



LAKE COUNTY FOREST PRESERVES  
www.LCFPD.org

Preservation, Restoration, Education and Recreation

**DATE:** November 6, 2017  
**MEMO TO:** Craig Taylor, Chair  
Operations Committee  
S. Michael Rummel, Chair  
Finance Committee  
**FROM:** Nan Buckardt  
Director of Education

**Agenda Item#** 9.1

**RECOMMENDATION:** Recommend approval of a Resolution amending the Collections Policy for the Bess Bower Dunn Museum of Lake County.

**STRATEGIC DIRECTIONS SUPPORTED:** Communication, Education and Outreach; Public Access and Connections

**FINANCIAL DATA:** Financial implications associated with the recommended changes to the Collections Policy will be incorporated in the Museum’s operating budget beginning in FY2019. Annual appraisal expense is estimated at \$8,000.

**BACKGROUND:** The Lake County Forest Preserve District owns and operates the Bess Bower Dunn Museum of Lake County (“Museum”). The District has an approved “Collection Policies” for the Museum, governing, among other matters, the Museum’s acquisition and disposition (i.e., de-accession) of exhibits, artifacts, and other materials (the “Collections Policy”). The Collections Policy was initially approved in November 2009 and most recently amended in October 2016 to reflect the transfer of the Curt Teich Postcard Archives to the Newberry Library in Chicago, IL.

Subsequent to the October 2016 changes there is a need to update the Collections Policy to reflect the following:

1. The name of the Museum has been changed from the Lake County Discovery Museum to the Bess Bower Dunn Museum of Lake County.
2. The committee structure for the Lake County Forest Preserve District has changed.
3. The Finance Department is recommending procedural changes to how we obtain and track the historic value of the Museum’s collections, which will require that an appraisal be done on the value of any item acquired by the Museum, unless that item is directly purchased.

**REVIEW BY OTHERS:** Chief Operations Officer, Director of Finance, Superintendent of Educational Facilities, Corporate Counsel.

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF LAKE )

**BOARD OF COMMISSIONERS  
LAKE COUNTY FOREST PRESERVE DISTRICT  
REGULAR NOVEMBER MEETING  
NOVEMBER 14, 2017**

**MADAM PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:**

Your **OPERATIONS AND FINANCE COMMITTEES** present herewith "A Resolution Amending the Collections Policy for the Bess Bower Dunn Museum of Lake County," and request its approval.

**OPERATIONS COMMITTEE:**

Date: 11/16/17  Roll Call Vote: Ayes: \_\_\_ Nays: \_\_\_  
 Voice Vote Majority Ayes; Nays: 0 -

**FINANCE COMMITTEE:**

Date: 11/9/17  Roll Call Vote: Ayes: \_\_\_ Nays: \_\_\_  
 Voice Vote Majority Ayes; Nays: 0

**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**A RESOLUTION AMENDING THE COLLECTIONS POLICY FOR THE  
BESS BOWER DUNN MUSEUM OF LAKE COUNTY**

**WHEREAS**, the Lake County Forest Preserve District (“District”) owns and operates the Bess Bower Dunn Museum of Lake County (“Museum”); and

**WHEREAS**, the District has approved collections policies for the Museum, governing, among other matters, the Museum’s acquisition and disposition of exhibits, artifacts, and other materials (the “Collections Policy”); and

**WHEREAS**, it is in the best interests and serves the purposes of the District to approve the amended Collections Policy in substantially the form attached hereto (the “Amended Collections Policy”), which, among other matters (i) reflects the Museum’s February 2017 name change, (ii) reflects the District’s current Committee structure, and (iii) includes a requirement for appraisals of any new donations to the Museum’s collections for auditing and insurance purposes;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois THAT:

Section 1. Recitals. The recitals set forth above are incorporated as part of this Resolution by this reference.

Section 2. Approval of Amended Collections Policy. The Amended Collections Policy is hereby approved in substantially the form attached hereto.

Section 3. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2017

AYES:

NAYS:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Ann B. Maine, President  
Lake County Forest Preserve District

ATTEST:

\_\_\_\_\_  
Julie Gragnani, Secretary  
Lake County Forest Preserve District

Exhibit No. \_\_\_\_\_

## **COLLECTION POLICIES**

### **~~LAKE COUNTY DISCOVERY MUSEUM~~ BESS BOWER DUNN MUSEUM OF LAKE COUNTY**

Approved by the Lake County Forest Preserve District  
Board of Commissioners  
November 10, 2009  
Amended October 11, 2016  
Amended November 14, 2017

# POLICIES

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## Section 1

### ***Statement of Purpose***

The ~~Lake County Discovery Museum~~ Bess Bower Dunn Museum of Lake County ("Museum") operates as part of the Education Department of the Lake County Forest Preserve District (the "District"). The District was established pursuant to the Downstate Forest Preserve District Act, 70 ILCS 805/0.001, *et seq.* and, pursuant to such Act, is authorized to own and operate museums. The Museum was originally established as the "Lake County Historical Museum" by resolution of the Lake County Board of Supervisors in 1965; the Museum officially opened to the public in 1976. In 1976, the County transferred all operational and management responsibilities for the Museum to the District. In 1989, the County conveyed all Museum artifacts and archives to the District.

