SMOKY HILL MUSEUM COLLECTIONS MANAGEMENT POLICY

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Smoky Hill Museum Collections Management Policy

I. Introduction

The Smoky Hill Museum's Collections Management Policy is a document that contains the policies, principles, and standards with regards to the acquisition, care, and use of the Museum's collections.

A. Statement of Purpose for Collections Management Policy

The purpose of the Collections Management Policy:

- delineates the circumstances and methods by which materials shall be accessioned into and deaccessioned from the Museum's collections.
- establishes policies, principles, and standards that regulate the activity and security of the Museum's collections.
- serves as an instructional document to the Museum's staff responsible for the daily management of the Museum's collections and information for interested members of the public.
- ensures the Museum fulfills its obligations of collections stewardship in the public trust; to protect, care for, manage, provide access to, and maintain intellectual control over its collections and associated records.
- establishes the standards of ethics the Museum's staff will ascribe to as listed in Section III Ethics and the Museum's Ethics Policy and the City of Salina's Statement of Management Values.

B. Institutional Mission

The Smoky Hill Museum is a division of the Arts and Humanities Department of the City of Salina. The Museum is funded and operated by the City of Salina, the entity that bears title to the collections.

Mission:

The Smoky Hill Museum connects people to universally shared stories, unleashing the power of local history to engage, inspire, and surprise.

Values:

- Commitment to excellence in preservation, exhibition, and education.
- Team matters; every role is key to the operation of the museum.
- The history and stories of Salina matter.
- We hold value in the diverse history and contributions of all members of the community.
- Each visitor is important and appreciated.
- We value the role of being an influential community partner.

C. Background of the Collection

The museum collections originated by town founders William A. Phillips and Alexander M. Campbell, Sr. in 1879 as part of the Saline County Historical Society (SCHS). Campbell's home, located at 122 S. Ninth Street, housed the objects (artifacts) until 1927 when Campbell's son, Alexander M. Campbell, Jr., requested storage space in the Salina Carnegie Public Library. In 1940, the title to the collections passed to the library. From 1956 to 1985, a building in Oakdale Park (the Bathhouse) was the home of the Smoky Hill Historical Museum and some archival materials remained at the Salina Public Library.

In 1983 and 1984 inter-local agreements were executed among the City of Salina, Saline County, and the Salina Public Library. The first agreement signed by the City of Salina and Saline County created a new museum, the Smoky Hill Museum, to be located in the former post office building at 211 W. Iron Avenue. The second agreement, signed by the City, County, and the Salina Public Library, gave control of the collections to the City. A Museum Committee comprised of citizens and Salina Arts and Humanities Commissioners was formed to make recommendations and act as liaisons between museum staff and the City Commission. In October 1986, the Smoky Hill Museum opened its doors on Iron Avenue. In 1992, a cooperative agreement was entered into making all museum operations under the sole direction of the City of Salina. The Smoky Hill Museum is a division of the Arts and Humanities Department of the City of Salina. The Smoky Hill Museum has been accredited by the American Alliance of Museums since 1997.

D. Collections Types

Permanent Collection

The permanent collection consists of materials that further the goals of the Museum as stated in the mission statement and outlined in the Collections Plan. These materials obtained may include objects, photographs, books, and archival material that must meet the collecting criteria outlined in Section III: Acquisitions. These objects may be deaccessioned as long as it meets the criteria listed in Section V: Deaccessioning. All materials in this collection are cared for in accordance with professional standards in order to maintain long-term preservation and are marked with a tripartite numbering system and cataloged. The Museum's collections staff has the primary responsibility for the care and management of the permanent collection.

Within the permanent collection, all acquisitions are filed with a deed of gift except for intra-city department transfers and objects acquired for the field collection. An intra-city department transfer is material transferred from another department in the City of Salina to the Museum, therefore the City already bears title to the material and a deed of gift is not issued. Field collection materials are those purchased or acquired by collections staff on behalf of the City of Salina and the Smoky Hill Museum to support the collecting criteria as outlined in Section III: Acquisitions.

Reference Collection

The reference collection contains materials that may be collected such as copies, reproductions, research documents, biographical material, local history, institutional

history, and information on past exhibitions to support research and content development. These materials are not cataloged, and are kept separate from archival collections in room 203F adjacent to Archives. The Museum's collections staff has the primary responsibility for the reference collection.

Education Collection
The education collection shall consist of materials that have value for instructional purposes that are considered expendable and/or replaceable. These items are acquired and disposed of at the discretion of the Curator of Education and/or Museum Director. All items in this collection are inventoried, using a simple distinct numbering system. The Curator of Education has the primary responsibility for the education collection.

II. Delegation of Responsibilities

A. Governance
The Smoky Hill Museum, a division of the Arts and Humanities Department, is operated by the City of Salina, the entity that bears title to the collections. The City of Salina reviews the policies adopted by the Museum that pertain to the collections.

B. Collections Management
The collections staff, primarily the Curator of Collections and Research and the Registrar have the responsibility for the daily operations and care of the Museum's collections.

C. Collections Committee
The Collections Committee shall be comprised of the Curator of Collections and Research, the Registrar, two members of the Friends of the Smoky Hill Museum and a community member at-large with knowledge of local history who may also be a Friends member. When a position on the committee becomes vacant, potential committee members are vetted by the Curator of Collections and/or the Director.

The Collections Committee acts in an advisory capacity concerning decisions about accessioning and deaccessioning for the permanent collection. All potential donations to the permanent collection of the Museum shall be evaluated by the Collections Committee to ensure compatibility with the current collecting scope of the Museum and to prevent possible violations of legal and ethical standards involving ownership, possession, and authenticity. All decisions shall be made by majority vote of the Collections Committee. However, the Museum Director and/or the Arts and Humanities Executive Director has the authority to overrule the committee's decision. If overruled, a written rationale must be submitted to the committee and filed with the Registrar. The Museum Director shall sign all Deeds of Gift, including those from an anonymous donor. The group shall create committee decision reports on new accessions and any deaccessions. All reports will be stored in the Registrar's office in fireproof cabinets.

III. Ethics
All employees, board members, commissioners, and volunteers are expected to adhere to

the Smoky Hill Museum Code of Ethics that details ethical issues and responsibilities, as well as the City of Salina's Statement of Management Values.

A. Collections Care and Documentation
The Museum holds its collections in the public trust, and holds this obligation to the highest standards. In all matters dealing with the collection, the staff will ascribe to the standard ethics policies set forth by the American Alliance of Museums (AAM) and the American Institute for Conservation of Historic and Artistic Works (AIC).

The staff will strive to keep accurate and thorough documentation of the collections as it is essential for the historical and contextual value. All research completed by staff or volunteers regarding the collections is the intellectual property of the institution and not that of the individual researcher.

