

**THEODORE ROOSEVELT INAUGURAL SITE FOUNDATION
COLLECTIONS MANAGEMENT POLICY**

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THEODORE ROOSEVELT INAUGURAL SITE FOUNDATION COLLECTIONS MANAGEMENT POLICY

Purpose: To establish rules, guidelines and procedures for the acquisition, care, preservation, public access and deaccessioning of items in the cultural history collections of the above-named educational institution, hereinafter referred to in this document as the “Foundation.”

I. COLLECTIONS COMMITTEE

A. COMMITTEE CHARGE

1. This Committee shall be responsible to the Board of Trustees of the Foundation (“Trustees”) for all matters pertaining to the policies regarding collections care and management, including acquisitions, deaccession, loans, collection maintenance and conservation, insurance and inventories.
2. With advice from the Curator and other staff members as needed, the Committee will formulate and recommend to the Trustees policies, policy revisions and actions necessary for the care and management of the Foundation’s collection.

B. COMMITTEE PROCEDURES

1. The Committee will be chaired by a Trustee selected by the President and composed of the Curator, the Executive Director, a member of the Education/Interpretation staff, and at least one other Trustee.
2. A quorum will consist of three Committee members, at least one of which must be a Trustee.
3. Regular Committee meetings will take place at least twice a year. The Chair will call extraordinary meetings as needed.
4. All actions of the Committee, except recommendations to deaccession objects, shall be by majority vote.
5. The Trustee chairing the Committee will report its actions at the next Board Meeting and request that the Trustees ratify those actions.

II. ACQUISITIONS

A. SCOPE OF COLLECTIONS

(see also Scope of Collections Statement, July 1999)

The Foundation collects a variety of materials in order to fulfill Public Laws 89-708, 95-625, 96-607, and the objectives of the Statement for Management: "to protect and preserve the historic integrity of the Ansley Wilcox family home and the numerous manuscripts, books, artifacts and other significant cultural resources associated with the house itself, the inauguration [of President Theodore Roosevelt], events leading to the inauguration, and in general, life at the turn of the century." Collecting priority is based upon the above stated planning documents and is summarized in the following categories:

1. Category I
 - a) Objects documented to be associated with Theodore Roosevelt's 1901 Inauguration.
 - b) Objects documented to be associated with the Wilcox residence at the time of Theodore Roosevelt's inauguration (1901).
 - c) Objects documented to be connected to Theodore Roosevelt, through provenance or strong association.
2. Category II
 - a) Objects documented to be associated with the Wilcox residence and family (1883 –1933).
 - b) Objects documented to be associated with William McKinley's assassination and death.
3. Category III
 - a) Objects documented to be associated with pre-Wilcox residence (1838 – 1883).
 - b) Objects documented to be associated with the Kathryn Lawrence Dining Room (1937 – 1960).
 - c) Objects documented to be associated with the Pan-American Exposition in Buffalo, N.Y. (May – November, 1901).
4. Category IV
 - a) Objects that reflect turn-of-the-20th century furnishings are collected when it is deemed necessary to complete or enhance an exhibit area or restored room. In such cases, objects belonging to descendants of the Wilcox family are given special consideration.
5. Category V
 - a) Records and documents associated with the community effort to restore and establish the Theodore Roosevelt Inaugural Site (1960 – 1971).
 - b) Records which document the history and administration of the Theodore Roosevelt Inaugural Site (including those of the National Park Service and the Foundation).

B. ACQUISITION CRITERIA

In that the Theodore Roosevelt Inaugural Site Foundation only acquires an object for the collection with the intention of retaining it for the long term, the following criteria must be met before any object is acquired by the Foundation by any means:

1. The current owner of the object has clear title to the object and will declare so in writing, i.e., in the Temporary Custody Receipt and/or Deed of Gift.
2. Title to all objects acquired for the collections shall be obtained free and clear, without restrictions as to use or future disposition. If an object is to be accepted with restrictions or limitations, the Trustees must approve the conditions in

writing. Further, those restrictions or limitations shall be stated clearly on the Deed of Gift, made a part of the accession records, and strictly observed by the Foundation.

3. The Foundation has obtained any necessary literary rights, property rights, copyrights, patents, or trademarks relating to the object. Any exception to this must be approved by the Trustees.
4. The object is not hazardous (e.g., toxic, radioactive, explosive, moldy or infested) to people or property.
5. There is no reason to believe that the object has been illegally imported into the United States or illegally collected within the United States.
6. The Foundation must be capable of housing and caring for the proposed acquisition according to generally accepted professional standards.
7. The object is not redundant.

