

Collections Management Policy
Polish Heritage Center at
Panna Maria
Panna Maria, Texas
2022

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I. Polish Heritage Center Statements

A. Mission Statement

The mission of the Polish Heritage Center at Panna Maria is to retain for posterity, and keep vibrant and relevant, the history, values, beliefs, customs and traditions of the Polish settlers and their descendants at this first and oldest permanent Polish settlement in America, and to inspire, engage, and educate or visitors.

B. Statement of Purpose

The Polish Heritage Center at Panna Maria is an institution established and governed by the Polish Heritage Center at Panna Maria Foundation board of directors and bylaws, officially established in 2011.

It is a not-for-profit institution by virtue of being part of the Polish Heritage Center at Panna Maria Foundation (the “Corporation”).

The purposes for which the Corporation is organized are for charitable and educational activities within the meaning of Internal Revenue Code §501(c)(3) and Texas Tax Code §1.18(c). Tax ID #46-0561240.

Specifically, the Corporation is organized for the following charitable and educational purposes:

- To preserve, to conserve, and to promote the heritage of Panna Maria, Texas, the first permanent Polish settlement in the United States, founded December 24, 1854, by Father Leopold Moczygemba and # ___ immigrants.
- To educate both the descendants of the Panna Maria immigration and all other peoples about the history, culture, values, and traditions of the original settlers of Panna Maria and their descendants.
- To educate both the descendants of the Panna Maria immigration and all other peoples about the efforts, feats, and accomplishments of generations succeeding the original settlers to preserve, conserve, and promote the Polish culture and heritage in Texas and the United States.
- To provide and maintain the archives of Panna Maria, its original inhabitants, pioneers, and succeeding generations.
- To educate and assist descendants and families of the Panna Maria immigration to conserve their family history and heritage.
- To construct and maintain a center in Panna Maria to realize the above mentioned objectives now and for future generations.

The Corporation shall establish a permanent endowment fund to support its purposes in perpetuity.

C. Collections Statement

The scope of the Polish Heritage Center at Panna Maria (the “Center”) collections is limited to the material culture and archival materials as set forth in the mission and statement of purpose. This includes archeological and historical objects, and archival materials including, photographs, documents, and oral histories that tell the story included in the mission.

The foundation of the Center is its collections that are held in perpetuity for the public. Therefore, in accordance with its mission and statement of purpose, the Center maintains three collection categories:

1. Research Collections—Accessioned, documented, and cataloged objects and archival documents of artistic, cultural, scientific, or historical significance, and objects of high quality that are representative of the diversity inherent in the mission of the Center. These collections are used for research, exhibitions, and loans. They are either owned by the Center or held- in- trust for federal and state agencies. These collections are given the highest level of care and protection.
2. Interpretive Collections—Accessioned, documented, and cataloged objects and archival documents that are used for interpretation, participatory exhibitions, and educational programs. These objects are owned by the Center, are given reasonable care, and do not leave Center grounds without appropriate Board of Director approval. Exceptions to Board approval are off-site educational programs and defined temporary loans to other institutions.
3. Education Collections—Accessioned, documented, and cataloged objects used to support the educational mission of the Center. These objects are owned by the Center and are subject to possible damage or destruction due to supervised utilization. They are exposed to hands-on interaction with visitors and can leave Center grounds. In the event of damage or destruction beyond the point of usefulness, they are deaccessioned according to the Center’s deaccession policy.

The Center also holds other objects to support its research and educational programming, such as exhibit props, furniture, materials and supplies, etc. These are not collections objects and are not accessioned, but are property of the Center.

II. Code of Ethics

A. Introduction/ Premise

The Polish Heritage Center at Panna Maria (the “Center”) is a public and educational institution that collects, documents, preserves, and interprets objects and archival documents, and disseminates the knowledge gained from them, to serve society. To promote public trust, high standards of operation and behavior are necessary at all levels of the Center, including individual members of governing bodies, subdivisions and associations, volunteers, and staff. Maintaining these standards is a collective and individual effort.

As an institution actively involved with the training directors, staff, volunteers, and the public in proper stewardship of historical and archeological sites as well as objects related to the Center’s mission and statement of purpose, the Center has an added responsibility to Panna Maria, the Center’s community, and the public, to follow the recognized standards of the profession. For this reason, principles expressed in the Code of Ethics of the International Council of Museums, American Alliance of Museums, and specific disciplines and professions, are endorsed and adapted as part of the Code of Ethics of the Polish Heritage Center at Panna Maria. This code of ethics is applicable to all parties and individuals associated with the Center.

B. Statement of Position

1. Scope—This Code of Ethics pertains to all governing bodies, staff members, volunteers, and support and/or associated groups of the Center.
2. Authority Recognition—This Code of Ethics is superseded by all laws, regulations, and international agreements of the United States and the State of Texas. Within this framework, this Code of Ethics also is superseded by the general policies and regulations of The Corporation and specific regulations applicable to certain individuals, such as governing directors, staff members and volunteers.
3. Endorsements in Principle—This Code of Ethics endorses in principle the guidelines proposed by the International Council of Museums and the American Alliance of Museums. Within this framework, this Code of Ethics also endorses in principle the guidelines established by those disciplines and/or professions that are recognized as having affiliations with museums (and heritage centers) in the United States. In situations where differences may occur, the interests of the Center will take precedence over the guidelines endorsed in principle.
4. Implementation—This Code of Ethics serves as the umbrella for the mission and policies of the Center. The policies, established and approved by the Polish Heritage Center at Panna Maria Foundation Board of Directors are

carried out under the guidance and supervision of its designated representative, the Director of the Center (hereafter referred to as Director). The development of associated procedures is generally the responsibility of the Director and designated staff.

5. Periodic Review and Interpretation—An Ethics Committee, appointed by the Polish Heritage Center at Panna Maria Foundation Board Chairman, addresses any recommended changes of this document and resolves any issues raised about its interpretation. This Code of Ethics is reviewed at least every five years, and amended as needed.

C. Governance

1. General Responsibility

- a. Administration—The Polish Heritage Center at Panna Maria Foundation Board of Directors, serves all parts of the Polish Heritage Center at Panna Maria (see Definitions) as well as the staff, volunteers, visitors, and support and/or associated groups of the Center. While the Foundation Board of Directors has the responsibility of serving these parties, it must also insure ensure that all activities are in agreement with the federal, state, and city/county regulations, as well as the mission and policies established for the Center.
- b. Agreements and Contracts—The Polish Heritage Center at Panna Maria Foundation Board of Directors, through its designated representative, the Director, reserves the right to negotiate and involve the Center with corporations, agencies, or other outside parties in projects and programs that have mutual interest. The Polish Heritage Center at Panna Maria Foundation Board of Directors will not obligate the Center to projects or programs that do not serve the Center’s interests, or to situations that compromise the resources needed for on-going activities related to the Center’s primary functions.
- c. Fiscal Matters—The Center’s Director, as advised by the Polish Heritage Center at Panna Maria Foundation Board of Directors, is responsible for using budgeted funds and resources to serve the interests of the Center and its mission, in a manner that provides an appropriate balance of allocations for staff, collections, facilities, equipment, programs, services, and center functions. In all fiscal matters, the Center’s Director maintains full documentation and accountability for resource expenditures.
- d. Fund Raising—All fund raising activities will be compatible with the mission and programs of the Center. The Center will be ethical and open about its intentions related to such activities. All donations will be handled so that the needs and wishes of the Center are balanced

with those of the donor. In all matters involving sales of goods or services, the Center will maintain reasonable rates of exchange. The Polish Heritage Center at Panna Maria Foundation Board of Directors may raise funds to establish endowments for the Center.

1. Personnel—The Polish Heritage Center at Panna Maria Foundation Board of Directors recognizes the greatest asset of the Center is its staff, and that the quality of the staff is directly related to the Center’s ability to build and maintain collections, conduct research, develop exhibit and education programs for public and academic audiences, and perform ongoing services. For this reason, the Polish Heritage Center at Panna Maria Foundation Board of Directors, acting through the Director, are responsible for providing job descriptions, hiring qualified staff, providing training and career enhancement opportunities, supporting adherence to the Code of Ethics, providing resources to perform jobs, conducting periodic performance reviews and evaluations, and developing work environments that are in agreement with federal, state, city, and county regulations that address health, safety, and personnel issues.
2. Collections—The Polish Heritage Center at Panna Maria Foundation Board of Directors recognizes that the collections are the foundation of the Center’s programs and functions. The Polish Heritage Center at Panna Maria Foundation Board of Directors recognizes that the possession of these collections incurs legal, social, and ethical obligations to provide proper storage, management, and care for the collections and associated documentation. For these reasons, the Polish Heritage Center at Panna Maria Foundation Board of Directors, acting through the Director, is responsible for assuring that the scope of each collection agrees with the Center’s mission, that collection growth is balanced with available resources, and that appropriate allocation is made of personnel, facilities, equipment, services, and support to address the on-going needs of each collection.
3. Audiences—The Polish Heritage Center at Panna Maria Foundation Board of Directors recognizes the importance of serving both public and academic audiences, and that these audiences help justify the support the Center receives from federal, state, local, and private sources. For this reason, the Center 1) establishes programs and activities that serve its broad constituency; 2) be a facility that provides a responsive, safe, and comfortable environment; and, 3) is a resource for accurate information. The Center is particularly sensitive to properly dealing with cultural, social, and legal issues, such as due respect for human remains, animal rights, disability access, and religious and cultural diversity.

D. Collections

1. Scope—Collections are developed, managed, and conserved for use in research, exhibits, and/or education programs for public and academic audiences. To ensure these collections will be available for use in the future, utilization is balanced with current preservation philosophies and practices,

especially those involving preventive conservation.

2. Acquisition—The growth and development of collections adheres to the Mission Statement and the Acquisition Policy of the Center, particularly to legal and ethical acquisition, clear ownership, provenance, condition, value, need, and ability to provide proper long-term care. The Center is committed to continued growth and development of collections, in a manner that reflects quality and relevance over quantity. New acquisitions will emphasize collection integrity, object/specimen integrity, and maximum associated information.
3. Management, Care, and Use—The management, care, and use of these collections follow the collections’ policies of the Center, such as those for security, loans, specimen utilization, pest control, emergency preparedness, and preventive conservation. Implementation of policies are based on written procedures that 1) meet disciplinary standards for the respective collections; 2) include specifications for providing proper care with respect to environment, storage, and handling; and, 3) incorporate all parts of the collection, including objects/ specimens, associated data, collection records, reference material, and specialized collections.
4. Disposal—The disposal of accessioned collection items follows the Deaccession Policy of the Center and written procedures for policy implementation. All deaccessioned material is fully documented, clearly justified, disposed of appropriately, and free from problems of ownership, conflict of interest, and legal issues. No personal gain resulting from deaccessioned material is to be realized by any individual having affiliations with the Center or the Foundation.