B. Personal Collecting
Museum staff members should not actively collect objects that overlap the Museum's collection scope. However, individuals may have personal collections prior to joining the staff and this knowledge may provide an enriched value of the information about the Museum's collections.

Staff members WILL:

- Disclose to the Museum Director and/or Salina Arts and Humanities Executive Director any conflict of interest of any personal collections.
- Disclose full details to the Museum Director of all significant personal purchases, trades, gifts, or sales of objects similar to the Museum's collections scope within 90 days of the occurrence. The Museum Director must disclose all personal purchases to both the collections staff and the Executive Director of Salina Arts and Humanities.
- Prior to personally acquiring an object that may overlap the Museum's collections scope, offer the object to the Museum by presentation to the Collections Committee.
- Objects that are genuine bequests or genuine personal gifts, such as inheritance to a staff member shall be exempt from the Museum's right to acquire.

Staff will NOT:

- Deal commercially.
- Work for a dealer or a broker.
- Purchase or trade for objects deaccessioned from the Museum's collections.
- Accept gifts or discounts from Dealers or Donors. Any such gifts are to be acquired for the Museum as an institution rather than for personal use.
- Borrow objects from the Museum's collections for personal use or store them on personal property.
- Store personal collections on Museum property or do research on personal collections at the Museum.
- Acquire objects from the Museum collections owned by or on loan to the Museum.

C. Truth in Presentation

Staff members are held accountable for the accuracy of their research, interpretation, content of written descriptions, and documentation of collections under their jurisdiction. The Museum has a responsibility to the creators of the objects in its collection to present the general perspective and cultural context of those creations as accurately as possible. Culturally sensitive objects, religious and/or sacred objects, human remains, and funerary objects must be treated with respect and dignity. Staff must make every effort to ensure that exhibits are objective and honest presentations of history and do not perpetuate myths or stereotypes. All members of the staff shall follow the appropriate ethical standards of the professional museum community.

IV. Acquisitions Policy

A. Collections Scope

The permanent collection of the Smoky Hill Museum shall include materials with historical and cultural significance to the history of Salina and Saline County. All acquisitions shall be under the guidance of the Collections Committee, the Statement of Purpose for the Collections Management Policy, and the Institutional Mission. Acquisitions may include objects, photographs, books, and archival material. The Museum adheres to selective acquisition and must meet the collecting criteria:

Geographical: Acquisitions used or created in Salina and Saline County that have a direct connection to the people and events of Salina or Saline County.

Chronological: The Museum collects materials from all time periods of Salina and Saline County's history including native people who visited and resided prior to its formal naming in 1858. Materials dating prior to the establishment of the area should have a direct connection to the people or events of this area.

Condition: Condition must be considered so that objects may be stored for long-term preservation and be available for exhibit and/or research purposes. Objects in poor condition, pest invested, and damaged materials shall not be collected. The Museum shall only consider materials with good to excellent condition unless historical significance warrants accepting an object.

Information: All materials accepted shall be well documented. It must include provenance. This includes the origin, context, and historical background of an object.

Collections Plan: A Collections Plan for the permanent collection is revised annually by the Curator of Collections and Research. To ensure the Museum's vision for growth and initiatives, input from all Museum staff regarding collecting needs and priorities will be incorporated into the plan.

The Museum must acquire new materials in a responsible way that aligns with its goals. The Curator of Collections and Research shall periodically evaluate the permanent collection to determine its range in quality. This plan provides the means to make a

systematic effort to identify duplication, fill gaps, or augment the collection through donation, purchase, or transfer. The plan also serves as a guide to refine and expand the value of the collections as well as to promote interpretative, educational, and exhibition goals.

B. Ownership

The City of Salina is the entity that bears title to all of the Museum's acquisitions. Objects may be added to the collection by means of gift, transfer, purchase, bequest, or any other transaction by which title of an object passes to the City. No restrictions shall be allowed on acquisitions, unless circumstances by law dictate otherwise.

Objects may only be placed in temporary custody of the Museum for consideration for acquisition. If the donation is not accepted, the objects will be returned to the donor. The prospective donor may provide a directive to dispose of the objects. If the donor does not reclaim his/her property within the time period provided by the Kansas Museum Property Act K.S.A. 1989 Supp. 58-4001 et seq. (See Appendix C. "Kansas - Unclaimed Property Law.) the object shall become the property of the Museum for whatever use the Museum or Collections Committee shall designate.

When objects held by the Museum have become separated from provenance, or have not received a number and have no retrievable records, then their ownership shall be determined according to the Kansas Museum Property Act K.S.A. 1989 Supp. 58-4001 et seq. (See Appendix "Kansas - Unclaimed Property Law."). Therefore, these objects can then be deemed property of the City of Salina under the management of the Smoky Hill Museum. These materials shall be given the donor designation of "Museum Collections." Internally, the Museum refers to these as "Found in Collection."

C. Legal and Ethical Guidelines

All potential acquisitions will be evaluated to ensure compatibility with the stated scope of the Museum's collection and to prevent possible violations of legal and ethical standards involving ownership, possession and authenticity. All materials acquired must be in full compliance with the laws and regulations of the federal government of the United States of America and of individual states within the United States.

The Museum shall not acquire any material exported from its country of origin and/or any intermediate country in which it may have been illegally owned in violation of that country's laws or in contravention of the principles of UNESCO "Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property, 1970." See Appendix E.

Any object, whether ethnographic or archaeological, shall not be acquired by any direct or indirect means or in contradiction of laws. Further, objects will not be acquired if the Museum staff has reason to believe that an object has been unethically alienated from its society of origin even when not in violation of the relevant formal laws of that country.

D. Evaluation of Accessions

Appraisal

Under no circumstances shall representatives of the Museum give appraisal of potential or acquired acquisitions offered to the collection. The staff may, if requested, advise potential donors to consult U.S. Internal Revenue Service (IRS) regulations. For the protection of the donor, the staff cannot recommend appraisers as the Museum is considered an interested party by the IRS. Curatorial appraisal of objects is made only for the Museum's use in evaluating, interpreting, or insuring objects. Donors are expected to independently produce values for tax purposes, in compliance with IRS regulations. The Museum shall not pay for or reimburse a donor for appraisal costs.

Authentication
Museum staff shall not identify or authenticate artifacts for other people or agencies under circumstances that encourage or benefit illegal, unethical, or irresponsible traffic in such materials.

E. Accession Procedures
All acquisitions shall be formally accepted and registered according to professional registration standard procedures. All accession records will be stored in a secure location. The museum shall maintain physical and electronic files pertaining to acquisitions, as appropriate. All accessions are recorded, cataloged and documented as outlined in Section V. Care and Documentation.

V. Care and Documentation

A. Guidelines for Collections Care

1. No conservation work done to an object shall be irreversible.
2. Objects shall be protected as much as possible from potentially harmful conditions such as extremes of temperature and humidity, light, dirt, improper handling, fire, water, and insects.
3. Objects shall be housed and stored in appropriate environments, and accepted archival materials shall be utilized for their care.
4. Materials detrimental to the collection shall be restricted from collection areas and exhibitions.

