**Collections Management Policy**

**About the History Center**

The History Center of San Luis Obispo County (History Center) is a California Public Benefit 501(c)3 nonprofit corporation, a successor organization to the San Luis Obispo County Historical Society, chartered by the State of California on June 12, 1953. Its public sites include the San Luis Obispo County History Museum and Research Room, founded in 1955 in collaboration with the City and County of San Luis Obispo and housed in San Luis Obispo’s historic Carnegie Free Library building, and the Dallidet Adobe and Gardens (California State Historic Landmark no. 720). The majority of its collections are housed in two offsite storage facilities.

Approximately one-third of the History Center’s annual funding is provided by the County of San Luis Obispo for professional curatorial staffing, cleaning, and maintenance of the History Museum. The History Center also provides curatorial services to county and local governments, and supports the work of other local history groups.

**Mission Statement**

The History Center’s mission is to promote the understanding and appreciation of San Luis Obispo County’s historical and cultural heritage. The History Center collects, preserves, and exhibits historic artifacts, records, images, and documents and provides access to its collections in both traditional and digital forms for research, study, and education purposes. The History Center cooperates with other regional organizations and promotes their goals and programs.

**Vision Statement**

The History Center envisions a community of San Luis Obispo County residents who are informed about their past, present, and future, through the resources and tools provided them by the History Center, our local educational institutions, and other sources. The History Center believes that an impartial understanding of the past provides community with an identity and the power to control its future. The History Center commits its purpose to providing the tools and the forum to preserve this history.

**History of Collecting**

The San Luis Obispo County Historical Society began collecting in 1955, in anticipation of the opening of its History Museum on February 26, 1956. The earliest policy was to “accept everything that is given” and to “store items that we do not want or cannot use in the basement.” The majority of artifacts accepted under these terms still exist in the collections, including many that meet the criteria for deaccession.

In 1954, the History Center purchased the Dana Adobe in Nipomo and its contents. In 1958, following the death of Paul Dallidet, it took possession of the Dallidet Adobe in San Luis Obispo and the Dallidet Family Collection which had been previously accepted in 1953. In 1974, it took possession of the Paulding House in Arroyo Grande and its contents.

With the exception of those artifacts which remained *in situ* in the three historic houses, the majority of the collections were stored in the Carnegie Free Library building until 2000 when the building underwent a major structural retrofit following significant flooding. At that time, the collections were removed to offsite storage where they remain today.

The Paulding House and its contents were transferred to the South County Historical Society in 1998 and the Dana Adobe and its contents were transferred to the Dana Adobe Nipomo Amigos in 2003. The San Luis Obispo County Historical Society was succeeded by the History Center of San Luis Obispo County in 2010.

**About the Collections Management Policy**

The History Center established this collections management policy (CMP) to govern the care and use of its present collections and to guide their future growth. It is designed to ensure that the collections acquired by the History Center support its mission and vision, that those collections are managed according to accepted and evolving professional standards, and that the collections are held as a public trust for the benefit of current and future generations in San Luis Obispo County.

**Commitment to Stewardship**

The History Center’s collections contribute immeasurably to the understanding and appreciation of San Luis Obispo County history and are essential to the fulfillment of the History Center’s mission. The board of directors, staff, and committees of the History Center commit themselves to be informed and active stewards of the collections, applying professional and ethical standards set by the American Alliance of Museums to every aspect of their management.

**Review and Revision**

This CMP will be periodically reviewed by the staff and Collections Committee to ensure that it continues to reflect the current state of the collections, to support the History Center’s mission and vision, and to comply with professional standards for collections care and use. Revisions, if necessary, will be proposed to the board of directors for approval.

The CMP should be reviewed when the History Center’s mission or vision are changed, when staff or Collections Committee determines that a review is warranted, or every three years, whichever comes first.

**Statement of Authority**

The History Center’s ***Board of Directors*** is ultimately responsible, fiscally and otherwise, for the History Center’s collections, holding them as a public trust for the people of San Luis Obispo County. The board approves the CMP and considers accession and deaccession proposals recommended by the Collections Committee. The board is the final authority on all decisions affecting the collections.

