



COLLECTIONS MANAGEMENT POLICY ^[5]

Revision for review by the Collections Committee and the Board

- Approved by Board 12/16/2021

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PREAMBLE

The Independence Seaport Museum [ISM] is committed to the responsible stewardship of its collections. This document covers areas of collections management, including acquisition, preservation, and access. Oversight of the collections at the staff level falls to the Chief Curator and the CEO/President. They are advised by the Collections Committee, established by the Board of Port Wardens. The Collections Committee provides review of all acquisitions, donations and deaccessions as well as approval of substantial loan requests from the collection.

REVISION HISTORY

- [1] 2017 – The document was completely rewritten and approved.
- [2] 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.
- [3] 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.
- [4] 9/13/2021 – Streamlined the accession and acquisition procedures. Simplified all incoming loans as annually renewed. Eliminated non-accessioned category, separated incoming and outgoing loan policies. Added Historic Ships policies.
- [5] December 2021 –addressed the specific differences in the accepted standards of developing Archival Collections and Museum Collections. See

INDEPENDENCE SEAPORT MUSEUM COLLECTIONS MANAGEMENT POLICY ^[5]

INTRODUCTION

The Collections Management Policy is a statement of how Independence Seaport Museum (ISM) pursues its mission through collections activity. The collections are separated into two major parts – Museum Archives – Museum Collections - per accepted standards are managed by the Curatorial Department, and are governed by this one Policy.

This Policy guides the Board of Port Wardens, Collections, Committee, and Staff in carrying out their responsibilities for all collections development, care, and access. It is reviewed regularly to insure it is up to date. This document includes both legal obligations and Museum standards of ethical conduct.

Note: 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.

MUSEUM MISSION STATEMENT

Discovering Philadelphia's river of history and world of connections.

CURATORIAL DEPARTMENT MISSION STATEMENT

The Curatorial Department through the Henderson Research Center [HRC] 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 southern New Jersey and northern 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

1. 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.
2. 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.

3. 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.
4. 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, 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.
5. The Collections Committee of the Board approves donations, acquisitions, and deaccessions from the collections. The Committee Chair reports to the next meeting of the Board on actions taken. The Board will review and ratify all decisions regarding donations, acquisitions and deaccessions. Requests for loans will be evaluated by staff and those representing a loan value in excess of \$25,000 will be reviewed by the committee and reported to the Board.
6. 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.
7. The Chief Curator implements the Collections Management Policy and directs and manages collections activities and reports to the Executive VP.

II. COLLECTIONS' SCOPE

ISM's collecting focuses is on unique artifacts and archives with enduring historical value, significant provenance, or relevance to enable the equitable telling of people's agency in the region's maritime history. ISM collections will focus on four key areas:

1. Physical, cultural, and historical materials of the Delaware River and its immediate estuaries and Delaware Bay.
2. The history of the cities of Philadelphia and Camden and their environs as it specifically relates to the Delaware River and by extension to their global maritime connections.
3. The recreational, governmental, and business relationships between Philadelphia/Camden and secondarily the coastal communities along the southern New Jersey, and northern Delaware coastlines.
4. Military and civilian history of the cruiser *Olympia* and submarine *Becuna*.

Additionally,

1. ISM will maintain records and documents of the corporation of the Philadelphia Maritime Museum/Independence Seaport Museum.
2. ISM respects the collection scopes of other institutions while recognizing that there are instances when its collecting interests overlap with those of other repositories.

A. Types of Materials

Commented [PS1]: Craig..this is really covered above in 3. The Navy Yard as a military base has a defined repository for its records so I would not call this out but acknowledge it falls in under 3. Also I think we need to carve out a separate section just for the ships.

