



National Watch & Clock
MUSEUM

514 Poplar Street
Columbia, PA 17512
(717) 684-8261
www.nawcc.org

COLLECTIONS MANAGEMENT POLICY

Purpose.....	2
Scope, Use and Management of Collections	2
Authority and Responsibility.....	3
Acquisition and Accessioning.....	4
Deaccessioning and Disposal	5
Loans	8
Temporary Custody of Objects	10
Preservation of Collections	10
Access to Collections and Collections Information.....	11
Risk Management and Security	12
Collections Records	12
Monitoring and Compliance	13
Policy Review.....	13
Definitions	14
Bibliography	14
Attachments.....	15

Approved by NAWCC Board of Directors, May 2010

Purpose

The National Watch & Clock Museum is a non-profit educational institution located in Columbia, Pennsylvania dedicated to the collection, preservation, and interpretation of artifacts and material relating to the history, art, and science of horology. The Museum is affiliated and supported by the National Association of Watch & Clock Collectors, Inc. The Museum and the Association also operate the NAWCC Library and Research Center, which supports the mission of the National Watch & Clock Museum, the National Association of Watch & Clock Collectors, and the NAWCC School of Horology.

In furtherance of its mission The National Watch & Clock Museum acquires, manages, preserves and uses objects. This document establishes the professional policies under which the Museum manages the Museum objects and collections under its care.

Mission (Adopted by the Board of Directors, June 2009)

The National Watch and Clock Museum, in support of the overall mission of the NAWCC, interprets the history of time and timekeeping devices through educational programs, exhibits and special events. The goals of the Museum are to depict the importance of the measurement time within human society, reveal the artistry and science of timekeeping mechanisms, preserve and collect objects related to time and timekeeping, and explore their development from the earliest societies to the present day.

Scope, Use, and Management of Collections

The Museum collects items relating to its purposes as stated in its Purpose and Mission (see above)

Scope of Collections

The Museum seeks to maintain and continually develop culturally and historically significant collections. In particular, the Museum focuses its collecting activities on the following: three-dimensional objects dedicated to timekeeping, watch and clockmaking tools and equipment, and other objects of horological significance.

Use of the Collections

The Museum maintains a *Documentary* collection that consists of original, rare, and often irreplaceable historical and art objects to be preserved for future generations. Many of these objects have a known provenance that imparts intrinsic value to the object. Objects in the collection may be used for research and exhibition. The Museum avoids using objects in any way that is detrimental to their preservation.

Management of the Collections

Objects in the collection are accessioned, cataloged, and tracked by Museum collections staff. They may be removed from the collection only through the deaccession process delineated in this policy.

Authority and Responsibility

- A. The Board of Directors has the fiduciary responsibility for the protection of assets of the Museum, including the collections. The Board is also required to ensure that the collections are carefully preserved and properly and effectively used for public educational purposes. This document, as adopted by the Board of Directors, establishes general policies governing the acquisition, ownership, and use of collections. The Board has established the Museum Collections Committee to approve collections acquisition transactions as referred by staff in the name of the NAWCC and to recommend proposed deaccession transactions for full Board action. The chair of this committee is a Board member.
- B. The Board of Directors delegates authority for the implementation of this policy to the NAWCC Executive Director. The NAWCC Executive Director shall delegate various authorities and responsibilities to the Museum Director and the collections staff as deemed necessary.
- C. The Museum Director maintains the Museum's Emergency Disaster Plan and consults regularly with curatorial staff to keep the provisions relating to the collections up-to-date.
- D. The Museum adheres to the Code of Ethics of the American Association of Museums (AAM), the Statement of Professional Standards and Ethics (American Association for State and Local History), and the American Institute for the Conservation of Historic and Artistic Works (AIC) Code of Ethics.
- E. The Board of Directors has adopted a Code of Ethics for the Museum that mandates high standards for Board and staff members in all areas of operation, including collections management.