The Museum is a public educational institution devoted to preserving history through its collections and the presentation of inspiring exhibitions. The Museum interprets the people, places and events of Lake County, Illinois through research and programming.

The District recognizes that it holds the Museum collections in the public trust and is committed to maintaining professional standards as set forth by the American Alliance of Museums. The District recognizes its responsibility to plan for the growth, development, care, and use of Museum collections and to protect such collections from loss due to deterioration, mismanagement or indiscriminate dispersal.

## **Section 2**

### ***Collections Policy***

#### **I. Scope of Collections**

- A. The Museum collects material culture representing the people, places and events of Lake County, Illinois.
- B. The Museum may also develop and maintain collections of historical materials not related to Lake County whose acquisition would significantly enhance the professional standing of the Museum without hindering its mission.

## II. Description of Collections

The ~~Lake County Discovery Museum~~ Museum maintains the following collections:

### A. Primary Collections

1. Artifacts. The artifact collections shall be for preservation, scholarly research, and exhibition. The artifacts shall consist of materials having significant historical relevance to Lake County.
2. Lake County History Archives. The Lake County History Archives includes bound volumes, photographs, postcards, manuscripts, diaries, maps, and related material documenting Lake County's past.

### B. Museum Library

The Museum's library contains materials related to Lake County's history, Illinois history, exhibition development, copyright law, preservation of photographs and ephemera, and Museum collections.

### C. Education Collections

The Museum's education division maintains a small collection of duplicate, lesser quality, or reproduction items for the purpose of demonstration.



### III. Collecting Objectives

#### A. Policy

The collections of the Museum are of regional, national and international significance and are used for educational and research purposes. The Museum recognizes the importance of procuring new materials to improve the quality of its exhibitions, research capabilities, and educational activities.

Equally important is the obligation of the Museum to preserve and maintain its collections. Physical space limitations and other variables require selective acquisition of relevant and quality materials.

#### B. Procedure

The Museum's administration and collections staff shall establish objectives for developing and maintaining collections. The objectives shall be reviewed and established annually. In general, acquisition priorities are as follows:

1. Artifacts with a distinct relationship to Lake County, Illinois
2. Artifacts that strengthen established collection areas
3. Education
4. Exhibition
5. Artifacts of a general nature that are within the broad area of interest of the ~~m~~Museum as outlined by its scope.

Strengthening of collections may require the selective elimination of items (i.e., deaccession) to allow better utilization of resources, both human and financial. The process for deaccession is set forth in Section V. The staff shall prepare, when appropriate, an acquisitions and deaccession list for meeting stated objectives.

## IV. Acquisition

### A. Policy

#### 1. Acquisition Criteria

Historical materials will be accepted into the Museum's permanent collections, according to the following guidelines:

- a. The materials collected must be within the collecting scope of the Museum and relevant to its mission.
- b. The Museum must be able to store, preserve, and maintain artifacts according to professionally accepted standards.
- c. The materials must be legally acquirable according to the principle of historic preservation as observed in the museum profession.
- d. The materials must be free from donor restriction on their use, transfer, or disposal, or otherwise unencumbered as to the limit of their usefulness to the stated mission of the Museum.
- e. Appropriate documents of transfer must be obtainable at the time of acquisition.
- f. Foreseeable future use of the artifact.
- g. Satisfactory information about/provenance of the artifact.

#### 2. Authority to acquire

All new acquisitions will be reviewed by the Museum's Collections Committee (see below) and approved by the Superintendent of Educational Facilities. Once approved by the Committee and the Superintendent, a recommendation will be made to (i) the District's ~~Education, Cultural Resources and Public Affairs~~ Operations Committee for approval, if the acquisition requires a purchase less than or equal to \$25,000 or (ii) the District's Board of Commissioners for approval if the acquisition requires a purchase exceeding \$25,000. Staff shall not commit the Museum to accept any artifact(s) without the required approvals.