E. Conduct of Individuals

1. Scope—This Code of Ethics pertains to all governing bodies, staff members, volunteers, and support and/or associated groups of the Polish Heritage Center at Panna Maria (see Definitions).
2. Responsibility to the Center
 - a. Code of Ethics, Policies, and Procedures—Individuals having an affiliation with the Center are expected to be familiar with and to abide by the Code of Ethics, Policies, and Procedures adopted by the Center.
 - b. Duties and Responsibilities—Individuals having an affiliation with the Center are expected to fulfill all duties and responsibilities of their designated position and written job description, in a timely and professional manner.

- c. Use of Resources—All resources of the Center, including personnel, salaried-time, facilities, collections, equipment, supplies, and funds are to be used only to serve the interests and purposes of the Center. Unauthorized use of these resources by any individual, strictly for personal benefit, is ethically irresponsible and may be regarded as a conflict of interest, fraud, or theft.
- d. Discretion and Confidentiality—Individuals affiliated with the Center have unique responsibilities related to maintaining the Center’s image, trust, and credibility to its public and academic audiences. For this reason, affiliated individuals must 1) properly represent the Center and their position when interacting with others; 2) exercise professional discretion about activities and concerns of the Center; and 3) hold in confidence relevant information concerning matters such as collections, personnel, and security.
- e. Conflict of Interest—Individuals having an affiliation with the Center must avoid situations that may be construed as a conflict of interest. Concerns about potential conflicts of interest will be immediately conveyed to the appropriate Center authority. The purpose of this concern is to prevent the actual or perceived conflict between personal collecting and the objectives of the Center. Potential conflicts of interest include 1) personal collecting within the Curatorial Staff collection of areas of the Center; 2) using Center affiliation, Center resources, or the influence of one’s position, in unauthorized ways solely for personal benefit, or to solely serve the interests of persons outside the Center; 3) placing the Center in a situation that compromises its mission, policies, functions, practices, or philosophies, 4) placing the Center in a situation that it unduly competes with outside parties; and 5) participating in other employment that compromises one’s capability to perform in a timely and professional manner.

3. Responsibility to Collections

- a. Integrity of Information—The Center’s ability to serve its public and academic audiences is dependent on the quality and accuracy of available information. Such information includes object and collection documentation, personal communications, formal presentation, written correspondence, publication, exhibits, and educational programs. For this reason, individuals affiliated with the Center will maintain information integrity to accuracy and completeness.
- b. Integrity of Preservation—The Center’s ability to perform its functions are dependent on the quality of archival document/object/specimen preservation and conservation. Individuals affiliated with the Center will demonstrate respect for the archival document/object/specimen by

following professional museum and Center preservation procedures, providing protection from agents of deterioration, providing proper storage, and exercising safe handling.

- c. Integrity of Operations—Individuals affiliated with the Center’s collections will be knowledgeable about their respective collection(s), disciplinary standards related to their collection(s), and changes in philosophies and practices for properly managing and caring for the collection(s).

4. Responsibility to Other Individuals

- a. Public and Academic Audiences—Individuals affiliated with the Center will be responsive to the Center’s public and academic audiences, and treat each individual with professional courtesy.
- b. Professional Associates—Individuals affiliated with the Center will be responsive and cooperative with professional associates outside of the Center organization.
- c. Center Affiliates—Individuals affiliated with the Center will respect the property and rights of one another. Individuals will acknowledge the roles and responsibilities of each other, and will cooperate as needed to promote the mission, functions, services, programs, and image of the Center.
- d. Supervisors are responsible for the actions of the individuals under their direction. To promote the mission, functions, services, programs, and image of the Center, supervisors will take an active role in providing direction, instruction, communication, and group cooperation.

5. Adherence to the Code of Ethics

- a. Adherence to the Code of Ethics by individuals affiliated with the Center is addressed in the Center’s Code of Ethics

III. Acquisitions and Accessions

A. Acquisition and Accessioning Policy

Certain state, federal, and international statutes and laws are in existence that may affect the acquisition of certain items. In all cases, the Polish Heritage Center at Panna Maria (the “Center”) and its Foundation (the “Corporation”) acts in accordance with those statutes and laws. Additionally, the Center bases its acquisition and accession policies and procedures on the highest ethical standards as set out in its own Code of Ethics. This Code is based on national and international Codes of Ethics for museums (including heritage centers) and ensures that the Center operates in all respects to the highest professional standards.

1. All potential acquisitions must be evaluated in terms of the objectives, purpose, mission, and scope of the Center, and must fall within financial and physical limitations of the institution.
2. All potential acquisitions must be evaluated by the following criteria:
 - a. Documentation as to origin, previous ownership, use, and pertinent classification information.
 - b. Ability of the Center to properly maintain and house the object(s).
 - c. Relevance of acquisition to the mission statement and scope of the Center and its ability to enhance collections.
 - d. Legal and ethical standards governing possession and use of objects. (The Center endorses the ethics of acquisitions as set forth by the International Committee on Museums and the American Alliance of Museums). The Center will not knowingly accept any object acquired by either illegal or unethical means.
 - e. Willingness of the donor (owner) to transfer complete ownership (provide clear title) to the Center without restrictions, limitations, or conditions. (Original works of art, or any item deemed by professional opinion to be unique by virtue of its aesthetic, artistic, scientific, research, or intrinsic value, may be accepted with limited conditions, and with approval by the Collections Committee and the Center Director.)
3. The Center or employees thereof cannot ethically or legally appraise objects, retain an appraiser for a private citizen, or refer an appraiser to a private citizen, and, therefore, shall not be involved in appraisal activities.

This restriction does not apply to in-house assessments of value for collection objects (i.e., for insurance purposes, traveling exhibitions etc.) or for activities within the professional community that involves establishing the relative monetary value of certain kinds of objects. These activities are viewed as professional assessments and not “commercial” appraisals.

4. Collections objects, including archival documents, acquired through purchase are the property of the Center, are accessioned, and all bills of sale and appropriate records are kept by the Center.
5. Collections and associated documentation, including field records generated by staff research and staff or volunteer fieldwork, are owned by, or held-in-trust by, the Center and are accessioned as appropriate.
6. The Chairman of the Board of the Polish Heritage Center at Panna Maria Foundation shall appoint members of the Board of Directors to serve as the Collections Committee. The Center Director and Curatorial/Archival/Library staff shall also be members of the Collections Committee.
7. Objects bequeathed to the Center preferably should be approved for acquisition prior to the Center being designated as beneficiary. All objects and documents bequeathed to the Center are subject to the Acquisition and Accession policy defined in this document. The Center shall observe appropriate confidentiality with regard to accepted testamentary distribution objects. The Center is not legally bound to acquire objects and documents that are bequeathed to it, unless by prior agreement. Such objects also are subject to the Acquisition and Accession policy defined in this document.
8. All items acquired for the permanent collections of the Center will be accessioned in a timely manner.
9. The Center maintains a detailed, permanent record-keeping system of all objects (including archival documents) acquired, accessioned, or received by any approved means into its care. This system is in accordance with standards for historical and archeological collections.
10. The Center provides access to collections for research. Staff and guests to the collections follow all Collections procedures including but not limited to signing into the collections log book before entering any area where collections are housed, using pencils in collections areas, and following proper collections handling procedures.
11. The Center performs periodic inventories of collections.
12. The Center and/or the Foundation maintains adequate and appropriate insurance for the Center, its collections, and loans.

13. The Center is working on a disaster plan.
14. The Center maintains an appropriate pest management plan that is not harmful to the Center Collections.
15. The Center maintains appropriate security for the Center building and collections held therein.
16. The Center Curatorial staff maintains records on the condition of objects and makes recommendations to the Center Director when objects need more involved conservation procedures. Any procedure that alters the physical integrity of an object must be approved by the Collections Committee and the Polish Heritage Center at Panna Maria Foundation Board of Directors. (see also Deaccessioning Policy Section III. F., and Collections Care Section IV)
17. An annual report of acquisitions activities is made to the Texas Historical Commission regarding any state- associated held-in-trust collections (may not apply? But kept just in case for the future).

B. Acquisition Procedures

Acquisition

Acquisition is the process of acquiring an object(s) for the Polish Heritage Center at Panna Maria and is the point at which transfer of title to the Center is made. Object(s) (including archival documents) usually are acquired through donation, fieldwork or research, purchase, transfer from another institution, exchange, or bequest. Acquisition, except as approved in writing by the Director, does not imply accessioning, but is a necessary prerequisite for accessioning. Acquired objects may be recommended for accession to the Director.

As a fundamental axiom for acquisition, the Polish Heritage Center at Panna Maria categorically endorses the concept that responsibility for the physical safety of the object (including archival documents) begins with acquisition, the point at which transfer of title is made.

1. The following procedures are, in every case, to be interpreted to supporting an attitude of responsible collection management. They are set forth to provide guidance for acquisition for authorized Center personnel. Adherence to these rules promotes responsible collecting and assures the attendant storage, preservation, and conservation accountability inherent in the acceptance of object(s). Reference to these restrictions fosters a spirit of understanding and cooperation with prospective donors by serving as a defined justification for acceptance or rejection of donations, gifts, bequests, transfers, or purchases.

- a. Acquisition is the point at which legal clear title is transferred to the Center.
- b. The Center will acquire no object(s), by any means, for which a valid title cannot be obtained. It is critical that clear title is established, to the best knowledge of all parties, prior to acquisition.
- c. Restrictive or conditional donations cannot be accepted. (In Re: Acquisition and Accessioning Policy, Section III. A., and Loan Policy Section V. A. 1.).
- d. The value and provenance of “museum quality” object(s) are frequently matters of opinion; for the purpose of acquisition, the Center Director and Curatorial staff are relied upon for such judgments in their special fields. Their decision is final.
- e. Acquisitions of the Polish Heritage Center at Panna Maria are the property of the Center (or Foundation?). The conditions of their care and utilization in the Center are defined elsewhere in this document. The Center is not legally bound to acquire or consider for accession objects that are acquired by other Associations or individuals on behalf of the Center without prior agreement.
- f. Object(s) donated to the Center are not normally to be returned to the donor or heirs. In such cases where the return of an object(s) (including archival documents) is deemed appropriate by the Director of the Center, a report of that action is sent to the Internal Revenue Service.
- g. The Center does not accept donations of object(s) of questionable origin (legal or ethical), nor does the Center exhibit or otherwise allow the utilization of such object(s). (In Re: Center Statement—Exhibitions Policy Section VI. A).
- h. Acquisitions of the Center, once accessioned, are subject to the Deaccessioning Policy as set forth in this document, and except as specifically stated, no object(s) is sold, traded, or otherwise removed from the care and protection of the Center. (In Re: Deaccessioning Policy Section III. F).
- i. Certain state, national, and international statutes and laws currently in existence may require that acquired and accessioned objects are deaccessioned from the collections of the Center and repatriated elsewhere, as per the specific statute or law. The Center abides by such statutes and laws currently in existence and those that may be bought to apply in the future. Prospective donors of material likely to

be affected by such legislation are informed of this likelihood during initial donation discussions.

