

COLORADO CHAUTAUQUA ASSOCIATION

COLLECTION MANAGEMENT POLICY

July 13, 2013

The mission of the Colorado Chautauqua Association is to preserve, perpetuate and improve the site and spirit of the historic Chautauqua by enhancing its community and values through cultural, educational, social and recreational experiences.

I. INTRODUCTION

A. PURPOSE OF THE COLLECTION MANAGEMENT POLICY

- 1.** to establish the policies and guidelines for identifying and acquiring material for the Colorado Chautauqua Association (CCA) Permanent Collection;
- 2.** to establish the policies and criteria for additions or removal from the Permanent Collection;
- 3.** to establish conditions under which materials may be loaned from the Permanent Collection and borrowed from other associations, institutions and private sources;
- 4.** to establish policies and guidelines for research access to the collections;
- 5.** to ensure that standards of documentation and collections management for objects meet current standards for professional associations; and
- 6.** to affirm that the highest ethical standards continue to be met by the Colorado Chautauqua Association (hereafter referred to as the Association) and its Board of Directors and staff in all transactions regarding the Permanent Collection.

B. PERMANENT COLLECTION

1. COLORADO CHAUTAUQUA PROVENANCE OBJECTS

Associated with its mission to preserve the spirit of the history Chautauqua, the Association desires to collect the history of the Colorado Chautauqua in Boulder. The Colorado Chautauqua history includes objects which were actually made or used in Colorado Chautauqua and have a clear and specific association (*provenance*) with some aspect of Colorado Chautauqua history. These types

of objects will be classified as Colorado Chautauqua Provenance Artifacts, and will be given the highest priority for addition to or retention in the Permanent Collection.

Colorado Chautauqua Provenance objects have a significant association (as determined by the Archives Committee on a case by case basis) with Colorado Chautauqua history, such as the following.

- a.** The Chautauqua Movement prior to the founding of the Colorado Chautauqua in 1898.
- b.** Founding and development of the Colorado Chautauqua, including early incorporation of the association and its early governance. This includes elements such as: founders, early leaders, support of the City of Boulder, and transportation to the Colorado Chautauqua.
- c.** Buildings, facilities and services associated with Chautauqua life, including design and construction of the Auditorium, the Dining Hall, the Academic Hall, the Community House, and the cottages; and the early-20th century growth of Colorado Chautauqua, including the conversion of tents and seasonal quarters to more permanent and year-round structures.
- d.** Economic activities in Colorado Chautauqua, including its development, funding and support.
- e.** Social and cultural development of the Colorado Chautauqua, including lectures, concerts, films, speeches, religious activities, education, social activities, and traditions.
- f.** Individuals and families who have made personal contributions to the development of the Colorado Chautauqua.
- g.** Geographical features of the Colorado Chautauqua.
- h.** Objects of natural history or archaeological material in the Colorado Chautauqua.
- i.** Photographs, posters, artifacts, and written and oral histories documenting significant aspects of Colorado Chautauqua history.

2. NON-PROVENANCE OBJECTS

Objects which do not have a direct association (*provenance*) with Colorado Chautauqua history may still be potentially useful in fulfilling the mission of the Association. Objects of this class may include items from other chautauquas in the United States, typical pieces of American material culture—particularly late 19th and early 20th century—such as furniture, clothing, tools and equipment, product packages, etc., which have been mass-produced and nationally distributed. Such objects may be considered to be representative of similar objects that would have been actually used in the Colorado Chautauqua. Such objects are particularly useful for the development of interpretive exhibits, especially when a suitable collection of the Colorado Chautauqua Provenance objects is not available. These types of objects will be classified as non-provenance.

The purpose of classifying an object as a Provenance Object or a Non-provenance Object is to provide a means by which the object may be evaluated when it is being considered for addition to the Permanent Collection. Once a Non-provenance Object is accessioned into the Permanent Collection, it shall receive the same levels of treatment, handling, security, use, and documentation as that established for a Provenance Object.

