

**Collections Management Policy for
Cincinnati Museum Center and
National Underground Railroad Freedom Center**

Revised and approved by the Executive Committee, on behalf of the Board of Trustees
December 18, 2013

Revised and approved March 10, 2011

Revised and approved September 16, 2010

Revised and approved January 25, 2005

Approved January 27, 1998



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I) PREAMBLE

Cincinnati Museum Center at Union Terminal (CMC), a non-profit corporation organized for educational purposes, has as one of its primary functions the acquisition, preservation and use of cultural, historical and scientific material that documents knowledge and enhances appreciation and enjoyment of the natural and cultural world.

The National Underground Railroad Freedom Center (NURFC), a non-profit single member corporation organized for educational purposes has a mission to reveal stories about freedom's heroes, from the era of the Underground Railroad to contemporary times, challenging and inspiring everyone to take courageous steps for freedom today.

In 2012, CMC officially became the sole member of NURFC, thereby making NURFC a part of CMC. This Collections Management Policy (CMP) is hereby amended to encompass the collections of both CMC and NURFC, and to define the procedures for collections management across both organizations.

The CMC Board of Trustees hereby establishes this policy to govern future acquisitions, use, care, accession and deaccession of collection material at CMC and NURFC. Both the CMC Board of Trustees and the NURFC Board of Trustees affirm their responsibility to implement this CMP in order to collect and preserve the collections in their respective institutions as a public trust for the benefit of the community.

II) PURPOSE

This Collections Management Policy (CMP) guides the acquisition, use, preservation and disposition of collections held by CMC and NURFC. The CMP is designed to ensure that collections of an appropriate nature are acquired, maintained and used according to accepted and professional standards.

The CMP provides guidance for all staff members on appropriate use of collections; defines types of collections and who has authority to accept new acquisitions and make loans.

The CMP, together with the Collections and Research Plans (2012 or as amended), the CMC Mission and Vision Statement (2006) and NURFC Statement of Mission, Vision and Values (February 14, 2012) and the Institutional Code of Ethics for Cincinnati Museum Center and National Underground Railroad Freedom Center (November 27, 2013), form the basis for all collecting activities.

III) DELEGATION OF AUTHORITY AND STAFF RESPONSIBILITIES

The CMC Board of Trustees has the ultimate responsibility for ensuring that the collections in both CMC and NURFC are preserved and maintained according to the standards established in this CMP. Notwithstanding this authority, both the CMC Board of Trustees and the NURFC Board of Trustees understand that it is their responsibility to ensure that this CMP is implemented appropriately by their respective institutions. Accordingly, the CMC Board of Trustees Collections Committee (BCC), which is a standing committee of the CMC Board of Trustees that has responsibility for implementing and reviewing policies and issues related to collections and reporting to and advising the CMC Board of Trustees with respect to those issues, shall be comprised of members of the boards of trustees of both CMC and NURFC, in order to assist each board in fulfilling its responsibility related to its respective collections.

The BCC shall serve as liaison between the boards of trustees of both CMC and NURFC and the collections staff in both organizations, and will present collection-related issues to both the CMC and NURFC boards of trustees for informational purposes. Any collection-related issues that require approval shall be presented by the BCC to the CMC Board of Trustees for discussion and approval, as required.

In order to carry out the responsibilities detailed herein, the Board of Trustees has designated day-to-day responsibility for development, maintenance and security of CMC and NURFC collections to the CEO. The CEO will oversee the Collections activities. Unless otherwise indicated, the staff of these two departments shall be referred to collectively as “the collections staff.”

The CMC Board of Trustees has granted to the CEO the authority to designate responsibility for daily operations regarding the collections to qualified professional staff. The CEO has the authority to develop, implement and update this CMP in conjunction with collections staff, as necessary.

IV) SCOPE AND TYPES OF COLLECTIONS

The acquisition and long-term curation of meaningful collections with associated information is what distinguishes museums from other types of educational and research institutions. CMC and NURFC have a public trust responsibility to enhance and preserve the collections for present and future generations. These collections are maintained for scholarly research, informal and formal educational activities and exhibitions.

A. Scope of Collections

CMC collects in the areas of Cultural and Natural History. The role of CMC's Collections and Research Department is to collect, refine and preserve the cultural and natural history of the Cincinnati region and representative global areas. Discipline-specific Collection and Research Plans (2012 or as amended) define the scope of the individual collecting areas. These Collection Plans (2012 or as amended) provide detailed assessment of strengths and weaknesses of each collection and guide the composition of the collection for the present and future.

1. Cultural History includes the collecting areas of: Archaeology, Ethnology, History Objects, Manuscripts & Archives, Printed Works, Prints & Photographs and Sound Recordings & Moving Images. Natural History includes the collecting areas of: Invertebrate Paleontology, Mineralogy, Vertebrate Paleontology and the Zoological disciplines of Entomology, Herpetology, Malacology, Mammalogy and Ornithology; a small Botany collection is maintained to document the Edge of Appalachia Preserve.

Cultural History collections are focused on regional history in the areas of cultural, economic, political and social history of the greater metropolitan Cincinnati area, the Miami Purchase and the Old Northwest Territory, prehistoric archaeology of the greater Ohio Valley and historic archaeology of the Cincinnati region and ethnology of human cultures worldwide.

2. Natural History collections emphasize invertebrate paleontology with a primary focus on fossils occurring in the Cincinnati region, vertebrate paleontology with an emphasis on Paleozoic and Pleistocene material from the region and exhibit quality material from all geological horizons and geographic areas, and primarily regional biological collections, with some examples of exotic specimens maintained for comparative research and exhibitions purposes. Mineralogy collections are maintained primarily for educational use and exhibitions.
3. NURFC collects objects related to artistic, cultural and historical understanding of slavery in the present-day United States from 1500-1865,

the Underground Railroad Movement in the present-day United States from 1500-1865, the Underground Railroad in public memory and legend as found in popular culture and fine arts, and contemporary struggles for freedom with emphasis on human trafficking, freedom movements, Civil Rights, cooperation and reconciliation between people of all cultures and races from 1865 to the present. The role of NURFC's Collections and Exhibitions Department is to collect, refine and preserve such cultural material.

