

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

CITY CLERK DEPT.
2017 JUL 17 PM 5:51

DEPARTMENT: Museums and Cultural Affairs Department (MCAD)

AGENDA DATE: July 25, 2017

CONTACT PERSON NAME AND PHONE NUMBER: Tracey Jerome, MCAD Director, 915-212-1767
Ben Fyffe, MCAD Assistant Director, 915-212-1766

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: 4) Enhance El Paso's Quality of Life through Recreational, Cultural and Educational Environments.

SUBJECT:

APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

A resolution to approve the updates made to El Paso Museum of Archaeology Collections Policy. The collections policy provides guidelines for the El Paso Museum of Archaeology (EPMArch), through the Museums and Cultural Affairs Department, for acquiring, maintaining, interpreting and promoting the use of collections. The Museum's collections emphasize the archaeological record of El Paso, the Southwest United States and Northern Mexico.

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

Updates are related to current best practices in the museum field, including more friendly approach to visitors' personal photography. This update is a preliminary step towards accreditation with the American Association of Museums. Museums and Cultural Affairs Advisory Board approved the EPMArch Collection updates on June 15, 2017.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?
This plan was last updated internally in 2010, but has never come before Council.

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

Collections care is part of the core work of Museum. Costs are budgeted from annual GF Museum budget.

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:



(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

RESOLUTION

CITY CLERK DEPT.

2017 JUL 17 PM 5:52

WHEREAS, on June 15, 2017, the Museums and Cultural Affairs Advisory Board recommended approval of the Collections Management Policy for the El Paso Museum of Archaeology.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

THAT the City Council approves the Collections Management Policy for the El Paso Museum of Archaeology attached as Exhibit "A".

APPROVED this _____ day of _____, 2017.

CITY OF EL PASO

Dee Margo, Mayor

ATTEST:

Laura Prine
Interim City Clerk

APPROVED AS TO FORM:



Omar De La Rosa
Assistant City Attorney

APPROVED AS TO CONTENT:



Tracey Jerome, Director
Museums and Cultural Affairs Department



Collections Management Policy

Department of Museums and Cultural Affairs

City of El Paso, Texas

MISSION STATEMENT:

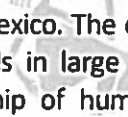
The El Paso Museum of Archaeology is dedicated to the narration, interpretation, and preservation of archaeological and anthropological artifacts through research, exhibits, education, and special programs, with a focus on the prehistory and culture of the El Paso area, the Greater Southwest and northern Mexico.

I. STATEMENT OF PURPOSE

The El Paso Museum of Archaeology is an organized and permanent non-profit institution, essentially educational and aesthetic in purpose, with professional staff, that owns, cares for and utilizes archaeological and ethnological artifacts, and exhibits them to the public on a regular basis. The museum houses dioramas and exhibits depicting early life and environment of the El Paso area, and the Southwest and manages important collections of prehistoric and contemporary American Indian artifacts of the Greater Southwest, northern México, and Mesoamerica. Additionally, the museum utilizes 15 acres of native terrain for nature trails. The museum's principal goal is educational and it serves the City of El Paso by utilizing as many cultural aspects as the facilities, grounds, programs, personnel and finances allow.

The purpose of the museum is to preserve, to increase, and to disseminate knowledge of human pre-history and history and to enhance in individuals the knowledge and enjoyment of the Archaeology of El Paso area, the Greater Southwest and northern Mexico. To accomplish this purpose, the museum collects, preserves, studies, interprets and utilizes tangible objects in programs of research, exhibition and education. The collections form a basis for the continuing appraisal of the past, present and future.

The primary functions of the El Paso Museum of Archaeology, as with all museums of archaeology, are acquiring, maintaining, interpreting and promoting the use of collections. The museum's collections emphasize the archaeological record of El Paso, the Southwest



United States and northern Mexico. The capacity to learn about the past and present and to discern future trends depends in large measure on such collections. Without them, the identity, order and relationship of human cultures could not be known, nor could the significance be understood. These collections provide the database that documents the dynamics of cultural change, including adaptation and survival. The museum fulfills a vital scientific obligation to society by preserving representative samples of the archaeological record and by encouraging study of them. The collections are an irreplaceable resource. By making its collections available for study by qualified persons, the museum extends its support of research to the larger scientific community.

The museum's staff conducts original research based largely on the collections of this and similar institutions. Results of museum research set forth in scientific publications become part of humanity's body of knowledge. Thus, the museum participates in the continual development of new information and concepts about archaeology.

From this body of collected information, popular and unique exhibits, programs and publications are distilled for public understanding. Additionally, the museum offers special, non-traditional programs that appeal to persons of all ages. Visitors can expand their knowledge and appreciation of archaeology by use of the exhibits, by contact with staff members and by special programs. Thus the museum fulfills its educational goals.

Through its unique approach to education and research programs, the museum interprets cultural objects and reveals their relevancy to everyday interests and experiences. It explores underlying principles and relationships that tie cultural objects to each other in a dynamic and evolving system. By this method of spreading knowledge, a museum of archaeology is parallel to, but distinct from, that of schools, university programs and research institutes.

The museum holds its collections in trust for the scientific community and the public. The museum is committed to maintaining standards of professional and ethical excellence in all of its actions. The museum recognizes its responsibility to ensure planned and coherent growth, development, care and use of its collections. The museum further recognizes its responsibility to prevent the loss of its collections by deterioration, mismanagement or indiscriminate dispersal.

II. SCOPE

The museum acquires and preserves collections concerning archaeology and, to a more limited extent, anthropology and ethnography of North and South America.

The research collections emphasize objects from the El Paso area and the southwest in general, but include collections from other parts of the United States, Mexico, and South America as well. The former are useful in detailed research efforts such as monographs and area studies, while the latter enable broadly comparative studies, significantly aid identification and provide maximum flexibility in selecting exhibit materials.



III. USE AND ACCESS

Original scientific research, based in part upon the collections, is conducted by Curators and members of the museum's staff, by university students with the approval of the Museum Director or Museum Curators, and by visiting scholars. These scholars are considered members of the scientific community. Collections are available to study under normal museum security procedures. Data based on the collections is considered proprietary and the release of these data to all persons, organizations, and institutions will be handled in accordance to Chapter 552 of the Texas Government Code and may require a Collections Data Release Agreement. Contract or commercial users may be charged a fee.

1. METHODS OF ACCESS

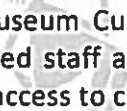
The museum provides access to its collections in a number of ways, among which are the following:

- A. by responding to written or verbal research inquiries or general questions;
- B. by lending materials to institutions or their representatives, or individuals for research, educational, or exhibit purposes; and
- C. by physical access to collections areas and items.
(This section deals only with physical access to the collection.)

2. AUTHORIZED PERSONNEL

Access to the museum's collections is not an inherent right of the general public. The museum attempts to comply with all serious requests for access to collections, but the collections are not open to random browsing. For the security of the collections, the museum limits access to curatorial staff, other appropriate staff and personnel and authorized visitors.

- A. *Appropriate Staff and Personnel:* Appropriate staff and personnel are defined as those who need access to collections areas to carry out their duties and responsibilities. The Museum Curator or Museum Director will authorize access based on the guidelines in the following paragraph.
- B. *Authorized Visitors and Students:* The Museum Director, Museum Curator or representatives authorized by the Museum Director or Museum Curator may allow access to the collections. Determination of access will be based on the guidelines in the following section. The Museum



Director or Museum Curator may arrange special visits to collections when authorized staff are present to supervise. Visitors are not given unauthorized access to collection areas.

