

**COLLIN COUNTY FARM MUSEUM:
COLLECTIONS POLICY &
PROCEDURES**



Collin County Farm Museum: Collections Policy & Procedures

This document is intended to provide policy and procedures to ensure that the Collin County Farm Museum collections are governed by professional museum standards, reflecting the institution’s mission, while serving the public trust and abiding by Federal and State laws.

COLLECTIONS POLICY & PROCEDURES

The Park Manager and Museum Coordinator have joint authority to establish, interpret, and modify the Collin County Farm Museum’s “Collections Policy & Procedures.”

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I. MISSION STATEMENTS

Museum Mission: The mission of the Collin County Farm Museum is to cultivate an understanding and appreciation of the county's rural heritage. The museum collects, preserves, and restores agricultural and domestic artifacts for exhibitions and programs about rural life in Collin County from its earliest settlement in the 1840s through 1960.

II. COLLECTIONS POLICY

As a department of Collin County Government, the Collin County Farm Museum's *Collections Committee* will acquire, record and preserve items, either objects or documents, pertaining to Collin County's rural history.

- A. The Collin County Farm Museum Collections Committee may adjust or change the following procedures as needed.
- B. The Collin County Farm Museum Collections Committee recognizes that Collin County Government possession of the collection incurs legal, social and ethical obligations to provide proper storage, management, and care for the collections and associated documentation. For this reason, the Collections Committee is responsible for assuring the *scope of the collection* agrees with the mission, that the collections growth is balanced with resources, and that appropriate allocation is made of personnel, facilities, equipment, services, and support to address the ongoing needs of the collection.
- C. The Collin County Farm Museum's collection and exhibits will be influenced by changes in cultural and educational trends, museum policy, and desire to improve or upgrade collections. As a result the Collections Committee will use its mission statement and collections policy as guides in making any decision regarding acquisitions and disposals. Objects will be kept as long as they retain their physical integrity, authenticity and usefulness in relation to the Collin County Farm Museum's mission. The Collections Committee will follow the formal procedures regarding the *documentation of acquisition, cataloging, deaccessioning and disposal*.

- D. There are several methods the Collin County Farm Museum acquires objects for its collection/exhibit/research, including: *gifts* and *donations*, *purchases*, *loans*, and *Found-in-Collections* (FIC).
- E. The Collin County Farm Museum is authorized to deaccession objects that: do not comply with the Collections Policy and/or are beyond the Museum's ability to preserve, care and store the object.
- F. The Collin County Farm Museum will authorize a loan to a museum, non-profit institution, educational organization or private individuals for the purpose of research and/or exhibition.
- G. The Collin County Farm Museum limits access to the collection not on exhibit to those with proper authorization for the sake of the collections preservation and security.
- H. The Collections Committee is responsible for regular care and maintenance of the collection storage building(s), room(s), area(s) and/or unit(s).
- I. The Collin County Farm Museum staff is responsible for ensuring the correct and current value of historical objects through internal market value research or through qualified appraisals in order to secure the necessary insurance coverage.
- J. The Collin County Farm Museum will submit reports regarding donations to the Collin County Commissioners twice a year for recognition of said donations. Exceptional cases apply to donations valued at \$5,000 or more by professional appraisers or the museum staff. Donations meeting the assigned threshold must be presented to the Collin County Commissioners before the Collin County Farm Museum may accept as a donation.
- K. The Collin County Farm Museum will responsibly use its collections for the creation and dissemination of knowledge with intellectual honesty and objectivity. The educational components may address a wide variety of social, political, artistic or technological issues – all to be approached objectively and without prejudice. The Collin County Farm Museum will use every effort to ensure that exhibits, programs and research publications are honest and objective and do not perpetuate myths or stereotypes.

III. COLLECTIONS PROCEDURES

A. COLLECTIONS COMMITTEE

1. The Collin County Farm Museum will form a committee of no less than 2 people to implement the collections policy and follow the collections procedures.
2. The Museum Coordinator heads the “Collections Committee” and the second member of the “Collections Committee” is the Park Manager of Myers Park & Event Center. Museum Staff, the Myers Park & Event Center Advisory Board, and museum volunteers comprise the remainder of the committee.
3. Voting members of the “Collections Committee” are restricted to employees of the Collin County Farm Museum and the Park Manager.
4. Non-voting members of the “Collections Committee” are advisory members of the Collections Committee, Restoration Volunteers and Myers Park & Event Center Advisory Board Members.
5. The responsibilities of the Collin County Farm Museum Collections Committee are as follows:
 - a. The Collin County Farm Museum Collections Committee will adhere to the guidelines to the best of the institutions physical and financial ability.
 - b. The Collections Committee will meet regularly to insure the policy and procedures are implemented and current.
 - c. The Collections Committee must establish ‘when’ and ‘how often’ to meet.
 - d. The Collections Committee submits a meeting report to the Myers Park & Event Center Advisory Board Members.
 - e. A collections inventory and reconciliation is completed every two years and upon completion, the Collections Committee must create/review/edit the acquisition priority list.
 - f. The Collections Committee determines which objects are acquired, the status of the collection, and ensures all associated documentation (**Source Documents** and **PastPerfect Loan Agreements Form**) and procedures are followed.

