

MUSEUM COLLECTIONS MANAGEMENT

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MUSEUM COLLECTIONS MANAGEMENT

2000 INTRODUCTION

The policies, procedures, and definitions contained in this chapter relate to the management of the Department's museum collections, which include cultural objects, natural history specimens, archival materials, and archeological and paleontological collections.

2000.1 BACKGROUND

Since 1891 when Sutter's Fort Pioneer Museum was given to the people of California, the State of California has been responsible for the management of museum objects. Over the years, museum collections have grown through the acquisition of other historic sites and structures; through gifts from individuals, families, and institutions; through purchases for special projects; and through archeological and scientific investigations conducted on park properties. Today, several million museum objects are displayed or stored in more than 115 units of the State Park System, including headquarters facilities.

2000.2 AUTHORITY

Public Resources Code Sections 5005 and 5013 and Government Code Section 11005 authorize the Department to acquire cultural and natural history objects that are relevant and consistent with the goals and purposes of the State Park System.

Policy III.5, *Statements of Policy*, California State Park and Recreation Commission (1994) addresses the disposition of museum objects.

DPR's *Museum Collections Management Handbook* is a reference for Department personnel who work with museum collections. It provides detailed and up-to-date information relevant to collections management in DPR.

The *Guidelines for the Curation of Archeological Collections* (1993), issued by the State Historical Resources Commission and endorsed by the Department, covers the basic organization and care of archeological materials.

Professional standards for the management of museum collections are defined in the International Council of Museums' *Code of Professional Ethics*; the American Institute for Conservation of Historic and Artistic Works' *Code of Ethics and Standards of Practice*; and the American Association of Museums' codes of ethics, which include the following titles:

- *Code of Ethics for Museums*
- *Code of Ethics for Curators*
- *Code of Ethics for Conservators*
- *Code of Ethics for Registrars*
- *Code of Ethics for Museum Stores*

2000.3 PHILOSOPHY

Responsible stewardship is the primary obligation of every repository of our common heritage. The adequate care of museum collections requires specialized training and aptitudes, and a high sense of moral obligation and ethical responsibility. The Department strives to improve its level of care through continued long range planning, training, employment of modern technologies, upgrade of storage facilities, review of maintenance needs, regular inventories, and pursuit of funding sources.

Research interpretation, and public enjoyment are desirable uses for museum objects. The Department strives to make objects known and available for the public to learn from and enjoy. The Department promotes greater understanding of the objects and their contexts, and strives to incorporate the best research into their presentation to the public.

2000.4 THE STATEWIDE COLLECTION

DPR's statewide museum collection is composed of many individual park collections. Almost every topic relating to California's cultural and natural development is portrayed in its State Parks, although not all topics are equally represented. DPR's museum objects reflect the purposes and subject areas of the parks in which they are found.

Traditionally, the Department's museum collections have been classified on a statewide basis under the following nine categories: archeological specimens; architectural specimens; art objects; documentary materials; ethnographic materials; natural history specimens; vehicles and machinery; State Park memorabilia, and general artifacts (including firearms, furniture, textiles, tools, and all objects not relating to other classifications).

Parks acquire and maintain museum objects for several reasons. One reason is to preserve elements of the cultural and natural environment that are original to the park. Archeological and paleontological materials are collected from disrupted sites during development and moved to other locations for long-term care and study. Natural history specimens are sometimes collected as a means of documenting the flora and fauna of the park over time. Objects like furnishings, equipment, or personal items that are original to the site are sometimes acquired with park land and historic buildings, or are obtained later as they become available.

Another reason parks acquire and maintain museum objects is to preserve documentation of people, events, cultural features, or natural features that are central to the park's purpose, even when the documentation originates off-site. The material culture of local native peoples is collected and interpreted at many parks. Archival materials documenting historic businesses and organizations associated with the park may be collected and made available for research and interpretation. Specimens from non-park properties are sometimes collected for comparison to species native to the park.

A third reason parks acquire and maintain museum objects is to support the interpretation of themes that are important at the park. Objects with no known association with the park may still be useful for illustrating an idea, or explaining natural processes not visible to the visitor. Objects in historic setting exhibits help visitors to understand the way the site looked in a different time and to understand how people and things functioned.

All objects acquired for the Department's museums are considered a permanent part of the collections. In addition to its permanent collection, the Department sometimes receives loans from individuals and institutions. Museum objects loaned to the Department are subject to the same policies and standards of care as DPR's own objects as long as the loaned objects are in the Department's custody. Reproductions and modern equivalent items are not considered part of museum collections, but may be handled similarly for convenience.

2010 MUSEUM COLLECTIONS POLICIES

2010.1 DELEGATION

District Superintendents are responsible for the museum objects in their custody and for implementing the policies and procedures outlined in this chapter. District Superintendents may delegate their authority for any or all museum collection activities described in this section to Park Superintendents, except those specially noted. In headquarters facilities with museum collections, the Division Chiefs are responsible for the museum objects in their custody and may delegate authority to Section Managers. (References to Superintendents in this chapter are intended to include the corresponding headquarters Chiefs and Supervisors when applicable.) Any exceptions to these policies and procedures require the approval of the Deputy Director of Park Stewardship.

2010.2 SCOPE OF COLLECTION STATEMENT

Each park or park unit that has or plans to have museum objects shall have a written Scope of Collection Statement that describes what kinds of objects the park collects and maintains, and why it does so.

The role of the museum collection shall be defined in the early stages of a park's development prior to acquisition of museum objects. In cases where a park does not have a Scope of Collection Statement, the park will prepare one based on the purposes and themes defined in its previously-approved planning documents. It requires the approval of the Deputy Director for Park Stewardship or his designee.

The Scope of Collection Statement may be relatively brief in the case of parks where museum objects play a small role, or more fully developed in the case of parks with a more complex collection. It should be sufficient to guide both accessions and deaccessions. A basic statement includes the following:

1. A description of the kind of objects appropriate and desirable for the collection of the park. This description should address park mission, interpretive themes, and intended uses for the collection.
2. A description of the relationship of the park's museum collection with those of other State Parks or non-DPR museums. This description should clarify areas of shared and/or exclusive interest.
3. A summary of the current content of the collection. The summary might include a description of the kind of objects held, their significance, areas of representation, and use. A history stating how or why objects were acquired may also be appropriate.
4. A recommendation for collection development. This recommendation should identify areas (if any) that should be strengthened through acquisitions. It should also address those portions of the collection (if any) that are irrelevant to the park's purpose, or are surplus to the park's needs.

The Scope of Collection Statement may be revised periodically to reflect new knowledge or program needs with signed approval of the District Superintendent.

In order to facilitate analysis of museum collections on a statewide basis, copies of all Scope of Collection Statements established for State Parks will be maintained in Statewide Museum Collections Records (see DOM 2010.8.1).

2010.3 ACCESSIONS — ADDING OBJECTS TO DPR'S COLLECTIONS**2010.3.1 ACQUISITION CRITERIA**

Objects acquired for museum collections shall be consistent with the goals and purposes of the State Park System. The following criteria shall be considered for each acquisition:

1. The park's Scope of Collections Statement.
2. The object's significance and/or rarity.
3. The object's intrinsic and/or market value.
4. The object's potential use(s).
5. The object's condition.
6. The park's ability to assume the responsibility for the object's long-term curatorial care.

An object shall not be accepted for accession into DPR's collections under the following circumstances:

1. DPR is unable to maintain the object according to prevailing professional standards (see DOM 2010.9).
2. Possession of the object by DPR would violate state, federal, or international law, International Council of Museums' ethical guidelines regarding illicit material, or an environmental ethic to which DPR subscribes.
3. There is reason to believe that the donor or seller does not have clear title to the object.
4. Physical possession of the object presents a health risk or hazard to staff or the public.
5. Native American human remains and associated funerary objects, and cultural objects subject to repatriation under Public Law 101-601, will not be accepted for accession into DPR's collections without written permission from the culturally-affiliated tribe.
6. In order to discourage unethical and unlawful exploitation of nonrenewable resources, DPR will not purchase or cause to be purchased paleontological or archeological objects that have been collected for commercial purposes.

2010.3.2 LEGAL TITLE

Title to all objects acquired for museum collections shall be obtained free and clear without restrictions as to use or future disposition.

A legal instrument of conveyance describing the objects involved and identifying their source shall accompany all acquisitions. Gifts will be documented in duplicate with original signatures on approved DPR forms that are retained permanently in two locations: the park and Statewide Museum Collections Records (see DOM 2010.8.1). Purchases shall be documented by purchase document number.

Objects acquired through circumstances other than gift or purchase (e.g., found on site) shall be documented with a description of the objects involved and the circumstances identifying them as DPR property.

All natural history specimens subject to a permit process by state or federal law will have the appropriate permit on file. Any blanket permits to possess dead specimens of wildlife for exhibition and research purposes that apply Department-wide will be maintained in the Statewide Museum Collections Records, with a copy retained with the museum collection records at each park housing specimens covered by the permit. Individual permits for endangered, threatened, or fully-protected species that have been accessioned will be permanently retained at the park housing the specimens with a copy retained in Statewide Museum Collections Records.

2010.3.3 ACCESSION RECORD

As soon after acquisition as is practical, an accession shall be recorded in accordance with DPR registration procedures (see DOM 2030.5-6) along with information about the circumstances surrounding the acquisition, provenance of the objects, biographical information about the donor or user, or other information important to the accession activity, history of the objects, or future interpretation and use of the objects.

2010.3.4 DELEGATION

Authority to acquire objects for collections is delegated to the Superintendent who is responsible for ensuring adherence to all DPR policies and procedures regarding acquisition. Acceptance of a gift by DPR does not take place until the Superintendent signs the gift document.

Acceptance of some objects requires additional approvals by control agencies.

1. A gift that has a market value in excess of the current dollar amount specified by the Department of Finance delegation to DPR requires approval by the Department of Finance before acceptance of the gift takes place.
2. The purchase of an object in excess of the current dollar amount specified in the Department of General Services Division of Procurement delegation to DPR requires approval in advance of purchase from the Division of Procurement.

2010.4 DEACCESSIONS — REMOVING OBJECTS FROM DPR COLLECTIONS

Deaccession, the permanent removal of objects from the Department's collections, is an essential activity. It allows for continual improvement of the content of the collections and assures that limited staff time and resources are directed toward objects that remain relevant to DPR's mission. Deaccession is an activity subject to strict professional ethics, state administrative laws regarding disposition of government property, and laws regarding objects held in public trust. All deaccessions require approval of the Deputy Director of Park Stewardship.

2010.4.1 DEACCESSION CRITERIA

The removal of objects from DPR collections may only be considered under one or more of the following circumstances:

1. The objects no longer retain their physical integrity, identity, or authenticity.
2. The objects are not relevant to DPR's mission, are outside the scope of its collections, or are in excess of DPR's needs for interpretation and research.
3. DPR is not able to maintain the objects according to prevailing professional standards of care.
4. The public good is better served by the permanent transfer of the objects to another custodian.
5. Sacred and funerary objects and/or human remains are repatriated to a culturally-affiliated group (see DOM 2010.4.5).
6. The objects are more significant for the information they could yield if submitted to destructive analysis, than they are in fulfilling other DPR purposes.

The decision to remove an object from DPR's collections shall not be influenced by the potential financial benefits from the object's disposal.

2010.4.2 NOMINATION OF OBJECTS FOR DEACCESSION

Nominations for deaccession are submitted by the District Superintendent to the Deputy Director of Park Stewardship or his designee, who will appoint an ad hoc committee to review the nominations.

The deaccession nomination will include the following documentation for each object:

1. The accession document and any supporting information (e.g., correspondence describing original intent, appraisal of gift).
2. A copy of the catalog record.
3. A photograph.
4. The reason for requesting deaccession.
5. A description of attempts to place the object in a more appropriate State Park, if applicable.
6. Recommendations, if any, for disposal.

2010.4.3 DEACCESSION REVIEW COMMITTEE

For each deaccession, the Deputy Director of Park Stewardship will appoint an ad hoc Deaccession Review Committee. The Committee will consist of at least three members who represent two or more districts or divisions. One member must have the classification of Museum Curator. Depending upon the types of objects to be deaccessioned, it may be desirable to appoint members with expertise in other areas to serve on the Committee, such as interpreters, archeologists, historians, or maintenance personnel. Staff from a district or headquarters division nominating the objects for deaccession may not serve on the Committee. At the conclusion of its review, the Deaccession Review Committee will submit its recommendations to the Deputy Director of Park Stewardship for final decision.

2010.4.4 ALTERNATIVES FOR DISPOSAL

The means for disposing of a deaccessioned object must serve the best interests of the public, taking into account the desirability of maintaining the object in a public museum collection, the benefit to DPR's collections from the possible sale of the object, and the sensitive nature of any deaccession activity. Disposal should be in accord with state laws affecting the disposal of public property and be conducted in a manner that would avoid an appearance of impropriety.

Means for disposal could include the following:

1. Gift to a public museum that has a mission and collections related to the deaccessioned object.
2. Sale at public auction or by competitive bid.
3. Survey for scrap value.
4. Destruction (i.e., burning), transfer to a landfill, or transfer to a licensed toxic materials disposal company.
5. An exchange of objects between DPR and another museum. However, this exchange is to be considered as two separate activities that must be justifiable in themselves: a deaccession and an acquisition.

DPR employees involved in the deaccession process or associated with the collections from which the objects came, shall not purchase, or cause to be purchased, deaccessioned objects.

Proceeds from the sale of deaccessioned objects shall be used only for the development of DPR's museum collections.

As state-owned property, a museum object may not be disposed of through gift to an individual. In cases where the donor of an object being deaccessioned by the Department wishes to obtain ownership again, the donor may pursue his or her interests on an equal basis with other members of the public. The Department may contact the donor as a matter of courtesy, but is not obligated to do so.

2010.4.5 REPATRIATION

Governments outside of the United States, Native American tribes, and religious groups may have an interest in culturally-affiliated human remains and cultural objects in the Department's possession.

Human remains and cultural objects from outside the United States shall be repatriated when they have been exported or transferred in violation of the UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (1970) and when the country of origin seeks their return. Claims for repatriation of human remains and cultural objects from outside of the United States shall be coordinated by the Deputy Director of Park Stewardship or his designee.

Repatriation of Native American or Native Hawaiian human remains and cultural objects will be guided by Public Law 101-601, The Native American Graves Protection and Repatriation Act of 1990, and other applicable laws. Review of claims for repatriation of Native American human remains and cultural objects shall be made by the Committee on Repatriation rather than an ad hoc Deaccession Review Committee. The Committee on Repatriation is appointed by the Department Director.

