

# Collection Management Policy

## History San José

### I. Introduction

The purpose of this Collection Management Policy is to identify the professional practices and standards History San José will obey in the acquisition, deaccession, care, management, and use of collections either owned or managed under co-stewardship agreement(s) with the City of San Jose and others.

#### **Background**

The collections of the San Jose Historical Museum were established in 1950 and are owned by the City of San Jose. On 1 April 1998 History San José (HSJ), a nonprofit California 501(c)(3) corporation entered into an agreement with the City of San Jose to manage and care for the San Jose Historical Museum collections. The Board of Directors voted to change the organization name History Museums of San Jose to History San José, April 2000.

#### **Purpose and Scope**

Mission Statement: History San José preserves and enriches the cultural heritage of San Jose and the Santa Clara Valley through research, collections, partnerships, educational programs and events

Individually and in partnership with others, History San José (HSJ) collects, preserves and documents the region's continuing heritage. The scope of the collections represents the social, political, economic, industrial, agricultural, technological, and cultural heritage of the Santa Clara Valley, from prehistory to present, including materials from outside the region that may contribute to understanding the region and its people. Priority is given to materials:

- Used by, created by, or that document people of Santa Clara Valley
- Illustrative of regional, state, national, or international cultures, experiences, or events that specifically relate to or assist in understanding the continuing heritage of the Santa Clara Valley.

#### **Other Documents**

HSJ will create and maintain additional collection documents and manuals related to the implementation of this Collection Management Policy.

*Approved 3/19/1998)*

*Amended by Board action, 6/30/1999, 2/2/2000, 5/2/2001*

*Revision approved by Collections Committee 1/19/2017*

- *Collection Procedures Manual* -- includes instructions for caring for the collection, and all approved legal documents, and will be reviewed annually by the Collections Staff and revised as needed.
- *Collections Conservation Plan* - will identify, prioritize, and schedule conservation treatment of specific collections items and materials.
- *Collections Plan* -- will prioritize and guide the Museum's collection acquisition activities and will be guided by the Collections Committee.
- *Maintenance Manual for Historic Buildings and Structure* -- applied to any building or structure on or eligible for national, state, or local registration of historic sites and landmarks and will be reviewed and approved by the San Jose Historic Landmarks Commission.
- *Commercial Use Policy and Procedures* -- will establish fees and procedures for the use of the collections.

## II. Definitions

### 1. Title and Ownership

The City will continue to own all grounds and buildings, current and future, and all collections at the time that the agreement was signed. After 1 April 1998, all donated or acquired collections are the property of HSJ, unless already owned by the City or another governmental entity, in which case title shall remain with the government of origin.

The title to any public records, managed by HSJ on behalf of a governmental entity or agency, shall remain with the government or agency of origin, unless mutually agreed upon by contract. Such records will be managed in accord with all applicable public law, regulations and procedures. Specifically, the City of San Jose shall retain ownership and title to any and all City of San Jose Archives that are managed by HSJ.

Per HSJ's Operation Agreement with the City of San Jose (see AMENDED AND RESTATED OPERATION AGREEMENT BETWEEN THE CITY OF SAN JOSE AND HISTORY SAN JOSE (FORMERLY THE HISTORY MUSEUMS OF SAN JOSE)), upon expiration or termination of said agreement, title to items owned by HSJ shall be transferred to the City, unless specific donor restrictions prohibit such transfer.

### 2. Co-Stewardship Contracts and Agreements

HSJ may enter into co-stewardship contracts and agreements with other private and public organizations and agencies to manage historical collections, under the following conditions:

- The collection must agree with HSJ purpose and scope as defined above.

*Approved 3/19/1998)*

*Amended by Board action, 6/30/1999, 2/2/2000, 5/2/2001*

*Revision approved by Collections Committee 1/19/2017*

- The contract or agreement must be accompanied by adequate financial resources or a plan to acquire financial resources for collection processing, management, care and access.
- All parties agree that HSJ Collections Policy and Collection Procedures will govern the management, care, access, and use of the collections.

Notwithstanding the above, HSJ accepts any and all conditions, understandings, and specifications contained in the agreement between the City of San Jose and HSJ of 1 April 1998.

### 3. Collections\*

The Collections include any items in which legal title is transferred to HSJ. There are five types of collections:

The Artifact Collection consists of objects created or shaped by human workmanship, including but not limited to tools, vehicles, textiles, art, and furniture.

