

AMERICAN PRECISION MUSEUM
ASSOCIATION, INC.
Windsor, Vermont

COLLECTIONS MANAGEMENT POLICY

Adopted by the Board of Trustees on April 22, 1994

Revised by the Board of Trustees on April 21, 1995

Revised by the Board of Trustees, January 29, 2005

Revised by the Board of Trustees, October 30, 2005

INTRODUCTION

The purpose of this document is to provide written policies covering all aspects of the acquisition, care, use and disposition of objects for which the American Precision Museum is permanently or temporarily guardian, and to set forth guidelines for the creation, maintenance, care and use of the records for such objects.

It establishes the policies for accessions to the collection, for incoming and outgoing loans of objects and for maintaining inventory control. It specifies the circumstances and methods of deaccessioning objects from the collection and states the Museum's policy concerning access to collections, objects and records. It recognizes the dual roles of accessibility and accountability.

I. STATEMENT OF PURPOSE

The American Precision Museum is a non-profit, educational institution founded in 1966 to promote the understanding of how individual vision combined with creatively-designed tools and machines coupled with energy and skilled personnel are indispensable to developing the safe and efficient conversion of raw materials into finished goods for the benefit of world society.

In pursuit of this mission the American Precision Museum collects examples of tools, machines and their products and cares for a permanent collection of objects, manuscripts, research material, and associated archives that are accessible through exhibitions, educational programs, publications, and direct examination. The American Precision Museum encourages intellectual inquiry into and interpretation of design and production issues by a diverse audience ranging from specialized scholars to members of the general public. It is the intent of the American Precision Museum to make the study and appreciation of tools and technology accessible to people of all ages as well as to people with a variety of special needs such as the visually, hearing, and mobility impaired.

The collections are made up of the broad categories of tools, machines, and examples of their products as well as company records, patent records, technical drawings and related reference material. The inter-related nature of all of the collections is a primary concern.

II. STATEMENT OF AUTHORITY

Overall responsibility for the management of the collection rests with the Executive Director of the American Precision Museum. This responsibility is delegated to appropriate staff or volunteers and is implemented by the policies and procedures set forth in this document and approved by the Board of Trustees. It is understood that the Director will seek advice and assistance from the Collections and Exhibits Committee of the Board of Trustees as well as outside sources.

III. COLLECTING PLAN

The collections at the American Precision Museum are the foundation for the Museum's programs and a vehicle through which the Museum carries out its mission to educate the public. The areas of

concentration are tools, machines, and examples of their products as well as company records, patent records, technical drawings and related reference material. The collections are expanded and enriched by selectively building on existing strengths, by filling gaps in collections, and, in special instances, by introducing and pursuing new areas of collecting. In deciding whether or not to accept collection materials the Museum must consider such factors as whether it has the storage space as well as the resources necessary for acquisition, cataloguing, preservation, conservation, and accessibility.

The primary rationale for collecting is to develop a body of artifacts, visual representations and intellectual material that documents and interprets the history and process of the development of precision manufacturing technology. Initial concepts and ideas (drawings, sketches, models and prototypes) are represented in the collections as are the application of materials and techniques, and examples of context or function including solutions to design problems. The primary focus is on precision, as told through the birth and evolution of the machine tool industry and the development of the “American System” of manufacturing.

The Museum seeks to improve the collections through purchase, gift, bequest and, under limited circumstances, exchange. Before being accepted an object must meet the criteria outlined above, have a definite purpose within the museum and be in a physical condition appropriate to its intended use.

Materials are acquired for the collection (accessioned) with the understanding that they will be kept for the foreseeable future. Nevertheless, the museum reserves the right to remove objects (deaccession) according to its policy. Except under extraordinary circumstances, the Museum will not acquire material with restrictions or without also receiving complete title.

The museum is committed to maintaining complete and accurate records for every item in the collections, to the continual improvement and updating of those records and to improving accessibility through new information technologies.