All human remains and associated funerary objects in possession of the Department—regardless of ethnicity—are maintained in a separate and discreet storage area at headquarters, unless specifically exempted by the Deputy Director of Park Stewardship. In addition, non-burial portions of burial-related archeology collections are kept in this facility, pending repatriation consultations under Public Law 101-601.

Compliance with Public Law 101-601 will be coordinated on a statewide basis by the Repatriation Coordinator appointed by the Deputy Director of Park Stewardship.

2010.4.6 LOSS OF OBJECTS

The circumstances surrounding the loss of an object through accident, natural disaster, decomposition, or theft shall be documented in the museum records of the park and reported to Statewide Museum Collections Records (see DOM 2010.8.1) so that the deaccession can be formally completed. Theft of museum objects, like that of other state property, shall be reported to the Department's Audits Office in accordance with SAM 8643 and DAM 0640.

2010.4.7 DOCUMENTATION

A record will be kept of all deaccessions in two locations: the park and Statewide Museum Collections Records. Documentation will include the signed authorization, the recommendation of the reviewing committee, and documentation of the disposal of the object(s).

2010.5 INCOMING LOANS — LOAN OF OBJECTS FROM OTHERS

A loan obligates DPR to expend state resources for the maintenance of property not its own. In addition a loan obligates DPR to assume liability for damage beyond normal age and wear. For these reasons loans may not be accepted except under the specific circumstances described in this section.

2010.5.1 CRITERIA FOR ACCEPTING A LOAN

Loans of less than two years duration may be accepted by Superintendents for exhibition or study, provided they meet the following conditions:

1. The loan will result in significant benefit to the public and/or the State Park System.
2. There is a written plan for use of the loaned objects.
3. The objects are of a nature and condition that allow for their safe transport and use.
4. DPR can maintain the objects according to professional standards of care, meet any conditions for use specified by the lender, and bear any additional burden this creates for staff or funding.
5. The lender has agreed to DPR's conditions for the loan.

2010.5.2 LOAN DOCUMENT

All incoming loans will be documented on approved DPR forms (see DOM 2030.7). The forms will be prepared in duplicate and permanently retained in two locations: the park and Statewide Museum Collections Records. Documentation shall include the following information:

1. The complete identification of the lender and the basis for the authority for the person signing the document.
2. The specified period for the loan.
3. Any specified conditions for use.
4. The stated value of the objects to be loaned.
5. An itemization of the loaned objects.

The condition of each object will be noted in writing upon receipt by DPR and retained in the park's loan file.

2010.5.3 COOPERATING ASSOCIATIONS

Museum objects owned by one of DPR's cooperating associations are subject to the same requirements as objects loaned to the Department by other institutions. Such objects may not be displayed or stored on State Park property without a written loan agreement.

2010.5.4 ABANDONED LOANS

When loaned objects are abandoned by the lender, the Department will make a good faith effort to notify the lender according to applicable state laws regarding the disposition of abandoned property. Documentation of this effort will be maintained permanently in the unit's records.

2010.5.5 TERM OF LOAN

Loans of more than two years will not be allowed except in extraordinary circumstances. Exceptions require the written approval of the Deputy Director of Park Stewardship.

2010.5.6 RENEWAL OF INCOMING LOANS

If the Department desires to extend the period of time it keeps a loaned object or objects, a new agreement must be negotiated. The subsequent loan agreement must conform to the evaluation, documentation and authorization requirements of any new loan.

2010.5.7 TEMPORARY CUSTODY

When objects owned by others must be placed temporarily in the Department's custody (pending final signature on documents, review of a gift by staff, or other circumstance of short duration), a signed itemization of the objects that documents their acceptance by DPR and their return to the owner will be permanently retained on file. Delegation for accepting objects into temporary custody at each park will be specified by the Superintendent to ensure that appropriate precautions are taken.

2010.6 OUTGOING LOANS — LOAN OF DPR OBJECTS TO OTHERS

In order to serve the public outside of its own parks and programs, DPR may loan objects to other institutions. However, because of its obligations to protect its collections for future generations, DPR may enter into an outgoing loan agreement only when the benefits to the public, the Department, or the well-being of the loaned objects outweigh the risks to the objects or to the Department. Additionally, the Department may enter into such an agreement only when it is assured that the objects will be used appropriately, cared for responsibly, and made secure.

2010.6.1 APPROPRIATENESS OF PURPOSE

The identified use for loaned objects must be consistent with the mission of DPR, which shall take precedence over the mission or goals of any other outside entity.

Loans may be made to nonprofit museums or universities for exhibition or research. Loans may not be made to other organizations or agencies, to individuals, or to commercial enterprises, except in extraordinary circumstances, or when the objects in a State Park are managed under contract by a concessionaire. Exceptions require the written approval of the Deputy Director of Park Stewardship.

2010.6.2 REQUEST FOR LOAN OF OBJECTS

Prior to loan approval, the requesting institution shall submit the following information in written form:

1. A description of the intended use, including interpretive themes or research goals, period of loan requested, size and nature of the audience, and benefits to the public or the State Park System.
2. A description of the requesting institution's facilities and ability to transport, store, exhibit, and protect the objects according to DPR's standards of care or other specified conditions of care.
3. A certificate of insurance showing coverage of the requested objects.

2010.6.3 PREPARATION OF OBJECTS FOR LOAN

Prior to release for loan, each object shall have the following:

1. A unique catalog number permanently affixed to the object (or on the object container in the case of very small artifacts or specimens).
2. A current object record and accession information.
3. A photograph of the object for identification.
4. A current evaluation of the object's condition.
5. A current appraisal of the object's market value (normally paid for by the requesting institution).

2010.6.4 LOAN DOCUMENTATION

All outgoing loans will be documented on approved DPR forms. The forms will be prepared in duplicate and permanently retained in two locations: the park and Statewide Museum Collections Records. Documentation shall include the following information:

1. The complete identification of the borrowing institution and basis of authority for the person signing the document.
2. The specified duration of the loan.
3. Any specified conditions for use.
4. The stated value of the objects.

2010.6.5 TERM OF LOAN

Authority to loan objects for a period of two years or less is delegated to the Superintendent, who is responsible for ensuring adherence with all DPR policies and procedures regarding outgoing loans. Prior to loan approval a Museum Curator shall review the request, object documentation, and appraisals, and submit his/her recommendations to the Superintendent concerning loan approval or disapproval.

Loans for a period longer than two years require approval of the Deputy Director of Park Stewardship.

2010.6.6 RENEWAL OF OUTGOING LOANS

If the borrowing institution desires to extend the period of time it keeps a loaned object or objects, a new agreement must be negotiated. The subsequent loan agreement must conform to the evaluation, documentation, and authorization requirements of any new loan.

2010.6.7 RELEASE OF MUSEUM OBJECTS TO OTHERS

Objects in DPR's custody may be released into the custody of others only by staff with written authorization by the Superintendent to release objects, or by other persons working under the specific direction of authorized staff.

Any release of DPR-owned objects into the custody of others must be accompanied by the appropriate DPR form which outlines the terms under which the Department agrees to release the objects.

2010.6.8 LOAN OF OBJECTS TO CONCESSIONAIRES

Museum objects loaned for use in one of DPR's concessions are subject to the same requirements as museum objects loaned to others. A written loan agreement approved by the Deputy Director of Park Stewardship or designee is required.

2010.7 TRANSFERS

Objects may be transferred from one DPR park to another with the approval of both the Superintendent releasing the objects and the Superintendent receiving custody of the objects.

All transfers will be documented in triplicate on approved DPR forms, which will be permanently retained in the files of the park releasing the objects, the park receiving the objects, and Statewide Museum Collections Records, respectively.

2010.8 STATEWIDE REGISTRATION AND INVENTORY

The Department maintains a statewide inventory of objects owned by DPR or in its possession. Numbering systems, permanent record formats, and electronic database structures follow conventions established on a statewide basis to facilitate statewide accountability and access to information.

2010.8.1 STATEWIDE MUSEUM COLLECTIONS RECORDS

Statewide Museum Collections Records maintains headquarters copies of all the park museum collection records. It provides a means of tracking and assessing objects on a statewide basis, and serves as backup protection against catastrophe or other loss of records at the park.

2010.8.2 ACTIVITY AND OBJECT RECORDS

Activity Records - A permanent record shall be maintained that documents all activities relating to the ownership or movement of museum objects in DPR's possession (e.g., accessions, loans, deaccessions, transfers). These activities shall be documented on approved DPR forms with original signatures. Copies with original signatures will be retained at two locations: the park and Statewide Museum Collections Records. An additional copy with original signatures will be provided to donors, institutions, or other signatory.

Object Records - To facilitate information retrieval and differentiate like objects, a unique (catalog) number shall be assigned to each object. The number shall be permanently affixed to the object. Some objects, like very small artifacts or specimens, may require an alternative method of permanent marking.

A permanent record shall be maintained for every object owned by DPR. The object record shall include at a minimum the following information:

1. The object name.
2. Its unique catalog number.
3. The source of its acquisition.
4. A brief description.
5. The provenance, if known.
6. A brief description of condition.
7. A location history.
8. A photograph of the object (may not be applicable to scientific collections with multiple specimens).

Other relevant information (i.e., condition or treatment history, significance of the object, exhibition history) shall be recorded if known or applicable. A copy of the initial catalog record shall be permanently retained by the park in which the object was accessioned and by Statewide Museum Collections Records. Subsequent documentation of the object is the responsibility of the park in possession or control of the object.

Record-Keeping Backlogs - Museum records for current activities and accessions will be completed in a timely manner. Backlogs of uncompleted records will be addressed in the district's prioritization of work (see DOM 2040).

2010.8.3 SECURITY OF RECORDS

Records in paper format shall be kept together in a secure area at the park or in its administrative office. Records in electronic format shall be protected from unauthorized access. Backup files shall be made of electronic records on a regular basis with copies maintained off-site. Parks shall provide to Statewide Museum Collections Records copies in paper or electronic format of all activity records and catalog records.

2010.9 CARE OF COLLECTIONS**2010.9.1 APPROPRIATE CARE**

The primary obligation of museum collections management is ensuring that the collections are passed on to future generations in as good and safe a condition as is practical. The Superintendent is responsible for the appropriate care of the museum collections under his/her jurisdiction according to prevailing professional standards for objects of their kind and type. In those cases where the current level of care is substandard, the Superintendent, in consultation with a Museum Curator, will establish priorities for bringing the level of care to the desired standard, and will take measures to ensure that the prioritized steps are implemented.

Appropriate care for museum collections includes the following measures:

1. Provision for a proper environment, including mitigations for temperature, humidity, and light.
2. Protection from natural threats, including pests, extremes of weather, fire, flood, and earthquake.
3. Protection from unintentional human threats, including improper handling and accidents.
4. Protection from intentional human threats, including vandalism, theft, and embezzlement.
5. Provision of regular housekeeping and maintenance, including professional conservation treatments when necessary.
6. Documentation of changes in location, including regularly scheduled inventories.
7. Documentation of changes in condition.
8. Anticipation of and preparation for emergencies, including natural disasters and civil disturbance.

2010.9.2 SECURITY

Museum objects will be protected against theft and vandalism on display, in storage, in working areas, and in transit. Physical access to the objects will be controlled for both the public and staff. Protection methods should take into account the following factors:

1. The ability to control the perimeter of the area (i.e., locks, burglar alarms).
2. The ability to secure objects within a restricted area (i.e., exhibit cases, locked cabinets).
3. The means for identifying breaches of security (i.e., electronic logs, daily visual inspection).
4. The ability to restrict unobserved access.
5. The intrusiveness of security measures on the visitors' experience.
6. The ability to easily identify objects as DPR property (i.e., photographs, current inventories).
7. The significance or rarity of the objects.
8. The value of the objects as souvenirs, collectibles, or sources of ready cash.

The Superintendent, in consultation with a Museum Curator and the Chief Ranger, shall maintain a confidential list of facilities housing museum objects which identifies their levels of security. For each facility, the list will enumerate the following information:

1. The security measures in place.
2. The levels of physical access for both public and staff.
3. The name and position of staff who have keys and security codes to restricted areas.

The current list shall be signed by the Superintendent and be retained by him/her in a secured location. Listings which are no longer current will be kept permanently in the park's museum collections records.

2010.9.3 HOUSEKEEPING AND MAINTENANCE

A Schedule for Maintenance (see DOM Chapter 0800, Maintenance of Facilities) and a Schedule for Housekeeping (see DOM Chapter 1000, Housekeeping) shall be completed for every facility housing museum objects. The schedules shall be prepared or reviewed by a Museum Curator. The housekeeping and maintenance needs of the museum objects themselves shall be represented in these schedules and explicitly included in annual operational planning and budgeting for the park.

2010.9.4 CONSERVATION TREATMENT

A Museum Curator shall review all proposed conservation treatment in advance of the work, whether it is performed by staff or contracted out. In his/her review, the Curator will ensure that the problem has been adequately identified and that the proposed treatment is appropriate, taking into account the object's condition, history, significance, and role in the collections.

All conservation treatments of cultural objects must be carried out in accordance with the principles and practices specified in the *Code of Ethics and Standards of Practice* of the American Institute for Conservation of Historic and Artistic Works, and the *Code of Ethics for Conservators* of the American Association of Museums.

2010.9.5 EMERGENCY PLAN

Contingency plans for protecting museum objects during fire, flood, earthquake or other crises shall be incorporated into the park's Emergency Plan (see DOM Chapter 1800, Emergency Planning). The plan shall be prepared or reviewed by a Museum Curator and the Chief Ranger. The plan should take into account the following circumstances:

1. The safety of staff and visitors always comes first.
2. Trained staff, equipment, supplies, and transportation to assist with museum collections may be limited or unavailable.
3. During an emergency, decisions may have to be made in haste about which objects will be moved, given additional protection, or left behind.
4. It may be necessary to evacuate some or all museum objects to another location.
5. A record is needed of objects moved and actions taken during the emergency.
6. After the immediate crisis, there may be a need for temporary facilities elsewhere at the park or off-site.

Prioritization of museum objects and their records should be determined in advance of an emergency based on:

1. The value of the objects relative to each other in terms of significance, rarity, and cost.
2. The vulnerability of the objects in terms of sensitivity to exposure, water, heat, smoke, or breakage.
3. The vulnerability of the objects in terms of opportunistic theft or vandalism during or after the emergency.

4. The difficulty of moving or securing objects in terms of time, the safety of staff, and potential damage to the objects.
5. The importance of records to the value of specific objects or collections and the existence of backup copies.

