

**Florence B. Dearing Museum
COLLECTIONS POLICY**

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MISSION

The Hartland Area Historical Society was organized to preserve the heritage and history of the Hartland Area (Livingston County, Michigan). To support, provide for and accept articles for the museum. To organize and make such a museum collection open to the public. To encourage the acquisition of new articles for the museum. To cooperate with other societies with the same objective and other civic endeavors.

VISION

The Florence B Dearing Museum will educate, entertain and inspire a diverse audience by creating a welcoming place where people find meaning, value and delight in exploring the uniqueness and rich cultural heritage of the Hartland Area.

SCOPE OF COLLECTION STATEMENT

The Society's museum collection contains historical and cultural objects, photographs and archival materials relating to the rural past of the Hartland Area. The time period covered is circa the 1830's through the 1950's. Of special significance are the School Collection, the Church Collection, the Military Collection, the Cromaine Crafts and the Hartland Area Crafts Collection and the Martha Dexter Street Taxidermy Collection.

The School Collection contains school records, memorabilia, and photographs from the area one room schools as well as the Hartland and Parshallville schools. The one room schools and the Parshallville School eventually became part of the Hartland Consolidated Schools. Included among the photographs are photographs of Hartland Consolidated Schools graduating classes from 1923-1978. Most of the school records and memorabilia are pre-1940.

The Church Collection contains objects, photographs and records from three area churches: Hartland Congregational Church, Hartland ME Church, and the Hartland Baptist Church in Parshallville. The majority of these artifacts are from the Hartland Congregational Church. The time period of this collection is circa 1840-1954.

The Military Collection includes objects, photographs, and archival materials associated with the men who served from the Hartland Area in the Civil War, World War I, World War II, and the Korean War. The time period of this collection is 1861-1953.

The Cromaine Crafts and Hartland Area Crafts Collection includes looms and other pieces of weaving equipment, textiles woven at Cromaine Crafts and objects from the Cromaine Crafts museum. Cromaine Crafts, once the third largest cottage weaving industry in the country, was open from 1934-1938. By 1939, the textile program was restructured as Hartland Area Crafts continuing the study of weaving, spinning and the manufacturing of looms through 1959. The artifacts in this collection cover the time period 1934-1959.

The Martha Dexter Street Taxidermy Collection is a special collection that includes both birds and mammals. All specimens in this collection are the work of Martha Dexter Street done between the years of 1870 and 1890.

ACQUISITIONS

The Museum collects objects and archival materials that fit the mission listed in the Scope of Collection Statement above. Moreover, the Museum only accepts objects it is able to care for and use in a manner acceptable to the museum community at large. New acquisitions must upgrade the existing collection or fill a recognized deficiency in the existing collection.

Gifts to the Museum are considered unrestricted donations to be used in the best interests of the Museum. Donors are required to declare in writing that they have full ownership of the item(s) donated and have complete authority to make the donation.

Objects and works of art acquired by the Museum may be placed in one of two categories: permanent collection or education collection. Education collection items may be handled and used in the Museum's educational programs or for research and study purposes. Either category of object may be used for exhibition, loan, or may eventually be deaccessioned.

It is a conflict of interest for the Museum to appraise donations for tax purposes, nor may Museum staff appraise items as a service for visitors. For the protection of the donor, it is recommended that appraisals be made by a disinterested third party before the object is conveyed to the Museum.

ACCESSION PROCEDURE

New Objects - Accession Procedure:

The Collections Chairperson or any Hartland Area Historical Society Board Member may temporarily accept objects for "accession consideration," provided they fill out and have signed by the prospective donor a temporary receipt form notifying them of the "Collection Procedure." The accepting museum individual must also notify the Collections Chairperson and/or the "Collections Committee" of the donation.

Objects temporarily accepted for "accession consideration" shall not be considered part of the "permanent" collection of the Florence B Dearing Museum until they meet the requirements set forth in the "Collection Policy" and/or they gain the majority approval of the Hartland Area Historical Society Board of Trustees. The owners of the objects which fail to gain acceptance will be notified and they have the option of removing the item within 30 days of that notification. Failure of the owner to do so - provides the Hartland Area Historical Society and the Florence B. Dearing Museum the right to dispose of those objects in any manner it sees fit.

The Collections Chairperson shall head the "Collections Committee" whose responsibilities will include accepting and/or rejecting a proposed donation. The Collections Chairperson and the Hartland Area Historical Society Board of Trustees shall have joint authority on appointments to the Collections Committee.

