

Collections Management Policy
Marco Island Historical Society

Voted & Approved

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Introduction

The Marco Island Historical Society (MIHS) was formed in 1994 as a chapter of the Collier County Historical Society and became the independent Marco Island Historical Society in 1996. The society is dedicated to discovery, research, acquisition, and preservation of the multi-faceted history of Marco Island and the surrounding area.

The Marco Island Historical Museum (MIHM) complex was built in 2010. The complex is comprised of the Museum, the Rose History Auditorium, and the Administration Building. The MIHS collection is housed and cared for in the collection storage room in the Administration Building and is exhibited in the main museum building. Pursuant to the 2010 Memorandum of Understanding, all three buildings were deeded to Collier County at the time of completion and are overseen by the county. Pursuant to the 2010 Long-Term Lease Agreement, the MIHS leases the Rose History Auditorium from Collier County and therefore manages and oversees all operations related to the Rose History Auditorium. All materials in the collection are property of the MIHS, cared for with funding directly through the MIHS, and are held in the public trust. Other museum activities, including exhibits and programs, are funded, in part, by Collier County.

Authority & Organizational Structure

The MIHS is a non-profit 501(c)3 organization supported through donations, membership fees, rental fees of its Rose History Auditorium, and sales in the Museum Gift Store.

The MIHS encompasses a governing board made up of up to seventeen members, and a staff currently comprised of a full-time Executive Director, Curator of Collections, Collections Manager, Administrative Manager, Gift Store Manager, and a part-time bookkeeper.

The MIHM is overseen by a Museum Director, who is an employee of Collier County. A Museum Manager and Museum Assistant are also employed by Collier County to oversee the museum on-site in regards to facilities maintenance and county-funded operations.

Staff members directly responsible for the care of the MIHS collection are the MIHS Curator of Collections and the Collections Manager. The Collections Manager reports directly to the Curator of Collections and both the Collections Manager and Curator of Collections report to the Executive Director.

As of this most updated version of the Collections Management Policy, "Curatorial Staff" refers to the Curator of Collections and Collections Manager.

Mission Statement

The mission of the Marco Island Historical Society is to preserve and to share the history and heritage of Marco Island and the surrounding community.

Statement of Purpose

The purpose of this document is to establish guidelines for building, managing, and ensuring the overall care and well-being of the MIHS collection. It is designed to clarify and outline appropriate actions and decisions regarding various facets of managing the collection. This policy covers all issues relating to the acquisition, care, documentation, use, and rights of the collection. It also serves to guide staff in carrying out responsibilities as they relate to the collection and defines professional ethics.

It is the goal of the MIHS to ethically and thoroughly care for all objects in its collection by implementing and upholding current museum collections standards and best practices. Informal compliance reviews of this policy are to be done annually by the MIHS Curatorial Staff to ensure that the policy continues to meet ethical, legal, and professional standards and align with the mission and vision of the MIHS. Proposed revisions to the policy are recommended by the Curatorial Staff to the Executive Director on an as-needed basis. The Executive Director reviews the proposed revisions and it is at the discretion of the Executive Director to either accept the proposed revisions or to present the proposed revisions to the Board of Directors for approval.

Purpose of the Collection

The purpose of the MIHS collection is to enhance, preserve, and interpret the history and heritage of Marco Island and its surrounding communities. The collection is sustained and cared for in public trust and all actions taken by the MIHS regarding its collection should uphold and acknowledge this trust. Primary uses of the collection include research, exhibition, and loans. By accepting items in its collection, the MIHS commits itself to preserving these items in perpetuity.

In the event of dissolution of the MIHS, reasonable effort will be made by assigned staff or board members to transfer the collection to another cultural, historical, and/or non-profit institution.

Ethics

As a non-profit institution, the MIHS complies with applicable local, state, and federal laws and specific legal standards governing trust responsibilities.

MIHS staff members are obligated to the public which it serves to carry out activities and responsibilities with the ultimate purpose of serving the public in mind. The MIHS will not use the museum or its collection for personal profit or advancement of personal pursuits outside of the MIHS or MIHM.