2010.10 USE OF MUSEUM OBJECTS

Museum objects may be used to further the mission of the Department and the interpretive goals of the parks holding the objects, provided that the impact on the objects can be mitigated to an acceptable level. To determine whether a proposed use for a museum object is appropriate, the staff responsible must apply technical knowledge about objects and weigh the sometimes conflicting values of preservation and interpretation. The Superintendent, in consultation with a Museum Curator, must ensure that museum objects under his or her jurisdiction are used appropriately.

The appropriate use of a museum object should not be determined by traditions at the park, or solely by the wishes of a donor or lender, but through careful research and thoughtful consideration of the factors listed below. *DPR staff may not knowingly participate in the inappropriate use of a museum object.*

2010.10.1 FACTORS IN EVALUATING THE USE OF AN OBJECT

Collections vary in scope and purpose; individual objects vary in durability and significance. Each proposed use of a museum object must be evaluated in advance on a case-by-case basis by a Museum Curator. Evaluation should include these factors:

1. A review of the museum object's records for information about its acquisition, past uses, and past repairs or conservation treatments.
2. Identification of any legal impediments to the use of the object, including intellectual properties not owned by DPR.
3. A physical examination of the object, noting both the nature of its materials and its current condition. In some cases, this will require a full condition report by a trained conservator.
4. Full identification of the object, including, as applicable, its kind, type, design or species; its associations with people, places, events, or natural phenomena; its provenance; its rarity; its completeness; its function in its original context or environment; its current religious or cultural associations; and its market value.
5. Identification of the circumstances of the proposed use, including environmental conditions, security risks, and duration of use.
6. Potential mitigations and their effectiveness for both the short and long-term.
7. The availability of similar objects from other sources, or of modern substitutions.

2010.10.2 RESEARCH

Through careful planning and monitoring, research on museum objects can usually be accomplished without jeopardizing long-term preservation. Research usually requires individual access to the objects which is discussed below (see DOM 2010.11).

Research sometimes requires destruction of part or all of an object, which may be appropriate depending on the uniqueness of the object and the potential benefits of the research. The District Superintendent, in consultation with a Museum Curator, may authorize destructive analysis when only a portion of the object is involved. When the entire object would be destroyed, DPR's policy regarding deaccession of museum objects is applicable (see DOM 2010.4).

2010.10.3 INTERPRETATION

(For a general discussion of interpretation in State Parks, and the role of objects in interpretation, see DOM Chapter 1300, Interpretation.)

The most common interpretive use of museum objects is exhibition. Through careful planning, monitoring, and strategic mitigations, exhibition can usually be accomplished without jeopardizing long-term preservation. Because exhibition allows many people to view, enjoy, and learn directly from the objects themselves, it is generally an appropriate and desirable use of DPR's museum collections.

The image of an object is used for interpretive purposes rather than the object itself in publications, film and video programs, and computer imaging. An image may be the most appropriate means of interpretation when the object may be harmed by continuous or repeated display, or when the object is rare or fragile, and it is beyond the Department's capability to protect it. The use of images involves intellectual property rights which are subject to restrictions (see DOM 2010.12).

The use of objects in live interpretive programs is more difficult to mitigate, but offers some of the best interpretive experiences possible. A one-time or occasional demonstration by museum staff—with careful planning and direct supervision by staff trained in collections management—can be appropriate for some objects. However, it can be ruinous to others and should be approached cautiously.

Interactive interpretive methods such as touch tables, living history, and environmental living programs, all involve intensive “hands-on” use of objects by DPR staff and visitors. Although potentially meaningful for the user and visitor, hands-on demonstrations accelerate wear and may result in the total loss of objects. Consequently, extended hands-on use is inappropriate for most museum objects, and modern substitutions should be sought (see DOM Chapter 1300, Interpretation). Only those museum objects specifically evaluated and authorized for extended hands-on use in advance by the Superintendent may be employed in interactive programs.

2010.10.4 OBJECTS DESIGNATED FOR EXTENDED HANDS-ON USE

If modern substitutions are not available or possible, the Superintendent, in consultation with a Museum Curator, may designate specific objects from the museum collections for extended hands-on use by interpretive staff. An object may be appropriate for this function if one or more of the following conditions are met:

1. The object has no significant provenance.
2. The object is well-represented in DPR collections and/or is easily replaced.
3. The object is durable enough for the intended use.

In no case may an object from the museum collections be designated for extended hands-on use under these conditions:

1. The object is an artifact original to a site, person, or event interpreted at a State Park.
2. It is a significant example of its kind or type.
3. It is rare or irreplaceable.
4. Its use is objectionable to the cultural group it represents.
5. Its use violates an environmental or professional ethic.

Exceptions to the above restrictions are vehicles and equipment that are sufficiently durable to withstand extended use and/or require routine operation and maintenance to preserve them.

Extended hands-on use will likely result in a shortened life span for the objects; the decision to use them for this purpose is a serious one. Authorization for extended hands-on use will be documented on the approved DPR form, which will be permanently retained in the records of the park holding the object. This document shall include the following information:

1. An itemization of the objects by name and number.
2. A description of any limitations or conditions on their use.
3. The date the authorization expires (maximum of two years).
4. The recommendation of the Museum Curator reviewing the objects.
5. Supporting documentation (accession information, object record, physical analysis).

Although objects authorized for extended hands-on use will not normally be subject to the standards of care required for other museum objects, they shall not be handled recklessly or in a way that would encourage staff or visitors to misuse other artifacts or exercise unethical collection practices (e.g., souvenir collecting on site). Staff who present hands-on interpretation of museum objects should convey as part of their interpretation the responsible care and handling of museum objects and the loss that results from removing an object from its context.

2010.11 ACCESS TO MUSEUM COLLECTIONS

The primary means of providing public access to museum collections is through exhibition, programs, and publications as described in DOM 2010.10.2-4. These means provide the greatest amount of access to the greatest number of park visitors.

When museum objects are presented to the general public through exhibition or programming, the means of their presentation is subject to the same Americans with Disabilities Act (ADA) requirements that apply to other park programs and facilities. Staff who use objects in interpretive displays or programs should consult the Department's *Access to Parks Guidelines* (1993).

Special requests may be made by researchers, craftspersons, Native Americans, and other individuals to see museum records or to access, for closer examination, specific objects in storage or on exhibit. It may be desirable and possible in many instances for museum personnel to accommodate these requests. However, because of the amount of staff time needed to facilitate private viewing of museum objects, such access must be regulated according to the nature of the unit's collections and operations.

Each park's decisions to allow or disallow individual access to museum collections should be applied consistently. Each park will establish written site-specific policies and procedures approved by the Superintendent regarding individual access to museum objects and/or records. These procedures shall be made in addition to and agreement with the statewide policies described in DOM 2010.11.1-2.

2010.11.1 EVALUATION FACTORS FOR INDIVIDUAL ACCESS

Each of the following factors should be considered when evaluating a request for individual access to museum collections:

1. The relevance to and consistency with the goals and purposes of the State Park System.
2. The research and educational potential for the greater common good, as well as the interests of the individual requesting access.
3. The need for Native American religious leaders and craftspersons to consult certain museum objects for the continuation or renewal of their traditions.
4. The security or condition of the objects requested, or of surrounding objects.
5. The protection of records from alterations or deletions, or unethical use.

6. The possibility that museum records are sometimes inaccurate, incomplete, and/or misleading.
7. The redirection of staff time away from the care of the collections and/or provision of other public service in order to accommodate a single user.

Public Law 101-601 grants specific rights of access to culturally-affiliated Native American groups for museum collections containing Native American human remains and cultural objects. Access to museum collections related to repatriation consultations or claims shall be coordinated by the Repatriation Program Coordinator who is designated by the Deputy Director of Park Stewardship.

Access to Native American human remains and cultural objects that are subject to repatriation under Public Law 101-601 will be restricted at the request of the culturally-affiliated group. Restrictions will be identified during the consultation process and will be communicated to the park in written form by DPR's Repatriation Coordinator.

Access to Native American objects which are culturally-sensitive but not subject to repatriation under Public Law 101-601 may be restricted by the Superintendent upon recommendation of the Committee on Repatriation or Native American religious leaders.

2010.11.2 RESTRICTIONS ON DISCLOSURE OF COLLECTIONS INFORMATION

For security reasons, park staff shall not release the appraised market value of museum objects, nor their exact storage location beyond park or unit name to researchers or other staff who have no direct responsibility for the collections. Room, box, drawer or shelf locations, for example, should not be disclosed to the public.

To protect the privacy of individuals, personal information about donors (e.g., phone numbers, family relationships) shall be treated as confidential.

In conformance with procedures adopted by the State Historical Resources Commission, park staff may not disclose the specific location of archeological sites from which museum objects were collected. All inquiries relating to specific archeological site locations must be referred to the appropriate information center of the California Historical Resources Information System, a function of the Department's Office of Historic Preservation. These procedures were adopted to protect such sites from illegal collecting activities and vandalism.

2010.12 INTELLECTUAL PROPERTY RIGHTS

Museum objects, archival materials, photographs, and other cultural properties held by DPR have intellectual property rights associated with them. Typically, these include the following copyrights:

1. The right of reproduction (i.e., to make copies of the work in any form).
2. The right of distribution (i.e., to distribute copies for sale, loan, or rental).
3. The right of adaptation (i.e., to create a new work based on or use of a portion of the original).
4. The right of performance (i.e., to perform the work publicly).
5. The right of display (i.e., to exhibit the work publicly).

Some, none, or all of these copyrights may be owned by DPR or by others. In addition, there may be trademarks or other intellectual property rights that must be considered on a case-by-case basis.

It is the responsibility of the Superintendent, in consultation with a Museum Curator or other persons knowledgeable about the legal status of such properties, to ensure that DPR-owned intellectual property rights associated with the museum objects under his or her jurisdiction are protected, and are used in concert with the mission of DPR, the purpose of the park holding the objects, and any applicable laws.

2010.12.1 STUDY COPIES

Superintendents may make available photographic copies of museum objects (including artifacts as well as library and archival materials) under his or her jurisdiction for research and may charge a fee equivalent to the cost of providing the copies. All study copies will be stamped or affixed on the reverse side with a disclaimer indicating that the copies are for study purposes only, and that permission from copyright holders may be required for other uses.

DPR staff shall not provide photocopies to others if such action would violate a copyright law.

2010.12.2 LICENSING THE USE OF A DPR-OWNED INTELLECTUAL PROPERTY RIGHT ASSOCIATED WITH A MUSEUM OBJECT

The Superintendent may license (i.e., grant permission) individuals or groups for the non-exclusive use of a DPR-owned intellectual property right associated with a museum object under his or her jurisdiction on a case-by-case basis. He/she may charge a fee for such use, provided that all of the following factors are taken into consideration:

1. The potential for furthering the educational goals of DPR or the park through products and services offered by non-DPR sources.
2. The security of the objects to be photographed, imaged, replicated, or otherwise used.
3. The redirection of staff time away from the care of the collections and/or other public services to accommodate the use request.
4. The quality and accuracy of the product or service for which the use is requested.
5. The financial value of the specific intellectual property right licensed.
6. The public image of DPR.

Licensing for exclusive use requires the approval of the Deputy Director of Park Stewardship.

2010.12.3 SITE-SPECIFIC POLICIES AND PROCEDURES REGARDING INTELLECTUAL PROPERTY RIGHTS AND MUSEUM OBJECTS

Superintendents may adopt site-specific policies concerning intellectual property rights associated with museum objects that are in addition to and agreement with the statewide policies described in this section.

Superintendents may delegate authority for granting non-exclusive use of intellectual property rights to a designated staff member, provided written site-specific procedures are in place that include notification to the Superintendent of all licenses granted.

2010.12.4 COPYRIGHT NOTICE

When the Department's copyright notice is required in published works to protect its interests, DPR shall declare its ownership as follows: © California State Parks [year of first publication]. If it is not possible to ascertain the year of first publication, the current year shall be used. If space limitations prevent use of the full name, the following abbreviations may be used: Calif. State Parks, CalStPks. Copyright notice should be located next to a protected image. If the format of the presentation (e.g., video) does not allow for the notice to be placed directly with the protected work, every effort shall be made to provide notice elsewhere in the presentation of the specific work copyrighted by California State Parks.

2010.12.5 CREDIT LINES

When DPR's copyrights (e.g., right of display) are used for museum objects in exhibitions or public presentations, DPR shall be identified as the copyright owner and source of the objects. Typically, this is done through the use of a credit line within the exhibition or presentation itself. Identification of DPR in these cases is not prescribed as it is with the copyright notice in published works. The credit line may take into account the park that holds the original image and the relevance of special collections. Some examples of appropriate credit lines are:

Courtesy of California State Parks
Courtesy of California State Parks, Green Trees Museum
Courtesy of California State Parks, Janet Jacobson Collection.

It is not appropriate to name in a credit line a DPR organizational division that has no public identity (e.g., Field Support Division, Sea Beach District). When possible, the Department trademark (with bear) instead of typescript should be used for the Department's name when credit is given.

Similar credit is sometimes given in published works in a "picture credit" section that acknowledges the source of the reproduction, the location of the original, and/or the photographer. In these instances, a credit line like that used for exhibitions is appropriate. However, such credit or acknowledgment does not serve the same function as a copyright notice, and must not replace the copyright notice that normally appears with the image.

2020 ROLES AND RESPONSIBILITIES

2020.1 DELEGATION OF AUTHORITY

2020.1.1 GENERAL

District Superintendents are responsible for the museum objects in their districts and for implementing the policies and procedures outlined in this chapter. District Superintendents may delegate their authority for museum collection activities described in this section to Park Superintendents, except when specifically noted. In headquarters facilities with museum collections, the Division Chiefs are responsible for the museum objects in their custody and may delegate authority to Section Supervisors. (References to Superintendents in this chapter are intended to include the corresponding headquarters Chiefs and Supervisors when applicable.)

2020.1.2 SIGNATURE AUTHORITY

District Superintendents have signature authority for most museum activities in their districts. A few activities require additional approvals to be in accordance with prevailing professional practices (e.g., deaccession), to ensure sensitive activities receive policy level review (e.g., repatriation), or to comply with regulation from outside the Department (e.g., Department of Finance). Also, any exceptions to the Department's policies and procedures require the approval of the Deputy Director of Park Stewardship or his designee.

