

**HISTORICAL, ARCHAEOLOGICAL AND CULTURAL ARTIFACTS, AND
ARTWORK COLLECTIONS POLICY
AS ADOPTED BY THE MONMOUTH COUNTY BOARD OF RECREATION
COMMISSIONERS
ON JUNE 9, 2014, BY RESOLUTION #R-14-6-9=295**

I. INTRODUCTION/PURPOSE

The care, conservation, and maintenance of collections of historical, archaeological, and cultural artifacts, and artwork is necessary and advisable for the fulfillment of the County Park and Recreation Policy of the Monmouth County Board of Recreation Commissioners which states that, "the County has a responsibility to survey, inventory, and assist in the preservation, restoration, reconstruction, protection, management, and interpretation of significant County natural, historic and cultural sites and antiquities."

This policy shall govern the collections of the Monmouth County Park System as they relate to historical, archaeological and cultural artifacts, and artwork. This policy shall also pertain to artifacts concerning the missions of the Park System's historic sites, such as machinery, furnishings, textiles and archival materials; and artifacts relevant to the Park System's other park sites, such as family mementos and records, historic photos and furnishings, and works of art. Historic building components, defined as objects that by virtue of their design or function are intrinsically part of or related to the structure, mechanical systems, or applied ornamentation of a historic building, shall be considered outside the scope of this policy.

II. MISSION STATEMENTS

A. Historic Sites

Historic sites within the Monmouth County Park System are preserved, operated, and interpreted for the educational, recreational and scientific benefit of the public. The historic and archaeological collections associated with these sites shall be managed to support individual site mission statements.

1. Historic Longstreet Farm
Statement of Purpose and Objectives in Support of the Site's Purpose included by reference.
2. Historic Walnford
Principles and Policies for Crosswicks Creek Park Master Plan included by reference.
3. Portland Place
Principles and Policies for Portland Place Master Plan included by reference.

B. Other Park Sites

Many properties acquired by the Park System are rich in local history. Some once inhabited by Native Americans, and/or have geological or architectural significance and/or owned and occupied by persons who were prominent in their time and are representative of an era in the County's past. Preservation and interpretation of artifacts

from these sites can contribute to public appreciation and understanding of the County's heritage.

1. Archaeological Artifacts -The purpose of the archaeological collection shall be to preserve those pre-historic and historic archaeological artifacts (remaining from past human life and culture) and paleontological artifacts (remains from past biological sources) known to be from Park System lands, or other County artifacts which are found to be of special value or merit, in order that these artifacts may be available for research, for educational programs and public display and interpretive use. Reference to Antiquities policy.
2. Cultural Artifacts -The purpose of the cultural artifacts collection shall be to preserve selected artifacts related to the history of a park site and/or its former owners/tenants which are acquired as part of a site acquisition, by purchase, or by donation. Cultural artifacts, preferably, will be on display or in use for interpretation and viewing by site visitors. Otherwise centrally stored with overall Park System collections.
3. Artwork -The purpose of the artwork collection is to preserve and publicly display selected quality works of art acquired for aesthetic and artistic purposes as part of a site acquisition, by purchase, or by donation which may feature Monmouth County artists or Monmouth County themes or which relate to the history of a Park site or its former owners/tenants.

III. COLLECTIONS MANAGEMENT

A. Collections Manager

In accordance with the General Master Collections Policy (#R-14-6-9=295), the responsibility for the day-to-day management of the four (4) collections is governed by the Museum Curator, Historic Services Division is designated the Manager of the Historical Artifacts, Historical Archaeology, Cultural Artifacts, Artwork Collections.

The responsibilities shall include, but shall not be limited to, the establishment and administration of procedures related to collection activities, maintenance of collection records, update of the inventory record of the collection on an annual basis, preparation of annual written status reports to the Collections Oversight Committee, and other duties listed in this policy or assigned. Reports to the Collections Oversight Committee shall address the status of the collection relative to its development, cataloguing, care and conservation and shall include objectives for the coming year and a plan to meet those objectives as well as a list of all items loaned, accessioned and deaccessioned in the reporting period and proposed for the coming year.

