

Collections Management Policy

December to February 1, 2001 – updates to Deaccession policy

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Minor revisions to Deaccession policy March 2020, approved March 2020 by board, approved April 2020 by City Council

Minor Revisions to Deaccessions policy April 2021

Mission

The Rahr-West Art Museum is a City of Manitowoc facility that preserves and enhances its collections and historic mansion. The museum's purpose is to engage the dynamic learning opportunities in the visual arts, and enrich life in the area by serving as a cultural resource. Statement of Purpose

The purpose of this policy is to define the scope of the Rahr-West Art Museum collections, and establish guidelines to cover all aspects of acquisition, care, documentation, use, and disposition of objects in the Rahr-West Art Museum collections.

Scope of Collections

Rahr-West Art Museum's primary areas of collecting include 19th, 20th, and 21st century contemporary art and decorative arts with an emphasis on:

1. American Art – 19th, 20th, and 21st century fine and decorative arts that coincide with the history of the mansion or define and contribute to an understanding of significant stylistic directions.
2. International, Regional, United States, and Wisconsin art – significant work of any of the above focused time periods that is by artists with an established reputation or art that is of a high standard by artists who primarily make their living as arts professionals.

3. Other art and decorative objects that serve the mission of the museum and expand the educational value of the existing holdings, presenting a particularly favorable opportunity to collect.

Statement of Authority

Overall responsibility for the management of the collection rests with the Director of the Rahr-West Art Museum. This responsibility is delegated to the appropriate staff as guided by these policies approved by the Rahr-West Art Museum Board of Directors.

Collections Defined

Permanent Collection

The Permanent Collection of the Rahr-West Art Museum is the accessioned primary collection of the highest quality work used for exhibition and research.

Study Collection

The Study Collection is a body of work that is accessioned with an “s” prefix to the number and consists of work that is historically valid and supports the information presented in the permanent collection. It is not necessarily of the same aesthetic quality as the permanent collection.

Education Collection

The Education Collection is a body of work that is inventoried, but not accessioned. It consists of items of relatively low or little value used for the purpose of conveying information and is meant to be expendable. It may include such items as replicas, duplicates of lesser quality, and imitations.

The Vilas-Rahr Mansion

The Vilas-Rahr Mansion is a non-accessioned asset. The Mansion is maintained by the City of Manitowoc. Preservation activities are carried out to the United States Department of the Interior’s Standards for Historic Preservation, Rehabilitation, and Reconstruction as well as the Department’s Guidelines for the treatment of Historic Buildings and the Guidelines for the Treatment of Cultural Landscapes.

Acquisitions to the Permanent Collection

Methods of Acquisition

Objects in the Rahr-West Art Museum permanent collection will be acquired through gift, partial gift and partial purchase combination, bargain sale, bequest, purchase, or exchange with another museum.

Objects in the study collection will be transferred from the permanent collection or added by gift.

Criteria for acquisition to the Permanent Collection

Each object must serve the interpretive or exhibition objectives of the Museum. The museum must be able to adequately care for and store the object.

All objects considered for the permanent collection must meet the following criteria:

1. Objects must have high aesthetic quality and intrinsic value for exhibit or study.
2. Objects must compare with or complement the established collection.
3. Objects would clearly expand the scope and educational mission of the museum.
4. The condition of the object would not place an undue burden on the museum. Objects in poor condition must demonstrate rarity, artistic, or historic significance.
5. Objects must not be encumbered in any way by the donor.
6. Objects must have clear provenance, allowing the museum to have free and clear title.

Any exceptions to the above criteria must be approved by a 2/3 vote of the board of directors.

Museum Responsibility to the Donor

1. The donor must be informed of the criteria for acquisition and be kept informed of the museum intent.
2. Objects must be part of the permanent collection of the museum.
3. The museum must be able to properly care for and store the object.
4. The museum must not accept gifts to the permanent collection if there is any question regarding maintaining the object for the foreseeable future.

Any deviation from the above or consideration of an object for purposes other than acquisition to the permanent collection must be disclosed to the donor in writing.

The Donor Responsibility to the Museum

1. The gift that is offered must not be encumbered in any way.
2. The donor must have clear and legal possession of the gift.
3. The donor is responsible for providing an appraisal or satisfactory document establishing the value of the gift as required by tax laws at the time the gift is made, if a tax deduction is intended.