#### Collections Committee

The Museum's Collections Committee is comprised of the Superintendent of Educational Facilities, the Exhibitions and Collections Manager, the Education Manager, the Curator and the Registrar.

### B. Procedures

#### 1. Means of acquisitions

The Museum may acquire artifacts through donation, purchase, exchange, abandonment, or other appropriate means. Primarily, the Museum acquires artifacts through donation. However, to fulfill a specific exhibition requirement or strengthen an existing collection, artifacts may be purchased. When purchasing artifacts staff will adhere to the District's Purchasing Policies and Requirements Ordinance.

2. Care and maintenance

Because of its responsibility to maintain collections for the benefit of the public, the Museum will acquire only those materials that can be protected from deterioration caused by light, fluctuation in temperature and relative humidity, dust and dirt, vermin, and excessive or careless handling. (See also section VIII Collections Management.)

3. Potential future use

The Museum acquires artifacts to enhance its stated mission, not for the sake of acquisition. Artifacts that have little foreseeable use for exhibition, research, exchange, or sale will not be accepted.

4. Conditions of Gifts to the Museum

Generally, when an owner or his agent executes a deed of gift or similar instrument ("Deed of Gift"), the owner permanently conveys to the District and its successors the interests set forth in the Deed of Gift, but in any event, not less than all of the owner's rights, title, interest, and copyright to the property listed on the Deed of Gift.

Generally, in the case of photographs, letters or manuscripts, paintings or drawings, etc., the owner or agent signing on the face of the Deed of Gift transfers to the District as a gift, or for value received, all the signer's rights, title and interest in the photographs, paintings or drawings, letters or manuscripts, etc., described on the Deed of Gift including any copyright therein together with the right to copyright any of them for and on behalf of the District, unless it is specifically exempted on the Deed of Gift. Further clarifications include:

- a. Items given to the Museum may not be reclaimed by the donor or his heirs.
- b. Items may not be accepted with the understanding they will be exhibited permanently.
- c. Items may not be accepted with the understanding they be kept or retained by the Museum permanently. (See Section V Deaccession Policy.)
- d. Collections of items may not be accepted with the understanding they will be kept together or exhibited as a unit.
- e. Donated items may be copied or reproduced by or for the Museum for sale or distribution for the benefit of the Museum or its programs, unless such reproduction is specifically limited in writing on the Deed of Gift.
- f. Donations may be tax deductible; however, the Museum assumes no responsibility for appraising the value of artifacts presented.; however the donor

should rely on the donor's tax advisor regarding this issue.

5. Ownership

The commencement of ownership of an artifact varies with the means of acquisition. The following defines the beginning of ownership of acquired historical materials, unless otherwise provided for in the Deed of Gift.

- a. Donation: The District is considered owner of the donated item when:
  1. The object is in the physical possession of the District, and
  2. the object is accepted by the District, and
  3. the donor and the Superintendent of Educational Facilities have executed the Deed of Gift.
- b. Bequests: The District is considered owner of a bequeathed item when:
  1. The object is in the physical possession of the District, and
  2. the object is accepted by the District, and
  3. the executor and the Superintendent of Educational Facilities have executed the Deed of Gift.
- c. Purchase: The District is considered owner of a purchased item when:
  1. The object is in the physical possession of the District, and
  2. the object is accepted by the District, and
  3. the District renders payment.
- d. Exchange: The District is considered owner of an exchanged item when:
  1. The object is in the physical possession of the District, and
  2. the object is accepted by the District, and
  3. the other organization and the Superintendent of Educational Facilities have executed the Deed of Gift.
- d. Abandonment: Ownership commences in accordance with the legal statutes of the State of Illinois as pertaining to receipt of items by abandonment.

6. Documentation

The maintenance of accurate records on the acquisition, identification, location, and disposition of collection and loaned items is a major responsibility of the ~~Lake County Discovery Museum's~~ Museum's Collections Division. All items acquired shall be accessioned and adequately documented according to the Museum's registration procedures. (See registration under section VIII Collections Management.)

7. Valuation

If an item is acquired by means other than purchase, an appraisal shall be conducted by a professional appraiser; valuing the item as of the fiscal year in which the item was accessioned. A bill of sale or other evidence of payment (for purchased items) or an appraisal (for all other items) will be forwarded to the District's Finance Department so that the value of the acquired item can be identified for audit and accounting purposes.

