

**NORTH CAROLINA DIVISION OF STATE HISTORIC SITES AND PROPERTIES
COLLECTIONS MANAGEMENT POLICY**

Revised October 30, 2008

Revised February 24, 2017

Revised August 22, 2018

The purpose of this Collections Management Policy is to provide a basis for consistent action on matters concerning the collections of the North Carolina Division of State Historic Sites and Properties (herein referred to as "the Division"). It will be reviewed and updated every five years or as needed. This policy supersedes any previously written policy concerning the management of the Division's collections.

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I. Mission Statements

- A. "The Department of Cultural Resources shall maintain and administer State historic sites under the management of the Office of Archives and History for the collection, preservation, study, and exhibition of authentic artifacts and other historical materials relating to the history and heritage of North Carolina. The Department, with the approval of the Historical Commission, may acquire either by purchase, gift or loan such artifacts and materials, and, having acquired them, shall according to accepted museum practices classify, accession, preserve, and, where feasible, exhibit such materials and make them available for study."

G.S. 121-7 (a) North Carolina General Statutes

- B. The Division of State Historic Sites and Properties preserves, operates, and interprets significant historic sites, enabling visitors to explore North Carolina's rich and diverse heritage in an engaging, relevant manner. In pursuit of this mission, the Division is authorized to collect, preserve, study, and exhibit artifacts and historical materials relating to the history and heritage of North Carolina.

II. Collections

A. Types of collections

1. Permanent Collection - the primary collection, considered to be the core collection to fulfill the mandate of the Division of Historic Sites and Properties; composed of artifacts that meet the highest standards and are intended to be used for display and loans; artifacts in this collection are researched, catalogued, and inventoried
2. Exhibit Prop Collection – reproduction and period objects that are used to fill gaps in a site's Collection and intended to be used for display; these objects are inventoried and accessioned as a prop
3. Teaching Collection – objects of good quality that are expendable and intended to be used for public programs and demonstration; these objects are not accessioned or held in the public trust but are inventoried
4. Research Collection – objects acquired for the purposes of comparison, research, or scholarly study and composed of archives, images, printed materials and other objects maintained in a Staff Research Library; these objects are catalogued and inventoried
5. Study Collection – objects of poor quality that cannot be exhibited but may be used for comparison or research purposes; artifacts in this collection are catalogued and inventoried

B. Scope of Collections

The Division of State Historic Sites and Properties collects objects that relate directly to the scope of collection of one or more of the 24 historic sites it maintains. The Division also collects objects that put the history of one or more of the historic sites in context.

Each of the Historic Sites has a specific scope of collection. They are as follows:

1. **Alamance Battleground**

Artifacts relating to backcountry life in the mid to late 18th century and the War of the Regulation

2. **Governor Charles B. Aycock Birthplace**

Artifacts relating to the Aycock family farm, Governor Charles B. Aycock, and education in North Carolina in the late 19th and early 20th centuries

3. Historic Bath

Artifacts relating to the history of the town of Bath, specifically, artifacts relating to the histories of the Palmer-Marsh House, the Bonner House, the Van Der Veer House, and the St. Thomas Episcopal Church

4. Bennett Place

Artifacts relating to Civil War activities in North Carolina; specifically, the surrender of General Johnston to General Sherman and those artifacts relating to or representing the James Bennett family, their farm, and mid-19th century farm life

5. Bentonville Battleground

Artifacts relating to Civil War activities in North Carolina; specifically, the fighting in the Bentonville area, Civil War field medicine, and those artifacts relating to or representing the Harper family

6. Charlotte Hawkins Brown Museum

Artifacts relating to Dr. Brown's life, the history of the Palmer Memorial Institute, and African-American education

7. Brunswick Town/Fort Anderson

Artifacts relating to the history of Brunswick Town and its inhabitants and Fort Anderson and the people who served or lived there

8. CSS Neuse

Artifacts relating to Civil War activities in North Carolina, specifically relating to the *CSS Neuse*, the Kinston battles, eastern North Carolina wartime activity, and Confederate maritime history.