Acquisition and Accessioning

Methods

Objects may be acquired by purchase, commission, bequest, gift, specified purpose or loan or deposit, exchange, field collection, excavation, levy by creditors, abandonment, reversionary clause, and adverse possession. Objects may be acquired only in accordance as authorized by this policy and only when consistent with applicable law and professional ethics. All applicable federal, state, local and international laws, treaties, regulations, and conventions will be observed in the acquisition process and compliance documented as required. All rights, title, and interest shall be obtained by the Museum for all potential acquisitions, without restrictions or limiting conditions if possible, or shall have the potential of being converted to free and clear title under appropriate law.

Criteria

Objects considered for the Museum collections must meet all of the following tests of acquisition before being acquired by the Museum by any means:

1. The present owner must have clear title.
2. If for sale, the staff must arrange funding before purchase.
3. If for sale, a fair market value must be determined between the parties.
4. The Museum must be in a position to care properly for the proposed acquisition.
5. The significance of the material or objects must be determined.
6. The objects must, if possible, be documented as to provenance.
7. All known moral, legal, and ethical implications of the acquisition must have been addressed.
8. If possible, no acquisitions will be encumbered by less than full literary rights, property rights, copyrights, patents or trademarks.
9. Acquisition must, in general, be free from donor-imposed restrictions.

Procedures

1. The National Watch & Clock Museum Collection Team (consisting of the NAWCC Executive Director, Museum Director, Museum Curator, and NAWCC Library Archivist) via the Museum Director, will recommend objects to the Museum Collections Committee for accession to the Museum collection. The Museum Director will provide the Museum

Collections Committee with a completed Accessions Questionnaire with images of the recommended object. The Museum Collection Committee cannot approve the acquisition of objects without the approval of the National Watch & Clock Museum Collection Team.

2. With Museum Collections Committee approval, the Museum Director is authorized to accession objects for the collection in conformation with the Mission of the Museum and with the Collecting Plan approved by the Board of Directors.
3. Funds for purchase of Museum objects must be secured prior to acquisition, either within annual budgets approved by the Board of Directors, proceeds from deaccession sales, or from other sources. No Board, committee, or staff member may obligate the Museum to the acceptance of any material or object not consistent with this policy. The Museum Director will report all accessions to the collections for formal ratification by the Museum Collections Committee.

Appraisals

No Museum staff or Museum Collections Committee member shall offer appraisals or the monetary value of objects to donors, or reveal the Museum's insurance value, for the purpose of establishing a fair market value of gifts offered to the Museum. Donors desiring to take an income tax deduction must obtain an independent appraisal. Staff or Board members may assist a donor in locating a qualified appraiser from a list of appraisers maintained by the Museum. Staff or Board members will not appraise or otherwise place a monetary value on objects casually brought to the Museum.

Acquisition of culturally sensitive objects

The Museum subscribes to the provisions of the UNESCO Convention of 1970. The Museum shall refuse to acquire objects where there is cause to believe that the circumstances of their collection involve the destruction of historic sites, buildings, structures, habitats, districts, and objects. It is the policy of the Museum to collect, care for, and interpret materials in an ethical manner that respects the diversity of cultures and religions. The Museum recognizes that it also holds a fiduciary responsibility for the care and interpretation of its collections and complies with the Native American Graves Protection and Repatriation Act.

Deaccessioning and Disposal

Purpose

In order to maintain the collection in accordance with the Museum's mission and charter purposes it may be necessary or desirable to dispose of certain objects. The deaccession process shall be cautious, deliberate, and scrupulous. The deaccession and disposition process will be thoroughly and uniformly documented and undertaken in accordance with current professional standards and ethics. Records of the object and the process will be retained by the Museum.

Criteria

Museum objects to be considered for deaccession must meet at least one of the following criteria:

1. Does not fall within the scope of the purpose and mission of the Museum.
2. Does not fall within the current scope of the Museum's collections criteria and policy.
3. Has deteriorated beyond usefulness, is damaged beyond repair, or its condition endangers other artifacts in the collection.
4. Is a hazard to the safety of staff and/or visitors.
5. The object's authenticity or identity has been firmly refuted.
6. Cannot be properly preserved by the Museum.
7. Duplicates one or more objects in the collections that are of higher quality and does not serve an alternative use or research purpose.
8. The artifact can be exchanged with another institution or individual in return for an object or objects of greater significance to the collection.
9. The artifact is subject to repatriation under the provisions of the Native American Graves Protection and Repatriation Act.