Promised or Pledged Gifts

When a donor notifies the museum of a possible future gift, it is in the best interest of the museum to secure an agreement from the donor that outlines the conditions of the gift in advance. Sample documents are part of the appendix of this policy. However, it is advisable for the museum to obtain the advice of legal counsel when negotiating such a document with a donor. Such a pledge can be binding or non-binding, but it offers the opportunity for each party to negotiate a mutually beneficial contractual agreement for the status of the gift.

Entering the museum into a formal pledged or promised gift must be recommended by the director in conference with the collections management committee. The director's recommendation and action on

pledged or promised gifts should be reported to the board of directors and recorded in the minutes of the meeting at which it is presented.

Acquisition Procedures for Approval of Objects Proposed for the Permanent Collection

1. Proposed acquisitions must be examined by the Director prior to recommendation to the Collections Management Committee. The Director must submit a written recommendation to the Museum Board of Directors. The Director must consider the acquisition policy when reviewing any acquisition for recommendation. The Director has discretionary authority to refuse proposed acquisitions if they do not meet the collection criteria of the museum.
2. All acquisitions are recommended to the Museum Board of Directors by the Director with the acknowledgement and review of the Collections Management Committee brought to the board. The proposed acquisition must be accompanied by a written statement from the Director supporting the acquisition of the object and its relevance to the collection.
3. All proposed acquisitions must be approved or denied by the Museum Board of Directors, considering fiscal responsibility and long term care of the object. Final board action regarding each acquisition should be recorded in the minutes of the Board of Directors meeting and a copy of the minutes should be filed with the Assistant Director for placement with object records.
4. In the unusual case that the recommendation of the Director conflicts with approval of the Collections Management Committee, all reasons for the recommendation or denial should be submitted to the Board of Directors for review and final decision.
5. In the unusual case that timing for the purchase of a significant acquisition is urgent; requiring action prior to a regularly scheduled board meeting, any action taken must follow the procedures in the museum by-laws for action without a meeting.

Documentation and Accessioning Procedures

Accessioning Procedures and Documentation Responsibilities

1. Once an object has been approved for acquisition, the museum must take immediate possession of the objects, or if the object has been in the temporary custody of the museum, it must be given an accession number.
2. The Assistant Director is responsible for assigning an accession number upon acquisition of the object. The accession number consists of a four-digit year, a number assigned to reference its acquisition position within a given year, and any number referencing part of a set.
3. The Assistant Director is also responsible for preparation and receipt of a signed Deed of Gift from the donor, filing a copy of the minutes of the board meeting that approved the acquisition, and acknowledging the donor with a thank you. Copies of all the transactions should be filed in the object file.

4. If the acquisition is purchased, the Assistant Director is responsible for documenting the sale, and requesting a check for purchase from the acquisition fund of the City of Manitowoc restricted account. Approval of the request for funds is made by the Director, based on the approval of the purchase by the Board of Directors. A collections purchase receipt form, signed by the seller, may be used for private purchases where an invoice is not available.
5. A Deed of Gift is necessary for processing any acquisition that is a part purchase, part gift. However, it is the seller's responsibility to establish the value of the gifted portion or "bargain sale."
6. It is the responsibility of the Assistant Director to properly catalog each new acquisition and keep up to date records of each acquisition.
7. It is in the best interest of the museum to keep photographic documentation of each new acquisition.

Policies and Guidelines for Deaccessions

Statement of Purpose of Deaccession

Deaccessioning is the process of removing objects from the museum collections. The purpose is to conduct a considerate and thoughtful review of the permanent collections to ensure that permanent collection objects are relevant to and support the statement of purpose of the collections.

Objects in the collections shall be permanently retained if they continue to be relevant to the mission and programs of the Rahr-West; and if they can be properly exhibited, stored, and preserved.

Deaccessioning may be considered when these conditions no longer prevail or in the interest of improving the collections held by the Rahr-West Art Museum.

Criteria for Deaccession

The highest professional standards must be maintained in considering the removal of any object from the permanent collection. Each object must be considered for deaccession based on the Statement of Purpose of the Museum Collection, the Scope of the museum collections, and the general criteria for deaccession as defined in this document. Additionally, each object must be considered for deaccession based on the interpretive or educational objectives of the museum. An object considered for deaccession must meet at least three of the criteria established below:

1. The object no longer holds intrinsic value for exhibit or for a study collection.
2. The object does not meet the state purpose of the museum collections.
3. The object is duplicated in the collection.
4. The object does not maintain the value and standards of the established collection.
5. The object is in poor condition and does not demonstrate rarity, artistic, or historic significance.
6. The object does not have clear provenance.
7. The museum must have clear title to the object.

