

Augustana College Teaching Museum of Art Collections Management Policy

1. Scope of Collections

- a. The Augustana Teaching Museum of Art functions as the custodian and steward for three distinct collections: Permanent, Teaching, and Heritage. Their purpose is to provide a foundation from which to support the mission of the Museum through the opportunity for students and faculty to engage in the study of original works of art. The Museum collects work that is of cultural and scholarly import and works that fit into one of the three aforementioned collections.

2. Classification

- a. Permanent Collection: Works of art representing major eras, cultures, artists, concepts, media, and techniques that are identified to be of significant cultural and scholarly import. These works are formally accessioned and cared for in perpetuity by the Augustana Teaching Museum of Art.
- b. Teaching Collection: Works of art representing major eras, cultures, artists, concepts, media, and techniques shall be held in the Teaching Collection for use by faculty in order to reinforce broad and relevant art historical, interdisciplinary and multicultural representation. The collection is responsive to evolving pedagogy and areas of teaching/research specialization of current faculty of the College.
- c. Heritage Collection: The Heritage Collection contains items with defined importance to the history of Augustana College, the Augustana Synod, Swedish-America and Augustana's home community. The purpose of this collection is to build understanding of and appreciation for the goodly heritage of Augustana. Special care will be given to maintain representative works of emeritus faculty.

3. Acquisitions

- a. The acquisitions process follows the procedures outlined in the document "Gift of Artwork Acceptance Policy Checklist"
- b. No object will be acquired without assurance that valid and legal title can be transferred.
- c. The College will undertake due diligence to establish the legal status of an object under consideration for acquisition, making every reasonable effort to investigate, substantiate, or clarify the authenticity and provenance of the object.
- d. No object will be acquired that, to the knowledge of the College, has been stolen, removed in contravention of treaties and international conventions of which the United States is a signatory¹, illegally exported from its country of origin or the country where it was last legally owned, illegally imported into the United States or subject to any legislative mandates².
- e. Warranties of good title and legal export shall be required as a condition of each acquisition or donation.

4. Accession of Objects

- a. Once an object is acquired by the College, the Museum Director, in consultation with the Museum Advisory Board, will determine the appropriate Collection in which to house the object.

Policy approved by the Augustana College Cabinet on 22 May 2015

¹ e.g. UNESCO Convention on the Means of Prohibiting and Preventing Illicit Import, Export and Transfer of Ownership of Cultural Property (1970); AAM Guidelines on Nazi Era Art (2001)

² e.g. Native American Graves Protection and Repatriation Act; Convention on International Trade in Endangered Species of Wild Fauna and Flora

- b. Permanent Collection
 - i. Only those items deemed of sufficient cultural and scholarly value to the Museum mission are accessioned into the Permanent Collection.
 - ii. Accessioning is by recommendation of the Museum Director, in consultation with the Museum Advisory Board, and with final approval of the Administrative Cabinet of the College.
 - iii. Accessioning to the Permanent Collection³ may require, in addition to Cabinet approval:
 - 1. A request made to the donor for funds restricted to the care, preservation and appropriate use of the object/s in question.
- c. Teaching Collection
 - i. Additions to the Teaching Collection are to be driven by the needs of faculty, and require the recommendation of the Museum Director, in consultation with the Museum Advisory Board and with the approval of the Provost of the College or her/his designee. These objects are not formally accessioned.
- d. Heritage Collection
 - i. Objects will not be accessioned, but will be held in the Heritage Collection by recommendation of the Museum Director, in consultation with the Museum Advisory Board and upon approval of the Administrative Cabinet of the College.
- e. Disposition Collection
 - i. Objects deemed to not fit into any of the above collections or acquired with the express intent of resale in order to generate College revenue will be placed in this collection as a temporary holding mechanism before the disposition of the works of art.