Deaccession Proposals and Decisions

Curators may propose the deaccession of objects that meet one or more of the deaccession criteria listed above.

1. The Museum Curator submits a deaccession proposal for each item to the Museum Collection Team. The proposal contains the following information: date of proposal; accession number of object; name and brief description of object; name and address of source; date of acquisition; reason for deaccession; limiting conditions agreed to at the time of acquisition; reasons for accepting limiting conditions; book, insurance, and estimated market values; proposed method of disposal and agent.
2. The Museum Collection Team reviews the proposed deaccession items and forwards final deaccession candidates to the Museum Director.

3. The Museum Director will reply in writing, approving or disapproving and designating the means of disposal.
4. The Museum Director will submit each proposed deaccession to the NAWCC Executive Director for approval. Objects that pose a hazard to the safety of visitors, staff or the collections may be approved for deaccession after receiving verbal approval from the Museum Collection Committee. All deaccessions will be reported in writing to the Museum Collection Committee for approval and formally ratified at the next meeting of the Board of Directors.

Disposal of Deaccessioned Objects

1. Deaccessioned objects shall not be given, sold, or otherwise transferred, publicly or privately, to employees, officers or Board members of the National Watch & Clock Museum or the National Association of Watch & Clock Collectors, or to their immediate families or representatives.
2. Disposal of deaccessioned objects is solely for the advancement of the Museum's mission. Proceeds from the sale of collections are to be used only for acquisition, with Museum Collections Committee approval, or direct care of collections. All proceeds resulting from the deaccession of objects from the Museum's collections shall be deposited to the Museum Acquisitions Fund.
3. The NAWCC Executive Director will choose an appropriate method of disposal for each deaccessioned object. Deaccessioned objects may be sold at public auction, by open or sealed bid; sold through private negotiation to another institution; exchanged with another 501(c)3 institution for objects that meet the Museum's acquisition criteria and have been approved for acquisition by the proper authority; given or sold to another museum; transferred to the Education Department or NAWCC School of Horology.
4. Destroyed if its condition warrants.

Deaccession Records

The Museum Curator will maintain a deaccession log as well as a permanent file on each deaccessioned object. The deaccession files should include copies of all acquisition and cataloging records on each deaccessioned object, as well as a copy of the deaccession proposal, and records of the approval of the deaccession by the Museum Collections Committee and the Board of Directors, the disposal of the object and any funds received from the disposal of the object. Additionally, donors of items sold where the sale proceeds are significant, will be credited as the donors of newly acquired specimens purchased with sale proceeds.

Loans

Incoming

1. The Museum may borrow objects for exhibitions, education programs, or study that fulfill its mission.
2. The Museum will examine the relationship of potential lenders to determine if there are potential conflicts of interest or the appearance of conflict.
3. The Museum will take steps to avoid real or perceived conflict of interest regarding borrowed objects.
4. The Museum will not accept any commission or fee from the sale of objects borrowed for exhibition, unless such exhibition was explicitly organized for the sale of those objects.
5. The Museum retains full decision-making authority over the content and presentation of exhibitions, but may consult with lenders on the significance of borrowed objects in the exhibition.
6. The Museum shall afford borrowed objects with the same care and security as that given its own collection. Care for borrowed objects is the responsibility of the curatorial department.
7. Objects on loan not intended for specific exhibition purposes must be presented by the Museum Director to the Museum Collection Committee for approval. The Museum Director must demonstrate that the acceptance of the proposed loan furthers the Museum's purpose and mission as stated above and will not affect the Museum's efforts to collect similar objects for the Museum's documentary collection.
8. All loan agreements shall be for a specified period of time, not to exceed eighteen months, without review by the Museum Collections Committee.

Procedures

1. Museum collection staff completes and executes all forms and their filing, arranges insurance coverage, and registers all incoming and outgoing objects;
2. The Museum Curator supervises packing and transport of all artifacts.
3. Loan records are placed in a transaction file.
4. Contracts for borrowing objects will be executed on the Museum's incoming loan agreement form, unless an institution requires use of its loan form for lending its collections.
5. Loan forms from *both* parties to a loan will not be executed under any circumstances.