B. Collections Records

Collections documentation will be maintained by the collections staff. The records serve several purposes: to document the legal status of an object; to describe the object in detail; to document the condition, movement, and care of an object; to establish finding aids to locate the objects, and to provide information that establishes the provenance and historic significance of an object.

All accession records will be stored in a secure location. The collection records consist of the following:

Temporary Receipt Log
When a potential donation is brought to the Museum, donors complete a provisional receipt. A copy of this receipt, which contains the donor's information as well as a

list of objects with their description and history, is kept with the donation at all times until it is considered by the Collections Committee. If the donation is accepted, the receipt is permanently housed in the object history/legal file. If the donation is not accepted, the receipt is stored in the accession year's committee report file along with a copy of the letter to the donor explaining the committee's decision.

Accession Register Book
Once a donation has been approved by the Collections Committee, and a signed deed of gift is received, the donation is assigned an accession group number in the accession register book and collections management software. If the donation lacks donor information or if the deed of gift is not returned, the museum staff follows the guidelines set forth in the Kansas Museum Property Act K.S.A. 1989 Supp. 58-4001 et seq. (See Section IV, B Ownership and Appendix C. "Kansas - Unclaimed Property Law.)

The official accession record group number includes the following information: accession number, date, description of donation, donor information, how acquired, deed of gift status, and associated catalog numbers.

Legal File
Once the donation has been assigned an accession group number, a file is created. The file contains the original temporary receipt, all legal documentation such as the signed deed of gift, catalog registration sheets, any information relating to the care, conservation, condition, or treatment of the object, and the history of the object. These paper files are kept in the Registrar's office in fireproof cabinets.

Catalog Records
A tripartite numbering system is used to identify objects in the collection. However, previous numbering systems may exist and still be in use. All objects should be labeled with the tripartite number using permanent, but reversible marking materials.

Cataloging will include the use of Lexicons to assign object terms. Lexicons are standardized terminology arranged in a hierarchical system to reduce confusion, provide clarity, and assist with collections record retrieval management. The Museum will use Nomenclature for Museum Cataloging as its primary source. However, staff may consult other Lexicons, such as, but not limited to Getty's AAT (Art & Architecture Thesaurus), Parks Canada Visual Dictionary, and TGM-II (Thesaurus for Graphic Materials). As needed, terms may be researched and added to address local and region specific terminology.

Each catalog record should contain at the bare minimum the following information: description, measurements, condition and home location. Ideally, information should also include photographs for identification and noted condition, related people and subjects, circa date, provenance, exhibit history and anything else

pertinent to the object's significance.

Computer Database
Accession records are kept in an electronic form in the Museum's Collection Management software. This information includes all entries in accession register book and pertinent information in the legal file. Additionally, the collections management software stores exhibit history, catalog lists, finding aids and images of the objects. All electronic records are regularly backed up by the City of Salina's Computer Technology Department.

C. Inventories
A full collection inventory will be conducted on a rolling basis as staff members work with collection materials. Inventory records are kept and maintained by the Registrar. The status of the objects inventoried will be updated in the Museum's collection software to reflect the person who conducted the inventory and the date it was completed. Inventories will be completed section by section to ensure a complete inventory every five years. Should an object appear to be missing after a full inventory is completed, it is the duty of the Curator of Collections and Research with the assistance of the Registrar to conduct a search and determine the status of the object. An annual report will include the number and percentage of objects inventoried each year.

Collection storage and exhibit areas are spot-inventoried on an annual basis. Any discrepancies noted during this annual check will be recorded and reported to the Curator of Collections and Research.

D. Integrated Pest Management
The Curator of Collections and Research is responsible for the management of the Museum's IPM (Integrated Pest Management) which is the primary line of defense against infestations (insect, rodent and other biological infestation). Pests are considered all plants, animals, other organisms or fungi that may potentially damage collections. This includes rodents or domestic animals that linger on museum grounds. Through the combination of education, good housekeeping, environmental monitoring and proactive preventative and specific treatment methods, IPM is an effective tool in preventing the intrusion of pests into the collection and exhibit areas.

No food or drinks are allowed in the collections storage areas and in the galleries, except for drinks at the front desk. Chemical pesticides are sprayed quarterly in offices and kitchen spaces. Chemicals are not used in the collections storage areas, except for exterior access doors and/or crawl spaces. Glue boards and electronic repellents are used throughout collections storage areas and other areas of the building as needed to help control insect activity. All staff members in the Museum building including City of Salina's Maintenance, Museum, and Arts and Humanities staff are asked to report any pest activity to the Curator of Collections and Research who will log activity and make assessments for treatment. The complete specifications for pest management are outlined in the Museum's IPM Guidelines.

VI. Deaccessions

Deaccessioning is the formal process of permanently removing an acquisition from the permanent collection of the Museum. The purpose of deaccessioning an object is to allow for the improvement of the overall quality of the collection. The deaccessioning process is intentionally lengthy to prevent random or rash decisions.

Objects in the Museum's permanent collection are retained permanently only if they maintain their relevance to the collection scope defined in Section IV. A, and as long as they can be preserved in accordance with professional standards. When the objects no longer meet this criteria, both the Curator of Collections and the Registrar may initiate the review process of deaccessioning, using criteria outlined in the deaccessioning policy. After deaccession approval, the collections staff has the responsibility of disposition of the deaccessioned objects.

A. Deaccessioning Policy

The following are criteria for deaccessioning:

1. The object is no longer relevant and useful to the mission of the Museum.
2. The object represents an unnecessary duplication in the collection and has less provenance or is in worse condition than the other similar objects.
3. The object lacks documentation that denotes a strong tie to Salina and Saline County.
4. Request of federally recognized Native American tribal group or foreign government for return of ritual or sacred artifacts covered under NAGPRA. See Appendix F.
5. The object was acquired by the Museum more than three years prior, per the Tax Reform Act of 1984 and IRS regulations.
6. The Museum cannot preserve or properly store the object.
7. The object has deteriorated beyond usefulness.
8. The object poses a hazard or risk to other objects in the collection or to the Museum staff.

Deaccessioning of material shall be done in the most open and professionally ethical manner possible and only after establishing clear title to the object in question. Under no circumstances shall ownership of deaccessioned material be transferred to or for the benefit of any employee, volunteer, immediate family member of an employee of the Museum, member of the Friends of the Smoky Hill Museum, or Salina Arts and Humanities Commissioners.

