

Code of Ethics

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Mission Statement

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.

Vision Statement

Our goal as a public art museum is to care for and use our resources, including the collections and intellectual material, to engage our visitors in a dynamic informal learning opportunity in the arts. The Rahr-West Art Museum exists to foster a sense of discover in the arts.

Introduction

Purpose

The purpose of this document is to clearly delineate the responsibilities of the Rahr-West Art Museum as a museum, a department of the City of Manitowoc, and as an educational institution, and the ethical standards to which the Rahr-West Art Museum Board Members, Director, staff, and volunteers are held. This document also provides clear expectations regarding ethical behavior for all who act as representatives of the Rahr-West Art Museum. This Code of Ethics is ruled by Wisconsin Law, the Manitowoc City Charter and the Manitowoc City Code, which detail the responsibilities and expectations of Board Members. Upon appointment, each Board Member is required to take an oath of office. This Code of Ethics is designed to provide guidelines specific to Museum activities based on national standards and best practices established by the American Alliance of Museums. The Director, staff, and volunteers are held to the same high ethical standards as the Museum Board. Specific information for the Director and staff regarding City Policies related to ethics can be found in the City's Employee Policy Manual. Board Members, the Director, staff members, and volunteers must also be aware of Wisconsin's open meetings law which requires all City business to be conducted in public with few exceptions. In the case of possible conflict between this Code of Ethics and Wisconsin Law, the City of Manitowoc Charter, the Manitowoc City Code, or Employee Policy Manual; Wisconsin Law, the City of Manitowoc Charter, the Manitowoc City Code, or Employee Policy Manual.

Roles and Responsibilities

The Rahr-West Art Museum recognizes its role and responsibilities as a museum and as an educational institution organized in the public trust and committed to public service. As an art museum, the Rahr-West Art Museum's primary charge is to safeguard the cultural resources, both physical and intellectual, of the communities it serves. As an educational institution, it is incumbent on the Museum to make these resources both physically and intellectually accessible to members of these communities while safeguarding the integrity of these resources. As a public trust the Museum is committed to the good stewardship of all physical, financial, and human resources given to its care and is committed to the highest ethical standards in its operations and in the fulfillment of its mission. To this end, the Rahr-West Art Museum holds all Board Members, directors, staff, and volunteers to these same high ethical

standards in the performance of their duties. Furthermore, the Museum is committed to public accountability and transparency in all its operations.

Guiding Principles

It is incumbent upon all associated with the Rahr-West Art Museum including members of the Board, the Director, staff, and volunteers, to behave legally and ethically. To preserve the reputation of the Rahr-West Art Museum, Board Members, Directors, staff, and volunteers must avoid situations and behaviors that are unethical or may lead to unethical activities and to avoid the appearance of unethical activities. Additionally, ethical dilemmas often arise from individuals who believe that they are acting in the best interest of the institution but are unaware or unsure of the ethical ramifications of their actions. Board Members, the Director, and staff members should ask for advice from the City's Legal Department before taking any action if they are unsure about the ethical ramifications of that action. Asking for professional advice regarding an action demonstrates good faith as long as advice is followed. However, asking for advice does not relieve any obligations related to ethical conduct.

Governance

The Board

The Rahr-West Art Museum Board is the governing body of the Rahr-West Art Museum. It serves the public interest as it relates to the Museum, and is accountable to the public as well as to the institution. In some cases, the Board acts as the ultimate legal entity for the Rahr-West Art Museum and stands responsible for the formulation and maintenance of its general policies, standards, condition, and operational continuity.

In establishing policies and/or authorizing or permitting activities, Board Members must ensure that no policies or activities violate or run contrary to local, state, or federal law or reflect unfavorably upon the Museum as an institution devoted to public service. Board Members must also ensure that the Museum policies and activities are informed by professional standards and practices and are in alignment with the Manitowoc City Charter, City Code, and Wisconsin Law.

Board Members should not attempt to act in their individual capacities. All actions should be taken as a board, committee, or subcommittee, or otherwise in conference with the bylaws or applicable resolutions. Board Members must work for the institution as a whole, and not act solely as an advocate for particular activities or subunits of the Rahr-West Art Museum.