IV. DEFINITION OF COLLECTIONS

IV. a. Buildings and Sites

1. The largest collection object is the 1846 Robbins and Lawrence Armory. It is a designated National Historic Landmark and an International Mechanical Engineering Heritage Site.
2. The Grist Mill Site

IV. b. Artifact Collections

The Artifact Collections consist of hand and machine tools and related products, prototypes, measuring devices, and power generation equipment. The Museum will also collect paintings, drawings, prints and models that are related to or depict aspects of the machine tool and precision manufacturing industries.

IV. c. Research Library Collections

The Edwin A. Battison Research Library Collection is closely related to the Artifact Collection and focuses on the history and material culture of the machine tool and precision manufacturing industries. The collection includes both manuscript and published primary material and supportive secondary sources, and encompasses company records, photographs, patent records,

technical manuals and drawings and related reference material and scholarly research.

IV. d. Archeological Collections

The Archeological collections consist of objects and fragments recovered in the course of organized archeological excavations together with their documentation. Artifacts will be added to the Archeological Collection only through organized field work. The significance of such collections lies in their field documentation; and detailed field notes, stratigraphic records, registry system, photographs and maps are considered integral parts of the Archeological Collections.

The museum is committed to making the Archeological Collections accessible by creating the necessary indices and by providing responsible storage for the artifacts and records.

IV. e. Archival Collections

The American Precision Museum Archives consist of records which document the history and growth of the institution, and have continuing and permanent administrative, legal, fiscal, informational and historical value. The Museum seeks to preserve in an organized fashion the relevant files, records and documents of institution, and to acquire the records and papers of individuals or organizations with particular relevance to the Museum as an organization.

IV. f. Programmatic Collections

In addition to the artifact, research, archaeological and archival collections listed above, that require highest standards of care and are treated as accessions, the museum also holds collections for use in programmatic activities, such as classes, education programs, outreach, and for hands-on-exhibits and demonstrations. These collections are different from accessioned collections in that they are used in a more destructive manner than accessioned collections can be. It is understood that programmatic object will not last as long as accessioned collections. It is recommended that programmatic collections be managed separately from accessioned collections under the following guidelines:

- Accessioned collections and programmatic collections should have separate storage areas to avoid the risk of using accessioned collections for programmatic functions.
- The museum should develop a list of objects needed/used for programmatic purposes.
- Objects from the accessioned collection that are primarily used for programmatic purposes should be deaccessioned into the programmatic collection when another example can be found within the collections and upon approval of the Executive Director.
- At the time that an object is deaccessioned to the programmatic collections, all files relating to the object will be transferred as well. A copy of the records will remain in the artifact collections file, in the same manner as for all other deaccession records.
- Accessioned collections cannot be altered other than for conservations purposes. Programmatic collections can be altered for preservation and use purposes upon approval of the Executive Director.

V. COLLECTIONS MANAGEMENT ACTIVITY

V. a. Documentation

Documentation of collections and good record keeping are essential to the mission of the museum. The museum will maintain up-to-date and accurate records that document the status, history and activity of objects owned by or in the custody of the American Precision Museum.

These records constitute the intellectual collection of the museum and are to be safeguarded from hazards such as fire, water, loss, degradation and vandalism. All paper and file folders should be made of acid-free materials, and Accession Books should be duplicated with copies kept off the premises. Legal documents pertaining to the Collections are to be kept in locked, fireproof file cabinets. Automated records are backed up regularly and copies kept in locked, fireproof file cabinets.

The Museum maintains an Accession Log listing each item in the order of acquisition. Each item in the Artifact and Research Library collections is assigned a unique identification number which is applied in an appropriate and reversible manner.

1. Object files are maintained that contain:

- a. Catalogue description
- b. Object history and provenance
- c. Research
- d. Photographs
- e. Method and Source of Acquisition
- f. Credit Line
- g. Location
- h. Log of activity including loans, conservation, exhibition, etc.
- i. Restrictions on use

2. Source Files are maintained that contain:

- a. Legal Documents. (Deed of Gift, Bill of Sale).
- b. Correspondence related to acquisition

V. b. Acquisition of Objects

Acquisitions are made through gift, bequest, purchase or exchange and require the approval of the Director. Purchases over \$1000.00 will be recommended by the Director and the Collections Committee for approval by the Board of Trustees.