5. Deaccession and Disposition of Objects

- a. Permanent Collection
 - i. While any and all gifts of art to the College will be considered unrestricted assets of the College absent donor intent to the contrary, once accessioned to the Permanent Collection, the process for formal deaccession must be followed for disposition.
 - ii. Deaccession will be undertaken with thoughtfulness, care and prudence, respecting donor intent and the interests of Augustana College and its constituent communities. It is done in order to refine and improve the quality and appropriateness of the Permanent Collection to serve the Museum's mission.
 - iii. Deaccession will take place if the object does not fit into the Museum's scope of collections, cannot be cared for properly or poses a hazard to Museum staff.
 - iv. Deaccession from the Permanent Collection requires the approval of the Administrative Cabinet of the College, on the recommendation of the Museum Director and in consultation with the Museum Advisory Board.
 - v. Proceeds from the sale of such items are usually reserved for use either for acquisitions or care of the collections.
- b. Teaching Collection
 - i. Disposition from the Teaching Collection is to be driven by the needs of faculty, and requires the recommendation of the Museum Director, in consultation with

³ Items not part of the College's holdings as of the adoption of this policy (date TBD).

- the Museum Advisory Board and with the approval of the Provost of the College or her/his designee.
- ii. The Teaching Collection will be reviewed annually and the Museum Director will recommend, in consultation with the Museum Advisory Board and with the approval of the Provost or her/his designee, items to be dispositioned.
 1. Proceeds from such sales will usually be used for the following purposes:
 - a. Acquisitions that respond to the evolving needs of faculty
 - b. Care of the collections
 - c. Other uses tied to the learning experiences and outcomes of students, as determined by the Administrative Cabinet
 2. An annual audit of these transactions will be conducted under the guidance of the Business Office.
 - iii. Removal of objects will take place if they cannot be cared for properly or pose a hazard to Museum staff.
- c. Heritage Collection
- i. Objects will be disposed from the Heritage Collection by recommendation of the Museum Director, in consultation with the Museum Advisory Board and upon approval of the Administrative Cabinet of the College. Proceeds from such sales will usually be used for acquisitions or care of the collections.
 - ii. Removal of objects will take place if they cannot be cared for properly or pose a hazard to Museum staff.
 - iii. The Museum Director will seek lessees appropriate for long-term loans from the Heritage Collection (see 9.c.i. below)
- d. Disposition Collection
- i. Objects will be disposed from the Disposition Collection by recommendation of the Museum Director, in consultation with the Museum Advisory Board and upon approval of the Administrative Cabinet of the College. Proceeds from such sales will usually be used for acquisitions or care of the collections
- e. In the event that there is a need to use the funds from the sale of deaccessioned or otherwise dispositioned objects for purposes other than acquisitions or care of the collections, such decisions would be made by approval of the Cabinet, in consultation with the Museum Director and Museum Advisory Board.

6. Access to and Use of Objects

- a. Information Access:
 - i. In order to safeguard the collection, the following information will not be provided to researchers: Insurance value, Object location, Transit schedules, and Safety measures in place to protect objects.
 - ii. Donor information shall not be released without prior written permission of the donor. The Museum will facilitate contact between a researcher and a donor by providing the researcher's request and contact information to the donor.
 - iii. A copy of any resulting research should be provided to the Museum, at no charge, for its records.
- b. Permanent Collection
 - i. Items from the Permanent Collection may only be handled by Museum staff or others as appointed by the Museum Director. Display will be limited to secure spaces on campus (e.g., the Museum galleries, Wallenberg Hall, Dahl President's Home/Office, etc.). Faculty wishing to use these items when not on display will

make scheduling arrangements with the Museum to use the Object Study Room. Exceptions must be approved by the Museum Director.

