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1. OVERVIEW

1.1 Introduction

The National Museum of Transportation is dedicated to the preservation and interpretation of our regional and national transportation heritage. As early as 1944, the core of the Museum's collections was established by a group of local transportation enthusiasts and was moved to its present location along the tracks of the original Pacific Railroad of Missouri in 1948. The National Museum of Transportation, hereafter referred to as the Museum, strives to be responsible stewards for its collections, which are held in trust for the public and are made accessible for the public's benefit.

A comprehensive collections management policy helps to facilitate adherence to the professional standards and best practices recommended by the American Alliance of Museums. The Museum's Curatorial Collections Management Policy, hereafter referred to as the Policy, establishes, defines, and documents the Museum's policies concerning all collections-related activities. It is a guide for the Board of Directors, Museum staff, and volunteers as they perform their individual and collective duties and addresses all major aspects of collections stewardship, which is the careful, sound, and responsible management of the Museum's collections.

1.2 Mission Statement

The National Museum of Transportation will be the leader in protecting and interpreting North American transportation heritage. As stewards of our heritage, we will provide engaging education programs, interactive and interpretive exhibits, and conserve transportation history of the next generations.

1.3 Statement of Purpose

The National Museum of Transportation has a responsibility to provide appropriate care for the collections entrusted to it. The purpose of the Curatorial Collections Management Policy supports the Museum's mission by defining the basic policies and procedures that influence all facets of the

Museum's collections activities, and it will help safeguard that these activities are consistent with professional museum standards. Therefore, this Policy ensures the following.

- Its collections are protected, secured, cared for, and preserved.
- Its collections are accurately accounted for and documented including their history of creation, ownership, and use, as well as their location, condition, and intended availability for display, reference, operation, and other purposes.
- Acquisitions, accessioning, deaccessioning, and loan activities are conducted in a manner that conforms to the Museum's mission, complies with applicable law, and reflects the highest professional and ethical standards.
- Deaccessioning of objects from the Permanent Collections through sale or other means is solely for the advancement of the Museum's mission. All proceeds from the sale of such items are to be used solely for the preservation and/or purchase of objects for the affected collections.
- Access to the collections by the public is permitted and appropriately regulated.
- Collection-related activities promote the public good rather than individual financial gain.

This Policy should be regularly reviewed and updated, guided by current AAM guidelines and professional museum standards, to maintain its relevance and usefulness.

1.4 Focus of Collections

The focus of the Museum's collection is North American transportation history, with particular emphasis on the St. Louis, Missouri metropolitan area, and the eight contiguous states, by virtue of its existing collections and its geographical location. The Museum collects material from the following six major thematic areas of North American transportation history.

- Rail– Standard and narrow-gauge steam locomotives, diesel/diesel-electric locomotives, electric locomotives, passenger cars, freight cars, maintenance of way equipment, miscellaneous rail cars, streetcars, trolley cars, rail-related archival and library materials, streetcar/trolley car-related archival and library materials, etc.

- Automotive Vehicles – Passenger vehicles including automobiles, motorcycles, bicycles, light trucks, commercial trucks and vehicles, buses, related archival and library materials, etc.
- Horse-drawn Vehicles – Stagecoaches, wagons, buggies, sleighs, saddles, related archival and library materials, etc.
- Aviation – Aircraft, drones, helicopters, models, aerospace and aviation-related archival and library materials, etc
- Maritime – This collection is to be grand-fathered and not expanded with the exception of related archival and library materials.
- Transportation infrastructure – Artifacts, library, and archival materials relating to bridges, rail and railroads, canals, and highways, etc.

Materials outside of these areas can be accepted only after recommendations from the curatorial staff and approval by the Board.

1.5 Scope of Collections

General Scope: The Museum's collections represent the combined efforts of a variety of individuals to preserve transportation history from 1944 down to the present day. They are organized into the following four categories.

Archives & Manuscripts Collection

The Archives & Manuscripts Collection includes materials such as corporate records and documents, annual reports, maps, mechanical and engineering drawings, still and moving image collections, oral histories, and ephemera. The holdings of the collection represent various transportation companies, labor unions, and fraternal organizations. Two of the largest holdings are from the Missouri Pacific Railroad and ACF Industries.