Gifts to the American Precision Museum are tax deductible to the extent allowable by law. It is the donor's responsibility to obtain an independent appraisal of donated property. Due to Internal Revenue Service regulations the museum is prohibited from providing an appraisal to the donor.

Adding an object to the Collection implies a sense of permanence and a commitment to holding the object in the public trust. An object is accessioned only if there is a good faith intention to retain it in the collection for the foreseeable future. An object may, on occasion, be deaccessioned, but it may not be accessioned into the Collection for the sole purpose of selling it or exchanging it for another object in the future.

1. The following criteria are used to evaluate an object for the collection:

- a. Appropriateness to the museum's mission and to the scope of the collection.
- b. The potential for exhibition and study.
- c. The condition of the object.

- d. The capability of the APM to care for the object.
- e. The capability of the APM to store the object.
- f. Any costs, direct or indirect, short term or long term, associated with the acquisition.
- g. The acceptability of the provenance.
- h. The ability to resolve copyright, trademark, or other restrictions on the use or ownership of the objects.

2. Acquisitions of objects by Gift or Bequest

- a. The museum must take physical custody of the object.
- b. A Deed of Gift should be executed by the donor or the donor's agent. Complete title must be transferred to the museum without restrictions. In extremely unusual circumstances the Board of Trustees, upon the recommendation of the Director, may accept with restrictions.
- c. The Director will send a receipt and a letter of thanks to the donor.
- d. When Gifts or Bequests of groups of items are offered and only a portion are intended to be accessioned the Director and the Collections Committee of the Board of Trustees will consider the planned disposition of objects not intended for the Accessioned Collection. Donors or estates should be informed of such planned disposition.

3. Acquisition of objects by Purchase

- a. The museum must take physical custody of the object.
- b. The vendor's invoice will serve as title and should be kept in the source file.

V. c. Disposal

Objects may be removed from the Collections by deaccession and they may be disposed of according to established procedures. Any funds realized from the sale of a collection object shall be used for the purchase of additions to the collections or for direct object care and conservation.

To avoid the appearance of any conflict of interest, under no circumstances will a trustee, officer, staff member or volunteer knowingly acquire for personal use an object from the collections of the American Precision Museum.

Because of the implied public trust inherent in adding an object to the Collection it is important to avoid any appearance of conflict of interest or inside dealing when disposing of an object deaccessioned from the collection. Any criteria, procedures or method of disposal other than those outlined below must be shown to be both necessary and completely above reproach. Furthermore, the action must be approved by the Executive Director and a full written explanation of the transaction and the rationale entered into the minutes of the Board of Trustees.

Missing or stolen objects are not considered to be deaccessioned.

- 1. The following criteria are used to evaluate an object for deaccession and disposal:

- a. Deterioration beyond use
 - b. Duplication beyond the number necessary for the collection.
 - c. Diminished or lack of relevance to the APM collection.
 - d. Inability of the APM to care for the object properly.
 - e. The title is defective or its continued possession is otherwise inappropriate.
 - f. The object is found to be a fake.
2. In order to deaccession an object the Director:
- a. Determines whether the American Precision Museum holds legal title.
 - b. Determines whether there is a legal or moral restriction against disposal.
 - e. Provides a written recommendation with appropriate documentation to the Collections Committee which presents the proposed deaccession to the Board of Trustees for approval.
 - d. Notifies the donor, if possible, in advance of disposal.
3. The methods of disposal, in order of preference, are:
- a. Exchange or donation to another public museum or educational institution.
 - b. Selling at public auction.
 - c. Private sale through sealed bid.
 - d. Documented destruction
4. The APM will maintain permanent and complete records including: reasons for deaccession, photographs, method of disposal, recipient, and sale price.

V. d. Access

The American Precision Museum supports and encourages scholarly research and will endeavor to give intellectual access to objects in the collection and to supporting records in every way consistent with their security and safety. The APM will not provide information about the value of an object, its location, or personal information about a donor or lender. Objects not on public exhibition may be studied by applying to the Director.