1. Manuscript
 - a. Diary/Journal, Letters, Notes, Postcards, Telegram/V-mails, Documents, Certificates, Scrapbooks
2. Clothing/Uniform
 - a. Hats, Coats, Vests, Shirt/Blouses, Pants, Skirts, Dresses, Coveralls, Hose/Gloves/Undergarments, Shoes, Award/Medal/Insignia, Ornaments, Side arms.
3. Business
 - a. Committee Minutes/Records, Contracts, Deeds/Wills, Ledgers, Logbooks, Insurance Policies, Manifest/Inventories, Invoice/Receipts, Commodity Samples/Containers.
4. Publications
 - a. Books, Reports, Magazines, Newspapers, Brochures, Pamphlet/Programs, Broadside/Posters, Ephemeras, Government Documents.
5. Artworks
 - a. Paintings, Prints, Etchings, Lithographs, Engravings, Drawings, Watercolors, Decorative Arts, Sculptures, Furniture, Photograph/Albums, Negatives,
6. Media
 - a. Audio/analog/digital, Film/VCR Tape, Born-Digital Data
7. Architecture/Engineering
 - a. Measured Drawings, Diagrams, "Blue" Prints, Half-models, Drafting Tools, and Lofting Equipment.
8. Shipbuilding/Boatbuilding
 - a. Tools/Equipment, Tool Chests, Rigging tools, Sail making Tools.
9. Vessel
 - a. Figurehead/Carvings, Rigging Equipment, Navigational Instruments, Charts/Tools, Engine/Motors, Armaments, Relics.
10. Sailor's Life
 - a. Crafts, Ditty Box/Sea Chests, Ditty/Duffel Bags.

III. COLLECTIONS DEVELOPMENT

ISM develops collections through a process of ongoing acquisition and deaccession. The collections are separated into two major parts –Archival Collections – Museum Collections - per accepted standards are managed by the Curatorial Department, and are governed by this one Policy. Diverse materials that relate to a given entity, topic, or subject will be presented holistically with due regard to provenance and original order. All collections are organized for their combined maximum research value.

There are differences in the accepted standards for developing Archival Collections and Museum Collections and are outlined below.

A. Museum Collections

1. Museum Collections contain fine art, visual, and 3D artifact information.
2. Material is selected through an evaluation to determine their enduring historical or permanent value.
 - a. Historical value refers to the ongoing significance of material based on the gestalt of its quality of presence and ability to communicate a historical period, personal experience, or event – its ability to "tell a story."

- b. The evaluation includes the documentation of provenance, family lore, manufacture, maker, and history of use by individuals, groups, or organizations. [context]
- 3. ISM values quality relative of fine arts and artifacts, with an understanding that history of use represents equally valuable content.
- 4. Fine art is valued for its artistic and/or historical value combined with its ability to illustrate or illuminate historical places, working and living traditions, and technologies.
- 5. Secondary are artifacts that have no provenance but can be used to contextualize significant stories represented in the artifact and museum collections.
- 6. We are collecting people's stories through the artifacts and memorabilia that they leave behind.

B. Archival Collections

- 1. Archives contain textual information in the form of unique type and manuscript.
- 2. Records are selected for permanent retention through the process of *archival appraisal*. Appraisal constitutes an evaluation to determine those that have enduring or permanent value.
 - a. Enduring historical value refers to the ongoing significance of the records based on the historical, administrative, and/or legal information they contain.
 - b. For a record to be authentic, it must be genuine, not counterfeited, and free from tampering.
 - c. Records are created by a person, family, or organization and are then referred to as *the creator* in descriptions. This can be verified through the testing of various characteristics of a record (author, addressee, date of creation, date of modification, etc.).
- 3. Archival appraisal can be conducted at the collection, subgroup, file, or item level and occurs prior to donation and physical transfer of the records [when practical].
 - a. The process includes a preliminary evaluation of the records and negotiation of the conditions of the intellectual property and physical transfer of the records via the gift agreement.
- 4. Once materials have been appraised and accessioned, they are considered archival.

C. Acquisition

Archival records are those that are no longer actively used by the creator, are or will be open and available for researcher use. 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.
- 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, shall adhere to archaeological and collections based standards consistent with those issued by the American Alliance of Museums, International Congress of Maritime Museums and the Council of American Maritime Museums In addition, the museum is committed to adherence to the Native American Grave Protection and Repatriation Act and therefore will 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, that 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. Donor wishes to remain anonymous are honored. 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. Note deaccession name funds procedure for deaccessioned material.
- c. Chief Curator makes quarterly acquisitions reports to the President and Collections Committee Chair.
- d. Donors are responsible for securing independent monetary appraisals for tax purposes. ISM does not appraise acquisitions for monetary value.
- e. It may be necessary for archival material to be evaluated during the processing of collections for accession in accordance with professionally accepted best practice. Items determined to be non-relevant to the collection (such as photocopies, clippings, etc.) are destroyed.
- f. Non-Accessioned item are not part of the collection and are accordingly accounted for as corporate property. See Non-Accession addendum.

