



**Monhegan
Museum of
Art & History**

COLLECTION MANAGEMENT POLICY

APPROVED BY THE BOARD OF TRUSTEES

May 16, 2024

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I. INTRODUCTION

A. Purpose of the Collections Management Policy

This policy articulates shared values, standards, and expectations of the Monhegan Historical & Cultural Museum Association trustees, employees, and volunteers regarding the growth and preservation of the Museum's collection. Its goal is to provide general policy and assign responsibility for those involved in the growth, care, and use of the collection.

B. Mission & Vision

The mission of the Monhegan Historical & Cultural Museum Association, Inc., known as Monhegan Museum of Art & History (MMAH), is to preserve and display objects of historical and cultural significance to Monhegan Island, Maine, and in so doing, to provide a source of information and fascination about Monhegan for the benefit of the residents of the island and all other interested persons.

Our vision is to be an enduring tribute to the power of place to foster community and artistic creativity.

C. History of the Monhegan Museum

The Monhegan Museum was formed in 1960 as a committee of Monhegan Associates, Inc., an organization devoted to preserving the wildlands and traditional way of life on Monhegan Island. In 1962, the Monhegan Island Light Station was purchased by the Monhegan Associates for use as a museum. After several years of repairs, renovations, and collecting of historic materials, the Museum opened to the public in 1968.

By 1983 rapid growth of the Museum necessitated the formation of a separate organization dedicated exclusively to the well-being of the Museum; this organization, the Monhegan Historical and Cultural Museum Association was incorporated in 1984.

In 1998, a reconstruction of the Assistant Keeper's House was completed. The original building had been demolished in 1928 after the position of Assistant Keeper was eliminated. This new structure contains a gallery where each year a new art exhibition is displayed to showcase an individual artist, time period, or movement in Monhegan art. This building also contains the curators' office and the Museum's archives. Also completed in 1998 was the reconstruction of a shed that once stood at the Monhegan Light Station. This climate-controlled structure houses the majority of the Museum's

exceptional art collection. With the addition of these two structures, the Monhegan Light Station appears as it did at the turn of the 20th century.

The estate of artist James Fitzgerald was gifted to the Monhegan Museum of Art & History by his heirs in 2003. Operating within the Museum's framework, the Fitzgerald Legacy encourages the study and appreciation of his art by improving public accessibility through exhibitions, publications, and educational programs. This gift includes James Fitzgerald's historic home and studio designed and built by Rockwell Kent in the early 1900s, as well as over 600 works of art by Fitzgerald.

Since 2000, MMAH has commissioned extensive restoration work on the historic light tower, improved environmental monitoring and conditions, created an additional climate-controlled secure storage space, and continues to professionalize operations and exhibitions.

D. Organizational Structure

The Monhegan Historical & Cultural Museum Association is a nonprofit corporation, organized under the laws of the State of Maine on January 27, 1984. The Museum is governed by an elected Board of Trustees.

II. STATEMENT OF AUTHORITY

This section articulates the authority and responsibilities of the Board of Trustees, Committees, and Staff of MMAH with regard to the collections.

A. Board Authority and Responsibilities

The Board of Trustees of MMAH must actively exercise their fiduciary responsibilities, thereby ensuring that the collections are well managed. This is accomplished through the establishment and regular review of the Collections Management Policy and the performance of other duties, as follows:

- Approval of all accessions with an individual value greater than \$5000.
- Approval of deaccessions with the exception of insignificant or valueless materials as set forth on pages 11 - 12 of this policy.
- Establishment of the Collections Committee. This standing committee of at least 5 individuals includes a minimum of two members of the Board of Trustees and the Director of the Museum. Board members represented on the Committee shall

include the chair of the Fitzgerald Legacy Committee, a trustee shall serve as chair of the Collections Committee. Additional Committee members may include curatorial staff, and community members with expertise in areas represented in MMAH collections.

- Review of all matters that the Collections Committee identifies as beyond their authority.

B. Collections Committee Authority and Responsibilities

The Collections Committee oversees all accessioned collection and provides a report of activities to the Board of Trustees at quarterly board meetings. The committee's responsibilities include:

- Review potential donations individually valued at over \$5000 and make recommendations to the Board.
- Recommend deaccessions to the Board.
- Develop and periodically review collections-related policy and documents and submit policy documents to the board for approval.
- Review and approve annual operations budget lines relating to collections care.