## V. Deaccession

### A. Policy

The process of deaccessioning is the legal removal of duplicate, out-of-scope, or otherwise inappropriate collection material from the permanent collection of the Museum. Because the Museum holds its collections in the public trust, the deaccession process shall be deliberate and cautious and completed with the utmost integrity. In general, artifacts shall have permanence as long as:

1. They continue to be relevant to the stated mission of the Museum
2. They can be properly stored, maintained and used
3. They retain their authenticity
4. They retain their identity
5. They retain their physical integrity
6. They are not claimed by a group that is culturally affiliated to the artifact, that has rights to the object, and that has requested that the artifact be repatriated in accordance with the federal Native American Graves Protection and Repatriation (NAGPRA), its regulations, or other existing statutes.

The District's Board of Commissioners has final authority to approve deaccessions.

### B. Procedures

1. The Collections Committee shall meet as necessary.
2. Any staff member may recommend materials for deaccession and/or disposal. However, all materials proposed for deaccessioning must be examined by the Collections Committee.
3. Following discussion of any deaccession recommended by staff, the committee will forward its recommendations along with all written materials received to the Superintendent of Educational Facilities. The Superintendent of Educational Facilities will make the final determination and recommendations will be given to the ~~Education, Cultural Resources and Public Affairs~~ Operations Committee and Finance and ~~Administrative~~ Committee of the District's Board of Commissioners.
4. After the deaccessioning process is complete, the Collections Committee may make a recommendation to the ~~Education, Cultural Resources and Public Affairs~~ Operations Committee for the most appropriate method of disposal. Regarding artifact deaccession, the Collections Committee will be governed in this procedure by the following policies:
  - a. The District may dispose of materials in accordance with applicable statutory requirements. The Museum may engage in sale, trade, donation or whatever means would best benefit the collection, as allowed under such requirements.

- b. When deaccessioned materials are of primary research value, the District will make every effort to place such materials in an institution where they will be accessible to researchers.
- c. All funds received through the sale of materials from the collection will be used only for the acquisition or care and preservation of collections. Additionally, the ~~Education, Cultural Resources and Public Affairs~~ Operations Committee must review and make a recommendation regarding any final disposition of material and any related agreement between the District and the party acquiring the material.
- d. There will be no deaccession of collection materials when such action would violate any written agreements between the District and the donor.
- e. When procedures for deaccessioning items have been completed, all records pertaining to acquisition and cataloging shall be marked "deaccessioned" with the date, and the destination of the item. Value or consideration received (if any) shall be marked on the permanent records, which will then contain the entire history of the item while in the custody of the Museum. A listing of deaccessioned items and the value for each, if any, shall be forwarded to the Finance Department so that the items' value can be identified for audit and other accounting purposes.
- f. All of the museum's identifying numbers (i.e. accession numbers) will be removed prior to disposition.

C. Native American Graves Protection and Repatriation Act (NAGPRA): In some cases, the District is required to de-access certain objects, including human remains and associated and non-associated funerary objects, that have a cultural affiliation to a Native American tribe, and repatriate the remains and objects, pursuant to the federal Native American Graves Protection and Repatriation Act (NAGPRA). The Museum (i) fully supports the goals of NAGPRA and affirms its obligations to comply with the letter and spirit of its provisions, (ii) recognizes its obligation to care for cultural items with sensitivity and respect for their relationship to the cultures of tribal communities, and (iii) will abide by the American Alliance of Museums' policy on repatriation of Native American Ceremonial Objects and Human Remains (to the extent such policy is consistent with NAGPRA). Until such remains and objects are repatriated in accordance with NAGPRA, the Museum shall maintain the remains and objects in accordance with Section VIII. The deaccession and repatriation of remains and objects will be conducted in accordance with the following procedures:

- 1. If the cultural affiliation of Native American human remains and associated and non-associated funerary objects is established, the District, upon the request of a legitimate claimant, shall expeditiously return such remains and associated funerary objects to the requesting party where, as required by NAGPRA,: (A) the requesting party is the direct lineal descendant of an individual who owned the object; (B) the requesting Indian tribe or Native Hawaiian organization can show that the object was owned or controlled by the tribe or organization; or (C) the requesting Indian tribe or Native Hawaiian organization can show that the object was owned or controlled by a member thereof, provided that in the case where a sacred object was owned by a member thereof, there are no identifiable lineal

descendants of said member or the lineal descendent, who, after proper notice, have failed to make a claim for the object under NAGPRA.

2. A list of NAGPRA related items, which have been identified for repatriation and a legitimate claim (individual or tribe) has been established, will be brought before the ~~Education, Cultural Resources and Public Affairs~~Operations Committee and the Finance ~~and Administrative~~ Committee which will make recommendations to the Board of Commissioners regarding the proposed deaccessions.
3. The District shall return deaccessioned NAGPRA related items, and may assist with the re-interment as requested by the legitimate claimant (individual or tribe).
4. The District will repatriate any item in good faith pursuant to NAGPRA, and may apply for NAGPRA grant funds to assist with the repatriation and re-interment of human remains.