- j. The Center may determine that selected object(s) are appropriate and may be acquired for designation as Educational Material. This material is acquired, recorded, and acknowledged by a Deed of Gift form and is accessioned into the Education Collection. These object(s) are given reasonable care and attention, but by the nature of their use, are available for selective consumption. (In Re: Center Statement— Education Collection). Objects that are selected for consumptive use or destructive analysis are not deaccessioned; the information gained substitutes for the altered or destroyed object/sample. The Center will show the utmost care in the selection of materials for such use, following all procedures for such cases. (In Re: Deaccessioning Policy and Procedures Section F. 3. j.).
 - k. The Center does not consider acquisition of personal memorabilia, nor does the Center accept like material from others, unless the material has general relevance to the mission and scope of the Center. (In Re: Acquisitions and Accessions Section III. B.4.c.).
 - l. Donor information and credit is maintained as part of the acquisition file, the accession file, and on the catalog card. It is not used as part of labeling while the object(s) is on exhibit without the prior signed consent of the donor. (In Re: Exhibitions Section VI. B.,).
 - m. The Center staff is not allowed to give appraisals, either written or verbal. Donors requiring appraisals for income tax purposes must obtain these at their own expense from appraisers of their choice prior to donation. (In Re: Acquisitions and Accessions Section III. A.3.,).
2. The Director, Curatorial staff, and appointed individuals function as the Collections Committee. All object(s) offered to the Center are accepted only after review by the Collections Committee, acceptance by the Polish Heritage Center at Panna Maria Foundation Board of Directors, and final approval by the Director. The Collections Committee meets bi-monthly.
 3. Because the Center is a non-profit educational, scientific, cultural, and research element of Polish Heritage Center at Panna Maria Foundation, a potential donor must be informed of the restrictions under which gifts may be given. The potential donor may either bring the object(s) to the Center or the Director or Curatorial staff may view the material at a designated location. If the potential donor brings the object(s) to the Center, a signed receipt indicating that the material was left only for consideration and on a tentative basis must be given to the potential donor. The receipt must be signed by the potential donor or their authorized agent and either the Director, Curatorial staff, or appropriate

Center representative. One copy of the receipt is kept on file in the Collection Records and another copy accompanies the Curatorial staff's recommendation to the Director.

4. Initial recommendations for object(s) acquisition consideration may be made by the Curatorial Staff in writing to the Director, addressing the following:
 - a. Evaluation criteria as stated in the Center Statement;
 - b. Significance of object(s);
 - c. Relevance of object(s) to the current scope of collections (research, education, and exhibit);
 - d. Number of like object(s) in the collection;
 - e. Conservation need(s) of the object(s);
 - f. Housing need(s) of the object(s);
 - g. Funding need (s) for the conservation and care of the object(s);
 - h. Legal, ethical, and social considerations of object(s).
5. Note: The above are evaluated through the completion of a Donation Assessment as per the Curatorial Staff's letter.
6. A formal letter concerning the decision on acquisition is sent to the potential donor by the Director. The Director's decision is communicated in writing to the appropriate Center personnel, and become a permanent part of the Center record. If the donation is approved, the Curatorial Staff explains to the donor, in writing, the procedure for transfer of title and provides the donor with a Deed of Gift form. The Deed of Gift form must be signed by donors at the time the title is transferred and the object(s) is received by the Center. Object(s) destined for accessioning will not be accessioned by the Curatorial Staff until a signed Deed of Gift is received in the Curatorial Staff's office. If a Deed of Gift form is not signed within 30 days of notice, the Curatorial Staff will notify the donor that the Center can no longer be responsible for the donor's property and must return the material. The receipt of the signed Deed of Gift is the official date of the acquisition transaction, and is so noted on all donation related documentation.

7. Proposed purchases to be acquired either for or by the Center must also undergo (in advance of actual purchase) the acquisition recommendation and review process as for donations, and require final approval by the Director.
8. Fine arts object(s) executed after January 1, 1978 that are subject to the Copyright Act of 1976 (17 U.S.C. §§ 101-702) are considered for acquisition only after a thorough review of copyright restrictions. The Polish Heritage Center at Panna Maria prefers not to acquire fine arts object(s) without a written conveyance of clear and unrestricted use of the object(s). Exceptions to this preference must be stated and evaluated prior to acquisition review.
9. All object(s) bequeathed to the Center are subject to the Acquisition and Accessioning Procedures as defined in this document. The Center is not legally bound to acquire any items that do not fit the scope and mission of the Center as defined in the Mission Statement. In every case, the Center will observe appropriate confidentiality with regard to accepted testamentary distribution objects, and will attempt to abide by donor request except where those requests are in conflict with the Center's or Foundation's policies, or state, national, or international laws.
10. In the process of acquiring or gathering field specimens, Center personnel will not knowingly or intentionally violate local, state, national, or international laws or statutes. Nor will the Center knowingly or intentionally receive into its possession any specimen(s) that has been stolen, converted, or taken by fraud in violation of the above noted laws or statutes. Field collection is not initiated without the appropriate documentation, including all required state and federal permits, and land use authorization. Permission to collect, preserve, utilize, and subsequently to assume title, without restriction, must be gained, in writing, from the owner, or legal representative of the owner, on whose land the object(s) or specimen(s) are collected. These documents are a part of the field notes associated with the collection and as such become a part of the Center's permanent file. (In Re: Center Statement Section I. A).

C. Accessioning Procedures

Accessioning

Accessioning is the procedure that officially incorporates objects into the permanent collections of the Polish Heritage Center at Panna Maria, or the registration of objects held-in-trust for federal and state agencies. It is the transfer of clear title of the object or the registration of held-in-trust objects. Upon accessioning (acceptance of in-perpetuity responsibility), the Center assumes the obligation for the proper management of object(s). Accessioning provides an inventory of objects owned and held-in-trust by the Center, and is the function of the Curatorial Staff.

1. Complete records of the accessioned holdings of the Center are maintained in the Collections Records. Center object(s) (including archival documents) are obtained through four primary means: donation, purchase, trade/exchange/transfer, and field generation. The object(s) is reviewed by the Collections Committee and either recommended for acceptance or rejected. If the object(s) is recommended to the Polish Heritage Center at Panna Maria Foundation Board of Directors, and approved by the Director, where appropriate, a signed Deed of Gift or accessions contract is received, then the object(s) is accessioned by the Curatorial Staff into the Center. Accession numbers document Center ownership and are an inventory control device for the Curatorial Staff.
2. The accession system utilized by the Center is numerical and includes the calendar year of acceptance followed by a number indicating the order of acceptance. The calendar year is written in full, and the number of order of acceptance is separated by a period from the year (e.g., 1980.1). Each object (if the accession consists of a single object), or collection of objects is assigned an accession number. WILL WE UTILIZE THE SAME SYSTEM???
3. With the exception of in-house field-generated collections, all objects for accessioning are taken to the receiving room of the Collections for processing. Objects are not incorporated into the Center's collections until they are accessioned. Accessioning is the responsibility of the Curatorial Staff, and only the Curatorial Staff has the authority to assign accession numbers. It is the responsibility of the Curatorial Staff to provide all acquisition and identification documentation.
4. The records that accompany accessions are critical. The following are guidelines:
 - a. For all collections, including state-associated held-in-trust collections, the accessioning process requires the following records:
 - i. Curation/Housing agreement (Texas Historical Commission Artifact Curation Form).
 - ii. Signed Texas Historical Commission and other entities held-in-trust agreement.
 - iii. Records are paper and/or electronic and are in a format conducive to their preservation, such as archival papers and cards and electronic formats that can easily be transferred to new formats/technologies.
 - iv. Records are kept in a secure location at the curatorial facility.

- v. Records are organized in such a way as to facilitate the easy retrieval of an object (within thirty minutes).
 - vi. Duplicate copies of the held-in-trust records are kept in a secure location off site and is updated on a scheduled basis.
 - vii. A listing of the curatorial facility's state-associated held-in-trust collections at the curatorial facility.
 - viii. An annual report is made to the Texas Historical Commission of accessioning, deaccessioning and disposal, site inventory, inventory and security issues, incoming and outgoing non-destructive loans, and conservations actions.
- b. A signed Deed of Gift form for those objects donated to the Center; proof of ownership for those objects purchased by the Center; a letter from the trading/exchanging institution transferring title of the object(s) to the Center; or a signed accessions contract form for those objects held-in-trust by the Center is required.
 - c. A complete record of all correspondence and transactions involving the acquisitions includes:
 - i. Name and address of the donor, seller, trading/exchanging institution, or governmental agency for which object(s) are being held-in-trust;
 - ii. Copy of the permit for held-in-trust objects;
 - iii. Import and export papers on object(s) from non-U.S. countries;
 - iv. Bill of sale and bill of lading;
 - v. Any gift restrictions;
 - vi. Copyright considerations;
 - vii. Artist's rights considerations;
 - viii. Provenience information;
 - ix. History of object(s);
 - x. Dates or ages of object(s).

- d. For collections acquired by field research by the Center staff, there must be on file in the Collections Records either: a copy of the permit giving the staff member permission for such research and naming the Center as the official repository; or written documentation that the landowner provided the staff member permission for such research and the arrangements for the final disposition of the collected material. The Center recognizes that certain collections generated under state or federal permits are regulated by specific state and federal laws and are held-in-trust instead of owned by the Center.
 - e. Black and white photograph(s), color slides, or video recordings with the assigned accession number visible either in the photograph(s) or inscribed on the face of the photograph(s) is required for some objects. This requirement is to include all type specimens, all works of art, all ethnographic material, significant historical costumes and objects, appropriate archaeological objects, and other objects designated by the Director in consultation with the Curatorial Staff.
 - f. Accession records include an initial condition report, including conservation and fumigation needs. If the object is treated before being incorporated into a division's holding, the treatment form noting all treatment must be filed in the Collections Records. Subsequent treatment of an object(s) that alters its condition should be reported to the Curatorial Staff.
5. Accession records include the accession number and the location of the object (s).
 6. Any other documentation concerning, related to, or accompanying the object(s) also should be included in the Accession Record and filed in the Collections Records.
 7. Once the acquisition procedure is completed or held-in-trust status established, the object(s) is entered into the Center's register and assigned an accession number. An accession record worksheet is initiated by the Curatorial Staff. A brief description of the object(s) and all background information are recorded on the accession record worksheet, typed into the database, and filed with the Collections Records. The frame number of the black and white photograph or the color slide, or videocassette frame number is attached to the accession record and the negative or duplicate copy is housed elsewhere in an area designated by the Director. The object(s) then is marked with its accession number in an approved, archival, reversible manner.
 8. Object(s) accepted for educational use are acquired and accessioned by the Center. Deed of Gift or transaction papers of trade/exchange must carry

a notation that the object(s) is accepted for educational purposes that may be of a consumptive nature. Objects accepted for the comparative collections are accessioned.

9. Books, papers, or photographs that come as part of a collection and are intended for the Library or Archive collections will not be accessioned by the Museum. Books, papers, or photographs that are rare and historic manuscripts appropriate for the Center's collections, on rare occasions, may be accessioned after approval by the Collections Committee.

D. Held-in-Trust Agreements

1. Transfer of stewardship of state-associated held-in-trust collections is made through a signed, written document that identifies agency, institution, and the objects/collections/documents for which stewardship is transferred. This document is executed between the Texas Historical Commission and the curatorial facility.
2. An annual report of destructive loan activities is made to the Texas Historical Commission state-associated held-in-trust collections.