The Board is responsible for the dispersal of budgeted funds for the Rahr-West Art Museum and for the protection and nurturing of its various assets including the collections and related documents, the buildings and property, financial assets, and the staff. The Board ensures that all of the Rahr-West Art Museum's assets are properly and effectively used for public purposes.

The Board has especially strong obligations to provide the proper environment for the physical security and preservation of the collections, and to monitor and develop the financial structure of the Rahr-West Art Museum so that it continues to exist as an institution of vitality and quality.

A critical responsibility of the Board is to work with the City of Manitowoc to select a Director for the Rahr-West Art Museum and to monitor the activities of the museum through the Director. This responsibility cannot be delegated and must be fulfilled diligently and thoughtfully.

In formulating policies covering the acceptance of objects or other materials as gifts or loans, the Board must ensure that the Rahr-West Art Museum understands and respects the restrictions, conditions, and all other circumstances associated with gifts and loans.

Board Members and Conflicts of Interest

Every Board Member must take an "Oath of Office," in which the member agrees to uphold the obligations of the office. Board Members shall avoid any conflict of interest that betrays the public's trust.

Board Members shall disclose any potential or perceived conflicts. In cases where a Board Member is involved in a matter in which a conflict, or the appearance of a conflict, arises, the Board Member shall abstain from any vote taken in connection with that matter. . In some circumstances, the Member should also avoid discussing any planned actions, whether formally or informally, from which the Member might appear to benefit. If a Board Member is unsure whether and to what degree to abstain on a particular issue, the Member shall confer with the Manitowoc City Attorney's Office.

The Board-Director Relationship

The working relationship between Board Members, the Director, staff, and volunteers is based on equity and mutual respect. The Board shall work with the Director in all administrative matters and deal with him or her openly and with candor. Board Members should avoid giving directions to, acting on behalf of, communicating directly with, or soliciting administrative information from staff, unless such actions are in accordance with established procedure or the Director is apprised. Staff members should communicate with Board Members through the Director or with his or her knowledge.

The Board Members shall act in accordance with City policy and procedures when appointing or dismissing the Director, and the relationship between Director and Board must reflect the primacy of institutional goals over all personal or interpersonal considerations. The Director shall attend all board meetings and important committee meetings except closed session meetings concerning the Director's performance.

The Director shall provide the Board with current and complete financial information in a comprehensible form; shall bring before the Board any matter involving policy questions not already determined; and shall keep the Board informed on a timely basis about all other significant or substantial matters, or intended actions affecting the institution. The Director shall carry out the policies established by the Board and adhere to the budget. Whenever it is necessary to deviate from

established policies or to alter or exceed budget guidelines, the Director shall notify the Board in advance and request appropriate approval.

General Policies

Conflict of Interest

All Rahr-West Art Museum Board Members, staff, and volunteers owe loyalty to the Rahr-West Art Museum and must be unequivocally loyal to its purposes and mission. Board Members, staff, and volunteers should not use their positions at the Museum for personal gain of any kind. Activities that conflict with this loyalty or cause any favoritism to outside or personal interests over those of the Rahr-West Art Museum must be avoided. In all areas, the open and frank disclosure by Board Members, staff, and volunteers of private holdings and transactions is essential. In all areas of conflict, the Rahr-West Art Museum should prevail. All conflicts that arise between the outside interests of Board Members, staff, and volunteers and those of the Rahr-West Art Museum should be made a matter of record.

Board Members, the Director, staff and volunteers should not represent conflicting or competing interests without the expressed consent of the Rahr-West Art Museum and those interests involved, given full disclosure of the facts; nor place themselves in conflict with their duties to the Rahr-West Art Museum.

Board Members, the Director, staff, and volunteers must understand, respect, and act in accordance with the documents that provide for its establishment, character, and governance including the Rahr-West Art Museum bylaws, this Code of Ethics, adopted policies and local, state, and federal laws.

Board Members, staff, and volunteers should not take advantage of information that they receive during their service to the Rahr-West Art Museum for personal gain or to the detriment of the institution.