In addition, the Director will consult the Collections Committee in exceptional situations involving collections and, if appropriate, refer such matters to the Board. Such situations might include:

- Accepting or refusing an object that would place an extraordinary financial burden on the Museum to store or care for.
- Accepting an object that does not fall clearly into the collecting guidelines set forth in this policy on pages 7-8.
- Accepting or refusing items the Collections Committee deems problematic.

C. Staff Authority and Responsibilities

The MMAH Board of Trustees delegates authority to sign Deeds of Gift and Records of Gift for all accessions, and to accept gifts valued at \$5000 or less to the Director.

MMAH staff are responsible for:

- The physical care of the collections, balancing the need for conservation and maintenance of each object with the need for public access and research, exhibition, and staff research.

- Coordinating incoming and outgoing loans.
- Ensuring the physical well-being of the collections through proper risk management.
- Recommending loan approval/decline to the Board of Trustees.
- Creating and maintaining detailed collection records.
- Creating procedures for carrying out the provisions of the Collections Management Policy.
- Ensuring that all staff and volunteers who handle collections are properly trained.
- Creating a comprehensive annual report of accessioned items for the Collections Committee and tax filings.

The above-listed responsibilities will be fulfilled or delegated by the Director.

III. LEGAL AND ETHICAL CONSIDERATIONS

Staff, Board members, and volunteers of the MMAH are required to sign and abide by the Museum's most recent Code of Ethics, which applies to all facets of MMAH operations, including the care and management of collections.

IV. SCOPE OF COLLECTIONS

A. Introduction

Items accepted for the Museum should be relevant to the mission of MMAH and may include artifacts, works of art, natural history items, printed material, objects related to the work and domestic life of the island, photographs, and documents with direct relevance to Monhegan. Such items can include two- and three-dimensional objects for display as well as all forms of archival material. Items related to current life of the island deemed to be of historic interest in the future should also be collected.

B. History of the Collections

The collections of the Museum reflect the diversity of the island's past and are comprised of more than 30,000 items.

Highlights of the Museum's collections are:

- the art collection, which features work by more than 150 artists
- photography documenting the history of the Island and representing the work of island artists including:

- more than 12,000 photographs predominantly from circa 1900
- more than 1500 photographic postcards from circa 1890 to 1950
- 58 photograph albums and scrapbooks (mostly circa 1900)
- glass plate negatives
- historic artifacts including:
 - more than 350 Native American stone artifacts
 - fishing equipment from the early 1800s to present
 - toys
 - household equipment
 - ice harvesting equipment
 - musical instruments
- Archives including:
 - 18 linear feet of documents, letters, genealogies, and other paper items pertaining to island families, dwellings, vessels, etc.
 - 12 linear feet of photographs, correspondence, newspaper clippings, exhibition announcements, etc. related to artists and the history of the Monhegan art colony; turn of the 20th century autograph albums; oral histories; hotel registers documenting visitors to the island from 1902-1972
 - maps, navigational aids
 - deeds and souvenirs.

C. Collecting Guidelines

In keeping with the Museum’s mission, the focus of the collections shall be on items that further interest in, experience of, or connection to, and appreciation for the history and culture of Monhegan Island and its environs. The Museum collects relevant materials from all time periods with the goal of including archives, oral histories, artworks, and objects that represent the diverse communities and histories that contribute to the culture of Monhegan.

V. CATEGORIES OF COLLECTIONS

MMAH collects objects of historical, artistic, and cultural significance to Monhegan Island, Maine. These include:

- **Artworks:** Paintings, drawings, sculpture, prints, photographs and other works of art created by artists who have spent time on Monhegan Island.
- **Archival materials:** Including ephemera, photographs, plans, charts, maps, letters, logbooks, minutes, writings, oral histories, video and audio recordings, and printed materials.
- **Born-digital materials:** Photographs, documents, audio and video recordings.
- **Artifacts:** Objects relating to human inhabitation of Monhegan including artifacts of Indigenous cultures, fishing gear, household implements, handcrafts, and ice harvesting equipment.
- **Educational Collection:** These items are not accessioned but are kept for demonstration purposes. These items are intended to be handled. Many of these items are duplicates of accessioned materials. Objects in this collection are not subject to the standards of this policy document.