E. Acceptance and Processing of Gifts-in-kind

The procedure by which the Polish Heritage Center at Panna Maria accepts gifts-in-kind is partially defined by the Polish Heritage Center at Panna Maria Foundation Board of Directors. ?

1. Approval Process

Gifts-in-kind for the Polish Heritage Center at Panna Maria Foundation, with the exception of unrestricted gifts of books and other related materials to the Center or its Library, must be approved prior to acceptance.

The Approval of the Board of Directors Polish Heritage Center at Panna Maria Foundation is required for all gifts of property valued at **\$25,000 or more, and for all gifts of real estate**. Under no circumstances should an individual commit Polish Heritage Center at Panna Maria to the acceptance of a gift prior to official approval.

The following steps must be complied with, in order to obtain official approval:

- a. For Gifts-in-kind of significant value, the following approvals are necessary before acceptance into the Center Collections:
 - i. The potential donor of the gift with the assistance of the Center Director or Curatorial Staff completes the

Polish Heritage Center at Panna Maria's Acquisition Review Form. A third party independent appraisal of the gift secured by the donor should be attached to Acquisition Review Form. Directors and employees of either Polish Heritage Center at Panna Maria Foundation and the Polish Heritage Center at Panna Maria cannot appraise the gift, nor can the Polish Heritage Center at Panna Maria Foundation and the Polish Heritage Center at Panna Maria funds be used to pay for the appraisal.

- ii. After the Collections Committee review, the Collections Committee proposes acceptance or denial to the Polish Heritage Center at Panna Maria Foundation Board of Directors. (The Collections Committee review process is described in detail in the previous section.)
- iii. The Polish Heritage Center at Panna Maria Foundation Board of Directors reviews the proposal and accepts or denies. Polish Heritage Center at Panna Maria Foundation Board of Directors reports their decision to the Collections Committee and Center Director.
- iv. The Center Director writes a letter to the donor accepting or denying the proposed gift. A copy of the letter is forwarded to the Chairman and the Executive Committee and the Collections Committee of the Polish Heritage Center at Panna Maria Foundation Board of Directors. If the gift is accepted, the Center Director sends the Deed of Gift form, (with a self-addressed stamped envelope) along with the thank you letter to the donor.
- v. If the gift is accepted, the Center Director completes the Polish Heritage Center at Panna Maria In Kind Donation Form and submits a copy is forwarded to the Chairman and the Executive Committee and the Collections Committee of the Polish Heritage Center at Panna Maria Foundation Board of Directors. ... and copy sent to Accountants Office??
- vi. If approval to accept personal real estate property is granted, a copy of the In Kind Donation Form is forwarded to the Chairman and the Executive Committee and the Collections Committee of the Polish Heritage Center at Panna Maria Foundation Board of Directors, and accountant office for appropriate accounting entries. The Executive Committee and accounting office determines whether the gift is

capitalized.

- b. For Gifts-in-kind of less significant value the following approvals are necessary before acceptance into the Center Collections. This is confusing. Gifts-in-kind are things given for operations, not collections. I think this belongs in General. What is the difference in giving us an artifact and a gift in kind?

The potential donor of the gift with the assistance of the Center Director or Curatorial Staff completes the Polish Heritage Center at Panna Maria's Acquisition Review Form. A third party independent appraisal of the gift secured by the donor should be attached to Acquisition Review Form. Directors and employees of either Polish Heritage Center at Panna Maria Foundation and the Polish Heritage Center at Panna Maria cannot appraise the gift, nor can the Polish Heritage Center at Panna Maria Foundation and the Polish Heritage Center at Panna Maria funds be used to pay for the appraisal.

- i. After the Collections Committee review, the Collections Committee proposes acceptance or denial to the Polish Heritage Center at Panna Maria Foundation Board of Directors. (The Collections Committee review process is described in detail in the previous section.)
- ii. After Polish Heritage Center at Panna Maria Foundation Board of Directors review, the Polish Heritage Center at Panna Maria Foundation Board of Directors proposes acceptance or denial to the Center Director.
- iii. The Center Director writes a letter to the donor accepting or denying the proposed gift. A copy of the letter is forwarded to the Chairman and the Executive Committee and the Collections Committee of the Polish Heritage Center at Panna Maria Foundation Board of Directors. If the gift is accepted, the Center Director sends the Deed of Gift form, (with a self-addressed stamped envelope) along with the thank you letter to the donor.
 - i. If the gift is accepted, the Center Director completes the Polish Heritage Center at Panna Maria In Kind Donation Form and submits a copy is forwarded to the Chairman and the Executive Committee and the Collections Committee of the Polish Heritage Center at Panna Maria Foundation Board of Directors. ... and copy sent to Accountants Office??

- c. In the process of a review of a proposed gift, the Collections Committee, the Center Director, and the Center Curatorial Staff identify any expenses entailed with the acceptance and maintenance or use of the gift, as well as the source of funds for payment of these expenses.

2. Internal Revenue Service Report

- a. Any form required by the Internal Revenue Service to be signed by the Polish Heritage Center at Panna Maria Foundation as a charitable donation of gift-in-kind property must be forwarded to the Executive Committee of the Polish Heritage Center at Panna Maria Foundation and Accounting offices for appropriate signature and handling.
- b. If the Museum sells, trades, or exchanges any gift-in-kind property within two years of its acquisition by the Center, the Center Director and Collections Committee must notify in advance the Executive Committee of the Polish Heritage Center at Panna Maria Foundation and Accounting offices?? of the same, including amount received at sale. The Executive Committee of the Polish Heritage Center at Panna Maria Foundation and Accounting offices?? will file the appropriate Internal Revenue Form as required.

3. Within the Center, the Gift-in-kind review process is as follows:

- a. The potential donor offers the gift to the Polish Heritage Center at Panna Maria.
- b. The object is loaned to the Center for detailed inspection and study (Incoming Loan Form required).
- c. The potential gift is reviewed by the appropriate Curatorial personnel with regard to the acquisition criteria for the Center and the collection plan for the particular collection area.
- d. After careful study, an Acquisition Review Form is submitted to the Collections Committee with a recommendation to accept or not accept the proposed gift.
- e. The gift is reviewed by the Collections Committee and either recommended for acceptance or rejection based on the criteria for Acquisition defined in the Acquisition Policy of the Center.
- f. If the proffered gift is rejected, the Center staff contacts the donor and returns the object.

- g. If the proffered gift is recommended for acceptance and approved by the Collections Committee, the Director, and the Polish Heritage Center at Panna Maria Foundation Board of Directors (see outline of approvals needed for acceptance) a thank you letter and two copies of the Deed of Gift form are sent to the donor with a stamped envelope addressed to the Center enclosed. A copy of the thank you letter is forwarded to the Chairman and Executive Committee of the Polish Heritage Center at Panna Maria Foundation. The Polish Heritage Center at Panna Maria's In Kind Donation Form is then completed and sent to the Accounting Office.??.
- h. Once the documentation has been completed and approved by the appropriate administrative authorities, the object is accessioned according to the Accessions Policy of the Center.

F. Deaccessioning Policy

Deaccessioning, when carried out in an appropriate manner, is an integral part of enlightened museum professional practice. This view is endorsed by the Polish Heritage Center at Panna Maria and the Polish Heritage Center at Panna Maria Foundation in its Code of Ethics and is based upon ethical codes of national and international museum professional organizations (including heritage centers). As the museum profession has developed, so have scholarly mechanisms for building on the experience of the past.

Deaccessioning is a useful tool for defining and refining the scope and quality of collections that have grown over the years. The existence of a deaccession policy should not, however, be taken to imply that collections are a resource to be tapped for the purpose of raising revenue to cover operating costs. Such action quickly undermines the concepts of fiduciary responsibility and public trust. The deaccessioning of an object in order that it can be sold can only occur in particular circumstances, and the revenue raised from such sales is restricted in use.

1. State-associated held-in-trust collections are never disposed of by sale, any disposition of state-associated held-in-trust collections are governed by the policies of the state agency.
2. No object is destroyed, exchanged, sold, or in any way removed from the Center records without careful review, evaluation by Curatorial staff, and documentation of clear title.
3. The Director and a committee of Center personnel appointed by the Polish Heritage Center at Panna Maria Foundation Board of Directors (Collections Committee?) functions as the Deaccessions Committee. Initial recommendations in writing come from the Curatorial Staff. The Director makes the final decision on deaccessioning based on written guidelines.
4. All reasonable efforts are made to notify donors, heirs, and executing artist (when dealing with contemporary works of art) prior to removal of the objects

from the Center's collections.

5. Objects of sacred or ritual significance requested for return by Native American or other groups or external governments are considered for return to the appropriate cultural group under the terms and conditions of state, federal, and international laws and statutes.
6. The donation, transfer, or exchange of objects to or with appropriate public museums is the preferable method of deaccession. Type materials and comparable objects are not deaccessioned or exchanged.
7. Objects that cannot be exchanged with public museums may be deaccessioned and transferred to private not-for-profit museums, university departments, and other educational institutions.
8. In the event of donation or exchange with either public or private institutions, the Center requires evidence that proper care will be provided for the objects.
9. If the donation/exchange options fail, certain defined classes of objects may be sold at a widely publicized public auction conducted by a reputable purveyor who will be responsible for determining a fair market value. The donor or heirs and executing artist (for contemporary works of art) are notified of the Center's intention to sell. The money acquired by the sale of objects is used to obtain objects of like kind for the Center's collection. No member of the Center staff, or volunteers, the Polish Heritage Center at Panna Maria Board of Directors are eligible to purchase objects deaccessioned from the Center.
10. Objects of educational value, but otherwise inappropriate for research or exhibition purposes, may be considered expendable and used for educational purposes after the appropriate deaccessioning procedures have taken place.
11. If a suitable recipient for donation, exchange, or purchase cannot be found, the Center must keep and maintain the objects, unless other circumstances appropriate for deaccessioning exist.
12. Objects that have decomposed to a point where they have no value to the Center or the public must have all identification numbers removed, and be destroyed and disposed of in an appropriate manner.
13. A number of reasons create the need for careful removal of properly reviewed objects from the Center collections. The only material considered for deaccession are those that the Center has clear title. The deaccessioning of any object, for whatever reason, is of primary importance to the Polish Heritage Center at Panna Maria. The deaccessioning policy and procedure are specifically defined and adhered to rigorously.
 - a. The Center and the Foundation recognizes the special responsibility associated with the receiving and maintenance of objects of cultural,

historical, and scientific significance in the public trust. In order for the institution to serve the cultural and educational needs of its mission, statement of purpose, and various communities, it cannot remain static. Periodic reevaluations and thoughtful selection are necessary for the growth and proper care of collections. The practice of deaccessioning under well-defined guidelines provides these opportunities. Deaccessioning permanently removes an object from the collections through donation, transfer, exchange, sale, repatriation, loss from collections, deterioration beyond repair, controlled destruction by museum personnel, and loss through natural disasters, and allows the transfer of unrestricted title to the receiving agency.