Large Artifact Collection

The Large Artifact Collection includes some of the nation's most significant examples of rolling stock including the Boston & Providence Railroad Passenger Coach built in 1833 and the Union Pacific #4006 "Big Boy" steam locomotive. This collection also includes automobiles, buses, trolleys, aircraft, horse-drawn vehicles, and riverboat material that reflect the ever-changing nature of transportation.

Library Collection

The Library Collection represent a variety of topics that allow researchers to interpret the cultural, economic, political, and social aspects of North American Transportation history. Items held within this collection are for reference purposes. They are non-circulating and access is available by appointment. The museum has an extensive collection of periodicals, such as Automotive Quarterly, Model Engineer Magazine, and Locomotive Engineers Journal. Other valuable research materials include editions of the Dyke's Automobile and Gasoline Engine Encyclopedia and the Pacific Railroad Explorations and Surveys of 1853-4.

Small Artifact & Art Collection

The Small Artifact & Art Collection includes a wide range of small, three-dimensional artifacts including china, silver, signage, textiles, tools, uniforms, and equipment. This collection also contains fine and graphic art, prints, and posters.

The objects within these four curatorial collections are categorized into three major types.

Special Collections.

Accessioned artifacts, library, and archives and manuscript collections whose significance, condition, or rarity convey special merit and are considered to provide integral support to the entire collection and are rarely under consideration for removal. Collections classified in this

category are deemed essential and maintained at the highest possible standards. The Museum recognizes its professional obligation and commits to long term care of these artifacts.

Collections from this category may only be removed through formal deaccessioning and with unanimous approval from the collections committee and the Board of Trustees.

Permanent Collection.

Accessioned artifacts, library, and archive and manuscript collections that may be used for exhibition, research, and documentary purposes. These materials relate closely to the Mission and purpose of the Museum. Items have strong provenance and/or associations with specific people, institutions, or events. The Museum commits to long-term care of these materials, which may only be removed from the collection through formal deaccessioning. Items in the permanent collection may be loaned to other institutions.

Utility, Education, Research/Reference (UER) Collection.

The UER collection is comprised of objects that can be handled, used, and discarded. This collection will not be accessioned or be part of the Museum's Permanent Collections. UER collections can be used in a variety of situations including in exhibits and displays where the environment and/or security might threaten the preservation of a Permanent Collection artifact. They also may be used for educational purposes, as props, as general reference material, as tools, etc. Collections in this category include duplicates of others within the Permanent Collection that are of lesser historical significance or condition, reproductions, equipment, furnishings, tools, and materials used in developing and maintaining the Museum's collection or facilities. Items considered for UER collections will be thoroughly researched prior to inclusion to ensure that significant pieces are properly categorized and not included under this category. UER collections will be cataloged and inventoried as an independent collection and may be removed from the collection with curatorial approval once they are no longer useful for Museum purposes.

1.6 Collection Development

The Museum follows a collection development policy in which responsible stewardship and professional curatorial practices are the foundation on which collecting decisions are made. Before accepting new collections, consideration of the Museum's commitment to preserving, documenting, and exhibiting collections must be weighed against its constraints, such as available staff, finite storage, and limited resources. Therefore, it is the responsibility of the Museum's leadership and curatorial staff to be selective in its collection development and continue to make curatorial decisions based on thoughtful and well-researched justifications on a case-by-case basis.

Prior to acceptance, each item or collection will be considered based on its provenance, rarity, condition, long-term collection care, potential for interpretation, research value and relevance to the existing collections. The Museum must have full and clear title to all permanent collections and will not acquire or accept collections with donor restrictions or encumbrances.

1.7 Governance

Board of Directors. The Museum is governed by a Board of Directors comprised of individuals drawn from the community for their expertise, interest, and service. The Board is the legal entity responsible for the governance of the National Museum of Transportation and has a fiduciary and ethical responsibility to ensure the appropriate care and use of all the Museum's collections. The Executive Director and Museum staff are responsible for implementation of established strategies, policies, and practices, and are accountable to the Board for such.

Executive Director. The Executive Director is directly accountable to the Board for the overall administration and management of the National Museum of Transportation including all programs and business operations. As such, the Executive Director is responsible for the effective custody and administration of the Museum's collections and the implementation of the Collections Management Policy. He/she shall delegate day-to-day administration and management of the collections to the

Curators. The Executive Director, in collaboration with the Curators, identifies specific priority needs of the collections and communicates those to the Board of Directors.