9. Governor Richard Caswell Memorial

Artifacts relating to the life of Governor Caswell and the American Revolution in North Carolina

10. Duke Homestead

Artifacts relating to the history of tobacco farming and industry in North Carolina, the Washington Duke family, the American Tobacco Company, and farm life in the third quarter of the 19th century

11. Historic Edenton

Artifacts relating to the history of the town of Edenton, and especially the Iredell family and Iredell House, Chowan County Courthouse, and Roanoke River Lighthouse.

12. Fort Dobbs

Artifacts relating to the history of Fort Dobbs, the Cherokee Indians, and the French and Indian War

13. Fort Fisher

Artifacts relating to Civil War activities in North Carolina, specifically relating to Fort Fisher and the blockade and the people who served there

14. **Historic Halifax**

Artifacts relating to the history of the town of Halifax and the Roanoke River Valley from 1760 to 1840

15. **Horne Creek Living Historical Farm**

Artifacts relating to the Hauser family and northwestern Piedmont farming of the early 20th century

16. **House in the Horseshoe**

Artifacts relating to the Alston family, the 1781 battle that occurred at the house, and Governor Benjamin Williams' later residence at this site

17. **North Carolina Transportation Museum**

Artifacts relating to the history of transportation in the state and its navigable waters

18. **President James K. Polk**

Artifacts relating to the life and times of President James K. Polk and to early 19th century pioneer lifestyles

19. **Reed Gold Mine**

Artifacts relating to the discovery of gold in North Carolina and the history of gold mining and minting gold in North Carolina

20. **Roanoke Island Festival Park**

Artifacts relating to the history of the Outer Banks

21. **Somerset Place**

Artifacts relating to the history of Somerset Place, its inhabitants, both enslaved and free, and plantation life in North Carolina

22. **Historic Stagville**

Artifacts relating to the Bennehan family plantation before the Civil War including its large African-American slave community and post-Civil War tenant farmer's residence

23. **North Carolina State Capitol**

Artifacts relating to the construction, operation, and history of the Capitol building

24. **Town Creek Indian Mound**

Artifacts relating to the Pee Dee Culture and Native American life in the 13th and 14th centuries. The collection is primarily archaeological. [Note: This collection is primarily curated by University of North Carolina Research Laboratories of Archaeology per the 1991 memorandum of agreement between DCR and UNCRLA.]

25. **Governor Zebulon B. Vance Birthplace**

Artifacts relating to the life of Governor Zebulon B. Vance and his military and political careers

26. **Thomas Wolfe Memorial**

Artifacts relating to the life of Thomas Wolfe and his family, specifically the boardinghouse run by his mother, Julia Wolfe

III. Acquisitions

The Division will adhere to professional ethics and all applicable laws in the acquisition of objects.

A. Authority to Acquire Objects

1. The Division has the responsibility and authority to collect historical materials relating to the history and heritage of North Carolina as defined in G.S. 121- 7 (a) and (b) North Carolina General Statutes.

B. Routine Acquisitions

The following criteria should be met by each object being considered for acquisition:

1. The object should have a demonstrated authenticity, a satisfactory provenance and, where feasible, clear proof of title.
2. The object should be consistent with the mission of the Division and must fall within the scope of collection for a specific site.
3. The object should fill a void in the existing collection or replace an inferior example.
4. The Division should be able to provide proper preservation, conservation, and storage of any acquired object.
5. The object should be in display condition or in a condition that the Division has the resources to conserve and maintain.
6. No objects that appear to have been looted, stolen, or otherwise illegally obtained will be considered for acquisition.
7. The object should not be encumbered by any conditions imposed by donor or seller, with the exception of the retention of intellectual property rights (copyright, patent, trademark, et al). Any conditions must be approved by the Collections Committee and the Division Director.
8. An object will be purchased only if a comparable object cannot be obtained by donation.