Artifacts without provenance may be added to the Permanent Collection if they meet one or more of the following criteria:

- a. An object is representative of a class of widely distributed common objects of a particular time period that is not sufficiently represented in the Permanent Collection. For example, clothing or product packages of the late 19th or early 20th century are types of objects that may be needed to enhance interpretation of specific aspects of the Colorado Chautauqua history.
- b. An object is representative of a specific activity that was commonly practiced in the Colorado Chautauqua, which is not sufficiently represented in the Permanent Collection. For example, posters advertising lectures or concerts at other chautauquas may be appropriate for addition to the Permanent Collection, as determined by the Archives Committee on a case by case basis, even if they were used in another part of the country and were similar in nature to performances at the Colorado Chautauqua.
- c. An object is representative of an aspect of American history in which the people of the Colorado Chautauqua

have played a role (e.g., William Jennings Bryan memorabilia).

d. An object is of a specific type that is needed for interpretive purposes.

C. NON-PERMANENT COLLECTION

1. In-Use Objects: These are objects not accessioned into the Permanent Collection that are used to support the Association's education programs, exhibits, and research. Items in the non-permanent collection are subject to handling and use. Therefore, they are exposed to greater wear and deterioration than objects in the Permanent Collection. Every effort shall be made to convey respect for all historical objects used in this collection. Documentation as a means of identifying and tracking this collection shall be recorded in the Association's database using the prefix "U." An object may be classified as a part of the non-permanent collection if it fulfills one or more of the following criteria, as determined by the Archives Committee on a case by case basis:

- a.** An object retained only for its educational, informational and/or illustrative value or utilitarian value for institutional functions (e.g., generic items in trunks used for school history programs).
- b.** An object regarded as disposable (e.g., dried plant matter similar to that which might have been gathered at Colorado Chautauqua).
- c.** An object identified as not being a primary source, e.g. a reproduction, where the primary source is otherwise available.
- d.** An object acquired for a short-term purpose.
- e.** An object that is fragmentary or lacks physical integrity.
- f.** An object that is sufficiently duplicated in the Permanent Collection, or exists at large in multiple copies.

2. Reference Library Materials:

These are materials used by researchers and staff to assist in both the researcher's study and the staff's management of the archives. Documentation as a means of identifying and tracking this collection shall be recorded in the Association's database using the prefix "R."

II. ACQUISITIONS

A. PERMANENT COLLECTION – ACCESSION OF AN OBJECT

Every effort shall be made to accession only those objects into the Permanent Collection that have potential use in the research and interpretation of the Colorado Chautauqua history and warrant a long-term commitment toward their storage and preservation. Accessioning is undertaken in order to fulfill the responsibilities of holding objects in public trust. It insures proper documentation and management of the objects. The collection staff shall review and approve any object being considered for the Permanent Collection only if it meets the criteria outlined above for the accession of an object into the Permanent Collection.

1. The collection staff shall review and approve an object being considered for the Permanent Collection only if it meets all the following criteria:
 - a. The object contributes to the interpretation and understanding of the history of the Colorado Chautauqua.
 - b. The object is in reasonably good physical condition or is suitable for conservation within the Association's resources.
 - c. The object is sufficiently complete to convey historical information.
 - d. The object has historical significance as a Colorado Chautauqua provenance artifact, meets the criteria in this policy as a non-provenance artifact, or is otherwise sufficiently useful for research or interpretive purposes.
 - e. The object has free and clear title, and is offered without restrictions imposed by the donor.

The collection staff may request the assistance of the Archives Committee in determining whether an object meets the criteria for acquisition. No object shall be knowingly accepted or acquired that has been illegally imported into,

or collected in, the United States contrary to any applicable law, regulation, treaty, or convention.

