

**Goodhue County Historical Society
Collection Management Policy**

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Goodhue County Historical Society

Mission Statement: *to serve as the steward for county history by collecting, preserving, and promoting the natural and cultural history of Goodhue County through education and outreach.*

History of the Goodhue County Historical Society and Its Permanent Collection

The Goodhue County Historical Society began as the Old Settlers Association in 1869, making it the first county historical society in Minnesota. The mission of that organization stressed collecting, preserving, and publishing facts with regard to the history of the young county before those facts passed from the memory of the early settlers. It sought to gather a library of standard works and awaken throughout the county—and especially in the agricultural districts—a greater interest in scientific investigation. In 1905, the Old Settlers Association was reorganized and began collecting and preserving records and artifacts as part of its mission to awaken and maintain interest in the early history of Goodhue County.

In 1906, the new Carnegie Lawther Public Library included space in its Reading Room for a cabinet to display the association's collection as well as storage space in its basement to house the collection. During the 1920s, a committee was appointed to collect and preserve artifacts. In 1927, the organization changed its name to the Goodhue County Historical Society and became affiliated with the Minnesota Historical Society. The Goodhue County Historical Society opened a one-room museum on the second floor of the Goodhue County Courthouse in 1932. Society President C.A. Rasmussen was appointed county historian and museum caretaker, and was given a monthly stipend by the county. The Society hired its first salaried employee, a curator, in 1938. In 1945, Mabel Densmore took over Rasmussen's position as museum caretaker. She instituted a cataloguing system that was used until 1989 when the Goodhue County Historical Society switched to a tri-part numerical museum cataloguing system in accordance with museum standards.

In 1954, the Goodhue County Historical Society incorporated as a private, non-profit institution. The organization moved to two small rooms in 1963 when the county government needed the large room. The Goodhue County Historical Society started its Oral History Program in 1967 in an effort to record the personal stories of county residents. The Goodhue County Historical Society moved to its current Civic Center Park/College Hill site in 1966. The current exhibit wing was initially a free-standing building that housed the museum until 1993. It was once the Baptist Old People's Home building, and was used as a residence hall for the City Hospital employees. Planning for a new addition began in 1984, and the addition was completed in 1993.

The now vacant three-story brick building on the museum grounds housed the City Hospital, then the Friedrich City Center with a non-profit nursery school, the Red Wing

Arts Association, and the Red Wing Environmental Learning Center all under one roof. The Agricultural Exhibit room, together with the storage space beneath it, was a separate building used as the laundry and power station for the City Hospital, with an attached wood frame house and garage, known collectively as “the annex,” and used for storage and agricultural exhibits. The auxiliary wood frame structures were demolished prior to the 1993 expansion, allowing for a wing to connect the exhibit wing to the old laundry facility. Another prominent feature of Civic Center Park surrounding the museum—owned by the City of Red Wing—is the sacred burial mound located near the northern bluff.

The Goodhue County Historical Society collection has grown since it began gathering two and three-dimensional items 110 years ago. The permanent collection has expanded to include numerous two and three-dimensional items representing every decade of the county’s modern corporate, cultural, and biographical history, with highlights like rare examples of pottery from the Woodland and Mississippian archaeological eras to stoneware and terracotta from the Red Wing pottery companies of the nineteenth and twentieth centuries.

Collection Management Policy

I. PURPOSE OF THE COLLECTION MANAGEMENT POLICY

The Goodhue County Historical Society aims to make its permanent collection, research collection, publications, and museum practices widely available to the public while enabling its staff to preserve, document, and interpret the permanent collection according to the highest standard of museum collection management. This document establishes policies regarding the preservation and care of the Goodhue County Historical Society's material collection.

II. SCOPE OF COLLECTING

The Goodhue County Historical Society strives to collect exceptional material that may further the mission of the Goodhue County Historical Society. This material may come from individuals or organizations. The Goodhue County Historical Society will only collect an item if: It can be cared for and stored by the society in perpetuity, it is not encumbered with conditions set by the donor that limit its ability to support the Goodhue County Historical Society's mission, it comes with satisfactory provenance, it can effectively aid in the interpretation of a current or future exhibit, it enhances one of the Goodhue County Historical Society's established areas of collecting, or it makes a significant contribution for a new area of collecting.