Commented [PS2]: Can be deleted since section C supersedes.

3. Procedures for 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. Note that Named Deaccession Funds can be considered for purchase of acquisitions – see policy in Deaccession section.
- d. AUCTION - In cases where a time sensitive auction or private offering of up to and including \$5,000, the President, Controller/CFO, and the Chief Curator or Curator of Historic Ships may authorize purchases. The Chief Curator will report to the Collections Committee Chair in writing as soon as practical following the purchase.

4. Acquisition Types and Procedures

- a. Regular Accessions: Are items acquired through donation, purchase, transfer, or FIC (found in collection). These items can be accepted for accession pending the approval of the Chief Curator and the CEO/President. Purchases up to \$5,000 for any individual piece may be made by the Chief Curator and CEO/President, consistent with existing procurement procedures.
- b. Committee Approved Accessions: All purchases of individual items over \$5,000, and up to and including \$25,000, must be recommended by the Chief Curator and approved by the President and Collections Committee. The Committee review and make recommendations to the Board on purchases over \$25,000, donated individual items worth more than \$10,000, in addition to items with sensitivity, a commitment of resources, or of notable historical significance.
- c. Board Approved Accessions: Are items acquired through donation, purchase, and transfer that the Collections Committee have reviewed and recommend for a full Board vote.

D. 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. Because donations are accepted without legal, fiduciary, or other restrictions the museum generally does not contact the donor or their family to inform them of the deaccession of their gift.

Once items are deaccessioned from the collection they are then divested from the Museum’s holdings by means of sale, trade, 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 deaccessions items with consideration given to 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.
- 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. Destruction of these items should be considered because forgeries must not enter other collections or the market.

2. Procedure

The Chief Curator proposes a deaccession candidate using a proposal containing a picture of the item, criteria, donor's name, method of disposal. All deaccessions require approval of the Chief Curator, CEO/President, Collections Committee, and the Board.

Any deaccession 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. 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 including an artifact description and donor's(s) fund(s) to be used is proposed by the Chief Curator and approved by the President, Collections Committee, and Board as outlined in standard procedures for acquisition, outlined in Section-III-Collections Development, is used in tandem with Named Deaccession Fund guidelines.
- c. 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."
- d. 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 informs the President and the Collections Committee 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 exposure, 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. Insurance

1. ISM does not substitute insurance coverage for responsible collections care.
2. ISM maintains designated block 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 or replacement costs as appropriate.

3. Additional Insurance will be arranged for all large and high value incoming loan and deposited items as it is industry practice and to prevent an undue depletion of coverage for the museum's owned collections should a loss occur.

D. Documentation

1. ISM creates, holds, and maintains documentation of collections development, care, and access.
2. Collections development documentation includes accession and deaccession records, including receipts, provenance, conditions of acquisition, and methods of disposal.
3. Collections care documentation includes: photography, inventory records documenting location, physical condition, storage facilities reports, treatment reports, damage or loss reports, and insurance records.
4. 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.
3. 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.
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 are for reference use only. Written permission for other use, including exhibitions and publications, must be secured from ISM.

C. Outgoing Loans

Items from the ISM collections that are lent for exhibitions at other qualified institutions, and are renewed annually

The Chief Curator and President approves outgoing loan of collection items with an estimated value under \$25,000.00. Collections Committee approval is sought whenever there is an issue of sensitivity. Board approval is required whenever the item to be lent is considered to be of notable historical significance or its estimated value exceeds \$25,000.