2. The Association will not consider an object that contains any amount of flammable, unstable, perishable, or toxic materials such as medicines, foodstuffs, household cleaners, toiletries or lubricants. It will be the responsibility of the collection staff to remove such materials before the object is brought to the Association deposit.
3. The Donor must transfer on a Deed of Gift form unconditional title of all objects donated to the Association. Donors may be granted confidentiality upon request.
4. No staff or member of the Association's Board of Directors shall make verbal or written appraisals of objects donated. The Association may help donors arrange for appropriate appraisals. Donors shall bear the cost of appraisals made for donors' tax purposes. The Association may obtain appraisals of objects in the archives for insurance purposes.
5. Objects shall not be accessioned into the Association's Permanent Collection unless the Association can provide documentation, storage, protection, and recording preservation of the objects under conditions that insure their physical integrity, history and availability, in keeping with professional standards.
6. The Association (staff and Board of Directors) shall abide by the AAM Code of Ethics www.aam-us.org/Associationresources/ethics/coe.cfm with regard to personal collecting and shall avoid any apparent conflicts of interest in collecting. All potential conflicts of interest should be declared to the Association Executive Director and the Association's Board of Directors.

B. PERMANENT COLLECTION - OBJECTS FOUND IN THE COLLECTION

1. Unaccessioned objects found in the Permanent Collection with insufficient documentation to indicate the Association's ownership constitute objects found in the collection. Such objects that are considered appropriate by the collection staff shall be considered by the Archives Committee on a case by case basis for accessioning with the notation that the source is "found in collection."

2. Objects found in the collection that are considered inappropriate for the Permanent Collection will be itemized by the collection staff in a report containing all pertinent information and recommendations for their disposition.
3. The Archives Committee, Board of Directors, and counsel to the Association on legal issues shall consider claims by third parties for objects found in collections. The Board of Directors' decision constitutes the official position of the Association.

C. NON-PERMANENT COLLECTION – ACCESSION OF AN OBJECT

1. Objects and books to be used in the In-Use collection and Reference Library collection shall be catalogued and tracked (accessioned) in the same manner as those objects in the Permanent Collection.

III. DEACCESSIONS

A. PERMANENT COLLECTION - DEACCESSION OF AN OBJECT

1. The removal of objects from the Permanent Collection shall be undertaken only after careful consideration. The objectives of the deaccessioning process are to ensure that the Permanent Collection is representative of the Association's mission; to safeguard the Permanent Collection, the staff and public; to reflect changes in the Association's mission or Collection Management Policy; and to maintain sound collection management practices including care of collections in storage and on exhibit, conservation and preservation treatments.
2. An object may be considered for deaccessioning from the Association's Permanent Collection if it meets one or more of the following criteria:
 - a. The object does not fall within the scope of the Association's accession policy and/or cannot serve a foreseeable purpose as part of the Permanent Collection.
 - b. The object is determined to be significantly more useful and relevant to the collection or program of another association, institution, museum, or Chautauqua than to those of the Colorado Chautauqua.
 - c. The object is found to be a clear forgery, replica, or reproduction that lacks historic significance.

- d. The object is potentially hazardous to other objects or to human health or the environment.
 - e. The object is a duplicate of other objects in the collection, which are of higher quality, are in better condition, or are more representative of objects used in the Colorado Chautauqua.
 - f. The object is in imminent danger of deterioration or destruction, and it is beyond the resources of the Association to stabilize or conserve at that time.
 - g. The object has deteriorated to the point where it is no longer restorable and has limited or no research value or does not warrant long-term care.
 - h. The object is desirable for destructive analysis, which is deemed to be of more value to the Association than retaining the object intact.
 - i. The object is found not to have had free and clear title at the time of donation, or was not offered without restriction and obtaining good title or unrestricted use would not be economically feasible given the value of the object to the mission of the Association.
3. An object shall be deaccessioned from the Permanent Collection upon recommendation of the collection staff and approval of the Archives Committee.
 4. A deaccession form must be filled out for each object or set of objects falling under the same general description. Only the collection staff and the Chair of the Archives Committee may sign the deaccession form.
 5. Unless approved by the Board of Directors, no member of the collections staff or the Archives Committee, nor any member of the Board of Directors shall purchase or acquire objects deaccessioned from the Association.

B. PERMANENT COLLECTION – DISPOSITION OF A DEACCESSIONED OBJECT

The following methods of disposition of deaccessioned objects will be considered.

