



The Evelyn Burrow Museum

Wallace State Community College, 801 Main Street NW, PO Box 2000, Hanceville, AL 35077-2000, t: 256.352.8118

The Evelyn Burrow Museum's Collections Management Policy

Mission

The Evelyn Burrow Museum at Wallace State Community College is committed to enriching the communities it serves by providing access to fine and decorative arts, encouraging interdisciplinary exploration inspired by art, fostering an appreciation for art that reaches beyond creative expression and uniqueness to exquisite craftsmanship and attention to detail, and affording opportunities for cultural and cross-cultural enrichment, which inform the viewer's appreciation of art and understanding of lives beyond our own.

Authority

The Evelyn Burrow Museum is an entity of Wallace State Community College. The museum administrator, in consult with the museum director and, as appropriate, with an ad hoc curatorial committee (comprised of individuals such as art museum professionals, art department faculty, and certified art appraisers), makes recommendations regarding acquisition and deaccession of objects in the collection to the President of Wallace State Community College, who has the sole authority to make decisions regarding such matters. The museum administrator oversees the collection management policy as approved by the President.

Collection Categories

The collections maintained by The Evelyn Burrow Museum include The Burrow Collection and the Permanent Collection.

The Burrow Collection – Works in this collection were donated to Wallace State Community College by benefactor Evelyn Burrow, for which The Evelyn Burrow Museum was named. The Burrow Collection began the museum's permanent collection.

The Permanent Collection – This collection is comprised of the entirety of works maintained owned by the College, placed under the control and supervision of and maintained and inventoried by the Burrow Museum. Works may be added to the Permanent Collection upon acquisition by donation, purchase, bequest or transfer.

Acquisitions and Accessioning

Acquisitions support the mission of the Wallace State Community College and The Evelyn Burrow Museum as a resource for developing an appreciation of fine and decorative arts and enhancing the cultural experiences available to students, employees, community members and visitors to campus.

While the President must approve any donation, museum staff are responsible for identifying and researching possible acquisitions in determining what works are appropriate to the Burrow Museum's mission. Normally, substantial acquisitions (purchases, gifts, and commissions) are proposed to the President with written description of the objects' authenticity, provenance,

attribution, condition, and significance for the collections. Museum staff may consult with members of an ad hoc curatorial advisory committee when additional expertise is needed or desired.

The Burrow Museum will acquire an object only when it has been determined, to the degree possible, that the work has not been derived from illicit trade or wrongful seizure and that its acquisition does not contribute to the continuation of illicit trade or otherwise questionable practices in the obtaining of works of art. The Burrow Museum will not knowingly acquire works of art that have been illegally exported or otherwise transferred in violation of the principles of the 1970 UNESCO (United Nations Educational, Scientific and Cultural Organization) *Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property*. The Burrow Museum abides by the principles outlined by the American Association of Art Museum Directors in the *Report of The AAMD Task Force on the Acquisition of Archaeological Materials and Ancient Art*. To the degree possible, the Burrow Museum will investigate the provenance of works prior to acquisition and seek to obtain written documentation regarding its history, including import and export documents and necessary permits. The Burrow Museum requests that sellers and donors provide documentation regarding provenance of works offered for acquisition. The Burrow Museum will not acquire Native American Graves and Repatriation Act of 1990 (NAGRPA) eligible materials.

Gifts and bequests are generally of an unconditional and unrestricted nature, and no work should be accepted with a guarantee of display, publication, perpetual ownership, attribution, or valuation by the Burrow Museum. Any restrictions or conditions placed on the gift, if accepted, must be clearly stated in the Deed of Gift or other instrument of conveyance and agreed to in writing by the President.

The donor's offer of a promised gift and the approval of the promised gift must be documented in writing.

Fractional gifts will be considered under certain circumstances. Fractional gifts will only be accepted if the donor provides a written statement of intent to transfer 100% of the ownership of the object within a specified period of time in accordance with federal legislation. A work that is given as a fractional gift will be accessioned into the collection only after the fractional gift is completed.