Within the next 3-5 years, NURFC staff will develop and implement a detailed assessment of its collections and develop a written plan that will guide future collecting.

B. Types of Collections

CMC and NURFC categorize the collections into several types based on curatorial knowledge and institutional resources for storage, preservation, research and use. Each type of collection has its own level of documentation and use.

1. Permanent Collection items make up the greatest portion of each organization's holdings. The items are of scientific importance or historic or artistic value and are used to support the mission of the respective museums.

Objects classified as Permanent Collections receive the highest standard of care and fullest documentation. Permanent Collections are accessioned and cataloged with a fully maintained record of exhibition and research. Permanent Collection items may be used in exhibitions, for loans and in research. However, some items may be limited in use by the curator of the collection or the Assistant Vice President for Collections & Research or the Director of Museum Experiences in consultation with the preservation and registration staff.

Objects that have been commissioned for a fee are part of the Permanent Collections. Voucher specimens for genetic resource collections are considered Permanent Collections and will be accessioned, cataloged and subject to the same guidelines.

As collections are refined, a system of ranking individual and lots of objects will be devised for the Permanent Collections. As staffing and time allow, criteria will be established and formalized through the curatorial review committee. Such ranking will assist CMC and NURFC in allocating resources where they are most needed and for the objects of greatest historical, cultural and scientific significance. A ranking strategy enables broader access to CMC and NURFC collections by identifying those objects which can safely be lent to educational non-museum entities. Ranked collection objects will remain accessioned and cataloged.

2. Education Collection items are used in hands-on educational programs, for demonstration purposes in programs and for loans to non-museum groups such as local schools and nature centers. Education collections may be used in exhibits. Curators designate educational items at the time a donation is received and these objects are not accessioned. The level of catalog documentation is determined by the curator. Items transferred to the Education Department for programs are not monitored by the curatorial department or registration office.

Criteria used to assign an item to the Education Collection include: lack of data or information about the item, multiple representatives of the item in the Permanent Collection or the item has some damage to make it less significant for the Permanent Collection.

Through the deaccession process, a curator may transfer an object from the Permanent Collection to the Education Collection.

Only items that can be handled safely or have multiple copies may be designated as hands-on Education Collection; this designation is an informal process between the curator, registrar and education/exhibitions staff who use the items.

Generally, Education Collections items are not accessioned and these items may deteriorate with use and time and will need to be replaced. The exceptions are certain biological specimens which were accessioned in the past and their use is recorded in the catalog record and registration record; new educational specimens will not be accessioned. Examples include mounted bird specimens without data and mounted animal specimens from old exhibits. Due to scarcity of these animals and the value of taxidermied specimens, curatorial and registration staff monitor the use of these specimens. As Education Collection items these biological specimens may be loaned to community groups such as local schools and nature centers for exhibition or educational uses.

3. Specialized Collections include several categories that have distinctive preservation or management requirements.
 - a. Institutional and Cincinnati Union Terminal (CUT) Collections consist of archives and materials created by CMC and its predecessor organizations, and artifacts from the original Cincinnati Union Terminal. Since 1990, the Union Terminal museums have provided storage and care for many original furnishings abandoned in the building. Many of these furnishings will be used to interpret Union Terminal as a train station. Collections staff may recommend outstanding examples of Union Terminal furnishings be designated as Permanent Collections and receive a higher standard of care.
 - b. Deposit Collections are items held in trust for another entity, typically a government entity. These collections will be cataloged as part of the curatorial department that holds these items and will be documented with

a deposit form in registration records. Deposit collections will be treated the same as accessioned permanent collections. Deposit collections currently include vertebrate fossils collected on federal lands where ownership is retained by the federal agency-landowner, fossils collected on Utah state lands where ownership is retained by the State of Utah, archaeological artifacts collected on county lands, Philippine birds collected after 1992 and several objects belonging to the City of Cincinnati. CMC has agreements with relevant government agencies regarding the material on deposit with the museum.

- c. Edge of Appalachia Collections are managed and maintained at the EOA Preserve in Adams County, OH. These collections are cataloged but not accessioned and used primarily for educational and interpretation purposes at the preserve. A voucher specimen for all material held by EOA is maintained in the Permanent Collections by the zoology department.
- d. Live Animal Collections are managed by the Live Animal Program and are owned by CMC but will not be accessioned. The Live Animal Program maintains records on all animals and every six months provides a listing of all live animals at CMC to the registrar for museum records. The Live Animal Program Collection Policy (December 31, 2004) defines the philosophy, care and terms of the program.
- e. Nature's Trading Post Collections (NTP) are acquired through donations, surplus from field collecting and trading and are not accessioned or managed by the collections department. These specimens are used for trading with children and visitors as a tool to promote appreciation of the natural world through learning. NTP maintains the list of acceptable and unacceptable specimens suitable for trading. All traded specimens are legally acquired, non-hazardous and prolific in nature.
- f. Reference Collections are typically contemporary reference books purchased by the Cincinnati History Library, the Science Library, NURFC's Teacher Resource Center and its books on loan to Cincinnati and Hamilton County Public Library, or books donated to curatorial departments to be used as reference. Reference Collections are not accessioned, may be cataloged at the discretion of the library or curatorial department and may be replaced or discarded as determined by appropriate departmental staff such as curator in consultation with the director.

V) ACQUISITIONS AND ACCESSIONS

CMC and NURFC add new acquisitions to the Permanent Collections that support the mission of the institutions. CMC subscribes to a selective acquisitions strategy that is guided by the CMC Collection and Research Plan (2012 or as amended) for each collecting area. Within three years, NURFC will develop a strategic collecting plan that will guide future collecting. Accession is the process by which a museum creates a permanent record of ownership of objects in its Permanent Collection.