Exceptions to Criteria for Deaccession

Any exceptions to the criteria for deaccession must be approved by a vote of 2/3 of the full board of directors.

Methods of Disposal

1. **Exchange or gift to a museum or similar public non-profit institution.** If the public would be best served by the object remaining in the public domain, every reasonable attempt must be made to exchange or gift the object to another museum or public educational institution in order for the object to remain in the public domain.
2. **Sale at Public Auction.** Sale of deaccessioned objects must be made with the highest visibility and consideration of the public trust, and therefore sold at public auction.
3. **Transferred to a Study or Educational Collection.** The objects may be retained by the museum and transferred to a study or educational collection.
4. **Retained for Museum Furnishings.** The objects may be retained for museum furnishings.
5. **Private Sale.** Only after two failed attempts at auction should the object be sold privately to the highest bidder. Negotiated private sales, sealed biddings, or open bidding over a period of time are acceptable options, provided that the availability of such material for sale has been publicized widely to the broadest audience.
6. **Destruction.** If an object is damaged beyond reasonable repair or the cost of repair exceeds the recovered value of the object, the object may be destroyed. The destruction of the object must be witnessed and documented.

Definition of terms:

1. Transfer – normally is concerned with materials that have continuing historic exhibition, or significant financial value, and where their preservation is of benefit to society. Transfers involve movement of materials elsewhere without the Rahr-West Art Museum receiving materials or payment in return.
2. Disposal – is appropriate for materials whose historic, exhibition or fair market value is minimal or absent., and continued preservation is of little or no benefit to society.
3. Historic value – refers to the significance of materials as a record of past research and/or an object for future research.
4. Exhibition value – may be based upon aesthetic appeal, representation of a typical or unusually fine example of its kind, or other such factors pertinent to selecting material for display purposes.
5. Fair Market Value – shall be the price obtainable at public sale or at a negotiated private sale.
6. Exchanges – refer to roughly equivalent reciprocal movement of materials between other museums or similar non-profit institution.
7. Sales – involve payment to the Rahr-West Art Museum for materials.

Museum Responsibility to the Donor

The director or Assistant Director must make a reasonable attempt to notify donors or heirs by mail or telephone when possible that the object is being deaccessioned. If the object will be sold, inform the donor

that proceeds from the sale will be used to retain the donor's name to any new object as acquired by exchange or trade. An appropriate record of the transaction must be filed with the deaccession.

Museum Responsibility to the Public

Museum employees, trustees, volunteers, and family of these groups should not be allowed to acquire museum objects through purchase, gift, or disposal. They should avoid any conflict of interest or the appearance of conflict of interest.

Procedures and Documentation

1. To the greatest extent possible where documentation exists, the Assistant Director must determine that the museum has free and clear title to the object or if there are any restrictions on the object.
2. The Assistant Director must determine a fair market value of the object.
3. The Director shall present his/her recommendations to the Committee based on the criteria established in this document.
4. All objects proposed for deaccession must be accompanied by the following information when presented to the Collections Management Committee: a description of the object; the name of the donor; date of acquisition; estimated value; the reason established for deaccession, and a recommended method of disposal.
5. The Collections Management Committee shall propose action to the Board of Directors based upon the Director's recommendations.
6. All deaccessions must be approved by the Board of Directors and the action recorded in the minutes of the board meeting.
7. Under no circumstances will deaccession be approved by action without a meeting of the Museum Board of Directors.
8. The Assistant Director must record and file all transactions relating to the deaccession and note all collection documents with the action of deaccession.

Determination of Value

Determination of historic, exhibition, and fair market values shall be obtained by the Director or Assistant Director using the assistance of other museum professionals or the services of an independent professional appraiser when the estimation of the fair market value of an object or collection warrants such evaluation.