V. e. Care and Maintenance

Until a curator and/or registrar is added to the staff the responsibility for the physical care of the collections lies with the Director, who insures that conservation and maintenance schedules reflect public access requirements, research and exhibition needs, funding and staff resources. The Director, in consultation with conservators, decides when treatment is required. The Director monitors and supervises all movement of objects within the museum and on and off the premises.

Constant attention is given to the improvement and efficient use of storage facilities, equipment, and materials, to keeping the collections clean and to maintaining a safe environment. Regular surveys taken by conservators result in long- and short-range plans for treatment of objects and improvement of storage.

V. f. Risk Management

Risks to the collections are constantly evaluated and assessed by staff. Risks are eliminated or reduced through proper use of objects, training, use of appropriate materials and equipment, and improvement of facilities.

Collection objects are insured only when they are off of the museum premises. Incoming loans are insured as agreed as part of the Loan Agreement. Objects left in the custody of the museum are not insured.

V. g. Security

The overall responsibility for security lies with the Director, but all staff must be constantly vigilant to the security of objects in storage, on exhibition, or in transit.

V. h. Inventory controls

Location records are kept and physical inventories conducted to ensure the American Precision Museum's accountability for its collections. A complete inventory was conducted in 1990-1991 and should be repeated on a 5 year cyclical basis. Spot inventories are conducted annually by the Collections Committee.

V. i. Temporary Custody and Objects Found in Museum

Upon receiving any object at the museum the Temporary Custody form must be filled out with one copy given to the donor and one kept at the museum. If the object is under consideration for donation, the form should be kept with the In House Acquisition Worksheet until the Deed of Gift paperwork is completed. Potential accessions must be processed within 10 days, as outlined on the Temporary Custody form. The potential donor must be informed that the object will not be insured against damage during this time period.

If unsolicited objects are sent to the museum or left on the premises without donor identification every effort will be made to locate the owner. If the owner cannot be located the APM will seek legal advice about the disposition of the object.

If objects are found in the custody of the museum for which there is no documentation and no identification of owner every effort will be made to locate the owner. If the owner cannot be located the APM will document the circumstances and seek legal advice about the disposition of the objects.

V. j. Lending and Borrowing

Outgoing Loans

The American Precision Museum may lend collection objects to museums and other suitable institutions for appropriate purposes such as a special exhibition within the limits of collections care and conservation, and the APM's exhibition plans. Normally, objects will be lent only for non-profit educational and scholarly purposes usually involving research or a public exhibition. The Director is responsible for reviewing loan requests. The maximum time frame for a loan agreement is two years, at which time it may be renewed by both parties.

A loan request should be submitted in writing, and an up-to-date facilities report must be on file with the museum. The Facilities Report should describe the borrowing institution's facilities,

staff, security, and environmental controls.

Incoming Loans

The American Precision Museum borrows objects to supplement its collections for exhibition or research purposes. The Director initiates loan requests and ensures that proper documentation is maintained.

VI. MONITORING AND REVISING THE COLLECTIONS MANAGEMENT POLICY

The Director is responsible for monitoring the Collection Management Policy and for recommending revisions to the Collections Committee of the Board of Trustees. The Collections Committee will review the policy at least every three years.

VII. APPENDICES (appended to the policy 2005-1-29)

The appendix includes a set of forms that are needed to implement the Collections Management Policy. Changes to these forms may be made by the Executive Committee subject to recommendation from the Collections committee.

- I. Deed of Gift
- II. Incoming Loan Agreement
- III. Outgoing Loan Agreement, including Conditions Governing Outgoing Loans
- IV. Temporary Custody Form
- V. Shipping Receipt

Additionally, the following one page information sheets may be useful in explaining to prospective donors or persons desiring to acquire collections from the museum the rationales behind the museum's policies.

- VI. Proposed Acquisitions Information Sheet
- VII. Proposed Deaccession Information Sheet

The following may be used in-house by staff and trustees in reviewing proposed accessions.