A. Authority to Acquire Objects.

1. Curators at CMC and the Director of Museum Experiences at NURFC, referred to collectively as curators, may recommend new acquisitions for the Permanent Collections but final approval is made by the CEO of CMC and NURFC and his designated Vice Presidents.
2. Curators have the first right of refusal for any object or specimen offered to the Education Collection.
3. Specimens acquired during a field expedition are approved in advance by the CEO of CMC and NURFC, designated Vice President and Assistant Vice President for Collections and Research.
4. The Vice President for Administration and CFO must authorize prior to expenditure of CMC or NURFC funds any purchase for the Permanent Collections.

B. Restrictions on Access, Use and Disposition.

1. Donor or seller-imposed restrictions on access and use are to be discouraged.
2. The CEO of CMC and NURFC or designated Vice President may authorize restrictions of access for a finite period of time not to exceed 70 years.
3. In exceptional circumstances, the BCC may approve other types of restrictions on an individual basis.

C. Criteria for Acquisition.

The following criteria apply to acquisitions for the Permanent Collection. Acquisitions for the Education and Specialized Collections must meet criteria 1, 3 and 5. Only objects acquired for the Permanent Collections will be accessioned.

1. Objects are acquired in a proper manner that does not damage natural or cultural resources.

2. CMC or NURFC can provide proper care, storage and security to ensure the long-term preservation and availability of objects according to currently acceptable professional standards.
3. Objects have been acquired legally and have proper documentation to substantiate provenance information. Under no circumstances will CMC or NURFC acquire material collected in violation of local, state, national or international laws.
4. Objects are of significant quality, rarity or of important historic or scientific value to support their acquisition.
5. Objects have relevance for exhibitions, educational programming or research that support the mission of CMC or NURFC.
6. Objects meet criteria established in CMC Collection and Research Plans (2012 or as amended).

D. Acquisition Methods

1. Donations or gifts are considered outright and unconditional to be used at the discretion of CMC or NURFC.
 - a. Donors must have clear title of ownership of the property.
 - b. As stated in Institutional Code of Ethics for Cincinnati Museum Center and National Underground Railroad Freedom Center (November 27, 2013) and as defined in the CMC and NURFC Employee Handbook (2013 or as amended), collections staff will not provide appraisals for donors.
2. Field expeditions must be approved by appropriate Vice President, Assistant Vice President of Collections and Research, or CEO of CMC and NURFC in advance of acquiring specimens.
 - a. Not all material collected will necessarily be added to the Permanent Collections. As field samples are processed, waste material may be discarded, used for other museum programming purposes or provided to other researchers for research purposes.
 - b. Field-collected specimens added to the Permanent Collections will be accessioned and cataloged.
 - c. Field collections are made with full permission of all landowners and with all appropriate permits. Field collections of fossils from private

lands must be donated by the landowner, not the field collector.

- d. Field collections from public lands may be added to the Permanent Collections as a deposit without the transfer of ownership. Documentation for deposit collections may be a curation agreement or a repository agreement. CMC maintains repository agreements with federal, state and local agencies. All curation and repository agreements are maintained in the permanent registration files.
 - e. Curators are responsible for ensuring that any field collection accepted from non-staff researchers, including volunteers and adjunct staff comply with all permit and permission requirements.
3. Bequests are donations made directly through a donor's will.
 - a. Gifts received from heirs should be processed as donations with a deed of gift form.
 - b. CMC and NURFC are not obligated to accept bequests in total and may select only the objects that meet criteria as defined in the CMC Collection and Research Plans (2012 or as amended).
 - c. Bequests may be accepted for the Permanent or Education Collections.
 - d. A copy of the portion of the will naming CMC or NURFC as the beneficiary or correspondence with the executor of the estate shall serve as the formal transfer of title in lieu of a deed of gift form.
4. Exchange material from other non-profit educational organizations may be added to the Permanent Collections. An exchange is defined as a pre-authorized trade between similar institutions for material of similar monetary, scientific or intrinsic value.
 - a. Any CMC or NURFC material that is exchanged must be deaccessioned in accordance with this collections policy and procedures.
 - b. A deed of gift or letter of exchange between the institutions will document the acquisition and transfer of title.
 5. Purchased objects and specimens may be acquired for the Permanent Collections.
 - a. Prior written approval from the CEO of CMC and NURFC or Vice President of Administration and CFO is required to use CMC or

NURFC funds for the purchase of collection objects.

- b. An original bill of sale and a copy of the check will document the transfer of ownership to CMC or NURFC.
6. Objects made by CMC or NURFC staff members or volunteers may be added to Permanent or Education Collections. Examples of such objects include resin casts of spear points from Big Bone Lick State Park for exhibition and educational use or vertebrate fossil casts made by volunteers.

E. Accession Procedures

1. Registrar will assign accession numbers after review and recommendation for acceptance by the staff acquisitions committee.
2. Donations received during the calendar year will receive a sequential number beginning with the year. For example, 2013.01, 2013.135 etc.
3. All Permanent and Deposit Collections will be accessioned and assigned a number by the registrar. Education Collections and other Specialized Collections will not be accessioned.
4. Registrar will create and maintain a permanent file for each accession and the file will include:
 - a. Original donation offer, completed deposit form, permits, or authorization letter from landowner;
 - b. Curator's written review or accession record review form;
 - c. Title transfer document such as a deed of gift form which has been signed by the Senior Registrar or CEO of CMC and NURFC and the donor, receipt for purchase, or bequest document;
 - d. Repository or curation agreement for collections held on deposit;
 - e. Other pertinent documentation about the gift. For example, appraisal records, tax forms or other records documenting CMC or NURFC ownership rights and valuation or annual reports to federal agencies for field collections.

5. The transfer of title is considered complete when a deed of gift form has been signed by the donor and the museum. Permanent Collections must be accessioned before being cataloged by the curator.
6. Field collections will receive an annual accession number.
7. Collections acquired prior to 1996 that were not accessioned, will receive a contemporary accession number after reconciliation with documentation. Record of the date received by the museum will be maintained in the database records, registration file and catalog book, if maintained.