C. Non-Routine Acquisitions

Non-routine acquisitions require additional approval from the Deputy Director of Archives and History. Acquisitions are considered non-routine when they meet the following criteria:

1. When objects are large, defined as occupying a space (singly or grouped) exceeding 125 cubic feet (5 x 5 x 5 feet)
2. When a collection is extensive, defined as exceeding 100 objects
3. When an object represents a new area of collecting for Historic Sites
4. When it is necessary to solicit funds from private sources for the purchase, storage, conservation and/or transportation of an object
5. When the purchase of an object/collection exceeds \$5,000
6. When there is a potential problem or unusual circumstance not covered above

D. Types of Acquisitions

1. Gift

The Division acquires the majority of its collections through donations. Unconditional potential acquisitions may be deposited with the Division for ninety (90) days while under consideration.

Objects not approved for acquisition will be returned to the donor. Current Federal tax laws will be followed for charitable contributions.

2. Bequest

Objects may be donated to the Division through bequest. Whenever possible, planned bequests should be discussed with Division staff. A bequeathed object not appropriate for the Division's collection or that carries conditions or restrictions may be declined. Current Federal tax laws will be followed for charitable contributions.

3. Purchase

The acquisition budget is limited, so the Collections Committee will approve purchases if a comparable object cannot be obtained as a gift.

E. Collections Committee

The policies for the acquisition of objects by the Division are based on those of the Office of Archives and History.

1. Description

The Collections Committee is composed of the Chief Curator of the Division, who is the Chairman; the Division's curator; and the Division's registrar. The Collections Committee will meet monthly and is responsible for the general well-being of the Division's collections. The Committee is responsible for acquisition, deaccession, general care, and documentation of the collections and approval of outgoing loans. The Collections Committee Chairman reports to the Director of Curatorial Services who, in turn, notifies the Division Director of all Committee actions. Committee decisions are subject to approval by the Director of Curatorial Services and the Division Director.

2. A site may substitute its own Collections Committee for the Division's Collections Committee under the following conditions:

- a. The complex nature of the site and/or the size of its collection necessitate a separate Committee.
- b. The site committee will include at least one member of the Division's Collections Committee.
- c. The Division's Collections Committee approves the formation of the site committee.

IV. Deaccessions

The primary, legitimate reason for deaccession of an artifact is to improve the collection. The other reason is to return an object to its rightful owner. When considering deaccession of an object, the Collections Committee will conform to the Division's ethical standards and will comply with all local, state, and federal laws in force, as well as codes of ethics approved by the American Association of Museums.

A. Authority to Deaccession Artifacts

1. "The Department of Natural and Cultural Resources may, with the explicit approval of the North Carolina Historical Commission sell, trade, or place on loan any artifact owned by the State of North Carolina and in the custody of and curated by the Office of Archives and History, unless the sale, trade, or loan would be contrary to the terms of acquisition. The net proceeds of any sale, after deduction of the expenses attributable to that sale, shall be deposited in the Office of Archives and History Artifact Fund to the credit of the museum or archives that had custody of the artifact sold and shall be used only for the expenses associated with the purchase, maintenance, or conservation of other artifacts. No artifact curated by any agency of the Department of Natural and Cultural Resources may be pledged or mortgaged."

G.S. 121-7 (a) North Carolina General Statutes

2. No artifact will be deaccessioned because of the taste of staff members, because of current aesthetic fashions and taste, pressures brought by individuals or groups or consideration of fair market value.
3. Deaccessioned artifacts may not be sold, exchanged or given to staff members, their immediate families or their agents. Such persons may not purchase, receive such objects, or otherwise benefit from their sale or exchange.

B. Criteria for Deaccessioning

1. The artifact is no longer relevant and useful to the purposes and activities of the Division or site.
2. The Division or site is unable to preserve, care for and/or store the artifact properly.
3. The artifact has deteriorated beyond usefulness or repair.
4. The artifact has been determined to be a forgery or a fake.
5. The cost of conservation outweighs the historical significance of the artifact.
6. The artifact poses a potential danger and/or health risk to members of the staff and the public.
7. The Division does not have clear title and must return an artifact to its rightful owner.