- g. The Collections Committee identifies important terms and creates a “Terms & Definitions Index” which functions as a key reference point for all users of the Collin County Farm Museum: Collections Policy & Procedures.

B. SCOPE OF THE COLLECTION

The scope of the Museum’s collection is determined by the Museum’s mission statement. When considering objects for acquisition, the object must qualify in one or more criteria of “Specific Areas of Collection” and “Categories of Use.”

I. Specific Areas of Collection

- a. *Rural History* –objects associated with farming, homesteading, early tradecrafts as well as early town development.
- b. *Age* –objects found from 1840 to 1960.
- c. *Location* –objects found or from the physical location of Collin County.
- d. *Representative* –objects which illustrate the rural history of Collin County from 1840 to 1960 and can include replicas.

II. Categories of Use

- a. *Prime Exhibition Category* – These objects are the best quality and condition available which directly addresses one or more of the Collin County Farm Museum’s specific areas of collection and are primarily used for exhibition.
- b. *Educational Category* – These objects may be duplicates or in a lesser condition making them suitable as hands-on tools and teaching aids as well as exhibits which directly addresses one or more of the Collin County Farm Museum’s specific areas of collection and are primarily used for exhibition..

- c. *Restoration Category* – These objects are of poor quality which directly addresses one or more of the Collin County Farm Museum’s specific areas of collection and can be restored to Prime Exhibition.
- d. *Expendable Category* – These items are accepted with the intent they may be utilized in a different capacity, such as part of a restoration or public art project.

C. DOCUMENTATION

- 1. The purpose of documentation by the Collin County Farm Museum is to identify ownership of said objects, track the location of the object, its condition and care level, as well as record relevant information about the object (its source, history, and/or provenance).
- 2. Documentations for the Collin County Farm Museum are as follows:
 - A. Source Documents
 - 1. Temporary Receipts
 - 2. Acquisition Documents
 - 3. Catalog Records
 - 4. Deaccession Documents
 - 5. Disposal Documents
 - 6. Appraisal Documents
 - B. PastPerfect Loan Agreement Forms
 - 1. Incoming Loan Documents
 - 2. Outgoing Loan Documents
 - C. PastPerfect Report Maker
 - 1. Inventory Reports
 - 2. Condition Reports

C.-A.1. TEMPORARY RECIEPTS – Source Documents page 1

1. Object may be temporarily accepted for “acquisition consideration” provided the owners fill out and sign a temporary receipt form.
2. A Source File is created with the **Source Documents** using the Temporary Receipt #.
3. The Temporary Receipt information is recorded in PastPerfect database.
4. The Museum Coordinator and/or Collections Committee are responsible for either finalizing the acquisition paperwork or contacting the owner to return the object within 30 days of receiving the object(s).
5. The owner(s) of the object(s) rejected from consideration are notified and they must remove the object(s) within 30 days. Failure of the owner to remove the object provides the Collin County Farm Museum with the right to dispose of the object(s) in any manner deemed suitable.

C.-A.2. ACQUISITION EVALUATION & DOCUMENTS – Source Documents page 2 & 3

1. The objects accepted by the Collections Committee are evaluated based on their relevance to any or all of the above “Areas of Collection” and “Categories of Use.” Additionally, objects are evaluated based on the following criteria (**Source Documents** page 2):
 - i. *Size of Collection* – To ensure that size of the collection remains within the facilities physical and financial parameters, collections must not exceed a reasonable and practical number of similarly designed, constructed, or used objects.
 - ii. *Size of Object* – Any object requiring a storage or display area larger than 4 cubic feet must be reviewed and accepted by the Collections Committee.
 - iii. *Condition of Object* – All objects entering the Collin County Farm Museum must be in a condition that they will not cause injury or damage to other objects in the collection, storage or display facilities, or individuals working at or visiting the museum.

iv. *Donor's Restriction, Conditions or Encumbrances* – Generally all objects entering the Collin County Farm Museum collection shall be without any restrictions, conditions, or encumbrances. The Collin County Farm Museum reserves the right to use all gifts in the manner which best serves the museum and the museum's mission statement. Restrictions, conditions, or encumbrances may be accepted by review of the Collections Committee.