- b. No object is donated, exchanged, sold, repatriated, or in any way removed from Center records without careful review, evaluation, and documentation of clear and unrestricted title. Under no circumstances are type specimens deaccessioned. Anthropological, historical, or natural science objects are not usually sold, but may be considered for deaccessioning through other channels such as transfer or exchange. Certain national and international statutes and laws may necessitate deaccessioning of anthropological and ethnological material for repatriation elsewhere. Works of art that are duplicated (in the case of prints, photographs, or other multiple image processes) or original works that are determined not to relate to the mission of the Center may be sold at public auction to either not-for-profit museums, agencies, or institutions or private individuals, who have no affiliation with the Center.
 - c. As the Center is concerned for the preservation of objects and documents in the public trust, written evidence is required that appropriate care, maintenance, and environment will be provided all objects and documents considered for deaccessioning through donation, exchange, transfer, or repatriation, except where state, federal, or international laws or statutes override this requirement. Objects and documents under consideration for exchange from another institution are subject to the acquisitions and accessions review process. An object or document must have been accessioned into the Center's holdings **for at least seven years** before it can be considered for deaccessioning, unless otherwise regulated by state and federal law, or be transferred to an appropriate institution for educational or research purposes.
14. The decision to deaccession is made based on, but not limited to, the following guidelines with the procedures for specific situations as outlined.

These guidelines assume that all objects currently are accessioned and that the Center has clear and unrestricted title:

- a. Objects lacking provenience or location information that are not significant or useful for research, exhibit, or educational purposes in and of themselves;
- b. Objects that have been determined not to be authentic.
- c. Objects that have limited or no value to the Center because of redundancy in the collection;
- d. Objects of sacred or ritual significance that are requested for return under the terms and conditions of any state, federal, or international laws and statutes. As per current federal laws and statutes, the requesting group must provide evidence of the validity of their claim. All claims must be made in accordance with national and international statutes and laws and the Center will respond accordingly. The stated deaccession procedure is followed in these cases;
- e. Objects and documents that do not relate to the stated mission of the Center; (This guideline does not supersede any other part of this procedure or the general policy for deaccessioning). Objects and documents that are relevant to the stated mission of the Center may not be deaccessioned on the grounds that they are not relevant to the research interests of current staff;
- f. Objects and documents that have decayed or decomposed beyond reasonable use and repair or that by their condition constitute a hazard to other objects in the collection. (NOTE: Objects of this type, when deaccessioned, must have all Center numbers removed, and is destroyed beyond recognition in order to prevent future confusion or rediscovery of the object)
- g. Objects that have been noted as missing from the collections must be recorded as such by the Curatorial Staff. Objects missing from the Center beyond the time of the next collections-wide inventory are determined irretrievable and deaccessioned as “lost”; records are kept on the loss;
- h. Objects suspected as stolen from the collections must be reported to the Director in writing immediately for notification of similar heritage centers, museums, appropriate organization, and law enforcement agencies. Object(s) suspected as stolen and not recovered after a period of three years or until the time of the next collections-wide inventory are determined irretrievable and deaccessioned as “stolen;” records are kept on the loss;
- i. Objects that have been stolen and for which an insurance claim has

been paid to the Center;

- j. Objects of educational value, but otherwise inappropriate for research or exhibit purposes, may be utilized by the Center's education program. The physical location of the object is reassigned. Objects used in education programs and from the comparative collections are deaccessioned immediately after their consumption and such use is the justification for deaccessioning only after deaccessioning procedures have been followed;
- k. Object(s) without Deed of Gift or other legal document of transfer to the Center that have been accessioned. If the original donor is known and no Deed of Gift was signed, an attempt to contact the donor or heirs is made to determine their willingness to accept the return of the object. Contact is attempted by certified mail by the Curatorial Staff. After 30 days, a second contact attempt is made by the Curatorial Staff through a notice in newspapers of general circulation in Karnes County and the county of the last known address of the donor or heirs. Notice is published at least once a week for two consecutive weeks. If the donor or heirs respond and do not request return of the object(s), the Center will require from them a written statement granting clear and unrestricted title to the institution. If the donor or heirs requests the return of the object(s), the object(s) can be deaccessioned and returned. If the original donor or heirs cannot be located, the object is considered abandoned property and recorded as such. The Center must wait 15 years without donor contact before claiming clear and unrestricted title to the object. At that point, the object can be considered for deaccession;
- l. Object(s) without signed Deed of Gift that are returned to the donor or heirs may be returned in whole or in part. While the Center seeks to preserve and maintain the quality of all objects under its care, it is not responsible for the condition in which the object(s) is returned. If the donor or heirs accept return of the object(s), they are required to pay shipping charges. If a charitable tax deduction was claimed (after 1968 and as modified in 1984) by the donor when the object was given, the object cannot be returned;
- m. Object(s) without signed Deed of Gift that cannot be returned to donors or their heirs, and that is not relevant to the scope of the Center, may, after a period of 15 years, be deaccessioned. At this point, it may be offered to interested public or private not-for-profit museums and educational agencies and institutions (not to individuals). The Center informs heritage centers, regional museums and other not- for-profit agencies and institutions of proposed deaccession actions. Interested agencies are given appropriate time to contact the Center to request specific object(s) and outline care and use intentions. Transfer of the object(s) to the receiving agency is by donation or exchange.

- n. Objects that are found in collections for which no documentation whatsoever can be found. Such objects must be recorded as such and marked with this information and the date that this was established. The object(s) must then be kept for a minimum of 15 years to fulfill the requirements of the abandoned property laws for the State of Texas. If the object(s) remains unclaimed after the appropriate public notification requirements are met, they may be deaccessioned;
 - o. Items that were erroneously accessioned into the collections (e.g., repair or conservation supplies and tools, unrelated documentation, exhibit props and fixtures, etc.).
4. Usable objects that have been deaccessioned may be donated to or exchanged with, in order of preference: 1) appropriate public museums, 2) appropriate public educational agencies and institutions, and 3) private museums and educational agencies and institutions. An evaluation of appropriateness is made by the Curatorial Staff of the objects in question on a case-by-case basis. Every effort is made to retain objects of regional or local importance. If the donation/exchange option fails, objects (Re: Acquisition and Accessioning Policy) may be sold at a widely publicized public auction conducted by a reputable purveyor. The purveyor will be responsible for determining fair market value based on his judgment and that of an in-house evaluation and two outside appraisals. The donor or heirs or the executing artist, if contemporary works of art are involved, will be notified of the intention by the Center to sell. As part of the notification process, the donor or heirs are given assurance that:
- a. The money acquired from the sale of the object(s) is used solely to obtain objects for the collections. It is placed in a separate account to be used expressly for these purposes. On no account will any revenue generated be used to fund operating costs or salaries. Such an action constitutes a severe breach of ethical responsibility, and leads to a depletion and impoverishment of the collections;
 - b. Funding for newly acquired and accessioned objects are attributed to the original donor(s);

NOTE: In instances of sale, no member of the Polish Heritage Center at Panna Maria Foundation Board of Directors, the Polish Heritage Center at Panna Maria staff, or volunteers, will be eligible to purchase deaccessioned items. Under no circumstances will this restriction be waived.

G. Deaccessioning Procedures

1. The initial recommendation for deaccessioning is submitted by the appropriate Curatorial Staff in writing (with photo documentation, as appropriate, attached) to the Director. The request includes an evaluation of the object or

document and the reason for recommending deaccessioning. The Curatorial Staff has the authority to initiate inquiries with another institution with respect to possible deaccession through transfer or exchange. Such an arrangement then becomes part of the justification for deaccessioning of the object presented to the Deaccessioning Review Committee (DRC). Final decision on deaccessioning of any object is made by the Director after consultation with appropriate individuals who function as the DRC.

The procedure for deaccessioning is as follows:

- a. After the approval of deaccessioning an object, deaccessioning must be documented in writing and the original documents kept on file in the Collections Records. A duplicate set is on file in the appropriate division. The deaccession record must include, but is not limited to;

The completion of a deaccessioning form;

- i. name(s) and title(s) of persons involved in initiating and sanctioning the process and date of deaccessioning;
 - ii. initial recommendation by the Curatorial Staff;
 - iii. reason for deaccessioning;
 - iv. description of object or document being deaccessioned;
 - v. accession number;
 - vi. evidence of clear and unrestricted title of the Center to the object or document;
 - vii. photodocument of deaccessioned object or document as appropriate, e.g. repatriated items, fakes, and deterioration of objects beyond repair.
- b. If appropriate, the following must also be included:
 - i. evidence of compliance with national or international statutes and laws;
 - ii. formal request for repatriation by Native American group or foreign government as per 1.d. above;
 - iii. name and location of the receiving museum, agency, institution, or purchaser, or Native American group or foreign county;
 - iv. written evidence from receiving agency or foreign government of their ability to properly care for and use the

object, except where any laws and statutes waive this requirement;

- v. document that transfers clear and unrestricted title to the receiving agency.
2. All accession records (including those in vault storage), must be stamped “deaccessioned” in red ink by the Curatorial Staff with the date of transaction.
3. An annual report of deaccessioning activities is made to the Texas Historical Commission regarding state-associated held-in-trust collections.

Information on the disposition of the object is maintained by the Curatorial Staff. While the object is no longer physically part of the collections of the Center, the accession number and card must remain a permanent part of the Collections Records. The accession number is not reassigned. It is the responsibility of the Curatorial Staff to conduct the process of deaccessioning and to keep and maintain all deaccession records.

IV. Collections Care

A. Introduction

Care of collections is the responsibility of the Director Library/Archives includes the preservation and protection of Center artifacts, objects, and documents. Storage and exhibition conditions are designed and monitored to insure the long-term protection of the items. Collections on exhibit, in storage, or in remote climate controlled secure storage facility must be protected against pests, fire, water, theft, vandalism, and natural disaster. The collections must be protected by special security measures.

B. Preservation

The collections are housed in temperature, humidity, and atmospheric controlled environments. The artifacts are packaged in archival materials that provide a buffer between the artifact and the environment. The artifacts are handled only by trained staff and volunteers under strict conditions.

C. Access to Collections

1. Collections staff supervises access by others (e.g. non-collections staff, visiting scholars and researchers, volunteers);
2. Research access is controlled by a written and approved research design.

D. Conservation

1. Conservation needs are reviewed on an as needed basis. The recommendation and assistance of professional conservators is to be sought.
 - a. Conservation treatments for state-associated held-in-trust collections are documented prior to, during, and after completion.

E. Disaster Management

The Polish Heritage Center staff will perform routine building and systems inspections as well as preventive maintenance. The Center follows the Emergency Response plan in accordance with AAM.

Notes: The building has hurricane protection...(glass, roofing, etc.) thus the building is better protected. All artifacts are removed from the exhibit gallery. Each artifact is removed from the exhibit cases, placed in labeled archival bags that are then placed in archival boxes and moved to the Space Saver storage furniture in the Archives Storage Room. The Archives Storage Room has no windows. The archival boxes are placed on the top shelves in case of storm surge. The Center is closed and employees and volunteers are sent home.