Application of Proceeds from Sales

1. All monies received from the sale of materials in the collections of the Rahr-West Art Museum, net of selling costs, shall be placed in a separate fund dedicated to future acquisitions and direct collections care.
2. Proceeds from the sale of objects from the collections may only be used for acquisitions and/or the direct care of the Rahr-West Art Museum's collections as follows:

- a. To replace the object with another that has relevance, importance or use to the museum's mission (acquisition)
 - b. To invest in the existing collection by enhancing their life, usefulness, or quality and thereby ensuring they will continue to the public (direct care).
3. Proceeds from the sales of a donated object shall retain the name of the original donor as a fund for future acquisitions.
4. Requests for use of monies from the sale of deaccessioned items on both acquisition and direct care must be made in writing by professional staff and Collections Committee and approved by the Museum Board of Directors to ensure that the monies are used for purposes that make a physical or immediate impact on a collections item and that the purchase is a strategic investment of funds for the museum that lays outside of the operating budget.

Ethic of Sales

There shall be no private sales or gifts of museum materials to members of the staff, volunteers, the Board of Directors, or to individual members of the general public. All sales will be public.

Records of Deaccessions

The Assistant Director maintains all records of deaccessioned objects and their disposal. All records should be stamped "Deaccessioned" in red ink. Records include:

- Original documentation
- Accumulated research
- Documents formulated to propose deaccession
- Documentation of approval of deaccession
- Documentation of the disposal of the object, including history of the sale
- Any photographs

Abandoned Property or Works Found in Collection

Rahr-West Art Museum will endeavor to maintain proper records on all loaned property to the museum. However, the museum will act in accordance with Wisconsin State Statute Chapter 171, Subchapter II, s1 71.30 to 171.33, if property in the museum's possession is considered abandoned or found in the collection. Property is considered abandoned if no written contact has transpired between the owner and the museum for 7 years beyond the expiration of the loan, according to the statute. If the property is believed to be on loan to the museum, but no documentation exists to establish the owner, or there is no reasonable means to determine an owner (found in collections); the museum may take ownership of the property if no person has claimed the property 7 years after the museum took custody of it.

(Wisconsin Statute 171.sub.ch.II 171.33)

Appraisal Policy

Appraisal of the Permanent Collection

Rahr-West Art Museum will have a certified professional appraiser review the major works, most likely to fluctuate from the permanent collection, and are over \$50,000 in value every five years. Works requiring updating, valued under \$50,000 will be reviewed every ten years. The Board of Directors is responsible for ensuring funding for this process as a collections expense.

Appraisal Procedures

The Director and Assistant Director are responsible for the appraisal process through the following:

1. The Director presents a selection of certified appraisers with expertise in the targeted collection to the Board of Directors for approval.
2. Collection records and appraisal history of the collection are submitted to the appraiser.
3. Appraisals must be conducted at the museum through the physical examination of the objects.
4. Appraisals are reviewed in process by the Assistant Director and Director.
5. A certified appraisal document in written and compatible computer disk format are submitted to complete the appraisal.
6. Computerized collection records are updated to accurately reflect the certified appraisal and retain the value history.
7. Appraisals are sent to any offsite storage area and insurance representatives.
8. Collection insurance costs are reviewed and adjusted to reflect the recent appraisal.
9. Appraisals are presented to the Museum Board of Directors.
10. Certified appraisal documents are filed with the Assistant Director.

Appraisal of Objects Requested for Loans

1. Permanent Collection objects approved for outgoing loans to other institutions must have a current fair market value.
2. The Curator determines the fair market value in consultation with appraisers, auction houses, or recent auction records to find equivalent values for similar objects.

Appraisals Requested from Museum Staff

1. Appraisals by the Museum Staff are not permitted under any circumstances.
2. The Director and Assistant Director may answer inquiries concerning valuation procedures based on publicly available sources for market value of a similar object, if the source of information is fully disclosed. It must be clearly stated by each of these employees that the response to the inquiry is not a formal appraisal.
3. The Director, Assistant Director, or designated staff may provide certified appraisal sources in a non-biased manner, preferably the contact information for the American Appraisal Institute.

Assigning Values to Incoming Objects

The Director or Assistant Director may assign value to incoming objects based on knowledge of the market when such values are not provided such in the case of bequests from estates, unsolicited gifts, and objects found in collections.

Loan Policy

Outgoing Loans from the Permanent Collection

The Museum will lend objects from its permanent collections only after careful attention to risk and the maintenance of professional museum practices for a specified duration. Loans from the Museum's permanent collections shall be made only for the purposes consistent with the Museum's Mission and policies. Loans are considered on an individual basis and must meet the Conditions of Loans from the Museum and the Collections Management Responsibilities for Loans from the Museum as defined in this document.

Loans from the permanent collection of the Museum must be recommended by the Director and approved by the Museum Board of Directors. The recommendation of the Director must be accompanied by a written statement defining the loan and stating the recommendation concerning the loan.