Outgoing

The Museum collects objects to fulfill its mission. The Museum may make its collections available on loan for legitimate educational purposes. Collections will be loaned only to qualified museums, educational or other institutions, to qualified conservators, or to individuals or corporations engaged by the Museum to produce replicas or adaptations of collections objects. Loans will be approved only if arrangements have been made for the safe custody, exhibition, and handling of the collection item(s).

Objects shall be considered for loan only if all of the conditions are met:

1. The object is not currently on exhibition and will not be needed for exhibition or educational purposes during the proposed loan period. Objects of particular rarity will only be loaned under special circumstances and with the approval of the Museum Collection Team.
2. The object is in stable condition and will not be damaged by shipment, exhibition, or any other educational use proposed by the borrower.
3. The object is not used for purposes other than static exhibition or study unless approval for other uses is recommended by the responsible curator and approved by the Museum Director and NAWCC Executive Director.
4. The borrowing institution provides proof of insurance coverage and its ability to safeguard the object while in transit and during exhibition or other approved use, in accord with acceptable professional museum standards. Loan requests should be accompanied by a completed facilities report.
5. The object has been properly recorded and documented by the Museum's staff and bears an identification number.
6. A condition report is prepared prior to the loan and a copy accompanies the object to the borrower.
7. The borrowing institution agrees to promptly report any changes in stability, condition, or use to the Museum's staff for assessment and treatment.
8. All loans shall be for a specified period of time, not to exceed one year without review and renewal.

Fees

The Museum may charge borrowers a fee for each collection object loaned if needed to defray costs in time processing, packing, and shipping objects, on a fee schedule to be approved by the NAWCC Executive Director and the Board of Directors.

Procedures

1. A loan request must be made in writing. It should include name, address, telephone and fax numbers, and contact person of the borrowing institution, purpose and time period of the loan.
2. The Museum's loan agreement form will be the contract document for all outgoing loans of artifacts from the collections.
3. Loan requests are reviewed by the Museum Director, Museum Curator, and must be approved by the NAWCC Executive Director.
4. An annual report to the Museum Collection Committee will be made on all loan activity.

Temporary Custody of Objects

Objects may be placed in the temporary custody of the Museum, the period of which may not exceed 90 days, for the purposes of research, identification, consideration for acquisition into the collections, or evaluation for loan. Placement of an object in the temporary custody of the Museum does not constitute a transfer of legal title to the Museum. All temporary deposits are subject to the conditions set forth on the reverse of the Temporary Custody Receipt, which must be signed by the owner or owner's representative before the object is delivered to the Museum. Objects on temporary deposit will be stored properly and monitored; however, the Museum will not insure objects placed in its temporary custody, nor will it re-house, catalog, or make them available to researchers.

The Museum Curator assigns a Temporary Deposit Number to objects in temporary custody. The Museum Curator maintains a log of Temporary Deposits and indicates in the log when objects on deposit are either returned to their owners or added to the Museum's collections. The Museum Curator monitors the location of objects in the temporary custody of the Museum.

Preservation of Collections

All objects in the Museum's collections are subject to the current standards of professional care. To ensure consistency, the Museum Curator will issue general guidelines for the care of the collections. It is the responsibility of all Museum staff to inform interns, volunteers, researchers, consultants, and vendors with whom they work about these policies, procedures, and guidelines, and ensure that they are followed.

Conservation action may only be taken by trained, professional conservators or other qualified individuals with guidance from the Museum Curator if required. Any treatment must respect the integrity of the object. Conservation treatment of the fabric of an object must include earlier repairs and modifications which, after examination and research, are found to be historically significant. Any new material added to the object must be minimal and must be compatible with the future welfare of the object. No action may be taken without a thorough technical examination of the object and a written proposal of treatment listing all possible treatment options. Each treatment proposal must be approved by the Museum Curator. Once treatment is undertaken, the conservator must provide a written report of all conservation actions that will be maintained in the object's Accession File and made available to researchers and scholars upon request. Objects on loan to or from the Museum will not be repaired, cleaned, or otherwise treated without written permission from the owner of the objects.