- Common Restriction – “Object(s) not to be sold, unless authorized by donor...” & “If museum closes, return object(s) to donor/donor's heirs...”

- This restriction is acceptable with the stipulation that donors are responsible for updating contact information and information of heirs. This is not the responsibility of the Collin County Farm Museum. Upon due process of contact and voided outcomes, this restriction becomes invalid. (See C.-B.1. &

Source Documents page 6)

2. Once object(s) is accepted, the acquisition form (**Source Documents** page 3) is completed and the information is updated in PastPerfect.
3. The Source File is updated using the Acquisition ID #.
4. An acquisition serial number (Acquisition ID#) is assigned. This consists of the year acquired and the number of the collection within said year, separated by a period. (Example: 2013.05)
5. The type of acquisition is identified with an alpha marker.
 - i. Accessioned – No Alpha Marker
 - ii. Educational – “E”
 - iii. Loan – “L”
 - iv. Digital – “D”
6. The individual object(s) must be identified via numeral serials and input into the PastPerfect database. These are the *Object IDs*.

- i. Accessioned – serial consists of ‘year of acquisition’ (.) ‘number of collection in said year’ (.) ‘number of object in the collection’ (Example: 2013.05.003).
 - This is the 3rd object of the 5th collection of objects taken in 2013.
 - ii. Education Use – ‘E’ serial consists of ‘year of acquisition’ (.) ‘number of collection in said year’ (.) ‘number of object in the collection’ (Example: E2013.05.003)
 - iii. Incoming Loans – ‘L’ serial consists of ‘year of acquisition’ (.) ‘number of collection in said year’ (.) ‘number of object in the collection’ (Example: L2013.05.003)
 - iv. Digital – ‘D’ serial consists of ‘year of acquisition’ (.) ‘number of collection in said year’ (.) ‘number of object in the collection’ (Example: D2013.05.003)
7. Objects must be tagged and/or labeled.
 8. Objects must be assigned temporary or permanent storage location.

C.-A.3. CATALOG RECORDS

1. The Museum Coordinator or another trained individual shall catalog all acquired objects with specific catalog procedures according to “Categories of Uses” identified by requisition ID.
 - a. *Prime Exhibit Category* – Objects in this category require accession paperwork with number system linking to object ID.
 - b. *Educational Category* – Objects in this category are not accessioned due to possible loss of value and damage, thus they are cataloged as “E.”
 - c. *Restoration Category* – Objects in this category require accession paperwork with number system linking to object ID.
 - d. *Expendable Category* – Objects in this category are not accessioned due to their use as parts and pieces, thus they are inventoried with a simple number system (0000).
2. The object is recorded on **Source Documents** page 4 with the object ID, object name and description.

3. Additional registration occurs in the PastPerfect database system with corresponding number to include: object name, basic description, acquisition method, transfer of ownership documentation, condition and storage location.

C.-A.4. DEACCESSIONS DOCUMENTS – Source Documents page 5

1. The Collections Committee is responsible for evaluating objects recommended for deaccession and completing the corresponding Deaccession Form to be filed with the Source Folder.
2. Once an object is deaccessioned, the status of the object must be updated in the PastPerfect database.
 - Deaccessioned objects are not automatically disposed of. These objects may be moved to another “Use Category” such as educational or expendable.

C.-A.5. DISPOSAL RECEIPT – Source Documents page 5

1. Those objects marked for disposal must have their disposal method recorded (**Source Documents** page 5) and filed in the Source Folder and recorded in PastPerfect database.
 - a. Disposal Methods include:
 - i. Transferring ownership to another museum, non-profit institution or educational organization.
 - ii. Selling at auction or as scrap metal.
 - iii. Removing to a dumpster.

C.-A.6. APPRAISALS – Source Documents page 3

1. The Collin County Farm Museum or another county department may require appraisals for insurance purposes or to determine if an object qualifies as an “asset.” Determining the value or

authentication of an object must represent an honest and objective judgment. The value recorded must include an indication of how the valuation was made.

- a. General Statistical Appraisal using appraisal database designed by Museum Coordinator.
 - b. Appraisals from reputable auction catalogs and systems.
 - c. Professional appraisal.
2. All donations are tax deductible. However, the donor bears all responsibility for valuation recorded on the acquisition form.
 3. Value of objects are recorded on the Acquisition Form (**Source Documents** page 3).