The Research Library and Archives contains documents and records from private individuals, businesses and organizations, including but not limited to photographs, manuscripts, maps, film, books, ephemera and electronic documentation. The Research Collection includes archives of the City of San Jose and Santa Clara County.

Historic Sites are buildings, structures and sites that are designated and protected as historic sites and landmarks.

The Reference Collection includes non-accessioned, organized materials such as news clippings, photocopies, duplicate books, and artifacts. The Reference Collection directly supports the accessioned collections and educational activities programs by contributing to their understanding and appreciation.

The History San Jose Institutional Records are records created in the course of operations of the San Jose Historical Museum, the History Museums of San Jose, and History San Jose.

\* For the purpose of this Collection Management Policy, all collections managed by HSJ may be referred to individually as artifacts, items, objects, or materials. These terms extend to all collecting areas including Research Library materials such as manuscripts and records.

## III. Governance

### 1. Board of Directors

The HSJ Board of Directors has final authority and responsibility to ensure that the collections are managed and cared for in accord with the highest professional standards, applicable laws, statutes, resolutions, and contractual terms and conditions. The Board reserves the right to approve, amend, reject or reverse any recommendation, approval, or action by HSJ employees or the Collections Committee.

### 2. Employees, Volunteers, and Interns

The HSJ President or Chief Executive Officer will act on the behalf of the Board of Directors to ensure that Collections Policy and Collections Procedure are implemented in accord with the highest professional standards, applicable laws, statutes, regulations, and contractual terms and conditions. The Collections staff shall manage and care for the collections on a daily basis and shall make all professional decisions and recommendations in accordance with the Collection Policy and Collections Procedures. Volunteers, interns, and contractors may work under the direct supervision of the Collections staff to perform specific tasks.

### 3. Collections Committee

The Board shall establish a Collections Committee of at least seven members, one of whom shall, if possible, be a sitting member of the San Jose Historic Landmarks Commission. The Board shall establish the responsibilities of the Collections Committee, which shall include but not be limited to:

- Periodically review and recommend revisions in the Collections Policy and all related procedural documents
- Upon recommendation of the professional Collections staff, act upon and refer to the Board of Directors any exceptions to approved Collections Policy or Collections Procedure.
- Review and assist in implementing the Collections Acquisition Plan.
- Recommend and refer to the Board of Directors the acquisition of any historic sites, buildings, and structures.
- Act upon and refer to the Board any professional staff recommendations for deaccessioning and disposition of collections.
- Provide technical expertise and consultation to the Collections staff on specific collections activities and issues.

*Approved 3/19/1998)*

*Amended by Board action, 6/30/1999, 2/2/2000, 5/2/2001*

*Revision approved by Collections Committee 1/19/2017*

- As needed, review reports on collection activities and conditions, including historic buildings and structures and refer reports to the Board, the San Jose City Manager, and the San Jose Historic Landmarks Commission.

## 4. San Jose Historic Landmarks Commission

HSJ will meet all provisions, conditions, and requirements of the Municipal Code of San Jose (Sec. 2.08.2630) as it defines the relationship between the San Jose Historical Museum and the San Jose Historic Landmarks Commission. In addition, HSJ actively will solicit the Commission's advice and expertise in the acquisition, conservation, restoration, and interpretation of historic sites, buildings, and structures.

## IV. Ethics

### 1. General

HSJ, including its staff, management, and Board of Directors, subscribes to the ethics statements of the American Association of Museum (AAM), the American Association for State and Local History (AASLH), the Society of American Archivists (SAA), the American Library Association (ALA), and all other appropriate standards of professional ethics and performance. Further, HSJ subscribes to the principles and recommendations of the UNESCO Conventions Concerning the Protection of the Cultural Heritage (UNESCO 1970) and the Native American Graves Protection and Repatriation Act (NAGPRA 1990). HSJ will not acquire materials that were unethically or illegally alienated from their society of origin--even when not in violation of the formal laws of that country or society--and as appropriate, will repatriate any such objects that might be in or come under the museum's control.

### 2. Personal Collecting

Upon entering a relationship with HSJ, any Board member, Committee member, or employee must disclose any and all areas of personal collecting and agree to refrain from any collecting activities in competition with HSJ. Any individual who purchases an item for a personal collection must provide HSJ the opportunity to purchase the item from her/him at the documented original purchase price. No Board or Committee member, employee, or volunteer will present himself/herself as representing HSJ in negotiating or purchasing for personal collections. For these purposes, the personal acquisition of family heritage property is not considered to be personal collecting.