Providing the donation meets the requirements set forth in the "Collection Policy," a simple majority vote by the Collections Chairperson and the Collections Committee, accepts an object into the "permanent" collection of the Florence B. Dearing Museum.

In special cases, when the object fails to meet one or more of the standards set forth in the "Collection Policy" then it may be accepted by a majority vote of the Hartland Area Historical Society Board of Trustees. The Hartland Area Historical Society Board of Trustees reserves the

right to temporarily suspend the “Collection Policy” by a majority vote in special cases. The Collections Chairperson and the Collections Committee shall make a report semiannually to the Hartland Area Historical Society Board of Trustees listing the objects proposed for accession, those accepted and rejected, and those requiring a decision by the full Board of Trustees.

The Collections Chairperson and the Hartland Area Historical Society Board of Trustees shall have joint authority on establishment, interpretation, and modification of the Florence B. Dearing Museum’s “Collection Policy.”

CATALOGING PROCEDURE

The Collections Registrar and/or the Collections Chairperson or any other designated, trained member shall catalog all newly accessioned objects in accordance with the specific cataloging procedures as required by the electronic database and the procedure listed in the “Cataloging Procedure” addendum to this policy. *(See Addendum I)*

CONSERVATION: CARE and HANDLING

Preservation of the “collection” (artifacts, photographs, archival materials, ephemera, and/or general history) is part of the Hartland Area Historical Society mission statement and as such we will strive to meet professional standards regarding handling, storage and displaying. Any cleaning, repair, or artifact conservation must be done under the direction and/or with the approval of the Collections Chairperson and the Board of Trustees. *(See Care and Handling Procedure Addendum II)*

PUBLIC ACCESS to COLLECTION

The Hartland Area Historical Society must maintain a secure environment to protect the collection however every attempt will be made to allow the public “special access” to the collections not currently on display. The Collections Chairperson or designated representative must approve and supervise all requests for special access. When requested, museums, family descendants of original benefactor, and/or other institutions, will be allowed free access to the museum’s collection. All other requests will be granted on a case by case basis and for bonified research purposes only, and the Hartland Area Historical Society reserves the rights to charge a “service fee.”

The care and safety of the collection is the responsibility of the Hartland Area Historical Society Board of Trustees.

DEACCESSIONS

Objects that do not contribute to the mission and goals of the Museum are subject to removal from the collection. All items would be judged on a case by case basis and would need to meet specific criteria before deaccession. Possible examples are duplicate or irrelevant items. Museum ownership of any item must be established before that item may be deaccessioned.

On occasion, objects may be removed from the collection in order to improve upon the existing collection, maximize the available space, and best serve the public interest.

Items with very bad damage, mold, or beyond restoration or repair, or with no historical background information assigned may be destroyed and removed from the collection.

Deaccessioned items may be exchanged or transferred to another Museum or sold at public auction. No deaccessioned items shall, in any way or at any time, be privately sold or conveyed to any Museum employee, officer, member of the governing authority, i.e. the Hartland Area Historical Society Board of Trustees or members, their immediate families, or to their representatives.

DEACCESSION POLICY

Objects now in the permanent collection, which fail to meet the requirements set forth in the “Collections Policy” and/or fail to gain the majority approval of the Hartland Area Historical Society Board of Trustees, may be considered for deaccessioning.

Specific reasons for deaccessioning may include:

Object is not consistent with the Hartland Area Historical Society’s “Mission” or “Scope of Collections Statement.”

Object is a duplicate - costly in space to display or store.

Object in poor condition. (as a condition of acceptance request owner to get an appraisal for restoration. (might be a hardship on museum if object is accepted.)

Object might be of excessive size. (as a condition of acceptance request donor to help raise funds for proper storage. (might be a hardship on museum if object is accepted)

Object is not typical of the kind or style used in the Hartland Area.

Object is dangerous or may cause damage to: other objects in the collection, storage or display facilities, or individuals working at or visiting the museum.

Object is/was donated as a “conditional gift” or “indefinite gift.” (Exceptions can be made on case by case basis.)

DEACCESSION PROCEDURE

The Collections Chairperson or a member of the Collections Committee may present to the Hartland Area Historical Society Board of Trustees a proposal for deaccessioning and recommendations for the object’s disposition. The ultimate decision for an object’s deaccession and disposition must be made by a majority vote of the Hartland Area Historical Society Board of Trustees.