D. ACQUISITION METHODS

a. Gifts and Donations

- i. Acquisition Form (**Source Documents** page 3) – documents transfer of ownership

b. Purchases

1. *Prime Exhibition* object(s) must have authorization from Collin County Commissioners Court before a purchase can be made and must include a copy of the court order.

c. Loans

1. Must follow the guidelines set forth on the **PastPerfect Loan Agreements Form**

d. Found-in-Collections (FIC)

1. When objects are FIC with no (or minimal) source documentation, the Collections Committee operates under the following assumptions:

- No Transfer of Ownership Documentation = The object belongs to Collin County Government since it is on County property housed with objects the County does own. The object has no restrictions or conditions. (**Source Documents** page 2)
- Acquisition Paperwork without Signature = (see F. “Special Circumstances” or **Source Documents** page 6.)

E. DEACCESSION & DISPOSAL

1. The Museum Coordinator proposes object(s) for deaccessioning (the removal of fiduciary and financial responsibility for the object) based on criteria listed below:
 - i. Object is not consistent with the Collin County Farm Museum “Mission Statement” or “Collection Scope.”
 - ii. Object is a duplicate.
 - iii. Object utilizes too many resources (money, space, time).
 - iv. Object is in poor condition.
 - v. Object is dangerous or may cause damage to other objects in the collection, storage or display facilities, or individual working at or visiting the museum.
 - vi. Object is/was donated with conditions, restrictions, or encumbrances.
2. A permanent record of the object’s deaccession and resultant disposition is kept in the Source File with the original records (**Source Documents** page 5).
3. When disposing of an object, the Collin County Farm Museum must first determine that it has the legal right to do so, by searching its own records to locate an ownership records (“Deed of Gift” or **Source Document** page 3) and/or attempt to locate the object’s original owner or donor.
4. If no restrictions:
 - i. If the object for disposition is of local and historical value – then it shall be first offered to museums or like organizations.
 - ii. If the object for disposition has no geographic connection but is of historical value – then it shall be first offered to any interested organizations.
 - iii. If the object for disposition has no significant geographic connection, is of little historical value, and no organizations are interested in obtaining the object for their permanent collection –
 - a. Then the object shall be sold at an auction with proceeds from the sale going to the Collin County Farm Museum restricted fund; or

- b. The object shall be set aside for sell as scraps with proceeds from the sale going to the Collin County Farm Museum restricted fund; or
- c. The object shall be used for public art project or another Collin County Farm Museum related project.

5. If restrictions are found = (see F. “Special Circumstances” or **Source Documents** page 6.)

F. LOANS

1. Incoming Loans

- a. All Collin County Farm Museum incoming loans are for a period of minimum 3 months and a maximum of 36 months.
- b. Owners must fill out a **PastPerfect Loan Agreements Form** which is uploaded into the PastPerfect database.
- c. Loan renewals are required prior to the return date.
- d. Failure to renew the object loan by the owner within 90 days converts property ownership to the Collin County Government.
- e. Special Circumstance: Long-Term/ Indefinite Loans, Restrictions, FIC, Incomplete Documents
 - i. Must exhibit due process to return said objects.
 - 1. Call and send letter to person of contact; Wait 30 days for response.
 - 2. Search phone books and internet for current contact information; Wait 30 days for response.
 - 3. Post ad in classifieds of Dallas Newspaper; Wait 30 days for response.
 - 4. After 90 days of no response, property is considered abandoned and the property of the Collin County Government.

2. Outgoing Loans

- I. The Collin County Farm Museum only loans items from its collection to institutions and organizations which the Collin County Farm Museum deems able to comply with the conditions of outgoing loans.
- II. Institutions utilizing objects from the Collin County Farm Museum must complete a **PastPerfect Loan Agreements Form** which is uploaded into the PastPerfect database.

G. ACCESS & SECURITY

The Collin County Farm Museum maintains a secure environment to protect the collection; however every attempt is made to allow the public access to the collection not currently on display. The Museum Coordinator or a staff representative is responsible for administering the fees in accordance with the established Collin County fee schedule.

1. The “Collections Area” in the museum and the “Collections Room” are restricted access to those who have county access keys (County Employees) and museum volunteers.
2. The “Collections Units” in the “Collections Room” are restricted access to those who have an access key to the key lock-box in the Museum Office. The Collections Committee retains these keys.
3. Individuals without key access, who desire access to the collections for purposes such as: auditing, inventory, tours, research, and/or assistance with collections activities – must be accompanied by an authorized individual who will remain with the visitor throughout the entire visit.