C. Disposal of Deaccessioned Artifacts

Disposition and method of disposal of a deaccessioned artifact must be approved by the Department's Accession Committee and the North Carolina Historical Commission upon the recommendation of the Collections Committee.

Methods for disposal of deaccessioned artifacts include:

1. Offering artifacts deemed no longer relevant or useful to the Division first to other agencies within the Department of Natural and Cultural Resources as a permanent transfer.
2. Offering artifacts rejected by other agencies with the Department to other public museums, historic house museums, or historic sites.
3. Selling the object at public auction with the proceeds being deposited to the Office of Archives and History Artifact Fund, and credited to a specific site account to be used only for the expenses associated with the purchase, maintenance, or conservation of other artifacts.
4. Transferring the object to a prop or teaching collection or a research library.
5. Destroying the object if it is in total disrepair or poses a danger or a health risk.

V. Loans

A loan is a temporary transfer of artifacts between the Division and an individual or another institution for exhibition, education or research. Loans do not involve a change of ownership. All such objects will be cared for by the staff according to the Division's standard of care for its own collection.

A. Authority

1. All loans are subject to the approval of the appropriate Site Manager and the Collections Committee. The Division does not lend objects to individuals for any reason. Loans are only made to nonprofit, educational institutions. The Registrar should be notified at least thirty (30) days prior to the arrival of loaned collections so that proper records can be maintained and to ensure that adequate insurance is in place.
2. Permission from the lending institution or individual must be obtained before any photography of loaned objects, casting and other reproduction, or use of the image of any object occurs. No alterations may be made to any loaned object without written permission

from the lender.

3. The Division shall not accept or offer indefinite or permanent loans.

B. Incoming Loans

1. Incoming loans may be from individuals, museums, and public or private institutions. Any object placed in the custody of the Division for more than ninety (90) days will be considered a loan.
2. Incoming loans will be accepted for a period of not more than two years, renewable, and only for exhibition, educational or research purposes.

C. Outgoing Loans

1. Loan of artifacts from the Division's collections to other nonprofit, educational institutions and commercial entities will be considered on a case-by-case basis. Loans will not be made to private individuals. Only objects in stable condition will be considered for loan. Generally, objects on exhibit will not be loaned.
2. The borrowing institution must supply a completed Facilities Report, agree to bear all cost of insuring, packing, and transporting artifacts in a manner agreeable to the Division, and agree to protect the artifact in ways consistent with sound museum practice, subject to stipulations by the conservation staff.
3. The registrar will provide the borrower with the Outgoing Loan Agreement and will be responsible for maintaining contact with the borrower while a loan is in effect to assure that all agreements are properly executed.
4. Outgoing loans returned to the Division must be packed in the same manner as they were originally and according to all professional standards for packing and shipping. Decision about a courier accompanying an outgoing loan will be made on a case-by-case basis.
5. A loan can be recalled immediately by the Division if a collections staff member deems the object to be in danger or that the institution has not complied with the loan agreement. Otherwise, the Division will give a fourteen (14) day notice if it becomes necessary to terminate the loan for other reasons.

D. Objects Left in Custody

Objects in custody are items neither owned by nor formally lent to the Division, but are temporarily on the premises for examination, attribution or consideration for gift or purchase. An Incoming Receipt Form will be executed for all objects left in the custody of the Division. An object may be left in custody for a maximum of ninety (90) days. At the end of that period, the object must be accepted into a collection, placed on loan to the Division or returned to its owner.

E. Abandoned Cultural Property

1. An object is considered to be abandoned when the object was placed on loan with the Office of Archives and History for a period of time exceeding seven years or for an indefinite period of time or the object's status with the Office of Archives and History as a loan, gift, purchase or other arrangement is unknown.
2. To acquire title to abandoned property, or to return property to its rightful owner, the Division of State Historic Sites and Property will follow the regulations detailed in G.S. 121-52 and G.S. 121-56 North Carolina General Statutes
3. If any abandoned property is disputed, the Division of State Historic Sites and Property will follow the regulations detailed in G.S. 121-53 North Carolina General Statutes.