DISPOSITION PROCEDURE

When disposing of an object, the Hartland Area Historical Society Board of Trustees must first determine that it has the legal right to do so, by searching its own records to locate a “Deed of

Gift Agreement” and/or attempt to locate the object’s original owner or donor.

If the object for disposition is of local and historical value - then it shall be first offered to museums or institutions in the objects ‘local area’.

If the object for disposition has no localized area but is of historical value -then it shall be first offered to any interested museum or other institution.

If the object for disposition has no significant localized area, is of little historical value, and/or if no museum or other institution is interested in obtaining the object for their “permanent” collection-then the object shall be sold (according to the Hartland Area Historical Society Board of Trustees discretion) at a sale or auction to the highest bidder, with all proceeds for the sale going into the Florence B. Dearing Museum “collections budget.

A permanent record of the object’s deaccession and subsequent disposition will be kept on file at Florence B. Dearing Museum as part of the other “permanent collection records” including entry into the electronic database.

INCOMING LOANS

Terms:

All Hartland Area Historical Society/Florence B. Dearing Museum incoming loans must be for periods no longer than one year. In such special cases where a loan is desired for longer than one year, the loan agreement must be renewed and resigned by both the lender and the Collections Chairperson of the Florence B. Dearing Museum.

Care:

The Hartland Area Historical Society/Florence B. Dearing Museum will exercise the same care with respect to in-coming loaned objects as it does to its own museum collection. Objects will be protected from fire, theft, mishandling, dirt, extremes of light, temperature and humidity. Should loss, damage, or deterioration occur, the lender will be immediately notified in detail as to the extent of the loss, damage, or deterioration.

Packing & Shipping:

The Hartland Area Historical Society/Florence B. Dearing Museum agrees to pay all costs for packing, crating, and transportation, unless otherwise agreed upon by the lender. Objects will be returned to the lender carefully packed in the same manner as received. All packing and unpacking will be done by experienced personnel.

Insurance:

The lender will continue to insure the objects under the lender’s policy unless otherwise agreed upon by both the Hartland Area Historical Society/Florence B. Dearing Museum and the lender.

Reproduction:

The Hartland Area Historical Society/Florence B. Dearing Museum may photograph any loaned object for use in its own publications, records, research, and programs, unless otherwise stated in writing by the lender.

Credit:

When the loaned items, or information regarding the loaned items is used in exhibitions or publicity, the Hartland Area Historical Society/Florence B. Dearing Museum will give appropriate credit to the lender. The lender will receive a copy of any publication, publicity or catalog in which the loaned items, or information regarding the loaned items, is used.

OUTGOING LOANS

The Hartland Area Historical Society/Florence B. Dearing Museum only loans items from its collections to museums historical societies, libraries, schools, and institutions which the Hartland Area Historical Society Board of Trustees/Florence B. Dearing Museum feels will comply with the conditions stated following. Fragile objects, frequently used objects, or objects currently on exhibit are generally not considered for loan.

Terms:

All Hartland Area Historical Society/Florence B. Dearing Museum outgoing loans must be for periods of no longer than one year. In such special cases where a loan is desired for longer than one year, the loan agreement must be renewed and resigned by both the Collections Chairperson of the Florence B. Dearing Museum and the borrower.

Care:

The borrowing institution will exercise the same care with respect to incoming loaned objects as it does to its own museum collection. Objects will be protected from fire, theft, mishandling, dirt, extremes of light, temperature and humidity. Should loss, damage, or deterioration be noted, the borrowing institution will immediately notify the Hartland Area Historical Society/Florence B. Dearing in detail.

Packing & Shipping:

The borrowing institution agrees to pay all costs for packing, crating, and transportation, unless otherwise agreed upon by the lender. Objects will be returned to the lender carefully packed in the same manner as received from the Hartland Area Historical Society/Florence B. Dearing Museum. All packing and unpacking will be done by experienced personnel.

Insurance:

The borrowing institution will insure the objects under their policy unless otherwise agreed upon by both the Hartland Area Historical Society/Florence B. Dearing Museum and the borrowing institution.

Reproduction:

The Hartland Area Historical Society/Florence B. Dearing Museum grants the borrowing institution permission to photograph any loaned object for use in its own publications, research, records, and educational programs, unless otherwise stated in writing.