III. COLLECTIONS

Permanent Collection

The Goodhue County Historical Society permanent collection consists of items with significant and intrinsic value to the history of Goodhue County due to their provenance and technological or aesthetic merit. The permanent collection includes three-dimensional objects and archival materials that have been formally accessioned by the society.

All items in this category will be cared for according to the highest standard of museum collection management (care, preservation, documentation, and storage). Accordingly, the handling and use of artifacts may be restricted at the discretion of the Archives and Library Manager and the Curator of Objects and Exhibits.

Non-Permanent Collection

Non-permanent collection objects are materials that are considered consumables and may be used with little restriction. Non-permanent collection materials are used to further the Goodhue County Historical Society's mission in the following areas: Programs, education, outreach, exhibit props, and reference materials. Acquisition of non-permanent collection materials will be subject to Goodhue County Historical Society acquisition restrictions.

The Curator of Objects and Exhibits, the Archives and Library Manager, the Education and Outreach Coordinator, and the Executive Director have the ability to accept items into and remove items from the Goodhue County Historical Society non-permanent collection, independent of approval by the Collection Committee or the Board of Directors.

All non-permanent collection materials must be clearly marked and under most circumstances shall be stored separately from the permanent collection.

IV. COLLECTION COMMITTEE

The Collection Committee meets monthly to process objects and materials in relationship to the Goodhue County Historical Society collection. Approval and/or disapproval will be on a case by case basis, and will be by a majority vote. Recommendations from the Collection Committee will be forwarded to the Board of Directors for final approval. The four main functions of the Collection Committee are:

1. To approve or disapprove recent donations recommended for accession by the Collection Committee staff members.
2. To approve or disapprove for the deaccession of items from the Goodhue County Historical Society collection in response to recommendations by the Curator of Objects and Exhibits and/or the Archives and Library Manager.
3. To provide comment on donation or collection management policies and issues brought forth by the Curator of Objects and Exhibits and/or the Archives and Library Manager at the committee level.
4. To draft an annual budget for collection management and acquisition.

Members

The Collection Committee shall consist of an odd number of no less than five and no more than eleven voting members, comprised of at least one of the following: community members, members of the Board of Directors, and staff members. Each Collection Committee member holds one vote. The Collection Committee Chair will submit the Collection Committee Agenda to the Collection Committee; the Collection Committee Secretary will submit the Collection Committee Minutes and Report to the Executive Director for approval by the Board of Directors.

Advisory Members

The Collection Committee Advisory Members consist of the following Goodhue County Historical Society staff members: Executive Director, Curator of Objects and Exhibits, Archives and Library Manager, and Education and Outreach Coordinator. The Collection Committee Advisory Members will act as advisors to make professional recommendations to the Collection Committee regarding Goodhue County Historical Society collection matters.

1. The Executive Director shall provide administrative guidance to the Collection Committee.
2. The Curator of Objects and Exhibits offers material culture collection recommendations to the Collection Committee.
3. The Archives and Library Manager offers archival collection recommendations to the Collection Committee.
4. The Education and Outreach Coordinator considers non-permanent collection and education collection recommendations from the Collection Committee.

Conflict of Interest

If a member of the Collection Committee is the donor of an item, or is family or an employee of the donor of a potential donation, that member must declare their relationship to the Committee and must abstain from discussion and voting on the item(s).

V. BOARD OF DIRECTORS

The Board of Directors shall review collection recommendations from the Collection Committee. The Board of Directors shall approve or deny any Collection Committee recommendations. If a recommendation is denied, the Board will resubmit the item(s) for further Committee review with their justification.

VI. ACQUISITION

The Goodhue County Historical Society is committed to conducting its collecting activities according to the highest ethical and professional standards. Acquisitions must comply with all applicable local, state, and federal laws and standards. Only the Curator of Objects and Exhibits and the Archives and Library Manager shall be allowed to accept items into Temporary Custody on behalf of the Goodhue County Historical Society for accession consideration.

The Curator of Objects and Exhibits and the Archives and Library Manager should propose collection materials that enhance the Goodhue County Historical Society's mission and follow its scope of collecting statement. Acquisition materials should be in an acceptable state, or should be capable of being returned to an acceptable state, unless the deterioration is integral to the meaning of the item. A conservator specializing in the related field may be consulted to provide an analysis of the material. The Goodhue County Historical Society must be able to preserve and care for the acquisition material according to generally accepted museum practices.