H. PRESERVATION: CARE & MAINTENANCE

Preservation of the Collin County Farm Museum collection and objects (artifacts, photographs, archive materials, ephemera, and/or general history) is part of the Collin County Farm Museum’s mission statement and strives to meet professional standards regarding handling, storage, and displaying within the means of the organization. Any cleaning, repair, or restoration must be done under the direction and approval of the Museum Coordinator and keep within professionally accepted standards.

1. Care of the collection includes proper handling, cleaning, storage and object condition evaluations.

A. Handling

- i. Wash hands with warm water and non-moisturizing soap – dry thoroughly.
- ii. Wear white-cotton gloves (Especially for fibrous or metal objects.)
- iii. Always pick up objects with both hands from its widest part(s) – never by a handle or other protrusion.
- iv. Heavy, large, or awkward objects should never be moved by one person – always ask for help!
- v. Read “New Museum Registration Methods” p 45-48

B. Cleaning

- i. Refer to “Conservation Concerns” and read their recommendations for cleaning.
- ii. Before cleaning, study the object carefully, examine its construction and identify its materials.
- iii. For materials such as metal, paper, leather, etc... used specialized cleaning supplies from Gaylord.
- iv. For general cleaning use Orvus, a mild detergent and read directions carefully.
- v. Use only a soft cotton cloth and/or soft bristle brush.

C. Storage & Materials

- i. Before storing, study the object carefully, examine its construction and identify its materials.
- ii. Refer to “Conservation Concerns” and read their recommendations for storage
- iii. General Rule: “If it’s food safe, it’s mostly artifact safe.”
- iv. Paper:
 - ◆ If paper is stored together, place buffers between the pages.
 - ◆ Use only a pencil for writing labels on paper
 - ◆ Paper that has **not** been deacidified **must not** be completely encapsulated
 - ◆ Matting = Rag board, acid-free/buffered board, Mylar, glassine, Japanese paper (100% Kozo) and purified starch paste
 - ◆ Store in acid free/buffered folders. Mylar sleeves are best, but do not use with paper that has *pastel, charcoal, or gouache (watercolors)* – the media will offset onto the plastic
- v. Photographs:

- ◆ Store in folders or sheets of Mylar and/or buffered paper. Never use chlorinated or nitrated plastics such as polyvinyl chloride (PVC)
 - ◆ Stored between 59 – 67° F
 - ◆ Completely encapsulate color photos to prevent fading (Mylar sleeves are best)
- vi. Fabrics & Costumes:
- ◆ Fabrics should be stored flat without folds.
 - ◆ Hangers that support costumes must be padded and covered in unbleached muslin.
 - ◆ Costumes and fabrics should not touch other costumes and fabrics. If space is not available, divide with buffered tissue paper.
 - ◆ Never encapsulate clothing or fabric.
- vii. Stone:
- ◆ Marble, limestone, alabaster and sandstone are easily and permanently stained by dirt and grease. These should be encased or draped in unbleached muslin. The draping should not touch the object or the floor.
 - ◆ Highly polished marble – gloves or very clean hands! An application of microcrystalline wax will help preserve some marble.
 - ◆ Limestone and sandstone are prone to the formation of salt crystals – do not remove. This happens when there is not enough humidity.
- viii. Ceramic:
- ◆ Cracked glazed ceramics should never be immersed in water! Wipe with a clean damp cotton towel.
 - ◆ If gold is applied to a ceramic, do not wipe!
 - ◆ Unglazed ceramics are only treated by a trained professional.
- ix. Glass:
- ◆ Glass with flaking/iridescence, must be stored in a smooth container –avoid cotton or other fabric that creates nap.
- x. Metal:
- ◆ Except for pure gold, all metal is subject to corrosion.
 - ◆ Silver, copper, bronze – clean, wrap in several layers of sulfur-free tissue paper and store in tightly sealed bag (Vacuum sealing is best)! As an extra step – include activated charcoal which needs to be replaced periodically.

- ◆ Always wear gloves!
- ◆ Never clean metal with water!

xi. Wood and other Cellulose materials:

- ◆ Wood always remains hygroscopic – it is always ready to absorb moisture!
- ◆ Loosely encapsulate or cover in muslin to protect from dust and dirt.
- ◆ Clean hands to handle.
- ◆ These objects are difficult to handle and store because they must be fully supported at all times.
- ◆ Avoid any flexing or stress on the object.
- ◆ Clean only with a low level vacuum. Do not use a brush.
- ◆ Cellulose – Plant materials like baskets, mats, belts, sashes, grass skirts, or tapa cloth.

xii. Leather and other Protein Materials:

- ◆ Unlike cellulose materials, protein materials like a slightly acidic environment. Use non-buffered paper and storage.
- ◆ Pest control is extremely important with these objects. Good housekeeping is necessary!
- ◆ Newly acquired objects must be placed in isolation until its condition is determined. This item can be sealed in a clear bag (temporary Vacuum sealing is best to kill mold and pest).
- ◆ Clean with a low power vacuum.
- ◆ Only on rare occasions should saddle soap be used once object has been thoroughly cleaned.
- ◆ Protein – Animal parts like leather, silk, hair/wool, feathers, quills, beaks, hooves, and horns.

xiii. Inorganic/Organic Materials:

- ◆ Consists of bone, antler and teeth or mollusk shells, coral, and mother-of-pearl
- ◆ These should never be stored in or around unsealed wood, wood pulp products and especially plywood.
- ◆ Protect from dust by loosely encapsulating.

2. Maintenance of the collection primarily includes collections inventory and reconciliation along with cleaning and repairing the collections storage area(s) and storage units. Additional

responsibilities include periodic condition evaluations and monitoring/addressing environmental conditions which contribute to the preservation or deterioration of objects.

I. VALUATION & INSURANCE

1. Under the Tax Reform Act of 1984, if the amount claimed on the donation exceeds \$5,000 for a single item or exceeds \$5,000 for the aggregate of items of a similar nature given to the Collin County Farm Museum and intends to claim the donation as a charitable deduction on taxes during the same year, then the donor is responsible for providing a qualified appraisal as defined on page 427-428 of *A Legal Primer on Managing Museum Collections* (2012).
2. Museum staff is legally restricted from providing external appraisals for donors under IRS Notice 2006-96: *Guidance Regarding Appraisal Requirements for Noncash Charitable Contributions*, Section 4(2)(1).
3. Museum staff who met the criteria of a qualified appraiser (page 427 of *A Legal Primer on Managing Museum Collections* (2012), Section 4.1.b.) may provide values for historic objects for internal usage to ensure appropriate insurance coverage of the collection. For objects exceeding the staff's qualifications, a professional appraiser is utilized.
4. Objects are valued when being considered for a donation to determine if professional appraisal is needed or if it qualifies as an "exceptional donation" (objects valued at \$5,000 or more) needing the Collin County Commissioners authorization to accept the donation.
5. Re-valuation of objects occurs every 5 years, except for those whose value is \$5,000 or more which are valued every 10 years.
6. An updated value report is provided to Collin County Risk Management department annually in September to ensure correct insurance coverage.

J. COLLIN COUNTY COMMISSIONERS

1. Bi-Annual Report

- a. The Collin County Farm Museum is responsible for submitting a comprehensive report of all donations accepted on behalf of Collin County Government since its last report. This report consists of the items donated, the donor information and an update of the collection's value with new additions.
- b. The purpose of the report is to keep the county's officials and public abreast of museum collections activities and provide transparency.
- c. A collections report is submitted each March and September.

2. Exceptional Donations

- a. Donations which are valued at \$5,000 or more meet a threshold established by the Tax Reform Act of 1984. These donations must be accepted by the Collin County Commissioners due to their impact to the county's insurance and risk management policies.

3. The Collin County Farm Museum will submit reports regarding donations to the Collin County Commissioners twice a year for recognition of said donations. Exceptional cases apply to donations valued at \$5,000 or more by professional appraisers or the museum staff. Donations meeting the assigned threshold must be presented to the Collin County Commissioners before the Collin County Farm Museum may accept as a donation.

IV. SPECIAL CIRCUMSTANCES – MUSEUM CLOSURE

Special Circumstances are instances in which the museum undergoes either temporary or permanent closing procedures. These circumstances arise when: 1) there are no professionally trained staff to manage the collections, 2) the County Commissioners authorize the 'formal' closure of the Collin County Farm Museum, 3) the County Commissioners authorize the transfer of ownership or relinquish ownership of a majority of the collection, 4) merge with another institution(s) resulting in transfer/relinquishing of ownership of the collection.

A. TEMPORARY CLOSING

The overall goal of the Temporary Closing Procedures is to provide a more stable environment for the historical objects within the Wells Building and on the site of Myers Park & Event Center while there is no visitor traffic, professional care and management, and volunteer resource. The thorough cleaning of the interiors, the cotton sheet covers, and other aspects of the Temporary Closing Procedures will provide better preservation of the collections in the absence of active collections management. The closing procedures will mitigate the deterioration of historic objects; however, it does not eliminate the deterioration. Temporary Closing Procedures are best utilized for a maximum period of 3 years. After 3 years without active collections management practices, the procedures for Permanent Closing go into effect.