*Approved 3/19/1998)*

*Amended by Board action, 6/30/1999, 2/2/2000, 5/2/2001*

*Revision approved by Collections Committee 1/19/2017*

### 3. Personal Gain

All Board and Committee members, employees, volunteers, and interns will not use the reality and the appearance of using their positions or the information and access gained from their positions for personal gain.

### 4. Personal Use

Collections are not available to any individual for personal use, either on or off the premises, or for any other purpose contrary to HSJ's mission and collection Purpose and Scope.

### 5. Dispositions of Collections

HSJ collections will not be given, sold, or otherwise transferred, publicly or privately to individuals or family members of individuals who are Board or committee members, employees, officers, agents, or volunteers of HSJ, the City of San Jose, or other organizations or agencies with which HSJ maintains a contract or agreement.

## V. Acquisitions

### 1. Authority

The authority to accept and acquire materials for HSJ Collections--with the exception of historic sites, buildings, and structures--rests solely with the professional Collections staff. No employee, volunteer, public body or official, or Board or Committee member other than the Collections staff and the President/CEO may obligate HSJ to acquire an item for the collections. Prior approval is required from the Collections Committee for the acquisition of any item that falls outside the Purpose, Scope and Criteria as defined herein. The Collections Committee may refer such items to the San Jose Historic Landmarks Commission for review and recommendation.

HSJ will consider the acquisition of a building structure or site that is listed on, or is eligible for, any state or local register of historic sites, or that is on or is eligible for the National Register of Historic Places, only after prior approval by the City of San Jose Historic Landmarks Commission, *and only if* (a) it clearly is demonstrated that the building is endangered and unable to be left at its original or historic site, and (b) it clearly fits within HSJ's master interpretive and programmatic plan and the prospective site. If the property is to be added to or located on land that is owned by the City of San Jose, City Council approval is required before the item can be accepted and located.

*Approved 3/19/1998)*

*Amended by Board action, 6/30/1999, 2/2/2000, 5/2/2001*

*Revision approved by Collections Committee 1/19/2017*

## 2. Criteria

Collections staff shall use the following criteria in considering collection acquisitions.

- The item is relevant to the collections and HSJ's Purpose and Scope.
- The item is unique in a collecting area and would thereby enhance the existing collection.
- The item fills a specific need within a collection or opens a new collection area consistent with HSJ's goals.
- The item is in good provenance.
- The item does not have any donor-imposed restrictions or any stipulations regarding the method of display, copyright, or any other limitations that would affect the exhibition or loan of the artifact.
- The item will be treated according to museum standards and kept in good faith.
- The item's condition must not threaten or endanger any other collections, people, or property.
- HSJ must be able to provide proper care with existing resources.
- Acceptance of the item shall not impose major future expenses, unless an expense plan is made.

## 3. Special Circumstances

### Whole Collections

Whole collections which do not entirely fit the Scope will be accepted only if the collection is predominantly related to HSJ's mission, and if the collection has distinct merit as a whole, or the whole has value that is greater than the sum of its parts.

### Illegally Collected Material

HSJ will not knowingly accept or acquire objects illegally obtained, imported, or collected; or that were recovered in a way that would support or encourage illegal or irresponsible collection, or that would damage or cause destruction of natural or cultural objects, resources, or sites. HSJ may accept objects confiscated by governmental agencies that are offered by these agencies if these materials are applicable to HSJ's acquisition policy and meet collection criteria.

### Protection of Endangered Materials

In the case of special circumstances related to the immediate preservation or salvage of endangered, unique, or non-renewable materials, HSJ may accept temporary or permanent custody of such materials to ensure preservation. If upon evaluation they are not within the Scope or the priorities of the Collections Acquisition Plan and therefore not accessioned into the

*Approved 3/19/1998)*

*Amended by Board action, 6/30/1999, 2/2/2000, 5/2/2001*

*Revision approved by Collections Committee 1/19/2017*

collections, they will be transferred as soon as possible to an appropriate public or private organization or agency.