Curators. The Curators primary responsibility is to care for and manage the artifact collection consistent with professional standards. He/she participates in focused collecting and deaccessioning, and develops, updates, and implements detailed policies relating to the collections. He/she is responsible for controlling both physical and electronic access to the collections. The Curators conduct scholarly research and ensure the appropriate use of artifacts.

Registrar. When financial resources allow, the Museum shall employ a registrar who shall report to the Curators and Executive Director. The registrar's primary responsibility will be to develop, administer, and maintain, all records and legal documents pertaining to the acquisition, management, movement, and disposal of Museum collections in a manner consistent with ethical and professional standards,.

Volunteers. A volunteer is an individual who freely chooses to work for the Museum without financial remuneration. The Museum seeks to involve volunteers with a wide range of abilities, knowledge, and life experiences and relies on them to complete many important duties, such as public outreach, grounds maintenance, and artifact restoration. The Museum will assign volunteers to particular roles within the museum and make every effort to clearly describe the job to be done, the skills and training required, and the time required, so that prospective volunteers are well informed before making a commitment. Volunteers have a responsibility to the Museum, especially with access to the Museum's collections, programs, and privileged information. Access to the Museum's inner activities is a privilege and the lack of material compensation for the effort expended on behalf of the Museum in no way frees the volunteer from adherence to the standards that apply to paid staff. Volunteers must work toward the betterment of the institution and not for personal gain other than the natural gratification and enrichment inherent in Museum participation.

Collections Committee. The Collections Committee is a standing committee whose role is to help guide the development of the collections in a manner that best reflect the Museum's mission and goals. The committee makes recommendations to the Board of Directors regarding the management and growth of the collections and shall perform the following functions.

- Monitor policies, procedures and actions to ensure that the Museum meets the highest legal, professional and ethical standards in the acquisition, management, and care of its collections.
- Periodically review and recommend revisions to the Collection Management Policy.
- Provide support with conducting curation and conservation needs assessments to address the long-term preservation and care of the collections.
- Assist with developing and implementing disaster preparedness, emergency management, integrated pest management, and hazardous waste removal plans.
- Provide support in identifying the strengths and gaps in each collection, and to assist the Curators in creating prioritized collections acquisition plans.
- Make recommendations of artifacts and collections for acquisition and deaccessioning and assist with designating the placement of accepted artifacts in the permanent or UER collections.
- Annually review and present to the Board a report on collections activities and conditions.

The permanent members of the collection committee are the Executive Director and the Curators, who serve as the committee's chairpersons. When financial resources allow, the Museum shall employ a Registrar who also shall be a permanent member of the committee. The Board of Trustees will appoint an ex officio member from their body to serve on the committee on a rotating basis for two-year terms. The Executive Director may approve Curator recommended, subject-matter experts to participate in committee discussions as non-voting members. The Executive Director will make regular reports on the Collections Committee's activities to the Board.

2. Legal and Ethical Standards

2.1 Legal Standards

The Museum is incorporated pursuant to the provisions of Chapter 352 or the Missouri Revised Statutes with respect to benevolent organizations. The Museum acquired tax exempt status from the Internal Revenue Service under the Internal Revenue Code Section 501c3.

Artifact donations may qualify as tax deductible contributions consistent with the provisions of IRS Code Section 501c3.

In policy and in practice, the Museum shall follow all applicable local, state, federal, and international laws and regulations, including U.S. copyright law incorporated in Title 17 of the U.S. Code and all subsequent legislation pertaining to copyright and other issues of intellectual property.

2.2 Ethical Standards

The Museum is responsible for seeing that collections in its custody are “lawfully held, protected, secure, unencumbered, cared for, and preserved” (AAM 1993). The Board of Directors, staff, and volunteers will follow the Museum’s Code of Ethics, and reference the American Alliance of Museum’s Code of Ethics (found in Appendixes F and G).

As the Museum's collection are held in the public trust, all activities surrounding the acquisition, documentation, care, storage, display, use, and disposal of the collection must meet professional museum standards and be outlined formally in this Policy, approved by the Board of Directors. All actions will occur in accordance with the guidelines found herein.

All details of the Code of Ethics will be adhered to by all staff, volunteers, and Board members. None shall use his/her position at the Museum for personal gain or benefit at the expense of the Museum, its mission, its reputation, and/or the community it serves.

2.3 Appraising Donations/Tax Deductions

The Museum's staff or representatives will not act as appraisers for donations offered and/or accepted for collections. Appraisals are the sole responsibility of the donor. Once collections are accepted by the Museum a licensed appraiser may conduct appraisals for insurance purposes.