1. Thoroughly sweep and vacuum with the shop-vac. Vacuum all floors, window sills, corners, under objects, and all other places where dirt accumulates. Use the vacuum or broom to remove all spider webs from the interiors.
2. Thoroughly vacuum and dust all objects and surfaces within the Wells Building. When dusting or cleaning surfaces (including furniture, display/storage cases, shelves, etc...), use cotton rags and wipe with distilled water or a mild solvent, such as Orvus.
3. Clear out all garbage and debris (such as perishable foods, paper trash, soda cans, etc...) that can be used as food or bedding for pests. Check refrigerator and drawers thoroughly. Any sponges, soap, matches, or other potential rodent food sources need to be removed. Also paper bags, candles, newspapers, and other materials that serve as nesting materials for rodents need to be removed.
4. All doormats and/or floor rugs need to be shaken outside and stored flat in the building.
5. All containers (cans, bottles, mugs, vases, etc...) which hold liquid need to be removed or drained.
6. Cover furniture, tools, and all other objects not in enclosed storage units with cotton or muslin sheets. Make sure the sheet covers do not touch the floor – this will prevent the sheet from soaking up moisture.

7. Take all framed objects off the exterior walls.
8. When stacking objects, a layer of Ethafoam is used to prevent them from touching.
9. Ensure all fragile objects (such as books, textiles, leather, etc...) are enclosed in storage units and in temperature controlled facility.
10. Turn off all lights and close all doors and windows and cover with shades.
11. Remove all exterior panels and/or signs.
12. Lock and secure all storage units, rooms and buildings.
13. Steps 1 through 12 need to be repeated every 3 months for a maximum of 3 years.
14. If the museum remains temporarily closed after 3 years, the Temporary Closure Procedures are forfeit in favor of the Permanent Closing Procedures.

B. PERMANENT CLOSING

The overall goal of the Permanent Closing Procedures is the disposal of the Collin County Farm Museum's collection. This process is a two phase approach, which includes the Temporary Closing Procedures. The disposal strategies implemented may mitigate legal, social and ethical damage to Collin County Government; however, it does not eliminate the potential repercussions. The acquisition documents are a social contract with donors in which Collin County ensures the objects are used for an education purpose for the public good. By permanently closing the museum, Collin County is breaking that contract. The accession documents further the County's contract to legal responsibilities for the care and maintenance of the collection. Furthermore, the objects were donated with the best of intentions and Collin County has an ethical responsibility to return those intentions.

Permanent Closing Procedures are best utilized after all other options are exhausted. The following procedures take effect after 3 years of implementing Temporary Closing Procedures or at the authorization of the Commissioners Court. Estimated total time to complete Permanent Closing Procedures is 2 years.

1. Implement or continue to implement the Temporary Closing Procedures.

2. Begin deaccession paperwork for each object and record with Source Files as well as PastPerfect database.
3. Post notice of museum closure in local newspapers, county website and Dallas newspapers for a period of 90 days.
4. Identify objects without restrictions and devise a disposal plan for each object (actions are listed in priority order):
 - a. Give to another museum.
 - b. Return to donor.
 - c. Auction
 - d. Scrap
 - e. Trash
5. Identify objects with restrictions “in cases of museum closure” and return to donor or donor’s heirs.
 - a. Call and send letter to person of contact; Wait 30 days for response.
 - b. Search phone books and internet for current contact information; Wait 30 days for response.
 - c. Post ad in classifieds of local newspapers and Dallas newspaper; Wait 90 days for response.
 - d. After total of 150 days of no response, property is considered abandoned and the property of the Collin County Government.
 - e. Refer to step 4.

V. APPENDIX

A. TERMS & DEFINITIONS INDEX

Access	limiting the control of the public to handle or view museum objects or documents.
Accession	accessioned objects by law requires that institution properly care for and maintain the object.
Acquisition	occurs when the institution has physical possession of an object through gifts, bequests, loans, and/or purchases and includes a “transfer of ownership.”
Acquisition Form	Records the acquisition; form created is a PastPerfect form recording the method of acquisition, its source, listing of object(s) and the acquisition ID.
Acquisition ID#	this identifies the collection that the object acquired belongs to: Loan Collection Education Collection Digital Collection Accession Collection The number is an assigned control number, unique to an object or collection of objects that are acquired by the institution from the same contact at a particular time.
Acquisition Priority List	objects or collections that are remiss from the institution’s collection that the institution desires to include in order to better fulfill the collections policy.
Asset	Objects valued at \$5,000 or more.
Collin County	pertains to the geographic location that is now Collin County
Archives	non-current records of the institution preserved because of their continuing significance and/or value.
Care	of the collection includes proper handling, storage and object condition evaluations.
Cataloging	also “Registration;” assigning a permanent number to paper work for identification purposes and recording said number into a system.
Collection	a unit of the “Collections”; a group of items that share similarities and have something important in common.