IV. COLLECTION DEVELOPMENT

A. Principles of Selection

Materials may be added to a collection by means of purchase, gift, bequest, exchange or any other transaction only if they meet all of the following criteria:

1. Historic Sites
 - a. They contribute to the integrity of or enhance existing collections in a manner that is consistent with the Mission Statement and Interpretive Plan for the site.
 - b. They are in reasonable condition and can be stored, exhibited, preserved, restored and used consistent with professionally prescribed standards.
2. Other Park Sites
 - a. They possess research, aesthetic, or interpretive merit consistent with the Mission Statement for this collection.
 - b. They are in reasonable condition and can be stored, exhibited, preserved, restored and used consistent with professionally prescribed standards.

B. Definition of Collection

All objects in a collection shall be classified according to the Tier Collection System outlined as follows:

1. Tier 1 and Tier 2 objects shall be those objects which are owned by the Park System and have been formally accepted recorded into the permanent collection as best examples or higher-end appropriate usable examples.
2. Tier 2 and Tier 3 objects shall be registered as part of the collection for inventory, tracked internally for record keeping purposes as Tier 2 and Tier 3 objects of lower-end appropriate for use/consumption and spare parts/reproductions. These objects shall fall into two categories:
 - a. Objects which are the legal property of the Park System and which are maintained to aid in the interpretation of the collection. Examples include reproduction, demonstration, or consumable artifacts, non-specific archival materials, and educational or reference materials.
 - b. Objects which have been loaned to the Park System for research, interpretation, or display and are tracked through loan policy.

C. Methods of Acquisition

There are four methods by which objects may be acquired. The Collections Committee shall have advisory authority over acquisitions in excess of a value established in Section III of this policy.

1. Direct purchase of objects at retail, auction, or private sale shall be in accordance with approved Park System purchasing procedures. Objects may be purchased indirectly as the result of the acquisition of a property and its contents.
2. Gifts or bequests shall conform to the Principles of Selection and may be accepted at the discretion of the Museum Curator except under the following

conditions when the Collections Oversight Committee review and Director approval shall be required:

- a. The value of the object exceeds the threshold for review set forth in Section III of this policy.
- b. There are proposed restrictions other than confidentiality. The Park System may accept certain restrictions if the conditions do not unduly constrain reasonable use of the object.
- c. The donor is unable or unwilling to sign a deed of gift form giving the Park System title to the object.
- d. The donor expects the Park System to pay for an impartial appraisal of the object. Under no circumstance shall the Park System give a monetary appraisal for a donated object.

All gifts or bequests shall be promptly acknowledged in writing.

3. Acquisition by trade or exchange shall be reviewed by Museum Curator and the Collections Oversight Committee and approved by the Director.
4. Incoming loans may be accepted for purposes of exhibit or research. All incoming loans with a value in excess of \$1000 shall be authorized by a written agreement which has been prepared by the Museum Curator and reviewed by the Collections Oversight Committee and approved by the Director. The agreement shall be for a specified time and shall include a value. Listing of objects on the Park System's insurance policy for the period of the loan shall be considered on a case by case basis.

D. Accessioning Procedures

Accessioning is the formal process used to accept and record an object as a collection item. The Museum Curator shall be responsible for establishing and administering accessioning procedures. The following guidelines shall apply:

1. Records of accession shall be made and retained for all objects, consistent with professionally accepted standards.
2. A legal instrument of conveyance or record of origin setting forth an accurate description of the objects and the precise conditions of transfer shall accompany all accessioned objects and be kept on file.
3. All objects shall be registered with a unique identification or tracking number for recordkeeping and inventory purposes.