VI. ACQUISITIONS/ACCESSIONING

Accessioning is the formal process of legally accepting objects into museum collections. MMAH may acquire collections through gift, purchase, exchange, transfer, or bequest. It will accession only objects that fulfill the requirements for accessioned collections as described below, and that it intends to keep for the foreseeable future.

The curatorial staff is responsible for accessioning and cataloging the collections. Each newly accessioned object will have a physical description, record of the date of its receipt, how it was acquired, name and address of the donor or vendor, and date of accession. Such records will also be maintained to the extent possible for previously accessioned items. If available, the records will also include information about, and documentation of, the provenance of the object and its appraised value.

All documentation relating to accessioned collections is kept in the care of the curatorial staff. This includes the file containing the Deed of Gift, as well as any receipts, appraisals, or other paper records associated with the object. In addition, each accession will be recorded in MMAH's collections management system.

All new accessions, however acquired, must:

- Conform to MMAH's mission.
- Enhance and strengthen existing collections or conform to MMAH's collecting guidelines described on page 6.

- Have a clear title.
- Be ethically acquired.
- If applicable, comply with all requirements of the Native American Graves Protection and Repatriation Act of 1990.
- Works of art in whatever medium are accepted only if created by an artist who has spent time on Monhegan Island. Preference is for works of Monhegan motifs or works that were created on Monhegan Island, but there may be exceptions particularly if the artist had been a long-time resident or frequent visitor to the island.
- Works of art by living artists are not typically accepted or exhibited. Exceptions to this policy are at the discretion of the Director and Board of Trustees and include the following:
 - Portraits of persons related to Monhegan’s history done by living artists can be accepted and displayed.
 - Significant works by living artists who have worked on Monhegan can be accepted but will not typically be displayed at MMAH while the artist is still alive. Such items may be loaned to other museums during the artist’s lifetime.
 - Photographs by contemporary photographers may be accepted either to enhance displays or for the archives.

MMAH will not acquire new objects for its collections unless it is able to adequately store and care for them. The Director will determine if resources exist for the MMAH to adequately store and care for any proposed addition to the collections and make recommendations to the Collections Committee regarding whether or not to accept materials offered for the collections.

Gifts: MMAH will accession only gifts that conform to the requirements for accessioned collections. Monetary gifts explicitly designated for the purchase of a specific item may be accepted at the discretion of the Collections Committee.

A Deed of Gift shall be executed for all donations to the collections. This document lists the objects in the gift. It must be signed by the Director and the donor, who must have legal authority to convey title. MMAH does not accept conditional, partial, or fractional gifts. All gifts to the Museum are accepted with the understanding that they are unrestricted except in very unusual circumstances. Exceptions may be made when acceptance of certain conditions is in the interest of MMAH. Curators must disclose any restrictions to the Collections Committee prior to the vote.

MMAH will not make, arrange, or pay for appraisals of donations. Internal appraisals (e.g. for insurance purposes) will not be shared with donors. Donors who wish to take a

charitable deduction are solely responsible for fulfilling IRS requirements for their non-cash charitable donations.

Promised Gifts: When a donor intends to make a gift in the future, either during their lifetime or at their death, MMAH shall make efforts to record the donor's intent. The promised items may or may not be in MMAH's possession during the period between when they are promised and at any time prior to legal title passing from the donor to MMAH. Promised gifts shall not be approved by the Collection Committee or the Board until such time as ownership is transferred to the MMAH.

The Director is to disclose, whenever possible, promised gift arrangements to the Collections Committee.

Bequests: MMAH will accession only bequests that conform to the requirements for accessioned collections. MMAH reserves the right to refuse bequeathed objects that do not meet these criteria, or to choose to accept only a portion of the bequest. MMAH also reserves the right to refuse conditional bequests and bequests of objects for which it cannot properly provide care or storage. For all bequests, copies of the will shall be retained in the accession file.

Purchases: Historically, all items in the MMAH collections have been received as gifts. On occasion, an item or work of art that particularly exemplifies the mission of MMAH may be purchased for the collection. All purchases of objects for the collections will be made from a fund specifically designated for such purpose. This fund will consist entirely of donations dedicated for the purchase of collections items and income from the sale of deaccessioned items. All purchases must be initiated or reviewed by the Director and approved by the Collections Committee. The method used to evaluate the purchase price and provenance must be documented and the documentation retained in the accession file.

Transfer: A transfer of property will be considered for accession in the same manner as other acquisitions.