B. Deaccessioning Process

The Collections Committee, at the request of the Curator of Collections and Research or Registrar, shall evaluate and vote on objects proposed for deaccession. Once approved by the Committee, the Registrar completes a deaccession form that includes the date, accession number, how acquired, source, status, the reason stated for deaccession, and the proposed method for deaccessioning. The form is then signed by the Registrar, Curator of Collections and Research, Museum Director, and the Director of Arts and Humanities. However, either the Director of the Museum or the Arts and Humanities Director have the

authority to overrule the committee's decision and not sign the form. If overruled, a written rationale must submitted to the committee and filed with the Registrar.

C. Disposition of Deaccessioned Objects
The Museum's collections staff will adhere to responsible disposition of deaccessioned materials. Deaccessioned objects will not be returned to donors because the gift was unrestricted in which the donor gives up all claims to the object. Returning an object to the donor would contravene the gift transaction. The Internal Revenue Service discourages the return of deaccessioned material to the original donor.

Deaccessioned objects will not be sold. Under no circumstances can deaccessioned material be transferred to the Friends of the Museum for sale in the Museum Store.

The disposition plan for a deaccessioned object may include <u>any</u> of the following:

- Transfer. Transfer to another museum, non-profit or educational institution whose mission supports the care of the deaccessioned object.
- Education. Transfer to the Museum's Education Collection.
- Donation. Donation to a local non-profit community entity.
- Disposed. Any objects that are beyond usefulness may be disposed.

D. Deaccessioned Records
Once the deaccession form has been signed by all parties, a copy of the form is placed in the item history/legal file of the object and shall be retained permanently. The accession number and any other identifying marks are removed from the deaccessioned objects. All paper catalog records shall be prominently marked with the date of deaccession by either the Registrar or the Curator of Collections and Research. Records in the collections management software shall be marked as deaccessioned, and their location shall be updated appropriately. Copies of the original records shall be made available to transferees where such material is requested.

VII. Loans
Loans are temporary assignments of an object from the Museum or to the Museum for stated purposes such as exhibition or research. These assignments do not involve change in ownership.

As the Museum may not feasibly acquire title to all objects desired for exhibition, the Museum will accept, for a specified amount of time, custody of objects belonging to others for the purpose of exhibition or research.

The Museum also recognizes that it holds title to objects that may benefit the exhibits of other museum sites, and therefore, the museum will issue an outgoing loan to other agencies where feasible. It is not the policy of the Museum to loan objects to individuals for any reason. Instead, loans are made to nonprofit and educational institutions with the ability to properly care for the objects. The Registrar will be notified of all loans so that proper records can be maintained. The Registrar will serve as the coordinator of all logistics of transportation of loaned objects.

A. Incoming Loans
The Museum will make arrangements with institutions and individuals loaning material to the Museum for exhibition, research, or another stated purpose. The Registrar is responsible for the coordination of all incoming loans. The museum will not accept indefinite or permanent loans. The Museum will also not accept loans with questionable provenance or ownership.

All borrowed objects shall receive the same care in handling, environment, insurance, and security as given the Museum's permanent collection. The Registrar or other designated staff member is responsible for the safe transportation of loaned items when acting as a courier. No conservation treatment or alteration shall be done without the written consent of the owner. The Registrar shall inspect all loaned objects and prepare condition reports upon arrival and departure. Damage to borrowed objects, whether in transit or while in the museum's possession and regardless of responsibility, shall be reported immediately to the lender. All incoming loans must be accompanied by a release signed by the actual owner of or the lending institution or person detailing responsibility incurred by all parties in case of loss or damage. The costs and arrangement for pick-up and return of the borrowed objects shall be agreed upon by the lender and the museum at the time the loan is negotiated. Unless otherwise noted in writing, the borrowed object may be photographed or reproduced by the museum for educational, cataloging, or publicity purposes. The borrowed object shall be released only to the lender or to the lender's designated party.

B. Outgoing
The Museum will make arrangements with institutions to loan objects from the Museum's permanent collection for exhibition, research, or another stated purpose. Possible outgoing loans will be considered on a case-by-case basis. Approval or denial of a loan is based on the recommendation of the Curator of Collection and Research. Final approval or denial is made by the Museum Director. All loans will be made for the period of one year or less, with the option of renewal.

If the institution receiving the loan is not accredited by the American Alliance of Museums, the institution will be required to supply an AAM Standard Facility Report, a certificate of insurance, agree to bear all costs of packing and transporting objects in a manner agreeable by the Museum, and agree to protect the objects in a way that is consistent with best Museum practices. The borrowing institution must file a request for a loan from the museum no less than 90 days in advance. The museum will not loan to individuals.

An outgoing loan agreement will accompany all loans originating from the Museum and will be signed by both parties. Objects on loan may not be relocated, cleaned, repaired, reframed, conserved, or technically examined without written permission from the Museum. Before the object leaves the Museum, the Registrar shall write a condition report and attach current photographs. A copy of this report shall be given to the borrowing institution. Records shall be kept of the purpose of the outgoing loan, its destination, loan duration, and responsible party.

The Registrar shall inspect and prepare condition reports upon the return of any loaned object. Any differences in the object's condition before and after the loan shall be recorded and communicated to the borrowing institution. Costs for any damage or repair shall be borne by the borrowing institution. The Risk Manager for the City of Salina, relevant insurance companies, and a conservator or other expert shall be contacted to provide information for an equitable settlement.

VIII. Security and Insurance

A. Security of Collections Areas

The Museum collections storage areas are locked with limited access. Access is restricted and controlled by keys. The following staff members have full access to the collections storage: Museum Director, Curator of Collections and Research, and Registrar. The Curator of Exhibits has key access. All other staff and volunteers may be granted supervised access by the Museum Director, Curator of Collections and Research or Registrar. All Museum staff members who are not a member of the collections staff must sign the entrance log by the Registrar's office and/or Archives with name, time, room and reason. A collections staff member must be present when archival records are in use and to assist in retrieval and return of objects in storage. Any concerns regarding secure access areas should be reported to the Museum Director.

Maintenance staff has not been issued keys to this area, yet may gain access by permission. The Museum Director, Collections staff or designated museum staff member should be present while maintenance completes the work. Maintenance staff should schedule work with collections staff to ensure staff availability and that the Museum's collections are either moved or otherwise protected prior to the beginning of maintenance work.

B. Insurance

The collections of the Museum are covered by a blanket building and contents policy carried by the City of Salina appropriate to cover loss or damage. The Curator of Collections and Research shall serve as a liaison to the City of Salina Risk Manager regarding coverage. The Registrar works with the City of Salina Risk Manager regarding coverage for loaned objects. All incoming loans are also covered under the same policy. In all incoming loans, proper documentation of the identity and value of the objects shall be maintained by the Registrar.

C. Disaster Plan

To mitigate potential losses to the collection, the Museum participates in the institution's comprehensive disaster plan which provides for protection of the public, staff, volunteers, collections, and building. The Disaster Plan is maintained and reviewed annually by the Museum Director. The Curator of Collections and Research assists with the review and implementation of collections portion of the plan. If a disaster occurs where objects are affected, the collections staff are the first responders.