#### 4. Means of Acquisition

Materials may be added to the collections by means of gifts, bequests, purchases, transfers, exchanges, fieldwork acquisitions, or any other transaction by which title to the material passes to HSJ. All specimens obtained through field collection shall be accompanied by all appropriate permits, letters of consent from property owners, and necessary documentation to establish that materials were collected in accord with local, state, federal, and international law.

HSJ is not required to accept any collections that do not meet the Purpose and Scope unless otherwise indicated in the 1 April 1998 agreement with the City of San Jose.

#### 5. Title and Right

Full title and all rights shall be transferred free and clear, with no restrictions or preconditions. HSJ will request documentation and transfer of intellectual property rights if applicable. Obtaining clear title to items previously acquired into the collections but not documented may be done through any legal means, such as abandonment, a contractual reversionary clause, or application of the State of California's Unclaimed Loan law (California Civil Code Section 1899).

Title to undocumented items that were identified on the collections inventory prior to the agreement of 1 April 1998 belong to the City of San Jose.

#### 6. Appraisal, Monetary Value, and Internal Revenue Service Compliance

HSJ staff will not provide collection donors with monetary appraisals for artifacts. Appraisals or valuation for tax deduction purposes are the responsibility of the donor. Collections staff will provide appropriate access for appraisals.

The Collections staff may place a value on materials for insurance purposes only. HSJ will comply with all current Internal Revenue Service rules and reporting regulations for charitable contributions.

## VI. Deaccession and Disposal

### 1. Definition and Purpose

Deaccessioning is the formal process used to remove an object legally and permanently from the collections. Disposal is the means by which both accessioned and non-accessioned items are removed from a collection. HSJ will deaccession items only for the purpose of strengthening or protecting the collection as a whole. An artifact may be considered for deaccessioning or disposal if it does not have significance to the organization as a whole. Collecting is an intelligent process of selection and periodic pruning is necessary if growth is to occur within a collection. Deaccessioning is not a means to an end. Thoughtfulness and discrimination will be exercised in the initial collecting process to avoid unnecessary resource burdens.

### 2. Criteria

An object may be deaccessioned only if the Curator determines that it meets one or more of the following criteria:

- *Relevance*: The artifact does not fall within the scope of the collections, or is not consistent with the purposes, priorities, and areas of interest of HSJ. Specifically, the artifact is not associated in any way with San Jose or Santa Clara Valley history.
- *Redundancy*: The artifact is comparable but inferior to another object within the collections.
- *Physical Integrity*: The artifact is in poor physical condition that conservation is not feasible, or restoration would render the object essentially false.

The artifact is a danger to the health, safety, or well being of the general public, to the museum staff, or to other objects in the collection.

The artifact is a fragment or portion of an artifact, or part of a set, which is only meaningful as a whole.

- *Legality*: The artifact is determined to have been acquired in a manner contrary to HSJ's acquisition policy, or if the artifact is determined to have been illegally exported from its country of origin or place of repose.

*Approved 3/19/1998)*

*Amended by Board action, 6/30/1999, 2/2/2000, 5/2/2001*

*Revision approved by Collections Committee 1/19/2017*

The artifact is subject to cultural repatriation through the Native American Graves Preservation and Repatriation Act of 1990 (NAGPRA) or any other local, state, national, or international law, ruling, agreement, or convention.

Donor conditions restrict the museum's ability to store or exhibit the object.

### 3. Restrictions and Title Clearance

No item may be deaccessioned without proof of clear title. Artifacts without clear title must be converted by due process of the law before they can be deaccessioned from the collections. Except in cases of human health or collection safety reasons, objects that have been accessioned must have been held for at least two years before being deaccessioned.

### 4. Authority

The Collections staff will periodically review the collections and make recommendations for artifact removal. For artifacts subject to NAGPRA, HSJ will follow procedures established by the National Park Service. Collections staff recommendations for deaccessioning will be presented to the Collections Committee. If approved by the Collections Committee, the recommendations will be forwarded to the Board of Directors for action. In no case will any item be deaccessioned without official and specific Board of Directors approval. When approved by the Board, the recommendations will be forwarded to the Historic Landmarks Commission for review and comment.

**Public Ownership:** For items owned by the City of San Jose, or by other public bodies or agencies, deaccession will be subject to all appropriate public codes, policies, and procedures. Specifically, deaccession of collections whose title resides with the City of San Jose must be in accord with appropriate sections of the Municipal Code of the City of San Jose, and may require City Council approval.