C. ACQUISITION METHOD: GIFTS

1. Persons wishing to donate museum items or archival materials will be referred to the Curator or the Executive Director.
2. Using a Temporary Custody Receipt form, the Curator, Executive Director, or other staff member shall temporarily receive objects or materials that appear to meet the Acquisition Criteria.
3. The Curator will report on any newly received material at each Collections Committee meeting. In light of the acquisition criteria, the committee will review the materials offered and recommend that the Foundation accept or refuse all or part of the potential gift
4. The Curator shall secure a Deed of Gift for those objects that are accepted into the collection and insure that objects not accepted are returned to the owner.

D. ACQUISITION METHOD: BEQUESTS

1. The Curator shall temporarily receive objects or archival materials offered through a bequest that appear to meet the Acquisition Criteria for addition to the collection.
2. In consultation with the Executive Director, the Curator shall negotiate with the executors and/or representatives of law firms.
3. The Curator will report on any bequests at each Collections Committee meeting. In light of the acquisition criteria, the committee will review the materials offered in the bequest and recommend that the Foundation accept or refuse all or part of the bequest.

E. ACQUISITION METHOD: EXCHANGES

The Curator may request that the Collections Committee recommend to the Trustees the exchange of objects or archival materials with another library, historical society, or museum if the proposed recipient is: Able to properly care for the proffered item(s) and

willing to confirm in writing that it has legal title to the item(s) offered in exchange. The request will specify:

1. The item(s) that the Foundation will exchange and their market value.
2. The item(s) to be gained in return and their market value.
 [Note: Market value is necessary because objects are financial assets, as well as cultural and educational assets of the Foundation. If the Trustees authorize an unequal exchange in which the Foundation receives a significantly less monetarily valuable object, it may be considered imprudent. Prudence is one criteria used by courts to determine if a Board has fulfilled its legal responsibilities.]
3. The reason for the exchange.
4. Proof that the Foundation fully and legally owns the proposed items to be exchanged and that the items meet the other criteria for deaccessioning. (*See also Section III*)

F. ACQUISITION METHOD: PURCHASES

1. The current priority of the Foundation is to encourage donation of appropriate collection objects.
2. The Collections Committee shall review all requests to purchase objects for the collection in light of the acquisition criteria and the availability of funds.
3. The Committee shall recommend approval or disapproval of the purchase to the Trustees.
4. Justification must be in writing and identify the source of funds from which the purchase will be made.

G. ACQUISITION METHOD: LOAN AND COPY

1. The Foundation may temporarily accept archival objects and photographs with the intention of making replicas. This may be done either by photographing or photocopying the archival material or photograph.
2. The Curator or Executive Director shall review the temporary loan with regard to acquisition criteria.
3. If the object meets the acquisition criteria, the copy of the object may be added to the collection.
4. It is the responsibility of the Curator to ensure that the object to be copied is returned to the lender in a timely manner and in the same condition as it was received.

H. ACQUISITION METHOD: FIELD COLLECTIONS

1. Archeological artifacts and specimens collected as a result of scientific excavations on Site property will be added to the collection, along with all associated field records.
2. No Deed of Gift will be used for field-collected materials, but accession records will clearly state the method of acquisition.

3. Uncontrolled surface collecting is an unacceptable form of collection and objects obtained in this manner must receive the approval of the Collections Committee before being added to the collection.

I. ACQUISITION METHOD: GIFTS FROM UNKNOWN DONORS

1. Unsolicited gifts from unknown donors will be referred to the Curator.
2. If the gift meets the Acquisition Criteria, it will be assumed that the sender intended a donation. The Committee will recommend to the Trustees that it be added to the collection.
3. If the donation is accepted, the Curator will accession the object and include in the accession records a clear explanation of the circumstances of its receipt.
4. If the donation is refused, it will be documented as a non-collection item. If the item is sold, the proceeds will become part of the Collection Fund.

J. ACQUISITION METHOD: NON-COLLECTION ITEMS

Non-collection items such as library reference material, equipment, supplies, reproductions and objects given for developmental purposes are considered donations to support and further the Foundation's objectives.

When an object that may meet the Acquisition Criteria is offered as a gift for developmental purposes, it will be reviewed by the Collections Committee. If the item meets the Acquisition Criteria, the donor will be asked to give the object for inclusion in the collection rather than for resale or use.

1. After acceptance, such non-collection donations shall be acknowledged with a letter of thanks to the donor.
2. Non-collection items will not be accessioned, will be regarded as expendable, and no commitment will be made for their permanent use or preservation. Such items may be disposed of at the discretion of the appropriate staff member(s).