1. The Chief Curator approves items for loan to exhibitions at other institutions with consideration given to the following conditions.
2. The request is made 6-9 months before the opening of the exhibit, allowing staff time to make preparations and agrees to all the conditions outlined below.
3. The item is available and not needed for other ISM exhibitions or programs.
4. The item is in suitable physical and aesthetic condition and professionally packed by ISM staff or a contracted art handling and transport company. Exceptions may be made for local institutions depending on the size of the item.
5. The item can be provided with suitable conditions for its care and safety. The lender will also provide a certificate of insurance naming ISM as “additionally insured.”
6. The item is presented in a manner that preserves its intellectual integrity.
7. The borrower is a museum, historical society, or other educational, non-profit institution, open to the public and dedicated to a public function and preference to accredited by AAM. Loans over \$25,000 need to be approved by the Board of Port Wardens.
8. The borrower assumes all costs associated with the loan, including the loan fee, transportation both ways, conservation, appraisals, and insurance. The borrower will remit payment and meet all the contractual requirements before the item is shipped.
9. The borrower gives appropriate credit to ISM in the exhibition and all media associated with the exhibit

Example: “Loan courtesy of the Independent Seaport Museum, Philadelphia, PA”

D. Incoming Loans

Items used in ISM's exhibits and are borrowed from other institutions or private collectors, and are renewed annually.

The Chief Curator and President approves the incoming loan of items 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.

1. The Chief Curator approves items for ISM exhibitions with consideration given to the following conditions.
2. All costs associated with the loan, including loan fees, transportation both ways, conservation, appraisals, and insurance.
3. The ability to provide with suitable conditions for its care, safe exhibition, and climate control, meeting the lender's requirements.
4. Any detrimental optics with the borrowing and exhibiting the particular items or the reputation of the lender.

E. Digital Reproduction and Publication of Collection Items

ISM permits digital reproduction and publication of images of its collection materials in books, newspapers, advertisements, exhibitions, microform publications, web sites, social media 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. The ISM holds copyright to digital images created by ISM staff, volunteers, or contractors.
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 Chief Curator.
 3. The user gives appropriate credit to ISM as owner of the item.
 4. Example: "Image courtesy of, Independence Seaport Museum, Philadelphia, PA. [Donor name, accession number or collection name]"
 5. The item is presented in a manner that respects its intellectual integrity.
 6. Permission is granted for one-time use, after an official request is submitted.
 7. Exclusive rights for unlimited use are not granted. However, this becomes increasingly difficult with corporations who wish unlimited usage.
 8. ISM does not surrender its rights as owner of the item by granting permission for its reproduction.

VII HISTORIC SHIPS

A. Overview

The Independence Seaport Museum (ISM) has owned and stewarded several historic ships over its long history. Its first ship was the barquentine *Gazela*, which was donated to the museum in the 1970s. While no longer part of the museum's collections, ownership of that vessel established a precedent by the museum for appropriate operation and management of historic vessels. Today, the museum operates two significant historic ships: the cruiser *Olympia* and the submarine *Becuna*. These historic vessels are unique macro-artifacts insofar as they are both historical collections and also physical spaces where visitors can walk through them. As a result, the following policies specifically address the care, preservation and interpretation of this part of our collection. For clarity, the ship collections are divided into four categories and collections management as follows:

1. Types of Vessels

- a. Historic Vessel—the physical ships (currently *Olympia* and *Becuna*) anchored and docked. These vessels are open to the ticketed public and serve as both historic macro-artifacts and physical spaces for the museum. The vessels will be treated as objects and accordingly cataloged, documented, and managed within the scope of this policy.
- b. Historic boats—these are small personal craft which are not placed in water and are not generally physically accessible to the public. Their use is determined by the museum's general collections policy.
- c. Museum built contemporary boats—these are reproductions based on historical models of small personal craft constructed by the museum's boat shop and which have been accessioned into the museum's permanent collections. They are no longer used for any water-based programming and are considered collection items and subject to the museum's general collections management policy.
- d. Note: the museum also holds an on-water collection of boats used for public education and enjoyment. They are not accessioned into the collection and are managed by the museum's boat shop.

2. Types of Collections

- a. Objects – items aboard that were part of the historic functions but are not physically attached to the vessel, and other historic items found aboard when the vessels were

transferred to the ISM. These items fall within the museum's collections management policy

1. Furniture, deck chests, folding tables and benches
 2. Relics, signage, documents, and uniforms
 3. Tools and equipment
- b. Props – Non-cataloged historic and reproduction items used for educational and interpretive purposes with a usable life. A separate management system maintained by the Registrar will document these objects.
 - c. Restoration – items that were once part of the ship but have been detached and will be either restored to the ship, or be retained as a historical sample to replicate for future restorations, and/or kept for study. A separate management system maintained by the Registrar will

B. PRESERVATION

The preservation of the historic vessels will be in accord with the United States Secretary of the Interior's Standards for Historic Vessel Preservation. The Secretary of the Interior's Standards for Historic Vessel Preservation (SISHVP) are common sense historic preservation principles in non-technical language. They promote historic preservation and restoration best practices that will help protect our nation's irreplaceable cultural resources.