Exchanges: Exchanges are treated as two separate collections management actions. Incoming objects are considered for acquisition in the same manner as other acquisitions and must be approved before the exchange takes place. Title transfer documentation appropriate to the type of acquisition is retained in the object's accession file. Outgoing objects must be deaccessioned in accordance with Museum policy.

Field collected objects: MMAH does not accept field collected materials of uncertain origin or that have been acquired unethically.

VII. DEACCESSIONING/DISPOSAL

Deaccessioning is the formal process of removing accessioned objects from a museum collection. MMAH may deaccession collections objects when they meet one or more of the following criteria:

- The object is inconsistent with MMAH's mission.
- The object is so badly damaged or in such poor condition that it cannot support MMAH's research or exhibition functions.
- The object cannot be properly stored or cared for by MMAH.
- The object is not authentic, is poor in quality, or lacks aesthetic or historical importance or the object represents unnecessary duplication of other collections objects.
- Ownership of the object is illegal, dangerous, or unethical.
- The object poses physical threat to other portions of the collections (such as insect infestation).

Objects that meet criteria for deaccessioning may be deaccessioned only in accordance with the following procedures. All deaccessions must be recommended by the Collections Committee and approved by the Board unless it is determined that the object to be deaccessioned is insignificant and valueless and/or should not have been accessioned in the first place. Examples of such potential deaccessions of insignificant and valueless materials include newspaper clippings, contemporary reference books, and office equipment.

Deaccessions of insignificant and valueless materials are at the discretion of the Director.

No object may be deaccessioned that has been in the collection of MMAH for less than three years.

All accession records for deaccessioned objects must be kept, including the records created in the process of deaccession (i.e., those which justify the deaccession). Accession numbers may not be reused.

In some instances, loaned objects have been assigned accession numbers. As these objects were never owned by MMAH or formally accessioned into the collections, it is not necessary to deaccession them when they are returned to their owners. However, records for these objects must be retained and the disposition of the object must be clearly noted (see section VIII on loans, below, page 13).

Missing or stolen objects will not be deaccessioned.

In an effort to maintain positive community relations, MMAH may, at its option, inform donors or heirs prior to the deaccession of specific objects if such items are judged to be of notable personal or family significance. Net proceeds from the sale of deaccessioned objects shall be used only for the care and acquisition of objects for the collection in accordance with guidelines of the American Alliance of Museums.

Guidelines for disposal of deaccessions

MMAH may dispose of deaccessioned collections by the following methods:

- **Transfer** to MMAH's Education Collection or to another museum, repository, or educational institution. (If an object is deaccessioned solely because it cannot be properly stored or cared for by MMAH, then transfer to another museum, repository, or educational institution where it will continue to be accessible to the public is the preferred method of disposal).
- **Exchange** with another museum, repository, or educational institution for an object of equal or greater benefit to MMAH collections and meets the requirements for accessioned collections.
- **Sale** at public auction or public sale.
- **Repatriation** in accordance with the Native American Graves Protection and Repatriation Act of 1990.
- **Destruction**, if the object has deteriorated or been damaged beyond repair, poses a health hazard, or holds neither intrinsic nor monetary value.

MMAH employees, Board members of MMAH, Collections Committee members, and their immediate family members may not purchase or otherwise benefit from the disposition of a deaccessioned object. Use of proceeds resulting from the sale or disposition of deaccessioned objects will be used solely for the purchase of acquisitions for the collections or for collections care and conservation. MMAH will have a discrete account that may be used only for this purpose.

VIII. LOANS

A. Outgoing Loans

Loans of collections objects may be made to other museums for purposes of exhibition, scholarly research, or educational use. Loans must clearly benefit public interests and the interests of the MMAH. Loans are approved by the Director, who has the authority to sign all loan forms. The Director may delegate authority to process loans and sign loan forms to an

approved staff member. Requests for loans must be made in writing. Borrowing institutions will provide a General Facility Report including climate data. The borrower will provide adequate transportation in both directions unless otherwise arranged. The borrower's insurance will cover the objects during transportation.

Loans from the permanent collections shall not be made to individuals, including Board members, staff, and volunteers. Loans will not be made to commercial organizations except in short-term instances of special educational value.

The Director will evaluate requests and approve or disapprove loans based on the condition and availability of the object(s), as well as the prospective borrower's ability to ensure proper care and security. Loans are made for periods of one year or less and may be renewed yearly at the discretion of the Director.