3. GUIDELINES FOR DETERMINING NEED FOR ACCESS

The foremost purpose of these guidelines is to protect the collections that belong to the public. It is essential that personnel using the collections exhibit common sense and be versed in specimen handling. The collections must be protected as much from improper handling, breakage, accidental damage and misplacement as from theft or intentional damage.

A. *Evaluation of Need*

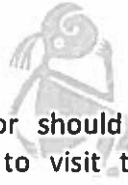
- 1)** Does the individual need access to collection material or to laboratory space?
- 2)** Does the individual need access to the entire collection or only selected portions?

B. *Evaluation of the Individual*

- 1)** Has the individual demonstrated reliability in handling specimens with care?
- 2)** Has the individual demonstrated reliability in maintaining general security of the area?
- 3)** Has the individual demonstrated reliability in complying with museum's procedures?
- 4)** Is the individual conducting research and/or sponsored by an accredited institution?
- 5)** Can the individual schedule work during hours when the museum is staffed?

4. APPOINTMENTS FOR ACCESS

Visitors without an appointment may not be admitted directly to collections areas and personnel. Visitors without appointments may go to the front desk and explain their request to the receptionist. The receptionist will contact the Museum Curator to determine the availability of assistance. In case of the Curator's absence, the request will be referred to the Museum Director.



The Museum Curator should be contacted in advance when fellow City museum staff plan to visit the collections either on their own or in a professional capacity. The procedure and time frame for this notification and visit should be established by mutual agreement of the parties involved.

IV. COLLECTIONS GOALS

The museum recognizes the need to influence and support the scientific community through research and educational activities, and the public through education.

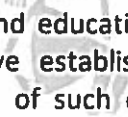
The collections are of regional, national and international significance and are used in research, identification services and educational activities. These collections can and will be improved through selective addition of new materials. The museum has a specific and continuing interest in objects and artifacts originating from the archaeological record of the El Paso area, the Southwest United States, Mexico and Mesoamerica, and seeks to collect these when possible.

The museum cannot engage in indiscriminate acquisition. The diversity of archaeological and cultural objects is so extraordinarily large that physical space limitations alone require the museum to be selective in its acquisitions. The financial aspects of fulfilling the museum's continuing obligation to preserve, maintain and use representative samples of the archaeological record of other regions also necessitate restrictions in accession capabilities.

The museum realizes that acquisitions provide a means of improving the collections and enhancing their value for exhibition, educational and research purposes. The museum's collections goals are:

1. improve collection areas in which the museum has a current specialization and an archaeological interest;
2. broaden the comparative base of established collection areas; and
3. obtain objects, artifacts and collections of a general nature that are within the broad interests of the museum. The broad interests of the museum are defined as the narration, interpretation and preservation of archaeological and anthropological artifacts through research, exhibits, education and special programs, with a focus on the prehistory and culture of the El Paso area, the Greater Southwest and northern Mexico.

The acquisition of materials must sometimes be opportunistic. Collections of importance or national significance may unexpectedly become available from individuals or from institutions that no longer are able or willing to preserve, maintain



and use them in research and educational activities. Acceptance of responsibility for such collections may involve establishing a new interest area for the museum. Acquisition and accessioning of such collections must be judged on their individual merits, carefully weighing the values and costs of such acquisition against the evolving programs and emphases of the museum.

Improving of collections may involve selectively eliminating items from the collection to allow better concentration and utilization of personnel, financial and physical resources on more significant items. Therefore, this Collections Management Policy establishes procedures governing deaccession and disposal of specimens or collections that may no longer be appropriate or necessary for the museum's areas of interest (see Section VI).

V. ACQUISITION POLICY

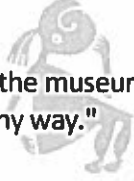
The museum may acquire objects by purchase, contract, gift, bequest, exchange, field collection, abandonment or other appropriate means. Due to its responsibility to maintain and preserve objects in perpetuity for the public, the museum will accept and acquire only those items for which it can provide proper care, conservation and storage.

The museum acquires objects only for its stated purposes. Objects for which the Museum Director and Museum Curator anticipate no foreseeable use for exhibition, research, education, exchange or sale will not be accepted. Potential donors of such items may be referred to other museums with an interest or use for the offered objects.

Every reasonable effort will be made to ensure that items considered for acquisition have been collected or imported in full compliance with the laws and regulations of Texas and the United States. The museum may accept objects that have been confiscated and offered to the museum by government authorities. The El Paso Museum of Archaeology adheres to the 1983 Convention on Cultural Property Implementation Act, which binds the United States to the UNESCO convention on cultural property.

Title to all objects acquired for the collections shall be obtained free and clear, without restrictions on use, exhibition, loan, dispersal or future disposition. Some objects lacking provenience may be used in consumable activities such as hands-on educational activities, trade or sale.

All acquisitions by exchange, donation or purchase shall be documented by an accession form and by an invoice where necessary (Appendices A and B). Invoices should be initiated by the curatorial staff and signed by the Museum Director. Copies should go to the donor and Museum Curator. The invoices covering donations should contain the following statements: "In donating these items to the El Paso Museum of Archaeology, the donor



hereby transfers ownership to the museum and agrees that the items may be integrated into existing collections or used in any way."

Only under the most exceptional circumstances will the museum accept gifts on which the donor has placed restrictions concerning use or disposition. Where restrictions are attached to an acquisition, every effort will be made to place a reasonable limit on the time for which they will apply and to define the conditions under which their force may terminate. Prior to accepting gifts with restrictions, the Museum Director will seek the approbation of the City Attorney's Office of the City of El Paso.

The museum cannot and will not guarantee that specimens donated will be placed on long-term or permanent exhibition or that they will be exhibited or stored intact as a single collection.

Authorized individuals, the Museum Director or the Museum Curator may accept objects for the museum.

The museum may sponsor or participate in archaeological field research. In all but the most exceptional of cases the museum will not collect artifacts in the field to be included in its collections. The museum will make every effort to only participate in non-invasive methods of archaeological research. A collection of data should be all that is brought out of the field. Examples of data include in-field analysis results, field notes, drawings, maps, photographs, digital images and possibly soil and charcoal samples which would require specialized analysis unable to be completed in the field.

1. COMMENCEMENT OF OWNERSHIP

The time at which the museum is considered to take possession of and legally own an object varies with the method of acquisition. The following definitions set forth the time of commencement of ownership:

- A. *Field collection:* Items, along with copies of field notes, collected in the field by the Museum Director, Curators and staff members during museum-financed trips are the property of the museum unless otherwise restricted according to permits issued prior to collection. Ownership commences following the collection of the object. The Museum Curator will incorporate relevant artifacts and objects into the collections and place the field notes or archival-quality copies in the museum's archival collection.
- B. *Gifts/Bequests:* The museum is considered to own the item when: (1) a donor form has been legally executed, (2) the object physically enters the museum, (3) the object is reviewed by the Accessions Committee for their recommendations and (4) the Museum Director approves the gift. Ownership commences only when all conditions have been met and it dates from the

time of the latter's occurrence. At this time, the item will be considered accessioned.



- C. *Purchase*: Ownership commences when the museum has rendered payment for the object/specimen, subject to any conditions of delivery.
- D. *Exchange*: Ownership commences when all objects/artifacts involved have entered the respective institutions and have been accepted by them.
- E. *Abandonment*: Ownership commences in accordance with the legal statutes of the State of Texas pertaining to abandonment. The museum will be guided by the advice and recommendations of the City Attorney's of the City of El Paso in any abandonment proceedings (see also part 3 of this section).