1. use as a resource material for Association education, research, programs, or interpretive, provided there is a plan for storage and conservation; OR
2. transfer or sale to or trade with cultural, or educational institutions, with priority given to other chautauquas or to museums in the State of Colorado; OR
3. return to donor if so designated in the original deed of gift, with the donor being allowed three months following receipt of a letter of notification of deaccession; OR
4. sale to commercial dealers or private individuals, *preferably* at a public auction or sale; OR
5. disposal or destruction if no other method is reasonable or feasible.

C. NON-PERMANENT COLLECTION – DEACCESSION & DISPOSITION OF AN OBJECT

1. The Non-Permanent Collection does not carry the weight and importance of the Permanent Collection. Therefore, when an object from the In-Use Collection has been used beyond repair, the collection staff or the Executive Director can remove it from the collection at his/her discretion. It will be marked as deaccessioned in the database but does not require the formality of completing a deaccession form. Recording in the database will be sufficient.
2. For materials in the Reference Library Collection all efforts will be made to keep the object in useable form. For objects deemed too fragile to handle often, attempts will be made to make a useable copy, be it physical or digital.

IV. LOANS

A. LOAN POLICY

The Association may seek to obtain incoming loans of objects which complement those in its permanent collection, which are related to the history of the Colorado Chautauqua or are exemplary of objects used by past residents of or visitors to the Colorado Chautauqua. Objects will be taken on loan only if they will serve a specific purpose, such as a temporary exhibit or for study in

relation to a current in-house research project. Conversely, the Association may lend objects from its Permanent Collection to appropriate borrowing institutions for specific uses. The Association reserves the right to decline an outgoing loan request if it is deemed inappropriate. Both incoming and outgoing loans will be approved only for specified periods of time, and will be accompanied by an appropriate receipt. All this will be done with the approval of the Archives Committee and the collection staff.

B. INCOMING LOANS

1. The following factors shall be considered before seeking or accepting any incoming loan: costs of storage, security, transportation and insurance; the object's condition and ability to withstand shipment; the lender's restrictions; and problems of provenance or copyright.
2. The Archives Committee and the collection staff must approve incoming loans.
3. Objects taken on loan by the Association will be given the same care as objects in the Permanent Collection, unless otherwise specified in the agreement with the lending institution or owner. No alterations, embellishments, modifications, dismantling, or conservation treatment of loaned objects will be undertaken without written consent from an authorized representative of the lending institution or owner.
4. Loans will be accepted for a period of no longer than five years. Loans will be reviewed annually.
5. Should an object on loan be offered for donation to the Association, it must undergo the formal process of accessioning upon the termination of the loan.
6. If the owner fails to take possession of an object upon termination of the incoming loan agreement the disposition of Colorado Revised Statutes 38-14-106 shall govern the object.

C. OUTGOING LOANS

1. The object's condition and the borrower's ability to ensure the proper care, transportation, physical stability, and security of the object are to be considered when evaluating an outgoing loan request. Objects which are extremely rare or fragile, or are in need of extensive conservation, will generally not be available for loan.

2. The borrower must be a *bona fide* historical, educational or scientific institution, or a person of verifiable academic or curatorial credentials. In some cases, loans may be granted to other institutions when the good of the Association and the edification of the general public will be served.
3. The borrower will furnish a certificate of insurance and a completed AAM Registrar's Facility report, and will reimburse the Association for any loss or damage incurred to the loaned object(s). These conditions may be waived by the Executive Director.
4. No alterations, embellishments, modifications, dismantling, or conservation treatment of loaned objects will be undertaken without the written consent of the collection staff and Archives Committee. The Executive Director and an authorized representative of the borrowing institution shall sign an Outgoing Loan Agreement form.

D. OBJECTS LEFT IN TEMPORARY CUSTODY OF THE ASSOCIATION

1. For services such as attribution, identification, examination, or conservation evaluation, the owner may leave an object in the temporary custody of the Association, after the owner signs a temporary receipt form and agrees to pay the costs of the services.
2. The condition of the artifact must be documented in a condition report at the time of acceptance.
3. Objects Left in the Custody of the Association will be given the same care as objects in the Permanent Collection unless otherwise specified in the agreement with the owner.
4. No alterations, embellishments, modifications, dismantling, or conservation treatment of Objects Left in the Custody of the Association will be undertaken without written consent of the owner.
5. If the owner fails to take possession of an object upon termination of the Association loan agreement, Colorado Revised Statutes 38-14-106 and laws relating to unclaimed property shall govern the disposition of the object.