The ***Collections Committee*** represents the diverse interests of San Luis Obispo County’s geographic and cultural communities by providing recommendations and counsel to the board and staff regarding the collections, reviewing the CMP, discussing and approving accessions, and proposing deaccessions for approval by the board. The implementation of the board approved CMP is delegated to the ***Executive Director***, who in turn delegates the day-to-day management of the collections to the ***Collections Manager***.

**Scope of Collections**

The History Center’s collections are intended to reflect and document the entire scope of human involvement in San Luis Obispo County and its regional connections from prehistory through the present.

**Deferring to Other Collectors**

The History Center believes that its collecting goals can be achieved equally by acquiring artifacts for its own collection or by facilitating the acquisition of collections by other history organizations in San Luis Obispo County, provided that those organizations make their collecting priorities known by submitting a copy of their collections policy to the History Center’s Collections Committee, hold their collections in public trust, and subscribe to professional standards of collections care, access, and ethics.

**Significance of the Collections**

The History Center’s archive, photograph, and research collections are one of the primary public resources for irreplaceable documents, images, and information concerning the history of the people, places, and events of San Luis Obispo County.

**Collections Challenges**

Because of the early policy to accept every donation regardless of provenance, and because collecting to date has largely been driven by unsolicited donations, there are many artifacts currently in the collections that do not meet the criteria for acquisition set forth in this policy. Many of the items in the collections have not yet been sufficiently documented and/or cataloged.

**Collections Categories**

The History Center’s collections are divided into the ***Permanent Collections***, the ***Research and Education Collections***, and an ***Institutional Archive.***

**Permanent Collections**

The artifacts in the Permanent Collections meet the criteria for permanent acquisition described in this CMP; have been formally accessioned for preservation, study, and interpretation in fulfillment of the History Center’s mission; and are considered to be held in perpetuity. Care and documentation of these collections reflects professional standards for long-term preservation as well as ethical guidelines for the conservation of museum collections.

**San Luis Obispo County and Regional Archive**

The San Luis Obispo Archive Collection comprises original, unpublished, and rare materials in a variety of physical and digital formats, documenting the government, business, and personal history of San Luis Obispo County and the surrounding region from the earliest inhabitants through the present.

**San Luis Obispo County and Regional Photographs**

The San Luis Obispo Photographs Collection comprises prints, slides, negatives on film and glass, direct positives, and digital images documenting the people, places, and events of San Luis Obispo County and the surrounding region from the dawn of photography through the present.

**San Luis Obispo County and Regional Artifacts**

The San Luis Obispo County Artifacts Collection comprises a wide variety of objects, including architecture, decorative arts and furnishings, textiles, works of art, tools, etc., known to have been made or used in San Luis Obispo County and the surrounding region.

**Dallidet Collection**

The Dallidet Collection comprises the adobe house (California State Landmark No. 720) original furnishings, personal belongings, documents, and works of art of the Dallidet family. The Dallidet Gardens, which include several heritage trees and are landscaped with native and historic plants, are considered a living part of the Dallidet Collection.

**Research and Education Collections**

The artifacts in the Research and Education Collections meet the criteria for temporary acquisition described in this CMP and/or have been deemed useful to activities that support the History Center’s mission. Care and documentation of these collections is adequate to maintain their integrity and usefulness during their lifespan at the History Center and to distinguish them from the Permanent Collections.

**Specimen Artifacts**

The Specimen Artifacts Collection comprises objects representative of items that were made or used in San Luis Obispo County and the surrounding region but lacking documentable historical connections to the county. It is intended to supplement the permanent artifacts collection by providing examples of items that might be otherwise unrepresented, items of superior quality or condition, or items that can be used or displayed with fewer restrictions.