A. Personal Collecting

MIHS staff members will not compete with MIHS collecting activities. The MIHS prohibits the active acquisition of these competing items for personal use through purchase, gift, trade, sale, loan, exchange, field collection, or other means.

B. Personal Objects in the Buildings

MIHS staff members are discouraged from bringing personal collections into the Administration Building for storage or other non-museum related purposes. Personal collection items brought in for office decoration or study purposes may not be kept in the Collections Storage Room.

C. Professional Relationships

MIHS employees shall not use their title or affiliation with the MIHS to derive any profit or gain (including personal favors, gifts, or commissions) directly or indirectly.

Activities carried out in the MIHS collection including ownership, permanence, care, documentation, accessibility, and disposal entails the highest public trust and should be carried out ethically and in accordance with national museum standards.

Scope of Collection

The MIHS is bound by its mission and purpose to preserving and interpreting the history and heritage of Marco Island and its surrounding communities. Objects collected and maintained in the MIHS collection should reflect and have direct relevance to Marco Island and its four primary time periods: Prehistoric (pre-1513), Historic (1513-1870), Pioneer (1870-1960), and Modern (1960-Present). Materials from surrounding communities, including Goodland, Isles of Capri, Naples, Collier County, and Southwest Florida in general, shall be collected on a case-by-case basis, and provide a direct link to the MIHS mission statement and goals.

Items collected by the MIHS include, but are not limited to:

- Archaeological objects
- Historic objects
- Artwork
- Photographs (including negatives and slides)
- Archival materials (including maps, blueprints, and records)
- Books

Items **not** collected by the MIHS include, but are not limited to:

- Family heirlooms or other historic objects not directly related to Marco Island (including clothes, furniture, artwork, or antiques)
- Duplicates of materials already represented in the MIHS collection
- Undocumented archaeological materials with no provenience
- Newspapers, except on rare occasions

Bound by its mission, scope, and guidelines above, the MIHS Curatorial Staff will determine and research the relevance of all potential donations.

Categories of the Collection

The MIHS collection holdings shall be classified under two divisions:

A. Permanent collection

The permanent collection contains accessioned items that have been considered under the criteria established in the Scope of Collection. Although all a part of the permanent collection, each collection receives applicable care outlined below.

The permanent collection is divided into three main categories:

1. Object Collection

- a. The object collection contains three-dimensional artifacts and is held and curated on a permanent basis. Items in this collection are fully accessioned and cataloged to the highest standards and receive the highest level of care and security. Items from the object collection are available for research, publication, and exhibition by appointment only and with MIHS staff supervision.

2. Photographic Collection

- a. The photographic collection contains photographic prints, slides, and negatives and is held and curated on a permanent basis. Items in this collection are fully accessioned and cataloged to the highest standards and receive the highest level of care and security. Items from the photographic collection are available for research, publication, and exhibition by appointment only and with MIHS staff supervision.

3. Archive

- a. The archive contains unique and irreplaceable documents and files donated and collected by various individuals and is held and curated on a permanent basis. Materials in this collection are fully accessioned and cataloged to folder level. Items from the archive are available for research, publication, and exhibition by appointment only and with MIHS staff supervision.

B. Non-Permanent Collection

The non-permanent collection contains non-accessioned items that are held primarily for use, without restriction, for education, programs, exhibits, and general research. Acquisition of non-permanent collection items requires a Deed of Gift showing legal transfer of ownership from the donor to the MIHS, however, items are not subject to the same accession process and standards of care as the permanent collection.

The non-permanent collection is divided into five main categories:

1. Library

- a. The library contains non-circulating books, periodicals, magazines, guidebooks, and other printed materials. Items in the library will be tracked and monitored by the Collections Manager in PastPerfect and assigned a unique "PUB" number to set them apart from the permanent collection. They are materials obtained for research purposes and are available for

visitors and researchers to use and handle with limited supervision. Items are not subject to the formal accessioning and deaccessioning process and can be disposed of by the Curator of Collections as s/he seems fit.