2. LEGAL REQUIREMENTS

Every museum staff member authorized to acquire objects for the permanent collections through gift, purchase, exchange, field collection or other means will reasonably ensure that valid and legal title can be transferred to and obtained by the museum. To accomplish this, staff members should consult with their colleagues in the museum and elsewhere. The degree of consultation advisable in a particular case will vary with the significance of the acquisition and circumstances of the transaction. In doubtful cases, staff members may request through the Museum Director the assistance of the City Attorney's Office.

It is essential that the museum's clear legal title to an addition to the collections be established prior to the accession of the object(s). It is the obligation of the Museum Director or Curator making the acquisition to ensure that all information and documentation necessary for a legal and binding accession are obtained, and that all items acquired are immediately accessioned in accordance with current museum procedures. Documentation required is described in detail in Section VI.

3. APPRAISALS AND IDENTIFICATIONS OF ACQUISITIONS AND OTHER MATERIALS

There is an inherent conflict of interest in the museum or its employees or representatives providing estimates to donors/potential donors of a donation's monetary value. Therefore, no member of the museum staff will give appraisals for the purpose of establishing the fair market value of gifts offered to the museum. Donors desiring an income tax deduction may have an independent appraisal made on the value of their gift. Museum personnel may



assist donors in locating qualified appraisers, or otherwise evaluating collections.

As a service to the public, the Museum Director and Curators may attempt to identify or authenticate items brought to the museum by the public. However, the staff will discourage the public from leaving these items at the museum. If items are left for identification, a Temporary Record Form (Appendix C) should be executed. Identifications are best done on an appointment basis, and individuals are encouraged to take their possessions with them when they leave the museum. The museum assumes no responsibility for such items left at the museum. While the staff will attempt to give the items the same care as items in the collections, the museum does not guarantee the item(s) against damage or loss. Items not claimed within sixty days of consignment date may be considered abandoned property and may be added to the collections or otherwise disposed of in accordance with museum policy.

Museum staff and employees will not appraise, identify, or otherwise authenticate for other persons or agencies any archaeological specimens or cultural artifacts under circumstances that could encourage or benefit illegal, unethical, or irresponsible traffic in such materials. Identification and authentication may be given for professional or educational purposes and in compliance with the legitimate requests of professional or governmental bodies or their agents.


VI. REGISTRATION, ACCESSIONS AND DEACCESSIONS

1. RESPONSIBILITY

- A. *Permanent Collection:* Those objects to which the museum has acquired legal title and owns, either with or without restriction.
- B. *Temporary Collection:* Those objects which are on temporary deposit with the museum, e.g. on loan for special exhibits; objects on loan for study; objects on deposit for consideration for possible acquisition and objects on deposit for special purposes.

2. RECORDS AND FIELD NOTES

Records form an integral part of an object's history and are of primary importance in understanding the object. Records also provide the means by which the museum establishes its right to legally possess an item, either through permanent ownership or short-term loan. Careful and explicit record keeping allows the museum to track an object's history, condition and location, and to systematically classify and catalog objects.



Collections records should be made in a timely fashion, housed in secure locations, and physically preserved by proper handling and storage methods. Where possible, duplicate registration and accession records should be made and stored in separate facilities as a security precaution. Records should be kept on archival paper to ensure their preservation.

Where possible field notepaper of 100% rag quality will be supplied by the museum to members of museum-related and -sponsored expeditions. These notes or copies on archival-quality paper are the property of the museum and must be kept in the archives at all times. They are invaluable records of objects in the collection and cannot be replaced. The Museum Curator should make every effort to collect all the notes at the end of a field trip and, after accessioning, place them in the archives for safekeeping. Under no circumstances should these archival copies be borrowed, loaned, or otherwise jeopardized. These notes may, upon request, be sealed for a 10-year period during which time the investigator will have exclusive use. In general, no archival records should leave the archives area. Copies can be made at museum expense for staff use. The Museum Curator or the Museum Education Curator will handle requests for copies of photographs and negatives.

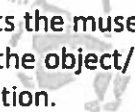
It is important that the museum maintain a clear distinction between the permanent and temporary collections, and that the museum be able to prove that it owns and possesses clear legal title to the objects that form the permanent collection. To this end, the museum must document and account for the objects for which it has assumed responsibility. Documentation for accessions is described in the following paragraphs of this section. Documentation for loans is described in Section VII.

3. REGISTRATION

Registration of objects involves compiling and maintaining a cumulative inventory of all objects in the museum's custody, both permanent and temporary. This includes providing an immediate, brief, and permanent means of identifying each object and recording its source, status, and disposition. Registration has three phases:

A. *Accessioning*: the act of recording and/or processing an addition to the permanent collections which:

- 1) gives the museum legal title to the object/specimen, and



2) commits the museum to the responsibility for the proper care and use of the object/specimen. Accessioning is addressed in detail in this section.

B. *Deaccessioning*: the process of removing an object from the permanent collection by legal means. Deaccessioning is addressed in detail in this section.

C. *Loaning/Borrowing*: the process of contracting for the borrowing or lending of objects, for temporary or extended periods, between this museum and other responsible institutions or individuals. Loaning/borrowing is undertaken under the terms of a loan agreement which: (1) forms a contract between lender and borrower, and (2) specifies terms and conditions of the loan including the respective responsibilities of each party. Loaning and borrowing are addressed in detail in Section VII.

4. ACCESSIONING AND DEACCESSIONING

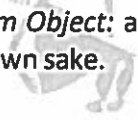
A. Definitions

1) *Accessioning*: the creation of an immediate, brief and permanent record utilizing a control number for an object or group of objects added to the collections from the same source at the same time, and for which the museum has custody, right, or title. Customarily, an accession record includes, among other data, the accession number, date and nature of the acquisition (gift, excavation, expedition, purchase, bequest, etc.), source, brief identification and description, condition, provenience, and name of staff member recording the accession.

2) *Accession*: a collection acquired from a single source at one time. It may refer to one object or a number of miscellaneous and diverse objects.

3) *Cataloging*: the creation of a full record in complete descriptive detail of all information about an object, assembly, or lot, cross-referenced to other records and files, and often containing a photograph or sketch. Catalog data are usually in the form of cards, sheets, or automated data.

4) *Deaccessioning*: removing an accessioned object or group of objects by a procedure from a permanent collection.

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- 5) *Museum Object*: an object in the collections of a museum collected for its own sake.
 - 6) *Artifact*: an object produced or shaped by human workmanship or, possibly, a natural object deliberately selected and used by a human.

B. Procedures

1) *Accessioning*

As soon as an object is accepted as part of the museum's permanent collection, the Museum Director or Museum Curator shall accession it by completing the standard accession forms. The Museum Curator will assign accession numbers. The forms then go to the Museum Director for approval. After acceptance of the collection is approved, the forms shall be returned to the Museum Curator. The Museum Curator shall retain one copy of the forms and a second shall be returned the Museum Director (see Appendix B for forms). Additional documentation of acquisition may be provided as needed.

- a. *Gifts*: Gifts must be transferred to the museum unconditionally. Additional documentation for gifts to the museum may consist of a Donor Form (i.e., Invoice, Appendix A). Donor forms must be signed and dated by the donor and the recipient Museum Curator must describe the objects. The completed donor form attached to the accession form will be forwarded to the Museum Director. The following statement clearly explaining the terms of the gift should appear on the donor form.

"In donating these items to the El Paso Museum of Archaeology, the donor hereby transfers ownership to the museum and agrees that the items may be integrated into existing collections or used in any way."