Those standards are applicable to both historic ships because these vessels meet the standards of historic vessel classification which SISHVP defines as follows: **"A nautical vessel, generally excepting reconstructions and reproductions, is considered historic if it is eligible for listing in the National Register of Historic Places at a local, regional, national, or international level of significance."** (SISHVP, 4). Both *Olympia* and *Becuna* are listed on the National Register of Historic Places and as such the preservation of the ships is governed by the following practices:

1. General Standards for Treatment of Historic Vessels (SISHVP, 6)

- a. A historic vessel shall be put to use, either continuing or new, that requires minimum change in its historic qualities and appearance.
- b. The defining characteristics of a vessel shall be retained and preserved. The removal of historic materials or alterations of features and spaces that characterize a vessel shall be avoided.
- c. Each vessel shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other vessels, shall not be undertaken.
- d. Most vessels change over time; those changes that have acquired historical significance in their own right shall be retained and preserved.
- e. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a vessel shall be preserved.
- f. All vessels shall be subject to a program of preventative maintenance. Deteriorated historic features and their materials shall be repaired rather than replaced. Where the severity of deterioration requires removal of a distinctive feature, the replacement shall match the design, color, texture and other visual qualities; and, where possible, the material. Replacement of missing features shall be substantiated by historical, physical or pictorial evidence.

- g. Every reasonable effort shall be made to protect and preserve physical evidence of features previously removed, replaced, altered, or otherwise affected in the course of the vessel's history.
- h. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of vessels, if appropriate, shall be undertaken using the gentlest means possible.

2. Specific Standards for Treatment of Historic Vessels (SISHVP, 6-7)

The following specific standards for each treatment are to be used in conjunction with the General Standards for the Treatment of Historic Vessels, 1-8, as outlined above. Each Specific Standard outlined below continues with number 9. For example, in evaluating acquisitions projects, include the eight general standards (above) plus the two specific standards listed under Standards for Acquisition (below).

- a. Standards for Acquisition
 - 1. Careful consideration shall be given to the type and extent of ownership rights that are required to assure the preservation of the historic vessel. The preservation objectives shall determine the exact rights of ownership to be acquired.
 - 2. Clear title to a vessel shall be acquired when absolute ownership is required to ensure its preservations.
- b. Standards for Protection
 - 1. Protection shall safeguard the physical condition of the vessel from further deterioration or damage caused by weather or other natural, animal, or human intrusions.
 - 2. If any historic material or features are removed, they shall be properly recorded and, if possible, stored for future study or reuse.
- c. Standards for Stabilization
 - 1. Stabilization shall reestablish the structural integrity of a vessel through the reinforcement of structural members or by arresting material deterioration leading to structural failure. Stabilization shall also reestablish weather-resistant conditions for a vessel exposed to weather, and watertight integrity for a vessel afloat.
 - 2. Standards for Preservation
 - 3. Preservation shall maintain the existing form, integrity, and materials of a vessel. Substantial restoration of missing features generally is not included in a preservation undertaking.
 - 4. Preservation shall include techniques of arresting or retarding the deterioration of a vessel through a program of ongoing maintenance.
- d. Standards for Rehabilitation
 - 1. Alterations or additions to a historic vessel shall be undertaken only when such alterations or additions will not have a serious impact on the historic fabric of the vessel, and only when the alterations or additions are compatible with the size, scale, color, material and character of the vessel.
 - 2. Wherever possible, alterations to vessels shall be done in such a manner that if such alterations were to be removed in the future, the essential form and integrity of the vessel would be unimpaired.
- e. Standards for Restoration
 - 1. Restoration work shall be based upon verifiable historical, pictorial, or physical evidence, rather than upon conjecture.