**Library**

The Library Collection comprises published books and materials related to the history of San Luis Obispo County and the surrounding region, as well as California and United States history to the extent that those materials support an understanding of our regional history. Because the Library Collection is actively handled and therefore consumable, books and materials of significant rarity or provenance are not appropriate for this collection and should be accessioned into the San Luis Obispo County and Regional Archive.

**Vertical Files**

The Vertical Files Collection is organized by subject and comprises files containing reproductions of images, articles, newspaper clippings, etc., on a variety of topics related to the history of San Luis Obispo County and the surrounding region. The contents of the Vertical Files include reproductions of materials that are not held by the History Center; whenever possible these items should be identified with their source.

**Online Library**

The Online Library Collection comprises articles about San Luis Obispo County, including those written by the members of Heritage Shared.

**Exhibition Materials**

The Exhibition Materials Collection comprises labels, displays, and other materials created for History Center exhibitions.

**Institutional Archive**

The Institutional Archive promotes an informed and enduring understanding of the History Center of San Luis Obispo County by collecting, preserving, and providing access to administrative and collections records, History Center publications, objects created or used by the History Center, and papers from individuals and organizations that have collaborated significantly with the History Center. The Institutional Archive is organized and maintained according to standards set forth by the Museums Archives Section of the Society of American Archivists. The History Center respects the intellectual property rights of its directors, staff, and volunteers and welcome the donation of documents created and/or assembled during their tenure.

**Acquisitions & Accessions**

To ensure that the collections, and the resources dedicated to their care, continue to support the History Center’s mission, the Collections Committee evaluates acquisition proposals against the criteria for permanent or temporary acquisition before making their recommendation to the board. In addition, because physical space limitations alone make comprehensive collecting impossible, the committee maintains collecting priorities and collecting plans.

**Legal and Ethical Considerations**

The History Center Board of Directors, Collections Committee, and collections staff recognize the important public trust implied by the acceptance and ownership of artifacts on behalf of the communities of San Luis Obispo County. Accessions to the Permanent Collections will be accepted only after due consideration of legal and ethical standards set by the American Alliance of Museums and to the extent that the History Center can reasonably care for the artifacts in perpetuity.

The History Center attempts to obtain full and unrestricted legal ownership of all acquisitions, including control of intellectual content and copyright. Restricted donations are discouraged and may be accepted only in extraordinary circumstances.

***Deed of Gift***

The deed of gift constitutes a legal transfer of artifacts and their associated rights from the legal owner (or his/her representative) to the History Center. A deed of gift must be completed for every acquisition and an archivally printed physical copy of that deed entered into the History Center’s permanent accession record, to be kept in perpetuity. No artifacts will be admitted to History Center property without a signed deed of gift, provisional or otherwise.

**Role of the Collections Committee**

Guiding the growth of the History Center’s collections is one of the chief responsibilities of the Collections Committee. Representing the diverse communities of San Luis Obispo, they set collecting priorities and plans, consider all acquisition and accession proposals, and approve temporary acquisitions and accessions. The Collections Committee reserves the right to discuss or deny any proposed accession.

**Role of the Collections Manager**

The Collections Manager, in collaboration with other collections staff and volunteers, corresponds with donors and other artifact sources, prepares acquisition proposals, coordinates donation paperwork, and works with the Collections Committee to discuss and finalize accession approvals.

**Types of Acquisitions**

The History Center acquires artifacts primarily through donation, field collecting (e.g. recording oral histories), or transfer from other collections. Purchase of artifacts is at the discretion of the board.

**Criteria for Permanent Acquisition (Accession)**

Artifacts must meet all of the following criteria to be considered for permanent acquisition:

● The artifact can be documented to have been made or used in San Luis Obispo County

● The artifact has informational, educational, or aesthetic value that can reasonably be

expected to enhance the understanding or enjoyment of San Luis Obispo County history

● The artifact is unique, rare, or of a type and/or quality that is not already represented in

the History Center’s Permanent Collections

● The History Center is able to store and care for the artifact, in its present condition, with

existing resources

● The artifact is not being sought by a recognized local collector (see Deferring to Local

Collectors) to support a subject area in which it has a recognized specialization

