



# COLLECTIONS MANAGEMENT POLICY

## AAM Core Document

Approval by the Board of Port Wardens

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# INDEPENDENCE SEAPORT MUSEUM COLLECTIONS MANAGEMENT POLICY

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## PREAMBLE

The Independence Seaport Museum is committed to the responsible stewardship of its archive and artifact collections. This document covers areas of collections management, including acquisition, preservation, and access. A Collections Committee has been established by the Board of Port Wardens to coordinate the management of acquisitions, rights and reproductions, and exhibition loans for the three collection divisions, Archives, Artifacts, and Museum.

The initial drafting of a Collections Procedures Manual will begin in 2020. The Collections Procedures Manual will be based on the Collection Management Policy and details the steps and responsibilities for carrying out policy. The manual is intended to serve as a reference guide primarily for staff, but volunteers may also find it informative and useful. Because this Manual is intended as a guide to current procedures, it will be updated periodically to reflect changes in best practice, ISM procedures, or research technology.

### Revision History

- 2017 – The document was completely rewritten and approved.
- 2/18/2020 – Report positions updated to reflect the loss of the Director of Archives and Library position and the addition of the Curator of Historic Ship’s position.
- 9/8/2020 – Updated section III Collections Development, B. Deaccession to reflect the new AAM definition of “direct care.” Updated section VI. Non-Collection Materials to include the AAM requirement for a Live Animal Teaching Collection Guidelines with an addendum of the Live Animal Care Guidelines.

### Future Revisions

- Online Catalog Policy
- Digital Collections Policy

## INDEPENDENCE SEAPORT MUSEUM COLLECTIONS MANAGEMENT POLICY

### INTRODUCTION

The Collections Management Policy is a statement of the mission of Independence Seaport Museum (ISM) and an explanation of how the mission is pursued through collections activity. The policy guides the Board of Port Wardens, Staff, and Volunteers in carrying out their responsibilities for collections development, care, and access. It is reviewed regularly. It includes ethical obligations that transcend legal requirements.

This policy is effective on the date of its adoption by the Board of Port Wardens and does not affect actions taken under previous policies and procedures.

### INDEPENDENCE SEAPORT MUSEUM MISSION STATEMENT

INDEPENDENCE SEAPORT MUSEUM deepens the understanding, appreciation and experience of the Philadelphia region's waterways. INDEPENDENCE SEAPORT MUSEUM will be a key component of Philadelphia's waterfront development by connecting our community and visitors with our waterways through exhibitions and programs featuring history, science, and art, as well as experiences on the water.

### Curatorial Department Mission Statement

The Curatorial Department through the J. Welles Henderson Research Center and exhibition programs are dedicated to a deeper understanding, appreciation, and experience of Delaware River and Bay, Philadelphia's regional waterways, and the coastal watersheds and shores of New Jersey and Delaware. To this end we identify, select, gather, preserve, maintain, catalogue, and make accessible the maritime heritage of Philadelphia and its surrounds. We do this in a way that embodies a carefully preserved heritage as well as a vibrant engagement with the museum and the public. We strive to be the intellectual underpinning of ISM's research, exhibitions and interpretive programs and an open resource for the global community.

## I. RESPONSIBILITIES

ISM's governing body is the Board of Port Wardens. The Board consists of the officers and a number of Port Wardens not fewer than twelve.

The Board of Port Wardens has both fiduciary and policy-setting responsibilities to carry out the purposes for which ISM was formed. The Board may exercise all such powers of ISM and do all such lawful acts and things as are not by statute or by the Articles of Incorporation or by the Bylaws directed or required to be exercised or done by the members.

The President is the chief executive officer of ISM. The President implements the Board's policies, directs and manages ISM's activities, and reports to the Board Chair.

The Collections Committee of the Board is a Standing Committee that is appointed by the Board Chair, subject to confirmation of the Board. The President, Executive VP, Chief Curator, Curator of Historic Ships will have permanent seats on the Collections Committee. The Committee provides oversight for collections development, care, and access according to policies and procedures of the Collections Management Policy.

The Collections Committee of the Board approves certain acquisitions, all deaccessions, loans from the collections, and deposits. The Committee Chair reports to the next meeting of the Board on actions taken. On determination of the Committee Chair, Board approval is sought whenever there is an issue of sensitivity or a commitment of resources that are not the subject of a previously approved budgetary allocation. Board approval is required whenever an item to be accessioned, deaccessioned, lent, or deposited is considered to be of notable historical significance or its reasonable estimated value exceeds \$10,000.