Access to Collections and Collections Information

The Museum supports research using its collections and collections documentation, subject to any existing legal limitations and limits on the availability of staff and resources. In keeping with the Museum's established security and curatorial practices, and in the interest of protecting the Museum and its staff from liability for damage or injury, the Museum's collections storage areas are closed to the general public. The Museum Director and Museum Curator will establish procedures for access to the collections storage areas, which will be monitored and documented by the Museum Curator. Museum staff will work with researchers who wish to access the Museum's collections and collections documentation and may also conduct in-house research for the purposes of curating exhibitions, producing exhibition and collections catalogs, and documenting collections. In providing physical access to collections, priority will be given to the needs of the Museum's curatorial and exhibition departments and to the faculty and students of the NAWCC School of Horology.

During normal operating hours, the collections shall be accessible for legitimate research and study by responsible individuals, subject to procedures necessary to safeguard the objects and to restrictions imposed by limitations of space and facilities, exhibition requirements, and availability of appropriate curatorial staff. Collections personnel are responsible for handling requests for access to collections and collections documentation under their direct supervision. The Museum expects that all researchers, both in-house and visiting, who make use of collections, will adhere to any legal or ethical restrictions on research imposed by the Museum, and that they will operate in accordance with the generally accepted ethical standards of the field in which they are working. The Museum may make collections data and images available for research and publication in

print and electronic media, according to procedures developed by the staff and approved by the Museum Director and NAWCC Executive Director.

Risk Management and Security

The Museum meets its mission of preservation through a program of risk management, which includes reducing risks to the collection, providing on-site security and retaining insurance policies against loss or damage to the collections. The Museum retains fine arts insurance to provide for replacement or restoration of significant collections in the event of damage or loss. The NAWCC Executive Director has the authority to contract for insurance and to authorize the degree of coverage for the Museum's collections objects as well as objects on loan to the Museum. Insurance values will be based on the fair market value of the object as determined by the Museum's curatorial staff. If Museum staff cannot provide an accurate insurance value or if the period of an outgoing loan is greater than one year, a professional outside appraisal may be required. For outgoing loans, the borrower may be charged for an outside appraisal. The Museum Curator will maintain records of the book value of each object if known when accessioned, the current replacement value, and the insurance value of each object. These records will indicate the date of each change in value and the staff member responsible for the change.

The collections and security staffs are responsible for monitoring the Museum's exhibition and storage areas on a routine basis to ensure the safest possible environment for collections and loaned objects. The curatorial and security departments ensure that the Museum's Emergency Disaster Plan provides for the safety of the Museum collections. Museum staff must report damage to or loss of any object, as soon as discovered, to the Museum Director and the Security Department, who will notify the Museum Curator and relevant staff. The Museum Director will provide appropriate information to police, other appropriate agencies, and the Board. The Registrar will maintain all records relating to the investigation of missing or stolen objects. The Museum shall conduct systematic inventories of its collections on a five-year cycle with annual spot checks.

Collections Records

The Museum's staff creates and maintains documentation for all collections. These records establish legal title to collections, identify collections and their provenance as fully as possible, and track the location of collections objects. The Museum Curator is responsible for creating and maintaining records of accessions, deaccessions, and loans. Accessions will be recorded in accession number order in a permanent Accession Register. The Museum Curator is responsible for creating and maintaining catalog records for all accessioned objects. The primary purpose of

collections records is control and documentation of the collections. Therefore, these records should provide at least the following information:

1. Object Name.
2. Title, if applicable.
3. Identifying description of object.
4. Assigned number.
5. Other identifying marks.
6. Legal status of object.
7. Condition of object.
8. Location of object.

The Museum Curator will ensure that duplicate copies of accession, catalog, loan, and deaccession records are maintained in a secure, off-site storage area. Records access is subject to applicable public law. Collections staff are responsible for controlling and documenting access to collections records under their direct supervision. The following items of information are considered privileged:

1. Addresses of donors and lenders.
2. Location of objects.
3. Valuation of objects.
4. Identity of donors and lenders, if anonymity is requested.
5. Information that is restricted intellectual property.

