Policy:** SDMoM shall adhere to accepted professional standards and practices as outlined by the American Alliance of Museums. Loan agreements must have a defined and specific duration not to exceed two years. If agreed upon by both parties, loan agreements may be renewed annually. SDMoM does not provide long or short-term storage services. All loans to SDMoM will be for immediate exhibit, program or research needs.

### **Procedures:**

**Loans for Exhibition and Research:** Individual loans for exhibition are initiated by collections staff given the following general criteria can be met: the object's provenance is understood and appropriate for its intended use, rights and title of ownership are clear, lender imposed restrictions are in accordance with SDMoM policies and procedures or exceptions cleared through the appropriate channels, costs of the loan are within approved budget, and the proposed items are free of hazardous attributes and in stable condition capable of withstanding the stresses of transportation and display.

SDMoM will borrow only those objects that it can adequately care for in a manner consistent with the care of its own collection. SDMoM will not accept incoming loans offered for the purposes of commercial exploitation or to increase the value of the object when sold. SDMoM will not knowingly exhibit any objects that have been illegally or unethically acquired.

The collection staff member negotiating the loan will provide the Registrar with the checklist information needed to issue loan agreements to the lender. A current facilities report will be provided to the lender upon request. SDMoM will provide the lender with a certificate of insurance as evidence of the insurance coverage in place for the object(s) on loan. Loans will be insured based on their fair market value established by independent appraisal, if necessary. It is the responsibility of the lender to inform SDMoM if the stated value of the object changes during the period of the loan. SDMoM reserves the right to use its own standard loan agreement, but will also complete any necessary paperwork required by the lender making all attempts to comply with the lender's conditions. The Collections Review Committee (CRC) must approve any material variance between SDMoM standards or procedures and the lender's conditions. The Registrar will negotiate packing, shipping, and handling details with the lender.

The museum will comply with the lender's requirements regarding condition reports and, if none, will implement its own documentation of condition upon receipt and return.

Neither the Curator, Collection Manager, or Registrar may approve a loan agreement. They may sign loan receipts if a pre-existing loan agreement is in place. Only the Director of Collections, Deputy Director, or CEO may approve loan agreements for SDMoM. SDMoM will comply with



any designee requirements of the lender.

It is the responsibility of the lender to inform SDMoM if their address or ownership status changes during the loan period. At the end of the loan period, SDMoM will return the object(s) to the lender listed on the loan agreement, unless prior written authorization from that lender is received to deliver the object to another party.

Abandoned loans will be dealt with under California Civil Code Section 1899-1899.11 Loans where the lender has failed to maintain contact with the museum for more than 25 years become the property of SDMoM.

**Traveling Exhibitions:** Loans of objects circulating with traveling exhibitions for which the museum is a venue may be negotiated with the exhibit organizer and not individual lenders. Traveling exhibitions are secured under contract through SDMoM's exhibits department and the executive management team of SDMoM. The Registrar will act as an advisor to those groups in contract negotiation, shipping arrangements, and insurance matters.

All other conditions of this policy regarding care and display are applicable to traveling exhibitions.

## ACCESS TO AND USE OF COLLECTIONS

**Purpose:** The San Diego Museum of Man's (SDMoM's) collections and their data exist for the purpose of inspiring the general public to learn about the diversity of the human experience. By informing our audiences about each other from an anthropological perspective (inclusive of archaeology, biological anthropology, cultural anthropology, and linguistics), we strive to build a better community. While providing access to the public, SDMoM must also manage its human resources, ensure preservation of the objects, and protect restricted information.

**Policy:** SDMoM shall not loan objects from its collections for the private use of staff, volunteers, trustees, or individuals, other than as stipulated in the policy for outgoing loans. Subject to SDMoM's discretion, any member of a descendant community, given reasonable purpose and advance notification shall be allowed accompanied access to relevant collection materials unless particular objects or documentation bear restrictions that otherwise prohibit this access. Access to collection materials is dependent upon the availability of facilities and staff, compliance with donor restrictions, and the stability of the requested object(s), among other factors. Requestors will be notified of final approval of access to collections by the Collections Manager or Curator.

Professional appraisers employed by donors shall be granted access to those donated objects through the Director of Collections, Registrar or Collection Manager. All procedures related to access are applicable.

Collections staff is allowed professional discretion to grant limited, monitored, cursory examination of collections materials to colleagues without filing a request for access to collections.