2. Education Collection

- a. The education collection contains items, either originals or reproductions, that are suitable and appropriate for use in any type of educational program in or outside the museum. Items in this collection are intended to be handled by visitors and students. Items in the education collection will be tracked and monitored by the Collections Manager in PastPerfect and assigned a unique "ED" number to set them apart from the permanent collection. Items will be placed into the education collection either through donation or deaccessions from the permanent collection. The education collection may be used by the Collier County Museum (CCM) staff with permission from the MIHS Curatorial staff. MIHS will consult with CCM staff on acquisitions into the education collection, if necessary. Items are not subject to the formal accessioning and deaccessioning process and can be modified or disposed of by the Curator of Collections as s/he seems fit.

3. Exhibit Prop Collection

- a. The exhibit prop collection contains items, either originals or reproductions, that have been acquired solely for use in the MIHM exhibitions. Items in the exhibit prop collection will be tracked and monitored by the Collections Manager in PastPerfect and assigned a unique "EP" number to set them apart from the permanent collection. Items are not subject to the formal accessioning and deaccessioning process and can be modified or disposed of by the Curator of Collections as s/he seems fit.

4. Research Collection

- a. The research collection includes, but is not limited to, modern, duplicate ephemera, newspaper clippings, photocopies of original materials such as newspaper clippings, photographs, or articles, and other materials printed from the internet. By definition, research collection materials are not unique and can be found elsewhere. They are materials obtained and kept for general research purposes and are available for visitors and researchers to use and handle with limited supervision. Items in the reference collection will be tracked and monitored by the Collections Manager in PastPerfect and assigned a unique "RE" number to set them apart from the permanent collection. Items are not accessioned and can be weeded, discarded, or otherwise disposed of by the Curator of Collections as s/he seems fit.

5. Institutional Collection

- a. The institutional collection includes the institutional, administrative, historical, ephemeral, and financial records of the MIHS. They are materials obtained and kept for MIHS research, historical, and institutional purposes. Items in the institutional collection will be tracked and monitored by the Collections Manager in PastPerfect and assigned a unique "IN" number to set them apart from the permanent collection. Items are not accessioned and can be weeded, discarded, or otherwise disposed of by the Curator of Collections as s/he seems fit, with the exception of financial records. Financial records part of the Institutional Collection are subject to

legal or accounting regulations and should be weeded, discarded, or otherwise disposed of in consultation with the MIHS Finance Committee. Materials in the institutional collection may be accessioned into the permanent collection as they gain historical significance.

Although all five collections in the non-permanent collection are **not** accessioned, items in each collection will still be monitored, tracked, and noted in the collections database.

Decisions about whether objects will belong to the permanent or non-permanent collection will be at the discretion of the MIHS Curatorial Staff. Objects from either of the three collections in the permanent collection may be deaccessioned and transferred to one of the five non-permanent collections at the discretion of the Collections Manager and Curator of Collections. All changes and movements within the collection will be documented and recorded in the collections database and files.

Acquisition

The MIHS will seek and consider additions to the collection that further the mission of the MIHS, enhance and strengthen the existing collection, and come to the MIHS with free and clear title and in an ethical manner.

Acceptable methods of acquisition include gifts, purchases, bequest, commissions, transfers, field collections, or any other transaction by which title to an object passes to the MIHS. All objects accepted become the exclusive property of the MIHS and may be displayed, loaned, retained, or disposed of in the best interests of the MIHS and the public it serves.

All donations to the MIHS are considered unconditional gifts, allowing full and complete ownership of use by the MIHS, unless in extremely rare circumstances determined by the Curator of Collections.

The MIHS will not knowingly collect objects that are unethically or illegally obtained.

A. Criteria for Acquisition

Potential donations will be subject to certain criteria and ultimately accepted or rejected by the Curator of Collections.

Criteria and considerations relevant to all acquisitions include, but are not limited to:

- The acquisition furthers the purpose and activities of the MIHS, as stated in the mission statement, and would strengthen the collection and/or exhibitions of the MIHS.
- The acquisition falls under the criteria outlined in the MIHS Scope of Collection.
- The acquisition has potential for research and scholarship, or has historical/cultural significance to Marco Island and the surrounding communities.
- Physical condition of the object(s), in regards to resources required for long-term care and storage.
- The donor is the legal owner of the object(s) or authorized agent for the legal owner.