The Museum's staff or representatives will not act as tax advisors for donations offered and/or accepted for collections. It is strongly recommended that a donor consult a professional tax advisor regarding the tax deductibility of their donation. When requested, Internal Revenue Service forms related to donations will be completed by the Museum according to the following steps: 1) formal acceptance of the artifacts by the Museum, 2) signature on IRS reporting forms by the Donor, 3) signature on the IRS reporting forms by the Executive Director or Registrar, and 4) compliance with other applicable laws.

2.4 Personal Collecting

Board members, staff, and volunteers will not compete with the Museum in any personal collecting or use his/her Museum affiliation to promote his/her or any associate's personal collecting activities. These individuals will use their best judgment, in consultation with the Executive Director and/or the Curators, to determine whether an object represents an artifact of current interest for the collections. If such an object comes to the attention of Board members, staff, or volunteers, either through a gift or possible sale, the Museum will be informed of its availability and will have the first option to accept or reject it. If such an object is purchased by Board members, staff, or volunteers, it will be offered to the Museum as a donation or for the price of purchase. Objects collected prior to an individual's association with the Museum will be exempt from this policy. Board members, staff, and volunteers may not participate in any dealing in objects similar to those objects collected by the Museum. For the purposes of this Policy, a dealer is defined as someone who buys and sells objects for profit on a regular basis.

3. Acquisitions

3.1 Overview

The Museum will build its curatorial collections primarily through donations, bequests, exchanges, strategic purchases, or by any legal means whereby title and the object are conveyed to the Museum. Specific acquisition strategies will be employed to strengthen and/or expand collections in areas that are weak, limited, or missing entirely.

It is the responsibility of the Curators to use their professional knowledge and research to identify, evaluate, and determine if collections should be considered and recommended for acquisition. The Curators will be given the authority to accept individual collections.

The Curators will identify possible acquisitions made through purchases. The purchase of collections under a monetary value, as determined by the Board of Directors, will be given to the Curators. The Curators will present collections available for purchase that are over a monetary value, as determined by the Board, to the Collections Committee for consideration. The Collections Committee must give its majority approval for these purchases and present these recommendations to the Board of Directors for final approval.

The Museum may receive objects given for the specific purpose of sale or trade, but only such objects as are not considered appropriate for the existing collections. Those objects accepted specifically for sale or trade will remain outside of all collections procedures.

3.2 Terms and Conditions for Donations

All donations are subject to the Terms and Conditions for Donations found on the Agreement of Donation and Deed of Gift forms. These include, but are not limited to, the following: 1) all donations to the Museum will be outright and unconditional gifts, and donors may not issue restrictions; 2) the Museum does not guarantee exhibition of donated artifacts; 3) no security interest is held by any third party against the donation; and 4) donations may be tax deductible, but the Museum assumes no responsibility for providing an appraisal.

3.3 Acquisition Restrictions

The Museum may be restricted in its acceptance of some items for a number of reasons such as an object is outside the scope of the Museum's Mission, lack of accurate and/or significant documentation, duplication, physical size, and insufficient funds for proper storage and preservation.

3.4 Acquisition Process

The Museum will adhere to qualitative, ethical, and legal standards during the process of acquiring collections, and shall consider certain criteria in the process of acquiring an object. These considerations should include the following.

- The potential acquisition's relevance to the mission of the Museum and the rest of its collections.
- The quality of the potential acquisition.
- The Museum's ability to provide adequate resources for the storage, management, and long-term care of the potential acquisition.
- Conservation assessment of the items, including aspects such as the condition of the potential acquisition. If the object is in a deteriorated or diminished state, its condition should be conservable by the resources of the Museum. The Museum may also acquire rare or historically significant items that are in a diminished state if they are integral to the Museum's mission.
- The Museum's ability to secure legal title, free and clear of any adverse claims, to the potential acquisition (For the purposes of this policy, "free and clear of any adverse claims" means that there is no outstanding lien, encumbrance, mortgage, security interest or other hypothecation of an interest in the item, and there is no outstanding legal claim (pending or threatened), financial or otherwise, involving the item to be acquired.)
- Whether there are any legal compliance issues or if any laws would be violated by the acquisition or possession of the collection.
- The item(s) or collection(s) is reasonably priced according to market analysis and the Museum has the necessary funds available to purchase it.
- Prior to any transaction of above, a monetary value, which will be determined by the Board of Directors, the Collections Committee will make the recommendation for purchase to the Board, who must then review and approve the purchase.