- VIII. In House Acquisition Worksheet

American Precision Museum
196 Main Street PO Box 679 Windsor VT 05089-0679
tel 802.674.5781 fax 802.674.2524 info@americanprecision.org
www.americanprecision.org

DEED OF GIFT

I/We (the "Donor") have delivered, and hereby unconditionally and irrevocably give, the objects(s) described below or on the attached pages, together with all copyright, trademark and associated rights of Donor therein, to the American Precision Museum. I/We affirm that I/we own said object(s) and that to the best of my/our knowledge, I/we have good and complete right, title, and interests (including all transferred copyright, trademark and related interests) to give.

The Museum will consider the articles as unrestricted gifts which may be used in any manner that is deemed to be in the best interest of the Museum in accordance with its Collections Policy. The donor understands that the American Precision Museum will carefully and continually assess its collection. Items deemed surplus to the Museum's collection may be exchanged with another institution, returned to the donor, or otherwise disposed of in accordance with the Museum's Collections Policy.

Accession Number	Object	Description
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(Attach extra sheets as needed)

Donor name: _____

Address: _____
(street) (city) (st) (zip)

Telephone: _____ Email: _____

(signature of Donor(s)) (date)

I/We wish the credit line to be listed as follows:

Accepted by the American Precision Museum by:

(signature)

(name and title of museum representative) (date)

Deed of Gift Form 2004-11, Appendix I, Collections Management Policy

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INCOMING LOAN AGREEMENT

Date:

The objects described below have been loaned to the American Precision Museum by:

Name
Address

Telephone and email

For the purpose of:

From:

(date coming to American Precision Museum)

Until:

(return date) (MUST BE less than 2 years)

Under these conditions:

1. It is mutually understood that American Precision Museum carries only limited insurance on loans.
2. I/We have read and agree to all the conditions above and on the reverse side of this agreement.
3. I/We certify that I/We have full authority to enter into this agreement.

Signed by:

(Lending institution representative signature)

(Date)

(printed name and title of lending institution representative)

(American Precision Museum representative)

(Date)

Artifacts loaned: (please attach an additional sheet)

Loaned items were returned:

(American Precision Museum representative)

(Date)

(Lending institution representative signature)

(Date)

(printed name and title of lending institution representative)

Incoming Loan Agreement 2005-1, Appendix II, Collections Management Policy

CONDITIONS:

1. The American Precision Museum will give the item(s) lent the same care as it does to items of its own. It is understood by the Lender and the APM that all items are subject to deterioration for which neither party is responsible.
2. No repairs, alterations, including unmatting or rematting of items, or conservation treatment of loaned items shall be undertaken without written authorization of the Lender.
3. It is the responsibility of the Lender to notify the museum in writing if there is a change in the name or address of the Lender.
4. A loan terminates on the date specified on the face of this agreement. No loan shall be accepted for a period longer than two years; however a loan may be renewable if both the Lender and the American Precision Museum agree on terms. The item lent will be returned only to the Lender of record. In case of uncertainty, a claimant will be required to establish legal authority by proof satisfactory to the American Precision Museum.
5. When the loan is returned, the Lender will be required to sign the receipt section of this loan form.
6. If the American Precision Museum's reasonable effort to return the item lent within a reasonable period following the termination of the loan are unsuccessful, then the item will be maintained at the Lender's risk for a maximum of two years. If, after two years the object has not been claimed, then and in consideration of maintenance and safeguarding, the Lender/owner shall be deemed to have made the object lent an unrestricted gift to the American Precision Museum.

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OUTGOING LOAN AGREEMENT

Date: _____

The objects described below have been loaned from the American Precision Museum

to: _____
(Borrower)

(Address)

(telephone and email address)

for the purpose of:

from: _____ to: _____
(date leaving American Precision Museum) (return date)

Under the conditions described on the verso.