Restrictions

The Goodhue County Historical Society will not accept into its collection materials meeting any of the criteria listed below. Exceptions may be made on a case by case basis.

1. Organic/Inorganic criteria
 - Infested objects (mold, insects, etc.)
 - Objects containing hazardous materials (fertilizers, radioactive material, etc.)
 - Defective or potentially harmful objects (to include non-deactivated ammunition and large machinery)
2. Historical criteria
 - Materials with no relevant or significant historical connection and context to Goodhue County
 - Materials lacking adequate provenance and/or anecdotal evidence
 - Incomplete, missing, or damaged sets of materials, unless there is a significant historical, cultural, or aesthetic reason
3. Legal criteria
 - Materials originating in European countries during the Nazi/World War II Era according to the American Alliance of Museum's Guidelines Concerning the Unlawful Appropriation of Objects during the Nazi Era
 - Fake, forged, or counterfeit materials
 - Materials relating to the Convention on International Trade in Endangered Species, National Stolen Property Act (NSPA), or the Native American Graves Protection and Repatriation Act (NAGPRA)
 - Materials for which good and complete right, title, and interests may not be legally transferred
4. Financial criteria
 - A large collection or material requiring extraordinary means outside of the organization's ability to care, preserve, and store in perpetuity

Donations

All Goodhue County Historical Society donations will be conducted in a manner consistent with the Goodhue County Historical Society's *Registration Procedure and Methods Manual*.

Purchases

The Curator of Objects and Exhibits or the Archives and Library Manager, in recommending a purchase for the permanent collection will compose a detailed report, including a description of the material, its condition and provenance, its importance to the Goodhue County Historical Society permanent collection, and justifications for the purchase.

This recommendation must be approved by the Goodhue County Historical Society Collection Committee, after which it is submitted to the Board of Directors for final approval. A designated Collection Acquisition Fund, donor funds, or other means may be utilized for the purchase of items for the Goodhue County Historical Society permanent collection.

Appraisals

The Goodhue County Historical Society will under no circumstances provide monetary appraisals for donated materials.

Registration

A *Temporary Custody Receipt* and *Deed of Gift* are used to transfer ownership of any item(s) or material into the possession of the Goodhue County Historical Society. Formal accessioning of the item into the permanent collection will be undertaken after final approval by the Board of Directors. This will be followed by the cataloguing of the item into electronic databases, and the placement of the item into permanent storage. All specific aspects of registration procedures are outlined in the Goodhue County Historical Society's *Registration Procedure and Methods Manual*, to be reviewed and updated as needed by the Curator of Objects and Exhibits and the Archives and Library Manager.

Conflict of Interest

Goodhue County Historical Society recognizes the right of its employees to collect three-dimensional and archival materials. An employee who learns of three-dimensional or archival materials which are available for acquisition is expected to place the interests of the Goodhue County Historical Society before his or her own in acquiring the material. The employee is required to bring the availability of the material to the attention of the Curator of Objects and Exhibits, the Archives and Library Manager, or the Executive Director. Should the Goodhue County Historical Society decline from the acquisition, the employee is free to acquire the material.

VII. DEACCESSION

Deaccessioning is the institution's removal and disposal of permanent collection item(s) from the permanent collection in support of the Goodhue County Historical Society mission and its scope of collecting. The Goodhue County Historical Society will abide by all local, state, and federal laws and standards regarding museum property. Permanent collection items shall not be deaccessioned or disposed of in order to provide financial support for institutional operations, facilities maintenance, or any reason other than to further the Goodhue County Historical Society's mission and bring the collection in line with its scope. Criteria for deaccession shall include, but not be limited to, the criteria listed in the following section.

Deaccession Criteria

1. Authenticity

The collection item demonstrates a lack of authenticity to its stated maker or origin, and/or has been altered from its original form to such an extent that its historical significance has been lost.

2. Condition

A collection item's physical integrity has degraded to an extent that it cannot be used for exhibition or research, is not stable enough for long term storage, and/or contains a hazardous material that has become or will become a threat to the permanent collection or to Goodhue County Historical Society personnel and cannot adequately be contained.

3. Cost of Care

Due to a collection item's condition, size, or other attributes, it will require significant conservation costs in materials, labor, and/or expertise that are not within the means of the Goodhue County Historical Society to provide in perpetuity.