D. Access

Access to the collections should be considered non-discriminatory, yet safety and security of the objects (artifacts) dictate that access will be allowed only under controlled

conditions. Requests for access shall be directed to the Curator of Collections and Research, Registrar, and/or the Museum Director. Non-City of Salina employees requesting access to collections will supply a form of ID to be copied when that access involves going into storage areas. Copies of IDs are securely stored in the Registrar's office and retained. Copies of IDs may be destroyed after inventory is complete, approximately every 5 years. All visitors and staff members who are not a member of the collections staff must sign the entrance log by the Registrar's office and/or Archives upon entering.

All materials must be viewed onsite with a collections staff member present. All visitors will comply with professional collections care handling procedures. Photographing of materials is generally allowed, yet may be restricted due to copyright law, condition, size, or other curatorial concerns. Access to photographic and visual materials is available upon request. All records, except those exempted by state law, are open to the public as stated in the Kansas Open Records Act (K.S.A. 45-215). See Appendix D.

Requests to publish, distribute, or display images from the permanent collection are required to complete and return a permission form. Requests are approved by the Curator of Collections and Research and/or Museum Director. The Friends of the Smoky Hill Museum charges use fees, available upon request, in order to support the maintenance of the collections.

The Museum has not determined the copyright status for many of the photographs in its collection. Therefore, the Museum is acting as an owner of the physical original, unless written conveyance of copyright from the creator or his/her heirs is documented. The Museum is not responsible for either determining the copyright status of the image(s) or for securing copyright permission. The user assumes all responsibility for conforming to the laws of libel and copyright that may be involved in the use of these materials. The Museum reserves the right to limit the number of copies; restrict the use of reproduction of rare and valuable items; and deny access. All published images must carry a courtesy credit line as stated in the image use permission form.

IX. Conclusion

This Collections Management Policy will be reviewed by the collections staff as needed, at least every 5 years. The Curator of Collections and Research will draft any revisions and gather feedback from the Collections Committee, fellow staff members, and Salina Arts and Humanities Commissioners. Final recommendations will be made by the Museum Director to the City Commission for formal adoption.

A: Glossary

Definitions as stated in *Things Great and Small: Collections Management Policies* by John E. Simmons, published by American Alliance of Museums through Rowman & Littlefield, 2018. Second Edition.

Access: The right, opportunity, or means of finding, using, or approaching collections objects and information.

Accession (n.) : One or more objects received from the same source at the same time; an acquisition that a museum has taken ownership of and holds in the public trust.

Accession (v.) : The process of taking legal ownership of an object to hold in the public trust; the process of assigning unique place in the list of contents of a collection to the objects in the accession.

Accessioning: The formal process used to legally accept and record an object as part of a collection; the act of accepting objects into the category of materials that a museum holds in the public trust the creation of an immediate, brief and permanent record using a control number for an object or group of objects added to the collection from the same source at the same time, and for which the museum assumes custody, right, or title.

Accession number: A unique number that is assigned to an accession.

Accession record: A paper or electronic record of accession information; a document that includes the accession number, date and nature of acquisition (bequest, donation, field work, gift, purchase, etc.), source, brief identification and description, condition, provenance, value and name of the staff member recording the information.

Accession register: A serial list of museum accessions, including sources and descriptions.

Accreditation: Recognition of conformance to established professional standards.

Acquisition (n.): Something acquired by a museum (acquisition does not necessarily involve the transfer of ownership or accession into the collection).

Acquisition (v.): The process of obtaining physical custody of an object.

Appraisal: A judgement of what something is worth; an expert or official valuation, as for taxation; the process of determining the monetary value of something.

Artifact: Something made by or modified by human beings, most commonly used in anthropological collections. *Also, see the term,* ***object****.*

Bequest: Transfer of property to an institution under the terms of a deceased person's will; the gift of personal property under the terms of a will. Bequests may be conditional upon the happening and non-

happening of an event (such as marriage), or executory in which the gift is contingent upon a future event. Bequests can be of specific assets or of the residue (What is left after specific gifts have been made).

Blanket insurance policy: An insurance contract that covers several classes of property at a single location or at multiple locations.

Cataloging: The process of organizing the information about an accession by creating records of specific information; the creation of a full record, in complete descriptive detail, of all information about an object, assembly, or lot, cross-referenced to other records and files.

Catalog number: A number assigned to an individual object during the cataloging process.

Catalog record: A paper or electronic record created during the cataloging process. The paper record is also known as the registration worksheet.

Certificate of insurance: A document, signed by a representative of the insurance company, that provides written evidence of insurance in force at the same time of issuance.

Collection management software: A software program designed and dedicated to manage a museum's collections records.

Collection management system: A structured, organized collection of information that can be accessed, managed, and edited.

Collections plan: A collections plan is the ongoing process of deciding the museum's specific activities, such as, the scope of the collection and the interpretive stories shared in the gallery. A collections plan guides the content of a museum collection and leads staff in a coordinated and uniform direction over time to refine and expand the value of the collections in a predetermined way.

Collections policy: A collections management policy establishes general guidelines and principles that regulate the activity of the museum's collection.

Collection stewardship: The careful, sound and responsible management of collections that are entrusted to the museum's care, including the legal, social and ethical obligations to provide proper physical storage, management, conservation and care for the collections and their associated documentation.

Conditional gift: *see restricted gift.*

Condition report: An accurate, informative descriptive report of an object's or document's state of preservation at a moment in time.

Conservation: Maximizing the endurance or minimizing the deterioration of an object through time, with as little change to that object as possible.

Copyright: Legal recognition of special intellectual property rights, distinct from the right of possession, that a creator may have for a work, including reproduction, derivative works, distribution, public performance and public display. The rights may be given or sold to a third party by the copyright owner. Copyright protection exists for the author's lifetime plus 70 years. Copyright notice and markings are not required for copyright protection.

Copyright law: The body of legislation that governs the exploitation of literacy, musical, artistic and related works. In the United States, this is contained in Title 17 of the U.S. Code, in combination with the regulations of the Copyright Office and the cases that have interpreted Title 17 and those regulations.

Country of export: The country from with an animal, plant or object was exported before importation to the United States.

Country of origin: The country where a plant or animal was collected or an object was made.

Courier: An individual who travels with an object to ensure its proper care in route and safe arrival.

Cultural Property: Objects that for religious or secular reasons are designated by the state as important for archeology, art, history, literature, prehistory or science.

Culturally Sensitive Object: An object that requires special handling or use restrictions due to a specific culture.

Database: A structured, organized collection of information that can be accessed, managed and edited.

Deaccession: The formal process of removing an acessioned object from a museum's permanent collection.

Deed of Gift: A contract that transfers ownership of an object from a donor to an institution and describes the conditions of the gift.