Loans that effect the ability of Rahr-West Art Museum to display the finest works from the collection or that represents an essential portion of any of the permanent collections of the Museum will not be permitted except under unusual and compelling circumstances. Loans of this nature must be approved by a 2/3 vote of the full Board of Directors.

Conditions for Outgoing Loans

The following conditions must be met by the borrower in order for any loan to be considered:

1. A Standard Facilities Report must accompany all loan requests, unless the borrowing institution has a Standard Facilities Report on file or has already been approved as a "known" facility by the Rahr-West Art Museum Director or Assistant Director.
2. A formal request in writing must be made by the borrowing institution specifying objects requested, the purpose of the loan, and duration of the loan.
3. All expenses of the loan must be borne by the borrower. All objects must be insured for their full value from the time they leave the Museum to the time they return.
4. Any specialized shipping, packing, and handling requirements must be met by the borrowing institution.
5. Qualified personnel of the borrowing institution must complete all receipt forms and condition reports.
6. Adequate security measures must be provided for 24-hour protection of the objects while in the custody of the borrowing institution.

7. Objects will be lent only for a specified time. Requests to extend a loan must be made formally in writing and approved by the Director with subsequent approval of the Executive Committee of the Board of Directors.
8. Requests for loans must be made a minimum of 3 months prior to the time needed to allow adequate time for consideration and approval.
9. The Museum reserves the right to cancel any loan if it does not serve the best interest of the Museum.
10. Any object not used as requested must be returned to the Museum immediately.
11. The loan must maintain or enhance the integrity of the object and the Museum.
12. Loans will not be made to individuals or private collections.
13. Photography is allowed with prior consent of the Museum.

Assistant Director Responsibilities for Outgoing Loans

It is the responsibility of the Assistant director to see that the above criteria are met. Additionally, the Assistant Director is responsible for the following:

1. No loan request will be considered if it exposes the object to risk due to exhibit conditions, method of transportation or the condition of the object.
2. Objects too fragile for travel will not be considered for loan.
3. Rare or highly valuable objects will be given consideration only if special transportation, security, and installation requirements can be met by the borrowing institution.
4. An up-to-date condition photo and report must be on file before the object leaves the museum.
5. The current fair market value must be included for review. Recent auction catalogues or knowledgeable colleagues must be consulted for current sale prices of similar objects.
6. The Director should inform the Collections Management Committee and make a written recommendation for loan to the board of Directors for approval. This should include:
 - a. Object description
 - b. Accession number
 - c. Current Value
 - d. Condition and stability of the object for travel
 - e. Requesting institution and details of the request, i.e. reason for request, facility report, security, and details of the exhibition – dates, catalogue or other documentation
 - f. Transportation details
 - g. Any other relevant information

Documentation for Outgoing Loans

1. All approved outgoing loans must be documented on a formal loan agreement form that is signed by the borrowing institution and Director. This documentation must be filed with the Assistant Director.
2. An outgoing condition report with photographs must be completed for all approved loans. A copy is sent with the object and a copy is retained by the Assistant Director.

Incoming Loans

Incoming loans are defined below and occur for a specified period of time with the exception of permanent loans or indefinite loans. Incoming loans are defined as:

- Temporary loans for exhibitions.
- Temporary loans for research, object attribution, or identification.
- Temporary loans of proposed acquisitions
- Temporary loans of proposed donations not intended for acquisition.
- Permanent loans.
- Indefinite loans.

Permanent Loans and Indefinite Loans

A permanent loan is one in which the museum exhibits the object over an extended period of time, but does not have ownership. Permanent loans are generally not practiced by this museum. In the event that one is initiated, the lender and the museum would need to negotiate the terms of the loan. To enter into such a loan would require approval by the Director and final approval by the Board of Directors.

An indefinite loan is a loan that extends for an undetermined period of time as agreed to by the lender and the museum when the loan is initiated. Indefinite loans are considered on a limited basis and their status is reviewed annually with the lender to determine continuation, termination, or a gift to the museum. Indefinite loans are used to supplement the museum collections and exhibit information with objects that the museum does not have in the collections. Indefinite loans require the approval of the Director.

Care of Incoming Loans

Rahr-West Art Museum will care for the objects placed on loan with the same respect and treatment it provides for the museum collections.