- b. *Exchange*: Exchanges between the museum and other institutions will be documented using a donor/loan form (i.e., Invoice, Appendix A). The Museum Curator will maintain on file, with the accession form (Appendix B), all correspondence relating to the exchange and will provide a copy of it to the Museum Director. Exchange correspondence will be filed with the corresponding accession form, with one



copy being kept by with the Museum Curator of the El Paso Museum of Archaeology.

- c. *Permit:* Copies of all permits necessary to collect, import and possess the objects will remain on file with the accession forms, along with one copy with the Museum Curator of the El Paso Museum of Archaeology.

2) *Cataloging*

Cataloging provides the record of collections. The Museum Curator is responsible for assuring that all accessions are properly cataloged. Under the direction of the Museum Curator the Curator, staff and volunteers will catalog objects/artifacts with an internally consistent system in accordance with accepted professional standards for archaeological collections. Catalog records should provide complete information about an object and its current location.

3) *Deaccessioning*

- a. *Objective:* The museum holds its collections in trust for present and future generations. Therefore, deaccessioning must be done with great care and consideration and with the best long-term interests of the collections and the public in mind. All designated procedures for deaccessioning must be scrupulously followed. Deaccessioning is often a highly visible action by the museum that may be subject to public scrutiny. It is of great importance that the museum:
 1. be cautious and deliberate in considering deaccessions, and
 2. be completely scrupulous in the disposition of deaccessioned items.

The museum's Deaccession Form shall be used in all cases. After the deaccession procedure is complete (see Section 4) one copy of the Deaccession Form shall remain on file with the Museum Curator of the El Paso Museum of Archaeology. (See Appendix C): Objects shall have permanency in the collections as long as:

1. they retain their physical integrity;



2. they retain their identity;
3. they retain their authenticity;
4. they continue to be relevant and useful to the museum's purpose and mission;
5. they can be properly stored, maintained, and used; and
6. exchange is not in the best interest of the museum.

b. *Considerations for Deaccessioning*

The Museum Curator may consider an object or artifact for deaccessioning when one or more of the following conditions exist:

1. the object is no longer or was never relevant and useful to the purpose, activities or scope of the museum's mission;
2. the object cannot be properly cared for;
3. the object has deteriorated beyond usefulness;
4. the data accompanying the object is so incomplete that the object has little or no scientific value;
5. the object is unnecessarily duplicated in the collection;
6. the object has doubtful potential utilization for the future;
7. there is a need to improve another area of the collections to further the goals of the museum;
8. the object presents a health hazard; and
9. the object has accidentally been accessioned twice.



c. *Restrictions*

The museum may deaccession any item or items unless there are specific written restrictions to the contrary. Before any object is deaccessioned, reasonable effort will be made to ascertain that the museum is free to do so. Where restrictions to the disposition of the object are found, the museum will seek the advice of City Attorney's Office.

d. *Procedure*

The Museum Curator may recommend deaccessioning of an object or specimen if, in his/her best judgment, one or more of the criteria for deaccessioning have been met.

1. *Objects of Intrinsic Value:* The Museum Curator will make the recommendation regarding objects or collections of intrinsic value in writing to the Museum Director. The recommendation will specify the history of the object, the reason for deaccessioning, and the recommended means of disposal. The Museum Director shall respond in writing, approving or disapproving and designating the means of disposal. If deaccession is approved, the Museum Curator shall assign a deaccession number to the collection or object.

Complete and accurate records on all deaccessioned objects or artifacts will be maintained. These records will include all accession and catalog records with notations to the effect that the object has been deaccessioned and the date, method, and authority for deaccessioning. The Curators' recommendations, the Museum Director's response, the Deaccession Forms, and other related correspondence about the deaccession will be maintained on permanent file with the Museum Curator of the El Paso Museum of Archaeology.

2. *Objects without Intrinsic Value:* In the normal curation of the collections, the Museum Curator may, subject to the approval of the Museum



Director, routinely dispose of objects that no longer have value as scientific specimens (see especially 3 c & d above).

e. *Priorities of Transfer/Disposal*

Priority Summary. The museum will observe the following priorities in transferring or disposing of deaccessioned items:

Priority 1. Exchange with another educational or scientific non-profit institution; or transfer to the museum's Education Division; or gift to another educational or scientific non-profit institution except for b. 6 above.

Priority 2. Sale of items where it is consistent with discipline standards.

Priority 3. Destruction.

f. *Methods of Transfer/Disposal*

Priority 1.

Exchanges: The formal, reciprocal transfer of objects or specimens of comparatively equal value between two or more institutions serves to advance the research, education or exhibition programs of each organization. Such exchanges increase the probability of preserving materials for the future benefit of society. The use of materials for appropriate exchanges is more in keeping with the purpose of the museum than transfer through sales.

Gift: In some cases where exchange of material may be unfeasible or impractical, the museum may give or grant deaccessioned specimens to educational or scientific non-profit institutions. Such gifts are limited to legitimate non-profit institutions as recognized by city, state or federal government. Institutions in the States of Texas, New Mexico and Arizona will have priority in receiving such gifts. Gifts will be for the purpose of



promoting research, education, or exhibition and must be for the public good.

Transfer. Objects or specimens that are duplicates, without provenience, or otherwise of little exhibition or scientific value and that meet the requirements for deaccessioning may be given, after deaccessioning, to the Education Department of the El Paso Museum of Archaeology for use in its programs and activities.

Priority 2.

Sale: Sale of items where it is consistent with discipline standards. It should be noted that it would be unethical, if not illegal, to sell the most of the object types in the museum's collections due to the nature of archaeological collections and laws restricting their sale. If objects are offered for sale, primary consideration will be given for sale at advertised public auction or a public marketplace in a manner that will best protect the objective, purpose, activities and legal status of the museum. Sealed bidding or open bidding over a period of time are acceptable options, provided that the availability of such material for sale has been given publicity aimed at the appropriate audience of potential purchasers. In all cases of items offered for sale, a reserve price may be established in advance, or all offers rejected if the staff of the museum determines that such action is advisable. The purchase price of each item or collection shall be available upon request, together with a summary of other bids or offers received. Private sales are forbidden.

Although the goal of the sale is to bring the best possible price for the item, if substantially equivalent offers are received for a specimen or a collection, then the Museum Director, as advised by the Curator(s), is authorized to complete the sale to the bidder who appears most likely to provide the highest and most stable degree of care



for and make the most appropriate research, educational, or exhibition use of the material(s).

Objects will not be given or sold directly or indirectly to museum staff employed by the City of El Paso.

All proceeds realized from the sales of objects removed from the collections shall be channeled through the museum's administrative office and will be allocated to support collection acquisition and conservation.

If a deaccessioned item that has been sold was a gift from an identified donor, a subsequent purchase for the collection using the proceeds from the sale will be considered and identified as a gift from that donor.

Priority 3.

Destruction: Destruction is defined as the obliteration of an object or specimen by physical or mechanical means. Deaccessioned items designated for destruction must be destroyed; they may not be kept by staff members nor given to relatives, friends, or acquaintances.

g. *Intra-Museum Transfers*

Accessioned materials must be deaccessioned before a transfer to another unit of the City of El Paso's Department of Museums and Cultural Affairs may be accomplished.

The following transfer policy will apply to collections items:

1. Material that is judged by the museum to be primarily of artistic, rather than scientific, archaeological or anthropological value may be transferred to the El Paso Museum of Art.
2. Archival material and objects that are: 1) judged by the museum to be primarily of historical interest



concerning the City of El Paso or surrounding region and 2) unrelated to the collections or mission of the museum may be transferred to the El Paso Museum of History.

h. *Compliance with City and State Law*

All deaccession actions will be in compliance with the laws of the City of El Paso and the State of Texas. Nothing in this policy should be interpreted as contravening or superseding any law.