### **Procedures:**

#### Public and Scholarly Access

Researchers, students, and other professionals who can demonstrate a serious and legitimate research purpose shall be granted access to collections materials whenever possible. A written request for access to collections form must be submitted to the Collections Managers no less than 30 days prior to the proposed visit. The written request must be accompanied by an agreement to be bound by this policy, signed by the requestor. The Collections Managers will determine the legitimacy of the request, whether SDMoM possesses the resources necessary to accommodate the request, whether the requested object(s) are available for viewing, whether descendant communities have provided approval in applicable instances, and a time where he/she or his/her designee can meet with the researcher. The Director of Collections will make a final decision about the research request. In instances where the request is for research on human remains, the Director of Collections will make a final decision in consultation with the Deputy Director. The Museum's position shall be final and binding upon the requestor.

If the purpose of the request is determined to be dubious, it will be rejected. If the requested objects are not in stable condition, currently on loan, on exhibit, or restricted for any other reason, the request will be rejected. Access will be denied to those wishing to consult collection

materials for the purpose of locating archaeological sites for illegal or commercial gain. Access will be denied to persons or entities that have engaged in the illegal selling or procurement of human remains or other restricted natural and/or cultural resources. If SDMOM staff does not have sufficient time to assist researchers on their project, the request will be rejected. If a request is rejected the researcher will be notified in writing as to why.

When the research request involves Native American human remains, Native American burial items, images of Native Americans, or Native American items of cultural patrimony or spiritual significance, permission for the research access must be obtained in writing by the researcher from an authorized designee of the descendant community (unless an applicable research agreement is already in place between the Museum and the descendant community).

When the research request involves human remains from non-Native American sites, permission for the research access must be obtained in writing by the researcher from next of kin or an authorized designee of the descendant community (unless an applicable research agreement is already in place between the Museum and the descendant community).

When the research request involves non-Native American human remains donated by medical practitioners, medical schools or other medical research entities, access may be granted in instances where the Museum has documentation supporting the deceased individual's or next of kin's agreement to have their remains used for research. In instances where that documentation does not exist, permission for the research access must be obtained in writing by the researcher from the next of kin or an authorized designee of the descendant community (unless an applicable research agreement is already in place between the Museum and the next of kin or descendant community).

Research session(s) with remains and/or other items from Collections will be conducted at the SDMOM unless the remains and/or items for some reason are currently stored elsewhere. The researcher will be supervised and monitored by collections staff at all times. Whenever possible, the remains and/or items will be removed from general storage and made available to the researcher in a collections workroom. Researchers granted access must comply with SDMOM standards of examination, handling, and study. The Registrar may set restrictions on photography or other forms of duplication as well as set other appropriate parameters. All reproductions for publication are subject to the reproduction policy (p. 30).

Researchers who fail to meet SDMOM standards of artifact handling, violate instructions given by Collections Staff, violate Museum or Collections Policies, fail to arrive or depart at scheduled times, or fail to meet timelines and deliverables on their application will have their access to collections terminated.

SDMOM requires the submission of two copies of any reports, papers, articles, monographs, books, theses, dissertations, or any other publication resulting from the use of or citing its collections, exhibits, or other intellectual property. SDMOM reserves the right to request a reasonable deposit, as stated on its access to collections request form, to be returned when a copy of the data collected and/or a copy of the finished work is delivered to SDMOM.

### Access for Spiritual Care

Access to collections will be granted to spiritual and/or religious practitioners so that they may provide care to the remains of their ancestors and/or to items where the practitioner deems care to be necessary. Practitioners may only work with the remains and items from their own ancestral cultural groups. Access to human remains and other collections for spiritual care will be provided by a staff member designated by the Director of Collections in consultation with the Deputy Director. A staff member will be present nearby when spiritual care is provided to assist with handling and to answer questions. Practitioners will be advised of best practice for working with collection items that were treated with toxins and/or contaminants, but will not be required to wear gloves when handling human remains or artifacts.

Offerings of live organic material may be left with human remains and/or collections items during ceremony but will be removed upon rehousing as the Museum is not equipped to provide housing for human remains and collections items with live organics. Currently the Museum is not equipped to allow smudging or the burning of organic material within the collections facilities, however smudging may occur outdoors prior to, and after, the ceremony. A candle may be lit during ceremony, provided it is contained within a votive and placed in a manner deemed safe by the staff member. The candle and any incendiary device must be removed from the building upon completion of the ceremony.

There will be no charge by the Museum for its services in connection with Spiritual Care.