B. Restrictions on Acquisition

The MIHS will not accept partial and fractional gifts. Partial and fractional gifts are defined as donations in which the donor maintains partial ownership.

The MIHS severely restricts promised or deferred donations. Promised or deferred donations are defined as instances in which the donor wishes to retain ownership, but desires a guarantee that the item will be accepted by the MIHS in the future. Resources and space are not available for objects which are still owned by the donor. If a promised or deferred donation is accepted, only by determination by the Curator of Collections, complete documentation shall be clear, precise, signed by the Curator of Collections, and retained in the MIHS collection records.

The MIHS will not accept restricted gifts, unless in extremely rare circumstances. Restricted gifts are defined as those gifts which oblige the MIHS to comply with certain requirements that govern the donation's use, display, or future disposition. If accepted with restrictions, an agreement must be signed between the donor

and Curator of Collections regarding the provisions of the restrictions. Complete documentation shall be clear, precise, signed by the Curator of Collections, and retained in the MIHS collection records.

C. Purchases

Purchases for the MIHS collection will be made by the Curator of Collections. Purchases will be subject to considerations including fairness of purchase price, availability of funds, and meeting the criteria for acquisition mentioned above.

Materials for the MIHS collection cannot be purchased from MIHS staff or Board Members. Objects can be purchased from private individuals, only if they are unaffiliated with the MIHS.

D. Found in Collection

Found in Collection (FIC) objects are defined as those objects in the collection that remain undocumented after all attempts to reconcile them to existing accession or loan records fail.

Due to the lack of consistent and thorough documentation between when the MIHS collection was established in 1994 and the MIHS hiring its first museum professional in 2013, thousands of objects in the MIHS collection are considered Found in Collection objects and will be treated in the following ways:

- a. The MIHS considers undocumented or Found in Collection objects to be the property of the MIHS.
- b. At the discretion of the MIHS Curatorial Staff, Found in Collection objects will be accessioned into the permanent collection, added to the non-permanent collection, or disposed of as the Curator of Collections deems appropriate.
- c. If added to the permanent collection, Found in Collection objects will be assigned specific FIC accession and catalog numbers and can be used in accordance with the MIHS collections access policy.
- d. If added to a non-permanent collection, Found in Collection objects will be assigned a catalog number dependent on the collection it belongs to – Library, Education Collection, Exhibit Prop Collection, Research Collection, or Institutional Collection.
- e. If original documentation is found for an object that has been accessioned as a Found in Collection object, it will be returned to its original accession record/number and the Found in Collection number will be retired and noted in the collections database.

E. Abandoned Property

Abandoned property in the MIHS collection, such as unclaimed loans, will follow policies outlined in Florida Statute SS 265.565.

Registration/Documentation of the Collection

The MIHS shall keep accurate, current, and detailed records for both the permanent and non-permanent collection. All documentation regarding the MIHS collection is to be completed and maintained by the Collections Manager both physically and electronically.

Documentation for the permanent collection should include, but is not limited to:

- Temporary Custody Receipt
- Deed of Gift
- Thank You Letter(s)
- Accession Records
- Deaccession Records
- Catalog Records
- Location Records
- Inventory Records
- Outgoing Loan Records
- Marking and Labeling
- Use Records including:
 - Condition Reports
 - Treatment Reports
 - Conservation Reports
 - Use of object(s) for research, exhibition, or outside request(s)

When applicable, documentation from the list above will be kept physically in designated filing cabinets and electronically in the shared “Collections” drive and in the collections database.

Documentation for the non-permanent collection should include, but is not limited to:

- Temporary Custody Receipt
- Deed of Gift
- Thank You Letter(s)
- Non-Accession Records
- Movement to a permanent collection
- Disposition Records
- Catalog Records
- Location Records
- Inventory Records
- Outgoing Loan Records
- Marking and Labeling
- Use Records including:

- Condition Reports
- Use of object(s) for research, education, programming, or exhibition

When applicable, documentation from the list above will be kept physically in designated filing cabinets and electronically in the shared “Collections” drive and in the collections database. Records for non-accessioned items in any of the five non-permanent collections will be kept separate from the permanent collection records – both physically and electronically.