Credit:

When the loaned items or information regarding the loaned items is used in exhibitions or publicity, the borrowing institution will give appropriate credit to the Hartland Area Historical Society/Florence B. Dearing Museum. The Hartland Area Historical Society will receive a copy

of any publication, publicity or catalog in which the loaned items or information regarding the loaned items is used.

ACCESSION/COLLECTION ETHICS POLICY

Management, Maintenance & Conservation:

The “collection” (artifacts, photographs, archival materials and/or ephemera) is an essential part of the collective fabric of the Florence B. Dearing Museum. The Museum’s first obligation is to its collection. The Collections Chairperson of the Florence B. Dearing Museum and the Collections Committee will conduct periodic evaluations of the collection paying special attention to condition and the need for general or special maintenance. All physical care for the collection will be in keeping with professionally accepted standards.

Acquisition & Disposal:

The Hartland Area Historical Society/Florence B. Dearing Museum collection and exhibits will be influenced by changes in cultural and educational trends, museum policy, and desire to improve or upgrade collections. The Hartland Area Historical Society Board of Trustees and the Florence B. Dearing Museum will use its mission statement and collections policy as guides in making any decisions regarding acquisitions and disposals. Objects will be kept as long as they retain their physical integrity, authenticity and usefulness for the Hartland Area Historical Society/Florence B. Dearing Museum’s purpose. The museum will follow the formal “Collections policy” regarding the acquisition and disposal of objects.

Appraisals:

Although all donations are tax deductible, the donor bears all responsibility for valuation.

Truth in Presentation:

The Hartland Area Historical Society Board of Trustees and the Collections Chairperson of the Florence B. Dearing Museum will responsibly use its collections for the creation and dissemination of knowledge with intellectual honesty and objectivity. The Museum may address a wide variety of social, political, artistic or scientific issues - all to be approached objectively and without prejudice. The Collections Chairperson of the Museum will use every effort to ensure that exhibits are honest and objective and do not perpetuate myths or stereotypes.

Personal Collecting & Dealing:

Individuals acquiring, collecting and owning objects can enhance professional knowledge and judgment. However, the Hartland Area Historical Society Board of Trustees has a policy wherein no museum volunteer or employee may compete with the museum in any personal collecting activity or use a museum affiliation to promote their personal collecting activities.

Florence B. Dearing Museum Collections Policy

Adopted: 03/26/2007

Review: mm/dd/2010

Addendums to Collection Policy

Addendum I.....Cataloging Procedure

Addendum II.....Care and Handling Procedure for Artifacts

Addendum III.....Guidelines for Ranking and Handling Collection Artifacts

Addendum IV.....Registered Objects

Florence B Dearing Museum Cataloging Procedure

Beginning in 1934, Florence B. Dearing served Cromaine Library as the librarian. In the fall of 1958 when Hartland Consolidated Schools no longer needed the library basement for classrooms, she began collecting for the museum. Mrs. Dearing sent out a call to the community asking for donations of local historical items. Her aim was to preserve and exhibit the relics of rural home and farm life from the Hartland area for school children as well as adults and the generations to come. A major part of the collection came from the home of Mae and Seth Dexter (brother and sister) whose farm on U.S. 23 had been sold to the state highway department. The museum was opened to the public in 1959. Previous to this there were already many items that included paper documents, books, and objects in the Historical Collection. Records show 338. Record 340 begins the numbering of the artifacts from Mae and Seth Dexter.

With Mrs. Dearing's retirement in 1960, the Hartland Board of Education voted unanimously to rename the museum the Florence B. Dearing Museum. The museum artifacts continued to grow in numbers throughout the 1960's.

On November 18, 1970 the Hartland Area Historical Society was incorporated in the state of Michigan. The purpose of the organization as set forth in its Articles of Incorporation was to preserve the old town Hall and provide a museum for the community.

On November 22, 1971 the Hartland Board of Education voted to loan the Florence B. Dearing Museum Collection to the Hartland Area Historical Society with the Society eventually becoming the owner. The recommendation of the Library Board was that the loan period be ten years. Some of the collection artifacts, mostly books and archival materials, were to continue being housed at Cromaine Library for safe keeping. This practice continues today.

In late 1981 the process for becoming a 501(c)3 tax-exempt charitable organization was discussed and begun. Tax-exempt 501(c)3 non-profit status was awarded to the Hartland Area Historical Society on July 30, 1982.