## PHOTOGRAPHY AND FILMING AT THE MUSEUM

**Purpose:** To allow for our guests' desires to document their visits while protecting artifacts and specimens from over exposure to light and maintaining copyrights where applicable.

**Policy:** It is the policy of the San Diego Museum of Man (SDMoM) to permit informal photography and personal videotaping throughout the institution except in areas where special restrictions are posted. No flash photography or tripods are permitted in the exhibition areas. Additional photographic equipment is prohibited (e.g. lights, reflectors, props, costumes, models), except under commercial contract. Photographs cannot be published, sold, reproduced, transferred, distributed, or otherwise commercially exploited in any manner whatsoever.

Commercial and student filming and photography are permitted by appointment only. Location fees, permits, insurance, and other restrictions may apply.

SDMoM reserves the right, at its sole discretion, to withhold and/or withdraw permission to photograph on its premises or to reproduce photographs of objects in its collection.

**Procedure:** Signs restricting the use of flash photography and other equipment will be posted at all points of entry to the exhibitions and in other areas where artifacts and specimens might be on display. Additional signage will be added when necessary in areas where all photography is restricted.

Guest services, security, and all other floor staff and volunteers will be trained to politely stop any violations of the policy. If the guest does not comply, either the Director of Security or the Deputy Director should be notified immediately.

Requests for commercial photography and filming in the museum should be referred to the marketing department and reproduction policy section of the CMP. It is the responsibility of the marketing department to issue letters of permission to those approved photographers and to inform the security and guest services section at least one day in advance of those scheduled times. A copy of the letter of permission shall be given to the Registrar so that it can become a permanent record.

Staff from the marketing department must accompany commercial photographers and members of the media when photographing or filming inside of the building.

## **REPRODUCTION POLICY**

**Purpose:** The San Diego Museum of Man (SDMoM) is the guardian of irreplaceable archaeological, historic, cultural, and scientific property. To protect the collections from commercial exploitation, SDMoM will restrict the physical and photographic reproduction of items in its collection and may charge fees for the right to reproduce any of its holdings.

**Policy:** This policy pertains to the creation and use of electronic, photographic, or physical reproductions of objects maintained in the collections of SDMoM. The policy also restricts publication of imagery of SDMoM exhibitions and the use of electronic exhibit media.

### **SDMoM cannot grant use of the following:**

- Any Native American artifact subject to repatriation under federal NAGPRA legislation.
- Objects on loan or held in trust for other agencies.

### **SDMoM reserves the following rights:**

- To deny permission to any applicant whose proposed use of photographs, film, or other reproductions is unacceptable to SDMoM.
- To deny permission to photograph, film, or otherwise reproduce any object where handling may endanger the integrity of the object.
- To set standards for how objects or properties will be photographed or reproduced.
- To approve any outside company or individual hired or contracted to film, photograph, or otherwise reproduce the objects or the properties and in certain circumstances restrict reproduction to SDMoM staff and resources.
- To approve final reproductions and the context of their publication or distribution.
- To require credit accompanying all uses of reproductions to read: *From the collections of the San Diego Museum of Man.*

### **SDMoM staff shall protect the Museum's intellectual property by not releasing high-resolution images of our objects:**

In all internal, electronic, web-publication and marketing uses, images of objects should not exceed 1000 pixels on their largest side.

Only the Registrar or designee, upon completion of a usage-rights agreement and, if applicable, full payment from the buyer, may release high-resolution images of SDMoM's objects or other similar intellectual property.

**Procedure:** Any individual, group, institution, or corporation is eligible to apply for permission to make and use reproductions of SDMoM's objects and properties. SDMoM provides this service consistent with the intent and objectives of Title VI of the Civil Rights Act of 1964. No permission for the use of this service shall be granted to any individual, group, institution, or corporation that has been shown to practice or advocate discrimination based on race, creed, sex, national origin, color, age, or disability.

All requests that relate to physical anthropology collections, objects that are eligible for consideration under NAGPRA legislation, or objects with cultural sensitivity to Native American groups must receive approval from the Deputy Director.

## PHOTOGRAPHY

For simplicity, ‘photography’ is defined to include, but not limited to, traditional and digital photographs and all forms of video and film. All photography must be conducted within the parameters set by the policy for photography and filming at SDMoM.

This policy recognizes four general categories of use:

**Personal** – No permission is required to photograph (without flash or other additional light) the objects and properties in public view. Photographic access to objects in storage or restricted areas is assessed on a case-by-case basis and requires completion and submission of the usage rights permission application.