Other documentation to be maintained by the Collections Manager includes, but is not limited to:

- Incoming Loan Records
- Temporary Removal Forms
- Collections Reports/Statistics
- Collections Volunteer/Intern Records
- Specific Object Documentation
 - Removal from Original State
- Collections Projects
- Accession Processing Notes
- Collection Requests
- Exhibit Files Related to Objects
- Donation Proposals

Further details about registration and documentation of the collections can be found in the Collections Procedures Manual.

Deaccession & Disposal

The MIHS defines deaccessioning as the process of permanently removing accessioned objects from any of the three collections in the permanent collection. Objects meeting criteria for deaccession shall be disposed of ethically and legally.

The Curatorial Staff shall make efforts to confirm that the MIHS has the rights to deaccession the particular object. There must be no legally binding restrictions contained in documentation that prohibit disposal.

A. Criteria for Deaccession

In order for materials to be deaccessioned, it must meet at least one of following criteria:

- The object does not fit into the mission of the MIHS
- The object does not fit into the scope of collections outlined in this policy
- The object lacks intrinsic value
- The object is too damaged for usefulness
- The object cannot be properly preserved by the MIHS
- The object contains or is composed of hazardous materials, threatening the safety of individuals and other objects in the collection
- There is a legitimate repatriation claim upon the object
- The object possesses questionable provenance

B. Means of Deaccession & Disposal

Materials in the permanent collection may be deaccessioned with formal approval (simple majority vote) from the Board of Directors after the object(s) has been in the MIHS permanent collection for a minimum of 3 years. The Curatorial Staff will select and recommend materials to the Board for deaccession consideration. The manner of disposition shall represent the best interests of the MIHS, the public it serves, and the public trust in which the collection is held and will be executed by and at the discretion of Curatorial Staff.

The MIHS shall dispose of object(s) in one the following ways:

1. Transfer the object(s) to the non-permanent collection either as part of the Library, Education Collection, Exhibit Prop Collection, Research Collection, or Institutional Collection.
2. Transfer the object(s) to another non-profit public or private institution that provides research, education, exhibition, or public services comparable to the MIHS.
3. Return the object(s) to their donor or prior owner.
4. Sell the object(s) in a public market or auction in a manner that will best protect the interest, objectives, and legal status of the MIHS.
5. Repatriation - when the object(s) falls under NAGPRA guidelines and laws.

6. Destruction - when the object(s) has been significantly broken, deteriorated beyond repair, or lacks intrinsic value for either research or exhibition purposes.

Money collected from the selling of deaccessioned object(s) will be restricted for use on direct care of the MIHS collection or future acquisitions. Use of funds from deaccessioned collection items will adhere to the policies outlined by the American Alliance of Museums (AAM). Deaccessioned objects cannot be purchased by or given to MIHS employees or board members.

C. Deaccessioning Found in Collection

Objects that are Found in Collection and accessioned into the permanent collection may be considered for deaccession only after the following:

1. A good-faith effort was conducted in locating original or associated documentation
2. The object(s) has been accessioned in the MIHS collection for at least 5 years

Because Found in Collection objects are assumed to be and treated as property of the MIHS, the MIHS shall dispose of Found in Collection deaccessions in the same way as any other object in the permanent collection mentioned above (Note "B").

Appraisals

It is prohibited that any MIHS staff member provide monetary or valuation appraisals. Donors wishing to take a tax deduction must have an independent, outside appraisal made of the value of their gift. The MIHS will provide an acknowledgement letter indicating the appraised value for tax purposes.

Authenticity

Members of the Curatorial Staff can provide authenticity of an object for professional or educational purposes. No MIHS staff member shall knowingly identify or authenticate objects for an outside party for purposes that are illegal or unethical.

Loans

The MIHS shall participate in an active loan program to provide public access to objects that are not in the MIHS collection, but that aid and compliment the mission of the MIHS. Loans should be consistent with the long-term goals of the MIHS, as well as the needs of MIHS exhibitions and educational programming.