V. RESEARCH ACCESS

A. ACCESS TO PERMANENT COLLECTIONS

Access to the Permanent Collection may be granted through a research request, subject to the restrictions imposed by the collection staff for the preservation, safety and security of the Collections and subject to staff availability.

B. ACCESS TO OBJECTS FROM INCOMING LOANS

Researchers will not be granted access to objects that are on loan to the Association, unless stipulated in the loan agreement.

VI. COLLECTION MANAGEMENT

A. RECORD KEEPING

1. The Association shall maintain permanent records of accession, acquisition, inventory, known history of object, conservation, deaccession, loans, storage location, and other records relating to its Permanent Collection.
2. The Association shall maintain records of In-Use Objects and Reference Library Materials for a period of at least three years after their disposal.

C. FINDING AIDS

1. The Association shall provide appropriate finding aids to enable researchers to identify objects in the Permanent Collection and the Non-Permanent Collection relevant to their research.
2. The Association shall make every effort to update these finding aids as objects are accessioned into the Collections.

C. PHYSICAL CARE OF COLLECTION

1. The Permanent Collection shall be preserved through a program of maintenance, documentation, and conservation in accordance with accepted Association practices.
2. The Association shall ensure the physical safety of objects in the Permanent Collection and store objects in appropriate environments.
3. The Association shall protect objects in the Permanent Collection from theft, fire or other loss or damage in accordance with accepted Association practices.

D. LEGAL PROTECTION/INSURANCE

Objects in the Permanent Collection will be insured against damage, theft or destruction at a level determined by the Board of Directors.

VII. ARCHIVES COMMITTEE

- A.** The Archives Committee shall establish and periodically review collection policies and procedures. The Collection Management Policy shall be adopted by the Board of Directors.
- B.** The Archives Committee shall be made up of collection staff, a staff designee of the Executive Director, and at least three other individuals. The chairperson shall be a current member of the Board of Directors or as may otherwise be approved by the Board of Directors. To the extent practicable, the committee membership will be a combination of Board and community representatives with relevant expertise, as appointed by the Board of Directors.

VIII. STANDARDS OF CONDUCT AND ETHICS

A. PERSONAL ACQUISITION OF OBJECTS

- 1.** Association employees and members of the Board of Directors shall avoid acquiring objects in direct competition with collecting activities associated with the Permanent Collection. Direct competition exists when an employee knows or has reason to believe that the Association would desire the object for the Permanent Collection if aware of the opportunity to acquire it. In such cases, the employee or director shall first discuss the matter with the Archives Committee.
- 2.** In cases where the conflict cannot be resolved in other ways, the employee shall provide the Association the opportunity to purchase or otherwise acquire the object, or if already acquired by the employee, a reasonable time for the Archives Committee to decide whether to obtain the object from the employee upon payment of his/her costs of acquisition.
- 3.** Association employees must not store personal collections on the Association property or research or conserve their personal collections on Association time without permission of the Executive Director.

C. DEALINGS IN ASSOCIATION OBJECTS

Association employees who are directly responsible for acquiring objects for the Association's Permanent Collection shall not deal (buy or sell for profit on a regular basis or maintain an interest in any dealership) in objects, material, or specimens similar to those collected by the Association. Any dealing by Association employees in objects of the type collected by the Association requires prior approval of the Executive Director with advice of the Archives Committee.

No member of the Board of Directors shall interfere with the collecting of the Association. If a potential conflict of interest arises, the director shall consult with the Archives Committee to determine a course of action.

D. CULTURAL OBJECTS

The Association shall abide by the principles of the UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property. In regards to ethnographic and archaeological objects, the Association shall not acquire or borrow objects collected in violation of law or which it has reason to believe were unethically removed.