Material works of art and cultural significance acquired by The Evelyn Burrow Museum, through either purchase or gift, are accessioned into the Permanent Collection.

Permission to back-up, in perpetuity, any electronic media acquired by the Burrow Museum to the college's secure computer server (according to best practices for archiving and viewing in the galleries) should be granted at the time of acquisition. Successfully obtaining permission to back-up an electronic media piece should be a serious consideration when deciding whether or not to accept or acquire a work of electronic media art.

Deaccessions and Disposal

Deaccessioning may be done for the following reasons:

1. The work is of poor quality, either intrinsically or within its class.
2. The work does not have sufficient study value as to warrant its retention in the collections, or the specific collection as a whole is not of sufficient scale and importance to warrant the support of study examples.

3. The work is inferior to a similar example in the collection, or is a duplicate and has no value as part of a series or set.
4. The authenticity, attribution or appraisal of the work or group of works can be shown to be false or fraudulent and the object lacks sufficient aesthetic merit or artistic importance to warrant retention. In the case of a forgery the work shall be so marked before disposal.
5. The work is in such poor condition that proper repairs are not feasible or will render the object essentially false.
6. The work is hazardous to people and/or other objects in the collection.
7. The work is subject to the Native American Graves and Repatriation Act of 1990 (NAGRPA).
8. It is conclusively proven that a work acquired by the Burrow Museum was illegally exported from its country of origin.

Materials considered in deaccessioning may include the following: name and/or description of object, method of acquisition, estimated value, proposed means of disposal, and justification.

All written materials relating to the deaccession, including approval to deaccession, shall be kept as part of the Burrow Museum's file. Before disposal, all identifications relating to The Evelyn Burrow Museum shall be removed from the object.

Having been approved for deaccessioning by the President, deaccessioning shall be conducted in such a way as to maximize improvement of the Burrow Museum's collection, while preserving its integrity and reputation. This may be accomplished through repatriation, sale at public auction, sale to or exchange with another entity. Museum staff will make recommendation to the President, who shall decide in each instance whether it is in the Burrow Museum's best interest for its ownership of the works to be revealed.

No person associated with The Evelyn Burrow Museum or representative or relative of such person may acquire a work deaccessioned by the Burrow Museum.

Income from deaccessions shall be used solely for the purchase or acquisition of another work or works. Purchases will reflect the original acquisition whenever possible.

When an object that was a gift to the Burrow Museum is deaccessioned, the objects acquired with the income shall be credited as "gifts by exchange" of the original donor, either singly or in combination with the names of other donors or funding sources contributing to the new acquisition.

Loans – Incoming

The Evelyn Burrow Museum borrows works of art and cultural significance from non-profit institutions, museums, galleries, artists, and collectors for exhibition. Works selected for loan to the Burrow Museum should be in a condition suitable for transport and display. Museum staff are responsible for the formal loan request, receipts, condition reports, provisions for insurance coverage, transportation, unpacking, and packing. Any contracts related to the loan must be approved and signed by the President.

All works on loan to the Burrow Museum are identified and documented by registration staff. The Burrow Museum will not undertake any matting, framing, or conservation treatment without

permission of the lender. When returned, works on loan to the Burrow Museum are to be packed and shipped as received, unless different arrangements are made in consultation with the lender.

Loans – Outgoing

The Burrow Museum loans works of art and cultural significance from its collection to other entities for temporary exhibition.

Loan requests must be reviewed and approved by the Museum based upon the following criteria:

1. the condition of the work;
2. the value of the work;
3. the impact of the loan upon the Burrow Museum's needs;
4. the significance and importance of the exhibition or project for which the loan is requested;
5. the expertise, scholarship, and outcomes such as publications;
6. the facilities, environmental conditions, and security provisions of the requesting institution;
7. the justification of our work to the exhibition or project.

The Burrow Museum also loans objects from its collections to other departments of the College. Museum staff must approve the conditions under which the object will be displayed, and the object must not be handled while on campus loan except under the supervision of Museum staff.