## **VI. Lake County History Archives**

### **A. Policy**

The Museum maintains the Lake County History Archives to provide the community with a repository that has information pertaining to the history of the people, institutions, places, and artifacts of Lake County that are not readily available from other public sources.

The Museum will also provide technical data to the public and other historical agencies on: mMuseum operations, copyright law, conservation materials, artifact identification, and preservation practices.

### **B. Procedures**

The following is the type of material that will be accepted into the Museum's Lake County archival collections:

1. Local materials such as governmental, institutional, and business records
2. County government records (e.g., tax records, court proceedings, etc.)
3. Illinois histories covering Lake County
4. Regional materials aiding Lake County research
5. Special collections judged valuable to the Museum
6. Archival materials (bound volumes, photographs, postcards, manuscripts, diaries, maps, reference), documenting Lake County's past.

## **VII. Loans**

### **A. Policy**

A loan is a temporary transfer of materials from one institution to another without transfer of ownership. Lending or borrowing is undertaken according to the terms of a loan agreement.

The Museum lends materials from its collections only to museums, historical societies, libraries or other institutions which, in the Museum's judgment, can comply with the conditions set forth in the loan agreement. The Museum may accept artifacts on a temporary basis from other institutions or individuals.

The Collections Committee will review requests for loans. After such review, the Superintendent of Educational Facilities shall either approve or reject a request for a loan and any related loan agreement. If, under State law, the loan or agreement requires approval of the District's Board of Commissioners, then it will be considered by the Board in its normal process for review of



agreements.

B. Procedure

1. Types of Loans

The Museum makes or receives loans for the purpose of:

1. Exhibition
2. Research

Items which are loaned by the Museum will be used only for the purpose stated on the loan agreement and may not be copied, photographed or reproduced except to record and publicize the exhibit. Additionally, admission charges may not be charged to view the loaned items except where usual and customary admission fees prevail. Institutions may not transfer artifacts to a third party without written consent of the District.

2. Insurance

The borrower of a Museum item must maintain casualty insurance, not less than the amount of the value of the item, with the amount and form of insurance determined by the District, from the time the item is removed from the Museum until it is returned in satisfactory condition. The borrower may elect to:

- a. Insure the loan under the borrower's policy in which case a certificate of insurance must be forwarded to the District prior to shipping date;
- b. Insure the loan under the District's insurance policy covering Museum collections, in which case the borrower must pay the pro-rated cost of insurance, or;
- c. In case of loans in which the total value of all items loaned is less than \$2,000, the borrower may, in lieu of insurance, agree to assume liability for loss or damage.

3. Restrictions

- a. Items will not be loaned to an individual for personal use under any circumstances.
- b. Loans will not be approved for extremely fragile materials or materials that will be used soon in a forthcoming exhibit.
- c. No restoration, repair or cleaning of artifacts may be performed by the borrower without prior District permission in writing. Such a request must state precisely what will be done to the artifact.

4. Duration

- a. Loans will be made generally for a maximum period of less than one year. The duration of the loan must be stated by the borrower at the time the request for a loan is made. Artifacts must be returned to the Museum at the end of the loan period unless an extension has previously been requested by the borrower and approved, in writing, by the District. The District will not engage in long term or indefinite loan of artifacts on a permanent or indefinite basis.
- b. Loans will be made only after receipt of a formal request on official letterhead. Requests must be received a minimum of 30 days prior to lending date.

5. Credit

Artifacts shall bear labels indicating that they were loaned by the ~~Lake County (IL) Discovery Museum~~ Bess Bower Dunn Museum of Lake County, Lake County Forest Preserve District.

6. Standards of Care and Transfer Responsibility

- a. The borrower must pay all cost for mailing, packing, crating and shipping, including charges for hiring special packers when necessary. Borrowers shall be responsible for movement of loan items.
- b. Artifacts must be given special care to protect them against loss, breakage or deterioration. Institutions must demonstrate their ability to comply with the following security measures:
  1. Small artifacts must be displayed in locked cases.
  2. Prints, maps and other flat material must be displayed in locked cases or mounted in the appropriate archival manner, according to the specifications of the Museum's collections staff.

3. Large items and costumes, not displayed in cases or behind glass, must have barriers sufficient to keep the public at a distance.
  4. Exhibit areas must be under surveillance by staff or volunteers when open to the public.
- C. Museum staff borrowing materials from other institutions will exercise the same care toward those materials as they would toward items in the permanent collection. All borrowed items will be insured under the District's insurance coverage through the Park District Risk Management Agency (PDRMA). District's Risk Manager for temporary inclusion in the policy.