**Criteria for Temporary Acquisition**

Artifacts must meet all of the following criteria to be considered for temporary acquisition:

● The artifact does not meet the criteria for permanent acquisition

● The artifact is actively useful to the History Center’s mission, providing informational,

educational, or aesthetic value for a temporary or indefinite period of time

● The artifact is of a type and/or quality that is not already represented in the History

Center’s Permanent or Temporary Collections

● The History Center is able to store and care for the artifact, in its present condition, with

existing resources

**Collecting Priorities**

***● First Priority***

To document subject areas of historical importance to San Luis Obispo County that are threatened by the dissolution or dispersement of related artifacts and/or the passing of living memory. In cases of immediate threat, the History Center may act as broker by accepting artifacts that will eventually be transferred to a more appropriate organization.

***● Second Priority***

To strengthen subject areas in which the History Center has a recognized, active specialization or that are of direct use in current or projected activity.

***● Third Priority***

To broaden the base of the History Center’s established subject areas, to fill gaps in the current collections, or to replace artifacts of lesser quality.

***● Fourth Priority***

To obtain collections of a general nature that are within the broad interests of the History Center and establish new subject areas of collecting, except when those areas conflict with the stated collecting priorities of another local collection.

**Defining Subject Areas**

The Collections Committee should work with staff and volunteers to create specific, practical list and goals to guide the growth and evolution of each collections category to ensure that they are representative of the county’s diverse heritage.

**Deferring to Other Collectors**

The History Center values the remarkable work of each and every one of San Luis Obispo County’s history collecting organizations. However, in the past, collections have been split between multiple entities or accepted by groups who are less likely to use and benefit from them than another might be.

The History Center encourages all groups to define and limit their collecting priorities, to share those priorities with their colleagues around the county, and to adopt policies of deference to other collectors. Once another San Luis Obispo County collector is recognized by the Collections Committee, the History Center will defer to that collector’s stated collecting priorities when considering acquisitions.

***To Be Recognized for Deference***

● The collector must hold its collections in public trust, not for private benefit

● Its collections are accessible to the public for research and enjoyment

● Its collections are managed according to professional standards and ethics

● A copy of the collector’s current collections management policy, with clearly

defined collecting scope/priorities, has been submitted to the History Center. A list of

collector’s will be maintained by the Collections Manager.

The exception to this policy of deference is when an artifact or collection of artifacts is of considerable countywide significance and/or of interest to multiple recognized collectors. In such cases, the History Center may consider acquiring the artifact(s) so that they can remain equally accessible to all parties.

**Acquisition Process**

Staff or volunteers are made aware of possible acquisition

1. Collections Manager prepares acquisition proposal
2. Collections Committee votes to acquire and accession
3. Deed of gift completed
4. Physical transfer of artifact(s) to History Center custody
5. Acknowledgement sent
6. Accession entered into permanent physical and digital records
7. Registration completed

*\*See* **Documentation** *for details on records and registration process.*

**Deaccessions & Disposal**

Given limitations of space and other resources, it is neither reasonable nor responsible to allow the History Center’s Permanent Collections to expand indefinitely. While the best control against unwieldy collections growth is a strong accessions policy, over time, as the collections grow and suffer deterioration, it will be necessary to remove some artifacts. Removal or culling of artifacts from the Permanent Collections is a continual and routine process and ensures that the collections remain manageable and continue to support the History Center’s mission.

As of 2019, due in part to early collecting practices (see **History of Collecting** ), the Permanent Collections contain a number of artifacts that meet the criteria for deaccession. Until those artifacts have been properly identified, deaccessioned, and disposed, deaccessioning is a major priority for the Collections Committee and collections staff.

**Legal and Ethical Considerations**

The History Center Board of Directors, Collections Committee, and collections staff recognize that they are accountable to the public for their decision to deaccession and the method by which they dispose of an artifact. All transactions related to deaccessioning will be conducted transparently, in an ethical and legal manner according to standards set by the American Alliance of Museums, and in the best interest of the communities of San Luis Obispo County.