2020.1.3 REVIEW LEVELS

The review levels for specific museum activities as designated by the Deputy Director for Park Stewardship are listed below:

Activity	Review level
Approval of Scope of Collection Statements when an existing statement in the General Plan requires amplification or the General Plan does not include the statement.	Superintendent approves Scope of Collections statements for parks in his or her district under these circumstances. (May not be further delegated to Park Superintendents.)
Acceptance of gifts over \$500,000	Division Chief (Parks) or the Deputy Director for Park Stewardship (Headquarters) approves gifts subject to Department of Finance restrictions. Forms are submitted to the Museum Services Section for coordination.
Donation	Deputy Director for Park Stewardship approves deaccessions. Nominations are submitted to the Museum Services Section which will convene an ad hoc review committee to make a recommendation.
Disposition of Native American human remains and cultural objects	Deputy Director for Park Stewardship approves repatriation. The Museum Services Section directs and coordinates the Department's repatriation program.

<p>of human remains and/or associated funerary objects (of any ethnicity) at District.</p>	<p>y Director for Park Stewardship approves retention of human remains by a District. Requests are submitted to the Museum Services Section for coordination.</p>
<p>ans with</p> <ul style="list-style-type: none"> • terms of over two years • other policy exceptions <p>ans with</p> <ul style="list-style-type: none"> • terms of over two years • other policy exceptions • loans to DPR’s concessionaires 	<p>on Chief (Parks) or the Deputy Director for Park Stewardship (Headquarters) approves the described loans. Forms are submitted to the Museum Services Section for coordination.</p>
<p>clusive license for use of intellectual property rights associated with museum objects.</p>	<p>or exclusive license is by the Deputy Director for Park Stewardship. Requests are submitted to the Museum Services Section for coordination.</p>

2020.2 DISTRICT

2020.2.1 DISTRICT AND PARK SUPERINTENDENTS

District Superintendents are responsible for the museum objects in their districts and for implementing the Department’s policies and procedures for managing museum collections. In carrying out their responsibilities, Superintendents normally rely on subordinate staff for day-to-day management, and they consult with Museum Curators and others with specialized knowledge as needed. Superintendents are themselves involved with museum collections management as follows:

1. Superintendents ensure that museum collection management is incorporated into operational planning and budgeting. This requires that:
 - Security measures are in place for all facilities with museum collections.
 - Housekeeping and maintenance schedules include museum objects.
 - Museum registration systems are in place and maintained, and inventories kept current.
 - Plans to remedy substandard care or work backlogs are in place and prioritized.
 - Museum collections management is identified in job descriptions and appropriate job classifications are used.
2. Superintendents designate staff to assume responsibility for specific day-to-day activities. These assignments include:
 - A Museum Collection Manager for each park with museum collections to provide oversight and coordination.
 - Individual staff who may accept temporary custody of objects from others (e.g., pending approval of a gift).
 - Individual staff who may release objects to others (e.g., at conclusion of an incoming loan).
1. Superintendents decide which services are appropriate to offer and when to restrict the use of museum objects. They may:
 - Designate specific objects for extended hands-on use.
 - Allow individual access to museum collections.
 - Restrict access to culturally-sensitive objects.

- Make photographic copies of museum objects available for study (or not), and collect costs.
 - Grant non-exclusive license for use of intellectual property rights associated with museum objects, and collect fees (may delegate to staff with written procedures).
1. Superintendents have final approval for significant museum collection documents and transactions, including:
 - Approval of Scope of Collection Statements not part of the General Plan process (see DOM 2020.1.3).
 - Acceptance of gifts under \$500,000 in value.
 - Nomination of objects for deaccession.
 - Approval of incoming and outgoing loans of two years or less duration.
 - Transfer of objects to or from other state parks.

2020.2.2 MUSEUM CURATORS

The Museum Curator job classifications identify staff with special training and experience in the management of museum collections. While other staff may have general knowledge about the management of the Department's museum collections, persons in these classifications will have more specific knowledge of the policies and procedures, materials and methods, and their applications in Department situations. They will also be aware of the prevailing professional standards and common practices in other museums.

Within DPR, staff with Archivist and Librarian job classifications function as Museum Curators with the specialized collections they manage, and are included in the term "Museum Curator" in this chapter. Likewise, staff with State Archeologist job classifications, who have specialized experience and training with the curation of archeological collections, are also included in the term "Museum Curator."

Some DPR museum collections management forms that require a Superintendent's authorizing signature, also have a signature line for a "Museum Curator." This is to indicate that the activity has been reviewed by a specialist in museum collections management prior to the Superintendent's decision to sign his or her approval or disapproval. The Museum Curator's role is an advisory one to the Superintendent. The means for communicating recommendations, unusual circumstances, or special concerns will be determined at the district level. An optional form, DPR 932, Collection Manager's Transmittal, may be used to document the Curator's recommendations.

Those districts that do not have a Museum Curator on staff may draw on the services of one in another district or in one of the Service Centers.

2020.2.3 DESIGNATED COLLECTIONS MANAGERS

The Superintendent shall designate for each park with museum collections a Museum Collections Manager. This individual, if not a Museum Curator, will be at the Museum Curator I level or higher, and will have general knowledge about the management of the Department's museum collections. Although he or she may not work directly with the collections, the designated Collections Manager will provide general oversight for the collection practices at the park and confirm that the elements of museum collections management are in place. He or she will consult with Museum Curators or other specialists as needed, and keep the Superintendent apprised of special circumstances or elements of the management program needing attention.

2020.3 PARK SERVICES DIVISION**2020.3.1 SERVICE CENTERS**

Telephone assistance is available from the Northern Service Center which serves both the Northern and Southern Field Divisions for museum collection matters. Some typical situations with which the Service Center might be helpful by telephone are preliminary analysis of a loan request, identification of appropriate sources for conservation treatment, recommendation of effective products or techniques for cleaning, and referrals for pest management.

The Museum Curator at the Service Center may also provide review and signature for documents that will be submitted to a Superintendent for approval. Typically, the preparation of the documents would be completed by the designated Collections Manager in consultation with the Service Center by phone.

Assistance beyond what is possible by telephone may be requested through the Service Center Managers. Some typical tasks with which the Service Center Curator might assist on-site are training of park staff, preparing an analysis of museum facilities (sometimes referred to as a "facilities survey"), implementing pest management procedures, preparing conservation contracts, or coordinating an inventory project. Interpretive staff at the Northern Service Center may also be available for assistance with plans for artifact displays and historic setting exhibits.

2020.3.2 MUSEUM SERVICES SECTION

The Museum Services Section in Park Services Division has responsibility for museum collections matters that must be coordinated or directed on a statewide basis. This includes policies and procedures, museum registration and automation, statewide training, and administration of the Department's program for compliance with Public Law 101-601 (The Native American Graves Protection and Repatriation Act of 1990). The Supervisor of the Museum Services Section advises Department management on museum collections policies, personnel classification, budgeting, and long-range planning.

Staff are available to provide telephone assistance with any of the above areas. On-site assistance may be arranged as necessary.

2020.3.3 STATEWIDE MUSEUM COLLECTIONS RECORDS

Statewide Museum Collections Records, which is housed in the Museum Services Section in Sacramento, maintains the headquarters' copies of park museum collection records. It provides a means of tracking and assessing objects on a statewide basis, and serves as backup protection against catastrophe or other loss of records at a park.

Curatorial staff in the Interpretation Section who manage the repository are responsible for assigning new park registration system numbers when needed.

2020.3.4 PHOTOGRAPHIC ARCHIVES

The Department's statewide Photographic Archives, located in West Sacramento, is a repository for photographic materials in a variety of formats, including negatives, prints, slides, and electronic images. The collection emphasizes the history, resources, features, and uses of the State Park System and illustrates a broad range of California cultural and natural history subjects.

The Interpretation Section is responsible for the long-term care and management of the archives. Reference assistance and reproduction services are available for DPR staff as well as for the public. Typically, departmental staff request photographs for use in audio-visual programs, exhibits, and publications. Public requests for photographs (which may require payment of use fees) are usually for use in video and film documentaries, books, magazines, and electronic media.

2020.4 RESOURCE MANAGEMENT DIVISION**2020.4.1 ARCHEOLOGY LABORATORY**

The Archeology Laboratory in West Sacramento houses newly acquired archeology collections that are part of ongoing archeological projects conducted by the Cultural Heritage Section. The objects are assembled, culled, and cataloged according to archeological principles, and prepared for long-term curation according to the policies and procedures outlined in this chapter. Some collections from completed projects still remain at the Archeology Lab pending transfer for long-term curation with the Resource Management Division's Museum Collections Section.

2020.4.2 STATE MUSEUM RESOURCE CENTER

The State Museum Resource Center in West Sacramento serves as a central repository for the long-term curation of museum objects which are not maintained in State Parks. Its collections represent the full range of traditional object categories used by the Department: archeological specimens, architectural specimens, art objects, documentary materials, ethnographic materials, natural history specimens, vehicles and machinery, State Park memorabilia, and general artifacts (e.g., firearms, furniture, textiles, tools).

The Museum Collections Section provides for the management of the collections and makes objects available for exhibition and research in State Parks and through loan to other museums. Access to objects in storage is provided to Department staff, researchers, Native American groups, and other members of the public by appointment.

The State Museum Resource Center is the primary repository for the Department's archeological collections. This includes all human remains and associated funerary objects subject to Public Law 101-601. Museum Collections Section staff assign accession numbers for all DPR archeological collections.

2020.5 PARK STEWARDSHIP POLICY GROUP

The Park Stewardship Policy Group approves policies and procedures for museum collections management in the Department. The policy group may authorize changes in policies or procedures as needed.

2020.5.1 DEPUTY DIRECTOR FOR PARK STEWARDSHIP

The Deputy Director for Park Stewardship must approve certain specified activities and any exception to Department policy. In most situations, he or she may designate another staff member to provide this review level. Review levels are described in DOM 2020.1.3. Designees may be changed at the discretion of the Deputy Director for Park Stewardship.

2020.5.2 FIELD DIVISION CHIEFS

The Northern Field Division Chief and the Southern Field Division Chief are designees of the Deputy Director for Park Stewardship for approval of gift and loan activities in their Divisions. (See review levels described in DOM 2020.1.3.)

2020.5.3 PARK SERVICES DIVISION CHIEF AND RESOURCE MANAGEMENT DIVISION CHIEF

The Chief of the Park Services Division and the Chief of the Resource Management Division have responsibilities for the museum collections in their custody which correspond to those of District Superintendents. They may delegate authority to Section Supervisors as District Superintendents delegate authority to Park Superintendents. References to Superintendents in this chapter are meant to include the corresponding headquarters Chiefs and Supervisors when applicable. The Deputy Director for Park Stewardship provides final review for gift and loan activities in headquarters' collections.

2030 FORMS AND PROCEDURES

2030.1 THE REGISTRATION SYSTEM

The registration system for managing museum collections is the means by which curatorial staff document objects and activities and relate them to each other.

2030.1.1 RESPONSIBILITY FOR RECORDS MANAGEMENT

Each park administers its own registration system according to statewide conventions. The park is the primary repository for documentation of museum objects or activities involving museum objects within its jurisdiction.

Statewide Museum Collections Records, which is housed in the Park Services Division, maintains the headquarters copies of all the park museum collection records. It provides a means of tracking and assessing objects on a statewide basis, and serves as backup protection against catastrophe or other loss of records at the park. Department policy requires that some records (described in the procedures that follow) be kept in Statewide Museum Collections Records, while other records, like inventories or appraisals, may be submitted to the Statewide Museum Collections Records at the discretion of the park.

Registration systems used in the field may encompass more than one unit within a specific park. For instance, a park with several beaches and campgrounds and one visitor center would probably have only one registration system for all museum objects within the park. But in some parks, several registration systems may be needed. For instance, a park featuring a historic town might have several museums or historic buildings whose large and distinct collections warrant their own registration systems.

Park registration records must be kept together in a safe and secure place. Access to them should be restricted to staff who work with them directly. Electronic records must have regular backups and safeguards from unauthorized access.

2030.1.2 REGISTRATION LOCATION NUMBER

Each registration system has a Registration Location Number that serves as a prefix to all numbers assigned within that registration system. Location numbers are controlled on a statewide basis through Statewide Museum Collections Records. These are examples of the three-digit numbers:

139	Bidwell Mansion State Historic Park
387	California State Railroad Museum
455	Monterey State Historic Park

While individual parks may issue various kinds of museum numbers on a daily basis, the Registration Location Numbers ensure that all such registration numbers are unique.

Numbers assigned within a park registration system are tracked in the system Accession Book described in DOM 2030.2. Parks starting a registration system for museum collections should contact Park Services Division for number assignment and initial guidance.

2030.1.3 ELEMENTS OF A PARK REGISTRATION SYSTEM

A park registration system should include the following records (all of which are explained further in this section):

1. Accession Book.
2. Activity Records (Accession Folders, Outgoing Loan Folders, Transfer Folders).
3. Object Records (Catalog Cards, Catalog Folders).
4. Source Cards.
5. Location Chart.

2030.1.4 TRANSITION FROM PAPER TO ELECTRONIC RECORDS

The Department's registration system was established according to common museum practices when all record-keeping was done on paper. As the registration system has evolved, it has undergone adaptations to take advantage of developments in electronic technology. The same kinds of information that were required when records were created entirely on paper are required when records are entered into a computer. However, computers have the capacity to manage large quantities of information and combine that information in more and different ways.

Many State Park units now use the Department-approved collection management software, *Argus* by Questor Systems, to manage their registration systems. *Argus* has made some of the practices associated with paper records obsolete (like the need for Source Cards). Parks that are not yet using *Argus* must adhere to the traditional management practices for paper records. Parks that use *Argus* should be guided by the *Argus Conventions Manual* published by Park Services Division.

2030.1.5 SPECIALIZED COLLECTIONS REGISTRATION

The registration system for archeological and paleontological collections is different from the system used for other museum objects. (See DOM Chapter 1600: Natural and Cultural Resources for policies and procedures relating to archeology and paleontology.)

Archival collections of sufficient size to require organization along archival principles may require subsystems for numbering. Contact Park Services Division for guidance on how to proceed in these circumstances.

Natural history specimens collected as part of a natural resource management program may require specialized documentation for scientific purposes. (See "Recording Indigenous Flora and Fauna" in DOM Chapter 1600: Natural and Cultural Resources.)

2030.1.6 EVOLUTION OF NUMBERS

Most park collections have Deeds of Gift and cataloged objects that have been given numbers different from the formats described in this section. These "old" numbers may relate to a very early registration system used in State Parks or to a numbering system used by the donor or previous collector. Unless there is more than one object cataloged with the same old number, old numbers should not be renumbered in most cases. (When it is necessary to renumber an object, be sure to cross-reference records so that relationships are not lost.) Field staff should contact Park Services Division for assistance with interpreting old numbers.