The Collections Committee has the authority to make exceptions to the outgoing loans policy (longer loan period, or loans to non-museum entities, for example) if a compelling reason is provided. Justification of exceptions must be written and placed in the object file. All outgoing loans are subject to the conditions set forth in the Outgoing Loan Agreement, which must be signed by the borrower before the object leaves MMAH custody. MMAH may charge a loan fee and/or require the borrower to provide a professional, outside appraisal for insurance purposes.

B. Incoming Loans

MMAH borrows objects for specific purposes, such as exhibitions. As of January 1, 2024, MMAH accepts no incoming loans with terms longer than one year, renewable yearly up to five years at the discretion of the Director. For policy relating to longer-term loans already in place, see "Long-term loans" under heading C, "Old loans," below.

The Collections Committee has the authority to make exceptions to the incoming loans policy (longer loan period, for example) if a compelling reason is provided. Justification of exceptions must be written and placed in the object file. MMAH will abide by conditions set forth in the Loan Agreement, which may be the MMAH form or one provided by a lending institution. MMAH does not accept incoming loans offered for the purpose of commercial exploitation of the object or to increase the value of the object when sold. The Museum does not provide long- or short-term storage services except in cases where a lender of archival materials agrees to allow public access to the materials.

MMAH applies the same legal and ethical standards to incoming loans that it applies to acquisition of collections.

MMAH applies the same standard of care to incoming loans that it applies to its own collections unless a higher standard is stipulated by the lender in the Loan Agreement.

C. Old Loans

Long-term loans of an indefinite period shall be discouraged.

Long term loans may be considered when the object is of significant historical or cultural importance and the lender is not able to transfer ownership to MMAH. MMAH may not offer the equivalent of free storage, insurance, or other comparable services to any individual.

In some cases, objects that have long been on indefinite loan to MMAH have been assigned accession numbers. These objects do not need to be formally deaccessioned upon return to their owners because ownership was never transferred to the MMAH.

In cases where the owner of a loaned object cannot be identified, MMAH will retain the object under the same standard of care as its accessioned collections until its status is resolved.

Disposition of old loans will be undertaken in accordance with the Maine Revised Statutes, Title 27: Chapter 19: Property Deposited with Museums and Historical Societies.

D. Objects in Custody

Temporary custody: MMAH may take temporary custody of items that do not belong to it to consider them for acquisition, to scan or photograph them for the archives, or to provide an examination or inspection. Temporary-custody objects are cared for in the same manner as objects in the permanent collections, except that MMAH will not insure them unless specifically requested to do so or when it is determined that insuring them would be in MMAH's best interest. MMAH staff are responsible for evaluating items in temporary custody promptly and returning any items not accepted for acquisition without undue delay.

MMAH staff will make all reasonable efforts to return temporary-custody items to their owners, but responsibility for the items ultimately lies with the owner.

Abandoned Property: Objects in temporary custody that become abandoned may be converted to MMAH ownership following procedures specified in the Maine Revised Statutes and will then fall under the Museum's accession and deaccession policies.

Objects found in collection: MMAH is committed to maintaining up-to-date records of all objects entering the Museum. In rare cases, however, objects may be identified in the collection for which no documentation exists. The staff will exercise due diligence in searching

for such documentation, but if none is found, such an object may be classified as “found in collection” and assumed to be the property of MMAH.

In some cases, found in collection objects may be accessioned into the collection; in other cases, such objects may be disposed of by either gift, exchange or sale to another non-profit institution.

IX. CONSERVATION/CARE

MMAH is committed to the careful and responsible management of the collections entrusted to it, to the proper physical storage of the collections, to their documentation, preservation, and to ensuring their accessibility to the public.

MMAH’s staff members work together to ensure the protection of the collections. The Director and curatorial staff are responsible for the overall care of the collections, including the training of staff and volunteers who work with collections objects. Only persons approved by the Director or curatorial staff may handle collections.

MMAH will care for its collections and loaned items in accordance with professional standards using the following preventive conservation measures:

- Monitoring of environmental conditions to mitigate against damage caused by extremes of temperature and rapid fluctuation of temperature and relative humidity.
- Proper storage. The Director is responsible for determining the best storage locations for collections objects based on their preservation requirements and vulnerability to damage and theft.
- Proper handling of objects in the collections to protect against damage from direct physical forces.
- Emergency preparedness to mitigate damage to collections from natural and manmade disasters.
- Integrated pest management.
- Routine housekeeping in exhibition and storage spaces to prevent damage from dust, gasses, and particulate pollutants.
- Light control to prevent damage from ultraviolet and visible light.
- Security requirements to protect against theft and vandalism.
- Restricted, monitored access to collections storage by the public.