**Media** – News organizations and non-commercial tourism organizations working with the marketing department may be granted photography permission for the properties and objects in public view. The marketing manager or his/her designee must grant permission for media access. Access to objects in storage or restricted areas is assessed on a case-by-case basis and may require completion and submission of the usage rights permission application.

**Scholarly** – Photographic reproduction for projects for educational or academic purposes without personal or financial gain shall be considered on a case-by-case basis. This includes, but is not limited to, theses, published research, lectures, programs, and exhibits. Photography of all objects requires completion and submission of the usage rights permission application and a contract signed by all interested parties. Limited fees for use will apply and are outlined in the application. SDMoM requests copies of the final publication or other documentation of usage – numbers and format to be set in the contract granting permission.

**Commercial** – Photographic reproduction for projects with personal or financial gain shall be considered on a case-by-case basis. This includes, but is not limited to, advertising, magazines, books, textbooks, CDs, DVDs, VHS tapes, broadcast television, web-publication, commercial exhibition, apparel, and other formats for profit. Photography of all objects and properties require completion and submission of the usage rights permission application – numbers and format are to be set in the contract granting permission. Fees for use will apply and are outlined in the application. Depending on the proposed use SDMoM may also require a profit-sharing arrangement. SDMoM requests copies of the final product or other documentation of usage.

### To apply:

The usage rights permission application is available on SDMoM’s website at [www.museumofman.org](http://www.museumofman.org) or can be obtained by contacting:

Reproductions  
C/O Collections Department  
San Diego Museum of Man  
1350 El Prado  
San Diego, CA 92101



619-239-2001

To ensure consideration for approval, all usage rights permission application requests must be presented to SDMoM's Registrar or their designee at least four weeks in advance of required delivery of media from the museum. Requests must have the permission of SDMoM's Deputy Director, the Director of Collections, or their designee before SDMoM will make media or grant permission for the applicant's production of media. Requests related to the physical anthropology collection must receive the approval of the Deputy Director.

If granted, permission to photograph objects or exhibitions is restricted to one-time use of the media, unless otherwise specified in the application. The Registrar or designee must approve subsequent use. A contract listing all details of use is required for scholarly and commercial reproduction requests. The Deputy Director may waive certain use fees, as he/she deems appropriate.

Unless approved by the Deputy Director, SDMoM personnel must directly supervise all scholarly and commercial photography of objects and properties. Use of special lighting requires permission from collections staff. Restrictions may be imposed upon the method of photography for those objects that are more susceptible to heat, light, or other agents.

## PHYSICAL REPRODUCTION OF OBJECTS

This policy recognizes two general categories of use:

**Scholarly** – Object reproductions created for educational purposes without personal or financial gain shall be considered on a case-by-case basis. This includes, but is not limited to museum exhibitions. A fee may apply and is set by the Deputy Director.

**Commercial** – Object reproductions created for personal or financial gain may be considered on a case-by-case basis. Commercial reproductions must be clearly and permanently identifiable as reproductions, e.g., reproductions may be identifiable by materials, size, and/or markings. A fee for use will apply and is set by the Deputy Director based on several factors including, but not limited to, the proposed number of reproductions, proposed retail price, and distribution, among other considerations.

In some cases, SDMoM may license outside vendors to create reproductions (including casts of objects in SDMoM collections). These licenses, including the proposed sale and distribution of the reproductions, will be negotiated with outside vendors on a case-by-case basis. Licensing fees will also be determined during negotiations. Depending on the proposed use SDMoM may also require a profit-sharing arrangement.

The Registrar must receive reproduction requests in writing and will confer with the appropriate curatorial and collections staff to determine if the current state of the intended objects will allow for the proposed reproduction process. Restrictions may be imposed upon the method of reproduction allowed for objects that are more susceptible to heat, light, or other agents.

The Deputy Director must approve the outside company or individual hired or contracted to conduct the reproduction process, or arrange for SDMoM staff to do the work, if possible.

If the object is to be reproduced off-site, the Registrar may request an appropriate facilities report and/or completion of a loan agreement with full insurance coverage to the specifications of SDMoM.

Unless approved by the Deputy Director, SDMoM personnel must directly supervise object reproduction.

If granted, permission to reproduce objects is restricted to one-time use. The Deputy Director must approve any subsequent use. A contract listing all details of use is required for scholarly and commercial reproduction requests.

Under no circumstances will object reproductions be allowed that will destroy, or otherwise irrevocably alter, accessioned objects in SDMoM's collections.