Relatively few changes have been made to DPR's numbering systems over the years. December 1996 marks a significant departure from the way that activity records and some object records have been numbered in the past. The new numbering systems were created to achieve three goals: to ensure that activities are numbered consecutively, to distinguish one activity from another (e.g., incoming loans from outgoing loans), and to accommodate electronic record-keeping. These changes are fully described in this section for each activity.

2030.2 THE ACCESSION BOOK

2030.2.1 FUNCTION

An Accession Book is the chronological history of a museum collection (whether it is for one facility housing museum objects or for an entire park). While its name reflects the fact that accessions are the most frequent events recorded in it, it actually includes any activity involving museum objects, including loans, transfers, and deaccessions. Occurrences like thefts, fire, insect damage, or breakage are noted in the Accession Book. Numbers assigned in the park's registration system are tracked in it (see DOM 2030.3). It is central to all registration activities at the park.

The Accession Book can be retired when the park converts to electronic registration. A chronological history of collection activities will then be available through a computer report, and numbers can be assigned automatically. However, the retired Accession Book must be retained in the museum's collection records as one of its most important elements.

Entries in the Accession Book should be made only by authorized persons who are familiar with registration procedures. Such persons are commonly referred to as "registrars."

2030.2.2 FORMAT

The Accession Book must be in a permanent format. A bound volume with numbered pages can be purchased from a stationery dealer. All entries are to be made in ink.

The first page is designated for a listing of the individuals who have made entries in it, so that the authorship of all information recorded can be identified. Each registrar prints his or her name, signs his/her initials as they will appear in all museum documents, lists his/her job title (i.e., Museum Technician), and fills in the date he or she began work at the park.

The remaining pages are divided into the following columns:

1. **Transaction Date:** (e.g., the date on the activity document, the actual date of an event, or the discovery date of an occurrence).
2. **Activity Number:** To be used as applicable (see DOM 2030.3).
3. **Object Number:** To be used as applicable (see DOM 2030.14.1).
4. **Activity Type:** Kind of activity or occurrence (e.g., gift, damage).
5. **Source:** Name, address, and phone number of the donors, vendors, or other institutions.
6. **Description:** A short description of the objects or occurrence.
7. **Initials and Date:** The initials of the person recording the information.

For an accession, each object is listed by name and given its own line. When the object is cataloged, the object number is recorded on its line in the Accession Book with the date cataloged.

2030.3 ASSIGNING ACTIVITY NUMBERS

The term "activity" pertains to changes in ownership, location, status, or custody of museum objects. Museum collection activities include accessions, deaccessions, loans, receipt of objects for temporary custody, release of object to others, park-to-park transfers and authorizations for extended hands-on use.

The most common activities by far are accessions. Accessions are assigned a two-part number, while all other activities are assigned a three-part number.

When assigning a number to a new activity, museum staff should consult the Accession Book for the next consecutive number appropriate for that activity. The new activity number is then written in the book with the other information about the activity, including a list of all the objects involved.

Some registrars prefer to keep a log of assigned numbers in an appendix to the Accession Book. This is an acceptable and convenient way to get new numbers, and helps prevent duplication.

2030.3.1 ACCESSION NUMBERS

This includes all acquisitions into the park's collections, including gifts, purchases, transfers from other state agencies, and objects found on-site. All objects acquired from one source at one time are part of the same accession. The accession number identifies the particulars of that specific accession. A subsequent acquisition from the same source is given a new accession number. Multiple gifts from one donor are related through the park's Source File (see DOM 2030.15).

The accession number has two parts: 1) the registration location number, and 2) the next consecutive number in the sequence. For example, consecutive accessions for a hypothetical park with a registration location number of "049" might be as follows:

049-142
049-143
049-144

Accession records are filed consecutively with other accession records.

NOTE: Prior to December 1996, most accessions from the same source were given the same accession number, and all purchases, transfers, and objects found on-site shared the same accession number of "1." Modifications to the numbering system were made to facilitate park record-keeping and statewide automation.

2030.3.2 NUMBERS FOR ACTIVITIES OTHER THAN ACCESSIONS

Activities other than accessions include incoming loans, outgoing loans, temporary custody, receipt of objects, park-to-park transfers, and authorizations for extended hands-on use. All activities (except accessions) draw from the same sequence of numbers regardless of type. All such numbers have three parts:

Registration Location Number—Activity Code—Activity Number (consecutive)

The activity code inserted between the registration location number and the consecutive activity number differentiates these numbers from the accession numbers.

The activity codes are as follows:

IL	Incoming loan
IT	Incoming park to park transfer
IR	Incoming receipt of object
HO	Authorization for extended hands-on use
OL	Outgoing loan
OT	Outgoing park to park transfer
OR	Outgoing release of object

For example, consecutive activities of different types for a hypothetical park with a registration location number of "049" might be as follows:

049-IL-23
049-IR-24
049-OT-25
049-IR-26
49-OL-27

Activities can be filed all together by consecutive number, or, if a park has many activities of the same kind, they can be filed consecutively under activity type.

NOTE: Prior to December 1996, activities other than accessions had no statewide numbering system, and incoming loans were treated as accessions. Modifications to the numbering system were made to facilitate park record-keeping and statewide automation.

2030.4 GENERAL REQUIREMENTS FOR ACTIVITY DOCUMENTS

2030.4.1 DESTINATION OF COPIES

Forms documenting museum collection activities must be created in triplicate, all with original signatures, and sent to the following destinations:

1. **Park museum registration files:** This is the primary repository for documentation of museum objects under the park's jurisdiction.
2. **Statewide Museum Collections Records:** This repository, situated in Park Services Division in Sacramento, offers backup protection against disaster or other loss of records at the park and provides a means of tracking and assessing objects on a statewide basis.
3. **The other party to the activity:** Institutions or individuals who give or loan objects to DPR, or who deposit objects with the Department temporarily, will want and have a right to a copy of any document they have signed. Moreover, it is to the Department's advantage that they retain a copy so that they might be reminded of any terms or conditions affecting the status of the objects.

2030.4.2 INK

Handwritten notations and signatures are best created in blue ink so that originals can be differentiated from photocopies. (Black ink is nevertheless legal.)

2030.4.3 SIGNATURES

Activity documents will require signatures of one or more of the following:

1. **Owner:** This is the person who holds legal title to the object and has authority to transfer title or direct its use. Staff negotiating a *Deed of Gift* or other activity involving objects owned by others should attempt to determine the correct owner of the objects. Objects owned by married persons in joint-property states may require the signatures of both spouses.
2. **Agent:** This person does not hold legal title to the object, but has authority to act on behalf of the legal owner. Examples of agents are: a private person with power of attorney for another, an executor for the estate of a deceased person, and an officer of an organization or institution.
3. **Museum Curator:** This is a DPR employee with a personnel classification of Museum Curator I, II, or III. An Archivist I or II, or Librarian, may also sign as the curator for their specialized collections. The Curator's signature assures the Superintendent who will authorize the activity that the objects and circumstances have been reviewed favorably by someone knowledgeable in museum collection matters. Parks that do not have a Museum Curator on staff should seek assistance from the Service Centers or another park.

4. **Superintendent:** This is the District Superintendent unless authority has been specifically delegated to the Park Superintendent. For headquarters collections, this would be the Division Chief unless specifically delegated to the Section Manager.
5. **Deputy Director of Park Stewardship:** This signature is required only if the activity exceeds the Superintendent's delegation, deviates from Department policy, or is a gift requiring Department of Finance approval.
6. **Department of Finance:** This signature is required only if a gift is valued at more than the amount specified by Department of Finance delegation to DPR.
7. **Released by/Delivered by/Received by:** This is a person who is present at the time of transfer, and who releases the objects to another or takes possession of the objects from another. This is often not the person who authorizes the activity, but someone who implements the authorized activity. Examples are DPR museum staff, an employee of another institution or contractor, a private person delivering objects for the owner, or a professional courier.

2030.4.4 ATTACHMENTS

Any attachments that constitute part of the agreement or form (e.g., appraisals for loaned objects) should be noted on the face of the form (e.g., "See attached appraisal list") and stapled to it.

2030.4.5 SPECIAL TERMS

Special terms or conditions should be written on the form in the space provided for the listing of objects. Proceed cautiously in this area as the addition of special terms or conditions, or the deletion of those printed on the form, will likely result in a deviation from Department policy which would require the approval of the Deputy Director of Park Stewardship (see DOM 2010.1).

Any additions, deletions, or corrections affecting the substance of the activity document must be initialed by the all signing parties.

2030.4.6 LISTING OBJECTS

All objects involved in the activity must be identified individually on the activity form. In cases where DPR-owned objects or objects owned by other museums are itemized, both the catalog number and object name should be listed (e.g., 323-45-6 Clock). In cases of gifts or loans to DPR where the objects have not been cataloged, enough information should be included to identify the quantity and kind of objects (e.g., one red "Big Ben" alarm clock Serial # 6213, one pair white ceramic lamp bases—no shades). If space is needed, an itemized list may be attached to the form, in which case a reference to the attachment should be written directly on the form itself (e.g., "See attached list of 25 objects").

2030.5 DEED OF GIFT (DPR 925)

The DPR 925, *Deed of Gift* (Figure 2030.5), is the legal document that conveys title from the donor to the Department of Parks and Recreation. It documents two actions: the gift by the donor and its acceptance by the Department. The *Deed of Gift* is a simple document but, if executed incorrectly or incompletely, can result in the Department's ownership of the objects to be called into question.

The *Deed of Gift* documents the transfer of ownership of specific objects, not the physical transfer of those objects into DPR's possession, which may happen before or after the transfer of ownership has taken place. [The physical transfer of the objects into DPR's possession is documented with DPR 927, *Receipt of Objects—Incoming* (see DOM 2030.9)].

2030.5.1 WHEN THE DEED OF GIFT IS COMPLETED BEFORE DPR TAKES POSSESSION OF THE OBJECT(S)

1. Explain to the donor all the steps that are required in making a gift to the Department. This is important, because the timing of the gift could have tax ramifications for him or her.
2. Prepare a typed DPR 925, *Deed of Gift*, in quadruplicate. Obtain the donor's signature on the copies, and give one copy to the donor as evidence of what she or he has signed.

When all necessary DPR signatures for acceptance have been obtained on the three remaining copies, send one to the donor with a letter acknowledging the gift. The donation is not complete (title has not been conveyed) until the required signatures of those representing the State of California are on the document (see DOM 2030.4.3).

1. At the time DPR takes physical custody of the objects, complete a DPR 927, *Receipt of Objects—Incoming* (see DOM 2030.9). Check the "Not Applicable" box on the form for the lower portion of the form. Present or mail one of the signed copies to the donor or his/her agent, as their verification that DPR received the objects.
2. Follow the procedures for assigning accession numbers and filing outlined in DOM 2030.5.3.

2030.5.2 WHEN OBJECTS ARE LEFT IN DPR'S CUSTODY PRIOR TO SIGNED ACCEPTANCE OF THE GIFT

1. Complete DPR 927, *Receipt of Objects—Incoming*, and discuss with the donor or his/her agent the terms for accepting custody that appear on the back of the form.
2. The *Receipt of Objects—Incoming* form makes clear the conditions under which objects are accepted pending final approval of the gift by the Department. If the gift is not accepted, or a problem arises in the period prior to acceptance, the form makes clear the Department's position.

Obtain the donor's signature on a DPR 925, *Deed of Gift*, if possible. This commitment in writing will help avoid problems if the donor is unreachable in the future. Handwriting the information on the form is acceptable if necessary, as a handwritten deed is legal. Four copies will be needed with the donor's original signature. Present or mail one of the four copies to the donor as evidence of what she/he signed.

If it is possible to prepare a typed gift form and obtain the donor's signatures by mail or otherwise, do so. If only some of the offered objects are going to be accepted, it will be necessary to prepare a new *Deed of Gift* form reflecting the changes, or have the donor initial any items that have been lined out on the first form.

3. Obtain all the necessary signatures for acceptance on the remaining three copies of the DPR 925, *Deed of Gift*. Send one copy (with original signatures) to the donor with a letter acknowledging the gift.
4. Follow the procedures for assigning accession numbers and filing outlined in DOM 2030.5.3.

2030.5.3 ASSIGNING NUMBERS AND FILING

Assigning numbers: The completed DPR 925, *Deed of Gift*, is given the next consecutive accession number in the park's registration system. The number has two parts: 1) the registration location number, and 2) the next consecutive accession number. For example, the number assigned to a *Deed of Gift* that is the 13th accession in a park with a registration location number of "049" would be as follows:

049-11
049-12
049-13

The accession number is written in the box in the upper-right corner of the form.

For the file: The park's copy of the DPR 925, *Deed of Gift*, is filed under its accession number, along with any supporting information (e.g., correspondence leading up to the gift, provenance of objects) in its own numbered folder. The Statewide Museum Collections Records' copy is forwarded to Park Services Division. The accession is recorded in the Accession Book for the park's registration system.

2030.6 ACCESSIONS OTHER THAN GIFTS — PURCHASES, TRANSFERS FROM OTHER AGENCIES, OBJECTS FOUND ON-SITE

The form of documentation used for the acquisition of museum objects through state resources varies according to the circumstance. It is important to document these circumstances to establish the Department's title to the objects and to record the history of the objects.

2030.6.1 PURCHASES WITH STATE FUNDS

When an object is purchased, two copies of the purchase document should be retained for museum records. Be certain that the writing is legible and that the descriptions of the objects are clear. Be aware that the purchase of an object in excess of a dollar amount specified in the Department of General Services Division of Procurement delegation to DPR requires approval in advance of purchase from the Division of Procurement.

2030.6.2 TRANSFERS FROM OTHER STATE AGENCIES (SOMETIMES CALLED "SURVEYS")

Secure one copy of the transfer document with original authorizing signatures of both parties. STD. 158, *Property Transfer Report* is typically used when property is transferred from one state agency to another. However, the transferring agency may have its own forms. They are acceptable as long as they contain the needed information and authorizing signatures.

2030.6.3 OBJECTS & SPECIMENS FOUND ON-SITE (DPR 931)

Sometimes objects or specimens that have been found on park property are removed from their original locations so that they can be preserved and incorporated into the park's museum collections. Information relating to these objects is recorded on a DPR 931, *Objects & Specimens Found On-Site* (Figure 2030.6.3). The following are examples of objects in this category:

1. Park memorabilia (e.g., a fifty-year-old park sign that represents an earlier era of park history).
2. Architectural remnants (e.g., a decorative bracket removed from a historic park building and kept for replication and study).
3. Significant natural history specimens (e.g., a section of a giant tree felled on park property that is kept for what its rings reveal).