E. Deaccessioning and Disposal Procedures

Deaccessioning is the formal process used to permanently remove accessioned objects from the collection. The reclassification of accessioned items as lower-end Tier 2 or Tier 3 is also considered to be deaccessioning. The Museum Curator shall be responsible for establishing and administering deaccessioning procedures. All proposed deaccessions shall be reviewed by the Collections Oversight Committee and approved by the Director and forwarded to the Board of Recreation

Commissioners through resolution and approval. The following guidelines shall apply:

1. Objects considered for deaccession shall meet at least one or more of the following criteria:
 - a. The object is outside the scope and no longer relevant or useful to the purpose of the collection.
 - b. The object lacks physical integrity or historic authenticity or is in a deteriorated condition which renders it not useful for exhibition or study.
 - c. The object is duplicated by others in the collection of higher quality and does not serve an alternative use or research purpose.
 - d. The Park System is unable to exhibit or preserve the object properly.
 - e. It has been determined that a proposed exchange of a portion of the Park System's collections for materials from another museum or repository would substantially improve or enhance the remaining collections.
 - f. The object has been confirmed lost, stolen, or destroyed.
 - g. The object is more appropriate to another Park System collection and should be reassigned.
2. Objects that are unique should first be offered to other public or non-profit institutions. Under no circumstance shall ownership be transferred from the Park System to any Park System employee, spouse, or relation except by public auction.
3. All proceeds generated through the disposal of objects shall be applied to the collection acquisition fund unless prohibited by statute.
4. There shall be no known legally binding restrictions which prohibit disposal of the object.
5. All accessioned objects are county property and shall be disposed of in compliance with applicable state statutes.

V. CARE AND CONSERVATION

- A. Inventory
Each sub-collection manager shall maintain an inventory record of the collection and prepare an annual report which shall include to the extent practicable, the identification, location, and well-being of all objects in the collection.
- B. Maintenance and Conservation
It is the Park System's responsibility to preserve its resources from loss or destruction: 1) to maintain the collections in a manner which preserves both the aesthetic and informative integrity of the objects; 2) to conserve selected materials which are in danger of future deterioration; 3) to conserve damaged items considered

to be significant to the collection; 4) when practical to replace items when there is irreparable damage or danger of irreparable damage.

The Park System is committed to a program of preservation based on a systematic survey and analysis of the collection. The Museum Curator is expected to maintain the collections regularly in such a manner as to best protect the collections. Standard conservation principles and practices shall be observed and, when deemed appropriate by the Museum Curator, the Park System shall secure the services of professional conservators in accordance with procurement procedures to carry out conservation treatments. Any conservation work shall be consistent with the Code of Ethics and Guidelines for Practice of the American Institute for Conservation of Historic and Artistic Works and shall be fully documented in written reports and "before" and "after" photographs.

C. Exhibition

Provisions for security, installation, and climate control shall be reviewed by the sub-collection manager prior to the exhibition of any collection objects. The Museum Curator may attach conditions on use and handling to ensure that the risk of damage to items is minimized. Particularly fragile or rare objects may be deemed inappropriate for exhibition.

D. Storage

All of the collection shall be preferably centrally stored in such a manner as to ensure adequate access for study, use, and exhibition and to be protected from loss through environmental or human causes including but not limited to heat, cold, moisture, dryness, fire, dust, vermin, light, careless handling and theft.

E. Insurance and Security

Collection items with a value in excess of \$2500 shall be listed for coverage by the Park System's supplemental property insurance; it is the responsibility of the Museum Curator to notify the Assistant Director to have these items added to the policy. All other items are covered only by the Park System's standard self-insurance program, which means repair or replacement is at the expense of the Park System. In addition to cost considerations, many of the collection items are irreplaceable, thus it is important to secure a collection from loss or damage to the fullest extent possible.