4. Mission

Due to its provenance, a collection item fails to meet the Goodhue County Historical Society mission and scope of collecting.

5. Redundancy

A collection item is redundant or a duplicate and is not necessary for research or study purposes.

6. Repatriation

A collection item that has been determined to fall under the Native American Graves Protection and Repatriation Act (NAGPRA) and requires repatriation accordingly.

7. Documentation

The object is missing basic background history and/or accession documentation, including a Deed of Gift. This criterion should be used in conjunction with one or more criteria listed above. If no accession paperwork can be located, then title and ownership must be clearly determined whenever possible—for example, with a Gift Confirmation—as required by Minnesota state statutes.

Methods of Deaccession

Methods of deaccession will honor all legal restrictions attached to the collection item. The Goodhue County Historical Society honors all local, state, and federal laws and standards on the deaccession of museum and archival collection items. Items deemed to carry an immediate threat to the collection or to the health of the staff and volunteers will be preemptively deaccessioned and disposed of prior to formal deaccession.

Deaccession Process

All objects considered for deaccession will be reviewed individually using the above criteria. The Curator of Objects and Exhibits and/or the Archives and Library Manager

will compose a Deaccession Report containing the collection item's description, accession information, and provenance (if known). The report will also explain which deaccession criteria fit the item and why, and the recommended method of disposal.

Item(s) recommended for deaccession and their accompanying Deaccession Report will be reviewed by the Collection Committee. If, after reviewing the report, the Collection Committee recommends the item(s) for deaccession and its recommended method of disposal, the Collection Committee's recommendation will be submitted to the Board of Directors. The Board of Directors will determine whether or not to approve the deaccession, and if deaccession is approved, the method of disposal.

Methods of Disposal

Items deaccessioned from the permanent collection that have been determined to be a threat to the collection, or to the health of staff and volunteers, will be destroyed. Items deaccessioned from the permanent collection that have not been determined to be a threat to the collection or to the health of staff and volunteers will be:

- Offered to the Goodhue County Historical Society Education and Outreach Department as non-permanent collection items for educational and outreach purposes
- Offered for transfer to museums and like institutions. The offer notification will be sent out on regional and national electronic mailing lists for museums and like institutions. The offer will be open for no less than forty-five days.
- Offered to the general public for sale. A public notice of the deaccession sale will be listed in the local newspaper. The public sale will be open for no less than ninety days. The monies from these sales shall be used solely for acquisition and directly for the care of the permanent collection.
- Disposed of at the discretion of the Goodhue County Historical Society

Conflict of Interest

No Goodhue County Historical Society Director, Officer, employee, volunteer, or any family member of such individuals may purchase deaccessioned items directly from the Goodhue County Historical Society or at auction if consigned by the Goodhue County Historical Society.

VIII. LOANS

Outgoing loans of permanent collection items and incoming loans are subject to the approval of the Curator of Objects and Exhibits and the Archives and Library Manager. The Goodhue County Historical Society will not accept incoming loans nor will it authorize outgoing loans in excess of one year. Incoming and outgoing loans will be considered for renewal at the end of each loan period. The Goodhue County Historical Society adheres to all local, state, and federal laws and standards pertaining to museum loans. The Goodhue County Historical Society will also adhere to all

agreed upon loan restrictions as documented in either the *Incoming Loan Agreement* or the *Outgoing Loan Agreement*. The Goodhue County Historical Society reserves the right to deny any incoming or outgoing loan based on: the condition of the loan item(s), the cost of care of the loan item(s), the advancement of the Goodhue County Historical Society mission, or any reason the Goodhue County Historical Society deems appropriate.

Incoming Loans

The Goodhue County Historical Society will consider accepting items on loan from individuals and organizations of good standing for exhibit or research purposes. Conditions of loans are to be specified in an *Incoming Loan Agreement*.

The Goodhue County Historical Society reserves the right to return a loan item(s) prior to the Loan Agreement due date seven days after submitting a written notice to the lender. The lender must submit a written request to the Goodhue County Historical Society with thirty days of notice to request the return of the loan item(s) prior to the Loan Agreement due date.

Outgoing Loans

Outgoing loans will be evaluated on a case by case basis and only to museums or like institutions in good standing. Exceptions to this policy need to be approved by either the Curator of Objects and Exhibits or the Archives and Library Manager, along with the Executive Director. Conditions of loans are to be specified in an *Outgoing Loan Agreement*. The Goodhue County Historical Society may require the borrower to insure any loaned material. Any costs incurred for the above will be the responsibility of the borrower.