Confidentiality

Wisconsin open meetings law requires that all City business be carried out in public with few exceptions. Board Members, staff members, and volunteers must be aware of and adhere to their obligations related to open meetings laws. In alignment with Wisconsin open meetings law, Board Members, the Director, staff and volunteers must maintain in confidence information learned during the course of their Museum activities when that information is confidential and is classified as closed records according to Wisconsin Law. Board Members, the Director, staff, and volunteers should use discretion in their actions and communications regarding confidential materials especially related to the Museum's security efforts and information related to private citizens involved with the Museum as donors, volunteers, or program participants. Board Members, the Director, staff members, and volunteers must be especially mindful of information related to security of the Museum's collection as well as information related to donors and those lending artworks to the Museum who wish to remain anonymous.

General Conduct

In all activities and statements, Board Members, the Director, staff and volunteers must make it clear whether they are acting or speaking for the Rahr-West Art Museum or themselves. The conduct of Board Members, the Director, staff, and volunteers should reflect goals of better communication, understanding and cooperation among the diverse individuals, groups, and institutions of society on behalf of the Rahr-West Art Museum. Museum staff members are not to give any certification or statement as to the authenticity or authorship of a work of art, nor any statement of the monetary value of a work of art, except where authorized by and in accordance with the lawful purposes of the Rahr-West Art Museum or other nonprofit institutions or government agencies concerned.

Gifts, Favors, Discounts, and Dispensations

Gifts accepted by Board Members, the Director, or staff members may bias that staff member in favor of the giver or may give the appearance of bias. Board Members, the Director, and staff members should never accept a gift of art relevant to the Rahr-West Art Museum's collection for personal use even when that gift is unrelated to their job duties or position on the Board. Such gifts should be offered to the Rahr-West Art Museum.

Board Members and staff must not accept tips, gifts, or personal discounts for the performance of their duties. Personal gifts of insignificant value are the exception but staff members must use discretion in accepting these gifts. Individuals interested in tipping a staff member based on good customer service may be asked to make a donation to the Museum in the same amount.

Gifts from artist, dealers, or other agents representing an artist or artist's estate are strictly prohibited, especially when the Museum is conducting business with that artist, dealer or agent.

Board Members and staff members who are artists must not use their position to advance their own work. To do so is equivalent to granting themselves special favors. These Board and staff members must also use discretion when conducting business with artists, dealers, and other agents with whom they have a prior relationship with through their activities as an artist.

Personal Collecting

Rahr-West Art Museum Board Members, the Director, and staff may collect privately within their special areas of interest and expertise and are not restricted in areas of collecting, providing they adhere to the following guidelines:

Board Members, the Director, and staff should never compete with the Museum for an object. If a Board Member, the Director, or a staff member is considering acquiring an object relevant to the Museum's collection, the Museum should be given first option to acquire the object before the item is purchased.

Board Members, the Director, and staff must not purchase objects deaccessioned from the Rahr-West Art Museum or trade objects from their personal collection for objects from the Museum's collection. Board Members, the Director, and staff should not store personal collections on Rahr-West Art Museum property, or research or conserve their personal collections on museum time.

Board Members and staff may lend objects to the Rahr-West Art Museum for exhibitions when appropriate. The Museum Director may lend objects to the Rahr-West Art Museum only on very rare occasions and only with the approval of the Board. Board Members may be credited with loans while loans from staff members shall remain anonymous. Illustrations of works shall be credited similarly in Rahr-West Art Museum publications. It must be noted that exhibition can enhance the value of an object so discretion must be used when accepting loans from Board Members and staff members. Loans from the Director should only be accepted during special circumstances or when absolutely necessary.

If Board Members or staff members wish to dispose of part or all of their personal collections, they shall first offer it to the Rahr-West Art Museum as a gift or at fair market value.

Board Members and staff members shall not negotiate personally with a dealer with whom they also do business on behalf of the Rahr-West Art Museum.

Relatives, friends, or associates of Board Members and staff shall not engage in transactions that conflict with the above stated principles on behalf of those Board Members or staff members. Board Members and staff members shall also urge members of their immediate families to comply with these restraints and constrictions in their personal transactions.

Dealing and Consulting

There is a distinct difference between dealing (buying and selling for personal profit) and occasional sales to upgrade a personal collection. To avoid conflicting loyalties, the Director and staff shall not become involved in dealing by acting as dealers, being employed by dealers, or retaining an interest in a dealership. The Director and staff shall also avoid the appearance of impropriety by not serving in consultancy with dealers or private citizens for personal profit or gain or beyond the scope of their work to benefit the Rahr-West Art Museum. The Director and staff may serve in consultancy with other nonprofit organizations or museums as juror or in other roles when it is determined to be for the public good or is performed as a service to the public or the field. Board Members involved in dealing must use extraordinary discretion and must never use their position with the Rahr-West Art Museum for personal and/or professional gain.