3.4.1 Collections Committee:

The Collections Committee will meet to consider artifacts for the permanent or UER collections. Donation offers and purchase recommendations are reviewed according to the following criteria: 1) consistent with the Mission and purpose of the Museum; 2) level of provenance or documentation; 3) duplication; 4) physical size; 5) physical condition; and 6) the potential hazard or risk to other artifacts in the collections and/or to people. A majority of Collections Committee members must approve of the acquisition of an artifact.

4. Deaccessioning

4.1 Deaccessioning Overview

The National Museum of Transportation's curatorial collections are never intended to be static. The Museum is committed to continually strengthening the collections. One of the most important ways to do this is by thoughtful, disciplined, and continual refinement to remove duplicate or damaged artifacts, as well as those that are no longer consistent with the mission or have insufficient documentation. Such actions make available space, funds, and staff time to devote to the existing collections and new acquisitions.

Deaccessioned objects are preferably offered for transfer to another cultural institution or for sale at a well-publicized public auction. Proceeds from the sale of deaccessioned objects may not be used for anything other than acquisition or direct care of the specific Museum collections from which they came. Any other use may create the appearance that the collection, which is held in public trust, is being sold to finance the operations of the museum.

The deaccessioning process will follow all legal requirements and professional standards. No accessioned artifact may be removed from the Museum's collections without going through the accepted deaccessioning process detailed in this Policy. The deaccessioning process for permanent collection artifacts is different than that for UER artifacts.

4.2 Criteria for Deaccessioning

An artifact may be removed from either of the curatorial collections if specific criteria are met. Guidelines for proposing the deaccessioning of an item or collection include the following.

- The object is no longer relevant to the mission, purposes, and activities of the Museum.
- The object will be replaced or is duplicated by a better example or specimen. The item has deteriorated beyond its usefulness or the ability of the Museum to appropriately care for it.
- The object, which is exhibited for historical purposes, is judged not to be authentic.
- It has been proven that an item or collection did not belong to the donor at the time of donation, or the Museum acquired the materials improperly.

- An item has been stolen or lost from the Museum and has not been recovered within a period of at least ten years.
- The item presents a potential hazard to other artifacts in the collections and/or to people.

Items that meet one or more of these criteria, or similar to the above, may still be retained in their collections. No item will be deaccessioned from the collections before a thorough investigation is made to determine the legality and ethics of such action.

4.3 Deaccessioning Process

The Curator of the collection is responsible for proposing items for deaccessioning. The Curator or the Curator and the Registrar will review all records for the item to confirm that documentation is accurate and complete. Incomplete records will be completed as much as possible before proceeding. If clear and unrestricted title cannot be determined from the available paperwork, the deaccessioning process may stop. The Curator will provide a written justification for recommending deaccessioning to the Collections Committee, who will determine if the item will be removed from the collection. If the Committee does not approve the recommendation the action will stop, and the item will remain in the Museum's collection.

Any item approved for deaccessioning by the Collection Committee for deaccessioning will be presented, along with written recommendations for the manner of final disposition of the item to the Board of Directors. The Board must approve the recommendation for deaccessioning by a majority vote or the action will stop, and the item will remain in the Museum's collection.

4.3.5 Documenting Deaccessioning:

All deaccessioning decisions and actions will be documented electronically and on paper. The original Deaccessioning Form will be signed by the Curator initiating the action, representatives from the Collections Committee, and by the President of the Board of Directors. Transfer Receipts forms will

be signed by the Executive Director or Registrar. This paperwork and associated files will be retained by the Museum.

4.4 Disposal of Deaccessioned Artifacts

An item or collection being deaccessioned will be disposed of according to the action recorded on the Deaccessioning Form. The following are approved methods of disposal:

- Transfer of a permanent collection artifact to the UER collection, or vice versa.
- Transfer to another museum, archive, library, or other non-profit entity.
- Public sales such as by auction, eBay, or professional dealer.
- Discard/destroy.

4.5 Restrictions for Deaccessioned Artifacts

Deaccessioned artifacts will not be returned directly to original donors or their families or representatives. If artifacts are to be sold at public sales, donors may be notified of the impending sale. They may participate if they choose.