VI. Collections Care

A. Standards

All artifacts in the Permanent, Study, and Research Collections will be exhibited, stored, and cared for in a manner consistent with professional standards established by the American Association of Museums and the American Institute of Conservation.

B. Documentation

The Division of State Historic Sites and Properties and the Division of State History Museums, with the approval of the North Carolina Historical Commission, separated their collections and collection records in 1999. The Division now has a separate and distinct accessions system to document its collections.

1. Registration/Cataloguing

Proper registration is perhaps the most important aspect of collections management. Accurate records are necessary for identifying and interpreting artifacts. Proper documentation is the proof of legal ownership of the Division's collections. Duplicate item history files shall be maintained at each historic site.

2. Inventory

Maintaining a complete, up-to-date inventory of the collections shall be a joint effort between the registrar, curators, and the designated staff at each historic site. A complete inventory shall be conducted at each historic site at least every five (5) years.

3. Objects Found in Collection

Objects found in collections storage without documentation can be accessioned with the understanding that if the owner arrives with proper documentation and wants the objects returned, those objects will need to be deaccessioned (following prescribed procedures).

C. Conservation

1. Conservation of the Division's collections may only be undertaken by trained, professional Conservators. It is the responsibility of the Division's curators to ensure that any treatments, whether preventive or interventive, adhere to the ethics, principles, and guidelines put forth by the American Institute of Conservation and that the treatment is minimal and does not adversely affect the future welfare of the object. Prior to treatment, a detailed treatment proposal will be submitted for approval by the chief curator.
2. Should an outside conservator be contracted for treatments, a well-defined agreement will be formed between the Division and the conservator. Any treatment conducted by a contracted conservator will be monitored by the Division's curator to ensure the safety of the object. Objects on loan to the Division will not be repaired, cleaned or treated without the written permission of the owner of the objects.
3. Appropriate documentation of treatments, including photographs, will become part of the Item History File. The collections staff will work to ensure the safe handling and storage of the state's collections. The collections staff and site managers will also monitor and regulate the environment (temperature, humidity, light, pests) on an ongoing basis.

D. Insurance

1. The Division shall maintain fine arts insurance coverage on all permanent and loan collections as well as objects in custody within its care. The fine arts policy covers artifacts damaged or lost as defined by the current policy coverage. The Division's registrar is the liaison to the fine arts insurance provider.
2. All objects covered by the fine arts insurance policy must have clear documentation.

Information on fair market values for the collections will be updated periodically with the North Carolina Association of Independent Insurance Agents.

E. Public Access

1. Collections

- a. The Division holds collections in trust as an educational resource for the citizens of North Carolina.
- b. The collections will be made available by appointment through the site staff or collections staff for examination and photography, under proper control. Regular access to storage and conservation areas is limited to the collections staff and approved site staff. Other staff members, interns, volunteers, researchers, contractors, and professional guests may visit the storage area only in the company of one of the above staff. No food, drink or tobacco will be consumed in collections storage areas.

2. Documents

- a. All documents and collections records are "public records" as defined by GS 132-1(a)(b), - 6(b). They are the property of the citizens of North Carolina and are thus available to them.
- b. The registrar will be responsible for creating and maintaining collections records.
 - (1) Insurance valuations, bequest and gift paperwork, and other sensitive information will be available to non-collections staff and researchers by special permission from the collections staff. Accession files should not leave the Division office except for their occasional use by Division staff members.
 - (2) Photocopies of accession file records and photographs of artifacts may be made for researchers at the discretion of the collections staff at minimal cost.

VII. Ethics

A. Authority

In all matters dealing with the collections, the Division staff will abide by GS 121-7(a) and ascribe to the standard ethics policies set forth by the American Alliance of Museums and the American Institute for Conservation as well as the Ethics Policy adopted by the Division.

B. Conflict of Interest

Under no circumstances shall staff members use their positions for personal gain. Staff members and their immediate families shall not acquire objects through the deaccessioning process.