F. Pest Management

The Polish Heritage Center at Panna Maria utilizes a comprehensive integrated pest management program for the entire building (interior and exterior and remote storage if applicable?). Center staff members visually monitor sticky traps on a regular basis. Museum staff will receive continued education regarding integrated pest management.

G. Security

Access to the collections is controlled by key access to the Center building's and remote storage building's exterior doors. In the Center building all exterior doors are monitored by an alarm system and cameras. Access to interior doors is controlled by a lock system. Cameras are placed throughout the exhibit areas, exhibit cases and interior spaces. Access is restricted to Center and Curatorial staff.

V. Loans

A. Loan Policy

Borrowing and lending objects are inherent practices in a museum/heritage center and require specific procedures to assure object management. Loans do not involve transfer of title but are the temporary reassignment of objects from the Polish Heritage Center at Panna Maria (outgoing) to another institution or to the Center (incoming). All loans are for a defined period of time and for the stated purposes of exhibition, research, education or inspection.

Loans are by authority of the Director and effected through the Library/Archive staff. Loans are initiated by the Curatorial Staff or Director. A written loan agreement must accompany every loan with specifications on rights and responsibilities of each party. The loan contract must stipulate the conditions of the loan to insure adequate storage, environmental protection, and safety precautions during transit, handling, and use.

Loan contracts are kept on file in the Collections Records. The Library/Archive staff establishes the procedures for packing and transportation of all loans.

All loan arrangements (outgoing or incoming) that require a financial or physical commitment by the Center of other than a minimal nature, or obligates the Center to other than normal investment in the care, maintenance, or protection of an object, must be approved by the Director.

1. Incoming Loan Policy

The purposes that the Polish Heritage Center at Panna Maria may accept an

object as an incoming loan are as follows:

- a. For exhibition as part of a temporary installation or loan exhibition.
- b. For inspection and study with regard to possible gift or purchase.
- c. For research or related educational purposes for stated Center purposes.

2. Outgoing Loan Policy for the Permanent Collection

The purposes that the Polish Heritage Center at Panna Maria may release an artifact to another educational institution as an outgoing loan are as follows:

- a. An educational institution is defined as a museum, heritage center, library, or other institution with proper security.
- b. For exhibition as part of a temporary installation or loan exhibition.
- c. For research or related educational purposes for stated institutional purposes.
- d. For conservation, identification, or examination.
- e. All loans must be approved by the Collections Committee and Polish Heritage Center at Panna Maria Foundation Board of Directors.

3. Outgoing Loan Policy for Educational Exhibits

The purposes that the Polish Heritage Center at Panna Maria may release an object or document to another educational institution as an outgoing loan are as follows:

- a. Objects are defined as educational replicas based on the permanent collection.
- b. For exhibition as part of a temporary installation or loan exhibition.
- c. Loans for educational exhibits do not require prior approval by the Collections Committee and Polish Heritage Center at Panna Maria Foundation Board of Directors.

4. Outgoing Loan Policy for Held-in-Trust Objects

- a. The decision to lend held-in-trust objects/collections is based on the policy for Permanent Collections objects as defined in the CMP, Loans

2.a. (above);

b. Held-in-trust objects are never loaned to individuals; loans are made only to the institution with which the researcher is affiliated;

b. Held-in-trust objects are required to be insured for the duration of the loan.

B. Outgoing Loan Procedures

1. Center collections are maintained for the benefit of the public and objects are loaned to reach a wider audience and facilitate research. While on loan, objects must be afforded the same level of care and protection as provided by the Center. Because of these considerations, loans are made only to other similar institutions, non-profit agencies, and educational organizations. Loans for research purposes are made to the institution with which the individual is affiliated and that institution assumes full responsibility for the proper administration of the loan and the care and security of the object(s).
2. An object(s) considered for loan must be the property of the Center or held-in-trust and accessioned into the Center's record. All objects considered for loan must be acquired by legal and ethical means, and in stable condition to withstand the rigors of being on loan. Neither uncataloged Center collections nor type specimens and comparable objects will be loaned. Each division may further restrict the kinds of objects or materials eligible for loans based on nature, rarity, monetary value, research priority, and/or management considerations of the objects.
3. The Center has an obligation to take precautions to assure that objects requested for loan receive proper care and security. It is incumbent on the requesting institution to present verification of their environmental, storage, exhibition, and security conditions and procedures for the handling and transit of objects. Accreditation by appropriate accrediting agents, as well as knowledge of conditions, practices, and procedures of the requesting institution is used in evaluating the loan request. Exhibition or research conditions must be stated clearly on the loan agreement and evidence of adherence may be requested. The length of time and other conditions of loan (such as periodic checks to monitor the safety of the object(s), use of the object(s) for the stated purpose, condition of the object(s), and to assure that insurance valuations are current) must be stated on the loan agreement and adhered to by the borrowing institution. Packing and transportation methods that must be approved by the Curatorial Staff, will be stated clearly on the loan agreement. Costs associated with the loan will be coordinated with approval of the Director. The object(s) must be packed and transported in the safest possible way in accordance with the nature and condition of the object(s).
4. Loans generally are for a six-month period with an option to renew for another six months without having to return the objects for inventory and

evaluation. Requests for longer periods must be in writing from the borrowing institution with full justification. These renewal loans may be subject to restrictions including written evaluation (condition report) or the return of the object(s) for inventory, in-house evaluation, and assurance of current insurance valuation prior to the extended loan period. No object(s) shall be on exhibition loan for longer than one year or research loan for two years. Returned loan objects only become eligible for further loan after undergoing inventory and evaluation.

5. A Condition Report on an object(s) going out on loan prior to packing for transport to the borrowing institution and after return to the Center that is the responsibility of the Library/Archive Staff, is required. A Condition Report may be required from the borrowing institution upon receipt of the loaned object(s) and prior to packing for return to the Center. Damage or loss of object(s) while in transit or during the loan period must be reported in writing to the Curatorial Staff with immediate notification to the Director. Damage or loss of objects while in transit or during the loan period must be verbally reported immediately to the Library/Archive Staff with a subsequent written explanation directed to the Director. The Library/Archive Staff is responsible for providing appropriate information to the borrowing institution relating to a loan. Insurance claims for damaged or lost objects are the responsibility of the Curatorial Staff. An object(s) on loan cannot be altered, cleaned, or repaired unless permission to do so is authorized in writing by the Curatorial Staff on the Loan Agreement.
6. In general, insurance coverage for all objects sent out on loan is required. Normally, insurance coverage is provided by the borrowing institution. Current and reasonable insurance valuations are the responsibility of the Library/Archive Staff. All other insurance matters are the responsibility of the Director. Insurance is part of adequate security and confirms that resources are available for payment of damages or replacement of the loaned object(s). Under most circumstance, insurance is all risk, wall-to-wall coverage. A certificate of insurance may be required, as defined on the Loan Agreement, from the borrowing institution prior to transportation of the loaned objects and is kept on file in the Director's office.
 - a. Cancellation or change in insurance coverage necessitates immediate written notice to the Director. The loan then may be subject to cancellation. Failure to maintain adequate insurance coverage in no way releases the borrowing institution from liability for loss or damage regardless of whether or not the Center monitored the borrowing institution's insurance.
 - b. It is recognized that for the Polish Heritage Center at Panna Maria, the Polish Heritage Center at Panna Maria Foundation carries the insurance for Center and its specified objects??. If the borrowing institution is unable to provide insurance, a request for an exception must be made in writing by the Curatorial Staff to the Director. Under no

circumstances will objects loaned to an individual be exempt from insurance coverage.

7. An object(s) on loan must be returned promptly when the loan period expires. As appropriate, a reminder letter is sent by the Library/Archive Staff to the borrowing institution. The Center reserves the right to cancel or deny renewal of any loan.
8. Loans that will radically alter or destroy an object(s) may be permitted only with the written approval of the Director. Requests must be made in writing by the Library/Archive Staff to the Director and must contain full justification for the destruction and a description of the method to be used. The Director will respond in writing to the Library/Archive Staff. Although the object may not be returned to the Center, the information gained from the analysis must be provided to the Center. It is the Library/Archive Staff's responsibility to monitor materials out on destructive loan, to assure their correct use, and to record the returned data in the division records under the object's catalog number with notification to the Registrar. The object is not deaccessioned; information gained substitutes for the altered or destroyed object/sample. The Center does not in any way relinquish ownership of the object(s), and retains the right to recall the object(s), or its modified forms, if not used for the stated purpose within the loan period or if other circumstances warrant it. For an object(s) held-in-trust for state and federal agencies, a letter from the appropriate agency must be on file in the Collections Records approving the request prior to initiating the in-house request. The State does not relinquish title for held- in-trust objects.
9. Except for condition reports, all photography, reproduction, or replication of a borrowed object(s) must be with prior written approval by the Library/Archive Staff with notification to the Director. Lighting conditions, environmental and/or applied chemical alterations, and other conditions of reproduction and replication must be specified by the Library/Archive Staff in the writing. Photographs, reproductions, and replicas may only be used for research, exhibition, and educational purposes. Commercial use of loan objects is prohibited.
10. The Center must be credited in all publications and exhibitions associated with the loan object(s), including photographs and reproductions, and must receive two (2) copies of any publication. The object(s) should be identified by its catalog or accession number. The proper name of the Center to be

used in all acknowledgments is, “The Polish Heritage Center at Panna Maria, Texas.” The proper Center acronym for its accession number is “PHC”

C. Incoming Loan Procedures

1. An object(s) is received into the Center on loan from both institutions and individuals. In the event the lending institution or individual does not have a loan form available, the Center will adapt its form to provide documentation associated with the incoming loan. The Center exercises the same care with objects on loan as it does in the security, handling, and storage of its own objects.
2. Requests for a loan object(s) to the Center are initiated by the Library/Archive Staff in writing to the lender with notification to the Director. Normally, the Library/Archive Staff accepts objects being placed on loan to the Center and signs the loan agreement form as the representative of the Center. The Director is kept informed of all loan transactions. Under unusual circumstances (as deemed by the Director), the Director may initiate incoming loan requests, sign the Loan Agreement form, and accept the object(s).
3. Under no circumstances is a loan object(s) received into the Center that have been acquired by other than legal and ethical means. A loan object(s) cannot be received from anyone other than the legal owner or his authorized agent.
4. Except for unusual circumstances, an object(s) will not be received on loan from Center staff members or volunteers, Polish Heritage Center at Panna Maria Foundation Board of Directors or their immediate families. Exceptions for loans from Center affiliated personnel must be requested by the Library/Archive Staff in writing to the Director who will respond in writing to the Library/Archive Staff. The request must contain full justifications, loan purpose, loan period, and insurance needs.
5. All incoming loans that are insured must include the provision that the amount payable by the insurance company is the only available to the lender in the event of loss or damage. It is the responsibility of the Director to make appropriate arrangements for insurance of the loan object(s). Requests for waiver of insurance and release of liability must be made in advance by the Library/Archive Staff in writing to the Director. The request must contain full justification along with a written agreement by the lender to waive insurance and release the Center from any liability associated with the loan. Complete documentation of all exceptions is kept on file in the Collections Records for the duration of the loan.