VI) OBJECTS WITH UNCLEAR TITLE

CMC was created by the merger of the Cincinnati Historical Society and Cincinnati Museum of Natural History, institutions that actively developed their collections for more than 150 years. With these long collecting histories before current museum procedures and standards existed, it is known that objects with unclear title exist in CMC collections. NURFC was established in 1995, but a comprehensive inventory of its collections has not been done so it is not known if any of the objects have unclear title. Both organizations will use the same procedure for handling objects “found in collections.”

A. Found in Collections (FIC)

1. Objects found in the collection (FIC) without documentation will be evaluated by the curator and registrar in an effort to determine the source of the object and if possible the intended purpose.
2. For FIC objects that the curator wishes to add to the Permanent Collections, an Accession Record form will be completed by the curator and the registrar will include on a monthly new acquisitions review committee agenda for discussion.
3. All FIC in a given year will receive the same accession number and be recorded in both catalog and accession records.
4. In the event that additional information surfaces about a FIC object, the object should be transferred to a unique accession number, returned to the owner in the case of loans or temporary deposit, or follow the process defined by the Ohio Revised Code Sections 3385.01-.10, commonly called to as the Ohio Museum Property Law.

B. Abandoned Loans

Objects that are determined to be loans to CMC, one of the predecessor institutions or to NURFC but remain unclaimed will be processed according to the Ohio Revised Code Sections 3385.01-.10, commonly referred to as the Ohio Museum Property Law.

VII) DEACCESSION AND DISPOSITION

Deaccession is the formal process used to legally and permanently remove material from the Permanent Collections. Disposition is the method by which CMC or NURFC transfers the material from the Permanent Collections to a new owner, a new category or destroys the material. When proposing a method of disposition, the curator will weigh the best interests of CMC or NURFC, the material and the community.

A. Criteria for Deaccession

1. The material is not relevant to the purpose and scope of the collections as defined in Section IV Scope of the Collections and as refined in the CMC Collection and Research Plans (2012 or as amended).
2. CMC and NURFC are not able to provide adequate care for the material.
3. The material has deteriorated beyond repair or to such a condition that it will require excessive resources to repair.
4. The material is sufficiently represented in the collections, or has been replaced with superior examples.
5. The material is of inferior quality or has inadequate documentation to make it useful for research, education or exhibit.
6. The material is to be exchanged or traded with another institution for material of greater or equal value that will improve the quality of the Permanent Collections.
7. The item is an important duplicate, e.g. of a type specimen that will be donated to another institution for the purpose of increasing accessibility and to manage risk.
8. The material has doubtful utilization in the foreseeable future.
9. Deaccession of the material is mandated by local, state, federal or international laws, e.g. Native American Grave Protection and Repatriation Act of 1990 (NAGRPA).

B. Authority and Responsibility

1. The curator of the collection initiates the deaccession process by completing the *Deaccession Record, Part I*. For material of potentially significant value, the curator or the registrar will obtain at least one evaluation or appraisal.
2. The registrar verifies ownership by completing *Deaccession Record, Part I*.

3. For objects listed as “Found in Collections” in the accession register, the registrar will follow the Ohio Revised Code Sections 3385.01-.10, commonly referred to as the Ohio Museum Property law, for establishing title prior to deaccession.
4. A staff level deaccession committee will be convened by the registrar as needed to review proposed deaccessions and make recommendations.
5. The CEO of CMC and NURFC is authorized to approve deaccessions of objects and collections with values less than \$5,000.
6. For objects or collections with potential value greater than \$5,000, the BOT must approve the deaccession. The BCC will present proposed deaccessions to the BOT for its approval.

C. Disposition of Deaccessioned Material

1. Acceptable methods of disposition of deaccessioned material are:
 - a. Transfer to the Education Collection or to another CMC and NURFC department for use as an exhibit prop, first person interpretation or hands-on program.
 - b. Donation to or exchange with another educational non-profit entity. If necessary, a third party without connection to CMC and NURFC or the exchange recipient organization will be used to help establish equitable exchange value.
 - c. Repatriation to federally recognized Native American group as required by NAGPRA.
 - d. Returned to governmental owner as in the case of vertebrate fossils from federal lands.
 - e. Destruction of material damaged beyond repair or salvage, or material of a sensitive nature or hazardous material. Destruction will be as appropriate for the material, adhere to all legal requirements of disposal and be thorough so that material is not appropriated by others.
 - f. Sale at public auction or in the public marketplace. No private sales will be authorized. The curator, registrar and vice presidents will consult on the sale of all deaccessioned material to minimize any negative consequences to CMC and NURFC.
2. Funds resulting from the sale of deaccessioned material will be deposited in a restricted fund and must be used for the acquisition of material for the Permanent Collection (through purchase, preparation or collecting expeditions) and for the direct care of the existing Permanent Collections.

3. Material of research value should be disposed of in such a way as to ensure continued preservation and availability to users.
4. All disposal methods must comply with applicable local, state, federal and international laws.
5. All specimens must be accompanied with full disclosure of any known hazard that they may present to any future owner.
6. To avoid the appearance of conflict of interest, collections staff members and Board of Trustees involved in deaccession decisions should not purchase or otherwise acquire deaccessioned material from CMC or NURFC.
7. Curators will evaluate the extent of volunteer involvement with a given collection from which material is deaccessioned. Where active volunteer involvement with the collections may give the appearance of conflict of interest, the curator will inform volunteers that they cannot acquire material deaccessioned from that collection.
8. If material to be deaccessioned is in a subject area for which there is no expertise on staff, an appropriate outside consultant must be contacted for advice on methods of disposition, the advisability of obtaining an appraisal or similar issues.
9. The registrar will keep a complete and permanent record of each deaccession including documentation of the deaccession process and final disposition.
10. Material leaving the public and educational domain should have all CMC and NURFC identifying marks removed or defaced.