Ethics: A set of principles or values to govern the conduct of individuals.

Facility report: A report that describes an institution's facilities, environmental controls, monitoring and collection management procedures.

Found in Collection: An object in the collection that lacks any useful documentation as to how it was acquired. Also referred to as FIC.

Funerary object: An object that, as part of the death rite or ceremony of a culture, is reasonably believed to have been placed intentionally with or near individual human remains at the time of death or later.

Gift: The voluntary transfer of ownership of property completely free of restrictions.

Incoming loan: Objects that the museum does not own by for which it is legally responsible while they are in its custody.

Integrated Pest Management (IPM): The coordinated use of biological and environmental information with selected control measures to prevent, reduce or eliminate pest damage; a holistic approach to pest management, taking advantage of all appropriate pest management options.

Intellectual Property: Unique products of human intelligence that have real or potential commercial value (e.g. designs, inventions, literary works, unique names, and industrial processes).

Intellectual Property Rights: Property rights related to creative processes; nonphysical (intangible) rights to an object or record that exist independently from ownership of the physical item. Intellectual property

rights include copyright, patent rights, and trademark rights.

Inventory (n.): An itemized listing of objects in a collection, often including current location.

Inventory (v.): The process of physically locating and recording the presence of objects in a collection.

Loan: The temporary transfer of of an object from a lender to a borrower; a loan does not involve change in ownership.

Mission statement: Statement approved by a museum's governing authority that defines the purpose of the museum.

Museum: An organization; permanent, nonprofit organized, essentially educational and often aesthetic in purpose, with a professional staff, that owns or uses tangible objects, interprets them, cares for them and exhibits them to the public.

National American Graves Protection and Repatriation Act (NAGPRA): An act instigated in 1990 to protect human remains, funerary articles, sacred objects, and objects of cultural patrimony that can be affiliated with a Native American tribe, Alaskan Native corporation, or Native Hawaiian organization; NAGPRA. *See Appendix F for further information.*

Object: Something placed before the eyes; something capable of being seen, touched or otherwise sensed; a material thing. *See the term,* ***artifact****.*

Outgoing loan: An object loaned by one institution to another institution.

Provenance: The history or origin of an object. Often confused with the similar archaeological term provenience.

Provenience: The geographical origin of an artifact or object.

Public trust: A relationship in which a collecting institution holds property that is administered for the benefit of the public.

Records: All information fixed in a tangible form (textual, electronic, audiovisual or visual) that was created by an organization as part of its daily business.

Records management: The process of determining the status, value and disposition of administrative records throughout their lifetime.

Registration: The process of assigning an accessioned object to a unique place in a serial order list of the contents of a collection.

Registration number: A number assigned to an object in an accession (sometimes used as a synonym for accession number, catalog number or object id number).

Repatriation: To return or restore the control of an object to the country of origin or rightful owner.

Risk: The chance of an undesirable change occuring.

Risk management: A program of risk control that includes analyzing the probability of risks to collections, facilities, visitors and staff as well as planning and implementing appropriate preventative measures and response methods.

Sacred object: Object considered to be holy; under NAGPRA, a specific ceremonial object that is needed by traditional religious leaders for the practice of traditional religions by their present day adherents.

Scope of Collection: A statement that defines the purpose of a collection and sets limits that specify the subject, geographical location and time period for the objects it contains and the uses to which they will be put.

Security: Safeguarding the museum staff, building, collections, and grounds from assault, theft or vandalism.

Temporary Custody: The temporary custody of an object in the museum other than loan purposes. For example, for review of potential acquisition to the collection.

Trademark: A distinctive design, picture, emblem, logo or wording (or combination) affixed to goods for sale to identify the manufacturer as the source of the product. Words that merely name the maker (but without particular lettering) or a generic name for the product are not trademarks. Trademarks are registered with the U.S. Patent Office to prove use and ownership.

B: Kansas Authority to Establish a Historical Collection

Kansas Statute, Chapter 12, Article 16 Miscellaneous Provisions, 12-1658
http://www.kslegislature.org/li/b2019_20/statute/012_000_0000_chapter/012_016_0000_article/012_016_0058_section/012_016_0058_k/

12-1658. Historical collections; housing and display. The governing body of any city of any class may provide for the collection of records, documents and any other papers or articles of any nature of historical value or interest and may establish, maintain, display and provide housing for within the city hall, city library, or elsewhere, an historical collection of the records, documents and other papers or articles so collected in such manner as such governing body may deem suitable and proper.

C: Kansas - Unclaimed Property Law

Kansas Statute, Chapter 58, Part 6, Article 40, 58-4001 - 58-4013
http://www.kslegislature.org/li_2012/b2011_12/statute/058_000_0000_chapter/058_040_0000_article/

58-4006. Undocumented property; acquisition of title. (a) A museum may acquire title to undocumented property held by a museum for seven years or longer with no valid claim or written contact by any person, all verifiable through the museum's written records, by giving notice of acquisition of title to undocumented property.

(b) If a lender or claimant does not respond to the notice provided in subsection (a) within one year by filing a notice of intent to retain an interest in property on loan, the museum's title to the property becomes uncontestable under K.S.A. 58-4008.

(c) A notice of acquisition of title must include a statement containing substantially the following information:

"The records of (name of museum) fail to indicate the owner of record of certain property in its possession. The museum intends to acquire title to the following property: (general description of the property). If you claim ownership or other legal interest in this property you must contact the institution, establish your ownership of the property pursuant to K.S.A. 58-4007 and make arrangements to collect the property. If you fail to do so promptly, you will be considered to have waived any claim you may have had to the property."

D: Kansas Open Records Act

Kansas Statute 45, Article 2, 45-215 through 45-223.
http://www.kslegislature.org/li_2012/b2011_12/statute/045_000_0000_chapter/045_002_0000_article/

45-215 et seq. Title of act. K.S.A. 45-215 through 45-223 shall be known and may be cited as the open records act.

45-218. Inspection of records; request; response; refusal, when; fees. (a) All public records shall be open for inspection by any person, except as otherwise provided by this act, and suitable facilities shall be made available by each public agency for this purpose. No person shall removal [remove] original copies of public records from the office of any public agency without the written permission of the custodian of the record.

(b) Upon request in accordance with procedures adopted under K.S.A. 45-220, any person may inspect public records during the regular office hours of the public agency and during any additional hours established by the public agency pursuant to K.S.A. 45-220.

(c) If the person to whom the request is directed is not the custodian of the public record requested, such person shall so notify the requester and shall furnish the name and location of the custodian of the public record, if known to or readily ascertainable by such person.

(d) Each request for access to a public record shall be acted upon as soon as possible, but not later than the end of the third business day following the date that the request is received. If access to the public record is not granted immediately, the custodian shall give a detailed explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection. If the request for access is denied, the custodian shall provide, upon request, a written statement of the grounds for denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the

requester not later than the end of the third business day following the date that the request for the statement is received.