C. Personal Collecting

No Division staff member may compete with his or her institution in any personal collecting activity. Bequests, are exempt from this provision. A Division employee must inform his or her supervisor of all personal acquisitions within thirty (30) days. The historic site or museum then has the right to acquire, by gift or purchase, any object purchased or collected by a staff member. No Division employee may use his or her professional connection to promote personal collecting activities.

D. Appraisals

1. The ability to appraise, identify, and authenticate the types of artifacts collected by the Division is an important skill for all collections staff members. Collections Branch personnel should be reasonably informed about the fair market value of artifacts in their care to provide

- insurance values for the collection; however, the staff cannot offer appraisal services to the public.
2. Potential donors must seek the services of independent, qualified appraisers if they wish to have their collection evaluated for insurance, tax or other purposes. Division staff may provide the public with a list of appraisers, but may not show preference for a particular appraiser.

VIII. Emergency Preparedness

Each historic site should have its own Emergency Preparedness Plan detailing procedures for dealing with natural disasters as well as other disasters, such as broken water pipes, leaking roofs, fire, vandalism, and potential dangerous situations for visitors and staff. A comprehensive disaster plan should include prevention measures, staff training, emergency response procedures, a roster of key personnel with contact information and responsibilities, a list of emergency supplies, and a method for testing the plan.

IX. Copyright and Reproduction

No commercial or promotional use of the collections, information or images will be allowed without specific written approval granted by the Collections Committee. No photographs may be taken without the express permission of the Collections Committee. In policy and practice, the Division shall follow United States copyright law incorporated in Title 17 of the U.S. Code, as well as all subsequent legislation pertaining to copyright and other issues of intellectual property.


X. Exemptions

- A. The following sites, now under the supervision of the Division of State Historic Sites and Properties, may, at their discretion, exempt themselves from the provisions of this policy:
 1. Roanoke Island Festival Park
 2. Tryon Palace and Gardens
 3. *USS North Carolina*
 4. North Carolina Transportation Museum
- B. Nothing in this section shall be construed to prevent or prohibit consultation, cooperation or the rendering of assistance between the Division and exempt sites.

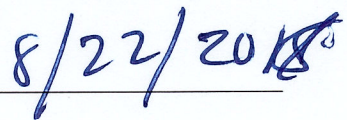
Policy Approval and Change

The North Carolina Historical Commission, the Deputy Secretary, Office of Archives and History, North Carolina Department of Natural and Cultural Resources, and the Director, North Carolina Division of State Historic Sites and Properties, on **February 24, 2017**, approved this policy. Any suggested changes should be submitted in writing to the Director, North Carolina Division of State Historic Sites and Properties. The Director shall submit any suggested changes to the Collections Committee for approval. No changes may be made without the written approval of the Deputy Secretary, Office of Archives and History, and the Director, Division of State Historic Sites and Properties, and the North Carolina Historical Commission.

Approved By: _____


(Chairman, North Carolina Historical Commission)

Date: _____



Approved By: W. J. Jun Date: 8/22/2013
(Deputy Secretary, Office of Archives and History)

Approved By: Kevin Cherry Date: 8/22/2013
(Director, Division of State Historic Sites and Properties)

Proposed Revisions to the
NORTH CAROLINA DIVISION OF STATE HISTORIC SITES AND PROPERTIES
COLLECTIONS MANAGEMENT POLICY

Page 1:

- * Addition of revision date
- * Deletion of last sentence in first paragraph

Page 2:

Under II. Collections, A. Types of Collections

- * Reorder of the listing of collections to indicate order of importance and not order of creation

Page 4:

Under II. Collections, B. Scope of Collections

- * Add 17. North Carolina Transportation Museum and 20. Roanoke Island Festival Park

GLOSSARY

The following glossary has been compiled from various publications and developed in-house.