VIII) LOANS

A. General Information

1. Loans must be consistent with the missions of CMC and NURFC and not for individual gain or benefit.
2. No permanent or indefinite loans are permitted.
3. Loans are formalized with a signed agreement form listing standard conditions of care and terms of the loan.
4. Loans for student research must be made to the advising professor, collections manager or registrar at the borrowing institution.
5. Loans will not be made to institutions that cannot demonstrate adequate level of care or to institutions that have a record of mistreating previous loans of CMC and NURFC material.
6. Loans of live animals are prohibited.
7. The curator or director of the collection, registrar and if necessary preservation manager must approve all loans of Permanent Collections material.
8. Loan fees are not charged for research loans unless the preparation causes an undue burden on CMC and NURFC. A loan fee may be assessed on exhibit loans on a case by case basis.
9. An outgoing loan is closed when the registrar receives confirmation from the curator or designee that all loaned material has been returned in good condition.
10. An incoming loan is closed when the registrar receives confirmation from the lender that all loaned material has been received in good condition.

B. Outgoing Loans

Outgoing loans of CMC and NURFC material are made to educational non-profit entities and not to individuals or for-profit entities. The exceptions are for loans to commercial entities for conservation purposes to preserve CMC and NURFC collections or for destructive analysis that will enhance knowledge about CMC and NURFC collections.

CMC and NURFC will lend to organizations that can demonstrate knowledge and experience in handling and caring for museum collections.

1. Authority

- a. Curators will authorize loans ensuring that loan requests are handled fairly and are only made for purposes consistent with CMC or NURFC's mission and public image.
- b. The CEO of CMC and NURFC must approve all exhibit loans in consultation with the registrar, curator, director and preservation manager if appropriate.
- c. The Senior Registrar approves research, education, conservation and interdepartmental loans in consultation with the curator or director.
- d. The Assistant Vice President for Collections and Research approves loans of scientific type collections in consultation with the curator and loans recommended by an adjunct curator.
- e. The registrar will prepare and maintain all loan documentation, monitor loans with the curator and see that loans are returned or extended in a timely manner.

2. Conditions and Restrictions

- a. The registrar reserves the right to set conditions or restrictions related to packing, appraisal, shipping, insurance, exhibition installation, environmental controls, general handling and security of loaned material.
- b. For all exhibit loans, the borrowing institution is required to provide a current signed AAM Standard or General Facilities Report to the registrar.
- c. CMC and NURFC may require, at the expense of the borrower, that loaned items be accompanied by a CMC and NURFC staff member who supervises the care and handling of the material for both outgoing and return of the loan.
- d. Borrower must provide a certificate of insurance to the registrar naming Cincinnati Museum Center or National Underground Railroad Freedom Center as co-insured for the duration of the loan, including transit to and from CMC and NURFC.
- e. To ensure appropriate oversight of CMC and NURFC collections, loans will be made for one year with an option for an extension. Extensions will be documented in writing with the reason for the extension, revised return date and condition report of the loaned material.
- f. Loans for multi-year exhibitions or ongoing educational programs may be approved for the duration of the exhibit/program.

- g. Research loans for destructive analysis must meet the conditions stipulated in the Outgoing Loan for Tissue and Genomic Material agreement which is managed by the curator of zoology.

C. Incoming Loans

Incoming loans will be made for the purposes of research, exhibit, education, examination, identification or reproduction. Loans will not be made for storage or for the promise of future donation.

1. Authority

- a. The curator or director, in consultation with the registrar, initiates loans for research purposes.
- b. The curator or other CMC and NURFC staff member coordinating an exhibit, in consultation with the registrar and CEO for CMC and NURFC initiates loans for exhibition or educational programs.
- c. The Senior Registrar authorizes all incoming loan agreements for non-destructive research, short-term educational and community initiated programs.
- d. The Assistant Vice President for Collections and Research authorizes all incoming loan agreements for destructive analysis and loans for adjunct curators.
- e. The CEO for CMC and NURFC authorizes all incoming loan agreements for exhibitions.
- f. The registrar will prepare and maintain all loan documentation, monitor loans with the curator and see that loans are returned or extended in a timely manner.

2. Conditions and Restrictions

- a. All borrowed material must be legally owned by the lender. CMC and NURFC will not knowingly borrow any material for which the lender does not have clear title or for material that was acquired in violation of pertinent local, national or international laws.
- b. CMC and NURFC will not borrow material that has been acquired in an unethical manner or is of doubtful origin as determined by the curator or director, registrar, Assistant Vice President for Collections and Research or CEO for CMC and NURFC.
- c. All borrowed material must have a signed loan agreement detailing the purpose of the loan and all conditions governing the loan including insurance, rights for reproduction, loan fee and any other obligations required by the lender.

- d. All incoming loan agreements must have a termination date; no permanent loans will be made.
- e. All borrowed material will receive the same standard of care in handling, storage, insurance and security as comparable material in CMC and NURFC's Permanent Collections. Special handling or treatment may be available if required by the lender and documented in the loan agreement.
- f. The registrar or preservation manager will provide condition reports for material on loan for exhibition or educational programs.
- g. Only registrars, curators or the preservation department staff will handle borrowed objects for exhibition. Borrowed objects will not be handled by volunteers.
- h. Curators will verify inventory and check specimens received for research purposes. A signed copy of the lender's inventory report form will be provided to the registrar for the permanent record of the transaction.
- i. CMC and NURFC shall apply Ohio Revised Code Sections 3385.01-.10, commonly referred to as the Ohio Museum Property Law for any loan that is unclaimed. As of March 14, 2003, any undocumented or unsolicited material is presumed to be a gift to the museum with all rights of ownership after ninety days.

IX) PRESERVATION AND CONSERVATION

CMC and NURFC's responsibility to care for collections in its custody on behalf of present and future generations is a primary obligation of the institution. All CMC and NURFC staff members share in this broad responsibility but preservation of the collections is an essential responsibility for the CMC Collections and Research Department and the NURFC Collections and Exhibit Department.

CMC's Long Range Preservation Plan (2010 or as amended) provides guidelines and sets priorities for conservation needs of the collection. By necessity, CMC and NURFC have individual emergency plans for their respective physical structure but each emergency plan addresses procedures for collections during an emergency.