(e) The custodian may refuse to provide access to a public record, or to permit inspection, if a request places an unreasonable burden in producing public records or if the custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the public agency. However, refusal under this subsection must be sustained by preponderance of the evidence.

(f) A public agency may charge and require advance payment of a fee for providing access to or furnishing copies of public records, subject to K.S.A. 45-219.

E: UNESCO Act of 1970, amended in 2003

Parties to the convention agree to oppose illicit import, export and transfer of ownership of cultural property.

http://portal.unesco.org/en/ev.php-URL_ID=17716&URL_DO=DO_TOPIC&URL_SECTON=201.html

F: Native American Graves Protection and Repatriation Act (NAGPRA)

The Native American Graves Protection and Repatriation Act (Public Law 101-601; 25 U.S.C. 3001-3013) describes the rights of Native American lineal descendants, Indian tribes, and Native Hawaiian organizations with respect to the treatment, repatriation, and disposition of Native American human remains, funerary objects, sacred objects, and objects of cultural patrimony, referred to collectively in the statute as cultural items, with which they can show a relationship of lineal descent or cultural affiliation. One major purpose of this statute (Sections 5-7) is to require that Federal agencies and museums receiving Federal funds inventory holdings of Native American human remains and funerary objects and provide written summaries of other cultural items. The agencies and museums must consult with Indian Tribes and Native Hawaiian organizations to attempt to reach agreements on the repatriation or other disposition of these remains and objects. Once lineal descent or cultural affiliation has been established, and in some cases the right of possession also has been demonstrated, lineal descendants, affiliated Indian Tribes, or affiliated Native Hawaiian organizations normally make the final determination about the disposition of cultural items. Disposition may take many forms from reburial to long term curation, according to the wishes of the lineal descendent(s) or culturally affiliated Tribe(s).

The second major purpose of the statute is to provide greater protection for Native American burial sites and more careful control over the removal of Native American human remains, funerary objects, sacred objects, and items of cultural patrimony on Federal and tribal lands. NAGPRA requires that Indian tribes or Native Hawaiian organizations be consulted whenever archeological investigations encounter, or are expected to encounter, Native American cultural items or when such items are unexpectedly discovered on Federal or tribal lands (Section 3). Excavation or removal of any such items also must be done under procedures required by the Archaeological Resources Protection Act (Sec. 3 (c)(1)). This NAGPRA requirement is likely to encourage the in situ preservation of archaeological sites, or at least the portions of them that contain burials

or other kinds of cultural items. In many situations, it will be advantageous for Federal agencies and Tribes undertaking land-modifying activities on their lands to undertake careful consultations with traditional users of the land and intensive archeological surveys to locate and then protect unmarked Native American graves, cemeteries, or other places where cultural items might be located.

Other provisions of NAGPRA: (1) stipulates that illegal trafficking in human remains and cultural items may result in criminal penalties (Section 4); (2) authorizes the Secretary of the Interior to administer a grants program to assist museums and Indian Tribes in complying with certain requirements of the statute (Section 10); (3) requires the Secretary of the Interior to establish a Review Committee to provide advice and assistance in carrying out key provisions of the statute (Section 8); authorizes the Secretary of the Interior to penalize museums that fail to comply with the statute (Section 9); and, (5) directs the Secretary to develop regulations in consultation with this Review Committee (Section 13).

"Cultural affiliation" is a key concept for implementing this statute; it is a cornerstone for repatriation requests and for asserting claims related to new discoveries on Federal or Tribal land. The statute defines cultural affiliation as

> a relationship of shared group identity which can be reasonably traced historically or prehistorically between a present day Indian Tribe or Native Hawaiian organization and an identifiable earlier group (Sec. 2(2)).

This implies that contemporary groups of Native Americans of diverse backgrounds who voluntarily associate together for some purpose or purposes are not viewed as proper claimants under the provisions of the statute.

Whether new discoveries from Federal or Tribal land or existing collections are being considered, it is not necessary for the agency, museum, lineal descendent, Indian Tribe, or Native Hawaiian organization to establish beyond all doubt which descendent or Native American group is a proper claimant for purposes of repatriation. This is true in situations involving cultural items in collections as well as when dealing with newly discovered materials.

> The types of evidence which may be offered to show cultural affiliation may include, but are not limited to, geographical, kinship, biological, archaeological, anthropological, linguistic, oral tradition, or historical evidence or other relevant information or expert opinion. The requirement of continuity between present day Indian Tribes and materials from historic or prehistoric Indian Tribes is intended to ensure that the claimant has a reasonable connection with the materials. Where human remains and funerary objects are concerned, the Committee is aware that it may be extremely difficult, unfair, or even impossible in many instances for claimants to show an absolute continuity from present day Indian Tribes to older, prehistoric remains without some reasonable gaps in the historic or prehistoric record. In such instances, a finding of cultural affiliation should be based upon an overall evaluation of the totality of the circumstances and evidence pertaining to the connection between the claimant and the material being claimed and should not be precluded solely because of gaps in the record (Senate 1990:9).

Executing the provisions of the Graves Protection and Repatriation Act involves three primary participants: Federal agencies, all museums receiving Federal funds (including State, local, and private institutions), and Indian Tribes and Native Hawaiian organizations. Oversight of and directions for the activities required of

these three types of organizations are to be provided by the Secretary of the Interior and the NAGPRA Review Committee established by the statute.

The kinds of remains and the artifacts covered by provisions of the statute are: (1) human remains and associated funerary objects; (2) unassociated funerary objects; (3) sacred objects; and (4) objects of cultural patrimony.

"Human remains" are not defined in the statute, and consequently all kinds of Native American human remains are covered. This means isolated human bones, teeth, or other kinds of bodily remains that may have been disturbed from a burial site are still subject to the provisions of this statute.

"Associated funerary objects" are objects reasonably believed to have been placed with human remains as part of a death rite or ceremony. The use of the adjective "associated" refers to the fact that these items retain their association with the human remains with which they were found and that these human remains can be located. It applies to all objects that are stored together as well as objects for which adequate records exist permitting a reasonable reassociation between the funerary objects and the human remains that they were buried with.

It frequently occurs in archeological sites that artifacts seemingly from burials were not placed with the human remains as part of a death rite, rather they have been introduced into the burial later by natural processes or cultural activities unrelated to death rites or ceremonies. These latter objects would not be considered funerary objects.

"Unassociated funerary objects" are items that "...as a part of a death rite or ceremony of a culture are reasonably believed to have been placed with individual human remains either at the time of death or later...", but for which the human remains are not in the possession or control of the museum or Federal agency. These objects also must meet one of two further conditions. They must be identified by a preponderance of the evidence as either "... related to specific individuals or families or to known human remains..." or "...as having been removed from a specific burial site of an individual culturally affiliated with a particular Indian tribe (Sec. 2(3)(B)).