To be insured in transit and while on exhibition (“wall to wall”) by _____

Loan Agreement signed by:

(American Precision Museum representative) (Date)

(Borrowing institution representative signature) (Date)

(printed name and title of borrowing institution representative)

These items were returned to the American Precision Museum:

(American Precision Museum representative) (Date)

(Borrowing institution representative signature) (Date)

Outgoing Loan Agreement, 2005-1, Appendix III, Collections Management Policy

Loan Agreement Description of Objects:

APM Identification #	Description of Object	Insurance Value
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Conditions Governing Outgoing Loans

CARE & HANDLING

1. Each object shall remain in the condition in which it is received.
2. No object shall be unframed, removed from mats, mounts or bases, cleaned, repaired, retouched or altered in any way whatsoever without the express permission of the American Precision Museum (APM).
3. APM numbers or tags must not be removed. Borrower's loan numbers should be carefully placed so as to not damage the object in any way.
4. Each object shall at all times be given special care to insure it against loss, damage or deterioration, and when necessary a suitable case shall be provided for exhibition and protection. The borrower shall provide suitable protection against theft, fire and damage from any cause whatever at all times. Should loss, damage or deterioration be noted, whether in transit or on the borrower's premises, and regardless of whom may be responsible therefore, the APM shall be informed immediately and in detail. Should damage occur in transit, all packing material should be saved.
5. Unless special permission is granted in writing for outdoor exhibition, objects shall be protected at all times from direct sunlight, rain, excessive humidity and excessively dry conditions. In addition, all watercolors, drawings, blueprints, prints, fabrics and photographs shall be properly protected from the damage of fading by exposure to direct or reflected sunlight and strong artificial light, or proximity to heat sources.
6. No foreign materials (i.e. nails, pins, etc.) are to be used to fasten an object for exhibition purposes. When in doubt, consult APM Executive Director.
7. APM will decide on the method of packing and shipping to and from the borrower. Objects should be returned carefully packed in the same manner as received and by a competent carrier of the APM's choice.

COSTS

8. All handling, packing, transportation and insurance costs incurred during the loan are to be paid by the borrower.

INSURANCE

9. Each object shall be insured at the borrower's expense for the benefit of APM against all risks of physical loss or damage from any external cause while in transit or on location during the loan period. Required insurance shall be arranged by either the borrower or APM and agreed to by APM before any objects covered by this agreement are removed from APM. If insured by the borrower, the objects shall be covered "wall to wall" by the amount set forth under "insurance value" in the object description. If specifically requested, the borrower shall supply APM, before shipment, with a certificate of insurance in conformance with the foregoing terms.

LOAN PERIOD

10. If an extension of the time period is desired, application must be made within a reasonable time before the end of the period noted overleaf. Extensions, if granted, must be noted on this receipt. APM reserves the right to recall any object for its own purpose upon reasonable notice to the borrower.

PHOTOGRAPHY

11. The borrower may photograph objects only for record and publicity purposes. Photographs required for an exhibit catalog shall be provided by APM.

MISCELLANEOUS

12. Information about the object used for catalogs, labels, or for any other purpose shall conform to data furnished by APM and shall always include a credit line to the American Precision Museum.
13. If APM has advised the borrower of any applicable copyright, the borrower agrees that ownership of such copyright is reserved to APM, that it will make no reproduction or other use of the copyrighted object which will or might impair such copyright, and that it will assign to APM the copyright of any reproduction.
14. This document shall be signed by an authorized staff member of the borrower and shall be returned to APM immediately upon receipt of the object.

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TEMPORARY CUSTODY FORM
to be completed in duplicate

Date Received _____
Name _____ Email _____
Address _____ Tel _____
City _____ State _____ Zip _____

PURPOSE

Examination for possible: Loan Gift Purchase Identification

DESCRIPTION OF ITEM(S) RECEIVED

CONDITIONS:

1. Items left in custody of the museum will not be insured.
2. Items left in the custody of the museum and not claimed after 10 days will automatically become the property of the American Precision Museum.
3. Any anonymously received items will automatically become museum property.

I/We have read and agree to the conditions above and certify that I/We have full authority to enter into this agreement.

Signature: _____ Date: _____

The item above was:

Identified as:

Not picked up within 10 days, thus becoming Museum property

Accessioned Accepted as a Loan Discarded Sold **Returned to owner**

(owner signature)

(Date)

The above has been returned to me, thereby rescinding the above agreement.