## VIII. Collections Management

### A. General Policy

Collections are managed according to professionally acceptable standards as set forth by the American Alliance of Museums and the Society of American Archivists.

### B. Environment

The District recognizes that it cares for artifacts in the public trust, whether on exhibit, in storage, or used for research purposes. The Museum protects its artifacts and archival materials from deterioration through environmental monitoring with respect to the following factors:

1. Extreme fluctuation in temperature and relative humidity
2. Light exposure
3. Pollutants and abrasive particulate matter
4. Vermin and other pests
6. Handling
7. Water

### C. ——— Collections Access

1. Accessing Collection Storage Areas
  - a. All collections areas must be locked and/or alarmed when collections staff is not present.
  - b. Absolutely no food or drink is allowed in any collection areas.
  - c. Non-collections staff may not enter or work in collections areas without supervision of Museum collections staff or the Superintendent of Educational Facilities escort.
  - d. Collections volunteers are required to check-in with Museum collections staff and log in and out of collections areas.
2. Access to collections in storage is maintained under controlled conditions. The purpose of access to collections, not on exhibit, is for:
  - a. Research
  - b. Viewing of storage area for educational purposes.
  - c. To enhance the understanding of the operation of the Museum and to disseminate this knowledge to the public.
  - d. Maintenance by District personnel.
  - e. Care of collections by Museum collections staff.
3. Permission for access will be determined by the Museum's Exhibitions and Collections Manager
4. Individuals or groups requesting access to behind-the-scenes collections areas must be accompanied by a museum collections staff member. The Museum

reserves the right to limit the size of the group.

5. Access to collections not on display in the Museum galleries is arranged by appointment only with collections staff.
6. Use of the research collections shall be during specific hours. Researchers will not be allowed to use collections in the absence of collections staff.
7. Researchers must complete a research information sheet.
8. Researchers utilizing Museum materials must sign an agreement to abide by the Museum's policies and procedures for working with collections before being granted access. Guidelines for handling shall be available and explained in research areas.

#### D. Risk Management and Insurance

The Museum maintains an active risk management program to minimize risk of loss of its collections. This program includes scrutiny of physical plant for potential hazards and loss, and carrying insurance on its collections.

1. The Museum has an Emergency Preparedness Plan and will periodically review such Plan with the District's Risk Manager.
2. The Museum maintains a fire alarm system and a burglar alarm system linked directly to the police and fire departments.
3. The collections are to be insured, as appraised, through the District's insurance provider, PDRMA.

#### E. Registration

1. The Museum shall maintain permanent registration records for all material accepted for the collections. These records shall include all legal instruments related to these materials. Materials shall be accessioned and catalogued using a system appropriate to the particular collection.
2. A copy of the original Temporary Custody Receipt and the original Deed of Gift for each donation will be maintained in fireproof cabinets ~~in the Museum~~. Duplicates are maintained for use by collections staff.
3. The Museum maintains a photographic record of collection material at an off-site location.

#### F. Maintenance of Native American Ceremonial Objects and Human Remains

The Museum (i) fully supports the goals of NAGPRA and affirms its obligations to comply with the letter and spirit of its provisions, (ii) recognizes its obligation to care for

cultural items with sensitivity and respect for their relationship to the cultures of tribal communities, and (iii) will abide by the American Alliance of Museums' policy on repatriation of Native American Ceremonial Objects and Human Remains (to the extent such policy is consistent with NAGPRA). Until the Museum repatriates such items in accordance with Section V, the Museum will maintain and care for them as follows:

1. The District's contact person for NAGPRA requests is the Museum's Curator.
2. The Museum has compiled an inventory of NAGPRA related items, to the extent possible with information possessed by the Museum, and has also identified the geographical and cultural affiliation of items in consultation with appropriate tribal communities and Native American scholars.
3. Guidance for the storage, care, and display of these materials will be solicited through scholars, contacts in the appropriate Native American community, and from the Illinois State Museum in Springfield, Illinois and the Mitchell Museum of the American Indian in Evanston, Illinois.
4. Due to the constraints of the Museum's storage areas, the NAGPRA related items are unable to be stored in complete isolation but are closed from view.
5. The Museum will strive to resolve questions on the disposition and care of sensitive materials through cooperative and prompt discussions between the Museum and the appropriate tribal community.

## IX. Public Access

### A. Policy

The Museum provides photographic duplication, digital imaging services, and research services for its collections. These services provide access to collections while satisfying the preservation and security needs of the collections. These services also allow individuals and organizations to utilize the collections for exhibition, publication and audio-visual presentation purposes. (Loans are addressed in section VII).