Temporary Custody for Professional Services

Authorized contractors, such as conservators and framers, may receive items on a temporary basis for purposes of conservation, identification, research, or other services. Such custody is documented on a *Temporary Custody for Professional Services Receipt* and does not constitute a formal loan or transfer of ownership.

IX. CARE AND HANDLING

All care and handling of the Goodhue County Historical Society permanent collection—including two and three-dimensional items—will be managed by the Archives and Library Manager and the Curator of Objects and Exhibits.

Status and Damage Reporting

Any damage done to a permanent collection or incoming loan item and any item found to be missing from its assigned exhibit or storage space will be immediately reported

to the Archives and Library Manager or to the Curator of Objects and Exhibits and documented using the Goodhue County Historical Society *Damage Report Form*.

Handling

Handling permission will only be granted by the Archives and Library Manager or the Curator of Objects and Exhibits.

All museum staff members, officers, volunteers, contractors, researchers, and visitors will be closely supervised and instructed in appropriate handling procedures by either the Curator of Objects and Exhibits or the Archives and Library Manager when they initially handle any collection item(s). Handling procedures can be found in the Goodhue County Historical Society *Registration Procedure and Methods Manual*. Ongoing supervision and additional instruction will be provided at the discretion of the Curator of Objects and Exhibits or the Archives and Library Manager.

Moving

If a permanent collection item is to be moved from its location (on exhibit, in storage, etc.) for any period of time, the Archives and Library Manager or the Curator of Objects and Exhibits must be notified. No collection item is to leave its assigned exhibit or storage place without such movement communicated to and documented by the Archives and Library Manager or the Curator of Objects and Exhibits.

Contaminated Collections and Hazardous Materials

A contaminant in the museum collection is any chemical or biological material found on a museum item that poses a potential hazard to those who use or care for them. The contaminant may be inherent, such as heavy metals that occur in pigments, it may have been acquired later inadvertently, or through treatments such as chemical preservatives and pesticide application. The Archives and Library Manager and the Curator of Objects and Exhibits shall determine when a contaminated collection item may be retained as a contained hazard, and when the item(s) must be permanently deaccessioned.

Whenever possible, handling of any contaminated items will be minimized. When any contaminated items must be handled, proper procedure will be followed, including use of appropriate personal protective equipment, hazardous material decontamination practices, health and safety awareness training, and proper labeling and signage. Additional information regarding potentially hazardous materials in the Goodhue County Historical Society collection and how to approach their care can be found in the Goodhue County Historical Society *Registration Procedure and Methods Manual*.

X. COLLECTION ENVIRONMENT

The Goodhue County Historical Society facility is leased from the City of Red Wing. The City of Red Wing and the Goodhue County Historical Society will cooperate in a landlord-tenant relationship toward the goal of collecting and preserving the county's cultural heritage and making it accessible to the public. The Executive Director and members of the Board of Directors of the Goodhue County Historical Society will, together with officials from the City of Red Wing, determine funding for and implementation of improvement projects and facility upgrades.

As the designated stewards of the permanent collection, the Archives and Library Manager and the Curator of Objects and Exhibits will work together to make recommendations for the physical environment of the museum according to the highest museum industry standards for the indefinite care of collection items and for the safety and well-being of staff and volunteers.

HVAC

The computerized HVAC system is monitored by city employees. Recommendations for system settings—including, but not limited to, temperature and relative humidity levels in storage and display areas—will be made by the Archives and Library Manager and the Curator of Objects and Exhibits.

XI. INSURANCE

The Goodhue County Historical Society carries an insurance policy on its consumable property, but its permanent collection is not insured. Because property in the permanent collection is considered irreplaceable, the Goodhue County Historical Society budgets for collection maintenance, conservation, and security rather than insurance, which can only compensate for loss.

Insurance on items held in Temporary Custody or that are part of an Incoming Loan is the responsibility of the respective depositor or owner. Property from the Goodhue County Historical Society permanent collection will not be insured by the Goodhue County Historical Society when it leaves the museum as part of an Outgoing Loan. In the event that property contained in an Incoming or Outgoing Loan warrants an individual insurance rider, the Executive Director and the Board of Directors will approve the purchase of additional insurance.