Objects in Custody

Objects left in the temporary custody of the museum will be individually identified and treated with the same level of care as an incoming loan.

Occasionally objects are found in collections for which there is no documentation and objects are left unclaimed at the museum. The Burrow Museum will make every reasonable effort to identify the object and any relevant information about these objects. If the museum is unable to establish ownership, the museum is obligated to maintain the object until it can be legally determined to be abandoned property. At that time the object may be considered for accession into the collection.

Collection Care

Anyone handling collection objects must obtain prior approval from the museum director or administrator. Interns and students must be supervised or work in pairs when handling collection objects. Museum staff are responsible for providing training, guidelines, and procedures for safe handling and security of collection objects. Certain objects, including loaned objects, may require additional security as well as the control of light exposure, relative humidity and temperature, pollutants and contaminants in accordance with current best practices for the type of object.

A spot check inventory will be executed once a year, as required by the Wallace State Business Office. A comprehensive condition inventory of the collection will be executed every 10 years by Museum staff. Staff will identify objects that are in need of conservation treatments or stabilization, and research and secure appropriate conservation resources and experts.

In addition to the policies outlined above, the Burrow Museum will ensure proper risk management and maintain insurance as outlined below.

Risk Management and Insurance

The Evelyn Burrow Museum's collections are insured under a fine arts insurance policy. Works are insured for current market value while in transit and in the custody of a borrower unless other arrangements between the museum and borrower are made in a signed contractual agreement. Museum staff are responsible for providing insurance values for objects placed on loan to other venues.

Incoming loans will be insured by the Burrow Museum at the request of the lender unless the lender waives this requirement in a signed contractual agreement prior to the museum receiving the works.

The Burrow Museum will strive to maintain a secure environment for every object in its collection and work to ensure that objects are protected from natural disasters, vandalism, theft, human error, mechanical or operational failure, and deterioration. To ensure the preservation of the objects entrusted to its care:

1. All works will be handled in a professional manner. In the case of damage or loss, museum staff shall be notified immediately.
2. All entrances and exits to spaces that contain collections will be securely locked and patrolled by Campus police after business hours.
3. Access to keys will be restricted to only those who need them for day to day access and monitored by museum staff.
4. The Burrow Museum will use and maintain high quality fire detection and adhere to the college's crisis management plan which outlines disaster preparedness.

Intellectual Property/Reproduction and Copyright

The Evelyn Burrow Museum reserves the right to copyright or trademark materials produced by staff while carrying out employment-related duties, unless a prior agreement has been made. If the copyright or license is held by another party, the museum will act as appropriate regarding laws governing copyright for educational purposes and when necessary request written permission to reproduce the work before a copy of the image is made available. The Evelyn Burrow Museum must be credited for the use of any reproductions of works in the museum's collections. Images of objects in the collection should be identified as part of The Evelyn Burrow Museum.

Appraisals and Identification

Burrow Museum staff members are prohibited from providing appraisals or monetary valuations of works of art to any party outside the Burrow Museum. Museum staff may respond to inquiries about appraisal services by directing them to the American Society of Appraisers (ASA) or the International Society of Appraisers (ISA).

The Museum is entitled to have an independent appraisal or estimate of values done prior to any acquisition and may coordinate with the potential donor to have the object(s) present at the museum for evaluation.

From time to time, the museum may deem it necessary to have a new appraisal or estimate of values done for its permanent collection for the purposes of collections management and insurance. The Burrow Museum undertakes research on its collections and also invites scholars and experts to study the Burrow Museum's collections in order to expand knowledge.

Museum staff may provide expertise on works outside the Burrow Museum's collections, but this in no way shall be considered a formal authentication.

Research Services

The Evelyn Burrow Museum does not offer formal research services.

Policy Review and Revision

The museum administrator is responsible for the periodic review and revision of the Collections Management Policy, which should take place at least every five years, or as circumstances dictate.