It is the responsibility of the lender to set insurance valuations. The type of valuation must be stated on the loan agreement (fair-market, replacement,

conservation, material, or special consideration). The lender monitors loan valuations and notifies the Center immediately if any changes occur during the loan period. If a valuation figure is not forthcoming or not mutually acceptable between the lender and Center, the Director will reconsider pursuit of the loan. The Library/Archive Staff notifies the lender that failure to provide a valuation(s) will result in non-acceptance of the loan. The Center does not provide evaluations or appraisals for a loan object(s).

6. Loans of personal property from individuals for warehousing in the Center will not be honored, on either a short—or long-term basis.
7. The Library/Archive Staff may require the lending party to certify that the loan object(s) can withstand ordinary strains of packing, transportation, and handling. The Library/Archive Staff may request that the lending party send a written condition report prior to the transportation of the object(s). It is the responsibility of the Library/Archive Staff to monitor the condition of the loan object(s). Upon receipt of the loan by the Library/Archive Staff, the object(s) must be inventoried, inspected, photographed (where appropriate), and written notations made of the findings. A copy of these findings must be maintained by the Library/Archive Staff and filed in the Collections Records.

Any inconsistency in the loan inventory, such as number or type of objects, damage or suspected damage, or any change in the condition of the loan object(s), must be reported immediately to the Library/Archive Staff. The Library/Archive Staff must notify the lending party and, when appropriate, notify the insurance company and prepare a full condition report. It is the responsibility of the Director to handle claim negotiations.

8. The Library/Archive Staff is responsible for the prompt return of the loan object(s). The object(s) must be inventoried, inspected, photographed (where appropriate), and written notations made of the findings. A copy of these findings must be maintained by the Library/Archive Staff. Any inconsistency in the inventory, damage, or suspected damage must be reported immediately to the Director. The Director must notify the lending party and, when appropriate, notify the insurance company and the Library/Archive Staff must prepare a full condition report. (As noted above: It is the responsibility of the Director to handle claim negotiations.)
9. The Center reserves the right to cancel a loan or remove the loan object(s) from display at any time. All loans are for a set period of time that cannot exceed two years. Regular evaluation of each loan situation occurs to determine if loan renewal or an updated insurance valuation is needed.
10. Normally, permanent loans are not permitted. However, the Center recognizes that federal agencies by statute are not permitted to deaccession objects but may offer such objects on permanent loan. Although title is not transferred, all other rights of possession follow. In this situation, although

termed a permanent loan by the federal agency, the objects are subject to the Center's acquisition policy, must undergo consideration by the Collections Committee, and, if accepted, the objects are accessioned into the Center's collection.

11. When returning a loan, the object(s) must be packed and transported in the same or a more suitable manner as received. Packing and shipping arrangements of a loan object(s) are the responsibility of the Library/Archive Staff. The Library/Archive Staff will send (by certified mail) the lending party a copy of the shipping inventory and a Center receipt form. The Library/Archive Staff notifies the lending party that they are required to sign and return the Center receipt form within 30 days or else forfeit any claim for damage or loss. If the lending party retrieves the loan object(s) in person, the Center receipt form must be signed prior to removal of the object(s) from the Center. In the event that the Loan Agreement does not stipulate how the object(s) are to be returned, the Library/Archive Staff will notify the lending party that the loan object(s) will be shipped if not retrieved in person within 30 days.
12. The Library/Archive Staff may notify a lender of the Center's intent to terminate a loan for an object(s) for which a written loan agreement exists that was made for an indefinite term or for a term in excess of seven years. The statement of termination of loan must include the following information:

“The records of the Polish Heritage Center at Panna Maria indicate that you have property on loan to it. The Center wishes to terminate the loan. You must contact the Center, establish your ownership of the property, and make arrangements to collect the property. If you fail do so within 65 days from the date of this notice, you will be deemed to have donated the property to the Center.”
13. Any property on loan to the Polish Heritage Center at Panna Maria for 15 years or more, and for which no written loan agreement exists, and to which no person has made claim according to the records of the Center, is considered abandoned. The object(s) becomes the property of the Center if the Center has given the lender notice. (The Center is considered to have given the lender notice if the Center mails the notice to the lender at the lender's last known address and proof of receipt is received by the Center within 30 days after the date the notice is mailed. If the Center does not have a current address for the lender or if proof of receipt is not received, the Center will publish a notice at least once a week for two consecutive weeks in a newspaper of general circulation in both Karnes county and the county of the lender's last known address. The notice of the unclaimed loan will contain the lender's name, last known address, description of the loan object(s), the date of loan, and the name, address, and telephone number of the Curatorial Staff.)
14. As part of a loan agreement, the lending party has the responsibility to

maintain contact with the Center. If a change in ownership of the object(s) occurs while on loan, as exemplified by the following conditions:

- a. transfer of title;
- b. death of the individual lending party; or
- c. dissolution of the lending institution;

The lending party or its authorized agent must give prompt notice to the Center. In all such cases, the Center either negotiates a new loan agreement or returns the object(s).

15. An annual report of loan activities is made to the Texas Historical Commission regarding state-associated held-in-trust agreements.

VI. Exhibitions

A. Exhibitions Policy

1. An exhibition is the process of presenting one or more objects with accompanying interpretive and educational materials for the purpose of informing, inspiring, and enlightening a defined audience. This kind of presentation is an appropriate use of museum (and heritage center) collections and an integral part of the Center's Collection Management Policy.
2. In matters relating to the selection of objects to be exhibited in the Center, every effort is made to maintain the confidence of the constituents. Exhibit decisions are weighed not just with thought of what the Center perceives to be best for the people, but also in consideration of what the people perceive to be in their own best interest. The desire of the Center to maintain the "good will" of special interest groups must be balanced with its obligation to carry out its responsibilities to the general public, and the greater community of national and international museums and heritage centers. Every reasonable effort is exerted to avoid the appearance and fact that favoritism and commercialism, rather than merit and scholarship, dictate exhibit selection.
3. As a general policy, the Center and the Polish Heritage Center at Panna Maria Foundation Board of Directors attempts to approve requests by the Polish community, educators, visitors, the general public, and those agencies who express the interests in information and photographs of Center exhibits. Some requests may be denied due to restrictions imposed by lending persons, institutions, or agencies.
4. Exhibitions in the Polish Heritage Center at Panna Maria are of three types:
 - a. Long-term Exhibitions present a part of the "story" inherent in the

mission of the Center. Normally these exhibitions are for an extended period of time, and may include objects and documents that are rotated on and off exhibit in consideration of proper collection care.

- b. Temporary Exhibitions are drawn from the Center's collections or objects and documents on loan from other institutions or from Polish descendant families and organizations, and are on display for a limited time (normally not exceeding six months). These exhibitions may elaborate on topics related to the mission of the Center or may give visitors an expanded view of relevant social, cultural, or scientific themes. Temporary exhibitions normally are organized and researched by Museum staff or visiting Curatorial Staffs.
 - c. Traveling Exhibitions come from a variety of sources and are selected to complement or augment the Center collections for the purpose of bringing new ideas and information to the visitors (in accordance with the Center's mission and statement of purpose). Traveling exhibitions are leased or rented from service agencies or museums and heritage centers and are normally received as a complete product including objects and the associated interpretative materials.
5. The Center endorses the concept that it has a primary responsibility to use the collections for creating and disseminating new knowledge through various means including exhibitions. It is also a fundamental obligation of the Center staff to ensure that information in exhibitions is honest, objective, and accurate. However, in meeting this obligation, the Center has neither the wish nor intent to misuse its role as an institution "in the service of society." To avoid conflict while meeting its social commitment, the Center does not authorize certain kinds of exhibitions. The follow represents the kinds of exhibitions that are considered unacceptable:
- a. Exhibitions that publicize or promote commercial products or services.
 - b. Exhibitions that willfully, with malice aforethought, impugn the reputation of any person.
 - c. Exhibitions that do not support the notion of human dignity.
 - d. Exhibitions that threaten the health and safety of the staff or visitors.
 - e. Exhibitions that are intended to promote and/or enhance a particular religious belief, attitude, or dogma.
 - f. Exhibitions that intentionally or unintentionally promote an attitude of prejudice against any person or persons.
 - g. Exhibitions that perpetuate myths or stereotypes viewed as negative or

demeaning to a people, race, gender, religion, or ethnic group.

h. Exhibitions that compromised the artist's or scholar's rights.

B. Exhibitions Procedures

The following procedures are to be interpreted to support an attitude of professional, quality, public-oriented exhibitions in accordance with the Polish Heritage Center at Panna Maria's Exhibitions Policy and as supporting the mission and statement of purpose of the Polish Heritage Center at Panna Maria Foundation.

1. The selection, scheduling, budgeting, and executing of exhibitions is the authority and responsibility of the Director with input and assistance from a number of sources including, but not limited, to the following:
 - a. Ad hoc community advisory groups;
 - b. College department or faculty representatives;
 - c. Individuals or special interests groups from the College or community; and
 - d. Professionals in areas of special interest.
2. Requests for exhibitions may originate with any person or persons from the Polish descendants from the original settlements in Texas, Polish community and support organizations, or local community; however, all requests must be recommended by and presented through the Polish Heritage Center at Panna Maria Foundation Board of Directors, the Director, or the Curatorial Staff. Initiators must complete and submit an Exhibitions Request to the Director.
3. The selecting and scheduling of exhibitions is based on the Polish Heritage Center at Panna Maria Foundation's and Center's fiscal year (January through December). The Director establishes a concept of exhibits for the year in accordance with perceived Center, and Polish descendant and local community needs. In selecting and scheduling exhibitions, the following criteria are addressed:
 - a. Relevance to the Center's mission.
 - b. Accordance with the unifying concept for the exhibition period as established by the Director.
 - c. Support a balance of exhibitions to represent appropriately the Center's collections.
 - d. The degree of financial support available.
 - e. Proper utilization of objects and collection management practices including attention to all legal and ethical concerns described in the

Collections Management Policy.

- f. Educational and inspirational value.
- g. Center's personnel and time limitations.

4. The Director establishes a schedule of exhibitions and appoints an exhibit team to oversee the planning, development, and execution of each exhibition. The team includes a Curatorial Staff, a designer, an educator, a team coordinator, and/or other pertinent persons as designated by the Director.

The exhibit team in the course of planning, development, and execution:

- a. Acts on the Director's committee charge;
 - b. Makes periodic progress reports to the Director;
 - c. Adheres to established Center policies and procedures;
 - d. Coordinates with other Center divisions/departments (Library, Operations, Director, etc.);
 - e. Assumes no financial, contractual, personnel, or facility obligations associated with or to the Center, either implied or expressed, without explicit authorization from the Director; and
 - f. Is accountable for the installation, presentation, and disposition of the exhibition (following its removal from the gallery).
5. Only the Director is authorized to sign contracts or make verbal agreements with persons, institutions, or agencies that encumber the personnel, facility, or financial resources of the Center. (This statement does not supersede the general Polish Heritage Center at Panna Maria Foundation policy relating to contracts and agreements as defined in the Policies and Procedures of The Polish Heritage Center at Panna Maria Foundation).
 6. A schedule of exhibitions is made available to the Polish Heritage Center at Panna Maria Foundation Board of Directors, Center staff, and support associations on a regular basis.
 7. Exhibitions, within the Center complex buildings or on the grounds, may not be photographed for commercial or publicity purposes without prior consent of the Director, and as applicable, the lending institution, individual, or agency. Commercial photographers must show written permission from the Director before photographing any exhibition or exhibition item. Use of flash or high intensity lighting units, movement of exhibition items, or other special arrangements must be included in the Director's permission statement.