**Role of the Board of Directors**

Deaccessioning activities pose unique risks to the legal and ethical standing of the History Center. The board, which is ultimately responsible for the public trust represented by the collections, considers and votes on every deaccession proposal recommended by the Collections Committee.

**Role of the Collections Committee**

As community representatives responsible for the growth of the History Center’s collections, the Collections Committee considers all deaccession proposals and decides which to forward to the board for approval. The Collections Committee may not approve deaccessions on its own. The committee also considers and makes recommendations about disposal of artifacts.

**Role of the Collections Manager**

The Collections Manager, in collaboration with other collections staff and volunteers, receives deaccession suggestions, prepares deaccession proposal, and helps the Collections Committee forward them to the board for approval. Following approval of an artifact deaccession, the Collections Manager coordinates disposal and completes all paperwork.

**Criteria for Deaccession from the Permanent Collections**

Artifacts meeting one or more of the following criteria may be considered for deaccession.

● The artifact does not meet the criteria for Permanent Acquisition

● The artifact would be more relevant to or better cared for at another recognized San Luis

Obispo County collecting organization

● The artifact is deteriorated or damaged beyond repair or use

● The History Center cannot properly care for the artifact

● Dispute of ownership requires return, including artifacts that fall under NAGPRA

● The artifact poses a hazard to people or collections

**Deaccession Process**

1. Staff or volunteers are made aware of deaccession suggestion

2. Collections Manager follows deaccession procedure and prepares deaccession forms

3. Collections Committee votes to recommend deaccession

4. Title is proven

a. by existing documentation

b. through the exercise of California Civil Code for unclaimed property in museums

(section 18991899.11)

5. Additional data, including financial appraisal if appropriate, is gathered

6. Completed deaccession proposal is presented to the board

7. Board votes to authorize deaccession

8. Collections Manager coordinates disposal

9. Deaccession forms entered into permanent physical and digital record

10. Catalog entries removed

**Disposal**

The following methods of disposal are listed in order of general preference. The primary goal of disposal should be to maintain public benefit from, and ideally to maintain or increase public access to the artifacts being disposed.

Depending on the reason for deaccession, some more preferred methods of disposal may not be possible, e.g. disputed collections must be returned to their owners and hazardous artifacts responsibly destroyed.

***1. Transfer to Another Collector***

Deaccessioned artifacts that meet the collecting priorities of another organization should be offered for transfer in order of preference:

1. to another Recognized San Luis Obispo County Collector

*\*See* **Acquisitions & Accessions > Deferring to Other Collectors**

1. to another museum or archive in the state of California
2. to another museum or archive in the United States

Artifacts whose fair market value is reasonably expected to be in excess of $1,000 require board approval prior to transfer.

***2. Transfer to the History Center’s Temporary Collections***

Artifacts currently in the Permanent Collection, but that better meet the criteria for Temporary Acquisition should be deaccessioned and transferred to the Temporary Collections for more effective managements.

***3. Return to Donor***

If transfer to another public collection is not possible, every effort should be made to offer the artifact to the original donor or his/her heirs.

***4. Sale***

If an artifact meets all of the following criteria, the board may authorize its sale.

1. the History Center can prove full title to the artifact and all associated rights
2. it does not meet the History Center’s criteria for Permanent Acquisition
3. it does not correspond with the collecting priorities of a recognized San Luis Obispo County collector
4. it is expected to have significant fair market value
5. its sale would not constitute an ethical violation

All sales must be conducted with full transparency, however care should be taken that the price of items is not influenced by perception of value or authenticity due to their association with the History Center collections. Members of the History Center Board, Collections Committee, and staff are prohibited from purchasing deaccessioned items. In accordance with accepted practice in the museum field, all proceeds from the sale of deaccessioned artifacts will be used *exclusively* to benefit the remaining collections or to acquire new collections.

***5. Destruction***

Artifacts deteriorated beyond use or value, or those which are hazardous to people or other collections should be responsibly destroyed. It is the responsibility of collections staff to identify and coordinate appropriate and legal methods of destruction.