VI. ACCESS

A. Catalog Information

Access requires the availability of records to lead a researcher to information. All catalog information maintained by the Museum Curator including accession files, card catalogs, computerized catalogs, and inventory records, but excluding confidential donation information, shall be available internally. Any published catalogs or descriptive bibliographies shall be available externally.

- B. Use and Public Programs
Objects shall be made available internally for public display, interpretation and use in public programs subject to the approval of the Museum Curator unless it is determined by the Museum Curator that the object can not withstand the anticipated travel, climate, and handling.
- C. Study and Examination
Access to the collection objects not on public display shall be coordinated with the Museum Curator. Materials may be available only in facsimile form or access restricted altogether if their rarity, fragility, or susceptibility to loss and rearrangement require such special precautions.
- D. Out-Going Loans
Out-going loans of accessioned collection objects to non-profit museums, historical or educational institutions, corporations, and governmental agencies shall only be made for the purpose of special exhibitions, subject to the following conditions:
1. The exhibition shall be open to the public and appropriate to the object.
 2. The loan agreement shall be documented in writing. A copy of the agreement shall be kept with the collection records and a duplicate filed with the insurance records in the Assistant Director's office.
 3. The object is not currently on exhibit and is not needed for exhibition or education purposes during the period of loan. Objects of particular rarity shall not be loaned.
 4. The object is in stable condition and will not be damaged by shipment, exhibition or use.
 5. The Park System shall be satisfied with the borrowing institution's provisions for security, installation, and climate control.
 6. The period of each loan shall be determined by the condition of the item and the exhibition needs of the Park System and of the borrowing institution. Generally, no loan agreement shall exceed twelve months. Renewals may be granted at the discretion of the Park System.
 7. All loans with a value over \$2,500 shall first be approved by the Director upon the advice of the Museum Curator and Collections Oversight Committee.
 8. The borrowing institution shall insure the object at current appraised value naming the Park System as the loss payee, and provide the Park System with a certificate of insurance before the item leaves Park System custody.
 9. The borrowing institution shall assume all costs of shipping and packing and all conservation expenses necessary to prepare an object for exhibition.
 10. A condition report and record photographs shall be prepared prior to the loan and a copy shall accompany the object.
 11. The borrowing institution shall acknowledge the Park System's ownership of the object in exhibition labels and in all publications.
 12. The Park System shall reserve the right to recall a loaned item if the security or condition of the object is, in the judgment of the Director, imperiled. The

borrowing institution shall agree to promptly refer any changes in stability, condition or use to the Park System for assessment and treatment.

VII. PROFESSIONAL STANDARDS

To avoid any possible appearance of a conflict of interest, Park System staff serving on the Collections Oversight Committee or directly involved in the maintenance, operation, and/or administration of a historic site shall be governed by the following standards of professional conduct.

- A. Staff members shall not collect for sale or resale objects of a similar nature as those in the collections and shall not compete in the market to acquire such objects. Staff members shall not collect any objects directly associated with any of the historic sites or any objects included on a written list of proposed acquisitions and shall not compete in the market to acquire such objects. This shall include the acceptance of gifts.
- B. Staff members shall not prepare appraisals for gifts to the collection.
- C. Staff members shall not acquire Park System deaccessioned objects.
- D. Prior to accepting any archaeological or paleontological artifacts every effort shall be made to determine that the retrieval of the object was performed with proper authorization and with respect for natural history resources so as not to directly or indirectly promote illegal or improper collecting activities.
- E. Any use of an object in the collection for a commercial venture shall be carried out in a manner that will not discredit either the integrity of the collection or the intrinsic value of the original object.

VIII. REVIEW AND REVISION OF COLLECTIONS POLICY

This policy and the associated procedures shall be reviewed on a periodic basis by the Collections Oversight Committee and any recommendations for revisions shall be referred to the Director.

IX. CONFORMANCE WITH FEDERAL AND STATE LAWS

Implementation of this policy shall be subject to conformance with all existing and future applicable Federal and State laws.