

PRESERVATION OF DISPLAYED COLLECTIONS POLICY

It is the policy of the Museum to promote and preserve the physical integrity of exhibited objects as appropriate given and type, purpose, and priorities of each Museum collection: Artifact, Library, Props and Furnishings.

The Collections/Acquisitions Committee is responsible for the exhibition of all Museum collections and all collections-type objects. The Committee advises the staff involved in exhibiting Museum collections about developing, planning, and implementing appropriate practices.

The **Artifact Collection** is the Museum's core collection and consists of objects of historic value as documents of the history and cultural heritage of Marengo County, Alabama. The objects in this collection are considered valuable and irreplaceable. Preservation is of the utmost priority in any decision regarding stewardship. Objects in the Artifact Collection are primarily acquired through the generosity of donors. Purchases are limited to available funding.

The **Documentary Multimedia Collection** consists of catalogued images and media containing images. The subjects of the images include:

1. Objects in the Museum's collections
2. Museum activities, exhibits, people, staff and visitors
3. Collectors and donors of the objects in the Museum's collection
4. Acquisition of objects in the Museum's collection
5. Research on objects and collections
6. Other subjects of cultural, historical or technological significance directly relating to the Museum's collections
7. Techniques and processes relevant to the Museum's collection

The contents of the Documentary Multimedia Collection exist in various formats including but not limited to: color prints, black and white prints, glass plate negatives, slides, transparencies, digital images, CDs, DVDs, audio tapes, film and video tapes. The objects are considered valuable and irreplaceable records of the history and cultural heritage of the people of Marengo

TEMPORARY CUSTODY CONDITIONS

The Marengo County History and Archives Museum will give material left in its custody the same handling and care provided similar property of its own, but it assumes no additional responsibilities or liabilities in regard to such material or artifacts.

Insurance will not be carried on materials or artifacts left in custody. This receipt shall constitute a release and waiver of the Marengo County History and Archives Museum, its employees, officers, and agents from any liabilities in connection with the property during evaluation or in transit, except for clearly negligent conduct.

The material and/or artifacts may be photographed and examined by the Marengo County History and Museum for its own purposes, but will not be restored, treated or otherwise altered.

In forwarding imported material or artifacts for deposit, the owner or authorized agent is required to comply with all government regulations.

Any materials or artifacts not accepted for donation should be claimed by the owner or authorized agent within sixty (60) days after notification by the museum. Should a change of ownership occur, the new owner must provide proof of legal title satisfactory to the museum before the materials or artifacts will be released.

The museum, after the initial 60 day period, will mail a second request to the owner or authorizing agent to remove the material. If the owner fails to remove the material within sixty (60) days of the date of mailing of such request, then the museum has the right to place said material or artifacts in storage or return the material, both options at the owner's risk and expense. If, after five years from the date noted on the face of this receipt, the museum has not been able to return the materials or artifacts, the museum will institute a termination of the loan.

In the event the material is sold or donated to the museum, the owner warrants that he holds full and clear title to said material or artifacts, and will, if required, show proof acceptable to the museum.

(DONOR DOES NOT GET OR VIEW THIS FORM)

SECTION C: STAFF EVALUATION

Archivist/Curator Evaluation

Description of the material or artifacts or additional necessary information about the material.
(Brief scope and content note:)

Do materials or artifacts duplicate items already held by the museum? Yes/No

Do materials or artifacts have any special conservation/preservation needs? Yes/No

Do materials fit the museum's collecting policy? Yes/No

Staff justification for acquisition: Fits collection policy: Yes/No

Level I – Highest Priority

- Marengo County Alabama History
- Marengo County Pre-history
- Famous personalities
- The Slave/African-American Experience
- The Native American Experience
- The European Experience
- The French Experience
- The Jewish Experience
- The Cotton Era
- Farming
- Plantation Life
- Early Marengo County Planters
- Early Marengo County Occupations
- Hospitals

- Everyday Life
 - Slave/African American
 - Caucasian
- Marengo County Traditions
- Marengo County Artisan Crafts
- Education
 - African American
 - Caucasian

- Civil War Union Troops
- Industrialization – Coal, Textile, Lumber
- Transportation
- Waterways
- Civil Rights Movement

Staff Recommendation:

Evaluation completed by: _____ Date: _____

Accept _____ Decline _____ Justification: _____