This category does not include the following objects:

1. Plentiful and expendable natural history specimens that are used as interpretive program aids and have not been accessioned into the museum collections. (While not required, the DPR 931 may be useful to interpreters when assembling interpretive program aids. See DOM Chapter 1300, Interpretation.)
2. Archeological artifacts found on-site outside of a planned archeological survey or project. These objects are sometimes referred to as "incidental finds." They are accessioned according to cultural resource management procedures described in DOM Chapter 1600, Natural and Cultural Resources. Contact the Cultural Resources Section of the Resource Management Division for direction. DPR 931 may be used to gather information for incidental finds.

As much supporting information as is possible (e.g., a photograph of the object in situ, an oral history of park personnel) should be captured when the object is removed from its original context.

2030.6.4 ASSIGNING NUMBERS AND FILING

Assigning numbers: An object accessioned through purchase, transfer from another state agency, or on-site find is given the next consecutive accession number in the park's registration system. The number has two parts: 1) the registration location number, and 2) the next consecutive accession number. For example, the number assigned to an acquisition through state resources which is the 94th accession in a park with a registration location number of "049" would be as follows:

049-92
049-93
049-94

The accession number is written in the box in the upper-right corner of DPR 931. On purchase and transfer documents, the accession number is written as close as possible to the upper-right corner of the form.

For the file: The park's copy of the purchase or transfer document, or the DPR 931 *Documentation of Museum Objects and Specimens Found On-Site* form is filed under its accession number, along with any supporting information (e.g., correspondence leading up to the acquisition, information about the object's original location) in its own numbered folder. A second copy for Statewide Museum Collections Records—with or without original signature—is forwarded to Park Services Division. The accession is recorded in the Accession Book for the park's registration system.

NOTE: Prior to December 1996, all accessions acquired with state resources (purchases, transfers, and on-site finds) shared the same accession number of "1." Modifications to the numbering system were made to facilitate park record-keeping and statewide automation.

2030.7 LOAN AGREEMENT — INCOMING (DPR 926)

The DPR 926, *Loan Agreement—Incoming* (Figure 2030.7), documents the agreement for the loan of objects from an institution or individual. It is negotiated in advance of receiving the objects, requires the Superintendent's approval, and has a stated duration of up to two years.

The *Loan Agreement—Incoming* form does not document the physical transfer of the objects into DPR's possession, which normally happens after the negotiated agreement has been signed. [The physical transfer of the objects into DPR's possession is documented with the DPR 927, *Receipt of Objects—Incoming*. (see DOM 2030.9)].

2030.7.1 REQUIREMENTS OF LENDER

When an incoming loan agreement is negotiated, the lending institution may require DPR to meet certain conditions. These are typical requirements:

1. Use of the lending institution's own loan form. This is acceptable if the terms of the loan are consistent with those on DPR's loan agreement form. Send a copy for Statewide Museum Collections Records to Park Services Division.
2. A completed Facilities Report. This might be a customized report or the standard report form published by the American Association of Museums. The report should demonstrate the Department's ability to protect the loaned objects, but it should avoid giving more security information than is necessary. For instance, it is not necessary to give a complete security description of the entire park when only one small exhibit room is involved.
3. Evidence of insurance. DPR is self-insured, like most state agencies, for most risks. Special risk insurance can be purchased, if needed. Contact the Office of Risk Management in the Department of General Service before proceeding.

2030.7.2 RENEWAL OF AN INCOMING LOAN AGREEMENT

When renewing an incoming loan agreement that is about to expire, a new DPR 926 form must be completed and all approvals obtained. Reference the previous loan by number and term, and list any new attachments or conditions. The approval process is the same as for a new loan. When assigning a number, keep the original loan number.

2030.7.3 WHEN INCOMING LOANS BECOME GIFTS

When title to museum objects on loan to DPR is transferred to DPR by the owner-lender, a DPR 925, *Deed of Gift*, must be completed (see DOM 2030.5). An accession number is assigned to the accession activity, with cross-references to the loan noted.

2030.7.4 ASSIGNING NUMBERS AND FILING

Assigning numbers: The completed DPR 926, *Loan Agreement—Incoming* form, is given the next consecutive activity number in the park's registration system. The number has three parts: 1) the registration location number, 2) the activity code "IL," and 3) the next consecutive activity number. For example, the number assigned to an incoming loan that is the 21st activity in a park with a registration location number of "049" would be as follows:

049-OT-19
049-OL-20
049-IL-21

The activity number is written in the box in the upper-right corner of the form.

For the file: The form is prepared in triplicate. One copy is mailed or presented to the lender. The park's copy of the *Loan Agreement—Incoming* form is filed under its activity number, along with any supporting information (e.g., correspondence leading up to the loan, documentation of condition) in its own numbered folder. The Statewide Museum Collections Records' copy is forwarded to Park Services Division. The activity is recorded in the Accession Book for the park's registration system.

2030.8 LOAN AGREEMENT — OUTGOING (DPR 928)

The DPR 928, *Loan Agreement—Outgoing* (Figure 2030.8), documents the agreement to loan objects to another institution. It is negotiated in advance of turning over custody of the objects, requires review by a Museum Curator and approval by the Superintendent. It has a stated duration of up to two years.

The *Loan Agreement—Outgoing* form does not document the physical transfer of the objects to another institution, which normally happens after the negotiated agreement has been signed. [The physical transfer of the objects to the other institution is documented with a DPR 929, *Release of Objects—Outgoing*. (see DOM 2030.10)].

2030.8.1 ATTACHMENTS

The following documentation acquired during the negotiation of the loan, becomes part of the loan agreement. Copies should be attached to each signed agreement form:

1. A statement on institutional letterhead regarding the purpose for which the loan is requested, period of the loan, anticipated audience, etc.
2. A Facilities Report prepared and submitted by the requesting institution. The *Standard Facility Report* published by the American Associations of Museums is commonly used, but a letter describing the circumstances under which the objects will be maintained by the requester might be sufficient.
3. A dollar valuation for each of the objects. This is normally acquired from a certified appraiser and paid for by the requesting institution. However, in those instances where DPR staff are familiar with the market value of the objects, a DPR valuation may be used.
4. Evidence of insurance. The requesting institution is responsible for returning objects to DPR in the condition in which they were received, whether or not the institution carries insurance. A certificate of insurance is proof that the institution has the means to honor that obligation. It is also evidence that the institution has procedures in place to accept full responsibility for borrowed objects. Some insurance only provides coverage up to the market value of the object damaged or lost. This places the Department at a disadvantage when the object has a low market value and high historic value. Consequently, it is desirable to obtain insurance that covers repair or conservation sufficient to restore the object to the condition in which it was loaned. For objects of high monetary value, a certificate of insurance should always be obtained. The Curator reviewing the loan request and the Superintendent authorizing it must use their discretion in determining insurance requirements.

2030.8.2 OTHER LOAN AGREEMENT FORMS

The institution requesting the loan from DPR may desire to use its own loan agreement form. This is acceptable if the terms of the loan are consistent with those on DPR's loan agreement form. However, the Department controls approval of the loan, and the DPR form is designed with the Department's needs in mind. It would be prudent to review the other institution's form with staff in Park Services Division before proceeding.

2030.8.3 RENEWAL OF AN OUTGOING LOAN AGREEMENT

When renewing an outgoing loan agreement that is about to expire, a new DPR 928 form must be completed and all approvals obtained. Reference the previous loan by number and term, and list any new attachments or conditions. The approval process is the same as for a new loan. When assigning a number, keep the original loan number.

2030.8.4 ASSIGNING NUMBERS AND FILING

Assigning numbers: The completed DPR 928, *Loan Agreement—Outgoing*, is given the next consecutive activity number in the park's registration system. The number has three parts: 1) the registration location number, 2) the activity code "OL," and 3) the next consecutive activity number. For example, the number assigned to an outgoing loan that is the 128th activity in a park with a registration location number of "049" would be as follows:

049-IL-126
049-IR-127
049-OL-128

The activity number is written in the box in the upper-right corner of the form.

For the file: The DPR 928, *Loan Agreement—Outgoing*, is prepared in triplicate. One copy is mailed or presented to a representative of the borrowing institution. The park's copy of the form is filed under its activity number, along with any supporting information (e.g., correspondence leading up to the loan, documentation of condition) in its own numbered folder. The Statewide Museum Collections Records' copy is forwarded to Park Services Division. The activity is recorded in the Accession Book for the park's registration system.

2030.9 RECEIPT OF OBJECTS — INCOMING (DPR 927)

The DPR, *Receipt of Objects—Incoming* (Figure 2030.9), documents the physical transfer of objects from the custody of others to the Department of Parks and Recreation. It is a multipurpose form that documents the following transactions:

1. The Department's acceptance of responsibility for specific objects owned by others and the terms of their care, or
2. The receipt of DPR-owned objects after the conclusion of an outgoing loan or contracted service that involves the movement of objects off-site.

The DPR 927 is signed by the individual who is present for the transfer of custody. The receipt of the objects should be arranged in advanced and authorized by a staff member who has been delegated responsibility for receipt of the objects by previously negotiated agreement or by the Superintendent.

2030.9.1 RECEIPT OF OBJECTS OWNED BY OTHERS UNDER A PREVIOUSLY AUTHORIZED AGREEMENT

A previously authorized agreement will typically be a loan agreement or a deed of gift, but could also be a contract for services in a situation such as a paid study of archeological specimens for a university.

Additional authorization for staff to take custody of the objects is not necessary, as it is implied in the authorization of the pre-existing agreement.

The following steps should be taken at the time the objects are received:

1. Prepare a DPR 927 in duplicate: one copy with original signature for the delivery person and one copy with original signature for the file. (A third copy can be photocopied for Statewide Museum Collections Records.)
2. The delivery person may have his or her own receipt requiring a DPR signature. It is still necessary to document DPR files with the DPR 927.

3. Mark the "Not Applicable" box on the DPR 927 form for "Authorization by Owner," since the owner will have already agreed to the Department's terms under the loan agreement or contract. (If, however, the terms were inadvertently omitted from a contract, have the owner sign the form.)
4. Note the date as well as the name and address of the person or company delivering the objects.
5. If possible, itemize the objects received on the form. If the objects arrive boxed so that it is not possible to see if individual objects are present, identify the boxes on the form. As soon as possible, unpack the boxes and list the objects on a separate paper to attach to the form.
6. It is not necessary to declare an owner's valuation as it should be stated in the loan agreement or contract. If however, the owner's valuation was omitted from the contract, a stated value should be obtained from the owner.
7. The staff person present for the delivery signs the receipt.
8. As soon as possible, document the condition of the object(s). The Department is not responsible for pre-existing damage. Photographs of the objects may be necessary. For loan agreements, condition reports must be prepared at the time the objects are received.

2030.9.2 RECEIPT OF OBJECTS OWNED BY OTHERS WITHOUT A PREVIOUSLY AUTHORIZED AGREEMENT

The following are situations under which objects might be received into the Department's custody without a previously authorized agreement:

1. Objects that require further examination by curatorial staff prior to acquisition.
2. Objects offered for donation that have not yet been accepted by the Superintendent.
3. Objects left with DPR for less than 30 days for photocopy or study only.

Although these situations may be temporary, they are essentially short-term loans to DPR. For this reason, it is important that the conditions under which the Department accepts the objects are agreed to and documented by the owner of the objects.

Only staff with written authorization from the Superintendent to receive temporary custody of objects may do so (see DOM 2010.5.7).

The term limit for temporary custody is 30 days. If the need for a longer period of time is anticipated, a loan agreement should be completed.

The following steps should be taken at the time the objects are received:

1. Prepare DPR 927 in triplicate, each of which should have original signatures.
2. Determine ownership of the objects. If the person delivering the objects is not the owner, assess whether he or she has the authorization of the owner to leave the objects in DPR's custody. If so, he or she signs as the agent.
3. Discuss the terms of the agreement and proposed date of removal. Be clear about when and how the objects will be returned.
4. Itemize the objects received on the form and get a valuation from the owner. If the valuation seems inflated, do not accept custody of the objects.

5. Note any obvious problems with the condition of the objects (e.g., tear lower-left, stain bottom half). The Department is not responsible for pre-existing damage.
6. Staff with authorization from the Superintendent to receive temporary custody of objects signs for DPR.

When returning the objects after temporary custody, use the DPR 929, *Release of Objects—Outgoing*.

2030.9.3 RECEIPT OF DPR-OWNED OBJECTS FROM OTHERS

When receiving DPR-owned objects from others at the conclusion of an outgoing loan or contract for services (e.g., conservation contract), the DPR 927, *Receipt of Objects—Incoming*, is used to document the file and provide a receipt for the other party.

The following steps should be taken at the time the objects are received:

1. Prepare the DPR 927 in duplicate: one copy with original signature for the delivery person and one copy with original signature for the file. (A third copy can be photocopied for Statewide Museum Collections Records.)
2. The delivery person may have his or her own receipt that requires a DPR signature. It is still necessary to document DPR files with the *Receipt of Objects—Incoming* form.
3. Mark the “Not Applicable” box for “Authorization by Owner,” since DPR is the owner.
4. Note the date as well as the name and address of the person or company delivering the objects.
5. If possible, itemize the objects received on the form. If the objects arrive boxed so that it is not possible to see if individual objects are present, identify the boxes on the form. As soon as possible, unpack the boxes and list the objects on a separate paper to attach to the form.
6. The form is signed by the individual who is present at the transfer of custody. The receipt of the objects should be arranged in advanced and authorized by a staff member (usually the Collections Manager) who has been delegated responsibility for receipt of objects.

2030.9.4 ASSIGNING NUMBERS AND FILING

Assigning numbers: If receipt of the objects is associated with a gift or loan, the completed DPR 927 *Receipt of Objects—Incoming* form is marked with that accession or activity number in the box in the upper-right corner of the form.

If the receipt of the objects is not associated with a gift or loan, the completed *Receipt of Objects—Incoming* form is given the next consecutive activity number in the park’s registration system. The number has three parts: 1) the registration location number, 2) the activity code “IR,” and 3) the next consecutive activity number. For example, the number assigned to an incoming receipt of objects that is the 79th activity in a park with a registration location number of “049” would be as follows:

049-OT-77
049-IT-78
049-IR-79

The activity number is written in the box in the upper-right corner of the form.

For the file: The park's copy of the DPR 927, *Receipt of Objects—Incoming*, is either a) filed with the gift or loan form to which it relates, or b) is filed under its own activity number, along with any supporting information, in a numbered folder. The Statewide Museum Collections Records' copy in both circumstances is forwarded to Park Services Division. The activity is recorded in the Accession Book for the park's registration system.