Conditions for Incoming Loans

Objects for incoming loans must be in keeping with the state purposes above and must be:

- Documented upon receipt with lender, value, object information, and incoming condition.
- Insured either by the lender or Museum.
- Initiated by the Assistant Director or the Director.
- Initiated by the lender.
- Approved by the Assistant Director or Director.

Documentation of Incoming Loans

1. All incoming loans must be documented on a loan form with information about the lender, purpose of the loan, duration of the loan, a description of the object, and a value supplied by the lender.
2. Each object must be checked upon receipt for incoming condition.

3. Any change in condition must be noted and reported to the lender immediately.

Insurance

1. All incoming loans will be insured at fair market value under the standard insurance policy of the City of Manitowoc while in custody of the museum.
2. The burden of valuation is with the lender.
3. If an incoming loan is accepted without an evaluation, the lender must concur with the valuation placed on the object by the Museum. Such an evaluation of an object does not constitute an appraisal.
4. If a work is for sale, the sale price does not have to be the same as the insured value.
5. Insurance coverage is “wall to wall” which includes shipping and transportation.

Lender Restrictions

1. Any restrictions placed on usage of the object by the lender must be documented in the conditions of the incoming loan.
2. All incoming loans will be handled only by professional staff and adhere to conditions established by the lender.

Lending Loaned Objects

All incoming loans to Rahr-West Art Museum are under the care and custody of the museum and are not available for loan to another institution unless authorized in writing by the lender.

Damage to Objects Place in the Custody of the Museum

1. All incoming loans must be examined upon receipt and a condition report completed.
2. Any change in condition must be reported to the lender immediately and documented in a damage claim.
3. Repairs to incoming loans will not be undertaken without the written consent and direction of the lender.

Collections Care and Conservation

The Rahr-West Art Museum Board of Directors and staff of the Museum are responsible for the professional care, conservation, and security of collections.

The Assistant Director is directly responsible to the Director for the care and management of the collections, and must inform the Board of Directors of the necessary maintenance and conservation needs of the collections.

Presentation and Preventative Conservation of Collection

1. Rahr-West Art Museum must make every reasonable effort to maintain a safe environment for exhibition and storage.
2. Daily temperature and humidity readings are recorded by security personnel and collected by the Assistant Director.

3. Exhibited objects must be secure properly for their safety.
4. Stored objects must be placed in a specified location on a protective surface.
5. Objects must only be handled by professional staff or by trained volunteers.
6. Objects should be treated with care, handled with gloves when possible and measures should be taken to minimize damage in storage.
7. Condition of objects must be periodically checked by the Assistant Director. Any changes in condition must be recorded in the collection records.
8. The Assistant Director and Director must review objects requiring conservation and present the information with a suggested plan of action to the Board of Directors.

Security and Fire Protection

1. Smoke detection equipment is used throughout the facility.
2. Security personnel monitor the galleries daily.

Reporting Damage or Changes in Galleries

1. Security personnel must report any damage or change in condition to the Assistant Director or Director.
2. Security personnel must complete a damage/theft report form for disturbance and submit it to the Assistant Director.

Record Keeping and Documentation

Rahr-West Art Museum maintains several types of documents for collection information. These include:

1. A computer database is maintained as a complete collection record. This documents descriptions, provenance, source, identification, a unique object number, value, exhibition, condition, acquisition history, and bibliographic references.
2. An accession record file card is maintained for each object in the collection.
3. A photographic record is kept for many pieces in the collection.
4. An object or donor file is kept by the Assistant Director with acquisition documentation.
5. Each object is assigned a specific location and the Assistant Director keeps an accurate location index.
6. Relocation of objects is recorded and transferred to the collections database.
7. Duplicate copies of the computerized database are kept off-site.
8. The insurance carrier should be regularly updated with new acquisition or deaccession information.

Insurance

Objects in the Permanent Collection

Rahr-West Art Museum maintains insurance coverage through the City of Manitowoc for loss of objects in the permanent collections as defined by risks outlined in this policy. Coverage is based on the appraised or stated value of the collections less the assigned deductible per incident of loss.

Coverage includes:

- Objects housed in the Museum.
- Objects on exhibition at the premises of others.
- Objects on loan to others.
- Objects in transit.

Loans to the Rahr-West Art Museum

Property of Others

Objects on loan to the Rahr-West Art Museum are covered as Property of Others defined in the insurance policy. Property of Others coverage is carried with a ceiling limit defined in the policy. The insurance carrier must be notified if a temporary increase in coverage is required when loans exceed the ceiling limit.