**Removal of Artifacts from the Temporary Collections**

When an artifact in the Temporary Collections is no longer useful through deterioration or obsolescence, when it can no longer be reasonably cared for, and/or when a superior example is acquired, the Collections Committee may decide to authorize its removal and disposal by one of the methods described above. While removing an item from the Temporary Collections does not require formal deaccession, the process should still be conducted according to legal and ethical standards.

**Loans**

**Outgoing Loans**

1. The society may agree to loan objects to which it has clear title from its Collections to other institutions, without any transfer of title.  Objects from the Collections shall only be loaned to museums or historical societies, and objects on loan to the Society shall not be loaned to another institution.
2. All outgoing loans require approval of the Collections Manager, Collections Committee, and a majority vote from the Board members.
3. The Collection Manager shall make sure that any loaned objects are packed, transported, insured, preserved, and exhibited by the borrowing institution according to accepted professional standards.  The CM shall be responsible for overseeing any objects on loan.
4. All costs of packing, transporting, insuring, preserving, and exhibiting any loaned object are to be paid by the institution to which the object is loaned.
5. Outgoing loans shall be for a period of one year or less.  This period may be extended; in which case it shall be approved and documents in the same way as a new loan.
6. The Collections Manager shall be responsible for fully documenting all outgoing loans.
7. Loan documentation shall include a loan agreement signed by all parties to the loan.  This agreement shall include an adequate description of the objects loaned, and the precise conditions of the loan; to whom made; for what purpose; for what period; and how the loaned object is to be insured, packed and transported.  This documentation shall be kept on file by the society.

**Incoming Loans**

1. At its own discretion, the Society may accept objects from individuals or institutions for temporary addition to its Collections, without any transfer of title.
2. The Collections Manager shall make sure that any objects loaned to the society are insured, preserved, and exhibited according to professional standards while in the Society's custody, and that when they are being returned to the lender they are packed, transported, and insured according to accepted professional standards.
3. The Collections Manager shall be responsible for fully documenting all incoming loans.
4. Loan documentation shall include a loan agreement signed by all parties to the loan.  This agreement shall include an adequate description of the objects borrowed, and the precise conditions of the loan:  from whom borrowed, for what purpose, for what period, and how the borrowed item is to be returned. This documentation shall be kept on file by the society.
5. The society may give the lender written notice of intent to return a borrowed object at any time.

**Abandoned Objects**

1. The society may choose to acquire for its own Collections any borrowed object that has been abandoned by its owner.  Alternatively, the Society may choose to dispose of any borrowed object that has been abandoned by its owner as per section 3.
2. The Collections Manager shall consult applicable laws and regulations in recommending to the Board and Board President that the Board declare an object to be abandoned.  The Collections Manager, President, and Board may consult the Society’s legal counsel in making this determination.

**Documentation and Records**

The History Center will manage properly all collections documentation, both written and electronic.  The History Center will maintain a complete and permanent record of acquisitions, accessions, deaccessions, incoming and outgoing loans, inventories, use of the collections, and the location of all objects in its custody.  These records will be updated regularly and permanently maintained on archival media, and duplicate records should be kept in a secure location. Regular back-up should be required for all documentation, no matter what the medium.

**The History Center shall maintain the documents listed below:**

Deaccession Proposal

Deaccession-Specialist Review

Deaccession-Transfer of Property

Deed of Gift

Inventory or Registration Work Sheet

Loan from Museum

Loan to Museum

Photo Use Agreement

**Insurance and Risk Management**

The History Center conducts periodic inventories of subsets of its collections. Current inventory information should be recorded in the collections management database. An historic record of past inventory files are maintained as part of the records.

The History Center maintains general business insurance. At this time we do not carry insurance of the collection. It should be a priority of the organization to maintain wall-to-wall fine arts coverage on the permanent collections and all borrowed objects.