Monies from the sale of deaccessioned objects will be used only to acquire new objects and/or for the direct care of the specific Permanent Collection from which the deaccession item came. Items removed from the Permanent Collections will not be sold at any time to fund general Museum operations.

Consistent with professional museum ethical standards, the National Museum of Transportation will not capitalize collections or treat them as financial assets.

Under no circumstances will objects deaccessioned from the collections be given, sold, or otherwise transferred, publicly or privately, to Museum employees, officers, trustees, or their immediate families or representatives.

Board members and staff should never personally acquire objects deaccessioned from the Museum's collections unless the general public has first been given full access. For example, the first day of a sale of deaccessioned books will be restricted to the public only. Following that, board members and staff

may make purchases from those books. Board members and staff may not purchase deaccessioned artifacts at public auctions due to the limited availability to the public prior to the beginning of the sale and the potential for a perceived conflict of interest.

5. Loans

5.1 Overview

Lending and borrowing artifacts for exhibition, research, and educational purposes is an integral part of the Museum's goal to make its collections accessible to the widest possible audience.

Artifacts are at risk while on loan. To reduce such risk, the Museum has developed policies which permit responsible use of artifacts while ensuring their physical integrity and security through proper care and handling.

All artifacts on loan to and in the Museum's custody are afforded the same level of care and attention as that afforded to artifacts owned by the Museum. The details of all incoming and outgoing loans are specified on the Loan Contracts managed by the Curators, Executive Director, or Registrar and will be followed unless changes are agreed to in writing by both parties.

Terms and conditions detailed in Loan Contracts include, but are not limited to, the following: 1) all artifacts will be afforded professional care and handling; 2) damages to artifacts will be photographed and reported to the Lender as soon as practical; 3) no alterations will be made to any artifact without prior written approval by the Lender; and 4) no loan period will be open-ended—all loans will be tied to the duration of the project for which they are intended.

All loan files will be retained permanently.

5.2 Incoming Loans

Incoming loans are solicited by the Curators for a specific purpose such as exhibition or research. The Museum does not store artifacts for private individuals or other institutions.

The terms and conditions governing all incoming loans will be negotiated in advance to ensure that the Museum can comply with legal and other requirements. Questions or concerns will be addressed between the Lender and the Museum's Curators, the Executive Director, and/or Registrar. Details of loan terms and conditions will be communicated to the Curators to ensure that all loan documentation is complete and accurate.

Insurance for all incoming loans while in-house and in-transit is the responsibility of the Lender. The Lender is required to provide written, signed notice to this effect.

The Museum will not accept loaned material that is known to have been collected illegally, represents a hazard to the collections or staff of the Museum, or fails to conform to local, state, or federal law (e.g. human remains, sacred material, etc.).

The Museum is responsible for all costs associated with the transportation of incoming loans unless other arrangements are made.

5.3 Outgoing Loans

Requests for all outgoing loans require the approval of the Curators, Executive Director, and/or Registrar.

The Borrower will sign and return the Loan Contract prior to the requested artifacts being transferred to the Borrower's custody. Once the Executive Director or Registrar signs the Contract, the loan is finalized, and the artifacts will be shipped or delivered.

All outgoing loans will be covered by the Borrower's fine art insurance while in-house and in-transit for the value provided by the Museum. The Museum may request a Certificate of Insurance from the Borrower in advance of the loan. If proof of insurance coverage cannot be provided, the loan request may be denied.

The Museum will deny requests for loans of artifacts that are inherently unstable or in such condition that traveling or exhibition would exacerbate the problem or subject the artifact to other unnecessary risks. Requests may also be denied if the Museum needs the artifact for its own use, or if the amount of time between the date of request and the date that the artifact is required by the borrower precludes the Registrar from making necessary preparations.

The Borrower is generally responsible for all costs associated with the transportation of the loan unless other arrangements are made.

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Loans from the permanent collection will only be approved to professional museums, galleries, and other historical organizations that receive a satisfactory evaluation by the Museum based on information provided in an AAM Facility Report.

6. Unclaimed Loans, Abandoned and Found Objects

6.1 Unclaimed Loans, Abandoned Property

Objects in these categories are typically unsolicited by the Museum. These are objects left in its custody without being requested or approved by the Museum. The Museum is guided in managing such objects by Missouri's Museum Property Act (See Appendix C— Museum Property Act, 2011, Missouri Revised Statutes, Chapter 184, § 184.102 to 184.122).