"Sacred objects" are defined in the statute as "...specific ceremonial objects which are needed by traditional Native American religious leaders for the practice of traditional Native American religions by their present-day adherents…(Sec. 2(3)(C))" Further discussion of this term is supplied by the Senate Committee report:

> There has been some concern expressed that any object could be imbued with sacredness in the eyes of a Native American, from an ancient pottery shard to an arrowhead. The Committee does not intend this result. The primary purpose of the object is that the object must be used in a Native American religious ceremony in order to fall within the protection afforded by the bill (Senate 1990:7).

"Objects of cultural patrimony" are defined in the statute as having "...ongoing historical, traditional, or cultural importance central to the Native American group or culture itself, rather than property owned by an individual Native American, and which, therefore, cannot be alienated, appropriated, or conveyed by any individual...(Sec. 2(3)(D))". The key provision in this definition is whether the property was of such central

importance to the Tribe or group that it was owned communally. The potential vagueness of this term again produced comment by the Senate Committee:

> The Committee intends this term to refer to only those items that have such great importance to an Indian Tribe or to the Native Hawaiian culture that they cannot be conveyed, appropriated or transferred by an individual member. Objects of Native American cultural patrimony would include items such as Zuni War Gods, the Wampum belts of the Iroquois, and other objects of a similar character and significance to the Indian Tribe as a whole (Senate 1990:7-8).

Many objects in archeological or ethnographic collections are not subject to the statute, because they never had a burial, funerary, religious, or cultural patrimonial context in the culture that they were part of. Such objects would be retained in existing repositories with appropriate treatments and care. When archeological investigations or unanticipated discoveries on Federal or Tribal land result in the recovery of such items, they are to be treated and disposed of according the requirements of the appropriate archeological or historic preservation laws.

G: Staff Responsibilities

City of Salina's job descriptions for the Executive Director of Arts and Humanities, Museum Director, Curator of Collections and Research, and Registrar.

Executive Director of Arts & Humanities

GENERAL DESCRIPTION:
Under administrative direction, performs difficult and complex work in direction and management of an Arts and Humanities Department which includes a City Museum and a division responsible for community cultural development. Work varies and requires significant interpretive judgment in variation from established procedures and standards.

TYPICAL DUTIES:
Plans, organizes and directs community-wide program of promotion and guidance of cultural development and the advancement of the arts and humanities to the benefit of the city and surrounding region; performs fund raising, coordinates volunteer efforts, and aligns departmental functions to implement and maintain strategic plan and initiatives; supervises program and support staff; plans, develops and reviews budget and monitors departmental expenditures; oversees management and operation of a museum through subordinate personnel; organizes and chairs meetings; conducts and directs long- and short-term planning for department; applies for and administers grants-in-aid; provides staff support to and receives guidance from the Arts and Humanities Commission; acts as Executive Director of Arts & Humanities Commission; facilitates meetings and communicates frequently and effectively with advisory board, committee members, public agencies and the general public; facilitates discussions, promotes community involvement; presents to civic and cultural groups; works with other state, regional and federal agencies involved with similar programs; and performs other duties as assigned.

Museum Director

GENERAL DESCRIPTION:
Under general supervision, responsible for administering affairs of the Smoky Hill Museum such as planning,

budgeting, evaluating, supervising and working with Friends of the Smoky Hill Museum board and committees; strong interpersonal and organization skills using a team approach; performs work of varying complexity requiring broad interpretive judgment within prescribed standards and procedures.

TYPICAL DUTIES:
Plans, organizes, coordinates and implements vision and policies on museum needs; prepares and monitors budgets; stays current with local, state and national trends; monitors and evaluates programs and services; raises funds, as needed; participates in grant writing; occasionally works with restricted information; plans and develops record and report systems; occasionally handles small amount of funds; frequent contacts with the public; develops agendas for meetings; promotes interest in museum by researching, giving lectures, and writing articles; oversees marketing strategies and implementation; works with other community organizations to plan and implement projects; and performs other duties as assigned.

Curator of Collections and Research

GENERAL DESCRIPTION:
Under general supervision, performs all aspects of collections management; researches, catalogues and assists with preparation of artifacts for storage and exhibit; manages the use of the Museum's cultural collection, assuring that professional standards are maintained. Work varies; individual judgment is required within prescribed standards and procedures.

TYPICAL DUTIES:
o Develops, implements and annually updates a Collection Management Plan, working with the registrar on operational policies and procedures; Coordinates activities of staff and volunteers engaged in collections management

o Works as team member with all museum staff; works closely with Education and Exhibit Departments in all areas of historic interpretation, assuring that exhibits and programs are developed with integrity and sensitivity to multiple perspectives and engages a diverse community; demonstrates knowledge of current registration and collections management philosophy and practice within the museum field; Assists in exhibit preparation, and installation

o Oversees care and control of collections on site; monitors legal and ethical implication and care standards; develops and implements inventory projects; maintains records of collections; recommends acquisition and deaccession of artifacts; performs non-technical conservation procedures; researches histories of existing artifacts and updates object files accordingly; conducts research for content development in collections and interpretation based initiatives; writes label copy/script for exhibits

o Responds to queries from general public and serves as a expert resource for other museums, institutions and City departments; works with public frequently to ensure highest quality experience

o Assists in long-term planning; participates in grant writing as needed

o Works varied schedule as needed and performs other duties as assigned.

Registrar

GENERAL DESCRIPTION:
Under general supervision from the Museum Director, works closely with the Curator of Collections, performs the

daily operations of collections management. Work varies, individual judgement is required within prescribed standards and procedures.

TYPICAL DUTIES:

o Works with collections on a daily basis including artifact registration, donor correspondence, accessioning, numbering artifacts, record keeping, organizing and maintaining computerized collections management system, preparation of artifacts for storage and exhibit, and overseeing object movement

o Compiles and maintains legal documents, histories of use, and physical histories of collections objects; negotiates and manages artifact loans; organizes and implements inventory projects; maintains archives on museum history; performs non-technical preservation procedures

o Participate in the development of policies and procedures; makes recommendations for changes and improvements to existing standards and procedures; recommends acquisition and deaccession of artifacts and oversees integrated pest management programs

o Works as part of a team with all museum staff. helps in preparation of artifact exhibit label copy; assists in and conducts collection-related research; Participates in exhibition development and installation; assists other staff with educational programs, events, publications and similar activities; works with public frequently to ensure highest quality experience.

o Performs overtime as needed and other duties as assigned

Approved by:

- Will go before the Friends of the Smoky Hill Museum Board of Directors, July 12, 2023
- Salina Arts and Humanities Commission (SAHC), May 17, 2023
- City Commission, City of Salina, Kansas, on June 12, 2023