Monitoring and Compliance

The Museum Director monitors compliance with this policy and reports lack of compliance to the NAWCC Executive Director. Upon adoption, all staff and Board members will receive a copy of this policy. All new staff and Board members will receive a copy of this policy as part of their orientation to the Museum.

Policy Review

The Museum Curator initiates review of the Museum Collections Management Policy by the Board of Directors and staff of the Museum, at least once every five years.

Definitions

Accession: an object or group of objects obtained at one time from a single source.

Accessioning: the formal process used to accept and record an artifact as a collection object.

Acquisition: the discovery, preliminary evaluation, negotiation for, taking custody of, taking title to, and acknowledging receipt of materials and objects; or negotiating for and recording information about borrowed objects.

Book value: the initial monetary value assigned to a collections object at the time of acquisition.

Collections object: an item that has been or is in the process of being accessioned into the collections.

Deaccessioning: the process used to remove permanently an object from the Museum's collection or to document the reasons for involuntary removal.

Disposal: The act of physically removing an object from the Museum collection. See also: *deaccessioning*.

Collection: consists of representative samples, original, rare, or often irreplaceable artifacts of historical significance to be preserved for future generations.

Insurance Value: the current monetary value assigned to a collections object for insurance purposes.

Inventory: a) an itemized listing of collections objects that identifies the current physical location of each object; b) the process of physically locating all or a subset of objects for which the Museum is responsible.

Loans: temporary assignments of collections objects from the Museum or temporary assignments of similar objects to the Museum for stated Museum purposes, such as exhibition and research. These assignments do not involve a change in ownership.

Objects placed in the custody of the Museum: items that are not owned by the museum but are left temporarily in the Museum for other than loan purposes, such as for attribution, identification, or examination for possible gift or purchase.

Provenance: a history of ownership for an object that can be documented through written records and/or oral tradition.

Registration: The process of developing and maintaining an immediate, brief, and permanent means of identifying an object for which the institution has permanently or temporarily assumed responsibility.

Replacement value: the cost of acquiring an object similar or identical to a given collections object.

Bibliography

American Association of Museums "The Accreditation Commission's Expectations Regarding Collections Stewardship," 2001.

American Association of Museums "Guidelines on Exhibiting Borrowed Objects," 2002.

American Association of Museums Technical Information Service "Writing a Collections Management Policy," 2000.

Buck, Rebecca, and Jean A. Gilmore The New Museum Registration Methods, Washington, DC: American Association of Museums, 1998.

Malaro, Marie C., A Legal Primer on Managing Museum Collections, 2nd ed., Washington, DC: Smithsonian Books, 1998.

New York State Historical Association, "Acquisition and Deaccession Policy," 1992.

New York State Historical Association and The Farmers' Museum, "Draft Collections Management Policy," 1995 (not adopted).

New York State Museum Chartering Program, "A Sample Collections Management Policy," <http://www.nysm.nysed.gov/charter/collections.html>, 1999.

United Nations Educational, Scientific and Cultural Organization, "Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property," 1970.

Collections Management Policies and other policy statements of the following museums:

Adirondack Museum, Blue Mountain Lake, NY.
Historical Center for the Health Sciences, Ann Arbor, MI.
Kelsey Museum of Archaeology, Ann Arbor, MI.
MIT Museum, Cambridge, MA.
Museum of Texas Tech University, Lubbock, TX.
Mystic Seaport Museum, Mystic, CT.
Nebraska State Historical Society, Lincoln, NE.
North Carolina Maritime Museum, Beaufort, NC.
Nova Scotia Museum, Halifax, NS.
Wisconsin Historical Society, Madison, WI.
Yale Peabody Museum, New Haven, CT.

Attachments

1. Temporary Custody Form
2. Certificate of Gift Form
3. Purchase Agreement
4. Collections Committee Accession Questionnaire
5. Collections Committee Deaccession Questionnaire
6. Incoming Loan Form
7. Outgoing Loan Form
8. Location Change Form
9. Purchase Agreement