The Collections Committee of the Board is responsible for periodic review of the Collections Management Policy and making recommendations for revisions for approval by the Board of Port Wardens.

The Chief Curator and the Curator of Historic Ships implement the Collections Management Policy. The Chief Curator directs and manages collections activities and reports to the Executive VP. In the absence of the Chief Curator, the Curator of Historic Ships reports to the VP of Interpretation and Visitor Experience.

## II. COLLECTIONS' SCOPE

The primary goal of Independence Seaport Museum (ISM) is to collect, preserve and interpret and make available the maritime heritage of the Delaware River and Bay. This region is geographically defined by the Delaware River Watershed in addition to the coastal watersheds and shores of New Jersey and Delaware. All of the ports, maritime activities, social and economic institutions, industries related to these waterways are of interest to the museum.

ISM focuses its collecting as follows:

Printed Holdings: that treats primarily:

- Philadelphia and adjacent areas from the period of initial European encounters To the present
- The founding of the U.S. Navy
- The Historic Ships Cruiser Olympia and Submarine Becuna
- The migrations of people to and from Philadelphia and its surrounds
- The study of Shipbuilding and its related trades from the 1700s through present
- The role of the Delaware River Ports in the nation's founding
- The role of the Delaware River Ports in the growth of Commerce and International trade from the 1700s to present

Manuscripts: that treats primarily:

- Early American Shipping, Ship Building and Port Activities
- The area centered on Eastern Pennsylvania (metropolitan Philadelphia in particular), southern New Jersey, and northern Delaware
- Various topics associated with the founding of the Nation
- Various topics associated with the Cruiser Olympia and Submarine Becuna.
- Other organizations and activities that reach across significant parts of the Mid-Atlantic region
- Philadelphians beyond the Commonwealth, among them merchants, soldiers, and tourists, as well as diplomats, artists, and explorers

Artifacts, Art, and Photographs: that represent or provide context for:

- The Historic ships Cruiser Olympia & Submarine Becuna
- The Founding of the U.S. Navy
- Philadelphia and adjacent areas from the period of initial European encounters to the present
- The study of Shipbuilding and its related trades from the 1700s through present
- The role of the Delaware River Ports in the nation's founding

- The role of the Delaware River Ports in the growth of Commerce and International trade from the 1700s to present.
- The migrations of people to and from Philadelphia and its surrounds

Cartography: that illustrate primarily:

- The Philadelphia area
- The Delaware River Watershed
- Various global maps and charts as related to Philadelphians beyond the Commonwealth.

Books. That support research primarily about:

- Philadelphia and adjacent areas from the period of initial European encounters To the present
- The founding of the U.S. Navy
- The Historic Ships: Cruiser Olympia and Submarine Becuna
- The migrations of people to and from Philadelphia and its surrounds
- The study of Shipbuilding and its related trades from the 1700s through present
- The role of the Delaware River Ports in the nation's founding
- The role of the Delaware River Ports in the growth of Commerce and International trade from the 1700s to present.

ISM respects the collection scopes of other institutions while recognizing that there are instances when its collecting interests overlap with those of other repositories. The Museum does not collect government-owned documents or other property.

### III. COLLECTIONS DEVELOPMENT

ISM develops collections through a process of ongoing acquisition and deaccession. All collections are organized for maximum research value. Materials (Documents, Artifacts, Art, & Photographs) that relate to a given entity, topic, or subject will be presented holistically with due regard to provenance and natural order.

#### **A. Acquisition**

ISM acquires items for the collections by means of donation, purchase, exchange or any other transaction by which title to the items passes to ISM.

##### 1. *Conditions*

ISM selects items for acquisition only under the following conditions:

- a. The item is useful to ISM's institutional mission and falls within the collections scope definition and collections development plan.
- b. The item is accepted for the permanent collections.
- c. The transferor's title to the item is free and clear and the item acquired is as represented.
- d. Transfer of the item to ISM is absolute.
- e. The transfer to ISM of any rights (including copyright) that the transferor may have in or to the item, the retention of any such rights by the transferor, and any conditions that the transferor wishes to place on the transfer are agreed upon in advance and stated clearly in writing.
- f. Financial resources for purchases exist.

ISM selects items for the collections with consideration given to the following conditions.

- g. The item is in good condition or resources exist to provide necessary conservation work.
- h. ISM can provide sufficient physical care for the item according to professionally accepted standards.
- i. ISM can provide sufficient intellectual access to the item.
- j. ISM as a Council of American Maritime Museums (CAMM) member institution, shall adhere to archaeological standards consistent with those of American Association of Museums/International Congress of Maritime Museums (AAM/ICMM), CAMM, and the Native American Grave Protection and Repatriation Act and shall not knowingly acquire or exhibit artifacts which have been stolen, illegally exported from their country of origin, or illegally salvaged or removed from commercially exploited archaeological or historic sites.