- Handling, packing, moving, and shipping of collections items and loans will be overseen by MMAH staff in accordance with professional best practices.
- Digital assets will be preserved in adherence with digital preservation guidelines as established by the Federal Agencies Digitization Guidelines Initiative.

Conservation treatments of collections objects must be authorized by the Director.

Conservation treatments of artwork may be undertaken only by professional conservators.

Historic Structures: While not accessioned as collections, care of the Museum's historic structures is guided by the Secretary of the Interior's Standards for the Treatment of Historic Properties. Treatment approaches may include preservation, restoration, rehabilitation, or reconstruction, as the needs of individual buildings and situations may necessitate.

X. INSURANCE AND RISK MANAGEMENT

The Museum values its collections as irreplaceable and will, to the best of its ability, limit risks to it through preventative care. MMAH has an Emergency Preparedness Plan that includes procedures related directly to the collections and historic structures. The plan is reviewed regularly by the Director and Caretaker or Facilities Manager.

The Museum maintains an umbrella fine-arts insurance policy. The policy covers objects owned by the Museum and objects on loan to/or deposit with the Museum. The policy is reviewed annually by the Museum Director.

Incoming loans will be insured according to the terms of the loan agreement. Outgoing loans will be insured by the borrower for their full value as determined by the Director. Payments resulting from insurance claims for damaged, stolen, or destroyed collection objects may be used only to conserve the objects or replace them with similar objects. In the case of a total loss, proceeds from an insurance claim must be used as if they were proceeds from the sale of a deaccessioned object (see section 7, page 10-11).

XI. DOCUMENTATION

MMAH staff is responsible for all record keeping associated with the collection. This includes information related to accessioning objects into the collection, the location and condition of objects once accepted into the collection, conservation treatment done on objects, the condition of objects over time, and ongoing activities including exhibition, loans and research. It also includes release forms for any objects temporarily left at the Museum.

The Museum staff will assign each object an accession number and enter the object into a collections management database. Objects will be physically labeled with the accession number without defacing or otherwise permanently altering the object. The collections management database will serve as the repository for all information related to the object. This database will be backed up locally and remotely.

XII. ACCESS

MMAH collections are held in the public trust and the Museum recognizes its responsibility to provide access to its collections while ensuring their preservation for future generations. Public access to the object collections is provided primarily through long- and short-term exhibitions, programming, publications, and digital materials viewable through online exhibitions, social media, and virtual tours. Archive and object collections are also made available to the public for research, publication, and other educational uses. Access to collections and archives by researchers and members of the general public must be supervised by trained staff or volunteers. Curatorial staff will advise researchers of proper use and handling of collections and will exercise judgment when determining who has access to collections. Collections records will be made available to the public at the discretion of the Director or curatorial staff. MMAH reserves the right to limit access to objects that might be damaged by movement or handling.

XIII. APPRAISALS AND AUTHENTICATIONS

MMAH personnel will not provide a monetary appraisal of any object. Appraisals, if needed for any purpose, must be provided by a third party. MMAH staff may provide a list of appraisers with knowledge of Monhegan, but may not recommend a specific business.

MMAH does not review objects for authentication. Oral assessments may be provided by knowledgeable staff, but it must be made clear that the MMAH does not warrant the accuracy of this information.

XIV. INTELLECTUAL PROPERTY

MMAH complies with federal copyright and trademark law in its publications, and exhibitions. Printed, manuscript, and photographic objects in the MMAH collections may be reproduced as provided under the fair use provision of the United States copyright law. MMAH may refuse to permit the copying of any collection object if such reproduction would violate copyright law, violate the donor agreement, or potentially damage the object.

MMAH will respect the copyright privileges of others.

XV. REVIEW/REVISION

This Collections Management Policy supersedes all previous Collections Policies of MMAH. The Collections Management Policy will be reviewed every five years by the Collections Committee. Changes to the policy must be approved by the MMAH Board of Trustees.

Approved by MMAH Board of Trustees May 16, 2024

We acknowledge with gratitude the Martha's Vineyard Museum for allowing the use of their Collections Management Policy, approved February 19, 2020, as a template for this document.