Documentation of all attempts to contact the original owner/lender will be maintained permanently in the file for the object, as will copies of all public notices and/or subsequent paperwork relating to it.

6.1.1 Unclaimed Loans

Unclaimed loans are objects for which a loan contract exists but contact with the owner/lender has lapsed. For the Museum to terminate the loan or assume title to the object, the Museum must make a good faith effort to contact the lender to officially notify him/her of the termination of the loan.

Such loans will not be considered for termination and their titles transferred to the Museum unless the following requirements have been met:

- 1) The object has been on indefinite loan and held by the Museum for seven years or more, or
- 2) The object has been on loan through a contract with a clear termination date but no action has been made by the lender to claim the object once the loan period has expired and the Museum has given notice of the termination of the loan.

6.1.2 Abandoned Property:

Abandoned property is defined as any object held by the Museum for a period of seven years or more for which there is no formal paperwork, and for which the owners have made no effort to contact the Museum. Such objects shall become the property of the Museum if a reasonable good faith effort is made by the Museum to notify the owners of its intent to claim ownership and no reply is received.

6.1.3 Notice Requirements:

Notice of termination of loan or abandonment of property requires the Museum to do the following:

- Send a notice by certified mail (return receipt requested) to the last known owner at the most recent address on record.
- If the address on file is not current, publish a notice in a newspaper in the area of the owner's most recent address.
- If the Museum receives no written proof of receipt of notice within 30 days of the date mailed OR there is no current address on record, publish a notice, at least once each week for two consecutive weeks, in a newspaper of general circulation in both the county in which the Museum is located and the county of the last known address of the owner if available. This notice shall contain a description of the object, the name and last known address of the owner, a request that anyone knowing the whereabouts of the owner provide written notice to the Museum, and a statement that if written assertion of title is not presented by the owner to the Museum within three years from the publication date of the second notice, the object shall be considered abandoned or donated and shall become the property of the Museum.

6.2 Found in Collections

The Museum possesses objects with insufficient documentation to determine if they are or should be part of the permanent collection. Objects that are "Found in the Collection" (FIC) differ from abandoned property and unclaimed loans in that no record of past or current ownership exists.

Documentation of all attempts to contact the original owner will be maintained permanently in the accession file, as will copies of all public notices and/or subsequent paperwork relating to it.

6.2.1 Care and Documentation:

While in the Museum's possession, FIC objects will be cared for in the same manner as artifacts in the collections but will be stored separately as much as possible to avoid any confusion between

accessioned artifacts and FIC's. Such objects will be described, labeled and tracked by the Curators or Registrar.

6.2.2 Assuming Ownership:

Should the Museum wish to retain ownership of a FIC object, it will be accessioned into the collection following current accessioning procedures, though such objects must be designated as "Found in Collection". The Museum recognizes the possibility that the object may be claimed as an old loan by the rightful owner at a later date and shall return the object upon presentation of adequate proof of ownership. The Museum's legal counsel may be consulted for advice in such cases.

6.2.3 Disposal:

Should the Museum decide to dispose of a FIC object after all reasonable attempts to identify its owner have failed, it recognizes the risks involved, such as subsequent claims by rightful owners and the inability to sell with a guarantee of legal title.

FIC objects will be evaluated, recommended for removal, and disposed of following current deaccessioning procedures. These objects may be donated to another institution; such action is less likely to have repercussions for the Museum should the rightful owner make a claim. If FIC objects are to be sold, they must be done so with a statement expressly not warranting legal title. The Museum's legal counsel may be consulted in any of these cases.

7. Care and Maintenance of the Collections

7.1 Care and Maintenance of the Collections

Care and maintenance of the collections will be overseen by the Curators. Each collection will be afforded the highest level of care consistent with their status and use.

7.1.1 Permanent Collection:

All permanent collection artifacts may be housed in climate-controlled storage areas when not on exhibition. Permanent collection artifacts will only be handled by trained staff, and by trained volunteers under the supervision of the Curators. These collections will be curated and preserved according to professional standards and will be fully documented and cataloged.

7.1.2 UER Collection:

All UER artifacts will be afforded the highest level of care consistent with their status and use. Such artifacts may be housed in climate-controlled areas while not in use, but are allowed to be stored and exhibited in non-climate-controlled areas (e.g., the Museum Restoration shop). Such artifacts will be handled with care to maintain their long-term usefulness. UER artifacts will be fully and properly documented and cataloged.