## LICENSING OF EXHIBIT MATERIALS

This policy recognizes two general categories of use:

**Scholarly** – Licensing of exhibit materials/objects for educational purposes without personal or financial gain shall be considered on a case-by-case basis. This includes, but is not limited to, museum exhibitions. A licensing fee may apply and is set by the Deputy Director.

**Commercial** – Licensing of exhibit materials/objects for personal or financial gain may be considered on a case-by-case basis. A licensing fee will apply and is set by the Deputy Director based on several factors including, but not limited to, the proposed number of media copies, proposed retail price, and distribution. Depending on the proposed use SDMoM may also require a profit-sharing arrangement.

For both commercial and scholarly use, there may be additional materials fees for copying exhibit media from master files. SDMoM staff members or an approved vendor must carry out this copying.

If granted, permission to license materials/objects from SDMoM's collections is restricted to one-time use. The Deputy Director must approve any subsequent use. A contract listing all details of use is required for scholarly and commercial reproduction. No variations or reprogramming of the media is permitted without approval of the Deputy Director. Any necessary clearance of rights beyond those held by SDMoM is at the expense of the applicant.

Under no circumstances will object reproductions be allowed that will destroy, or otherwise irrevocably alter, accessioned objects in SDMoM's collections.

## CONSERVATION POLICY

**Purpose:** The San Diego Museum of Man (SDMoM) ensures the long-term preservation of its collections by adhering to professional standards of care and treatment of objects to the best of its ability. Accessioned objects in SDMoM's collections are to be maintained in perpetuity so that future generations have the benefit of seeing and studying them in as close to their original state as possible.

**Policy:** Any conservator(s) or preparator(s) working on objects in the collection of SDMoM will respect the ethical guidelines outlined by the American Institute for Conservation.

Standards of treatment vary according to type of object. The minimum standard of treatment for each type of object in SDMoM collections and the minimum standard of training and expertise for each type of conservator or technician (preparator or experienced curator) will be set by industry standards and the best judgment of the Collections Review Committee (CRC).

The in-house conservation of any object will be limited to preventative maintenance unless a trained conservator or technician executes the specialized treatments for that particular type of object. Objects requiring treatments that are outside the expertise of staff shall be sent to qualified conservators or technicians on a contractual basis.

It is desirable that all treatments should be reversible and distinguishable from the materials of the object. The conservator(s) or designated contractor(s) are prohibited from altering the original character of the object.

Some treatments related to archaeological, biological, and ethnographic specimens require the use of various consolidants (resins, plastics, etc.), liquid preservatives (alcohol, formaldehyde), and methods that retard disintegration and provide structural support, but that are not reversible. SDMoM will continue to employ these methods of treatment as long as they continue to be in keeping with current professional standards.

Although circumstances may limit the extent of treatment, the quality of the treatment for accessioned objects should never be governed by their quality or value of the artifact.

Staff may use objects that have been deaccessioned for experimental evaluation of materials and methods (see Deaccession Policy).

Conservator(s) shall comply with California Civil Code Section 1899-1899.11 as it relates to procedures and limitations for necessary conservation measures on loaned artifacts where the protection of the artifact or human safety is at risk.

**Procedures:** The Collections Manager will monitor storage and exhibit environments for objects in SDMoM care, including artifacts and specimens from the permanent collections as well as those on loan from other entities. Monitored conditions will include light, humidity, and temperature levels. The Collections Manager will make a monthly report of environmental conditions at SDMoM exhibit and storage facilities as needed. The report to the Director of

Collections and the CRC will include the appropriate recommendations necessary to remedy any problems that may arise.

The Collection Manager will annually survey artifacts and specimens chosen by the collections staff and Deputy Director. This survey will include objects needed for exhibition or programs, newly acquired materials, and a set of previously un-surveyed collections. The Collection Manager will issue a list of annual conservation priorities in order to maintain exhibition deadlines, support preventative maintenance, and stabilize those objects most in need of attention.

When practical, conservation treatment will include a full examination of the object with photographs and/or construction drawings, a treatment proposal to be reviewed and approved by the Director of Collections, and a record of treatment specifying what materials and techniques were employed as part of the treatment and including photographic documentation of before, during, and after states of the object. All documentation concerning the treatment (reports, photographs, materials removed, etc.) will be maintained as part of the institution's permanent records.

Contract work will be awarded only to trained conservators or approved technicians who have demonstrated their ability and willingness to adhere to SDMoM standards and policies and/or the principles outlined in the American Institute for Conservation's "Code of Ethics and Standard of Practice."

