



Collections Management Policy

Adopted by the Board of Trustees – 1999

Revised – November 17, 2003

Revised – July 19, 2010

Revised – January 12, 2018

Revised – June 1, 2021

Empire State Aerosciences Museum
250 Rudy Chase Drive
Glenville, New York 12302
518-377-2191
www.esam.org

Collections Management Policy

INTRODUCTION

The Empire State Aerosciences Museum (“Museum”) is a non-profit educational institution chartered by the New York State Board of Regents to provide a nationally recognized facility that presents and preserves the heritage of New York State’s aerospace and aviation history.

The Museum’s collections comprise (a) a research center of books, magazines, films, photographs, artwork, maps, charts, aircraft construction and maintenance bulletins, manuals, and articles and (b) a wide variety of artifacts including aircraft and engines, equipment and instruments, clothing, flight gear, models, and dioramas, all relating to New York State’s aeronautical history or which provide a perspective for that contribution within the broader national and international history of flight.

In accordance with its constituted purpose, the Museum endeavors to continuously enrich and expand its collections focusing on particular and appropriate aspects of New York State aeronautical history.

This policy governs the use and guides the development of the Museum’s collections for the use and enjoyment of future generations in accordance with the New York Museum Association’s guidelines.

The aeronautical history of New York State is a history of people, places, and events that focus on aircraft and aerospace development. Collections of the Museum should include selected artifacts that illustrate this history and its development. Collections should include items that relate to specific historical aviation events which occurred in the state, to persons or organizations which were involved, to inventions, development and manufacturing of aircraft and aircraft components related to the state, and to national and/or world events in which New Yorkers and New York institutions held leadership roles or were active. Collecting will concentrate on those areas of New York State that were and are prominent in aeronautical development and with national governmental and private institutions which can facilitate desired acquisitions.

Guideline objectives for development of collections in each curatorial area shall be prepared by the Curator or Research Center Director (“Director”) and approved by the Executive Director or The Board of Trustees’ representative appointed to the task. Such guidelines will summarize existing holdings and outline future objectives of permanent and study collections in specific terms and numbers of items to be collected. The Guidelines are to be reviewed every three years and may be modified

upon the recommendation of the Curator and the Director as budget, program, or contributions may require, in accord with these general objectives.

I. Policy Purpose

To establish rules, guidelines, and procedures for the acquisition, care, preservation, public access, and deaccessioning of items in the collections of the Museum.

II. Collections Committee

The Museum's Board of Trustees ("the Board") shall establish a Collections Committee. Pursuant to the By-Laws, the President shall appoint the members and chair of this Committee. The Committee shall recommend items for accession to and deaccession from the collections to the Board. This Collections chairman will regularly report to the Board and request ratification from it for any actions requiring Board approval.

The Committee shall include the Curator and chairperson, or their designee, from the committees on Restoration, Finance, Exhibits, Research Center, and others such as Information Technology or Fund Development, as applicable.

The Collections Committee shall include in its deliberations, whenever deemed necessary, the advice of professionals with the goal of making well-considered and timely recommendations to the Board.

The final decision to accession, to acquire without accessioning, or to deaccession items to or from the collections of the Museum shall rest with the Board.

III. Museum Mission Statement

The Mission is to interpret aviation, particularly that related to New York State, with exhibits and programs which educate, entertain and excite the public.

IV. Definition of Museum Collections

The accessioned collections of the Museum are divided into two parts:

- A. The collection of artifacts.
- B. The library and archives (Research Center).

The Museum also holds un-accessioned collections that are expendable and may be used for educational programs, research, or exhibit.

The activities of the object collection are overseen by the Curator. The activities of the archival collection are overseen by the Research Center Director (“Director”). All accessions and loans are coordinated through the Curator’s office.

V. Access

A. Policy

The Museum recognizes its responsibility to preserve and interpret the historical and cultural material it holds in public trust. Therefore, it will make the collections it owns and maintains accessible to all interested parties. Certain stipulations will apply to protect and preserve these collections.

Some collection records contain sensitive, restricted, or rare forms of information, such as donor identity and purchase prices. Recognizing the delicate balance between accessibility and accountability, the Museum retains the right to be selective in opening these records to the public. The Museum may also limit the use of fragile or unusually valuable materials.

B. Procedure

1. Access to the object collections must be arranged and controlled by appropriate collections staff and approved by the Curator.
2. Access to the Research Center is available on regularly scheduled days and times or by appointment through the Director.
3. If access is denied, either the Curator or the Director will provide reason(s) for denial to the person making the request.

VI. Acquisition of Items

A. Policy

The Museum collects printed and manuscript materials, maps, photographs, motion picture film, video and audio tapes, oral histories, paintings, artifacts, aircraft, uniforms, technical materials used in aviation, and other items related to the field of aviation and to its history. These items focus in particular on those that have been created, developed, or used in New York State or additionally to those that are relevant to the creation, development, and growth of aviation in general.

The Museum will endeavor to acquire and/or accession items that highlight the contributions that New York State individuals and industries have made to the realm of aviation and space. Achievements in instrumentation, flight control surfaces, engine technology, safety, airframe construction, pilot training, and flight performance will be illustrated by the artifacts and collections in the Museum's inventory. Likewise, the aviation history of national and international aerospace engineering, performance, and contributions to flight will be sought to encompass the spectrum of flight.

The Museum's long-standing association with the curatorial sections of the Navy, Air Force, and Army of the United States will provide the Museum with other valuable sources of artifacts and items that will augment its mission. Likewise, the Museum is a member of the American Alliance of Museums, and thus has facilitated contact with other museums for the interchange of artifacts and collections.