5. CATALOG

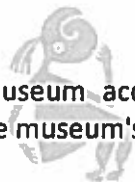
Cataloging involves identifying and classifying objects systematically. The catalog records significant facts and data regarding the physical appearance and history of objects accepted for addition to the permanent collection.

Cataloging requires specialized knowledge and is a curatorial responsibility. It is a museum objective to provide a catalog record for each accession. The Museum Curator is responsible for assuring that all accessions to collections are cataloged. The Museum Curator will catalog objects/artifacts with a system internally consistent and in accordance with accepted professional standards for an archaeology museum. Catalog records should provide complete information about an object and its current location.

VII. EXHIBIT POLICY

1. Exhibit selection:

- A.** Exhibits should be related to the museum's Mission Statement. Occasionally the museum may also feature exhibits which highlight archaeological or anthropological subject matter from regions outside of the declared mission statement in an effort to show contrasts or similarities between local/regional cultural phenomena.
- B.** Objects considered for exhibit are reviewed for their vulnerability, preservation needs, and access restrictions. This includes research into the prior activity (display, loan, conservation/restoration, and activity



before the museum acquired it) and sensitivities and/or restrictions specified in the museum's ownership documentation of each object.

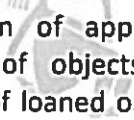
- C. Use of facsimiles is only appropriate if the authentic object is unavailable for the museum's use or if the object is too fragile or too valuable to be placed on public display. It should be made clear to the public when facsimiles are used.

2. Housing criteria:

- A. Exhibit techniques must provide a chemically stable environment for the objects. Displayed objects should not be exposed to atmospheric contaminants or exhibit materials containing substances that may be harmful to the objects.
- B. Exhibit techniques should (where feasible) offset changes in temperature and relative humidity in the room, and should protect the objects from high levels of light, dust or pollutants.
- C. Exhibit techniques must facilitate the desired degree of physical handling of collection objects and, conversely, must protect collections from unnecessary handling. Exhibit cases must be locked, secured or otherwise tamperproof.
- D. Exhibit techniques must not alter the exhibited object physically or chemically, must not cause irreversible changes to the objects, and must provide adequate physical support and protection for the objects.
- E. Displayed objects must not be in contact with adhesives or other agents (tacks, nails, etc.) used for mounting them.

3. Environmental conditions criteria:

- A. Stable temperature (65-75° F) and relative humidity (25-45%) should be maintained in the exhibit areas. Fluctuations are to be minimized within a range of ten degrees or percent.
- B. Lighting of most objects should not exceed 15 foot candles and lighting for textiles should not exceed 5 foot candles. Objects should never be exhibited in areas where they receive direct sunlight. Levels of ultraviolet light in the exhibit area should not exceed 75 uw/lumen. Colored objects, such as textiles, prints, and lithographs, should be protected against ultraviolet light rays produced by sunlight and by fluorescent lighting. Flash photography should not be allowed in the exhibit areas with the



rare exception of approved museum staff members taking flash photography of objects or galleries for marketing purposes. No photographs of loaned objects may be taken using photo-flood lights or photo-flash without the consent of the owner.

- C. Smoking, food and drink should be prohibited in the exhibit areas.
- D. Staff should make regular inspections for conservation, pest and maintenance problems in and around the exhibit areas.

4. Transportation criteria:

- A. Transport of fragile pieces should, in general, be avoided--this especially includes ceramic pieces and items with thin projecting parts.
- B. Instructions should be concise and clear, and should be prominently visible and located with the objects they describe--include packing diagrams, condition reports, and whatever else is necessary to ensure the safety of the objects.
- C. Objects must be adequately padded for shipment, in sealed containers (no open crates) clearly marked with the name and address of the originating shipper and of the consignee with the following markings as appropriate: "Fragile," broken wine glass symbol of fragility, "This Side Up," arrows indicating the direction in which the box should ride, "Open This Side," box number. The box exterior should give no indication of valuable contents.
- D. Packing materials touching the objects must be chemically inert.
- E. Packing materials should be reusable and should be retained during exhibits.
- F. Personnel must have clean hands and, where warranted, wear clean gloves when handling exhibit objects.
- G. All damages or possible damages should be reported to the Museum Curator immediately; all fragments are to be saved.

5. In-house security criteria:

- A. Exhibit documentation must be:
 - 1) produced in a timely fashion;



- 2) filed in the collection file(s) stored in a secure location; and
- 3) physically preserved by proper handling and storage methods.

B. Furthermore, exhibit records must:

- 1) describe the object(s) displayed, including
 - a. the museum's accession number;
 - b. the object's title or name;
 - c. the exhibit location;
 - d. condition assessment reports prior to exhibit and upon return to collections storage after the exhibit; and
 - e. should include, where useful, photographic documentation and/or sketches and diagrams of the exhibit.
- 2) describe the display activity, especially the duration and the environmental conditions of the display.

C. Objects should be displayed in an area that is protected by fire and smoke alarms, away from potential fire or public safety hazards, and guarded from damage and theft.

D. Staff should conduct routine trials of security devices (such as alarms, locks, barriers).

VIII. LOANS

1. INTRODUCTION

Loans are temporary physical transfers of artifacts or objects from one institution or individual to another where there is no transfer of ownership. The museum makes or receives loans for the purpose of research, exhibition, or instruction. Lending or borrowing is undertaken only under the terms of a loan agreement that (1) forms a contract between lender and borrower and (2) specifies terms and conditions of the loan including the respective responsibilities of each party. The museum's standard loan agreement follows (see Invoice Form, Appendix A) and is to be used for all outgoing loans.



The Museum Curator and the Museum Director, at their discretion, may lend items to responsible institutions or to subdivisions of the City of El Paso's Department of Museums and Cultural Affairs (see also part 3, 5, 7, 10, and 11 of this section). Institutional loans are preferred due to safekeeping and the likelihood that the objects will be returned should something happen to the borrower or if the borrower keeps the loan for too long. The museum may also accept objects on temporary loan from other institutions or individuals and will exercise the same care as expected from borrowers.

2. CONDITION REPORTING

When an object is moved or handled, there is a possibility of change in its condition. This possibility creates the need to record the overall stability of the object to determine if it should be allowed to travel, keep track of its progressive condition in transit, and finally review its condition.

The value of loaned property at a museum at any time should be considered as a liability by the museum when the property is on the museum's premises. Careful condition reporting, along with sound loan agreements, are a museum's best methods of managing this liability. The best protection for both the borrower and the lender of a museum object is a clearly written loan agreement that incorporates, by reference, a condition report (Appendix J).

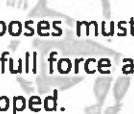
A Condition Report for Loans (Appendix J) should be completed prior to the object being packed for shipment, on receipt of the object by the borrowing institution, prior to the object being shipped back to the lending institution, and upon final receipt at the lending institution. The merit of having both parties sign at the beginning of the loan and again at its termination is that such a procedure gives the greatest protection to the borrower against spurious claims and also allows the lender to make honest claims in the event of real damage. This procedure gives the best possible documentation in the event of a disputed claim by either party against a shipper. The borrower and the lender should exchange condition reports as soon as they are completed (an exchange lets the other party know whether or not any change/damage has taken place). Without the lender's signature, a condition report is not binding on the lender, and thus does not effectively protect the borrower; it is merely one person's opinion of the condition of the object at a particular time.