Contract work will be reviewed by the Collections Manager and approved by the Director of Collections before any treatment is undertaken. The Director of Collections must approve any deviation from the approved treatment proposal in writing.

Conservation of objects on loan is regulated by California Law (Cal. Civil Code §1899.6) which, in pertinent part, provides:

“(a) Unless there is a written loan agreement to the contrary, a museum may apply conservation measures to or dispose of property on loan to the museum without a lender's permission if:

(1) Immediate action is required to protect the property on loan or to protect other property in the custody of the museum, or because the property on loan has become a hazard to the health and safety of the public or of the museum's staff, and:

- (A) The museum is unable to reach the lender at the lender's last address of record so that the museum and the lender can promptly agree upon a solution; or
- (B) The lender will not agree to the protective measures the museum recommends, yet is unwilling or unable to terminate the loan and retrieve the property.

(2) In the case of a lender who cannot be contacted in person, the museum publishes a notice containing the information described in subdivision (a) of Section 1899.7 and there is no response for 120 days.

(b) If a museum applies conservation measures to or disposes of property pursuant to subdivision (a):

(1) The museum shall have a lien on the property and on the proceeds from any disposition thereof for the costs incurred by the museum; and

(2) The museum shall not be liable for injury to or loss of the property:

- (A) If the museum had a reasonable belief at the time the action was taken that the action was necessary to protect the property on loan or other property in the custody of the museum, or that the property on loan constituted a hazard to the health and safety of the public or the museum's staff; and
- (B) If the museum applied conservation measures, the museum exercised reasonable care in the choice and application of the conservation measures."

## **MOVEMENT OF COLLECTIONS, LOANS, AND OTHER MATERIALS**

**Purpose:** To maintain control of the location of SDMoM collection and to facilitate security inspection procedures.

**Policy:** Objects in SDMoM collections will be moved by trained personnel only and will be done so in a manner that ensures that their location is accounted for at all times. The collections management staff will maintain a checklist of all objects placed on display and a full inventory of that list will occur at least annually.

### **Procedures:**

#### TEMPORARY REMOVAL OF OBJECTS FROM EXHIBITION:

Unless part of a major rotation or deinstallation of an exhibition, objects pulled from display will be replaced by a printed card, or the equivalent, marked "Object Removed by Collections Department." That card will be signed and dated by the Collection Manager and will list the specific item(s) pulled. The Collections Manager will keep a log noting the reason for the movement of each object.

#### PERMANENT REMOVAL OF OBJECTS FROM EXHIBITION:

If a removed object is not to be reinstalled, the Director of Collections, Collections Manager, or the Registrar will notify exhibits and security by email of the intended action. All mounting devices and hangers must be removed when the object is pulled from display and the case or wall rearranged to accommodate the change. All labeling must be adjusted to reflect the missing object(s).

#### EXHIBITION ROTATION OR DEINSTALLATION:

Major rotations of objects and the changeover of entire galleries will be part of the master schedule of exhibitions. The schedule will note the periods when objects will be taken or added to each exhibit.

#### REMOVAL OF OBJECTS FROM THE BUILDING:

No collection objects will be removed from the facility without notification to the Director of Security, Director of Collections, or the Deputy Director. Moving objects across the California Plaza from collections storage to the museum for installation is exempt from this requirement. Proper paperwork, authorized by the Registrar, is required for all such activity. One copy of that paperwork or the equivalent will be left with security personnel. Security will note the date and time of the activity and present those receipts daily to the Registrar. Security personnel may inspect packages but authorized collections personnel with proper paperwork will not be required to unpack any items.

Collections staff will notify the Director of Security or Deputy Director in advance of all large, pre-scheduled deliveries or removals of artifacts and specimens from the museum.

#### RETURN OF LOANS:

Staff returning loans to lenders off-site shall follow procedures as outlined above for the removal of objects from the building. Any materials returned to a lender on museum premises should be conducted with the knowledge and/or participation of security staff, preferably at the security checkpoint. A collections staff person will provide the attending security personnel with a fully executed copy of the closed loan form and will transfer possession of the borrowed objects to the owner or owner's representative in the presence of the attending security personnel. The borrowed materials must be immediately removed from the building.

#### MOVEMENT FROM STORAGE WITHIN THE FACILITY BUT NOT FOR EXHIBITION

Other situations where an object is moved within the facility for photography, conservation, inspection, cataloging, mountmaking, etc. shall be noted on a log kept in each storage room (temporary logs) or electronic equivalent. Additionally, all staff members who are handling objects should log all objects in their possession. No one from one section shall move any object from another section without proper approval from the current holder.