**Co-Stewardship Agreement:** If the Board supports deaccessioning of an item that is managed by contract or agreement with another organization or agency, other than the City of San Jose, HSJ will follow the conditions of the agreement or contract for deaccessioning and disposal. If the other party does not agree to the deaccessioning, HSJ reserves the right to remove the item from the collections it manages and return it to the other party.

### 5. Exceptions

If an item must be removed from the collection because it poses an immediate and serious threat to people or to other collections, the item may be deaccessioned immediately by Collections staff action and approval of the President/CEO. The Board of Directors and other organizations or agencies will be notified as mandated and appropriate.

*Approved 3/19/1998)*

*Amended by Board action, 6/30/1999, 2/2/2000, 5/2/2001*

*Revision approved by Collections Committee 1/19/2017*

## 6. Disposition

*Methods:* Final disposition will be in accord with the following methods in order or priority.

1. Sale, transfer to, or trade with, another non-profit museum or institution.
2. Sale by public auction or in the public marketplace.
3. Destruction or disposal, which must be attested to in writing by Collections staff.

*Limitations:* Exchanges can be made only with non-profit institutions. HSJ will not exchange items with individuals nor will title be transferred to an individual by any means other than public auction. Exchanges should be for objects of equivalent monetary or historic value. In the case of artifacts of significant monetary worth, this must be documented with formal appraisals.

## 7. Records

A copy of all catalog and exhibition information, study reports, and records shall accompany any artifact exchanged, sold, or transferred to a public institution provided that confidentiality is not required. Complete record of the condition and circumstances under which items from the collections were deaccessioned and disposed will be maintained in perpetuity in HSJ's permanent collection records.

## 8. Use of Funds

Proceeds from the sale of deaccessioned items will be managed according to existing IRS regulations at the time of the deaccession.

# VII. Loans

## 1. Authority

Authority to approve and sign incoming or outgoing loans rests with the professional Collections staff. A written loan agreement made prior to the receipt or shipment of loan materials shall govern all incoming and outgoing loans. The Collections staff shall maintain complete records of all loans and track loan activity.

## 2. Incoming Loans

### Purpose

Incoming loans are accepted for temporary exhibition, research, copying, or other reasonable temporary use for a specified period of time, not to exceed three years, which may be renewed

*Approved 3/19/1998)*

*Amended by Board action, 6/30/1999, 2/2/2000, 5/2/2001*

*Revision approved by Collections Committee 1/19/2017*

in one year increments by mutual agreement. Artifacts can be borrowed from private collectors, individuals, corporations, galleries, private or public institutions, and commercial establishments.

## Packing and Transit

Packing and transportation arrangements will be made by HSJ's Collections staff. Artifacts are only accepted if they are in condition to travel and can be properly cared for and exhibited while on loan to HSJ.

## Insurance

Insurance will be handled on a case-by-case basis. Ordinarily, HSJ will not take out insurance on loans if the items are covered by the lender's personal insurance identifying the History San Jose as ADDITIONALLY INSURED. HSJ may insure incoming loans under its own fine arts policy.

## Long Term Loans

HSJ does not accept permanent long-term loans or incoming loans solely for deposit or storage. The period of the loan will be specific. The lender will be notified of any changes in the loan period in writing by the Collections staff. Long term loans accepted prior to 1 April 1998 will be reviewed and renewed every two years. HSJ will strive to return all outstanding long-term loans or convert them to gifts.

## Unclaimed Loans

Pursuant to California Civil Code, Section 1899, it is the responsibility of the owner of the property on loan to HSJ to notify, promptly and in writing, of any change of address or change in ownership of the property. Failure to notify HSJ of these changes may result in the owner's loss of rights in the property. In keeping with California Civil Code, section 1899, HSJ will make the requisite effort to return loans property to the lender or their successor. Unless the loaned property is returned to the lender or their successor, HSJ shall retain for a period of not less than 25 years the original or an accurate copy of each notice of change in address or in ownership of the property filed.

If HSJ's effort to return artifacts within a reasonable period following the termination of the loan are unsuccessful then the objects will be maintained at the Lender's risk and expenses for a maximum of 5 years. If after 5 years the artifacts have not been claimed, then and in consideration for maintenance and safeguarding, the Lender/Owner shall be deemed to have made the artifacts an unrestricted gift to HSJ.

## Limitations

HSJ will not perform or allow any repairs, alterations, or conservation treatment on any loaned item without the lender's prior and specific written permission.