The Florence B. Dearing Museum at Cromaine Library kept the museum accession records in a shelf card file. A numbered list with the name of the artifact was also kept on onion skin paper. Artifacts were numbered beginning with number one. The Hartland Area Historical Society continued this method of record keeping until December, 1981. A new numbering scheme was begun with the year of accession at the beginning of the accession number, 81-1. 81-1 was a loom donated on December 31, 1981. Hartland Area Historical Society 1982 minutes tell us that renumbering of the previously acquired artifacts was discussed. However, the collection continued to be cataloged with two different numbering systems until late 2005.

The earliest numbering system treated the accession number and artifact number as one. Artifacts were number 1, 2, 3, etc. and not necessarily in the order of receipt. In most instances, the numbering system instituted in late 1981 still treated the accession number and artifact number as one. In some instances where there were many artifacts in an accession, a letter of the alphabet, beginning with "a" and working through the alphabet, was used at the end of the

number. Other times each artifact given by a single donor on a given date was assigned separate numbers. This numbering system did not always accession items in order of receipt.

The current method of accessioning and artifact numbering follows the standards set by the American Association of Museums. The original accession cards, artifact sheets, inventory sheets and supporting documents have been retained. All original numbering has been retained in a separate field and attached to the artifact.

Numbering Scheme

Accession Number: The accession number represents all of the items given or loaned by one individual on one date. If one individual donates some artifacts and loans some artifacts on a given date, there are two separate accession numbers. The accession number ties the donor to the items given or loaned on a specific date. It is not an identification number for an artifact. The accession number begins with the year of the accession followed by a period and the number of the accession for that year. Example: The accession number 1981.6 identifies the 6th accession for the year 1981.

Catalog Number: The catalog number identifies the artifacts. The catalog number is prefaced with the accession number. Example: The catalog number 1981.6.25 identifies the 25th artifact that came with the 6th accession in the year 1981.

Found in Collection: fic preceding the year in the accession number indicates that the date of entry of the artifact into the collection is unknown. The year represents the year of this discovery and the artifact correctly catalogued. The donor may or may not be known.

How New Accession and Catalog Numbers Were Assigned

1. Accessions dated after 1970 are numbered and cataloged according to the above explanation.
2. Artifacts that are known to have been in the museum collection at Cromaine Library on November 22, 1971 have been assigned accession number 1981.6. These artifacts were the 6th accession of the year 1981. Artifacts with dates prior to November 22, 1971, artifacts marked as donated by J R C, and artifacts marked as checked in Apr and May of 1972 was the criteria used to make this decision. The original card file that was turned over to the Society and dated work papers as items were physically moved or left to be housed in the library is the reference for this.
3. Artifacts that have an accession record number that is equal to or greater than 500, were found in the January 1982 inventory but have no documented entry date to the museum collection have been assigned an accession number beginning with fic[1982]. All artifacts that were given by one individual or party have been grouped under one accession number. Many of these artifacts probably came with the original loan but nothing has been discovered to document this.
4. Artifacts whose accession number is 1075 or higher, were not listed in the January 1982 inventory work papers and have no documented entry date to the collection have been assigned an accession number beginning with fic[2005]. All artifacts given by one individual or party have been grouped under one accession number.

5. Pairs are things that one always expects to use together, as a pair of mittens, a pair of socks, a pair of shoes, etc. A pair is assigned a catalog number. A catalog number followed by an A represents the left member of the pair. A catalog number followed by a B represents the right member of the pair. For example: a pair of ice skates will have a catalog number of 1980.6.1. The catalog number 1980.6.1A represents the left skate. The catalog number 1980.6.1B represents the right skate. A and B will only be used to represent the left and right member of a pair.
6. Sets are things that are known to have been used together but the individual pieces may be used separately. The set is assigned a catalog number. Each piece of the set has the set's catalog number with a fourth part added to identify each piece. The set has a catalog record. Each piece of the set also has a catalog record. For example: In the museum collection is a clothing outfit that includes, a pair of shoes, a hat, a two-piece dress, and a coat. Six catalog records were created for this five piece set.
 - a. Set ID: 1981.6.140
 - b. Shoes ID: 1981.6.140.1
 - c. Hat ID: 1981.6.140.2
 - d. Blouse ID: 1981.6.140.3
 - e. Skirt ID: 1981.6.140.4
 - f. Coat ID: 1981.6.140.5

Dates

In the old method of cataloging a complete date was not always used. Some instances recorded only the year; others recorded the month and year. Computerized dates in a date field require a month, a day and a year. PastPerfect requires the following format in the following date fields for Accession Date and Inventory Date, MM/DD/YYYY. For fields where only the year was known, 01/01/YYYY was used. For fields where the month and year were known, MM/15/YYYY was used.