Long-term relocations of objects (those for more than six months) should be adjusted in the computer inventory and be removed from the temporary logs.

#### OBJECTS BROUGHT TO THE MUSEUM BY VISITORS

If someone arrives at SDMoM with objects of their own which they want to give to the museum or that they want evaluated by collections staff, only authorized collections staff can take that property from them and only when following proper procedures and issuing a temporary receipt to the individual. One fully executed copy of the temporary receipt should be given to the owner of the objects; a second fully executed copy should be kept with the objects. All objects until accessioned into the collection should be stored with other loans to the museum. The Registrar shall maintain a log of all temporary receipts issued.

Staff may not allow a guest to leave his or her property for someone to review. Staff may not take possession of their property while they tour the museum or use the facilities. If an appropriate collections staff member is unavailable to assist, staff should ask the person to take their objects home and give them contact information for the appropriate staff member, so that they can make an appointment.

As a courtesy, museum staff can take digital photographs, names, and contact information to forward to the appropriate staff member or contact.



OBJECTS BROUGHT TO THE MUSEUM BY CONTRACTORS, VENDORS, AND GROUPS:

All materials brought to the facility by contractors and vendors are subject to inspection, coming in and going out of the facility. All contractors and vendors must check in as visitors at the security checkpoint.

Outside groups participating in museum programs must check in as visitors at the admissions desk. If they have personal materials that are similar to collections materials in their possession during their activity, they must provide an accounting of those materials in advance of their arrival. The appropriate museum staff contact for that group will provide the list of materials to security and the Registrar, meet the group upon their arrival, and oversee the removal of the objects from the facility. The removal of these materials must be done at the admissions desk at the completion of the group's activity.

Groups bringing in materials for display as part of a private event must provide an accounting of those materials, if they are similar to collections materials, in advance of their arrival. The appropriate museum staff contact for that group will provide the list of materials to security and the museum's registrar, meet the group upon their arrival and oversee the removal of the objects from the facility. The removal of these materials must be done at the admissions desk/security checkpoint at the completion of the group's activity.

## **ETHICS AND CONFLICT OF INTEREST POLICY**

**Purpose:** The San Diego Museum of Man (SDMoM) maintains a public trust involving great responsibility. Representatives of SDMoM (employees, volunteers, and Trustees) should exercise extraordinary discretion to assure that no conflict of interest arises between themselves and the concerns of SDMoM and if a question arises they shall make full disclosure to SDMoM. Representatives of SDMoM are expected to act in the best interest of SDMoM. Further, employees owe their primary professional and academic allegiance to SDMoM. Should a conflict of interest develop with any representative of SDMoM, the best interest of SDMoM shall prevail. In all activities, representatives of SDMoM must act with integrity and in accordance with the law, obeying the most stringent ethical principles as well as the highest standards of objectivity. Accordingly, this policy is intended to protect the institution and provide guidance to its representatives. Additional points may be found within the 1994 handbook Code of Ethics for Museums, published by the American Association of Museums (AAM), in the Museum's Trustee Handbook (Appendix 1), and in the Museums' Volunteer Handbook (Appendix 2) and the Museum's Employee Handbook (Appendix 3).

All information obtained from disclosure shall be held confidential.

### **Policy:**

#### Cultural Resource Management

It shall be an SDMoM ethic to ensure that the curatorial collections in its care are adequately housed, conserved, and documented to the greatest extent possible.

No representative of SDMoM may support in any way the illicit trade in artifacts or specimens destined for public or private collections. Nor shall SDMoM acquire archaeological, cultural, or biological specimens in violation of state, federal, or international laws. Nor shall SDMoM acquire archaeological artifacts obtained through unscrupulous recovery or illicit excavation. Infractions must be reported to the Collections Committee (CC) and to the Executive Committee of the Board who will forward information to the appropriate legal or governmental authorities. SDMoM may, in compliance with all applicable laws, serve as a repository for illegally acquired artifacts/specimens seized through the courts, or by other state or federal enforcement agencies, and provided to SDMoM pursuant to appropriate court administrative order.

#### Use of SDMoM Collections

1. No representative of SDMoM may use for personal purpose any object that is part of SDMoM collections in any manner that is not available to the general public.
2. No representative of SDMoM shall use for personal purposes any property, supplies, or resources of SDMoM except for the official business of SDMoM, without the permission of the CEO.