Temporary Custody Form, 2005-1, Appendix IV, Collections Management Policy

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SHIPPING RECEIPT

PICKUP from AMERICAN PRECISION MUSEUM

By person or agency:

Date/time of pickup:

For delivery to:

Organization:
Contact person:
Address:

City State Zip:

Telephone:

Signed: _____ (date)
(person doing the transport)

Delivery receipt signature:

(Representative of receiving organization) (date)

(APM make 2 copies of this signed receipt for APM records, send 2 with shipper: one for the shipper, and one for the borrower's files)

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Proposed Acquisitions

Thank you for considering donating an artifact or collection of artifacts to the American Precision Museum. In order to evaluate such proposed accessions to the museum's permanent collections, we need written information. Feel free to mail or email information and photos. If you send digital photos, please reduce the size to a small jpeg. Our system can't accommodate large files.

Please provide, to the best of your ability:

Contact person's name, address, phone, email

Owner's name, address, phone, email, if different from the contact person's

Name and description of the object

Description should include: maker, size, weight, condition, distinguishing marks, provenance (path of prior ownership)

Any other information you can provide about why the object is important would be very helpful to those reviewing the proposal.

Thank you again for considering making a gift to the collection of the American Precision Museum.

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To collectors seeking to acquire objects from the American Precision Museum collections:

Thank you contacting us. Like most museums, American Precision Museum is set up as a private not-for-profit educational institution, and we operate in the public trust. We acquire and hold collections for present and future generations to enjoy and appreciate through exhibits, programs, and research. A Collections Management Policy guides our actions.

According to this policy, the process of “deaccessioning”, or removing artifacts from the collection, is a serious business that requires a lot of consideration from many points of view. The following criteria are used:

- a. Deterioration beyond use*
- b. Duplication beyond the number necessary for the collection*
- c. Diminished or lack of relevance to the APM collection*
- d. Inability of the APM to care for the object properly*
- e. The title is defective or its continued possession is inappropriate*
- f. The object is found to be a fake.*

We also must determine that the Museum holds legal title, whether there are any legal or moral restrictions against disposal, provide written documentation of the determination process in presenting the proposal for deaccession to the Board of Trustees for approval, and notify the donor, if possible, in advance of disposal.

Once the Museum deaccessions an object, the methods of disposal, in order of preference, are:

- a. Exchange or donation to another public museum or educational institution.*
- b. Selling at public auction*
- c. Private sale through sealed bid*
- d. Documented destruction (this would only happen in cases where the object had deteriorated beyond use)*

Thus you can see that sale or gift to individuals otherwise than through public auction is not a possible option for us.

Thank you again for contacting the American Precision Museum.

IN-HOUSE ACQUISITION WORKSHEET

In order to determine whether an object should be considered for addition to the collection, please provide the following information. This form is a “first pass”, so you don’t need to spend a lot of time on it, or provide a lot of detail. That can be done if the item is added to the collection. It’s OK if you don’t know the answer. It’s fine to put a question mark..

Today’s date _____

DONOR or SELLER’s CONTACT INFO
(Name, full address including zip, telephone, email)

DESCRIPTION (name, dimensions, what materials is it composed of). Why should we accept this into the collection?

CONDITION

___ **Excellent** ___ **Good** ___ **Poor** ___ **Fair**

Is it exhibitable right now? Y___ N___

Does it require conservation work to make it exhibitable? Y___ N___

Does it require special storage conditions, due to its size, weight, vulnerability of materials?

RELATIONSHIP TO CURRENT HOLDINGS

Describe the relationship? - -ie, do we have none of these, or 30 of these? Do we have sufficient within the collection that this would be a good addition?

How do you see this being used?

___ **Permanent Collection** ___ **Teaching** ___ **Exhibit** ___ **Storage-future use** ___ **Other**
(describe)

Name of person completing this sheet **Date**

In-House Acquisition Worksheet 1/19/05, Appendix VIII, Collections Management Policy