The Museum may acquire items through gift, purchase, exchange, or abandonment. All records pertaining to the object collection are the responsibility of the Curator. All records pertaining to the archives are the responsibility of the Director. Records pertaining to the collection include information about the provenance, location, conservation, loan and exhibit histories, and associated materials of each item. In order to ensure that an item is an appropriate addition to the accessioned collection, the following logistical and content-based questions must be addressed:

B. Logistical questions

1. Can clear title to the item(s) be acquired legally and ethically? In the case of bequests, is there clear title and can it be acquired?
2. Are there restrictions of any kind attached to the item's donation? Incidents of restrictions are reviewed for acceptability by the Collection Committee and the Board. All gifts should be considered outright and unconditional property of the Museum.
3. Is the item's history well-documented?
4. Will the Museum have another opportunity to collect a like item?
5. Is the item better suited to another institution's collection?
 - a. Will the Museum be perceived as unfairly competing with another local institution?

- b. Can another institution provide adequate access to the item (for loan, exhibit, or research) and can it adequately care for the item?
 - c. Will this action keep items that should remain local in the area?
 - 6. Does the item constitute a significant hazard to staff, patrons, or other items in the collection?
 - 7. Will the item place an undue burden on the Museum's resources in terms of:
 - a. Amount of staff time to transport the item?
 - b. Cost of transportation?
 - c. Cost to ensure the item's safety and maintenance?
 - d. Cost to preserve or store the item?
 - e. Cost of insurance for the item?
 - 8. If the item is for sale to the Museum, is there an opportunity to collect a like item through trade or donation? Are there adequate acquisition budget funds or other financing available? Can a donor be readily located to underwrite all or part of the purchase and maintenance costs of the item? However, this last item should not be a determining factor in the acquisition decision.
 - 9. Is the item in better condition than a like item already contained in the collection?
 - 10. Can the staff react in a timely manner to a donor-imposed time constraint?
 - 11. Will the item open a new field of collection that cannot be supported by Museum resources?
 - 12. Is an item proposed for purchase a good use of collecting budget?
- C. Content-based questions
- 1. Does the item conform to the collecting mission of the Museum?
 - 2. What is the item's relationship, use, or importance to the Museum's constituents?
 - 3. What is the item's significance?
 - 4. What is the scope and depth of the current collection?

Any divergence from these guidelines will be considered in the final determination of an individual item's purported benefit to the Museum.

D. Procedure

1. Items proposed for acceptance into the collection may be accepted only by the Curator, the Director, the Executive Director, or their proxies.
2. A Temporary Custody Receipt must be filled out and signed by appropriate collections personnel, and the potential donor must sign the form before the item can be left. The donor must indicate whether or not they want the items returned to them if they are not accepted into museum inventory.
3. All potential acquisitions are subject to a quarterly review by the Collections Committee, Curator, Director, and the Executive Director.
4. In cases where the Museum decides not to accept an item after having temporary custody, the item must be returned to the donor if the donor has indicated that is their preference. The signature of the donor and the Curator or the Director, or their proxy, must be set in ink on the returned portion of the Temporary Custody Receipt form or on an appropriate receipt. If the item is not on site, the potential donor will be notified and evidence of this notification will be indicated on the Temporary Custody Receipt form. If the donor has indicated they do not want a donated item not accepted into inventory returned to them, then the Collections Committee will dispose of the item in an appropriate manner which may include donation to another collecting institution, public sale, or destruction.
5. Upon acceptance by the Collections Committee, the Curator or the Director, or their proxies, will assign the item a unique number, record it in the collections management database, complete any remaining information on the Temporary Custody Receipt, and generate two copies of the Deed of Gift form to be signed by the Museum representative. A thank you letter, accompanied by the two copies of the Deed of Gift, will be mailed to the donor. The thank you letter will also include a request for the donor to sign one copy of the Deed of Gift and return it to the Museum. The Museum will provide a stamped envelope for the returned Deed of Gift. At this point, nothing permanent or irreversible may be done with either the record or item. If an item is acquired by purchase, a bill of sale or receipt will replace the Deed of Gift.

6. Upon receipt of the signed Deed of Gift, the Curator, Director, or member of the Collections Committee will initiate the formal and permanent accessioning process which include:
 - a. Creating an Object ID number in the collections management database.
 - b. Physical application of the item's unique number to the item in a manner that does not damage the item.
 - c. Creating records, including proof of legal ownership, for the master database and relevant donor's, Curator's, and Director's files.
 - d. Filing of the signed Deed of Gift, Temporary Custody Receipt, and any other relevant documentation in alphabetical order by the donor's last name.
 - e. If a signed Deed of Gift is not received from the donor, the signed Temporary Custody Receipt will serve as legal proof of ownership by the Museum, and the item will be processed as stated in this procedural step.
7. A report of accepted and rejected items will be made available to members of the Collections Committee. Final action on any item (accepted or rejected) will be noted on the relevant Temporary Custody Receipt and in the temporary custody record in the collections management database.
8. The Curator or Director will be responsible for assigning storage for the item. They are responsible for the ongoing maintenance and improvement of collections records to ensure that they are accurate and reflect sound scholarship.
9. An electronic copy of the Museum's collections management database will be stored off-site. All signed Deed of Gift forms will be scanned and saved electronically with an electronic copy of each Deed of Gift form also stored off-site. Object records and Temporary Custody records should cross-reference each other.
10. The Museum will not be responsible for unsolicited items from unknown donors. If an item meets acquisition criteria, the Collections Committee will assume the sender intended a donation. In accordance with the New York State Museum Property Law, those items will be documented as unsolicited gifts and may be disposed of at the discretion of the Museum.

Ultimately, the decision to accession, to acquire without accessioning, or to deaccession items from the Museum collection shall rest with the Board.

Once they approve, the accessioning process will start promptly using the approved process.

VII. Deaccessioning of Items

A. Policy

The Museum recognizes that its collection cannot remain static. It must be improved continually in quality and representation to reflect new research, to complete the historical material and artistic record it represents, and to support new and improved research, publications, exhibitions, and education programs. The improvement process through deaccessioning is to be guided by generally accepted museum best practices. Objects shall remain in the collection as long as they continue to be relevant and useful to the purposes and activities of the Museum and as long as they can be properly stored, preserved, and used. Deaccessioning should be considered when these conditions no longer prevail.