Examples:

Following the above numbering scheme and dating system, the first artifact in the current Florence B. Dearing Museum Collection has been assigned the accession number 1971.1 with a catalog number of 1971.1.1. Since this artifact's arrival could only be documented by year, it was assigned the accession date 01/01/1971. The object is a 48 star flag found wrapped in newspaper on the steps of Sally Thomas' antique shop in Hartland.

The WW I shell case in the collection can only be documented with a month and year. It was donated in September, 1972 by J Robert Crouse, Jr. Using our current numbering scheme this donation is assigned the accession number 1972.2 with a catalog number of 1972.2.1 and an accession date 09/15/1972.

Registered Objects

Registered objects are copies or facsimiles of items that fit the time period of the museum collection. Registered objects include books, archival materials, and photographs as well as objects. To distinguish registered objects from museum artifacts their ID number begins with a capital R.

If the registered object is a copy or facsimile of a museum artifact, the ID number will be the same as the artifact with a preceding R. For example 1984.11.25 is the composite photograph of the 1949 graduating class of Hartland High School. A copy of that photograph would have ID number, R1984.11.25, and be considered a registered object.

If the registered object is a copy or facsimile of an item not held in the museum's collection, the ID number will begin with an R followed by the year the copy or facsimile was acquired and the addition of another number that notes its place in the order of copy or facsimile acquisitions for the year. For example the number R2009.25 denotes the acquisition of the 25th copy or facsimile of an item for the year 2009.

Vertical Files

The Vertical Files include archival materials, such as family histories, that are neither artifacts nor registered objects. Their ID number will begin with VF. VF will be followed by the name of the file. For example, VF.Lemen, denotes that this file contains information on the Lemen family. These files will be arranged in alphabetical order by name.

Florence B. Dearing Museum Cataloging Procedure
Created by Museum Registrar: 11/11/2005
Reviewed and updated by Museum Registrar: 12/02/2008
Reviewed and updated by Museum Registrar: 07/27/2009

Florence B. Dearing Museum Care and Handling Procedure for Artifacts

The distinctive character of the Florence B. Dearing Museum derives, to a large extent, from its collection of historic materials. The ethical stewardship of these collections carries with it the presumption of appropriate care and reasonable utilization. (HAHS Statement of Ethics)

Historical resources meet these ethical standards and further the historical society's mission of providing "unique educational experiences based on authentic objects, stories and lives" by preserving the authentic historical materials of the Florence B. Dearing Museum.

The collections of the Florence B. Dearing Museum, defined as objects, photographs, books, and archival materials are the primary tools and resources for providing authentic, effective historical experiences. These collections are cared for in a manner that conforms to established professional practices (including standards developed by the AAM Accreditation Board) and is appropriate for each type of artifact. The goal of preservation activities is to preserve the authenticity, original fabric, structure and function of the Florence B. Dearing Museum's authentic historical materials. The care of collections includes oversight of the following: artifact ranking, care, operation and handling, exhibition, conservation and restoration, environmental control, security, condition surveys, documentation, artifact movement, inventory control and storage. These are described in more detail below.

Artifact Ranking

Florence B. Dearing Museum uses artifact ranking (ranking artifacts from 1 to 4) to identify the historical significance, rarity, value and/or significance of individual items in the Collection. The artifact's rank serves as a guide for treatment, storage, documentation, operation, handling and management of the particular artifact. Criteria and procedures for artifact ranking are listed in the *Guidelines for Ranking and Handling Collection Artifacts* addendum.

Care

Preservation Management staff will provide appropriate care to collections based on standards set by the Collections Committee. Only Collections Committee and other volunteer staff members who have been trained are authorized to clean, maintain, or provide daily care to collection items. Proper care ensures that the authenticity, original fabric, structure and function of collection items remain intact and are not damaged by inappropriate cleaning methods or materials.

Operation and Handling

It may be decided to demonstrate, handle or operate some collection artifacts as part of a program. The decision to use artifacts in this manner must be balanced against the need for preservation, since they are, in the strictest sense, mutually incompatible. The operation and handling of collections for programmatic purposes is guided by the *Guidelines for Ranking and Handling Collection Artifacts*. Artifact ranking, which is designated by a curator, serves as a guide to artifact use.