#### Appraisals

1. No monetary or valuation appraisals, written or verbal, will be given by SDMoM employees, except for internal SDMoM use (a) in providing an estimated value for objects to be purchased or deaccessioned or (b) for insurance loaned valuations of SDMoM artifacts.

### Disposition of Deaccessioned Objects

Objects deaccessioned from the collections shall not become the property of any representative of SDMoM.

### Personal Collecting

The acquiring, collecting and owning of objects is not in itself unethical, and can enhance professional knowledge and judgment. Professional ethics preclude SDMoM representatives from purposefully interfering with its lines of communication leading to acquisition, or with the flow of artifacts to SDMoM, for their own personal or financial benefit. Furthermore:

1. No representative of SDMoM may compete with SDMoM in any personal collecting activity.
2. Employees must disclose, in writing, to the CRC all circumstances regarding personal collecting undertaken prior to employment or service and when any changes occur thereafter. This need not be an item-by-item inventory. A descriptive paragraph is sufficient.
3. SDMoM has the option, for a six-month period, to accept or acquire any objects purchased by an employee of SDMoM that is sought through its collecting strategies (See acquisition policy). SDMoM may acquire the object at the same price plus any transportation costs incurred by the employee. The employee shall submit written notification to the chairperson of the CRC and the CEO within 30 days of purchase. The institution's option period shall commence with the actual reporting of the purchase. The CEO will make final disposition.
4. A representative of SDMoM who purchases or collects readily available retail items or otherwise acquires objects that appear to be generally available to SDMoM is not considered to be in competition with SDMoM for a limited resource.
5. Any specimen(s) derived from the personal studies of scientific staff shall be offered as a donation to SDMoM at the completion of that study. Such person shall submit a letter of intent to donate upon disclosure.
6. The right of SDMoM to acquire from employees objects collected personally shall not extend to objects that were obtained (a) prior to the date of affiliation with SDMoM or (b) prior to the date of the adoption of this policy.
7. Bequests and personal gifts to representatives of SDMoM are exempt from the institution's option to acquire. However, this information should be disclosed if it could appear to be a conflict of interest.
8. Representatives of SDMoM are discouraged from receiving personal gifts from artists, gallery owners, dealers, vendors, private collectors, lenders, borrowers, donors, or any business associated with SDMoM. A representative of SDMoM who receives negligible promotional or complimentary items does so at the risk of an

- inquiry into a possible conflict of interest.
9. Once SDMoM has declined to acquire an object offered it may not again exercise an option to acquire the same object unless the owner wishes to dispose of it. Notification of declination shall be in writing from the CRC.
  10. Representatives of SDMoM should confer with collections staff for details concerning collecting strategies.

### Professional Relationships

1. Employees shall not use their title or affiliation with SDMoM to derive any profit or gain (including personal favors, gifts, or commissions) directly or indirectly.
2. Employees are prohibited from dealing in collection materials that are similar to SDMoM collections (dealing is defined as the regular buying and selling for personal profit). However, they are permitted the opportunity to improve or “upgrade” their personal collections through occasional trades, sales and purchases, but these must be disclosed, as defined under personal collections.

### Consulting

All employee-consulting activities should receive prior written approval from the CEO (consulting is defined as performing professional services on one’s own time with financial compensation). Other representatives of SDMoM are expected to notify their immediate supervisor of museum-related consulting activities.

### Honoraria and Royalties

1. Employees of SDMoM cannot receive personal honoraria for speaking engagements or royalties from publication where: (1) the content is derived from the job, (2) the expertise was developed on the job, or (3) the representative is acting in an official capacity. If this activity is not undertaken on work time, and is not being reimbursed by the museum, the employee may accept mileage and expense reimbursement from the sponsors.
2. Employees of SDMoM may accept honoraria, royalties, and contributions on behalf of the San Diego Museum of Man and dedicated to the support of SDMoM activities.

### Profit from Exhibition

Employees shall not use their position or privileged information to intentionally derive profit or gain to themselves, outside individuals, groups or businesses.

### **Procedures:**

### Policy Violations

1. Any violation of these rules should be reported to the CC.
2. Whenever reasonable doubt exists that an activity is (in fact or in appearance) in

conflict with the interests of SDMoM, a request for determination shall be made to the individual's supervisor, who may refer the matter to either the CC or the CEO. The request should be prompt, in writing, and contain a full disclosure.

#### Enforcement

Disciplinary action resulting from violation of this policy shall be through the established SDMoM administrative channels.