7.1.3 Conservation, Restoration and Reproductions:

As the Museum does not employ a trained Conservator, collections staff will only provide preventative conservation, such as proper mounts for support of fragile artifacts, and will not attempt in-depth cleaning or repairs. The Museum will consult or contract with a trained conservator for these services. However, many items in the Large Artifact Collection, under the supervision of the Curator, can be restored by trained staff and volunteers.

Creating reproductions of items may be considered. In some cases, an artifact may be in particularly fragile condition and, to share its history and information with the public, a reproduction may be

appropriate. Photocopies or scanned copies of photos or archival material will be permitted if the material is not copyrighted. Collections staff will make such copies to ensure proper protection of artifacts.

The Museum is obligated to ensure to the best of its ability that images of collections objects and reproductions of photographs and documents are used in an appropriate manner and in accordance with all laws and regulations regarding copyright and intellectual property laws.

7.1.4 Pest Management and Environmental Conditions:

Collections staff monitor insect traps placed throughout the Museum. These traps will be monitored monthly when pest activity is normal and more frequently if problems are suspected or confirmed.

Collections staff also will monitor the temperature and relative humidity levels throughout the Museum with electronic data loggers. Any problems that arise with the HVAC system will be reported to the Maintenance Manager.

7.2 Collections Area Security, Access, and Restrictions

The collections of the Museum exist for the benefit of present and future generations. Therefore, the public shall be granted reasonable access, by appointment, to exhibited or stored collections, on a non-discriminatory basis for the purposes of research and other educational uses.

At all times, the doors to collections spaces will remain locked. Only the collections staff, the Executive Director, and the Maintenance Manager will have keys to collections spaces. All others, including contractors, will gain access through one of these staff members and, if necessary, will be supervised while inside the secured area.

Visitors and/or researchers who have scheduled appointments will be supervised at all times while in the collections areas.

All curatorial staff, interns, and volunteers will be trained in the policies and procedures regarding the use, access, and care of the collections. Volunteers will be supervised while working with collections. Board members, staff, and volunteers are prohibited from borrowing or using collections for personal purposes.

7.3 Museum-Wide Preservation Efforts

One of the easiest ways to protect the Museum's collections is to make sure that as many risk factors are removed as possible. These include the following:

- No smoking anywhere in exhibition or collection storage buildings.
- No food or drink allowed throughout exhibition or collections spaces. Food and drink should remain in the cafe, break room, and in some staff offices.
- No pets or animals of any kind will be allowed in the collections storage spaces, with the exception of licensed service animals.
- No handling of artifacts at any time without prior approval by and supervision of collections staff.
- No flash photography in the collections storage areas without specific prior authorization by the collections staff.

Board members, staff, or volunteers observing infringements of these standards are requested to address such in a direct and timely manner.

7.4 Record Keeping and Inventories

It is important to create and maintain complete and accurate collections records, particularly information on donors, artifact histories, and status of the physical condition of each artifact. The Curators or Registrar has primary responsibility for creating and maintaining collection records. No artifact will be relocated except by or with the prior knowledge of the Curators or Registrar.

Complete inventories should be conducted, at minimum, every ten years. Spot inventories will be conducted as needed as determined by the Curators.

7.5 Insuring Collections

The Museum maintains a fine art insurance policy through National Casualty Company for its permanent collections. Artifacts are covered while on the premises of the Museum and in transit. In some outgoing loan cases, the Museum's policy will cover its own collections while off site and in transit. The Borrower is responsible for a portion of the insurance premium in those cases.

8. Review of Collections Management Policy

8.1 Review of the Curatorial Collections Management Policy

Regular review of the Museum's Curatorial Collections Management Policy is required to maintain currency, relevance, and usefulness. All revisions will be guided by current AAM guidelines and professional museum standards.

The Policy will be reviewed every two years. Such review will be conducted by the Curators who will advise the Executive Director and the Chair of the Collections Committee when a formal review of the Policy is recommended. However, if Committee members or Museum staff see a need, review and revision can occur more often.

Review and revision of the Policy is a collaborative effort of the Curators, other designated collections staff, the Executive Director, and the Collections Committee. The Collections Committee will review and approve draft revisions and will recommend them to the Museum's full Board of Directors for ratification.

All content and substantive format revisions of the Policy require approval and formal ratification by the Museum's Board of Directors. Appendixes are not considered part of the formal Policy and do not require Board ratification for revisions.