Most use artifacts are designated rank 3 or 4. The identification of appropriate artifacts for hands-on or operation activities will be determined by the curator or suggested by a conservator. An initial recommendation to operate an artifact ranked 1 or 2 must be made by the Collections Committee and approved by a majority vote of the HAHS Board of Trustees. The Collections Committee will also make a recommendation on the number of times that an artifact may be operated in a given period of time. After initial approval by the Collections Committee and the HAHS Board of Trustees, subsequent requests can be approved or rejected by the appropriate curator or Collection Committee. Only trained authorized volunteers/members may operate functioning rank 1 or 2 collection items. The Collections Committee and curator will coordinate staff training. Abuse of artifacts or inappropriate operation by staff members must be brought to the attention of the HAHS Board of Trustees. Repeated abuse of artifacts by visitors should be brought to the attention of the curator, who will determine the appropriateness of the item for hands-on use by visitors.

Exhibition and Access

Exhibition and access should incorporate features that reflect the security and environmental needs of collection items. Artifact ranking should provide guidance for exhibition and display standards. In general, rank 1 and 2 collection items will be displayed following the highest museum standards. Collection Committee members will set appropriate standards for access and display of collection items.

Conservation and Restoration

The preservation policy of the Florence B. Dearing Museum and the Hartland Area Historical Society is to conserve rather than restore and to maintain a balance between the need to both use authentic objects in programs and the desire to preserve them. Whenever possible the original fabric of an artifact will be preserved intact. Decisions concerning the appropriate level of conservation and/or restoration will be made by the appropriate curator/archivist and informed by the appropriate conservator. The ranking system will be used as a guide in determining extent of treatment. The conservation, restoration or maintenance of artifacts will be carried out either by professional conservators or by authorized individuals under their direction.

Environmental Control

Specifications for the upgrade and maintenance of climate control in collection storage display areas and historic structures will be set by the curator/head of collections resources working in conjunction with the director/caretaker of the museum. Climate control includes the establishment and maintenance of temperature, humidity, ventilation, filtration and light levels that will minimize damage to collections. Institutional pest control procedures and the management of conditions that support pest infestations are part of the environmental control responsibilities.

Security

The curator/collection manager will work together with the HAHS Board of Trustees to identify and resolve issues regarding the security and protection of the collections.

Condition Surveys

Condition surveys of collections are used to gather data that is needed to evaluate treatment priorities and storage requirements, and to advise on accession/deaccession activities. Representative sample surveys will be conducted for large collections or (in the case of archival collections) they may be integrated into the ongoing archival functions.

Documentation

An established computerized and/or photographic process will document all artifact locations, physical treatments, or changes to the physical condition of an artifact, as well as condition assessments. Examination reports, treatment reports, maintenance reports and location inventories of artifacts and reproductions will be maintained and to provide official documentation for safety inspections.

Movement of Artifacts

Collection artifacts may only be moved with the authorization of the curator/collections manager.

Inventory Control and Storage

Collection storage is maintained by the Collections Committee and trained volunteer staff to ensure security, accessibility, accurate inventory, cleanliness, appropriate climate, and pest control. The use of appropriate storage materials and housing methods will minimize damage to collections. All storage materials will be assessed through appropriate materials testing and analysis.

Florence B. Dearing Museum Care and Handling Procedure for Artifacts

Approved: 11/10/2008

Review: 00/00/2015

Florence B Dearing Museum

Guidelines for Ranking and Handling Collection Artifacts

The distinctive character of the Florence B. Dearing Museum derives, to a large extent, from its collections of authentic historic materials. The ethical stewardship of these collections carries with it the presumption of appropriate care amid reasonable utilization. (Ethics)

The Collections Committee will use artifact ranking (ranking artifacts from 1 to 4) to identify the historical significance, rarity, value, and/or significance of individual items in the collection. This rank then serves as a guide for treatment, handling and management of the particular artifact.

Ranking Procedures:

- Curators rank the collections for which they are responsible.
- Rank is based on the artifacts significance, rarity, value and scarcity in this, or other, collections.
- Each rank (1-4) includes guidelines for treatment, storage, documentation, handling and operation.
- Dialog between conservators, curators and program developers regarding intended treatment, handling and operation of artifacts is expected.
- All new acquisitions are ranked.
- All artifacts requested for conservation treatment should be ranked.
- All artifacts processed for documentation projects should be ranked.