## *2. Procedure for Acquisitions*

- a. Prior to approval for items to be accessioned, the transferor signs a legal instrument of conveyance, also known as a deed of gift, which sets forth an



adequate description of the items involved and the precise terms of transfer, and which notes that the deed is effective only after approval by the President and the Collections Committee of the Board. Records of accession will be retained consistent with professionally accepted standards

- b. The donor(s) contributions are recognized with credit lines(s) on exhibition labels, ISM's records, including Online Catalog entries. The donor of funds used for purchases is credited in the same way. Donors are given the opportunity to personalize their credit on the deed of gift or by a written notice.
- c. Staff makes quarterly acquisitions reports as a courtesy to the President and Collections Committee Chair.
- d. An annual acquisitions report is prepared by Staff and presented to President and the Collections Committee of the Board for final approval.
- e. Donors are responsible for securing independent monetary appraisals for tax purposes. ISM does not appraise acquisitions for monetary value.

Acquisitions are categorized at the following levels.

- f. **Acquisition Level 1: Non Accessions:** Are items that are received in through donation or transfer and held for an undefined amount of time, such as items used to provide context for an exhibit, educational program, or in need of additional research to determine whether or not they fit in the collection. These items require the approval of the Chief Curator or the Curator of Historic Ships.
- g. **Acquisition Level 2: Regular Accessions:** Are items acquired through donation or transfer. These items can be accepted pending the approval of the President and Collections Committee. Either The Chief Curator or the Curator of Historic Ships may approve additions to the records of organizations already contained in the Collections.
- h. **Acquisition Level 3: Board Approved Accessions:** Are items acquired through donation or transfer that require the approval whenever there is an issue of sensitivity or a commitment of resources - that are not the subject of a previously approved budgetary allocation – or is considered to be of notable historical significance or its reasonable estimated market value exceeds \$25,000 - as determined by the President and the Collections Committee Chair.

### 3. Procedure for Acquisition Purchases

- a. Staff will submit a proposal describing the artifacts, the vendor, the purchase price, taxes, fees, shipping costs, and the source of funds (i.e. donor, Named Deaccession Funds, or annual budget) to be used for approvals as outlined below.
- b. Prior to purchase, staff will also be responsible for making reasonable inquiry as to the proposed transaction's integrity, to include such inquiry as may be reasonably necessary of the seller, and any persons acting in a representative capacity for the seller, as well as any and all representations made in relation to the proposed transaction and or item under consideration regarding the authenticity, provenance, and or title to any item to be considered.
- c. Staff may not spend more than a total of \$2,500 in any month on acquisitions, subject to the museum's internal controls without expressed approval of the President, Controller/CFO, Collections Committee Chair
- d. Note that Named Deaccession Funds can be considered for purchase of acquisitions – see policy in Deaccession section.
- e. AUCTION - In cases where a time sensitive auction or private offering of up to and including \$2,500, the President, Controller/CFO, and the Chief Curator or Curator of Historic Ships may authorize purchases staff will report to the Collections Committee Chair in writing as soon as practical following the purchase.

#### Purchase Levels

- a. **Purchase Level A:** Purchases up to \$500 for any individual piece may be made by the Chief Curator or the Curator of Historic consistent with existing procurement procedures.
- b. **Purchase Level B:** Purchases of individual items over \$500 and up to and including \$1,000 must be approved by the President, Controller/CFO and the Chief Curator or Curator of Historic Ships.
- c. **Purchase Level C:** All purchases of individual items over \$1,000, and up to and including \$10,000, must be approved by the President, Controller/CFO, and Collections Committee.
- d. **Purchase Level D:** Purchases of individual items over \$10,000 requires the approval of the President, Controller/CFO, Collections Committee, and Board of Port Wardens.

## B. Deaccession

Deaccession is the process by which items are taken out of the collection. This practice is a typical part of collections stewardship and a way for the Museum to refine its collections, and not a source of emergency funds.

Once items are deaccessioned from the collection they are then divested from the Museum's holdings by means of sale, exchange, transfer, donation, or witnessed destruction solely for the advancement of the Museum's mission. Preference is given to a divestment method that benefits another collecting institution, represents the intent of the acquisition, and provides that a divested item remains accessible to the public.

### 1. *Conditions*

ISM selects items for deaccessioning only under the following conditions.