3. OUTGOING INTER-INSTITUTIONAL LOANS

- A.** Before loans are made by the El Paso Museum of Archaeology the borrowing institution must provide proof of its ability to care for the material while in its possession (Appendix A).

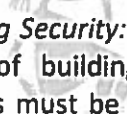


- 1) A description of the storage, laboratory, and/or exhibit space should be provided to the museum, in advance, to make a determination of the feasibility of the loan. This description should include who will be working directly with the loan materials, who will have access to the loan materials, the environmental conditions and controls for the storage/exhibit space, and the security measures for protection of the loan (Appendix A).
- B. Loans are made for the period of time indicated on the loan form (usually not to exceeding 5 years). Extensions may be granted upon receipt of a written request.
- C. An updated Condition Report (for Loans) will be completed for all loaned objects (Appendix J) by the El Paso Museum of Archaeology.
- D. Invoice and Outgoing Loan Agreement Forms will be signed by all parties involved.
- 1) Numbers and conditions of objects of objects will be checked and procedures will be followed that are customary for the museum. Any annotations should be written on the original copy of the loan form (Invoice form, Appendix A).
 - 2) The original copy of the loan form will be signed and returned to the Museum Director or the Museum Curator.
- E. Loans will be sent by courier or hand-carried by appropriate museum personnel depending on the amount of care required during transport. The expense of packing and transportation to the institution will normally be paid by the museum unless the Museum Director or Museum Curator deems the expense of packing materials and shipping excessive. In such a case the expense may be divided, as deemed appropriate by the museum, between the lending and borrowing institutions. Expenses for the return of the loan from the borrowing institution will be borne by the borrower. Additionally, the Museum Director may ask the borrower to pay for the cost of its examination and photographic documentation costs before and after the loan and of conservation work that will permit the loan of an otherwise physically endangered object.
- F. The borrowing institution must, at its own expense, insure the loaned objects (from the time they leave the museum until they are returned) with a wall-to-wall insurance policy at an amount that the museum and the insurance carrier agree is the fair market value. Evaluations for



insurance purposes must be kept confidential. Evidence that insurance coverage is in full force and effect must be given to the museum before objects are shipped.

- G. While in the borrower's possession, objects must be cared for as dictated by the El Paso Museum of Archaeology.
- 1) *Exhibit Housings:* Objects must be displayed in locked or otherwise inaccessible exhibit cases free from dust, dirt and water damage. Displayed objects should not be exposed to atmospheric contaminants or exhibit materials containing substances harmful to the objects.
 - 2) *Mounting Techniques:* Displayed objects must be securely mounted and must not be in contact with adhesives or other agents (tacks, nails, etc.) used in mounting.
 - 3) *Handling:* Loaned objects must be handled only by the Curator, Registrar or equivalent museum professional of the borrowing institution.
 - 4) *Temperature and Relative Humidity:* Stable temperature (65-75° F) and relative humidity (25-45%), within a narrower range of ten degrees or percent for each of the above ranges, should be maintained in the areas where the borrowing institution transports, stores and exhibits these objects.
 - 5) *Light:* Lighting of loaned objects should not exceed 15 foot candles and lighting for textiles should not exceed 5 foot candles. Objects should never be exhibited in areas where they receive direct sunlight. Levels of ultraviolet light in the exhibit area should not exceed 75 uw/lumen. Colored objects, such as textiles, prints, and lithographs, should be protected against ultraviolet light rays produced by sunlight and by fluorescent lighting. Flash photography should not be allowed in the exhibit areas. No photographs of loaned objects may be taken using photo-flood lights or photo-flash. These conditions apply during all stages of transport and display of the loaned objects.
 - 6) *Movement of Objects:* Objects are not to be moved from the approved exhibit area or storage vault, or placed in any other location. Objects are to be returned in the same packaging and in the same arrangement as received.

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- 7) ***Building Security:*** Loaned objects shall be stored or displayed in a fireproof building and protected by fire and smoke alarms. Objects must be guarded from damage and theft by responsible means.
 - 8) ***Credits:*** The museum must receive clear and prominent credit in display and publicity of loaned objects. Copies of all press clippings must be sent to the museum.
 - 9) ***Other Rights:*** The museum reserves the right to require other safeguards, to inspect the loaned objects on location at the borrowing institution, and to withdraw loaned objects at any time.
 - 10) ***Exceptions:*** Any departure from the requirements listed must be approved in writing by the Museum Director of the museum or by the Museum Director's delegated representative.
- H. Alteration of objects by preparation, repair, partial removal of material, fumigation, or any other treatments requires prior written consent.
 - I. No loaned material may be sent to a third or subsequent party without written permission from the El Paso Museum of Archaeology.
 - J. Permission must be granted in advance by the El Paso Museum of Archaeology for any change of address or location of material borrowed.
 - K. Loans should be returned in the same manner and for the same amount of insurance as was sent from the El Paso Museum of Archaeology, or in a mutually agreed upon manner. The Museum Director or Museum Curator can pick up the loaned materials, if feasible, with prior notification from the borrowing institution.
 - L. Borrowers are urged to return objects promptly following examination or display.
 - M. When recording the material for publication, the use of the full name of the El Paso Museum of Archaeology is recommended.
 - N. The borrower may not reproduce the loaned objects in any medium, including photographs, except for the express purposes of publicity and education promoting this exhibition, without written permission from the museum. Authors are required to send at least one copy of any of their



publications dealing with this material to the Museum Director of the El Paso Museum of Archaeology.

- O. Condition Reports (for Loans) will be reviewed by the Museum Curator with the return of the loan.

4. INCOMING INTER-INSTITUTIONAL LOANS

All material borrowed by researchers from the El Paso Museum of Archaeology are the responsibility of the institution. Care should be taken to house the specimens properly and to have all documentation (loan form, correspondence, etc.) in a clearly marked file so that the objects could be returned should the researcher not be able to do so. No modifications or treatments to any borrowed specimen will be performed without written permission. Pest control will follow museum standards. The institution's ability to borrow material depends upon the professional treatment of these materials when they are housed at the museum.

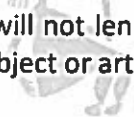
5. INTRA-MUSEUM SYSTEM LOANS

- A. All loans to other City of El Paso Museums must be arranged directly with the Museum Curator of the El Paso Museum of Archaeology and an appropriately signed invoice is required in each case. Care must be taken to list every object borrowed on each invoice; objects should not be added or subtracted after the invoice is completed without annotation by both parties.
- B. All objects must be protected in a manner consistent with the museum from which the objects were borrowed.
- C. Loans are made for six or fewer months but extensions are possible.
- D. Borrowers must recognize that they will be held responsible if damage or loss is due to causes reasonably under their control.

6. TRAVELING EXHIBITS

In accordance with its mission the museum will develop traveling exhibits that can easily be transported and assembled so that institutions wishing to host these exhibits will be able to do so for a nominal fee. This fee will vary depending on the size, duration, and complexity of the exhibit.

7. RESTRICTIONS

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- A. The museum will not lend items when there exists significant risk to the safety of the object or artifact.
 - B. The museum will not lend items if there exists a reasonable doubt about the item's physical ability to withstand travel, climatic changes, circumstances of exhibition or storage.
 - C. The museum will not loan items to institutions, organizations or individuals that have demonstrated an inability to properly handle and care for items on loan.
 - D. The Museum Director or Museum Curator is responsible for assuring that all lent objects are under no restrictions prohibiting the loan.