**Legal and Ethical Considerations**

The Board of Directors, committees, staff, and volunteers of the History Center adhere to the ethical standards set forth in the American Alliance of Museums’ Code of Ethics for Museums (amended 2000).

The History Center acts as a custodian of objects for the broader benefits of society. This, at times, requires permanent removal of objects from the History Center. Such removal, (i.e., transfers or disposals of objects involving even their physical destruction), is protected by laws. The History Center's legal, professional, and moral obligation to maintain its collections for the public good extends even to dispositions. When dispositions are appropriate, every effort should be made to transfer objects to other museums or public institutions where they will continue to be available for research and education. Such transactions must not profit individuals or private institutions. A record of all transfers and disposals shall be maintained as part of the permanent records of the History Center.

No transfer or disposal shall be made of any objects held by the History Center in trust. The deaccessioning of human remains and cultural objects for repatriation to Native American tribes is a specialized form of transfer mandated by federal law in the Native American Graves Protection and Repatriation Act (NAGPRA). The Museum is committed to compliance with this. There is no statute of limitations associated with NAGPRA.

In addition, the History Center must comply with California laws dealing with unmarked human burials which requires, "...that all human burials and human skeletal remains be accorded equal treatment and respect based upon common human dignity without reference to ethnic origin, cultural background, or religious affiliation."

**Conflicts of Interest**

If the Curator or History Center staff were to maintain a private collection in his or her professional field of interest, the temptation would be great to put particularly valuable objects in the private collection rather than in the History Center collection. Because of this potential conflict of interest, History Center employees are prohibited from having private collections.

Objects in private collections made before association with the History Center, or before 18 September 1979 (when the U.S. ratified the UNESCO Convention), are exempt from the policy in this 'conflict of interest' section.

The private collections policies set forth in this section, do not apply to volunteers, or to non-paid associates and courtesy appointments. However, such volunteers and honorary colleagues are prohibited from adding to their private collections any objects acquired as a result of their association with the History Center. This 'conflict of interest' policy shall be carried out with the best interests of the History Center in mind, recognizing the commitments of the History Center to the State of California and the professional interests of the individuals.

**Access to Collections**

During normal operating hours, the collections shall be accessible for legitimate research and study by responsible “investigators”, subject to procedures necessary to safeguard the objects and to restrictions imposed by limitations of space and facilities, exhibition requirements, and availability of appropriate staff and volunteers.

**For Visitors, Researchers, Public and Media**

* Exhibits at the History Center and Dallidet Adobe (operating hours).
* Research Room (operating hours).
* Online catalog (anytime of internet/Web)
* By appointment (to see objects), pending staff availability.

**For Collections Volunteers**

* Supervised at warehouse and storage areas controlled by staff and Board of Directors with keys.
* Need to be trained in handling.

**For Dallidet Adobe and Grounds Volunteers**

* Must inform museum staff when onsite.

**Use in Exhibitions**

The History Center places original, reconstructed, and duplicated objects from the collections on public exhibition. These objects remain the curatorial responsibility of the collections from which they originated, and shall be treated in a manner consistent with the policies stated above. If the Collections Manager reasonably determines that exhibition will damage the objects, or is damaging the objects, from the collection, the situation shall be remedied immediately. Such remedy may entail removal of the objects from exhibition with written approval of the Collections Manager, the Collections Committee, and the President of the History Center’s Board of Directors.

**Commercial Use of Museum Objects**

The History Center’s collections normally are not available for commercial non-educational use.  However, at the discretion of the Collections Manager and Executive Director, objects may be made available for reproduction for commercial sale.  The Collection Manager shall be the judge of quality control, selections, and marketing with approval of the Executive Director. Such commercial use shall be consistent with this Collection Management Policy.  Copyright for reproduction of the objects shall remain the property of the History Center.

**Review and Revision**

To ensure that this policy continues to reflect the state of the collections and support the Mission and Vision of the History Center, the Board of Directors, staff, and Collections Committee will periodically review it. The first review is scheduled for January 2023. Subsequent reviews will be conducted as required, or every three years, whichever comes first.