Public Relations

Rahr-West Art Museum Board Members, staff, and volunteers shall not engage in any practice that corrupts the integrity of channels of communication or the process of government. Practices prohibited are those that tend to place representatives of the media under an obligation to Board Members, the Director, staff members, or volunteers of the Rahr-West Art Museum.

Board Members, the Director, staff, and volunteers should never intentionally communicate false or misleading information and shall always use care to avoid communication of false or misleading information.

The Rahr-West Art Museum respects the rights of Board Members, the Director, staff, and volunteers to freely express their political or personal views in their individual capacities. However, Board Members,

the Director, staff members, and volunteers must be careful not to implicate the Rahr-West Art Museum in their expressions or attempt to use their position with the Rahr-West Art Museum to sway public opinion. The Rahr-West Art Museum does not endorse political candidates or participate in political campaign activities. The Director and staff are employees of the City of Manitowoc and are therefore limited in some areas of political speech. For more information regarding these limitations, staff should consult the Manitowoc City Attorney's Office.

Board Members, the Director, staff members, and volunteers shall use discretion in all public statements to ensure that such statements will not negatively affect the Rahr-West Art Museum. All issues and disputes between Board Members, the Director, staff, and/or volunteers shall be addressed internally through proper administrative channels and never in the public sphere.

External Relationships

Relationships between the Rahr-West Art Museum and organizations, businesses, or other entities must support the mission and purposes of the Rahr-West Art Museum. All such relationships must be mutually beneficial to the Rahr-West Art Museum and entities involved. The Museum will avoid potential controversy when entering into relationships with other organizations, businesses, or entities. All uses of the name and/or logo of the Rahr-West Art Museum must be approved by the Museum Director.

All Museum representatives shall conform to the City of Manitowoc Purchasing Manual concerning relationships with vendors.

Staff Members

The Director as a Staff Member

The position of the Director is one of trust, involving great responsibilities. It is the moral obligation of the Director, in implementing the policies of the Rahr-West Art Museum, to accept and discharge these policies to the best of his or her ability for the benefit of the Rahr-West Art Museum and the public. It is assumed that, in all of his or her activities, the Director will act with integrity and in accordance with the highest moral principles; and that he or she will avoid all activities that could in any way compromise the position of the Rahr-West Art Museum. In all undertakings within the Director's jurisdiction, he or she will be personally responsible for the highest standards, excellence of performance, and promotion of scholarship. Through his or her own professional integrity, the Director will set an example to the Rahr-West Art Museum staff, and will be responsible for their ethical behavior and actions. The Director shall communicate the contents of this Code of Ethics to the Rahr-West Art Museum staff and any new staff members before their employment.

Outside Employment and Consulting

Outside employment includes any situation where a staff member works for an organization, an individual, or themselves on their own time and is privately paid. With the exception of dealing or consultancy, outside employment is permissible with the following conditions:

All staff should conform to the City of Manitowoc’s Employee Policy Manual concerning outside employment. The Director and staff should never engage in work that is inconsistent with the Rahr-West Art Museum’s mission or detrimental to the Rahr-West Art Museum’s best interest. The director and staff should never engage in outside business activities while on duty or use Rahr-West Art Museum or City property for personal business use. If the Director or a staff member is the owner of a business, that business is prohibited from entering into a contract with the City of Manitowoc/Rahr-West Art Museum. The Director and staff members are prohibited from being employed by or holding a corporate office with a contractor who has a contract with the City of Manitowoc/Rahr-West Art Museum if the work performed by the contractor involves the issuance of tax bills or special assessments. Staff members desiring outside employment should first seek approval of the Museum Director before engaging in such activity.

Professionalism

The Director of the Rahr-West Art Museum is the chief executive, and must at all times serve as the conduit between the Board and the staff. All staff shall carry out their assigned duties and functions according to the guidelines stated by the Director. Staff shall make every effort to operate within the institutional framework. No staff member may bypass normal administrative channels until those channels have been fully explored.