2030.10 RELEASE OF OBJECTS — OUTGOING (DPR 929)

The DPR 929, *Release of Objects—Outgoing* (Figure 2030.10), documents the actual physical transfer of objects from the custody of others to our Department in a number of circumstances. It is a multipurpose form, which can document the following situations:

1. The release of DPR-owned objects to others and the terms under which the Department agrees to do so, or
2. The return of objects owned by others to their owners at the conclusion of an outgoing loan, temporary custody agreement, or service contract.

Objects in DPR's custody may be released into the custody of others only by staff with written authorization by the Superintendent to release objects (see DOM 2010.6.7), or by other persons working under the specific direction of authorized staff. When the authorized person is not actually present at the time custody is transferred, he or she should add his or her initials to the signature of the person working under his or her specific directions.

2030.10.1 RELEASE OF DPR-OWNED OBJECTS TO OTHERS

Any release of DPR-owned objects into the custody of others must be accompanied by a written agreement that outlines the terms under which the Department agrees to release the objects.

When the release is subsequent to a pre-existing outgoing loan agreement or a contract for conservation services, the terms of the release are already in the agreement. (The conditions on the DPR 929 form are in effect the same as the outgoing loan conditions, and should cause no conflicts, but they can be lined out (see Item 4 below).

When the release is to a contractor or vendor who is being paid by open invoice or DPR 285, *Agreement for Services*, the DPR 929, *Release of Objects—Outgoing*, documents the conditions of the agreement. Typical examples of this situation are a historic photograph left with a professional photographer to make a copy negative and copy print, or a leather-bound book left with a conservator for a small repair in accordance with a written recommendation for treatment. It is important to discuss the conditions listed on the reverse of the DPR 929 with the contractor or vendor before he or she signs.

The condition of the objects should be documented before they leave DPR. Photographs are recommended. This documentation will be needed if the objects are returned to DPR with damage.

These steps should be followed at the time the objects are released:

1. Prepare the DPR 929 in triplicate, each copy of which requires original signatures.
2. Itemize the objects released on the form. If the objects are packed and sealed, itemize the boxes and include inventory lists for each of them. As a courtesy to the borrower or contractor, place an inventory list in each of the boxes before sealing them.

3. Check the box on the form indicating that the objects owned by DPR are subject to the conditions on the reverse. Have the person receiving the objects sign the form.
4. A courier working on behalf of the borrower or contractor may be reluctant to sign the receipt subject to the conditions on the reverse and probably would not have the authority to do so. It is very important in this circumstance for DPR staff to be sure of the instructions of the borrower or contractor and that a pre-existing loan agreement or contract includes the conditions. Only if the provisions are satisfactory, is it permissible to line out the phrase "subject to the terms listed on the reverse of this document."
5. Check the identification of the person taking possession of the object and note the source on the form (e.g., driver's license number, known to staff).
6. The DPR staff present at the time the objects are released signs under "Released By." (See DOM 2030.10.)
7. Give one signed copy of the form to the person to whom the objects were released.

2030.10.2 RETURNING OBJECTS OWNED BY OTHERS AFTER TEMPORARY CUSTODY BY DPR

A DPR 929, *Release of Objects—Outgoing*, documents the return of objects to their owners by DPR at the conclusion of an incoming loan, temporary custody, or contract for services.

The condition of the objects should be documented before they leave DPR. Photographs are recommended. This documentation will be needed if damage is claimed by the owner.

These steps should be followed at the time the objects are released:

1. Prepare the form in triplicate, each copy of which requires original signatures.
2. Itemize the objects released on the form. If the objects are packed and sealed, itemize the boxes and include inventory lists for each of them. As a courtesy to the owner, place an inventory list in each of the boxes before sealing them.
3. Check the box indicating return of objects to the owner. (The conditions on the back of the form do not apply.)
4. Check the identification of the person taking possession of the object and note the source on the form (e.g., driver's license number, known to staff).
5. If the object is claimed by someone other than the owner, obtain confirmation in writing of the owner's permission to release the object to that person (e.g., signed instructions from the owner). If ownership of the object has changed while the object was in DPR's custody, obtain confirmation in writing (e.g., letter from the executor of an estate on behalf of the heir).
6. The DPR staff person present at the time the objects are released signs under "Released By."
7. Give one signed copy of the form to the person to whom the objects were released.

2030.10.3 ASSIGNING NUMBERS AND FILING

Assigning numbers: If the release of the objects is associated with another activity or contract, the completed DPR 929, *Release of Objects—Outgoing*, is marked with the number of that activity or contract in the box in the upper right corner of the form.

If release of the objects is not associated with another activity or contract, the completed *Release of Objects—Outgoing* form is given the next consecutive activity number in the park's registration system. The number has three parts: 1) the registration location number, 2) the activity code "OR," and 3) the next consecutive activity number. For example, the number assigned to an outgoing release of objects that is the 114th activity in a park with a registration location number of "049" would be as follows:

049-IR-112
049-IL-113
049-OR-114

The activity number is written in the box in the upper right corner of the form.

For the file: If the release of the objects is associated with another activity or contract, the park's copy of the DPR 929, *Release of Objects—Outgoing*, is filed with the activity to which it relates (loan, contract). If the release of the objects is not associated with another activity or contract, the park's copy of the DPR 929 is filed under its own activity number, along with any supporting information, in a numbered folder. In both cases, the Statewide Museum Collections Records copy is forwarded to Park Services Division. The activity is recorded in the Accession Book for the park's registration system.

2030.11 PARK TO PARK TRANSFER (DPR 930)

The DPR 930, *Park to Park Transfer* (Figure 2030.11), documents the change in location of objects from one State Park to another and the transfer of responsibility for those objects from one Superintendent to another.

Although the transaction would typically be negotiated by staff, the Superintendent of the transferring park must authorize the release, and the Superintendent of the receiving park must agree to accept responsibility for the objects.

2030.11.1 CATALOGING OBJECTS PRIOR TO TRANSFER

All objects should be properly registered prior to transfer to another park. The object records should accompany the objects.

2030.11.2 AT TIME OF TRANSFER

These steps should be followed when transferring the objects:

1. Complete the DPR 930 in triplicate.
2. Note the number of objects and describe them by both catalog number and object name.
3. Indicate the purpose for the transfer. If the transfer is to be temporary, be sure to indicate that in the description (e.g., for temporary use in an exhibit until 1998).
4. Locate the buff copy of the DPR 444B, *Catalog Card*, and the catalog folder for each object and transfer them with the objects. Note the location change on the buff card.
5. The DPR staff releasing the objects and the staff receiving the objects sign and date the DPR 930 at the time of the transfer. The receiving staff keeps one copy. (See DOM 2030.11.3 for distribution of remaining copies.)
6. Normally, transfers are negotiated and approved in advance. When this is not possible, the signatures of the Superintendents should be acquired as soon as is practical.

2030.11.3 ASSIGNING NUMBERS AND FILING

Assigning numbers: The DPR 930, *Park to Park Transfer*, is given different numbers at the sending and receiving parks. The sending park's copy is given the next consecutive activity number from the sending park's registration system. The number has three parts: 1) the registration location number, 2) the activity code "OT," and 3) the next consecutive activity number. For example, the number assigned to an outgoing transfer of objects that is the 14th activity in a park with a registration location number of "049" would be as follows:

049-HO-12
049-IL-13
049-OT-14

The receiving park's copy is likewise given the next consecutive activity number in the receiving park's registration system. This number also has three parts: 1) the registration location number, 2) the activity code "IT," and 3) the next consecutive activity number. For example, the number assigned to an incoming transfer that is the 31st activity in a park with a registration location number of "062" would be as follows:

062-IR-29
062-IR-30
062-IT-31

For both sending and receiving copies, the activity number is written in the box in the upper right corner.

For the file: The sending park's copy of the DPR 930, *Park to Park Transfer*, is filed under its activity number, along with any supporting documents. The sending park forwards a numbered copy for Statewide Museum Collections Records to Park Services Division. The receiving park's copy of the DPR 930 is filed under its activity number, along with any supporting documents. Each park records the activity in the Accession Book for its respective registration system.

2030.12 ARTIFACT LOSS OR DAMAGE REPORT (DPR 888)

The DPR 888, *Artifact Loss or Damage Report*, documents an incident that has resulted in loss or damage to museum objects. These are examples of incidents requiring documentation:

1. Intentional acts (e.g., vandalism, theft).
2. Accidents (e.g., breakage by staff, visitors, or failure of materials or structures).
3. Acts of God (e.g., flood, earthquake).
4. Infestations that have affected specific objects..

This form also documents museum objects that are determined to be “missing” in the collections, for which no specific incident is identifiable.

This form serves several purposes:

1. It documents the history of the individual objects involved.
2. It advises the Superintendent of the incident and staff response to it.
3. Together with other DPR 888s, it provides an overview of hazards and vulnerabilities for subsequent Collection Managers.

2030.12.1 RELATIONSHIP TO PUBLIC SAFETY REPORT (DPR 385)

A DPR 888, *Artifact Loss or Damage Report*, is not intended to replace a DPR 385, *Public Safety Report*, in cases where a non-DPR party is responsible for damages or a crime has been committed. In these cases, it augments the *Public Safety Report* with itemization of the museum objects involved.

When crimes involve museum objects, the value of the objects or the estimate of damage costs is important in determining whether the crime is a felony or misdemeanor. The information documented on the DPR 888 should be communicated as soon as possible to the law enforcement staff involved.

2030.12.2 OBJECTS NOT IN EXPECTED LOCATIONS

When an object is missing from its expected location, it is important that the DPR 888, *Artifact Loss or Damage Report*, be completed even if an explanation other than theft seems likely. If in time the object is found, that fact is recorded on the form and the matter put to rest. If a subsequent pattern indicating theft develops, the form will serve to document the incidents of missing objects.

2030.12.3 ASSIGNING NUMBERS AND FILING

Assigning numbers: There is no number sequence for the DPR 888, *Artifact Loss or Damage Report*. The date of occurrence is used for filing and retrieval.

For the file: The original of the DPR 888, *Artifact Loss or Damage Report*, is filed in chronological order, along with any supporting information or related reports, in the park’s *Artifact Loss and Damage Reports* file. A copy of the report is placed in the catalog folder of each object involved. A copy is forwarded to the Superintendent. The activity is recorded in the Accession Book for the park’s registration system. In cases of artifact loss, a copy is forwarded to Statewide Museum Collections Records. In cases of theft, a copy is forwarded to the Department’s Audits Office in accordance with the SAM Section 8643.

2030.13 AUTHORIZATION FOR EXTENDED HANDS-ON USE (DPR 934)

The DPR 934, *Authorization for Extended Hands-On Use* (Figure 2030.13), documents specific museum objects designated for use in "hands-on" interpretation on a routine basis. (See DOM 2010.10.4.) It is reviewed by a Museum Curator and signed by the Superintendent.

The maximum term for the authorization is two years. A new term for all or some of the objects may be authorized, using a new DPR 934 with all required signatures obtained. Attach copies of any previous authorizations to the new form.

2030.13.1 ASSIGNING NUMBERS AND FILING

Assigning numbers: The DPR 934, *Authorization for Extended Hands-On Use*, is given the next consecutive activity number in the park's registration system. The number has three parts: 1) the registration location number, 2) the activity code "HO," and 3) the next consecutive activity number. For example, the number assigned to an authorization that is the 3rd activity in a park with a registration location number of "049" would be as follows:

049-IL-1
049-OL-2
049-HO-3

The activity number is written in the box in the upper-right corner of the form.

For the file: The park's original copy of the DPR 934, *Authorization for Extended Hands-On Use*, is filed under its activity number, along with any related documentation, in its own numbered folder. Park staff may want to flag the folders to call attention to the expiration dates of the authorizations. Notation of the authorization for hands-on use of the objects and any resulting location changes should be made on their DPR 444B, *Catalog Cards* (see DOM 2030.14.3). The Statewide Museum Collections Records copy is forwarded to Park Services Division. Additional copies can be provided to interpretive staff or others as needed.

2030.14 OBJECT RECORDS**2030.14.1 CATALOG NUMBERS**

Every DPR museum object should have a unique catalog number that associates it with its documentation and differentiates it from similar objects. Although any unique number can serve this purpose, in DPR, catalog numbers follow a prescribed pattern to avoid duplication at different parks. The numbers consist of three parts (e.g., 049-64-221). Although the first two parts of a number may be shared with other objects from the same source, the third part of the number makes the catalog number unique. There are two kinds of catalog numbers in current use:

1. Catalog numbers for objects from a documented accession.

The catalog numbers for all objects in the same accession start with the same two-part accession number. The third part of the catalog number is assigned to each object in sequence. For example, the four objects in an accession numbered "049-65" would be as follows:

049-65-1
049-65-2
049-65-3
049-65-4

2. Catalog numbers for objects whose source is unknown.

When objects are found in the collection without a number, and without any apparent documentation, they are given an "X" number to track them until they can be associated to an accession or otherwise identified. All catalog numbers for unidentified objects start with the same two parts: the registration location number, followed by an "X." The third part of the catalog number is assigned to each object in sequence. For example, the first two unidentified objects found and numbered at a park with the registration location of "049" would be as follows:

049-X-1
049-X-2

The next three unidentified objects found at the same location would continue the sequence:

049-X-3
049-X-4
049-X-5

If and when an "X" object is associated with an accession or other object number, those numbers should be noted on the DPR 444B, *Catalog Card* (see DOM 2030.14.3), and in the accession file. Recataloging the object is not necessary, but if the item is recataloged, the old "X" number should be noted and the *Catalog Cards* should be cross-referenced.

NOTE: Prior to December 1996, all purchases, transfers, and objects found on-site shared the same accession number of "1" (i.e., 049-1), so there are many objects in DPR collections with "1" as the middle part of the catalog number. Modifications to the numbering system were made in December 1996 to facilitate park record-keeping and statewide automation.

2030.14.2 TRACKING NUMBERS

Some objects which are not considered to be part of DPR's museum collections may be tracked through the museum collection registration system for the convenience of park staff. These are referred to as "tracking numbers" rather than "catalog numbers" since they are not part of the Department's catalog of owned objects.

1. Tracking numbers for interpretive program aids:

Some inexpensive, consumable items used as interpretive program aids, or incorporated into museum exhibits, may be tracked through the registration system. Typical examples are an inexpensive tin cup used in a living history program, or simple replica curtains used in a house museum. (See DOM Chapter 1300, Interpretation, regarding program aids.) These kinds of objects are given a "Z" number.