- a. There are no known legal restrictions relating to disposition on the item.
- b. The method of divestment is in the best interests of ISM and the public it serves.

ISM deaccessions items with consideration given to the following conditions.

- c. The item is no longer useful to ISM's institutional mission and does not fall within the collections scope definition and collections development plan.
- d. The item duplicates a better example, edition, or image in the collection.
- e. The item no longer retains its physical integrity, its identity, or its authenticity.
- f. ISM cannot provide sufficient physical care for the item according to professionally accepted standards.
- g. The item is in danger of damaging other parts of the collections.
- h. ISM cannot provide sufficient intellectual access to the item.
- i. ISM can record and retain information that is unique to the item but the item it is otherwise of no value to ISM.
- j. The item is related to a significant body of material at another repository either through provenance or thematically and reuniting it with that body of material would significantly enhance its value for use.

- k. ISM's possession of the item is not legitimate, because the item was stolen, improperly removed from another repository, or illegally exported or imported.
- l. The authenticity or attribution of the item is determined to be false or fraudulent and the item lacks sufficient research value to warrant retention. (Deaccession of an item determined to be a forgery shall be done in such a way as to minimize the risk that others will be misled as to its authenticity.)

## 2. *Procedure*

- a. **Deaccession Level A:** The Chief Curator and the Curator of Historic Ships may divest of items whose suspected market value does not exceed \$1,000.
- b. **Deaccession Level B:** The President and the Collections Committee's approval for items with a suspected market value between \$1000 and \$5000.
- c. **Deaccession Level C:** Board approval is required whenever an item has a reasonable estimated value exceeds \$5,000, or of notable historical significance, or if there is an issue of sensitivity, or a commitment of resources that are not the subject of a previously approved budgetary allocation.
- d. Methods of divestment are included in the deaccession conditions.
- e. Any transaction with the appearance of a conflict of interest is fully considered and documented. Under no circumstances is ownership to be transferred to any of ISM's Board Members, staff or volunteers, or their representatives or families.

## 3. *Limitations on applicability*

- a. The deaccession policy does not apply to material that is weeded during the processing collections for accession in accordance with professionally accepted best practice. Typical weeded items include duplicate items, newspaper clippings that have been preservation photocopied, routine circulars, receipts, cancelled checks, and routine, non-substantive correspondence.
- b. The deaccession policy does not apply to items without accession numbers or items that have not been cataloged (i.e. reference books or other materials found in the collection without donor provenance.)

4. *Named Deaccession Funds – purchases and direct care projects*
- a. All monies generated through the deaccessioning of objects from the collection will be placed in an account designated “Named Deaccession Funds” [NDF] and, along with any earnings generated on the funds on deposit in this separate account, will be restricted to the acquisition of artifacts or direct care collection projects, crediting the purchase fund or donor credit lines on exhibition/storage labels, ISM’s records, including Online Catalog entries. The donor is credited as a funder, “by exchange.”
  - b. Access to Funds - The application of Named Deaccessioned Funds is proposed by the Chief Curator or Curator of Historic Ships and approved by the President, Comptroller/CFO, Collections Committee for acquisitions or direct care projects.
  - c. Acquisitions using Funds - A purchase proposal includes an artifact description and the donor’s(s) funds to be used. Standard procedures for acquisition outlined in Section-III- Collections Development is used in tandem with Named Deaccession Fund guidelines.
  - d. Direct Care Projects using Funds - A Direct Care Project proposal includes the description of the project and the donor funds to be used describing how credit will be displayed. Sample credit lines: “The protective storage housing/framing for this artifact/collection was made possible by (*donor’s name*) through exchange,” or “Restoration/Conservation of this artifact was made possible by (*donor’s name*) through exchange.”
  - e. The following criteria is used in the selection of Direct Care Projects:
    1. Investments into existing collections that enhancing their life, usefulness and/or quality through conservation treatment and storage housing improvements.
    2. Conservation treatments following the criteria listed in Section-IV-Collections Care.
    3. Projects that improve the storage environment in immediate proximity to artifacts in relation to a specific collection as an identifiable preservation project that can be credited to the donor.
    4. Projects include housing fixtures such as boxes, folders, padding, textile tubes, etc.
    5. Painting and drawing archival (re)framing or book binding projects that provide protective permanent housing.
    6. Direct care does not include institutional operating expenses, salaries, or facilities improvements and maintenance.