All Rahr-West Art Museum staff members shall work in full support and cooperation with each other. Staff members must also be mindful of the need for cooperative relationships with staff of other City Departments, community organizations, and other museums. Staff members should understand their professional role within the context of the Rahr-West Art Museum and act constructively with colleagues in the furtherance of the Rahr-West Art Museum’s goals and purposes.

Ownership of Scholarly Material

All research and scholarship produced by Rahr-West Art Museum staff, which is completed in the scope of employment and funded by the Rahr-West Art Museum, remains the property of the Rahr-West Art Museum. Scholarship completed exclusively on the staff member’s personal time, with personal funds and not within the scope of his or her assigned responsibilities remains the property of that staff member.

Continued Self-Education

It is the responsibility of all staff members to remain abreast of current knowledge in their field and to continue to develop their skills so that they may provide the best service as circumstances permit. The Rahr-West Art Museum shall make every effort to encourage and support staff in continuing education and training, if these efforts are consistent with staff duties and are possible with consideration of the resources available to the Rahr-West Art Museum.

Volunteers

Volunteer participation is a strong American tradition and many museums could not exist without the contributions and personal involvement of dedicated volunteers. Where volunteer programs exist, the paid staff shall be supportive of volunteers, receive them as fellow workers, and willingly provide

appropriate training. While volunteers participate in many museum activities, those with access to the Rahr-West Art Museum's collections, programs, and associated privileged information work in particularly sensitive areas. Volunteers shall hold confidential matters of program function and administration.

Access to the Rahr-West Art Museum's inner activities is a privilege and the lack of material compensation for effort expended on behalf of the Rahr-West Art Museum does not free volunteers from adherence to the standards that apply to paid staff. Volunteers are held to the same standards as staff and Board Members. The volunteer shall work toward the betterment of the Rahr-West Art Museum and not for personal gain other than the natural gratification and enrichment inherent in museum participation.

Collections

Responsibility to the Collection

The Rahr-West Art Museum, its Board Members, Director and staff are responsible for the care and safekeeping of the Museum's collection as well as all objects in its custody. Volunteers, interns, and student assistants must be guided by staff as to ethical procedures regarding collections and objects on loan. Objects in the Museum's custody shall never be put to personal/private use or used for personal/private gain and all parties shall guard information that would enable others to do so. The Rahr-West Art Museum's security arrangements should never be discussed with unauthorized persons.

Management, Maintenance, and Conservation

The maintenance and physical care of the collections and objects in the Rahr-West Art Museum's custody is the Museum's greatest responsibility and highest priority. This includes ensuring that objects are dealt with according to accepted professional standards and stored in the best and most secure environment as possible. The condition of the collections shall be reviewed periodically, as dictated by the Rahr-West Art Museum Collections Management Policy and the expertise of conservators should be sought without hesitation. All staff members must deal with objects only within the limits of their professional competencies and the facilities. All staff must adhere to the highest respect and standard of care for every object in the Rahr-West Art Museum's custody regardless of perceived value or quality.

Acquisitions and Disposal

Objects in the Rahr-West Art Museum's collections and in custody must support the Museum's mission. Specific procedures for the acquisition and disposal of objects that ensure this loyalty to mission are found in the Rahr-West Art Museum Collections Management Policy and the Collections Development Plan and shall be followed with the greatest care and respect. 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.

Board Members, the Director, and staff involved with the acquisition of objects must be cognizant of all laws (international, national, state and local) affecting the acquisition of art in their areas of

responsibilities. They shall not knowingly acquire any art objects that have been stolen or illegally imported to the United States in contravention of international treaties and international conventions. To avoid acquiring illegally or improperly collected works, all parties shall consult the UNESCO convention, the Archeological Resources Protection Act, the American Indian Religious Freedom Act, state and federal wildlife laws and regulations, and the guidelines of their professional societies. The provenance of all objects should be sought and recorded. Any disputes over the ownership of objects in the Rahr-West Art Museum's custody shall be handled openly, seriously, responsively, and with respect for all parties involved.

Board Members and staff shall not purchase, even at public auction, objects deaccessioned from the Rahr-West Art Museum's collections.

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, stores, 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.