2. Restoration decisions shall be made only after careful consideration has been given to the availability of substantiated historical information about the form and configuration of the vessel at the time to be represented by the restoration; the historical, cultural, and technological significance of the vessel in the period selected, and the degree to which the vessel's historic fabric will be affected by restoration to a particular period.

C. VESSEL INTERPRETATION

1. "Most vessels change over time; those changes that have acquired historical significance in their own right shall be retained and preserved." – General Standards for Treatment of Historic Vessels Number 4, SISHVP, page 6.
2. "Preservation shall maintain the existing form, integrity, and materials of a vessel."- Specific Standards for Treatment of Historic Vessels, Standards for Preservation Number 9, SISHVP, page 7.
3. The ISM is aware that the historic vessels that it controls represent broad swaths of American history. Changes to those vessels during their operational use have altered (in some cases permanently) the appearance of the ships over time. In keeping with the above cited General and Specific Standards, the ISM has chosen the following dates of interpretation for *Olympia* and *Becuna*.
 - a. *Olympia* – based upon documentation of surviving technology and original fabric aboard the ship, the selected interpretation period is from 1918 to 1922 (encompassing the First World War and subsequent actions).
 - b. *Becuna* – based upon documentation of surviving technology and original fabric aboard the ship, the selected interpretation period is from 1965-1969 (the Cold War).

D. MISCELLANEOUS AND SPECIAL CONDITIONS

1. Heavy Ordnance Guns -- Six of the heavy ordnance guns on *Olympia* are the property of the United States Navy. Review and renewal of these loans will be at the discretion of the ISM CEO and the Chief Curator. Care of these loaned objects is outlined in the standard collections management policy.
2. Review Agencies – The Pennsylvania Historical and Museum Commission, as the administrator for the National Register within the Commonwealth of Pennsylvania, is the agency of record to review any and all plans for work on *Olympia* and *Becuna* that would fall within the terms of the National Register standards.

GLOSSARY

1. **Accession:** The process of recording and assigning a specific number to an object, thereby officially making it part of the museum's collection.
2. **Acquisition:** an addition to the collections, by purchase, donation, transfer, exchange, or bequest, for which title is given to ISM. The private or public purchase of an historical object with the intention to accession it into the collection.
3. **Alternative format copy:** a reproduction of the complete substance of an item in a physical medium different from the original.
4. **Appraisal:** a valuation of property.
5. **Archival materials:** a broad term used to encompass manuscript, graphic, and ephemeral materials; everything not included in the "printed materials" category.

6. **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.
7. **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.
8. **Conservation:** individualized treatment which prevents or delays future degradation of items. (see also Preservation)
9. **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.
10. **Deaccession** – The removal of an item from the museum’s collection through a standard procedure through the approval of the Chief Curator, President, Collections Committee and Board with recommendations for its eventual disposition.
11. **Deposit:** item(s) placed at ISM for research purposes while the title remains with the depositor. (See also Loan.)
12. **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.
13. **Donation:** Items that are donated to the museum through the use of a gift agreement.
14. **Fiduciary:** designating or of a person who holds something in trust for another; of a trustee or trusteeship.
15. **Graphics:** archival materials at ISM that are considered “graphics” include photographs, prints, broadsides, and maps.
16. **Intellectual access:** a way or means of understanding and using the informational content of material.
17. **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.
18. **Material Culture:**
19. **Curatorial Department:** responsible for the administration of the Museum Archival and Museum Collections; that are made available to the public through exhibition, Online Catalog, and the Henderson Research Center.
20. **Loan:** item(s) borrowed by ISM or from ISM for exhibition purposes. (See also Deposit.)
21. **Non-Collections material:** item(s) that ISM does not intend to accession or for which ISM does not own title.
22. **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.
23. **Printed materials:** traditional library holdings, such as books, pamphlets, serials, and broadsides; everything not included in the “archival materials” category.
24. **Processing:** the procedure of arranging and creation of a description of an item or collection.
25. **Provenance:** the place of origin or source, the history of transmission of ownership.
26. **Restriction:** limit or restraint on the use of an item.
27. **Trade:** the free exchange of items and their ownership between institutions, only.
28. **Transfers** – The act of transferring an item and its ownership to another institution without the exchange of funds.