*Approved 3/19/1998)*

*Amended by Board action, 6/30/1999, 2/2/2000, 5/2/2001*

*Revision approved by Collections Committee 1/19/2017*

### 3. Outgoing Loans

Outgoing loans may be made for exhibition, educational, or scholarly purposes to institutions or organizations that agree in writing to meet specific requirements. The non-accessioned Study Collection may be lent to non-museum organizations for educational purposes only.

#### Conditions

Loan requests from the HSJ collections are considered on a case-by-case basis, depending on the nature and condition of the artifact, the specific proposed use, and the borrower's ability to meet professional standards of care for the artifacts. HSJ may require a facilities report from a borrowing institution, as determined by the Curator. Artifacts may not be lent to private individuals.

#### Criteria

HSJ must have clear title to, or clear contractual management authority over, an artifact to consider that object for an outgoing loan and must not be encumbered by restrictions inhibiting such a loan. Objects will not be loaned if the proposed use might present unreasonable risks to the objects or the use might reflect on the integrity of HSJ. Except under very special circumstances, HSJ will not lend artifacts that the professional Collections staff determines to have extraordinary historical, aesthetic or cultural value, or which are too fragile to travel.

HSJ may lend to museums or institutions that meet professional museum standards for the care and handling of objects. HSJ may make loans to corporations for educational exhibition purposes only and only to those corporations where artifact handling and environmental conditions are known to be in compliance with specific professional museum standards. Artifacts may not be lent to private individuals.

#### Limitations

HSJ has authority to rescind a loan if becomes apparent during the course of the loan that there is risk to the artifact(s) or that use is reflecting badly on the integrity of HSJ.

Unless otherwise notified by HSJ, the borrower may not photograph, videotape or otherwise reproduce borrowed artifacts for education, publication and/or publicity purposes without the permission of HSJ. The artifact(s) on loan may be photographed by the public for non-commercial or private use without the aid of tripod or flash.

Borrowed artifacts may not be reproduced for sale by other institutions or individuals without express permission from HSJ, with appropriate compensation.

*Approved 3/19/1998)*

*Amended by Board action, 6/30/1999, 2/2/2000, 5/2/2001*

*Revision approved by Collections Committee 1/19/2017*

Items on loan from HSJ may not be treated or otherwise altered without prior and specific written approval from the Curator.

Lent artifacts will be credited to History San José or as stated on the Outgoing Loan Agreement form.

## Insurance

The borrower must provide wall-to-wall insurance or indemnification as required, including a certificate of insurance, before the artifact(s) are lent.

## Duration

All loans must be for a stated term, agreed to be both parties on the Outgoing Loan Agreement form.

## 4. Temporary Loans

Professional conservators, framers, preservationists, and curators may receive artifacts on temporary loan for purposes of conservation, identification, research, digitization, etc. Such custody does not constitute a formal loan, or donation to the borrower. Records of all materials on temporary loan will be maintained and retained by Collections staff.

## VIII. Collections Records

The Collections staff shall maintain permanent collection records in accord with the Collections Procedures Manual. Collection records provide legal documentation of the collections, establish and document provenance and provide a permanent record of care, use, and disposition. All collection records are considered permanent documents, to be retained in perpetuity, whether or not the physical item is retained in the collections. HSJ maintains an open access policy regarding catalog and scholarship information. Access to collection records is by appointment with the Collections staff. Insurance, financial, tax, financial appraisal and any records declared confidential by the donor will remain confidential and will be released only upon specific written approval of the donor and the President/CEO.

Three categories of records exist to preserve information about the collections and exhibitions. These records include: Documents, Information Management Records, and Task Records.

### Documents

*Gift Agreement/Deed of Gift:* Transfers title to HSJ

*Incoming Loan Form:* Borrowed artifacts by HSJ from other institutions or individuals

*Outgoing Loan Form:* Lent artifacts by HSJ to other institutions.

*Approved 3/19/1998)*

*Amended by Board action, 6/30/1999, 2/2/2000, 5/2/2001*

*Revision approved by Collections Committee 1/19/2017*

*Outgoing Release Agreement:* Receipt of object release from HSJ to borrower.

*Donation in Kind or Temporary Custody Receipt:* Receipt of non-accessioned donations.

*Request for Permission to Publish:* Publication of photographic reproductions from HSJ's collections.