- c. Teaching Collection
 - i. Items from the Teaching Collection may, as appropriate, be handled by faculty and students of the College under the supervision of the Museum Director or her/his designee. Display of works on campus will be encouraged with appropriate didactic material prepared, whenever possible, by students or faculty. Display in private offices is limited to works not being used, or anticipated for use, by faculty. Faculty wishing to use these items when not on display will make scheduling arrangements with the Museum to use the Object Study Room. Exceptions must be approved by the Museum Director.
- d. Heritage Collection
 - i. Items from the Heritage Collection may, as appropriate, be handled by faculty and students of the college under the supervision of the Museum Director or her/his designee. Display of works on campus will be encouraged with sufficient didactic material to relate the work in question to Augustana's history. Display in private offices will be encouraged.

7. Care and Conservation of Objects

- a. The preservation of the collections can only be ensured through appropriate care and maintenance. The following measures are in place to assist in meeting this responsibility:
 - i. Maintenance of stable temperature ($70^{\circ}\text{F} \pm 5^{\circ}\text{F}$) and humidity ($50\% \pm 10\%$) in the Object Study Room, Art Storage and Permanent Collection Galleries.
 - ii. Maintenance of suitable visible and ultra-violet light levels appropriate to particular materials and the rotation of especially light-sensitive materials (e.g. works on paper and textiles)
 - iii. The appropriate storage and display materials and environments, handling and conservation of objects, subject to best practices and budgetary feasibility.
 - iv. Maintenance of appropriate security measures.
 - v. Annual inventories of all objects and proper registrarial protocol for movement of objects.
 - vi. Appropriate pest management, subject to College policies, best practices and budgetary feasibility.

8. Documentation of Objects

- a. The Museum will maintain a complete, accurate and permanent record of the following information: Acquisitions, Accessions, Deaccessions, Dispositions, Incoming/Outgoing Loans, Use of Collections (Publication, Exhibition, Examination/Treatment/Condition Reports), Location of each object, Exhibition Agreements, and Digital Images

9. Loans

- a. Procedures
 - i. All loans will have appropriate documentation (loan agreements, condition reports, incoming/outgoing photographs) and handling procedures (packing, shipping, crating) as dictated by best practices.
 - ii. The Museum will exercise the same care of loans as it does in the safekeeping of its own property, and all loans (unless otherwise arranged) will have wall-to-wall insurance under the Museum's fine arts policy.
- b. Temporary Loans – Incoming and Outgoing
 - i. Temporary loans are approved by the Museum Director and are requested only for specific purposes and periods of time.

- c. Loans from Heritage Collection
 - i. Works not on display will be made available to organizations, congregations and other institutions sharing historic ties with Augustana for loans of varying duration (including “permanent” loans), provided the borrower agrees in writing to provide the best possible stewardship of the piece/s, and to credit Augustana College as the source of the work/s in any setting in which it/they might be displayed.

10. Appraisals

- a. In accordance with IRS regulations, the Museum cannot provide a donor or potential donor with an appraisal of the value of an object offered as a gift to the College.
- b. Museum staff will not provide appraisals of any objects in private collections.

11. Risk Management

- a. The College’s collections and objects on loan to the Museum are covered by the College’s fine arts insurance policy. The updated policy is maintained in the Business Office.
- b. Management, care and treatment of the collections in case of a disaster are included in the Museum’s Disaster Response Plan.⁴

12. Ethics

- a. Should the College find itself in possession of an object which can be shown, by clear and convincing evidence, to have been acquired, excavated, or exported in violation of Section 3 above, the College shall proceed in good faith to determine what steps might be taken to preserve the interests of all concerned parties. These steps may, in appropriate circumstances, include a return of the object to its country of origin or restitution of an object to an earlier owner.
- b. If reasonable and practical, the College will attempt to notify the donor or the donor’s heirs of a work to be deaccessioned and dispositioned.
- c. All sales of artwork shall be managed by a third party under the supervision of the Director of Purchasing in the Business Office, and no member of the College’s Board of Trustees, Administration, Faculty, Staff or those whose association with the College might give them an advantage in acquiring the work (or the immediate families of the foregoing) should acquire directly or indirectly a work deaccessioned by the College or otherwise benefit from its trade or sale.

⁴ To still be written.