8. DURATION

The museum will set the initial term of a loan at a period not to exceed five years. The terms for the loan of traveling exhibits shall be for no less than three months and no more than one year. Exceptions for all types of loans will be considered on a case-by-case basis. Loans may be renewed by the museum.

The receipt of "indefinite" (no time limit) loans are discouraged. If they are accepted, terms of acceptance should be agreed upon by both parties. Such "permanent loans" usually indicate that the loaning institution wants the material back only if the material is to be disposed of by the borrowing institution.

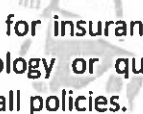
The museum may recall a loan for any reason with thirty days written notification. Immediate action WILL be taken if care and exhibition of objects fail to meet the conditions of the loan.

9. SHIPPING COSTS

Shipping costs for outgoing loans are paid for by the borrowing institution. Incoming material, if requested by the El Paso Museum of Archaeology, is paid for by the museum. All shipped loan materials will have insurance coverage paid by the borrowing institution at a value specified by the El Paso Museum of Archaeology. The borrower may be asked to deposit with the museum a certificate of insurance as proof of adequate, agreed-upon coverage.

10. INSURANCE

The borrower shall purchase a policy for wall-to-wall coverage for loaned objects. A certificate of insurance shall be provided to the El Paso Museum of Archaeology.



Valuation of objects for insurance purposes will be determined by the El Paso Museum of Archaeology or qualified appraisers. City must be named as an additional insured in all policies.

11. STANDARDS OF CARE

Personnel borrowing materials from other institutions for use at the museum will exercise the same care of these materials as they would for items in the permanent collections. The Museum Curator will maintain all copies of loans both to and from the museum.

12. PHOTOGRAPHY

The museum allows photography of permanent collections on display in the exhibit halls for personal, noncommercial use. Special considerations are made for members of the press and/or formal requests made in writing by interested parties for photography that exceeds these parameters.

A. Non-Professional Use


- 1) Objects in the permanent collection on display in the museum may be photographed for personal, noncommercial use with a handheld camera and available light only.
- 2) Use of tripods, electronic flash, video cameras and lights is not permitted inside the museum except on rare occasions by authorized museum staff members or members of the press to take photographs or video footage for marketing purposes.
- 3) Photographs may not be published, sold, reproduced, transferred, distributed, or otherwise commercially exploited in any manner.
- 4) The museum reserves the right, at the discretion of any of the museum's staff, to withhold and/or withdraw permission to photograph on its premises.
- 5) Requests may be made, in writing, to the Museum Curator for photographs of specific objects in the museum's permanent collection. These requests will follow the procedure and fee schedule in place for rights and reproduction (See Appendices E and F).
- 6) Photography of objects on loan to the museum, other may not be photographed without prior approval of the lender.



- 7) Photography is allowed of the building exterior and the desert garden and trails.

B. Professional Use

- 1) Requests for photography in the museum for other than personal, noncommercial use shall be made in writing to the Museum Curator and include and must include a description of the project, the type and amount of equipment to be used and the intended use of the images.
- 2) This permit is not a release for the sale, publication or other commercial use of the photography/video. All requests for such use must be approved in writing by the El Paso Museum of Archaeology.
- 3) No reproductions of the collections are permitted without prior permission from the El Paso Museum of Archaeology. In the case of loaned objects, no reproductions are permitted without prior permission from the lender.
- 4) No physical contact with the objects is allowed. The objects may not be touched with hands, body, photo equipment or other instruments.
- 5) No objects or props other than photographic equipment may be brought into the museum, unless authorized in writing by the El Paso Museum of Archaeology.
- 6) Gallery light or "available light" must be used. No additional photographic lamps or flash may be used without a written description approved by the El Paso Museum of Archaeology.
- 7) No tripods may be used unless authorized in writing by the El Paso Museum of Archaeology.
- 8) If approved, applicants will be provided a Photography/Video Permit Form (Appendix F), which must be signed and returned at least TWO WEEKS before desired date of photography or video.
- 9) (See Appendix E for guidelines for photographic charges). Copies of museum illustrative material (photographs, archival material,



artwork) require the execution of a Photo Permission and Use Form (Appendix F).


C. Press and Media Use

- 1) Members of the press will be accommodated for photography, videotaping, and/or broadcasting.
- 2) All members of the press must be accompanied by a member of the staff when photographing or filming in the exhibit halls. This staff member is responsible for informing the press of the guidelines.
- 3) Every effort should be made to schedule press shoots during non-public Museum hours.
- 4) Press badges or other identifying badges must be worn when photographing or filming in the galleries.
- 5) No tripods, flash equipment or additional lighting may be used without prior authorization of the museum.
- 6) Requests for on-site broadcasts are to be reviewed by the Museum Director and the Museum Curator who will consider appropriate locations, staff involvement and infrastructure requirements.
- 7) The Museum Curator must be notified of any press photography in the museum.

D. Collections Management Use

- 1) All objects in the museum's permanent collection will be photographed with a digital camera and these images will be included in the computerized collections database.
- 2) Objects from the collection estimated to have a value of over \$500 should be photographed prior to leaving the museum on loan, even though there may be a file photograph of the object. For documentation purposes in the case of an insurance claim, it is important to have a photograph of the object that illustrates its condition immediately prior to shipping. The date of the photos should be indicated within the frame of the photograph.

IX. DATABASE AND RECORDS (INCLUDING ARCHIVES)



Information generated from objects in the museum collections is the intellectual property of the museum. All users of this information must acknowledge the El Paso Museum of Archaeology as the source of such information, whether it is obtained in print or electronic format, and agree to the conditions set forth in the Data Release Agreement.

A Collections Data Release Agreement must be signed before information is sent (Appendix G). Where possible, each sheet of data will be marked as to its origin. Suggested charges for for-profit users are \$0.25 per object record and \$50.00 per staff hour to develop, organize, and check the data.

The archives contain many types of records associated with the collections. These take the form of field notes, correspondence, photographs, books, maps, and manuscripts. Because of the historical and legal importance of these original documents, use and access must be restricted and subject to approval by the Museum Director or Museum Curator. Only under extraordinary circumstances will originals be loaned. Otherwise, materials must be studied on site. Where copies are needed and can be made without causing damage to the archival material, expenses will be charged to the borrower (Appendix E).

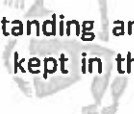
X. CARE OF THE COLLECTIONS

1. RESPONSIBILITY

A. Museum - Curatorial staff

Care of collections is the responsibility of Museum Curator. Collections care includes responsibility for both the physical condition and storage of objects or artifacts and their documentation. The Museum Curator or his/her designee will preserve the artifacts, objects, and materials under their purview through provision of adequate controlled storage conditions and by treatment of degradable objects through the use of professionally accepted techniques to assure their integrity. The goal of keeping these accessioned collections is to advance the knowledge of them in the archaeological field. There are occasions where advancement of knowledge will mean destruction of part or all of an artifact or object. It is up to the Museum Director and Museum Curator to decide when it is worth destruction of material for the advancement of knowledge.

The Museum Director and Curators or their designee also will ensure that all records and field notes concerning collection material are maintained systematically and are preserved in a secure fashion (see Section VI). The records documenting an object's origin and history are indispensable to a



proper understanding and interpretation of the object. Original field notes must be kept in the designated archival storage area but copies may be made.

Object labels must **never** be discarded. Updated information may be added to existing labels or new labels prepared and included with all existing labels. Recopying labels by hand should be avoided since recopying may increase mistakes in the data.