Collections	the collected object(s) of the institution that are acquired because of the potential values as examples, as reference materials or as objects of educational importance.
Collections Committee	2 or more individuals responsible for implementing the Collections Policies and Procedures.
Collections Handbook	detailed and itemized directions for implementing the Collections Procedures.
Collections Management	is the process by which an individual or an institution tracks, cares for and maintains its collection.
Collections Policy	a brief, somewhat general statement that identifies the museum’s scope of collections and its purpose; created by the Collections Committee and included in the museum’s by-laws by the board of trustees and is not easy to change; a practicing “Collections Policy” is not uncommonly used for several years before enter into the by-laws, while the practicing “Collections Policy” undergoes numerous editing and rephrasing.
Collections Procedures	are formulated by the Collections Committee and are subject to change constantly because they are not included in the by-laws; the “how-to” portion of the Collections Manual.
Condition	the physical state of an object.
Conservation	Repair of damage or deterioration of an object.
Contact	includes the name, address, phone number, etc... of the person who is gifting or loaning an object to the institution.
Deaccession	the physical and paper transaction by which an object is removed from the institutions accessioned collection.
Disposal	Methods for removing objects from the museum.
Documentation	aka – “record keeping” or “tracking”
Donations	object(s) given to the institution with accompanying paperwork which transfers ownership of an object(s) from a donor to the institution.
Education Collection	Acquired objects that are not accessioned for the purpose of teaching.
Educational Organization	Example: schools, homeschool groups, etc...
Ethical Responsibility	public principals of conduct avoiding impropriety and conflict-of-interest.
Exhibit or Exhibition	a showing of objects; or, a presentation of ideas with the intent of educating the viewer; a planned presentation of objects by an informed

	person to constitute a unit.
Found in Collections (FIC)	identifies objects that are “Found in Collections” with no (or minimal) documentation; objects in the collections that lack any useful documentation as to how they were acquired.
Gifts	also “Donations”; object(s) given to the institution with accompanying paperwork which transfers ownership of an object(s) from a donor to the institution.
Handling	entails care, cleanliness, and common sense. Objects are at the greatest risk of damage when they are handled.
Label	affixing the registration number to the object.
Legal Responsibility	abiding local, state and federal regulations regarding objects, collections, and/or museum management.
Loan	incoming and outgoing; an object, owned by an institution, is lent to/borrowed by another institution, which does not own the object but is responsible for it for a limited amount of time.
Location	where the object is stored; notation often includes “building-room-storage unit- shelf/drawer”.
Mission or Mission Statement	defines the museum and its purpose; in the case of collections management, the mission statement defines the time period and the type of objects collected.
Maintenance	of the collection primarily includes collections inventory and reconciliation along with cleaning and repairing the collections storage area(s) and storage units.
Museum	an institutionalized collection, the records of that collection, the physical facility where the collection is housed and cared for.
Non-Profit Institution	an organization who uses its surplus revenue to achieve goals established by their mission statement.
Notes	the background and history of ownership.
Object	a material, three-dimensional thing of any kind with historical, educational or other use value.
Object Description	is a description of the physical aspects of the object such as: size, shape, color, etc...
Preservation	is preventive care; use of management and care techniques to prevent

	deterioration of the objects.
Provenance	also “Notes”; the background and history of ownership.
Purchased Object(s)	object(s) monetarily purchased whose transfer of ownership document is the purchase receipt.
Registration	assigning a permanent number to paper work for identification purposes and recording said number into a system.
Research	the systematic investigation into and study of materials and sources in order to establish facts and reach new conclusions.
Rural History/Heritage	history relating to the countryside rather than the town or urban development areas.
Scope of Collection	is defined by the mission statement which identifies areas of collections: when, where, and what.
Security	the safety of the objects from potential criminal and accidental activity as a result of human beings.
Social Responsibility	acting in/for the public good.
Source	identifies where the object came from (example: “Rogers Estate” or “Ford Dealership”); sometimes used to identify the acquisition collection
Store or Storage	the act and method of retaining objects with the intent of saving the object for future use.
Tracking	involves all record keeping, including but not limited to: Acquisition forms, Condition Reports and Object Labeling.

VI. APPENDIX

B. SOURCE DOCUMENTS