## Information Management Records

*Permanent Collections Database*

*Catalog/Accession Manual Records*

*Donor Records*

*Changing Exhibition Documentation*

## Task Records

*Condition Report*

*Conservation Report*

*Location Report*

*Environmental Conditions Data*

*Inventory*

*Insurance Report*

*Annual Collections Report*

# IV. Collections Care

## 1. Security

Every effort will be made to protect and monitor materials on temporary exhibit against fire, theft, vandalism, infestation, environmental hazards, over handling and natural disaster. A disaster plan will delineate the specific responsibilities of HSJ's staff.

## 2. Storage

Artifacts will be stored in collection storage fixtures and/or containers that are archival in order to assure that artifacts will be available in perpetuity. Temperature and relative humidity will be controlled and monitored. Collections will be protected against dust, vermin, and other detrimental elements.

## 3. Transit

The packing and shipping of artifacts is supervised by the Collections staff. Collections staff will train, provide guidance and supervision on the proper handling, security, and other collection procedures as appropriate.

*Approved 3/19/1998)*

*Amended by Board action, 6/30/1999, 2/2/2000, 5/2/2001*

*Revision approved by Collections Committee 1/19/2017*

## 4. Conservation, Preservation, and Restoration

Conservation, preservation, and restoration activities are carried out with the highest professional standards and are in accordance with the following documents: Collections Procedures Manual, the Maintenance Manual for Historic Buildings and Structures, and the Collections Conservation Plan. Historic sites, structures, and buildings will be treated in accord with the Secretary of Interior's Standards for Historic Preservation and applicable state and local historic building codes.

## 5. Inventories

Ongoing inventory checks to confirm objects' physical condition and location are conducted through appropriate collections database queries.

## X. Insurance (*Amended by Board action, 5/2/2001*)

The real and personal collections to which the City maintains title, including historic structures and reconstructions are insured in accordance with the City's Risk Management policies and procedures, which may include self-insurance, private policies or a combination thereof. Collection managed by HSJ agreement with any other public or private organization or agency will be managed in accord with the terms of those agreements. All HSJ's collections are insured under its own insurance policy. Any funds secured through or by an insurance claim shall be deposited into an account of the History San José reserved for the sole purpose of direct care and purchase of collections.

## XI. Access

### 1. Public Access

Public access to the collections is available or research and reference through the Research Library, exhibitions, educational programs, websites, and other methods that provide the broadest possible public access dissemination of information, while ensuring the continuing preservation and care of the materials and the information they contain. Collection storage areas shall not be accessible to the public, except in the case of pre-arranged tours for specific purposes with the Collections staff. All storage/object activity must first be approved by the Collections staff. The professional Collections staff reserves the right to determine the appropriateness and method of access to any collections item in accord with the Collections Procedures Manual. Access will not be provided to any item that might damage or threaten the long-term conservation and preservation of the artifact or the information that it contains or represents.

*Approved 3/19/1998)*

*Amended by Board action, 6/30/1999, 2/2/2000, 5/2/2001*

*Revision approved by Collections Committee 1/19/2017*

## Artifact Collection

All direct physical access shall be arranged individually with the Collections staff.

## Research Library and Archives

HSJ shall establish and circulate visiting hours to provide maximum accessibility and service to the public, which shall be provided through Collections staff retrieval. Specifically, public access to the San Jose City Archives will be in accord with appropriate sections of the City Administrative Policy Manual.

## Historic Sites

Historic sites will be made available to the public in accord with published schedules.

## 2. Intellectual Property

Materials will be treated in accord with current law and international agreements and conventions regarding intellectual property rights, including the standard of "fair use."

## 3. Fees

HSJ reserves the right to charge fees for the provision of services related to access, use or reproduction of, the collections and any item therein. Such fees will be adopted by the Board of Directors and made available to the public upon request.

## 4. Reproduction

Noncommercial reproduction in any and all forms will be allowed to the maximum extent allowed by law, legal or donor restrictions, and current professional practices. Commercial reproduction, quotation, or use may be granted by the professional Collections staff on a case-by-case basis and in accord with the Collections Procedures Manual and the approved schedule of fees.

## 5. Public Records

In the case of Public Records, any applicable State and Federal public policies, ordinances, and procedures will supersede all conflicting institutional policies. If these laws were to specify public access, a policy of HSJ's cannot supersede conflicting law.