B. Condition Reports.

1) Introduction

Condition reports are made to protect and to guide the museum. The protection they afford often involves documenting the state of preservation of loaned property. The guidance they offer is for long and short-term storage and handling for both borrowed and owned property. Condition reports are completed upon accepting an object into the museum, prior to loaning a piece and upon return of the object from loan and are completed on a regularly scheduled basis. The museum keeps condition reports on the objects in its permanent collection. Condition reports are made whenever an object enters or leaves a museum, regardless of who owns the object. Unless the person preparing the condition report is trained in conservation, that person should avoid object analysis, diagnosis, and treatment.

It is an examiner's job to document the condition of objects, not to draw conclusions as to the causes of the damage or deterioration. Therefore, whatever terms may be included in the glossary (Appendix J), they are offered for the sake of precision when recording observations, not for the sake of diagnosis.

2) Why Condition Reports are Done

- a. Recording the physical condition of a loaned object protects both the borrower and the lender.
- b. Condition reports can provide an invaluable record of the success of storage and exhibit techniques.
- c. A set of condition reports documents the development of any problems with an object and serves as a guide for a conservator's plan of treatment for the object.




- d. A written record of an object's condition is a necessary document in proving ownership in case of theft.
- e. Not all Condition Reports look or are formatted the same.

3) Procedures

- a. A well-padded examination table with adequate lighting will be used when doing Conditions Reports as these two factors contribute to a safe and properly completed condition report.
- b. Lint-free cotton gloves should be worn when handling objects.
- c. The examiner should not attempt to carry large or awkward pieces.
- d. Only cloth tape measures should be used when measuring objects.
- e. The light source should be adjustable to ensure optimum advantage for identifying any insecurities in the work.
- f. When doing the initial condition report of an object to record its dimensions, materials used in its construction, and a general description of any defects.

4) Loans and Condition Reporting

- a. Any time an object is moved or handled, there is a possibility of change in its condition. This possibility creates the need to record the overall stability of the object to determine whether or not it should be allowed to travel, keep track of its progressive condition in transit, and finally review its condition.
- b. A condition report should be completed prior to the object being packed for shipment, on receipt of the object by the borrowing institution, prior to the object being shipped back to the lending institution, and upon final receipt back to the lending institution. The merit of having both parties sign at the beginning of the loan and again at its



termination is that such a procedure gives the greatest protection to the borrower against spurious claims and also allows the lender to make honest claims in the event of real damage. This procedure gives the best possible documentation in the event of a disputed claim by either party against a shipper. The borrower and the lender should exchange condition reports as soon as they are completed (an exchange lets the other party know whether or not any change/damage has taken place). Without the lender's signature, a condition report is not binding on the lender, and thus does not effectively protect the borrower, as it is merely one person's opinion of the condition of the object at a particular time.

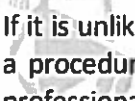
C. Conservation Reports

1) Introduction

Conservation reports are created any time an object is altered by the general staff or a conservator. This report includes the condition of the object, recommended storage, how the object was repaired, information on how cleaning was undertaken, and any other important observations about what was done to the object.

2) When Conservation Treatment is to be Performed

- a. Only minor repairs and conservation procedures that museum staff have been trained for will be performed by members of the staff.
- b. Employees of one of the other City of El Paso museums may perform the procedure if they have the necessary training.
- c. If conservation of the object is not urgent the process will be postponed until a staff member can be properly trained.
- d. If postponing treatment will further damage the object a professional conservator will be consulted.
- e. If an object is needed for exhibit and it is unlikely that proper training will be attained before the exhibit opens a professional conservator will be consulted.

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- f. If it is unlikely that museum staff will ever receive training in a procedure necessary for the conservation of an object a professional conservator will be consulted.

2. PEST CONTROL

The museum's collections represent a vital, non-renewable resource of great cultural value. The majority of these objects are subject to damage or total destruction by a variety of pests. Archaeological and ethnographic specimens can suffer rapid and irreparable damage from pests. Most commonly, these are insects and other arthropods; however, organisms ranging from fungi to rodents have the potential to damage museum collections.

The first line of defense against pests is proper building maintenance and regular housekeeping. Biodegradable objects should be kept in cases that can be fumigated. Protection of collections is best achieved by a systematic program that controls the introduction of potentially infested items into museum collections and provides for regular inspection and chemical or heat treatment of collections. This is especially important upon return from the field. Such a program must comply with state and federal laws that govern the use of hazardous or dangerous chemicals. Some pest control chemicals are known to be hazardous to human health while the effect of others on humans and collections is undetermined. Human safety is of paramount importance in a program of systematic pest control.

The Museum will establish and implement a systematic program of control, inspection, and treatment to ensure that the collections are maintained in safe and stable conditions. Conditions of storage and maintenance must guarantee the long-term survival of the collections. Pest control procedures are set forth in a separate Pest Management Policy document (Appendix H).

3. SAFETY

The mission of the museum includes the collection, preservation and safekeeping of a wide variety of anthropological objects for research and educational purposes. Achieving this mission requires the use of a variety of materials, which may be hazardous if proper safety measures are not observed. Generally, these materials can be classified as solvents, acids, preservatives and fumigants.

- A. Hazardous Material Safety Plan (see Appendix I).

XI. REVISIONS TO THE COLLECTIONS MANAGEMENT POLICY



1. REVIEW

The Museum Director and Curators will review the collections management policy annually in August to ensure that its requirements meet or exceed accepted museum practices and standards, and that the museum's policies accurately reflect the purpose, missions, and goals of the museum.

2. PROCEDURES FOR CHANGES

Any individual may recommend changes of the Collections Management policy. The museum encourages recommendations that will help keep the policy practical and workable. Recommendations should be submitted in writing to the Museum Curator and should explain the rationale for and beneficial results of the change. The Museum Curator will forward recommendations to the Museum Director for consideration. Approved recommendations will be incorporated into the policy; disapprovals will be returned to the originator with an explanation.

3. CHANGE ENTRIES

Proposed Changes to the Collections Management Policy will be typed and placed in a file managed by the Museum Curator. In August, when the policy is reviewed, these written proposed changes will be reviewed. If the Museum Curator and the Museum Director determine that there is a need to revise the policy these changes will be submitted to the Head of the Department of Museums and Cultural Affairs. Upon approval by the Head of the Department of Museums and Cultural Affairs the changes will be forwarded to the City Attorney's Office for final approval. Holders of copies of the policy are responsible for entering changes.



July 25, 2017

STRATEGIC GOAL 4: Enhance El Paso's Quality of Life through Recreational, Cultural and educational Environments

Item 4.1

To approve the updates made to El Paso Museum of Archaeology Collection Policy. This policy provides guidelines for the El Paso Museum of Archaeology (EPMArch), through the Museums and Cultural Affairs Department, for acquiring, maintaining, interpreting and promoting the use of collections. The Museum's collections emphasize the archaeological record of El Paso, the Southwest United States and Northern Mexico.



Information for Expedient Action:

Background

MCAD is taking advantage of process to amend collections care and management policies at Art Museum (as part of its reaccreditation process) to do so for all municipal museums to update to current field standards and to reflect MCAD's current structure/governance. There are no budgetary impact.



No record of last update (but prior to 2008). Changes include:

- Streamlining with redundancies eliminated
- Changed the term “Southwest” to “Greater Southwest” throughout document
- Updated the photography policy to meet changes in the real world, (use of cell phones for personal use photography is standard in museums today) and to allow for tripods for media/contracted professional photographers
- Reference to filing a copy of deaccession forms with the Registrar of the El Paso Museum of Art was removed. Archaeology Museum forms and other records are not housed at the Museum of Art nor cared for by their Registrar



Questions?