#### IV. COLLECTIONS CARE

ISM maintains physical control of its collections through preservation, conservation, replacement, insurance, and documentation. The Curatorial staff monitors the condition of the collections and is responsible for maintaining collections care. The Chief Curator and/or the Curator of Historic Ships inform the President and the Collections Committee of the Board on priorities and programs for collections care. The Curatorial staff submits proposals for collections care projects to the President and Collections Committee for approval that require a commitment of resources that have not been within a previously approved budget.

##### **A. Preservation**

ISM strives to prevent deterioration or loss of collections while in storage, on exhibition, in research areas, or in transit, in the following ways.

1. Loss from factors like temperature, humidity, dust, light, mold, and insect infestation is minimized through building maintenance and the mechanical, electronic, and storage systems.
2. Loss from careless handling is minimized through established rules and procedures that authorize the person or persons who can handle collections and how they are handled. The staff is authorized to deny users access to the collections when careless handling or other negligence is observed.
3. Loss from theft is minimized through staff supervision, electronic security and surveillance systems, and other security procedures that monitor patrons and staff. Staff is authorized to inspect packages and personal belongings of visitors when entering or leaving the Archives.
4. Loss from fire, flood, and other emergencies and disasters is prevented through established emergency response plans and procedures.

##### **B. Conservation**

ISM conserves an item to halt deterioration or return it as close as possible to its original state, under the following conditions.

1. It is necessary to prevent deterioration or loss of the item, or it is desirable for aesthetic reintegration.
2. The history of use, artistic, and aesthetic integrity can be retained or restored.

3. The treatment is reversible except in circumstances where no other reasonable treatment can prevent the loss of an item.

### **C. Replacement**

ISM replaces an item with a duplicate or alternative format copy or substitutes that provides as much as possible the qualities of the original under one or more of the following conditions.

1. The item is beyond repair.
2. The item is in danger of sustaining irreparable damage or damaging surrounding materials.
3. The item is a reference work that is replaced by an updated edition.

### **D. Digitization**

ISM recognizes the developing digital media trend and values its ability to make material accessible to a broader global community. ISM will strive to:

1. Create and maintain a web based digital catalog for all collections.
2. Make as much of the collection available over the internet as practical.
3. Create and maintain a Digital Archive according the Digital Preservation plan adopted by the Board October, 2016. (Copy attached)

### **E. Insurance**

1. ISM does not substitute insurance coverage for responsible collections care.
2. ISM maintains designated nominal coverage with respect to its collections located on the premises and in temporary locations off-site through a standard fine arts insurance policy primarily to underwrite conservation costs.
3. Additional Insurance will be arranged for all incoming loan and deposit items as it is industry practice and to prevent a depletion of coverage for the museum's owned collections should a loss occur.

ISM does not insure items on the premises that are not part of the permanent collections, except by special arrangement.

## **F. Documentation**

ISM creates, holds, and maintains documentation of collections development, care, and access.

1. Collections development documentation includes accession and deaccession records, including receipts, provenance, conditions of acquisition, and methods of disposal.
2. Collections care documentation includes: photography, inventory records documenting location, physical condition, storage facilities reports, treatment reports, damage or loss reports, and insurance records.
3. Collections access documentation includes exhibition loan agreements and related records, publication reproduction records, and other permissions for use.

## **V. COLLECTIONS ACCESS**

ISM encourages wide access to its collections through reference aids, examination, exhibition, reproduction and publication. Access may be restricted because of resource limitations, care requirements, confidentiality, or other considerations.

### **A. Reference Aids**

Collections access is assisted through unpublished and published reference aids, including online and card catalogs, finding aids, indexes, inventories, collection files, databases, guides, and other internal and external systems. Some of these reference aids are available via the Museum's website.

1. Reference aids are prepared by staff according to professional standards and appropriate institutional practice.
2. ISM is not responsible for reference aids prepared by outside individuals or institutions in which ISM's collections appear.
4. Access to confidential collections information, including provenance and value, may be restricted as determined by the staff.



## **B. Research**

Collections are available for research at ISM during public hours by appointment. Copies of items in the collections may be requested for off-site research.

1. Rules for handling are established and enforced by the staff.
2. Special research privileges are not granted except in extraordinary circumstances and with the approval of the Chief Curator or the Curator of Historic Ships.
3. Use of an item may be restricted due to its condition or for legal or privacy reasons.
4. Use of an item may be restricted under terms that are included in the deed of gift or invoice.
5. Photocopy, microfilm, digital, or other copies of collections are supplied through procedures established by the Chief Curator and the Curator of Historic Ships and are for reference use only. Written permission for other use, including exhibitions and publications, must be secured from ISM.