All numbers for "Z" objects start with the same two parts: the park registration number, followed by the "Z." The third part of the object number is assigned to each object in sequence. For example, the first two inexpensive replicas purchased for a park with the registration location of "049" would be numbered as follows:

049-Z-1
049-Z-2

The next three consumable objects acquired for the same park would continue the sequence:

049-Z-3
049-Z-4
049-Z-5

It is important that “Z” numbers be marked clearly so that the objects are not found later and cataloged with an “X” number (described above) by mistake.

“Z” objects do not require deaccessioning when they are lost, broken, or worn out, as they never were accessioned into the Department’s collections.

It is not necessary to prepare a DPR 444B, *Catalog Card*, for “Z” objects (see DOM 2030.14.3). However, if one is prepared for the convenience of park staff, it is important to note the disposition of the object when it is no longer in use.

2. Tracking numbers for objects owned by others on loan to DPR:

Objects owned by others on loan to DPR may be tracked through the registration system. (The loan itself is documented as an activity, with a listing of objects loaned (see DOM 2030.7). Tracking numbers in this case serve to differentiate objects in the records only (e.g., to track locations.) A tracking number may not be marked on loaned object(s) without written approval by the owner, specifying the materials to be used and the proposed location of the marks. (Temporary tags are usually sufficient for DPR purposes.)

All numbers for tracking objects in the same incoming loan start with the loan’s three-part activity number. The last part of the tracking number is assigned in sequence. For example, the first two objects in a loan with an activity number of 049-IL-24 would be tracked with the following numbers:

049-IL-24-1
049-IL-24-2

Alternately, a catalog number assigned to the objects by their owner may be used for the last part of the DPR number. For example, objects in a loan with an activity number of 049-IL-24, and which are identified by their owner as “K1.38” and “M4.22,” could be tracked with the following numbers:

049-IL-24-K1.38
049-IL-24-M4.22

NOTE: Some objects in DPR’s custody have been on “permanent loan” to the Department under agreements which are decades old. Many of these objects already have DPR catalog numbers assigned and affixed to them. It is not necessary to remove the numbers or change the records to bring them in conformance with current practice for incoming loans.

2030.14.3 CATALOG CARDS (DPR 444B)

For every object cataloged, a DPR 444B, *Catalog Card*, must be completed. This form records the basic facts about the object.

The form has three copies, each with its own function:

The White Copy: This is the top sheet of the form and has the original typing on it. It remains with the park that accessioned the object as a permanent record of the accession. It is filed numerically with other white copies in the park’s registration records. The park’s white catalog cards document all the objects that have been accessioned at the park, but would not include objects accessioned elsewhere and transferred to the park.

The Pink Copy: This is the copy for Statewide Museum Collections Records. Pink copies from all parks are filed together by classification, and then by number. In this way, all the objects in the Department of one classification can be reviewed together. The pink copies also serve as backup to the park's original catalog record, but cannot be relied on for subsequent information (e.g., current location) added by the park.

The Buff Copy: The buff copy accompanies the object if it is transferred to other locations within the Department. (Normally, the buff copy is of stiffer stock to withstand the extra wear.) It is the copy that is kept up-to-date with new locations or other information. It is filed numerically with other buff catalog cards. The set of buff catalog cards document all the objects currently under the park's jurisdiction, but not necessarily all of the objects that were ever at the park.

All the information recorded on the DPR 444B, *Catalog Card*, (and more) is included in the electronic object record created in *Argus*. It is not necessary to create a three-part set of the DPR 444Bs, when using electronic registration, although it may be useful to keep a "hard-copy" handy for the reference of others. When an object is transferred to a park that has not yet converted from paper records, it is necessary to print out a record with the DPR 444B information to send with the object.

The following information is recorded on the DPR 444B in the blocks provided for it:

1. CLASSIFICATION. There are nine broad classifications:

Archeology Specimens. Objects or samples collected as part of an archeological project. This includes objects from DPR properties that for some reason were not accessioned according to DPR's archeological registration system, and objects collected by others and donated to DPR.

Architectural Specimens. Architectural features separated from a structure (e.g., door, light fixture) that are sufficiently important historically to be retained with museum collections. This does not include all remnant materials from building restorations.

Art Objects. Paintings, sculptures, drawings, prints, tapestries, and other objects which are created primarily for aesthetic purposes.

Documentary Material. Published and unpublished materials, including books, letters, maps, newspapers, and photographs.

Ethnographic Material. Objects relating to indigenous cultures, primarily Native American.

General Artifacts. All objects not specific to other classifications, like furniture, textiles, and tools.

Natural History Specimens. Animal, plant, or mineral specimens. (The sub-category should be specified on the DPR 444B, *Catalog Card* (e.g., Natural History Specimen: Mineral.)

Vehicles and Machinery. Transportation vehicles (e.g., wagons, locomotives), industrial or agricultural machinery (e.g., pelton water wheel, hay baler), or large military pieces (e.g., missile), or parts associated with them. This category could include any object whose size and structure creates special housing and maintenance problems.

State Park Memorabilia. Objects relating to the history of the State Park System (e.g., documents, oral histories, uniforms, badges).

2. SOURCE. Name and address of the donor, lender or vendor. If the source is unknown or it is an on-site find, note that.

3. CATALOG NUMBER (see DOM 2030.14.1).
4. DESCRIPTION AND CONDITION. Give an object name (e.g., chair, bottle). Beyond that, pertinent information will vary according to the kind of object, but might include the following:
 - Old number (former catalog number, project number)
 - Maker (artist, manufacturer)
 - Date (when the artifact was made or the document was written)
 - Size (two or three measurements in metric scale)
 - Material (e.g., wood, cotton, metal)
 - Color
 - Inscription (identification numbers, engraved motto, handwritten message or signature)
 - Outstanding features or designs
 - Style
 - Function
 - History (previous owner)
 - Condition (e.g., scratches at base, stain upper-right)
 - Related objects (other items in a set)
 - Location (where found or made, where sent)

A catalog description need not contain everything that could possibly be said about an object. It is most important to list any feature that distinguishes the object from other similar objects in the collection, and any information about the provenance of the object known by staff but not yet documented in writing. Lengthy documents can be placed in the Catalog Folder (see DOM 2030.14.5).

5. DATE RECEIVED. Date the object was acquired by the Department.
6. HOW ACQUIRED. The manner of acquisition (e.g., gift, bequest, transfer).
7. VALUE. The object's value as determined by a certified appraiser, the lender, or purchase price. Often the value is not known, in which case the block is left blank.
8. DETERMINED BY. The person who determined the value in Block #7 and the date the value was established.
9. CATALOGUED BY. First initial and last name of the person that catalogued the object. The person that types the DPR 444B, *Catalog Card*, (if different) may place his or her initials under the name of the cataloger.
10. DISPOSITION. This block is used only when an object is permanently removed from the Department's collections, in which case the reason is stated (e.g., Theft).
11. DATE. The date the object was removed from the collection as noted in Block #10.
12. LOCATION. The date the object was catalogued and the location of the object at the time it was catalogued according to the park location chart (see DOM 2030.16). Location changes subsequent to cataloging the object are noted in this block on the buff copy of the DPR 444B, *Catalog Card*.

2030.14.4 CATALOG PHOTOGRAPHS

When cataloging an object, a photograph should be made to help identify the object, to document the condition of the object at the time it was cataloged, and to reduce the need to access the object for future research.

In order to ensure that the object is identified correctly, include the catalog number and scale in the picture. If the processed prints are not dated, include the date in the picture as well.

Catalog photographs are most commonly made in black-and-white, because black-and-white film has been more stable than color film. When color documentation is necessary, include a color scale within the photograph so compensation can be made for color shift.

The catalog photograph is normally filed in the catalog folder (see DOM 2030.14.5). Some parks prefer to file their catalog photographs in a binder so that they are easily viewed as a group. Either method is acceptable.

2030.14.5 CATALOG FOLDER

Catalog folders hold information specific to a particular object, and might include these items:

1. The catalog photograph and negative.
2. The worksheet used to prepare the *Catalog Card* (see DOM 2030.14.6).
3. Research notes about the object.
4. Condition report, if any.
5. Treatment report, if any.
6. Exhibit labels used.
7. Any small, flat label or part removed from the object.

The catalog folder, like the buff copy of the DPR 444B, *Catalog Card*, remains with the object if the object is transferred to another DPR park.

2030.14.6 CATALOG CARD WORKSHEETS (DPR 444A)

Prior to typing DPR 444B *Catalog Cards* in final form, catalogers may find it helpful to gather information on DPR 444A *Catalog Card Worksheets*. The DPR 444A, *Catalog Card Worksheet*, is a single, half-page sheet that is especially useful for recording information in remote locations. Other worksheets can be developed to elicit information for specific kinds of collections. Worksheets should be filed in the catalog folder once the DPR 444B is prepared.

There are also various worksheets that help organize information for data entry into the *Argus* system. Contact Park Services Division if and when samples are desired.

2030.15 SOURCE FILE

The source file is a card file that contains information on individuals, organizations, or institutions from which objects in DPR collections were obtained. The cards are filed alphabetically and all subsequent acquisitions from any one source are noted on the card. This makes it possible to locate accession records (which are filed numerically) relating to a specific source when only the name of the source is known.

The card may be whatever size is convenient for the registrar, but 3" x 5" or 5" x 8" are the most common. The basic information is recorded on the card as follows:

1. **At the top left of the card:** The name of the source with address and phone number below. If this is an individual, use the last name first. If this is an institution or organization, give the name of the staff person or official involved below the address.

2. **At the top right of the card:** The accession numbers for that source.
3. **Across the main body of the card:** The acquisition type (e.g., gift, loan) and date.
4. **At the bottom of the card (if needed):** Cross references to other source cards (in cases of multiple donors, previous names, etc.).

The paper source file is not required for electronic registration as all records related to a specific party can be easily located through pre-established search reports.

2030.16 PARK LOCATION CHART

The park location chart identifies exhibit or storage locations by a systematic numbering system. Its purpose is to provide a precise, abbreviated description of object locations that is consistent over time. The appropriate code provided by the park location chart is entered on the object record (buff copy of the DPR 444B, *Catalog Card*) each time the object changes location.

2030.16.1 CHART PREPARATION

The level of detail needed for the location chart varies with the kind of facility and/or kind of storage. Usually a map or diagram is needed to make clear the specific locations identified. At a minimum, a separate number is given for each facility, and each room within the facility that holds artifacts. Storage areas may be further identified by cabinet, rack, shelf, bin, or drawer. Exhibit areas may be further identified by case or shelf number.

Changes in the physical layout of storage facilities and exhibits will require a revision or replacement of the chart. The effective date should be clearly written on each chart. Care should be taken that the codes used do not duplicate old ones if at all possible.

The park location chart is an important element of electronic registration. Parks anticipating conversion to *Argus* may want to consult with Park Services Division staff when preparing new park location charts.

2030.16.2 FOR THE FILE

A permanent copy of the park location chart should be kept with the park's museum registration records. Outdated charts are always retained for future reference (i.e., not removed when updated charts are filed). Forward one copy to Statewide Museum Collections Records. Current working copies may be distributed or posted for the convenience of staff.

2030.16.3 STANDARDIZED BOX SYSTEM

Some parks prefer to use a standardized box system that identifies the location of the object by the box to which it is permanently assigned. This system allows for quick rearrangement of the boxes in crowded storage locations. As long as a listing of current locations for the boxes is maintained, it is unnecessary to update the individual object records each time a box is moved. The park location chart in this case is the listing of the boxes by their codes.

2030.17 OTHER FORMS

The forms described below are not required, but can be useful in many circumstances. Individual parks may determine when and if these forms are the best means for meeting the needs of the staff.

2030.17.1 COLLECTION MANAGER'S TRANSMITTAL (DPR 932)

The DPR 932, *Collection Manager's Transmittal* (Figure 2030.17.1), provides an efficient means for a Collection Manager to communicate relevant information about a museum collection's activity that requires the Superintendent's signed authorization. It allows the Collection Manager to explain the reasoning behind his or her recommendations, and to alert the Superintendent to the implications of approval or disapproval.

2030.17.2 COLLECTION INVENTORY FORM (DPR 933)

The DPR 933, *Collection Inventory* (Figure 2030.17.2), provides a uniform means of documenting objects found during inventory. It has columns for the three most basic pieces of information: the catalog number, the object name, and the location code. It also offers two blank columns for special codes or confirmation marks customized for the park.

2040 PLANNING AND PRIORITIZATION

This chapter of DOM describes basic elements of museum collections management that should be in place at all parks with museum collections. These elements may exist in simple or complex forms, depending on the size and complexity of the collections, but all of these elements should be in place unless specifically determined not to be applicable at a specific park. They are listed here to provide a checklist for planning and review by Collection Managers and Superintendents.

DEFINITION OF ROLES AND PURPOSE

- Delegation to Park Superintendent, if applicable (see DOM 2010.1, 2020.1)
- Designation of Collection Manager (see DOM 2020.2.3)
- Designation of staff authorized to accept the custody of objects owned by others (see DOM 2010.5.7)
- Designation of staff authorized to release DPR-owned objects into the custody of others (see DOM 2010.6.7)
- Scope of Collection Statement in place (see DOM 2010.2)
- Roles and responsibilities of cooperating associations and concessions defined in their contracts, and required loan agreements in place, if applicable (see DOM 2010.5.3, 2010.6.8)

SECURITY AND MAINTENANCE INFRASTRUCTURE

- Confidential security list of facilities housing museum objects—signed by the Superintendent (see DOM 2010.9.2)—that identifies:
 - security measures in place
 - levels of physical access for both public and staff
 - staff, by name and position, who have keys and security codes to restricted areas
- Housekeeping and maintenance schedules (see DOM 2010.9.3)
 - Forms completed
 - Identified needs incorporated into the district budget

INTELLECTUAL CONTROL OF THE COLLECTIONS

- Registration system in place (see DOM 2010.8, 2030)
- Objects cataloged and documented (see DOM 2010.8.2)
- Inventories conducted on a regular basis (see DOM 2010.9.1)

USE OF COLLECTIONS

- Authorization for extended hands-on use of museum objects, if applicable (see DOM 2010.10.4)
- Site-specific access policy and procedures, if applicable (see DOM 2010.11.2)
- Site-specific intellectual property rights policy and procedures, if applicable (see DOM 2010.12)
- Furnishing plans in place—(see DOM Chapter 1300, Interpretation)

PRIORITIZATION OF WORK

- Plan for correcting any deficiencies and improving museum collections (see DOM 2010.8.2, 2010.9.1)