Preservation and conservation are included in this Collections Management Policy to emphasize the organizational commitment to care for collections in its custody. CMC and NURFC endorse the concepts of preventative conservation which aim to minimize damage and deterioration of the collections. All CMC and NURFC curators, directors and registrars practice preventative conservation within the storage rooms, laboratories and exhibitions.

Professional standards require that eliminating or mitigating risks to the collections from the following agents of deterioration:

- Fire
- Water or flood
- Airborne pollutants and contaminants
- Physical forces such as handling, packing and in transit
- Inappropriate temperatures and abrupt rate of change
- Inappropriate relative humidity and abrupt rate of change
- Vandalism and intentional damage
- Visible light and ultraviolet radiation
- Pests such as insects and rodents
- Custodial neglect

A. Environmental Monitoring

The Director of History Collections, preservation manager and registrars are responsible for monitoring environmental conditions in collections storage areas, temporary exhibit galleries and other areas as required. Records are maintained by the registrar for the Geier Collections and Research Center and for temporary traveling exhibits. Records for Union Terminal storage areas and the Cincinnati History Library are maintained by the preservation manager.

Incandescent light is preferred but wherever fluorescent lights are installed around collections, ultraviolet shields are used. Exhibit galleries have been or are in process of conversion to LED lighting systems.

The HVAC systems that serve collections storage areas and main exhibit galleries in all three facilities, Union Terminal, Geier Collections and Research Center and National Underground Railroad Freedom Center are triple filtered for pollutants and particulates. In Cincinnati Union Terminal, an historic train station, the Master Building Plan (2006/2007) for renovation and development of the three museums, states that the HVAC systems will be designed for visitor comfort and to protect the historic structure with microclimates designed for protection of the collections on display.

B. Pest Management

CMC and NURFC practice integrated pest management stressing good housekeeping, regular inventory of susceptible collections and quarantine of new collections. The Senior Facilities Director, Director of History Collections, preservation manager, curators and registrars work together to insure that collections are protected. Policies and procedures are in place to monitor the collection and incoming and outgoing material.

C. Physical Care

CMC and NURFC provide secured climate controlled storage areas for all its collections. CMC and NURFC staff members and volunteers are trained in proper handling procedures for their collections. Storage furniture are retrofitted and replaced by archival cabinetry as resources allow. Only archival supplies or materials recommended by conservation specialists are used for preparation and storage of collection objects.

Permanent Collection objects and borrowed objects on exhibit are routinely monitored by collections staff. Collection objects are exhibited in a locked display case whenever possible and large objects are protected from public handling by barriers and gallery attendants. Cleaning or moving of collection objects on exhibit is done by collections staff members or trained volunteers for some of the collections, e.g. paleontology and ethnology.

D. Conservation

As part of CMC and NURFC's responsibility to care for objects in their custody for future generations, conservation is a continuing obligation for the museum. Conservation is an intervention measure designed to return deteriorated or damaged objects to stability through minimally intrusive methods. CMC and NURFC follows the current conservation philosophy of minimal chemical and physical trauma to the object, the use of sympathetic materials, the principle of reversibility, compatibility of materials and maintaining complete accurate records

of materials and processes used.

CMC has a paper conservator to maintain the Cincinnati History Library materials and prepare paper-based objects for exhibits and loans. Fossils are prepared and maintained by a trained group of volunteers under the direction of the paleontology curators. Other object conservation must be done by outside contractor conservators. CMC and NURFC use the following criteria in evaluating contractor conservators:

- Training, experience and specialization within conservation, e.g. ceramics, paintings, ethnographic objects etc.
- Adheres to the code of ethics and standards of practice in the profession
- Is knowledgeable of and upholds widely accepted ethical doctrines in the conservation field, e.g. New Orleans Charter (1992)

X) ACCESS, SECURITY, USE OF COLLECTIONS AND ASSOCIATED INFORMATION

CMC and NURFC balance their mission of public access to collections with their responsibility to preserve these collections. Access to collections includes physical access and intellectual access to information and data associated with CMC and NURFC collections. Security is an integral component of access to collections and associated information.

A. Physical Security

CMC and NURFC maintain intrusion, fire and environmental detection systems in its public and non-public areas. These systems are maintained by CMC and NURFC's Facilities Operations Department in collaboration with the collections departments. The Master Building Plan for Cincinnati Union Terminal (2006/2007) addresses renovation and upgrades to these systems. All buildings meet local building codes for fire and life safety.

CMC's Emergency Preparedness Plan (2010 or as amended) and NURFC's Emergency Procedures Plan (November 2013) include practices and procedures for collections during an emergency situation. Each Emergency Plan establishes priorities for evacuation or salvage for by curatorial discipline.

B. Physical Access

1. Staff and Volunteers

- a. Curators, preservation staff and registrars are responsible for objects on exhibition. Primary responsibility for collection objects on exhibition remains with the curatorial department, registrars or the preservation staff.
- b. Several curatorial areas have experienced volunteers who are authorized to handle collection objects on exhibition and who are permitted to assist with exhibition installations and de-installation or maintenance.
- c. Other CMC and NURFC departments must work with the Collections and Research Department and Collections and Exhibit Department to access any object on exhibition in the museums.
- d. The transfer of collection objects moved to or from storage or exhibition is documented with the registrar. Documentation of object movement is maintained both electronically in the collections management database and on paper in both registration and curatorial department catalog files. Notice is given by the appropriate curator or

registrar to the Public Safety Office for collection objects moving into or out of Union Terminal.

- e. Non museum collections objects entering the museum buildings must have a loan agreement or temporary deposit form on file with the registration office. It is the responsibility of the museum staff member to secure the required paperwork prior to the object entering the building.
- f. The CMC and NURFC Employee Handbook (2013or as amended) and the Volunteer Handbook (2013or as amended) require that all staff and volunteers in any museums building wear their photo identification badges visibly and present the badge as requested.
- g. All collections storage areas have proprietary keys or proximity cards for access. The Director of Public Safety manages all keys, proximity cards and identification badges for staff, volunteers and daily badges for contractors and visitors. All collections staff members secure collection keys in lock boxes monitored by Public Safety.
- h. Museum Education Departments and Outreach Education staff members are authorized to move collections into and out of Union Terminal, Geier Center and Freedom Center as part of their normal work. Any collection material in these programs is inventoried annually with loan forms on file with the registration office.