## **C. Short term, Incoming and Outgoing Loans**

Items are used in ISM's exhibits and are lent for exhibitions at other qualified institutions.

### **1. Conditions**

The Chief Curator or the Curator of Historic Ships approves items for ISM exhibitions with consideration given to the following conditions.

- a. The item is available and not needed for other ISM exhibitions or programs.
- b. The item is in suitable physical and aesthetic condition and can be transported without being exposed to undo risk.
- c. The item can be provided with suitable conditions for its care and safety.
- d. The item is presented in a manner that preserves its intellectual integrity.

- e. The borrower is a museum, historical society, or other educational, non-profit institution, open to the public and dedicated to a public function and accredited by AAM. Loans over \$25,000 need to be approved by the Board of Port Wardens
- i. The borrower assumes all costs associated with the loan, including the costs incurred to document, transport, conserve, appraise, and insure.
- g. The borrower gives appropriate credit to ISM.  
Example: "Loan courtesy of the Independent Seaport Museum, Philadelphia, PA"
- h. Long term loans not affiliated with an Exhibit or Museum program must be approved by the Board of Port Wardens.

## 2. Procedure

The Chief Curator approves the loan of items in the Collections provided their value does not exceed \$25,000.00. Collections Committee approval is sought whenever there is an issue of sensitivity or a commitment of resources that are not the subject of a previously approved budgetary allocation. Board approval is required whenever an item to be lent is considered to be of notable historical significance or its reasonable estimated value exceeds \$25,000.

## D. Digital Reproduction and Publication

ISM permits digital reproduction and publication of collection materials in books, newspapers, advertisements, exhibitions, microform publications, web sites, and other formats under the following conditions.

1. The user assumes all responsibility for any infringement of the U.S. Copyright Code. ISM does not claim to control copyright on collection originals unless such copyright has been transferred to ISM, but the ISM does hold copyright to digital images created by ISM staff.
2. Published digital reproductions are permitted for use only when produced from quality high-resolution files supplied by ISM. Exceptions must be approved by the Collections staff.
3. The user gives appropriate credit to ISM as owner of the item.

Example: “Image courtesy of the (*insert donor’s name*) Collection, Independence Seaport Museum, Philadelphia, PA”

4. The item is presented in a manner that respects its intellectual integrity.
5. Permission is granted for one-time use, after an official request is submitted.
6. Exclusive rights for unlimited use are not granted.
7. ISM does not surrender its rights as owner of the item by granting permission for its reproduction.

## VI. NON-COLLECTION MATERIALS

Items that are placed with ISM but are not part of its collections include items on loan for exhibition, semi-permanent deposits, items acquired for ISM programs, or items held in storage. ISM accepts these items only for the advancement of ISM's mission and not as an endorsement or to enhance their value. ISM is not responsible for items that are received at ISM without the previous knowledge of the Chief Curator, the Curator of Historic Ships.

### A. Live Animal Teaching Collection

The Museum maintains a small collection of live fish and mussels as part of its ecologically based exhibit River Alive! See VIII. ADDENDUM for: *Live Animal Teaching Collection Guidelines* for further details. While these animals exist to enhance the exhibit, they do not undergo formal accession into the ISM collection. Their acquisition, care and removal of animals fall under the purview of the Education Department. The Museum is committed to the care and management of living animals used for educational programming, in support of the Museum’s mission.

### B. Loans for exhibition

ISM borrows items from private sources and public institutions for its own exhibition programs. ISM exercises the same degree of care for items on loan at ISM as it does for items in its own collections (except that ISM may provide special insurance for items on loan and satisfy other conditions which are imposed by the lending source). Loans to ISM are approved by the Chief Curator provided the value of the item is below \$25,000.00. Should the value exceed \$25,000.00 the approval of the Collections Committee is required.

## **C Deposits**

ISM receives solicited items on deposit (a.k.a. long-term loans). ISM cares for deposits as it does its own collections but it does not insure deposited items except by special agreement. Deposits to the collections must be approved by the Collections Committee of the Board of Port Wardens. Deposits will be reviewed annually including contact with the Depositor.

### **1. Conditions**

Deposits are approved with consideration for the following conditions:

- a. The item meets the conditions for acquisition, including its relevance to ISM's mission, ISM's ability to provide care and access, and assurances that free and clear title belongs to the depositor.
- b. There is the potential that the item may be acquired by ISM.
- c. The terms of the deposit, including the duration and the disposition of the item, are agreed upon in writing with the depositor.
- d. If the deposit cannot be returned at the end of the deposit period, the Collections Committee, on the recommendation of the staff, may seek legal counsel.