K. APPRAISALS AND DONOR TAX DEDUCTIONS

1. The Foundation shall not pay for an appraisal of a proposed gift from any donor, nor shall any member of the staff or Trustees appraise a potential gift for a donor.
2. Any type of donation may be tax deductible. Donors shall be encouraged to consult with their own accountants, tax lawyers, or the Internal Revenue Service to determine the extent of a possible deduction and to insure compliance with current regulations.
3. When acting on behalf of the Foundation, no member of the staff or Trustees will offer specific tax advice related to a donation.
4. As a service, a list of area appraisers will be kept in the Curator's Office for use by donors, if requested. Inclusion on this list is not to be construed as an endorsement of any individual appraiser by the Foundation.

III. DEACCESSIONING OBJECTS FROM THE COLLECTION

A. DEACCESSIONING CRITERIA

To be considered for deaccessioning, collection material must:

1. Be free from donor-mandated restrictions,
2. Be fully and legally owned by the Foundation,
3. Have been accessioned into the Foundation's collection more than two years before the request to deaccession, and
4. Meet at least one of the following criteria:
 - a. The object or material is outside and/or irrelevant to the Mission of the Foundation.
 - b. The object or material has failed to retain its identity or authenticity.
 - c. The object or material has been lost or stolen and has been missing for more than two years. [Note: Although an object is already physically missing from the collection, the deaccessioning process formally acknowledges that fact, formally informs the Trustees of the fact, and requires that collection records be appropriately notated.]
 - d. The object or material has deteriorated beyond usefulness.
 - e. The object or material is a duplicate.
 - f. The Foundation is unable to conserve the property in a responsible manner.

B. DEACCESSIONING PROCEDURES

1. Deaccession recommendations will be prepared by the Curator and presented to the Collections Committee.
2. All deaccession recommendations will be in writing and will include:
 - a. Accession number and description.
 - b. Acquisition information including date of acquisition, if known; name and address of donor or vendor, if known; list of restrictions, if any, or certification by the Curator that no restrictions exist in the records.
 - c. Justification for the proposed action with reference to the criteria.
 - d. Recommended means of disposal.
3. A unanimous vote of the Collections Committee is required to recommend that an object or material be deaccessioned.
4. If the Trustees approve the request to deaccession, the Curator will carry out the disposal.
5. The Curator shall maintain a complete record of deaccessioned material. These records will be retained permanently.
6. The Collections Committee shall recommend to the Trustees the most

appropriate means of disposal. The preferred methods for disposing of deaccessioned material are:

- a) Exchange for Objects Needed in the Collection: Deaccessioned objects may be considered for exchange with individuals, organizations, institutions, or other sources in return for objects that are needed in the collection. *(See also Section II, E)*
 - b) Transfer or Gift to Another Institution: Deaccessioned objects may be considered for donation or transfer to another public institution. Recipient institutions will normally incur all transportation costs.
 - c) Sale: Deaccessioned objects may be sold at public auction or other approved means. If an object has no market value, it may be sold for scrap value.
 - d) Education and/or Research: Deaccessioned objects may be retained by the Foundation for educational purposes and/or research. This includes destructive analysis, providing that the potential for gaining knowledge justifies the loss of the object.
 - e) Destruction: Disposal of a deaccessioned object is the final alternative and will be permitted if:
 - (1) All reasonable efforts have been made to dispose of the object through other methods, or
 - (2) The object is hazardous or poses a danger to other collections or to the staff.
7. Deaccessioned materials shall not be privately sold, given or otherwise transferred to the Foundation's staff or trustees.
 8. Proceeds derived from the deaccessioning of any property from the cultural history collection of the Foundation shall be placed either in a temporarily restricted fund to be used only for the acquisition, preservation, protection or care of the cultural history collection, or in a permanently restricted fund the earnings of which shall be used only for the acquisition, preservation, protection or care of the cultural history collection. In no event shall proceeds be used for operating expenses or for any purpose other than acquisition, preservation, protection or care of the cultural history collection.

IV. LOANS

When assured that proper care and protection shall be provided, the Foundation may borrow or lend objects to promote public education through study and exhibition.

A. GENERAL GUIDELINES

1. Objects or archival materials will be borrowed or loaned only for the purposes of study, exhibition, or conservation treatment.
2. The Curator or Executive Director may authorize loans if the cost of the loan can be covered by the existing operating budget. If additional funds are required, the loan

must be approved by the Collection Committee and the Trustees.

3. Loans must be formalized by written agreement between the Foundation and the Borrower or Lender. Loan forms for objects leaving or entering the institution are completed and signed by both the lender and borrower, kept on file in the Curator's office and reviewed on a regular basis.
4. Loans will not be authorized for a period of more than one year, but may be renewed after review and approval by the Curator and/or Executive Director.
5. The Foundation does not generally accept long-term or indefinite loans from individuals, preferring instead to arrange for donation of such items to the permanent collection. Approval of the Collection Committee and the Trustees is necessary to make exceptions to this policy.