The removal of no longer useful or relevant items from the accessioned collection serves to upgrade the overall quality and comprehensiveness of the collection by allowing the Museum to focus care and resources on more appropriate items. Reasons for deaccessioning may include: excessive duplication, poor condition, or inappropriateness for more than two years. Objects proposed for deaccessioning will be judged in relation to the mission and the accessioned collection as a whole. Areas of judgment will be association, condition, history, and value for exhibition, study, and reference. The disposition of deaccessioned items must be made in the best interests of the Museum and the public it serves. No accessioned object or collection shall be removed from the Museum's auspices except in conformity with the following procedures.

B. Procedure

1. The Curator or Director initiates deaccessioning with recommendations by the Collections Committee. Board approval is required for all deaccessions. Dissenting opinions will be made part of the permanent record. Whenever deemed necessary professional advice will be sought before an item is deaccessioned.
2. All deaccessioning is recorded, which then becomes part of the permanent collections record. This record will detail the item's provenance, condition, grounds for deaccession, possible restrictions on disposition, and recommendation for exchange, transfer, or disposal. This

record will be available for review by the Collections Committee and by the Board.

3. The decision to deaccession should be cautious, deliberate, follow generally accepted museum standards, and meet one of the following criteria:
 - a. Item is not relevant to the Museum's mission or is an un-needed duplicate.
 - b. Item has failed to retain its identity; or it has been lost or stolen and is not recovered; or it is beyond repair; or it has been destroyed.
 - c. Item is infested or so chemically unstable as to endanger the rest of the collection.
 - d. The material duplicates other material in the collection and is not necessary for research or educational purposes.
 - e. The Museum is unable to conserve the property in a responsible manner.
4. No donated item shall be deaccessioned for two years after the date of its acquisition (U.S. Tax Reform Act of 1984 and Internal Revenue Service (IRS) regulations relating to the act). If the item was donated within the last ten years, an attempt will be made to contact the donor and give that party the right of first refusal unless they have indicated they do not want the item returned to them on the Temporary Custody Receipt.
5. Disposal may be made with exchange or donation to scholarly or cultural organizations as the preferred recipients. Special effort will be made to find another not-for-profit educational institution where the item may serve the purpose for which it was originally acquired by the Museum and/or would best protect the interests, objectives, and legal status of the Museum.
6. Deaccessioned items will not be given, sold, or traded, publicly or privately, to staff (including volunteers), officers or members of the Board, or its committees. An exception will be made for the public sale of commercially printed books that are withdrawn from the Research Center because they are duplicates or are not relative to the collecting focus.
7. Any funds realized by the sale of deaccessioned items shall be used exclusively for the improvement and maintenance of the accessioned collection. Funds may be temporarily restricted or put in permanently restricted funds, earnings of which can be used only for this same purpose. In no event will proceeds be used for operating expenses or for

any purpose other than acquisition, preservation, protection, or care of collections.

VIII. Use of Collections

The Museum is committed to bringing to the public information culled from its documents, photographs, artifacts, and oral histories by presenting public programs including slide shows, live acts, videos, and films; mounting exhibits; and publishing newsletters, pamphlets, checklists, reports, and guides to the collections whenever possible.

A. Incoming Loans

To achieve its educational goals, the Museum may from time to time arrange to borrow an item for display as a temporary loan from another institution.

1. Policy

The Museum adheres to professional and ethical standards that call for the best possible care and documentation of all items in its collection and on loan from other institutions. Therefore, to avoid undue pressure on Museum resources, the Museum will accept on loan only those items relevant to current research or exhibition priorities. Hazardous, perishable or unstable items, or those which raise legal or ethical problems, will not be received on loan.

2. Procedure

- a. The Curator or Director may negotiate and accept incoming loans.
- b. The Curator or Director will complete the necessary paperwork specifying terms of care, custody, reproduction, and transportation and maintain copies of the same.
- c. Items on loan to the Museum will be given the same degree of care as similar items in the Museum's collections. Loaned objects will not be altered in any way without written permission from the lender. A report of the condition of the object(s) will be filled out on all incoming loans immediately upon taking custody and just before their return.

- d. The Museum will insure the loans under its insurance policy. Lenders may elect to carry their own insurance, in which case the Museum must be furnished with a certificate of insurance.
- e. Both parties shall agree upon methods of packing and transportation. The lender will ensure that items are able to withstand transport and are adequately packed. The lender will provide any special care instructions. Items will be returned in similar or better packing as received. Costs of packing and transportation will normally be borne by the Museum.
- f. Borrowed items will be returned to the lender under the terms in the loan agreement. It is the lender's responsibility to inform the Museum in writing of any changes in ownership, address, or phone number during the loan period. In the event of a change in ownership, the new owner must submit proof of ownership satisfactory to the Museum. In the event that the lender cannot be located after the expiration of the loan, the loaned items will be stored at the lender's expense and risk. The Museum cannot be held responsible for items that are abandoned by their owners. After sufficient time and effort by the Museum to return the item to its owner, the Museum may take action to claim title to the object.
- g. Length of Loan Term periods are generally approved for a maximum of one year but may be established for any length of time subject to the approval of the Curator or Director. Any Loan Term extension beyond the Length of Loan Term specified in the original Loan Agreement will require a new signed agreement between the parties.
- h. The Museum's agreement paperwork must contain detailed information that shall be reviewed prior to any loan.

B. Outgoing Loans

1. Policy

The Museum seeks to make its collections accessible to as wide a variety of audiences as possible. It may lend items to responsible institutions for cultural or educational purposes in accordance with the following provisions. No loans are made to individuals, with the exception of library books. Use of accessioned items is restricted to carefully controlled research or exhibit.