Property in Transit

Property of the Museum and of others is covered while in transit for a ceiling limit as defined in the policy.

Inventory of the Collection

The Assistant Director is responsible for maintaining an accurate inventory of the permanent collections. A complete collection inventory is taken every year. Spot checks of the collections are conducted periodically.

Method of Conducting Inventory

The collections are inventoried and condition checked annually by the assistant director. Condition sheets are created for each object, kept as a reference in a binder and used as the locator sheets for each object. The current condition for each object is recorded at the time of this identification and location check.

Objects Missing from the Collection

An initial investigation should determine whether the missing object is due to theft, misplacement or improper record keeping. Museum records will be thoroughly checked to confirm that the object in question was not previously deaccessioned.

Missing objects require a report filed by the Assistant Director who informs the security personnel and the Director. If an object is stolen, local authorities must be contacted and the insurance carrier informed. Further action is contingent on the value of the work and the chances of recovery.

Access to Objects and Information About Them

Rahr-West Art Museum holds its collections in public trust and desires to make the collections readily available for viewing and research. It is the Director and Assistant Director's responsibility to make information about the objects available to the public. Every reasonable effort will be made to comply with requests for information that are in keeping with the Museum's goals and objectives. Confidential records or personal information about the donor or lender and the value of the object will not be disclosed.

Photography

1. Rahr-West Art Museum reserves the right to control the images that are being released to the public. The Museum will supply photographs of collection objects upon request with reimbursement for expenses incurred.
2. A credit line is required for any objects published from the Museum collections.
3. Authorization for use of photography is granted by the Assistant Director or the Director, usually for one-time usage. If an exception to this usage is requested, the request must be made in writing describing further usage. The party making the request must complete a photo release form.
4. The Museum must be supplied with a copy of the publication when completed.
5. Exhibits may be photographed by visitors for non-commercial use. The security guard on duty is authorized to approve such photography.

Study Collection

Purpose of a Study Collection

This is a sub-collection of the permanent collection. Its purpose is to maintain objects that may have historical or research value, but are not intended for exhibition.

Criteria of a Study Collection

1. Objects have historical and research merit, but are not of a quality to consider for permanent exhibition, unless used for comparison or education.
2. Objects are of a high quality and value for their type, but may not be the primary work of a particular artist.
3. Objects that are unidentified, or questionable attribution or undergoing study. In the latter case, it would be possible for the object to be upgraded from a study collection to the permanent collection.
4. The monetary value of the object is less than the value of those in the permanent collection.
5. Objects that are near duplicates of an object in the permanent collection, but of lesser quality.

Processing of a Study Collection

The acquisition of objects for the study collection is as follows:

1. **Transfers from the permanent collection:** Objects are downgraded from the permanent collection to the status of study collection. This action is processed as a transfer from the permanent collection. The Assistant Director would make recommendations for transfer to the Director. Since these are not recommendations for deaccession they would not require approval of the Board of Directors. However, the Board of Directors would receive a list of the transfers at the board meeting nearest the activity.
2. **Gifts of objects to the study collection:** Gifts from private collectors are eligible for addition to the study collection. The donor must be aware of and concur with the intent to place an object in the study collection. New gifts made to the study collection must be recommended by the Director to the Collections Management Committee and approved by the Board of Directors with the stated purpose of addition to the study collection. The gifts are subject to the same acquisition procedures as the permanent collection.
3. **Objects added to the study collection by purchase:** In rare instances, objects might be added to the study collection by purchase. These acquisitions are subject to the acquisition policies of the Museum if considered for educational or interpretive purposes.

Study Collection Documentation/Record Keeping

1. Objects in the study collection maintain the same numbering system as established for the permanent collection, except an S must be added to the accession number.
2. Accession cards, computer documentation, and any adjunct records must be kept in the same manner as the permanent collection.

Deaccessions/Changes in Status from the Study Collection

1. Objects in the study collection must be reviewed every 5 years for their relevance to the permanent collection based on the criteria for deaccession as stated in the collections policies.
2. The Assistant Director must recommend changes in status such as upgrades to the permanent collection or deaccessions to the Director and the transaction must be recorded in the minutes of the meeting of the Board of Directors and a copy of the minutes filed with the Assistant Director.
3. With the above stated change, the S designation must be removed and any supporting records changed. This occurrence would be unusual, and would most likely coincide with a change in attribution or identification of an object.