A. Incoming Loans

The MIHS may request the loan of an item(s) from an individual or from another institution for the primary purposes of exhibition or research. There must be a clear connection between the use of the borrowed object and the mission of the MIHS. Incoming loans must be approved, in advance, by the Curator of Collections. The CCM Manager is to be notified of any incoming loans to the museum campus, even if the loan is solely to the MIHS. The facility report for the MIHM is maintained by CCM and is available upon request by the lending institution. The Collections Manager is responsible for maintaining all documentation and electronic records pertaining to the incoming loan.

Incoming loans are subject to the same legal and ethical standards that are applied to the acquisition of objects for the MIHS collection. The MIHS will provide the same care for borrowed objects as it does its own comparable collection and property. If, at any point during the loan, said objects are not on exhibit, objects will be housed on-site in the environmentally-controlled collection storage room.

For detailed information about incoming loans, see the MIHS Incoming Loan Form.

B. Outgoing Loans

The MIHS loans objects from its collection for educational and scholarly purposes. Outgoing loans must be approved by the Curator of Collections. Institutions interested in borrowing objects from the MIHS collection will send a loan request to the Curator of Collections. The Collections Manager is responsible for maintaining all documentation and electronic records pertaining to outgoing loans.

The MIHS will not loan objects to private individuals. Loans may be requested from private businesses and organizations, so long as entities can demonstrate the capacity to provide the means to adequately care for the items.

Outgoing loans are subject to the same legal and ethical standards that are applied to the acquisition of objects for the MIHS collection. The borrower shall provide the same care for borrowed objects as it does its own comparable collection and property. Precautions must be taken to prevent the objects from fire, theft, mishandling, dirt, dust, pests, light extremes, temperature, humidity, and foreseeable catastrophic events (e.g. hurricanes) while in the custody of the borrower. The borrower and the MIHS understand that all tangible things are subject to inherent gradual deterioration for which neither party is responsible.

For detailed information about outgoing loans, see the MIHS Outgoing Loan Form.

Collection Care

Care of the collection is a continuing and ongoing responsibility accepted by the MIHS on behalf of the general public. The MIHS shall carry out the legal, ethical, and professional responsibilities to provide the necessary care for its collection – either acquired or borrowed.

The Curatorial Staff shall be in charge of all preventative conservation measures in the MIHS Collection Storage Room. Any changes to the care of the collection should be discussed with the Curator of Collections and appropriate measures taken to ensure the stability and safety of all materials.

A. Use and Activities

- Ongoing care of the collection shall be incorporated into all museum activities.
- Use or activity should not threaten or take priority over the care and safety of the objects and collections records.

B. Environmental Controls

- The environmental conditions shall be monitored and adjusted by the Collections Manager, within the limits of the available facilities and funds and in partnership with the on-site Museum Manager for Collier County.
- Proper archival materials shall be used to minimize the effects of the environment on MIHS collection objects.
- Plants and food will not be allowed in the Collections Storage Room to prevent insects and other pests.
- Smoking is not permitted in the Collections Storage Room. The MIHM campus is a smoke-free environment.
- Environments in the exhibits are monitored via museum environmental control equipment. Equipment shall be adjusted and recorded periodically. Appropriate adjustments are to be made in exhibits that show signs of environmental damage to MIHS collection objects.

C. Handling

- Professional museum standards and supplies shall be utilized when handling, moving, packing, and/or shipping objects.
- Only the Curator of Collections and Collections Manager shall handle objects or collections records, unless researchers and others are given permission.

D. Integrated Pest Management (IPM)

- The Collections Storage Room and the MIHS collection shall be closely monitored by the Collections Manager for any visible unwanted pests or pest damage to objects.
- Proactive IPM measures will be taken throughout areas containing MIHS collection objects, even without evidence of pests or issues.
- Appropriate action shall be taken to control and contain a pest issue, should it arise.

E. Conservation

- Depending on the level of conservation, conservation projects may be administered on MIHS collection objects by the Curatorial Staff or by a professional when needed.