2. Procedure

- a. Loan requests must be made in writing and must state the intended purpose of the loan. Loan requests will be reviewed by the Curator or Director.
- b. The borrowing institution must be able to provide care, security, and insurance as good as or better than the Museum's. An AAM Standard Facilities Report may be required of those institutions wishing to borrow items. Museum personnel may choose to inspect the facilities of the borrower.
- c. Loans will be recorded and will specify the item's condition, exhibit or research specifications, loan dates, and insurance provisions. This form will constitute a legal agreement between two parties and will be signed and dated by representatives of each. Active and completed loan agreements (both incoming and outgoing) will be filed along with any attendant paperwork by the Curator or Director who will also note the item's loan history in the Museum's collections database.
- d. The Curator or Director will be responsible for completion of condition reports; determinations of proper packing, transportation, care, insurance, and security; and item retrieval.
- e. The Museum will determine the value of outgoing loan items. The borrowing institution must present proof of insurance for all items on loan for the duration of the loan. The borrower shall insure the item at a value approved by the Museum and must name the Museum as an additional insured under the policy. A certificate of insurance shall be furnished to the Museum as proof of coverage before the loan leaves the Museum. The Museum may waive the insurance requirement for items of low value.
- f. The borrower normally assumes any expenses for packing or transportation.
- g. Length of Loan Term periods are generally approved for a maximum of one year but may be established for any length of time subject to the approval of the Curator or Director. Any Loan Term extension beyond the Length of Loan Term specified in the

original Loan Agreement will require a new signed agreement between the parties.

- h. The borrowing institution may not alter the condition of borrowed items in any way without the written approval of the Curator or Director. In case of an emergency, approval may be given verbally to be followed in writing. Any changes in the condition of items must be reported to the Museum immediately.
- i. Items may not be photographed or in any way reproduced without the written authorization of the Museum and may not be used for any commercial purpose without the written permission of the Museum. Appropriate credit must be given to the Museum in language approved by the Museum.
- j. No borrowed item shall be transferred to a third party without the written permission of the Museum.
- k. Circulating books may be borrowed from the library by volunteers. Borrower, book title, Object ID, and dates borrowed and returned will be recorded on a form maintained in the library.

C. Traveling and/or Temporary Exhibits

From time to time, on recommendation of the Exhibits Committee, the Museum will plan and execute special exhibits, designated as temporary and/or traveling exhibits. These exhibits will be displayed for specific periods of time, usually six months. These special exhibits will be unique in that they will not use any actual historical artifacts from the collection. Therefore, for loan or offsite use purposes, they are not included in the otherwise listed exhibit restrictions of the Outgoing Loan section of this Policy. The use of replicas of historical artifacts is preferred in these temporary exhibits; however, if actual historical artifacts are used, they will not be allowed to leave the Museum unless they employ the usual restrictive sections of the Outgoing Loan section of this Policy. One purpose of temporary exhibits is that they are created so loans may be made to other institutions or for offsite exhibitions without prohibitive restrictions.

D. Research

1. Policy

The Museum makes every effort to support scholarly research of its archival and object collections and to support legitimate research by all interested parties. Records containing restricted or sensitive information such as donor identity or item valuation may be withheld.

2. Procedure

- a. Researchers must be supervised by appropriate library staff. No material may be removed from the collections by external researchers. The researcher will sign an acknowledgment to abide by the rules for use of the materials. Those wishing to have copies made must sign a request that contains copyright restrictions before any copies are made.
- b. The researcher will be issued materials in amounts to be determined by the collections' staff. Upon completion, the researcher must notify the staff, which will check and re-shelve materials before new materials may be issued to the researcher.
- c. The records made available to the researcher may not be marked or interfered with in any way. All materials will be handled with care and maintained in their original order. No inks or pens may be used near archival materials. In some cases, the Museum may refuse to allow copies to be made because of physical condition of the materials, restrictions imposed by the donor, copyright law, or right-to-privacy statutes. Reproduction in no way transfers either copyright or property rights, nor does it constitute permission to publish or to display materials.
- d. The researcher will make arrangements for record reproduction, i.e., photocopying or photography, based on the Museum's fee rates and reproduction schedule. Any reproduction of materials will depend upon the condition of said material and on current copyright law. Copies may not be used for any purposes other than private study, scholarship, or research. (U.S. Copyright Law, Title 17.)
- e. A written application requesting permission to publish any archival material must be made to the Museum. Copyrighted

material may be controlled by the author/artist, his/her heirs, or literary executors under current copyright law. It may be necessary to obtain written permission to publish from said authors/artists.

- f. The research will acknowledge the Museum as the source for any archival material used in any published or unpublished work in accordance with the Museum's recommended citation format.
- g. Inventories, relevant files, and trained assistance will be available to users. A fee may be assessed for research assistance or reproduction of materials. A fee may be charged for research work done to meet requests. All fees shall be determined by the Collections Committee and approved by the Board.
- h. The Museum may refuse access to an individual researcher who has demonstrated such carelessness and deliberate destruction as to endanger the safety of the materials.

E. Exhibits and Programs

1. Policy

The Museum recognizes that its exhibits and programs comprise its primary service to the public and will make every attempt to strike a balance between preservation of an item and the public's access to it.

2. Procedure

- a. The Curator and Director will ensure that any accessioned item used for exhibits or programs is recorded and kept on file. Upon its return to collections, an item will be checked for condition and returned to its home location. Note of the exhibit/program dates will be made in the item's permanent database record or recorded in a handwritten log for very short term uses.
- b. Every step will be taken to ensure a safe and secure environment for accessioned items on exhibit. Items on exhibit will be protected from loss or damage. Food, drink, and smoking will not be allowed near unprotected or exposed items on display.

F. Reproduction and Copyright

1. Policy

The Museum may make photographic or three-dimensional reproductions of an item in its collection (or authorize others to do the same), provided that the Museum holds intellectual property rights to the item.