### B. Photographic/Digital Reproduction

#### 1. Procedures

The following policies govern the Museum's duplication services:

- a. Photographic, digital imaging and photocopying services will be done by Museum staff. Researchers will NOT be allowed to produce their own copies either through borrowing original photographs or by bringing their own copy equipment into the Museum. The Museum must maintain its position as sole producer and provider of all copies. Filming and videotaping of archival material and artifacts may be performed by a professional photographer in the Museum's archives only with the consent and supervision of staff.
- b. All requests for photographic duplication and digital imaging services must follow conditions and procedures as outlined in the District's Fee Ordinance and the Photographic Duplication Contract.
- c. Copyright laws may govern or limit the making of photocopies and other reproductions of copyrighted material. Materials in the Museum's collections may be protected by copyright law. Applicants assume all responsibility for questions of copyright and invasion of privacy that may arise in the copying and use made of photographic and digital copies.
- d. Regarding archival material and three dimensional artifacts, only those that are in good condition, in storage or at the discretion of collections staff may be photographed, filmed, or videotaped.
- e. Press releases and/or promotional images are selectively provided at no charge.
- f. The Museum reserves the right to limit the number of copies; to restrict the use or reproduction of rare or valuable material; to make special quotations on material involving unusual difficulty in copying; and to charge a higher fee than specified in the District's Fee Ordinance.

2. Fees and Use of Images

a. Standard

Unless otherwise indicated, rates for 8"x10" and 4"x5" black and white photographic copy prints, 35mm color transparencies and digital images include both the cost of production and a fee for one time publication. The term "publication" is understood to include print, film, video, exhibition, advertising, and any other usage so defined by the Museum. "Non-profit" refers to any individual, government agency, or organization able to demonstrate legally recognized not-for-profit status. Fees are outlined in the District's Fee Ordinance.

Fees for the following will be quoted or negotiated upon request; filming or videotaping original materials, mass reproduction as unbound material, advertising use, local press, non-editorial publishing use (such as book jackets, end papers, menus, display, etc.), and reduced rates for donors needing copies of materials they have donated.

b. Reuse of Images

All requests for reuse or change in use must be applied for in writing.

c. Processing

Processing of a photographic order will proceed upon receipt of payment unless other arrangements are made. Orders are processed in the order they are received.

3. Conditions of Use

a. The following credit line must be used as appropriate: Courtesy of ~~Lake County (IL) Discovery Museum~~ Bess Bower Dunn Museum of Lake County, Lake County Forest Preserve District. When provided, the photographer's name must also be included in the credit line. CREDIT IS MANDATORY and will be provided as follows:

1. With printed matter, it is preferred that the basic credit line appear on the same or facing page as the illustration. (Negative numbers must appear near the illustration or at the point of credit.) Credit for each individual item is mandatory in all cases.

2. With exhibitions, credit will be provided within the exhibition area in a manner approved by the Museum.

b. The reproducer shall give the Museum one complimentary copy of any published work in which the photographic copy appears.

c. The reproducer shall not allow others to reproduce the photographic copy or any facsimile of it. **OTHERS MUST CONTACT THE MUSEUM FOR PERMISSION.**



- d. In authorizing the publication of a photographic copy, Museum does not surrender its own right to publish it or to grant others permission to do so.
- e. Materials in the collections of the Museum may be protected by copyright laws. Applicants for photographic copies of materials assume all responsibility for questions of copyright and invasion of privacy that may arise from the copying and use of photographic copies.

C. Research Services

1. Procedures

- a. Research requests are responded to by mail, phone, fax, e-mail or in person. Appointments for research must be made in advance.

D. Preservation and Collections Management Services

Collections staff may be consulted in artifact and archival preservation, as well as development and organization of collections.

E. Digital Collections

The Museum's digital collections will be created as part of ~~its~~ ~~the~~ ~~m~~ Museum's efforts to preserve artifacts and research materials, improve accessibility to the collections, and augment scholarly studies.

## **X. Ethics**

The staff of the Museum is aware that they represent the Museum through professional and private actions. The staff follows the guidelines set by the American Alliance of Museums and Society of American Archivists as appropriate.