2. Visitors, Researchers, Public and Media

- a. CMC and NURFC make certain materials from the collections available to researchers and visitors through the Cincinnati Historical Society Library. This material is kept in closed stacks and is available by request through the library staff to be used only in the reading room under direct supervision.
- b. Through scheduled organized tours, CMC collections storage areas in the Cincinnati History Library and the non-public Geier Collections and Researcher Center and NURFC storage areas are available to visitors. All tours are escorted by CMC and NURFC collections staff and may include specially trained volunteers. Records of attendees to all 'behind-the-scenes' tours are maintained.
- c. CMC and NURFC collections staff members recognize the importance of community support and endeavor to make the collections and the specialized knowledge and information about the collections available to individuals and through public relations.

Curators respond to requests from individuals on topics of object identification and general interest in specific collections.

- d. CMC and NURFC provide collections information on the websites cincymuseum.org and freedomcenter.org. Information provided online includes catalog information for library materials, collections-based exhibits, finding aids, catalogs of collections, and searchable versions of journals published by CMC's predecessor organizations, Cincinnati Historical Society and Cincinnati Museum of Natural History.
- e. CMC and NURFC make their collections available to qualified researchers for legitimate research and study. Access to individual collections is at the discretion of the curator. Records of all researchers to the Cincinnati History Library and collections are maintained by curatorial departments.
- f. For public relations and media, access will be coordinated by the Marketing and Public Relations Department with the Collections and Research Department or the Collections and Exhibitions Department. Access will be at the discretion of the curator or registrar if the curator is unavailable.
- g. CMC and NURFC may, at the discretion of the curator restrict access to some archival material of a sensitive nature for a period not to exceed 70 years. Such restrictions will be clearly defined in the accession and catalog records with a specific date for ending the restriction.

C. Use of Collections

1. CMC and NURFC collections may be used for legitimate study, examination and research including analytical or destructive sampling. The Assistant Vice President for Collections and Research, Director of History Collections, Director of Museum Experiences and curators share responsibility for authorizing research on CMC and NURFC collections. CMC and NURFC request copies of data, reports, images, publication and other information gathered by researchers studying CMC and NURFC collections.
2. CMC and NURFC collections may be used in CMC and NURFC-sponsored exhibitions and as outgoing loans in exhibitions developed by other museums or entities. Curators are responsible for the intellectual content of information presented about objects from their collections. CMC and NURFC must provide information that is accurate and balanced

in its interpretation.

3. Education Collections are available for use by CMC and NURFC educational programs and as loans to qualified non-profit educational organizations. The curator or Senior Registrar may authorize use of Education Collections.
4. At the discretion of the curator, registrar and preservation manager, CMC and NURFC collections may be used in senior management staff offices. Collections may only be used in secure locked offices. The registrar or preservation manager will do an annual condition report and inventory that will become part of the catalog and accession record.

D. Use of Data and Associated Collections Information

1. Access to collections records is controlled by the curator for catalog records and the registrar for accession records. Sensitive information such as site and locality information, donor names, valuation and cultural information may be restricted by the curator or the registrar.
2. The Director of History Collections, the Curator of Prints and Photographs and the Director of Museum Experiences manage licensing and use agreements for all CMC and NURFC-owned images, digital images, documents, or printed materials. A record of authorized use of CMC and NURFC collections is maintained as part of the catalog file.

XI) COLLECTIONS INVENTORIES AND INSURANCE

Collections Inventories

CMC and NURFC collections staff conduct periodic inventories of subsets of its collections. Registrars coordinate periodic inventories with curators as resources allow. Current inventory information is recorded in the EMu collections management database and curatorial catalog files. An historic record of past inventory files are maintained as part of the registration department records.

Insurance

CMC maintains wall-to-wall fine arts coverage on the Permanent Collections and all borrowed objects in Union Terminal, Geier Collections and Research Center and the Eulett Center at the Edge of Appalachia.

NURFC maintains separate wall-to-wall fine art coverage on the Permanent Collections and all borrowed objects housed in its building.

The Senior Registrar coordinates the fine arts insurance with Finance and Administration Department annually.

XII) ETHICS REGARDING COLLECTIONS

The museum has the ethical responsibility to ensure that collections in its custody are "protected, secure, unencumbered, cared for, and preserved" (AAM, 1992). The Board of Trustees, administration, staff, and volunteers subscribe to the *American Alliance of Museums Code of Ethics* (2000).

Institutional Code of Ethics for Cincinnati Museum Center and National Underground Railroad Freedom Center (December 18, 2013) defines the museum's policy regarding collections. The policy is museum-wide with procedures for compliance included as part of the CMC and NURFC Employee Handbook (2013 or as amended), the CMC and NURFC Volunteer Handbooks (2013 or as amended) and Board of Trustees orientation documents.

A copy of the Institutional Code of Ethics for Cincinnati Museum Center and National Underground Railroad Freedom Center (December 18, 2013) is in Appendix A.

XIII) MAINTENANCE OF THE COLLECTIONS MANAGEMENT POLICY

The Cincinnati Museum Center and National Underground Railroad Freedom Center Collections Management Policy will be reviewed and revised as needed by Collections and Research Department and the Board of Trustees Collections Committee at intervals of five to seven years. The Senior Registrar is responsible for maintaining the Collections Management Policy.