2. Procedure

- a. Requests to reproduce images from the archival collection must be in writing and approved by the Curator or Director.
- b. All photographs, film, and video footage must be reproduced in its present configuration without manipulation, unless otherwise specifically agreed to in writing by the Museum.
- c. In all instances, second parties using reproductions of photographs, films, or video must sign a release form, provide two copies of the property or publication to the museum free of charge, and appropriately credit the Museum.
- d. Permission to photograph, film, or video tape collections of objects must be granted by the Curator or Director and must be recorded so that the Museum has a permanent record of it.
- e. Production of replicas of objects owned by the Museum will be clearly marked as replicas and will require the written authorization of the Executive Director or Board President upon recommendation of the Curator or Director.

IX. Care & Preservation of Collections

A. Policy

The Museum recognizes that it holds collections in the public trust. Of primary concern is the preservation for future use of the accessioned collection and its associated information. To provide for the most efficient management and protection of the collection, only qualified Museum personnel will have responsibility for the care and handling of the collection.

B. Procedure

1. The Curator and Director are responsible for establishing guidelines for proper storage, handling and display of items, for training staff in these guidelines, and monitoring these activities.
2. No one is permitted to remove an item from its assigned location without the approval of the Curator or Director. They are responsible for recording all changes in location of an item.
3. The Museum's collection is appropriately covered by an insurance policy recommended by the Executive Director in consultation with the Collections Committee and staff and accepted by the Board. It covers the collections and loans to the Museum at each and every location, including off-site storage and conservation facilities. The policy is reviewed annually by the Executive Director, Curator, and the Director.
4. Whether in storage, on exhibit, or on loan, accessioned items must be in a stable environment, protected against excessive light, fluctuations in temperature and humidity, gaseous and particulate contamination, insects and vermin, fire, flood and other catastrophe, mishandling, and theft. The environmental needs of different materials shall also be considered.
5. The Museum practices integrated pest management. No food, drink, or smoking is allowed in collections storage. All signs of infestation should be reported to the Curator or Director.
6. All objects will be covered by a security system. Additionally, the Museum will maintain a Disaster Plan that covers the safety of the collections as well as personnel and public safety. This plan is updated as needed, and training is provided on it to all persons who use the collections.
7. When possible, paper materials will be scanned or photographed to create a high resolution digital image, copied on microfilm, photocopied on acid-free paper, or otherwise made redundant and stored in a separate location. Records are kept using appropriate documentation forms, such as Temporary Custody Receipt forms, Deeds of Gift, accession forms, relevant correspondence, conservation reports, and deaccession records. Inventories and location records shall be kept current for public access and to prevent loss.

8. Collections personnel will strive to interfere as little as possible with the physical integrity of an item. Collections personnel will strive to apply preservation techniques (which are passive) and leave conservation (which is active) to professional conservators.
9. Requests for access to off-site storage facilities must be made through the Curator or Director. All visits must be supervised by collections personnel.

X. Records/Inventory

A. Policy

The Museum has a legal and ethical duty to maintain intellectual control over its collections and associated information. Good record keeping is vital to maintenance and access of the collection.

B. Procedure

1. All records pertaining to the object collection are the responsibility of the Curator. All records pertaining to the archives are the responsibility of the Director. The Curator and Director are responsible for the ongoing maintenance and improvement of collections records to ensure they are accurate and reflect sound scholarship. Records pertaining to the collection include information about the provenance, location, conservation, loan and exhibit histories, and associated materials of each item. Records are kept current and stored in an electronic database which is backed up periodically. At least one backup will be stored offsite.
2. Duplication of Deeds of Gift are to be made on acid-free paper and stored off Museum grounds or electronically off-site. Computer generated files are also to be duplicated and stored off-site. The Museum will keep permanent records of ownership as well as gift documents.
3. Spot-check inventories of the object and archival collections are to be completed every year. Items which appear to be missing are noted in their database record, including the date the item was not found. All items inventoried are noted with the date of inventory in their database record.
4. Documentary images are made of all items and filed in the item's electronic database entry.

XI. Ethics

A. Policy

The Museum is an institution chartered for the service of the public. Therefore the staff, officers, and volunteers must at all times conduct themselves according to the highest ethical and professional standards. The Museum supports the American Alliance of Museum's Code of Ethics on staff conduct and the Code of Ethics of the Society of American Archivists.

Employment by and volunteerism at a museum are a public trust involving great responsibility. In all activities, Museum employees, officers, and volunteers must act with integrity and in accordance with the most stringent ethical principles, as well as with the highest standards of objectivity. Every person employed by or who volunteers at the Museum is entitled to a measure of personal independence consistent with their professional, volunteer, and staff responsibilities. While loyalty to the Museum must be permanent, Museum personnel also have the right to a private life independent of the institution. To the public, Museum personnel are never wholly separable from the institution. They can never consider themselves or their actions totally independent of the Museum despite disclaimers offered. Any Museum-related action by the individual may reflect on the institution or be attributed to it. They must be concerned not only with their true personal motivations and interests, but also the way in which such actions might be construed by outside observers.

B. Procedure

1. In accordance with IRS regulations and the Tax Reform Act of 1984, Museum staff, Board, or persons closely associated with the Museum will not make appraisals of value for donors of objects.
2. Staff, volunteers, and trustees may not collect in competition with the Museum.
3. Staff, volunteers, and trustees may not buy or sell objects for a profit or in any way give the appearance of dealing in the types of objects collected by the Museum. Purchasing for the purpose of resale on a regular basis is dealing. An occasional sale to upgrade or vary a personal collection is not considered dealing.

4. Museum staff, volunteers, and trustees must disclose in writing any collecting that may be considered to be in competition with the collecting goals of the Museum.

XII. Appendix

Sample Forms

- Accession, Proposal for
- Deaccession, Proposal for
- Deed of Gift
- Electronic Database Item Record
- Incoming Loan Agreement
- Incoming Loan Return Acknowledgement
- Outgoing Loan Agreement
- Outgoing Loan Return Acknowledgement
- Temporary Custody Receipt
- Thank You Letter

EMPIRE STATE AEROSCIENCES MUSEUM

250 RUDY CHASE DR, GLENVILLE, NY 12302 (518) 377-2191

PROPOSAL FOR ACCESSION

This proposal to Accession the object listed below is being submitted to ESAM's Board of Trustees for consideration.