Regarding collections, the Museum staff ensures that:

1. Collections in its custody support the Museum's mission and public trust responsibilities.
2. Collections in the Museum's custody are protected, secure, unencumbered, cared for, and preserved.
3. Collections in the Museum's custody are accounted for and documented.
4. Access to the collections and related information is permitted and regulated.
5. Acquisition, disposal, and loan activities are conducted in a manner that respects the protection and preservation of natural and cultural artifacts and archival material and discourages illicit trade in such materials.
6. Acquisition, disposal, and loan activities conform to its mission and public trust responsibilities.
7. Disposal of collections through sale, trade, or research activities is solely for the advancement of the Museum's mission. Use of proceeds from the sale of collection materials is restricted to the acquisition, care and preservation of collections.
8. Disposal of collections requires approval from the District's Board of Commissioners.
9. NAGPRA related items are displayed and cared for with sensitivity and respect for their relationship to the cultures of tribal communities, and consistent with museum professional standards. Guidance for the storage, care and display of these materials is solicited through scholars, contacts in the appropriate Native American community, and from the Illinois State Museum in Springfield, and the Mitchell Museum of the American Indian in Evanston, Illinois.
10. The Museum's collections-related activities promote the public good rather than individual financial gain.

## **Section 2**

### ***Museum Library***

#### **I. Purpose of Museum Library**

##### **A. Policy**

The Museum's Library provides access to all types of resources relating to the people, places and events of Lake County, IL. The library will also provide materials on conservation, museum studies, and topics related to education programs and museum exhibits.

##### **B. Procedures**

The library will;

1. Select, acquire, and maintain library materials in all formats in support of the research functions of the Lake County History Archives.
2. Participate in resource sharing programs such as Interlibrary Loan in order to allow access to resources not held in the Museum.
3. Establish policies and procedures that will ensure the preservation and security of the library materials.
4. Assist patrons with using the library materials.

## II. Collection Development Policy

### A. Policy

This collection development policy defines the present scope of the collection and will provide a guide for future growth and development of the collection. This policy will be evaluated on a regular basis to reflect the changes and additions to the curriculum of the educational programs, exhibitions, and the Museum's collections.

### B. Procedures

#### 1. Responsibility for Selection:

The Exhibitions and Collections Manager will have primary responsibility for planning the selection of materials, but Museum staff may recommend materials appropriate for their subject area. The manager will analyze the scope of the collection, plan for future acquisitions, and keep staff abreast of any new technology that will enhance usage of the materials.

#### 2. Criteria for Selection:

Materials shall be evaluated for purchase or addition to the collection according to the following guidelines:

- a. Materials related to Lake County history, conservation, and preservation are given priority. Assessment from standard reviewing media is a factor in the evaluation and selection of materials.
- b. Materials will be selected in a variety of formats (e.g. book, DVD, online, etc.). Hard cover binding (especially library binding) is preferable over paperback, if available.
- c. One copy of a title is purchased, unless additional copies are justified by projected heavy use.
- d. According to the Public Access Policy (Section IX), a reproducer of an image from the Lake County History Archives shall provide one copy of any material using such image as a required donation to the library.
- e. Materials suggested for purchase that will be used infrequently or for a one-time use will not be purchased if available through resource sharing programs such as ILLINET Online and OCLC.

#### 3. Criteria for Weeding

Materials may be removed from the library according to the following guidelines:

- a. *Timeliness.* Older editions will be removed when newer editions are available.
- b. *Content.* Materials may be withdrawn when no longer relevant to the needs of the Museum or the curriculum of the District's Education Department.

c. *Physical condition.* Materials will be removed if they are moldy or have deteriorated to the point that they can no longer be repaired.

d. *Duplicates.* Only a single copy of infrequently used materials will be kept.

#### 4. Funding for Materials

The majority of funds expended for library materials are budgeted annually through the Museum's budget. The library solicits and welcomes donations of funds and materials for the collection.

### **III. Periodicals**

The Museum subscribes to a number of magazines and newsletters. New issues will be available in the Museum library, and older issues shall be filed. Staff will maintain a Periodical Retention List for removing periodicals. Any periodicals that are permanently removed from the library collection will be given to another institution or recycled.

## **IV. Gifts of Materials**

The Museum library is grateful for unconditional gifts of books and other materials. With respect to gifts to the library, the following policies generally apply:

1. The Museum reserves the right to decide upon acceptance of a gift. The following types of gift materials will not be added to the collection:
  - a. Publications excluded by the collection development policy
  - b. Out-of-date materials not of historical value
  - c. A duplicate of an item already in the library unless it is a rare book
  - d. Material in poor physical condition
2. The Museum reserves the right to sell, give to other libraries, or otherwise dispose of gift materials that are not added to the library collection.
3. When materials are added to the collection, the donor may make no restrictions on the Museum's use of gift materials. The gift materials will become an integral part of the library collection. Gift items may not be reclaimed.

A letter of receipt for materials donated to the Museum will be provided, but placing a value on the material is the responsibility of the donor.