VII. Research Policy

A. Introduction

This policy is intended to endorse research as an activity appropriate to the use of the Polish Heritage Center at Panna Maria's collections and an integral part of the Center's Collection Management Policy.

1. Scholarly activity, including research, is vital to the Center's educational and public service mission.
 - a. Choose the subject of research or scholarly activity;
 - b. Initiate and conduct such activity;
 - c. Seek the necessary resources to conduct such activity, and to exercise control over those resources;
 - d. Disseminate the results of such activity in an appropriate manner.

B. Center Staff responsibility

In return for this freedom to conduct scholarly activity and research, a member of the Center's staff is responsible for:

1. Maintaining professional integrity within and external to the Center
2. Honoring professional obligations to the Center, and when relevant, to external funding entities.
3. Maintaining collegial relationship with members of the Center staff and volunteers.
4. Respecting the boundaries of collection authority.
5. Adhering to the highest standards of museum practices regarding the proper care and maintenance of collections.

6. Acting in an ethical and professional manner as defined by the Code of Ethics for the Center.

C. Administration action

In recognition of the importance of professional research activities, the Center's administration normally does not intervene in the research or scholarly activities of a staff member or visiting scholar except to render assistance. However, situations may arise where it is necessary for the Center administration to recommend suspension, modification, or termination of scholarly activity or research for adequate cause. Adequate cause for such action includes but is not limited to:

1. Demonstrated evidence of professional incompetence, supported by documentation;
2. Continuing or repeated substantial neglect of professional responsibilities;
3. Professionally unacceptable activity in the conduct of scholarly work (plagiarism, research fraud, etc.);
4. Endangerment of collections objects beyond professionally acceptable limits;
5. Creating a health or safety hazard for Center, staff, volunteers, or visitors;

- D. To ensure academic freedom and professional research and scholarly opportunities, Center staff and visiting scholars have the right to respond to actions that impede or prevent such activities.

VIII. Definitions

Accessioning—Accessioning is the formal process used to accept and record an item as a collection object. It is the transfer of clear title or an object or the registration of a held-in-trust object.

Acquisition—Acquisition is the addition of an object to a collection by means of purchases, gift, bequest, exchange, or other transaction.

Collection object—A collection object is an item, artifact, or specimen that has been accessioned into the collection.

Collections Records – The written record of all objects and collections of objects on loan, held in perpetuity, or held-in-trust by the Center. Among those items generally found in the Collections Records are the Deed of Gift, Loan agreement, description, any other documentation associated with the objects, accession number, accession record, and photograph

(if deemed appropriate).

Conflict of interest—Any action or behavior on the part of the Polish Heritage Center at Panna Maria Foundation Board of Directors, Center staff, or volunteers, as an individual or group, that competes with the institution, or takes advantage of their position or privileged information for personal gain.

Deaccessioning—Deaccessioning is the formal process by which an object is removed permanently from the Center’s holdings. Records of a deaccessioned object remain with the Center along with documentation of its disposal.

Disposal—Disposal is the method by which a deaccessioned object is sold, traded, transferred to another institution, or destroyed.

Loans—Loans are temporary assignments of collection objects from the Center (outgoing loans) or temporary assignments of objects to the Center (incoming loans) for stated Center purposes such as temporary exhibition, research, or examination for possible gift or purchase (incoming).

Mission—The purpose, usually expressed in a written statement, that establishes direction and goals with respect to subject matter, time, location, and function(s) of the Center. (The Polish Heritage Center at Panna Maria Foundation’s Mission statement was developed in month, 2011??).

The Polish Heritage Center at Panna Maria Foundation Board of Directors—of the Polish Heritage Center at Panna Maria is the governing body and the policy- setting authority assigned and accepting the ultimate fiscal and fiduciary responsibility to maintain and enhance all aspects of the institution, including collections, operations, and services of the Center.

Museum—A museum/heritage center is a permanent non-profit institution, open to the public on a regular basis that collects, preserves, researches, and exhibits collection objects for study, education, and enjoyment for the benefit of society.

Museum (in this case Center) collection—The body of objects and documentation accepted and held-in-trust by the museum (the Center) for research, exhibition, and education.

The Polish Heritage Center at Panna Maria (the “Center”)— refers to all structures, facilities, collections, and associated materials using property allocated to the Center by the Polish Heritage Center at Panna Maria Foundation. The Center is comprised of the main building.

Personal collection—Personally owned objects that are relevant to the Center’s collections.

Staff member—A person formally affiliated with the Center who assists with its functions. Staff members include paid personnel, research associates, visiting Curatorial Staffs, and volunteers.

Student—A person formally enrolled in an institution of higher education, and because that

person uses Center facilities, collections, exhibits, or programs for academic purposes, is expected to work within the parameters defined by the Code of Ethics of the Center.

Support and/or Associated Group—A group organized and chartered in cooperation with the Center that supports the purpose of the Center, has members, and provides financial, programmatic, and general assistance to the Center.

Visitor—A visitor is any individual, or group of individuals, not directly affiliated with the Center that is on-site to interact with Center staff and/or to utilize the exhibits, programs, or collections of the Center.

Volunteer—A volunteer is an unpaid member of the Center staff.

Appendix C. Forms used by the museum.

Accession
Deaccession
Donation
Loan Out
Loan Return
Photo Use
Transfer

Record of Accession

Collection:

Collection Source:

Donation

Purchase:

Other:

Restrictions:

End Date:

Received from:

Date Received:

Address:

Phone:

Fax:

E-mail:

Object Description(s):

Locality information/Locality number:

General condition:

Comments/Notes:

Tentative Approvals

Librarian/Archivist Signature _____ Date _____

Director Signature _____ Date _____

(value \$2000 or more)

Chair, Collection Committee Signature _____ Date _____

(value \$10,000 or more)

Record of Deaccession

Object Catalog/Accession Number:

Object Description:

Provenance/Locality:

Donor/Heir:

Address:

Statement of Legal Title if Applicable (attach document copies):

Reason for Deaccession: (Check all that apply)

The object(s) has/have no further use for Center research, interpretation, or exhibition.

The object(s) is/are determined to be outside the Center's designated areas of collection.

The object(s) has/have deteriorated or been damaged beyond usefulness or repair.

The object(s) is/are hazardous and/or may affect the stability of other collections or personnel.

The object(s) is/are redundant to the Center's collections.

The object(s) cannot be properly cared for, conserved, or preserved.
Specimen lacks minimum data and has no intrinsic value.

Other

Justification Statement:

Disposition:

Prepared by:

Date:

Library/Archivist

Date:

Signature:

Date

Director Signature

(for object value >\$2000)

(Deed of Gift)

Donor _____ **Donation Date** _____

Address _____

Phone **email**

ACCEPTANCE CONDITIONS

Donations become the full legal property of the Polish Heritage Center. Any accompanying copyrights and/or literary property rights are conveyed to the Polish Heritage Center, except as noted below. It should be noted that restrictions are not encouraged and may be cause for refusal. In no case will restrictions be accepted without a termination date. Any materials described below which are found to be inappropriate to the Polish Heritage Center holdings may be subject to disposition in keeping with the Polish Heritage Center's accepted policies and procedures. The Polish Heritage Center will accept no items in violation of national and international regulations.

The Internal Revenue has determined that the Polish Heritage Center is a qualified non-profit corporation under the Internal Revenue code section 501(C)(3) and as such is entitled to receive tax deductible donations. Donors are encouraged to obtain counsel from a qualified accountant before claiming tax deductions under the laws of the State of Texas and the United States. The donor has not been provided with any goods or in exchange for the donation(s) described below.

By affixing his/her signature to this document, the donor(s) warrants that he/she has full and clear title and the legal capacity to convey the property and any accompanying rights to the Polish Heritage Center, and has read and agrees to the conditions listed above.

Restrictions/Exceptions: _____ **End Date:** _____

Donor _____ **Date** _____

Librarian/Archivist **Date**

Director _____ **Date**

DESCRIPTION OF DONATED ITEMS:

sign both copies, return one to Polish Heritage Center, P.O. Box 25, Panna Maria, TX 78144

Polish Heritage Center Outgoing Loan

Loan# (starts with year)_____

Date:_____

Borrower Name and Address:

Phone:_____E-mail:_____

Loan Period: From:_____To:_____Date Returned:_____

Reason for Loan: Research Exhibit Other

Certificate of Insurance required: Yes No Insurance: Total Value\$___

Shipping via:_____Paid by:_____

Return via:_____Paid by:_____

Outgoing condition:_____Inspector:_____

Incoming condition:_____Inspector:_____

Catalog Number: Description:

-Loan Conditions-

- Loans will normally be made for a period of one year or less. Loan extensions must be made in writing or email by the Librarian/Archivist.
- Loans are generally not made to students, but to their faculty advisor or to their institutions.
- Loans shall not be transferred by the borrower to another institution without written permission of the Librarian/Archivist of the Polish Heritage Center. This is to insure that the location of the objects is known at all times by the Polish Heritage Center.
- Loan items may not be cleaned, repaired, retouched, altered (including removal of the Polish Heritage Center's identifying marks), replicated (mold and cast) without prior written permission by the Board of Directors.
- The borrower agrees to assume financial responsibility for all materials on loan from the Polish Heritage Center if lost or damaged.
- All loan material will have insurance coverage in accordance with accepted the Center's policy. Unless otherwise noted, all costs of insurance, packing and transportation shall be borne by the borrower, as well as any additional charges which may be incurred through necessary conservation or appraisal. A certificate of insurance, if required, will be furnished to the Polish Heritage Center.
- Objects will be returned via the same method of shipment as they were sent unless other arrangements are agreed to in writing.
- Damages, whether in transit or on the borrower's premises and regardless of cause, shall be immediately reported to the Polish Heritage Center.
- The borrower will not reproduce the loaned items in any media (including photographs) for purposes of sale, except in scholarly publications, and the items will not be subjected to technical examination of any type involving risk of their physical change (including destructive analysis) without written permission of the Board of Directors.
- Items placed on public exhibit must be in locked or otherwise secure cases. Large objects must be displayed so as to provide maximum security. Objects not on display must be stored in a secure area.
- No object, exhibit or reproduction of an object (including photograph), or exhibit may be used in the promotion of a product or service which implies the endorsement of the said service or product by the Polish Heritage Center. Any request for use of an object, photograph or exhibit for promotional purposes will be reviewed and approved in writing by the Executive Director of the Polish Heritage Center.
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