### **2. Procedure**

The Collection Staff recommends permanent deposits to the Collections Committee. On determination of the Collections Committee approval is sought whenever there is an issue of sensitivity or a commitment of resources that are not the subject of a previously approved budgetary allocation. Board approval is required whenever an item to be deposited is considered to be of notable historical significance or its reasonable estimated value exceeds \$25,000.

## **D. Program materials**

ISM accepts items for use in its programming, as requested by Education and Interpretation staff.

1. An item offered for program purposes may be considered for the collections according to acquisition policies and procedures.
2. An item used for programs is not subject to ISM's collections policies and procedures and therefore may be disposed of or discarded.

## E. Storage

Items are stored at ISM by other organizations according to fees and conditions approved by the President, coordinated by the Chief Curator or the Curator of Historic Ships.

## VII. GLOSSARY

**Accession:** (1) item(s) added to the collections; (2) the act of recording/processing an addition to the collections.

**Acquisition:** an addition to the collections, by purchase, donation, transfer, exchange, or bequest, for which title is given to ISM.

**Alternative format copy:** a reproduction of the complete substance of an item in a physical medium different from the original.

**Appraisal:** a valuation of property.

**Archival materials:** a broad term used to encompass manuscript, graphic, and ephemeral materials; everything not included in the “printed materials” category.

**Catalog:** (1) online public access catalog (OPAC); (2) an alphabetical card file; (3) a list of things exhibited, usually with descriptive comments and often illustrations; (4) the act of classifying items methodically, usually with descriptive detail.

**Collections:** tangible objects owned by ISM for the public trust and intended to be held for the foreseeable future, to be cared for and accessible.

**Conservation:** individualized treatment which prevents or delays future degradation of items. (see also Preservation)

**Copyright:** The exclusive rights, granted by law, of the creator of a work (or his or her assignees or employers) to make or dispose of copies and otherwise control the use of a literary, dramatic, musical, artistic or other work. Ownership of copyright in a work does not necessarily pass with ownership of the work itself.

**Current printed materials:** this phrase is used to describe those acquisitions that are presented to the Collections Committee of the Board for their information only and do not require Board approval. These include books, pamphlets, serials, and broadsides published within the last 25 years.

**Deaccession:** (1) item(s) removed permanently from the collections; (2) the process of removing an item permanently from the collections.

**Deposit:** item(s) placed at ISM for research purposes while the title remains with the depositor. (See also Loan.)

**Digitization:** the process of transforming analog material into binary electronic (digital) form, especially for storage and use in a computer. This has replaced ISM's former practice of film photographic reproduction.

**Fiduciary:** designating or of a person who holds something in trust for another; of a trustee or trusteeship.

**Graphics:** archival materials at ISM that are considered "graphics" include photographs, prints, broadsides, and maps.

**Intellectual access:** a way or means of understanding and using the informational content of material.

**Inventory:** (1) an itemized listing of items, usually of items for which ISM has assumed responsibility through Accession, Deposit, or Loan; (2) the act of physically locating all or a random selection of the items for which HSP is responsible.

**Curatorial Division:** the division of ISM responsible for the administration of collections; it includes the J. Welles Henderson Archives & Library, and the Curatorial Department.

**Loan:** item(s) borrowed by ISM or from ISM for exhibition purposes. (See also Deposit.)

**Non-Collections material:** item(s) that ISM does not intend to accession or for which ISM does not own title.

**Preservation:** broader measures that prevent or delay future degradation of collections, e.g., the provision of environmentally sound and secure storage, the withdrawal, restriction or copying of fragile items.

**Printed materials:** traditional library holdings, such as books, pamphlets, serials, and broadsides; everything not included in the "archival materials" category.

**Provenance:** the place of origin or source, the history of transmission of ownership.

**Restriction:** limit or restraint on the use of an item.

## VIII. ADDENDUM

### A - Live Animal Teaching Collection Guidelines

#### A. Ethics of Living Collections Acquisition and Use

1. The decision to use live animals for environmental education programs requires careful consideration and planning both during the acquisition process and in the care and management of the animals. The Museum holds the public trust in providing the best possible care for its living collections.
2. The living collections shall be treated with respect and dignity throughout their lives and, when necessary, provided a humane death. ISM will keep an informed staff and active contracts for the ethical supply, monthly maintenance, and disposal of fishes following best practices.
3. Policies and procedures are established for each type of program animal. These policies ensure that each animal receives appropriate care.