CRITERIA for RANKING ARTIFACTS

RANK 1:	Locally or nationally significant Few if any duplicates in this or other collections Rare, likely irreplaceable And/or of high monetary value EXAMPLE: 36 star flag
RANK 2:	Significant historical value Few similar examples in this or other collections Uncommon and difficult to replace EXAMPLE: Surveyor's kit
RANK 3:	Historical value Similar examples are held in this or other collections Moderately difficult to replace EXAMPLE: Cromaine Craft woven items
RANK 4:	Historical value Common in this or other collections Can be easily replaced EXAMPLE: Irons

CRITERIA for HANDLING ARTIFACTS

RANK 1

STORAGE:	Every effort will be made to store artifacts in an environmentally controlled and secured area.
DOCUMENTATION:	Complete curatorial and conservation documentation, research and photographic records will be maintained.
TREATMENT:	Original materials will be preserved; Treatment carried out or supervised by conservator; and Stable materials and reversible treatments will be employed.
HANDLING & OPERATION:	Formal exhibition only; Requests to use or operate must be brought before the collections committee for approval; After approval by the collections committee, it will go the Board of Trustees for approval; Must be handled and moved by trained volunteer staff with approval of collections chair or curator.

RANK 2

STORAGE:	Reasonable effort will be made to store artifacts in an environmentally controlled and secured area.
DOCUMENTATION:	Complete curatorial and conservation documentation, research and photographic records will be maintained.
TREATMENT:	Original materials will be preserved; Treatment carried out or supervised by conservator; and Stable materials and reversible treatments will be employed.
HANDLING & OPERATION:	Formal exhibition only; Requests to use or operate must be brought before the collections committee for approval; after approval by the collections committee, it will go the Board of Trustees for approval; must be handled and moved by trained volunteer staff with approval of collections chair or curator.

RANK 3

STORAGE:	Reasonable effort will be made to store artifacts in a secured area out of direct access to the public.
DOCUMENTATION:	Documentation, research and photographic records will be maintained; complete maintenance records of all modifications and repairs will be kept.
TREATMENT:	Conservation or Restoration treatment will be carried out under the guidance of a conservator. Original materials will be preserved whenever possible.
HANDLING & OPERATION:	May be used for exhibits and/or interpreted operational use by trained staff; May be handled by trained collections committee staff or other authorized program staff; Moved within museum program/exhibit site by trained volunteer staff; Moved beyond authorized program/museum area

must be coordinated with Collections Chair/Curator and Registrar.

RANK 4

STORAGE:

Reasonable effort will be made to store artifacts in a manner that will not accelerate deterioration.

DOCUMENTATION:

Minimal artifact record will be created; Minimal documentation, research and photographic records of modifications and repairs will be kept at the discretion of the collections committee.

TREATMENT:

Conservation or Restoration treatment will be carried out under the guidance of a conservator. Maintenance programs will be carried out under the direction of a conservator or appropriate trained staff. Original materials will be preserved when practical or appropriate.

HANDLING & OPERATION:

May be used for exhibits and/or interpreted operational use by trained staff; May be used for supervised hands-on activities with visitors; May be handled by trained collections committee staff or other authorized program staff; Moved within museum program/exhibit site by trained volunteer staff; Moved beyond authorized program/museum area must be coordinated with Collections Chair/Curator and Registrar.

Florence B Dearing Museum Registered Objects

- Registered objects are purposely manufactured reproductions or facsimiles of historical items, or new and readily available materials *acquired for a specific program use (operation or display) in which a historical artifact would be put at risk*. An artifact that was originally historic, but which now contains a large number of broken or replaced parts, could be considered a registered object. (Example: Senior Class photo composites in the flip chart)
- Registered objects are physically numbered and tracked similar to collections objects, distinguished by an “R” in front of the object number.
- Tracking reproductions helps ensure there is a record of where it was bought or made for replacement and is a tool to manage inventories.
- Registered objects must have approval from the Collections Committee, curator and registrar before being added to public exhibits or programs.
- Collection funds do not support the acquisition or maintenance of registered objects.
- Maintenance of registered objects is the responsibility of the Hartland Area Historical Society Board of Trustees in cooperation with the recommendation of the Collections Committee.
- Disposition of non-accessioned registered objects is the responsibility of the Collections Committee, the registrar and is treated as any other case involving the disposal of institutional assets. Registrars or registered object trackers should be notified to record disposition.