Accession – An *accession* is an *acquisition* that a collecting institution has taken legal ownership of; the process of recording the acquisition as part of the collection

Accession number – A control number, unique to an artifact, whose purpose is identification; part of the numbering system encompassing the permanent collection of an institution; records the transaction whereby an object enters the collection

Accession record – A file containing the information documenting where the accessioned material came from, a brief description of the material, and how the institution took ownership of the accession

Acquisition – An object obtained by a collecting institution

Archives – Documents or records that relate to the dealings of a person, family, institution or community; a body of records or documents held for their safety and for research

Artifact – An object produced by human craft, especially a tool, weapon or ornament of historical or archaeological interest; an object formally taken into the collection of a museum or collecting institution

Bequest – An object or objects that are designated to be given as a gift by a person in his or her will

Cataloging – The process of classifying and documenting objects usually in complete descriptive detail resulting in extensive information in the form of files, publications, and automated data

Collections Management Policy – A written document, approved by an institution's governing body that specifies the institution's policies concerning all collections-related issues

Collections Manual – A professionally prepared set of guidelines describing how to establish, implement, and maintain control over and care of collections

Collections Plan – A plan that guides the content of collections and leads staff in a coordinated and uniform direction over time to refine and expand the value of the collection

Conservation – Maximizing the life of or minimizing the deterioration of an object through time, with as little change to the object as possible

Conservator – Trained professional who treats objects to repair damage, maximize endurance, and minimize deterioration

Curator – One who has responsibility for the care, research, exhibition, and increase or improvement of an institution's collection

Deaccession – The action of removing an accessioned artifact by due process from the permanent collection

Deed of Gift – A contract that transfers ownership of an object from a donor to an institution

Document – The process of producing records to identify and enhance the knowledge and value of collections with the intent of maintaining informational and intellectual control over them

Emergency Preparedness Plan – detailed procedures for dealing with natural disasters as well as other disasters, such as broken water pipes, leaking roofs, fire, vandalism, and potential dangerous situations for visitors and staff

Ethics – a code of conduct detailing correct professional behavior and actions

Exhibit Prop Collection – Reproduction, modern, and period objects that are used to fill in a site's collection

Extended Loan – An object loaned to an institution for long-term use

Facility Report – A form completed by the borrower of objects to demonstrate an institution's suitability as a venue to lenders of objects

Gift or Donation – A voluntary transfer of property by one party to another without compensation

Incoming Loan – An object borrowed by an institution; it is an incoming loan from the perspective of the borrowing institution; such a loan is an outgoing loan to the lending institution

Inventory – An itemized listing of objects, usually of objects for which an institution has assumed responsibility through either accession or loan; the act of physically locating objects for which an institution is responsible

Item History File – The official file consisting of all information and documentation about a collection

Loan – A temporary transfer of property without transfer of ownership

Loan Agreement – A contract between a lender and a borrower of an object, outlining the conditions of the loan and the respective responsibilities of each party

North Carolina Historical Commission – The governing board of the Department of Cultural Resources and, therefore, the North Carolina Division of State Historic Sites and Properties

Object – A material thing that occupies space and can be seen and touched

Outgoing Loan – An object loaned by a collecting institution to another institution; it is an outgoing loan from the perspective of the lending institution; such a loan is an incoming loan to the borrowing institution

Permanent Collection – Artifacts that are of intrinsic value to art, history, science or culture and that support the mission of the museum and are held and curated by the museum

Registrar – An individual with broad responsibilities in the development and enforcement of policies and procedures pertaining to the acquisition, management and disposition of collections; the registrar maintains the records pertaining to the objects for which the institution has assumed responsibility

Registration – The overall function of creating, controlling, and maintaining information about all artifacts owned by, and in the care, custody and control of, a collecting institution

Research Library – A collection of printed materials including books and archival materials, such as papers, negatives, photographic images; the collections are catalogued and inventoried and used for research

Restoration – returning the condition of an object to its original appearance

Study Collection – A collection of objects of lesser quality acquired for the purposes of comparison, research or scholarly study

Teaching Collection – Objects of good quality that are expendable and intended to be used for public programs and demonstration