B. OUTGOING LOANS

1. Loans shall only be made to a historical society, library, museum or other organization after careful consideration of the physical stability of the object and the ability of the borrower to provide proper care, environment and security.
2. Loans shall not be made to private individuals.
3. Borrowing institutions must provide a certificate of insurance for an all risk, wall-to-wall fine arts policy covering the items at the value established by the Foundation. The coverage must be in effect for the duration of the loan, including transit to and from the borrowing institution and while on the institution's premises. If the item is of minimal value, the Curator or Executive Director may waive insurance requirements.

C. INCOMING LOANS

1. Incoming loans shall be accepted from individuals, institutions, or businesses for exhibition or current research. The Foundation cannot store or maintain objects belonging to others that are not required for exhibition or ongoing research.
2. Prior to approving an incoming loan, the following criteria must be met:
 - a) The Foundation has determined that it can afford the estimated cost of exhibition, storage, security, transportation, collection maintenance, and/or all risk, wall-to-wall fine arts insurance on the object(s) at the value established by the lender unless the lender waives insurance requirements in writing.
 - b) The Foundation can provide the care and protection normally expected in a museum environment.
 - c) The Foundation can and is willing to meet any restrictions the lender has placed on the object(s).
 - d) The lender will declare in writing that the lender owns the object(s). The Foundation will not borrow from a third party.

V. CARE OF COLLECTIONS

The Foundation acknowledges its obligation to protect its cultural history collections, which are held in the public trust. Therefore, the Foundation shall act to the best of its ability, according to the following guidelines:

- A. A stable environment for items in storage or on display shall be maintained by protecting them from excessive light, heat, humidity and dust. The environmental needs of different materials shall be considered.
- B. All materials shall be protected against theft, fire, and other disasters by a security system. A written disaster plan will be developed at a future date.
- C. When deemed necessary, conservation of materials shall be undertaken with the advice of a trained conservator.

VI. RECORDS

The Curator will initiate and maintain, on a current basis, all records pertaining to museum objects and archival materials coming into or leaving the Foundation's permanent or temporary custody.

- A. The following records will be maintained:
 1. Temporary Deposit Receipt
 2. Correspondence regarding Transfer of Title and Transfer of Title Instruments including:
 - a. Deed of Gift
 - b. Negotiations regarding Bequests
 - c. Exchange and Transfer Agreements
 - d. Purchase Receipts
 - e. Deaccession Authorization and Disposition Documentation
 3. Accession and Catalog Records, as well as research pertaining to collection items.
 4. Loan Agreements
 5. Insurance Records
 6. Appraisal Records
 7. Inventory Records

VII. INVENTORIES

To properly maintain, manage, and secure its holdings, the Foundation will inventory its collection every five years, commencing not later than 2002. The inventory will be prepared under the direction of the Curator.

VIII. ACCESS

- A. Access to part of the cultural history collections is provided through exhibitions as well as programs sponsored by the Foundation.
- B. The Foundation shall make research materials in its possession available to legitimate researchers with legitimate justification, but with the following stipulations:

1. Physical access to artifacts in the cultural history collections must be arranged with the Curator. The availability of human and financial resources may be restricting factors.
 2. Inventories, relevant files and the assistance of a staff member or trained volunteer shall be available to users.
 3. All researchers must present photo identification and sign a dated register listing their name, address and research topic(s).
 4. Recognizing that more specific physical access may not always be possible or in the best interest of collection pieces, the Curator may limit the use of certain fragile or unusually valuable materials.
 5. Photographic and xerographic reproduction:
 - a) Each user shall sign a Request for Copies form containing a notice of copyright restrictions before copies are made.
 - b) Copies may not be used "for any purpose other than private study, scholarship or research." (United States Copyright Law, Title 17)
 - c) Reproduction by the Foundation in no way transfers either copyright or property rights, nor does it constitute permission to publish or to display materials.
 - d) All prices for copying shall be determined by the Collections Committee.
 - e) In some cases, the Foundation may refuse to allow copies to be made because of the physical condition of the materials, restrictions imposed by the donor, copyright law, or right-to-privacy laws.
 6. A fee may be charged for research work done to meet requests; the amount shall be set by the Collections Committee.
 7. The Foundation may refuse access to an individual researcher who has demonstrated such carelessness or deliberate misconduct as to endanger the safety of the materials.
- C. In addition, the Foundation is committed to bringing to the public information culled from its documents, photographs, artifacts and oral histories by presenting public programs, including slide shows, live acts, videos and films; mounting exhibits; and publishing newsletters, pamphlets, checklists and guides to the cultural history collections whenever possible.

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This policy was formally approved and adopted by the Board of Trustees of the Theodore Roosevelt Inaugural Site Foundation at a meeting held at the Theodore Roosevelt Inaugural NHS, Buffalo, NY (location) on 17 August 2000 (date).

/s/ Lawrence D. Seymour, President