Appraisals

Appraisals are useful to the Rahr-West Art Museum as a means to evaluate the collection for insurance purposes. Appraisers should be accredited members of organizations such as the American Society of Appraisers, the Appraisers Association of America, or the International Society of Appraisers. Under no circumstances shall the Rahr-West Art Museum consider the services of an appraiser or their staff who had donated art to the collection or engaged in business with members of the Rahr-West Art Museum staff. An appraiser must represent an honest objective judgement, and must include an indication of how the determination was made. Rahr-West Art Museum staff may make appraisals for internal uses only. Rahr-West Art Museum staff members, including the Director and curators, are forbidden from making appraisals on objects outside of the Rahr-West Art Museum collection. Appraisals for tax purposes are the responsibility of the donor.

Commercial Use

The replication or reproduction of objects for commercial use must be carefully evaluated and carried out with respect to intellectual property and in compliance with state and federal laws. The safety of the original object must not be threatened and inaccurate copies and inappropriate uses are prohibited. To the extent possible, an object shall be marked as a copy in as permanent a manner possible.

Reproductions and replicas of objects from the Museum's collections may be sold in the Museum Shoppe in accordance with proper copyright release. Advertising that implies that reproductions are original works is unethical and in some instances illegal. Any representation that suggests that the value of a reproduction appreciates is unacceptable.

Availability of the Collection and Records

The Rahr-West Art Museum holds and safeguards its collections for posterity, and allows reasonable public access to them on a nondiscriminatory basis. The staff, including registrars and curators, shall ensure that objects from the collections are examined and viewed in the safest possible way. They shall also ascertain that a borrowing institution's facilities are acceptable when considering a loan request, so that an object will not be placed in jeopardy. A delicate balance exists between object preservation and accessibility. Whenever possible, legitimate requests for information and/or the examination of objects should be honored. This access includes loans of works to responsible institutions.

The records constitute part of the Rahr-West Art Museum's accountability to the public. However, the Rahr-West Art Museum shall ensure by proper supervision that sensitive and confidential material in the Museum's records is not accessible to unauthorized persons.

Truth in Presentation

Curators are responsible for the accuracy of the research and interpretation, and for the content of written descriptions and documentation of the collections under their jurisdiction, whether prepared by themselves or others. Curators have a responsibility to an object's creator(s) and should present the creator's perspective and the object's cultural context as accurately and as sensitively as possible. All records of objects shall be accurate and shall be updated in light of new research to ensure that they reflect the facts insofar as they are known.

Programming

Loyalty to Mission and Public Trust

All programs produced by the Rahr-West Art Museum will support the Museum's mission, vision, and values. Programs will remain responsive to and will reflect the diverse needs and interests of the public. The Rahr-West Art Museum will make every effort to encourage participation by and ensure accessibility to the widest audience possible, consistent with its mission and resources. Because the Rahr-West Art Museum serves a diverse public, programs will respect pluralistic values, traditions, and concerns. All programs shall promote the public good rather than individual interests and/or financial gain.

Scholarship and Intellectual Integrity

Interpretive programs will be founded on sound scholarship and will present information with honesty and intellectual integrity. Interpretive programs shall be based on the most current knowledge and information available. In certain cases, subject matter may be controversial or warrant sensitivity in presentation. Despite the sensitivity required in these cases, the above stated principles of honesty and intellectual integrity must never be compromised.

Fundraising Events and Revenue-producing Programming

All revenue-producing programs presented by the Rahr-West Art Museum will support the Museum's mission and its responsibilities to the public trust. The Rahr-West Art Museum often produces interpretive programs with the intention of producing revenue. The Museum makes every effort to ensure that the revenues produced by these interpretive programs are used for the sole purpose of covering the costs of such programs. The Rahr-West Art Museum also produces fundraising events which are programs produced for the sole purpose of creating revenue for the Rahr-West Art Museum. The Rahr-West Art Museum makes every effort to make a distinction between revenue-producing interpretive programs and fundraising events when presenting these programs to the public.

As a public institution dedicated to serving local artists, the Rahr-West Art Museum holds temporary exhibits in which works of art are for sale. Proceeds from the sale of artwork from these exhibits offset exhibits costs.

Revisions

This Code of Ethics shall be reviewed and updated periodically to reflect the needs of the Rahr-West Art Museum and the most current professional standards and practices and City standards. It is recommended that review and revision of the Code of Ethics coincide with revisions of the Rahr-West Art Museum's Strategic Plan.