Date: _____

Accession proposed by: _____
(Name) (Signature)

Object ID: _____

Object Description: _____

Reason for Proposal for Accession: _____

NOTE: A copy of the Past Perfect record for this object and a photo of the object, both of which may be obtained from the Curatorial and Acquisitions Committee, must be included with this proposal.

Recommendation of the C&A Committee: _____, Secretary _____
(Signature) (Date)

Accession.

Do not accession. Reason: _____

Action by the Board of Trustees: _____, Secretary _____
(Signature) (Date)

Approved.

Disapproved. Reason: _____

After Board action, please return this form to Curatorial and Acquisitions Committee for office use.

EMPIRE STATE AEROSCIENCES MUSEUM

250 RUDY CHASE DR, GLENNVILLE, NY 12302 (518) 377-2191

PROPOSAL FOR DEACCESSION

This proposal to Deaccession the object listed below is being submitted to ESAM's Board of Trustees for consideration.

Date: _____

Deaccession proposed by: _____
(Print name) (Signature)

Object ID: _____

Object Description: _____

Reason for Proposal for Deaccession: _____

NOTE: A copy of the Past Perfect record for this object and a photo of the object, both of which may be obtained from the Curatorial and Acquisitions Committee, must be included with this proposal.

Proposed Disposition (check box):

- Donation to: _____
- Transfer to: _____
- Exchange with/for: _____
- Sell
- Destroy/Discard
- Other: _____

Recommendation of the C&A Committee: _____, Secretary _____
(Signature) (Date)

- Deaccession
- Do not deaccession. Reason: _____

Action by the Board of Trustees: _____, Secretary _____
(Signature) (Date)

- Deaccession
- Do not deaccession. Reason: _____

After Board action, please return this form to Curatorial and Acquisitions Committee for Office Use.

EMPIRE STATE AEROSCIENCES MUSEUM
250 Rudy Chase Drive, Glenville, New York 12302 (518) 377-2191

DEED OF GIFT
TC <Receipt#>

The Empire State Aerosciences Museum gratefully acknowledges and accepts the following item(s):

<Description>

In so doing, the Donor hereby affirms rightful prior ownership and permanently assigns to the Empire State Aerosciences Museum and its successors the property listed above and relinquishes all claims to the item(s). The Donor or agent signing on the face of this document transfers to the Empire State Aerosciences Museum as a gift or for value received, all the signer's rights, title and interest in the described property. In the case of photographs, letters, manuscripts, pictures, artwork, drawings, other media, etc., this includes any copyright therein together with the right to copyright them or any part of them for and on behalf of the Empire State Aerosciences Museum. The Donor is hereby held harmless as to the condition or functioning of the item(s) and makes no warranty or guarantee either expressed or implied. It is further understood that the Empire State Aerosciences Museum is under no obligation or restriction regarding display, use, retention, or disposition of the item(s). Since the Empire State Aerosciences Museum is a non-profit educational institution within the scope of federal statute 501(c)(3), the value of the donated item(s) can be considered a charitable contribution. The responsibility for establishing the value of the donated item(s), however, is borne entirely by the Donor.

The Museum's Mission Statement and Collections Policy are available on the Museum's website at: <https://www.esam.org/about-esam>

This certifies that the item(s) listed above have been deposited for donation to the Empire State Aerosciences Museum.

Donor Name: <Contact>

Donor address: <Address1>, <City>, <State> <Zip>

Donor signature:

_____ (Agent or Depositor, if not Donor)

_____ (date)

Please print name, address and phone # of Depositor if not Donor: _____

For the Empire State Aerosciences Museum, print name and title of representative:

Lawrence McArthur, Secretary, Curatorial and Acquisitions Committee

_____ (signature)

_____ (date)

Electronic Database Item Record

2017.040.003 ~ Model, plastic

01/05/2018

Collection Model Collection
Other#
Old#
Accession#
Received as Donation
Category 10: Unclassifiable Artifacts
Subcategory Need to Classify
Othername
Received date 06-18-2017
Cataloged by
Source
Creditline
Home loc Main Hangar Building:Hallway 2nd Floor:Blue-E:Drawer 1

005\2017040003.JPG



Description Plastic model of a Boeing B-17 in 1/72 scale; markings include "Miami Clipper" with nose art on left side of forward fuselage, yellow "LG" on both sides of rear fuselage, and on both sides of the vertical stabilizer are a black "A" in a white triangle, a yellow "229815" and a yellow "P"; a/c color is light green upper surfaces with light grey lower surfaces; bomb bay doors are open showing ordnance load.

Date
Year Range 0 - 0
Condition Fair
Status date 10/31/2017
Status by
Status Inventory
Height 0.000 ft
Length 0.000 ft
Diameter 0.000 ft
Weight 0.000 lbs
Width 0.000 ft
Depth 0.000 ft
Circum 0.000 ft
Count
Dim Notes

Collector
Site
Pl origin
Coll date /
/ Site#

Event
Material

Found
Used
Made
Owned

Title
Provenance
Artist

Makers mark
Inscription type
Inscrip techq
Inscrip lang
Inscription text
Inscription position
Inscription translation

Updated/by 10/31/2017 04:26 PM



Incoming Loan Agreement

Empire State Aerosciences Museum
250 Rudy Chase Drive, Glenville, NY 12302
Phone: (518) 377-2191 Fax (518) 377-1959

This is to acknowledge receipt of the items listed below by the Empire State Aerosciences Museum from:

Lender: _____	Date: _____
Contact Name (if different than lender): _____	
Address: _____	
City: _____	State: _____ Zip: _____
Tel#: _____ Fax#: _____	Email: _____

Description of items loaned (include condition and insurance value):

Purpose of Loan: _____

Restrictions/Special Conditions: _____

Length of Loan Term: _____ Lender's Estimate of Value: _____

Insurance: Carried by lender: _____ Carried by ESAM: _____ Total Insurance Value: _____

Shipping: The following method of shipment is agreed upon. The objects will be shipped from:

Address: _____

via _____ Packing and shipping cost to be paid by: _____

I have read and agreed to the conditions on the reverse side:

(Lender Signature) (Print Lender Name) Date: _____

(Signature and Title of ESAM Representative) Date: _____

Empire State Aerosciences Museum Incoming Loan Policy

The Museum adheres to professional and ethical standards which call for the best possible care and documentation to all items in its collection and on loan. Therefore, to avoid undue pressure on Museum resources, the Museum will accept on loan only those items relevant to current research or exhibition priorities. Hazardous, perishable or unstable items, or those which raise legal or ethical problems, will not be received on loan.