XIV) DEFINITION OF TERMS

Term	Definition
Accession	The permanent record that documents ownership, restrictions and permissions that is created and maintained by the Registrar. The record of accessions is maintained in a paper ledger through 2002 and the EMu database.
Acquisition	Generally used as new acquisition to designate an object that has been offered to the museum but not yet accepted or accessioned by the museum.
Adjunct Curator	An honorific title used by CMC natural history disciplines. It is given to a volunteer professional in one of the natural science collections. An Adjunct Curator typically holds a PhD. in the curatorial discipline and is a professional academic. In addition to regular volunteer application, credentials are reviewed by Assistant Vice President for Collections and Research.
Anthropology	The scientific study of the origin and the physical, social, and cultural development and behavior of humans.
Archaeology	The systematic recovery and examination of material evidence, and information, such as artifacts, photographs and documents pertaining to past human life and culture.
Archives	The collection of written records and documents.
Audiovisual	The collection of sound and video records in a variety of media. Audiovisual Collection is an old term. Preferred name is Moving Images and Sound Recordings collection.
Botany	The scientific study and collection of plants
Broadcast Archives	Old or alternate name for Audiovisual Collection Preferred name is Moving Images and Sound Recordings collection.
Catalog	Alternate spelling catalogue. The informational record about individual objects that is created and maintained by the curator. Catalog records are maintained in paper and electronic forms. Science collections, archaeology, ethnology, history objects and all NURFC collections are in EMu database and Cincinnati History library records are in Cuadra Star database.
Curator	The staff member who has primary responsibility for the intellectual development of a collection and in conjunction with the registrar and preservation manager to care for or oversee the care of a collection.
Deaccession	The process by which a museum legally and permanently removes an object from its collections. Responsible deaccessioning consists of two parts – the institutional decision to deaccession and the method of disposal.
Disposition	The method in which the museum transfers material to a new owner or destroys it. Related to Deaccession.
Destructive Analysis	Scientific process that destroys the material being tested during the process such as carbon14 dating on archaeological samples

	and molecular sequencing on biological tissue. The resulting results of the analysis are linked to the original specimen in the collection and scientific literature.
Entomology	The scientific study of insects, spiders and related invertebrate organisms.
Ephemera	Paper material either printed or written that is generally not intended to be retained. The collection of single items that are usually small printed material such as ticket stubs and programs, restaurant menus, business cards and advertisements.
Ethnology	The anthropological study of cultural heritage and socioeconomic systems in technologically primitive societies. The collection developed by the former CMNH that is maintained independent from the History Objects collection and the Archaeology collection.
Genomic	Related to the totality of the DNA or protein products of a biological organism.
Herpetology	The scientific study of amphibians and reptiles organisms such as frogs, lizards and snakes.
History Objects	The CMC designation for three-dimensional objects that document the history of the region. The collection was originally developed by the Cincinnati Historical Society to complement the library collections.
Ichthyology	The scientific study of fish.
Invertebrate	The animals that do not have a developed backbone such as insects and spiders, marine and freshwater shelled animals, corals, among others and a variety of fossil animals such as trilobites and ammonites.
Malacology	The scientific study of invertebrate animals with an external shell in the family Mollusca such as clams, mussels and snails among others.
Mammalogy	The scientific study of mammals.
Mineralogy	The scientific study of rocks, minerals and gems.
New Acquisitions Committee	The internal staff level committee that meets monthly to review all proposed donations to the permanent collections. The registrars follow-up all committee recommendations with formal acceptance and deed of gift letters to donors.
Ornithology	The scientific study of birds.
Paleontology	The science of past organic life, based on fossils and fossil impressions.
Printed Works	The library collection of printed and usually bound material such as books.
Photographs	The library collection of all visual material produced by a variety of photographic method.
Registrar	The staff member who has primary responsibility for the legal records documenting ownership of the collections. And in conjunction with the curator responsible for managing the overall care of the collections with emphasis on physical care, inventories and insurance.

Tissue	Any material of biological origin including fresh material sub-sampled from a biological specimen or from live release specimens and material sub-sampled from archival specimens.
Type Series	Also referred to as Type or Type Specimen. A scientific term that describes the biological or paleontological specimens which serve as the basis for the name and description of a group of animals or plants.
Vertebrate	Animals with backbones such as reptiles and amphibians, fish, mammals and birds.
Zoology	The scientific study of animals

XV) APPENDIX A

Institutional Code of Ethics for Cincinnati Museum Center and National Underground Railroad Freedom Center (December 18, 2013) is included here in the printed version only. A link to the electronic version on Sharepoint is [here](#).

XVI) APPENDIX B: STANDARDIZED FORMS

Form Purpose	Form Name	Form No.	Date
Acquisition	Temporary Deposit	102	8/2012
Acquisition	Accession Record (internal record only)	300	3/2012
Acquisition	Deed of Gift	100	5/2012
Acquisition	Deed of Gift – without copyrights/trademarks	101	5/2012
Acquisition	Acknowledgement of Gift Donation	105	3/2012
Acquisition	Acknowledgement of Gift Donation -- without copyrights etc.	106	3/2012
Acquisition	Gift of Materials	103	3/2012
Collections Management	Collections Transfer	NA	4/2003
Collections Management	Missing Object	501	9/2010
Collections Management	Damaged Object Report	502	9/2010
Collections Management	Short Term Object Movement (off premises)	207	9/2010
Collections Management	Condition Report Form, Registration	500	9/2010
Collections Management	Pest Management (Freezer) Form	NA	9/2010
Deaccession	Record of Deaccession Part I [Initial Proposal]	400	9/2010
Deaccession	Record of Deaccession Part II [Approval]	401	9/2010
Deaccession	Record of Deaccession Part III [Disposition]	402	9/2010
Deaccession	Deaccession Processing Record	403	3/2010
Loan	Outgoing Loan	200	9/2012
Loan	Outgoing Loan for Destructive Analysis Research	202	9/2010
Loan	Outgoing Loan for Tissue & Genomic Material (Parts I & II)	203	3/2010
Loan	Incoming Loan for Exhibit or Research	204	9/2010
Loan	Incoming Loan for Travelling Exhibition	205	3/2010
Loan	Loan Worksheet	NA	3/2006
Loan	Interdepartmental Loan [Intra-Museum Loan]	206	9/2013
Loan	Receipt for Artifact Pick-up or Delivery	208	9/2010