



COLLECTION MANAGEMENT POLICY

AMERICAN ITALIAN HERITAGE ASSOCIATION AND MUSEUM

1227 Central Avenue

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518-435-1979

1- Objective and Mission

The purposes of the Museum as set forth in its constitution are exclusively educational in nature. In keeping with our mission to collect, own, hold, maintain, preserve and make available to the public a collection of Italian American and Italian historical and cultural objects, papers and artifacts, the following rules, guidelines and procedures were established for the acquisition, care, preservation, public access and de-accessioning of items in the collections of the above-named educational corporation, hereinafter referred to in this document as the "Museum."

2- Collections

Our collection serves the following purposes:

A--To preserve objects which give the people a better understanding and a deeper appreciation of the history of the contributions of Italian immigrants to the United States.

B—To provide resources for studies of the Italian immigrant contributions and experience

C—To strengthen and enrich the exhibits of the museum

3—Acquisition Policy

In developing and expanding the collection, the basic guideline is as follows: Objects for the Museum shall relate directly to the American Italian Immigrant contribution and experience to the United States.

Acquisition Procedures

- Any object accepted for the collection must be accompanied by a valid legal title without restrictions as to use or further disposition. Appraisals are the responsibility of the donor.
- No employee and/or volunteer of the museum shall give a certified written appraisal of objects. Staff members may help owners research the value of objects, but they should assume no responsibility for a declaration of worth.

- A Deed of Gift or other instrument of conveyance must include a complete description of the item(s) and should be signed by both the seller or donor and either the museum's Director or Curator.
- Objects shall not be accepted or otherwise acquired for the museum unless the museum can provide storage, protection and preservation of the objects under conditions that insure their availability for the museum's purposes and in keeping with professionally accepted standards.
- The museum will not acquire objects which it has reason to believe were obtained in violation of state or federal laws, or the collection of which involved the unnecessary destruction of habitats or archeological sites. At all times the museum and its staff must act as responsible stewards whose purpose is to protect and preserve the cultural and natural heritage and to serve as an example to the public.
- Accession records, including object card, accession sheet and accession file of supporting information must be made and retained for all objects acquired for the collection.
- Donors and prospective donors, whenever deemed appropriate, should be asked by the Collections Committee whether they would be willing to provide funds for the full or partial cost of accessioning and subsequent maintenance of materials gifted to the Corporation. Willingness or unwillingness to provide such funds should usually not be a determining factor in the Board of Trustees decision to accept or reject a gift for accessioning.
- Acquisitions by purchase shall not exceed the annual budget for such purchases unless additional proper financing has been arranged.
- Proposed acquisitions shall be free of donor-imposed restrictions unless such restrictions are agreed to by the Collections Committee and the Board of Trustees.

Registration Procedures

- Accessions are to be entered into the Accessions Book.
- Deed of Gift is to be signed and dated by donor.
- Object is marked with accession number.
- An Accession Record is completed with donor information.
- A Condition Report is to be completed on the new object.
- A photograph is taken of the object.
- A Catalog Record is to be completed

4--Conservation Policy

The museum clearly understands its responsibility as a repository of objects and artifacts relating to Italian immigrants to the United States. Conservation shall remain an on-going priority in order to preserve the collection for future generations. As such

The professional staff is responsible for maintaining and overseeing use, security, handling, storage and exhibition of the collection both in the museum and in storage

Collection storage areas will be securely locked with access restricted to designated staff members. Only designated staff may retrieve or replace objects in collections storage.

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 and guides to the collections whenever possible.

5--Deaccession Policy

1. The Director or Curator will make a list of all items to be deaccessioned and will recommend such list to the Board of Trustees for approval. The following information must accompany each item listed:

- a.) Brief description of each item
- b.) Name of donor, if ascertainable
- c.) Date of acquisition
- d.) Proposed means of disposition
- e.) Reasons for suggested disposition.
- f.) Approximate value of item.
- g.) Copy of Certificate of Gift/Deed of Gift, signed by donor, if available.

Guidelines for deaccessioning items will be as follows:

No donated material shall be deaccessioned for two years after the date of its acquisition. (See U.S. Tax Reform Act of 1984 and Internal Revenue Service regulations relating to the act.) Additionally, in order to deaccession any item in the Museum's collection, one or more of the following criteria must be met:

a-the item is inconsistent with the mission of the institution as set forth in its mission statement;

b-the item has failed to retain its identity;

c-the item is redundant;

d-the item's preservation and conservation needs are beyond the capacity of the institution to provide;

e-the item is deaccessioned to accomplish refinement of collections;

f- it has been established that the item is inauthentic;

g-the institution is repatriating the item or returning the item to its rightful owner;

h-the institution is returning the item to the donor, or the donor's heirs or assigns, to fulfill donor restrictions relating to the item which the institution is no longer able to meet;

i-the item presents a hazard to people or other collection items; and/or

j-the item has been lost or stolen and has not been recovered.

After the Board of Trustees has approved items for de-accessioning the list of these items will then be submitted to the museum's curator for proper disposition.

Items approved for disposal will be disposed of as follows:

a-Disposal may be by exchange, donation or public sale with scholarly or cultural organizations as the preferred recipients.

b-Sale, preferably by auction.

c-donation to other scholarly or cultural organizations as the preferred recipients.

d-Destruction, if necessitated by circumstances beyond the control of the Museum.

e-Although the museum is under no obligation to do so, it may notify the donor of an item that it is to be removed from the collections and the manner of disposal.

f-All pertinent data on each object sold, exchanged or destroyed must be recorded and information regarding the transaction must be kept and recorded by the Curator. All marks identifying any object with the Museum must be removed.

g-Monies received from the sale or disposal of items will be put into the Acquisitions Fund for use only for acquisition, preservation and conservation and direct care of collections.

h-Collections shall not be capitalized.

i-Proceeds are not to be used as collateral for a loan

j-A complete record of de-accessions shall be kept. A copy of this record shall be retained permanently.

k- Materials de-accessioned shall not be privately sold, given or otherwise transferred to the Corporation's staff or trustees.