Procedure

1. The Curator or Director may negotiate and accept incoming loans.
2. The Curator will complete the necessary paperwork specifying terms of care, custody, reproduction and transportation, and maintain copies of the same.
3. Items on loan to the Museum will be given the same degree of care as similar items in the Museum's collections. Loaned objects will not be altered in any way without written permission from the lender. A report of the condition of the object(s) will be filled out on all incoming loans immediately upon taking custody and just before their return.
4. The Museum will insure the loans under its insurance policy. Lenders may elect to carry their own insurance, in which case the Museum must be furnished with a certificate of insurance.
5. Both parties shall agree upon methods of packing and transportation. The lender will insure that items are able to withstand transport and are adequately packed. The lender will provide any special care instructions. Items will be returned in similar or better packing as received. Costs of packing and transportation will normally be borne by the Museum.
6. Borrowed items will be returned to the lender under the terms in the loan agreement. It is the lender's responsibility to inform the Museum in writing of any changes in ownership, address or phone number during the loan period. In the event of a change in ownership, the new owner must submit proof of ownership satisfactory to the Museum. In the event that the lender cannot be located before the expiration of the loan, the loaned items will be stored at the lender's expense and risk. The Museum cannot be held responsible for items which are abandoned by their owners. After sufficient time and effort by the Museum to return the item to its owner, the Museum may take action to claim title to the object.
7. Length of Loan Term periods are generally approved for a maximum of one year but may be established for any length of time subject to the approval of the Curator or Director. Any Loan Term extension beyond the Length of Loan Term specified in the original Loan Agreement will require a new signed agreement between the parties.
8. The Museum's agreement paperwork must contain detailed information that shall be reviewed prior to any loan.

Incoming Loan Return Acknowledgement Form

(Generated from within PastPerfect)

Returned Items Form

Loan # _____

Empire State Aerosciences Museum, 250 Rudy Chase Drive, Glenville, NY 12302

This is to acknowledge receipt of the items listed below from:

Name: _____	Date: ____/____/____		
Contact: _____	Tracking#: _____		
Address: _____			

City: _____	State: _____	Zip: _____	
Work#: _____	Home#: _____	Fax#: _____	Cell#: _____
Website: _____	Email: _____		

Object ID	Object name ---- Description	Returned
-----------	------------------------------	----------

Received by: _____ Date _____ Returned by: _____ Date _____
(Lender Representative) (Museum Representative)



Outgoing Loan Agreement

Empire State Aerosciences Museum
250 Rudy Chase Drive, Glenville, NY 12302

Phone: (518) 377-2191 Fax (518) 377-1959

This is to acknowledge receipt of the items listed below from the Empire State Aerosciences Museum by:

Borrowing Institution:	_____	Date:	_____
Contact Name:	_____		
Address:	_____		
City:	_____	State:	_____ Zip: _____
Tel#:	_____	Fax#:	_____ Email: _____

Description of items to be loaned (include condition and insurance value):

Purpose of Loan: _____

Restrictions/Special Conditions: _____

Length of Loan Term: _____ ESAM's Estimate of Value: _____

Insurance: Carried by borrower: _____ Carried by ESAM: _____ Total Insurance Value: _____ Shipping:

The following method of shipment is agreed upon. The objects will be shipped to:

Address: _____ via

_____ Packing and shipping cost to be paid by: _____

I have read and agreed to the conditions on the reverse side:

(Borrower Signature) (Print Borrower Name) Date: _____

Signature and Title of ESAM Representative) Date: _____

Empire State Aerosciences Museum Outgoing Loan Policy

The Museum seeks to make its collections accessible to as wide a variety of audiences as possible. It may lend items to responsible institutions for cultural or educational purposes in accordance with the following provisions. No loans are made to individuals. Use of accessioned items is restricted to carefully controlled research or exhibit.

Procedure

1. Loan requests must be made in writing and must state the intended purpose of the loan. Loan requests will be reviewed by the Curator or Director.
2. The borrowing institution must be able to provide care, security and insurance as good as or better than the Museum's. An AAM Standard Facilities Report may be required of those institutions wishing to borrow items. Museum personnel may choose to inspect the facilities of the borrower.
3. Loans will be recorded and will specify the item's condition, exhibit or research specifications, loan dates and insurance provisions. This form will constitute a legal agreement between two parties and will be signed and dated by representatives of each. Active and completed loan agreements (both incoming and outgoing) will be filed along with any attendant paperwork by the Curator who will also note the item's loan history in the master catalog.
4. The Curator or Director will be responsible for item retrieval, completion of condition reports, and determination of proper packing, transportation, care, insurance and security.
5. The Museum will determine the value of outgoing loan items. The borrowing institution must present a proof of insurance for all items on loan for the duration of the loan. The borrower shall insure the item at a value approved by the Museum and must name the Museum as an additional insured under the policy. A certificate of insurance shall be furnished to the Museum as proof of coverage before the loan leaves the Museum. The Museum may waive the insurance requirement for items of low value.
6. The borrower normally assumes any expenses for packing or transportation.
7. Length of Loan Term periods are generally approved for a maximum of one year but may be established for any length of time subject to the approval of the Curator or Director. Any Loan Term extension beyond the Length of Loan Term specified in the original Loan Agreement will require a new signed agreement between the parties.
8. The borrowing institution may not alter the condition of borrowed items in any way without the written approval of the Curator or Director. In case of an emergency, approval may be given verbally to be followed in writing. Any changes in the condition of items must be reported to the Museum immediately.
9. Items may not be photographed or in any way reproduced without the written authorization of the Museum and may not be used for any commercial purpose without the written permission of the Museum. Appropriate credit must be given to the Museum in language approved by the Museum.
10. No borrowed item shall be transferred to a third party without the written permission of the Museum.