- Conservation treatments in excess of \$5,000, or those outside of MIHS Board of Directors approved budgeted funds, must be approved by the MIHS Finance Committee after proposals and bids have been submitted to the Curator of Collections. The Curator of Collections shall obtain proposals and bids from professionals who have appropriate levels of skills and who are authorized to carry out the specific treatment.

F. Inventories

- An inventory of the entire MIHS collection shall be performed every 5 years by the Curatorial Staff and other trained staff, interns, and volunteers, when needed.
- “Spot-check” inventories shall occur on a rolling basis to ensure collections records match physical locations.
- Any outstanding issue appearing during the inventory shall be dealt with promptly and documented in the collections records.

Digitization

The MIHS will adhere to current museum digitization standards in regards to processing and caring for objects in the collection.

Collection Access

The MIHS has a responsibility to maintain its collection and records safely and orderly in compliance with museum standards. The Collection Storage Room is not open to the public. Access to the Collection Storage Room and the MIHS collection for research is permitted with prior approval from the Curatorial Staff. Appointments must be made with the Curatorial Staff prior to visiting. The Curatorial Staff will work together to facilitate research requests.

A. Regulations

- Requests for use and research of the collection must be made in advance with the Curatorial Staff.
- Usage of materials will be carried out in the Collection Storage Room or another staff-designated location and will be subject to current procedures and care. The MIHS reserves the right to deny access to the collection to anyone who violates the outlined policies and regulations.
- Researchers are allowed to photograph materials from the collection for reference, with prior approval from the Curatorial Staff, and with extreme care.
- Supervision during the visit will be carried out by the Curatorial Staff.
- Researchers and visitors must conform to current museum collection policies regarding handling and care of all objects in the MIHS collection.
- County vendors will periodically have access to the Collection Storage Room for maintenance, however, a MIHS or CCM staff member is required to supervise outside workers at all times during their time in the Collection Storage Room

Image Use Requests

The MIHS collection contains a large photographic collection. Requests for use of a photograph from the MIHS must be submitted to the Curatorial Staff.

A. Regulations

- A photo request form must be filled out by the requestor and approved and signed by a Curatorial Staff member.
- Intended use of the image must be stated when requesting a photograph.
- Photograph requests are granted for a one-time, non-exclusive use.
- Requestor is responsible for all costs of reproductions. A scanned image of the photograph will be provided to the requestor via email or digital file transfer.
- Photographs may not be reproduced in any format or by any other parties than the original requestor.
- Requestor is responsible for obtaining any and all permission necessary from the holder of any copyright and/or related rights.
- Requestor must acknowledge the donor and/or creator of the image (when known), as well as the MIHS, when used in publications or public settings.
- When applicable, a copy of all reports, papers, or other publications produced using photographs from the MIHS collection are to be given to the museum for reference use.

B. Fees

Depending on intended use, the MIHS charges outside parties for the use of photographs and images from the MIHS collection. Fees may be waived for educational and scholarly purposes.

Refer to the current MIHS Collection Schedule of Fees.

Risk Management

The Curatorial Staff shall take all preventative measures, within their ability, in regards to theft and damage within the Collection Storage Room. If loss of or damage to an object occurs within the MIHS collection, it should be reported immediately to the Collections Manager and Curator of Collections.

Prevention of damage to the MIHS collection in regards to natural disasters, security, fire or natural gas detection, or infrastructure is a partnership between the MIHS and CCM. Because Collier County maintains the MIHM complex buildings, risk management efforts are primarily implemented and monitored by Collier County via the CCM Manager and Museum Assistant on-site.

Refer to the Collier County “Continuity of Operations Plan (COOP): Collier County Public Services Museums” for detailed information regarding risk management.

Intellectual Property

Materials or items developed, written, designed, drawn, painted, constructed, or installed by MIHS staff while carrying out their responsibilities as employees of the MIHS are considered to be the property of the MIHS, with the MIHS having the rights to all said property.

The MIHS’s ownership of or rights to intellectual property that was created while an individual was affiliated with the MIHS continues after the staff person leaves the MIHS for any reason, including retirement.

The MIHS is committed to complying with all applicable laws regarding intellectual property including copy