#### B. Overview of Living Collections

1. Independence Seaport Museum is committed to the care and management of living animals used for educational programming, in support of the Museum's mission. The small live animal teaching collection is comprised of living, non-releasable native or naturalized fish and mussels that ISM has acquired for exhibition River Alive and related programs. The Museum believes that the opportunity to observe and learn from living animals can foster personal connections and a deeper respect for wildlife and natural ecosystems.
2. ISM commits to the care of each animal by ensuring a suitable and stable living environment. While these animals exist to enhance the exhibit, they do not undergo formal accession into the ISM collection. Their acquisition, care and removal of animals fall under the purview of the Education Department. The Education Department staff's care of the live animals is guided by professional organizations and contractors.
3. Contact between the live animals and the visitors, staff, interns, volunteers is not allowed if there is the possibility of danger to the animal or if there is danger of disease transmission. When their term of life has expired or the museum is no longer able to accommodate the animal's living arrangement, they are documented as being removed but are not required to undergo formal deaccession. Required federal and state permits must be kept up to date and displayed on-site.
4. ISM does not foresee enlarging the scope of its live animal displays and programs.

#### C. Care of Mussels

1. ISM acts as the caretakers of a small hatchery of freshwater mussels owned by the Partnership for the Delaware Estuary [PDE] as part of their Freshwater Mussel Recovery Program [FMRP]. Mussels are grown at PDE's hatcheries and introduced to rivers and streams. As of May 2020 ISM cares for six baskets of mussels containing two different

species. More information on this program can be found at the following site:

[www.delawareestuary.org/science-and-research/freshwater-mussels/](http://www.delawareestuary.org/science-and-research/freshwater-mussels/)

2. Facilities and Housing
  - A. The small hatchery is a series of six closed baskets floating in our Delaware River Tidal Basin and tethered off the Museum's docks.
  - B. Baskets are lined with a fine mesh screen that allows for water and nutrients to flow through to the mussels while holding a layer of playground sand the mussels need to root themselves.
  - C. Baskets are tethered to securely to the dock with their rim at the surface of the water using floats. They must be able to rise and fall with the tide and remain submerged at all time.
  - D. The juvenile freshwater mussels are raised in a small-scale basket hatchery as part of a program of the Partnership of the Delaware Estuary.
  - E. The hatchery remains active during the winter and inspected on a regular basis weather depending.
3. Access and Use
  - A. The mussels can be seen by visitors as part of the River Alive exhibit via a remote camera.
  - B. Interns part of our River Ambassadors program have controlled access via Education Department staff.
  - C. Data on the health and growth of the mussels are sent to PDE.
  - D. Handling
  - E. Only Education Department staff are allowed to handle the mussel baskets or the mussel baskets themselves. Staff is trained by PDE and follow a detailed handling and maintenance guide produced by the Museum.
4. Care and Disposal
  - A. Mussels feed from the river water itself.
  - B. Every other week staff monitors and records the health and development of the mussels and report to PDE.
  - C. The baskets are cleaned of alien materials during the inspection.
  - D. Dead mussels are released into the river basin.
  - E. The inspection of the mussels is an ideal opportunity for staff to teach students about these important and fragile creatures.

#### **D. Care of Fishes**

1. Facilities and Housing
  - A. The fishes are publicly displayed in a state-of-the-art closed aquarium system.
  - B. The Museum contracts a professional aquarium service for monthly service for the aquarium system.
  - C. The aquarium service will annually evaluate the aquarium system to identify needed replacements, repairs, and improvements and submit a budget estimate for inclusion in annual budget projections.
2. Access and Use
  - A. The fishes are only visually accessible and contribute the exhibition narrative and associated programs led by the Educational Department staff, interns, and volunteers.
3. Handling



- A. Should the need arise, only Education Department staff and the contracted aquarium service are allowed to handle the fishes.
4. Care and Disposal
- A. The staff of the Education Department keeps a log of their daily, weekly and monthly monitoring of the fishes including feeding, monitoring water quality and mechanicals of the tank system following best practices as outlined in the detailed maintenance guide produced by the Museum.
  - B. The tank is maintained by an aquarium service, but maintenance guide provides instruction should there be an interruption of service.
  - C. Staff works with the aquarium service and fish hatchery to determine when fishes have grown too large for the tank environment. The fish hatchery is responsible for the exchange of large and small fishes as needed. Large fish are returned to the hatchery to continue their growth.
  - D. When fishes die they are documented and removed of through the Museum's standard daily waste disposal program.
  - E. Note: Since the animals are not accessioned they are not required to undergo formal deaccession when they are exchanged or die.
  - F. The care of the fishes is an ideal opportunity for staff to teach students about these important and fragile creatures.