Outgoing Loan Return Acknowledgement

Empire State Aerosciences Museum
250 Rudy Chase Drive, Glenville, NY 12302
Phone: (518) 377-2191 Fax (518) 377-1959

This is to acknowledge receipt of the loaned items listed below by the Empire State Aerosciences Museum from:

Borrowing Institution:	_____	Date:	_____
Contact Name:	_____		
Address:	_____		
City:	_____	State:	_____ Zip: _____
Tel#:	_____	Fax#:	_____ Email: _____

Description of loaned items being returned (note changes in condition):

Purpose of Loan: _____

Length of Loan Term: _____ ESAM's Estimate of Value: _____

Insurance: Carried by borrower: _____ Carried by ESAM: _____ Total Insurance Value: _____ Return

Shipping: The following method of return shipment is agreed upon. The objects will be returned to the Empire State Aerosciences Museum via _____

Packing and shipping cost to be paid by: _____

I acknowledge return of the above listed loaned items:

(Borrower Signature) _____ (Print Borrower Name) Date: _____

I acknowledge receipt of the above listed loaned items

(Signature, Printed Name, and Title of ESAM Representative) Date: _____

Empire State Aerosciences Museum Outgoing Loan Policy

The Museum seeks to make its collections accessible to as wide a variety of audiences as possible. It may lend items to responsible institutions for cultural or educational purposes in accordance with the following provisions. No loans are made to individuals. Use of accessioned items is restricted to carefully controlled research or exhibit.

Procedure

1. Loan requests must be made in writing and must state the intended purpose of the loan. Loan requests will be reviewed by the Curator or Director.
2. The borrowing institution must be able to provide care, security and insurance as good as or better than the Museum's. An AAM Standard Facilities Report may be required of those institutions wishing to borrow items. Museum personnel may choose to inspect the facilities of the borrower.
3. Loans will be recorded and will specify the item's condition, exhibit or research specifications, loan dates and insurance provisions. This form will constitute a legal agreement between two parties and will be signed and dated by representatives of each. Active and completed loan agreements (both incoming and outgoing) will be filed along with any attendant paperwork by the Curator who will also note the item's loan history in the master catalog.
4. The Curator or Director will be responsible for item retrieval, completion of condition reports, and determination of proper packing, transportation, care, insurance and security.
5. The Museum will determine the value of outgoing loan items. The borrowing institution must present a proof of insurance for all items on loan for the duration of the loan. The borrower shall insure the item at a value approved by the Museum and must name the Museum as an additional insured under the policy. A certificate of insurance shall be furnished to the Museum as proof of coverage before the loan leaves the Museum. The Museum may waive the insurance requirement for items of low value.
6. The borrower normally assumes any expenses for packing or transportation.
7. Length of Loan Term periods are generally approved for a maximum of one year but may be established for any length of time subject to the approval of the Curator or Director. Any Loan Term extension beyond the Length of Loan Term specified in the original Loan Agreement will require a new signed agreement between the parties.
8. The borrowing institution may not alter the condition of borrowed items in any way without the written approval of the Curator or Director. In case of an emergency, approval may be given verbally to be followed in writing. Any changes in the condition of items must be reported to the Museum immediately.
9. Items may not be photographed or in any way reproduced without the written authorization of the Museum and may not be used for any commercial purpose without the written permission of the Museum. Appropriate credit must be given to the Museum in language approved by the Museum.
10. No borrowed item shall be transferred to a third party without the written permission of the Museum.



Temporary Custody Receipt

Empire State Aerosciences Museum
250 Rudy Chase Drive
Glenville, NY 12302

This is to acknowledge receipt of the items listed below by the Empire State Aerosciences Museum from:

Name:	_____	Date:	_____
Address:	_____		
City:	_____	State:	_____
		Zip:	_____
Work#:	_____	Home#:	_____
		Cell#:	_____
		Fax#:	_____
Website:	_____	Email:	_____

The items listed below are left in the custody of the Empire State Aerosciences Museum as an **unconditional donation**. The Museum reserves the right to keep, lend, or otherwise dispose of the donated material by any appropriate means, including sale to benefit ESAM. The Museum's Mission Statement and Collections Policy are available on the Museum's website at: <https://www.esam.org/about-esam>

Do you want to pick up the items if they are not accepted into museum inventory? Yes _____ No _____

Items and Description:

(Donor Signature)

Date: _____

(ESAM Representative)

Date: _____

Do not use this form for Incoming Loans. All Loans **must** be previously negotiated with the Curator or Research Center Director and documented using the **Incoming Loan Agreement Form**.

Thank You Letter

<Date>

<Donor Name>
<Donor Street>
<Donor Town, State, ZIP>

Dear <Donor>:

The Empire State Aerosciences Museum acknowledges with gratitude your donation of the items described on the enclosed Deed of Gift. Your donations are a valuable addition to the museum's ability to continue our mission of aviation education.

In order to finalize the legal aspects on the museum's side of the donation, I ask that you sign the original Deed where indicated and return it to us at your convenience. A stamped envelope is provided for this purpose. A copy of the Deed is provided for your records. For your information, the museum may not evaluate or place a value on your donation. You may use this letter and the Deed as proof of the donation for any tax purposes.

We appreciate your continuing interest in the welfare of the Empire State Aerosciences Museum as exemplified by your donation.

Thank you for your generosity.

Yours truly,

Lawrence McArthur
Secretary, Curatorial and Acquisitions Committee
Empire State Aerosciences Museum

Enc.