



# Code of Ethics

## I. Preface

The James Monroe Museum is grounded in a tradition of public service. It is organized as a public trust, holding collections and information as a benefit for those the Museum was established to serve.

The law provides the basic framework for Museum operations. As a nonprofit institution, the Museum complies with applicable local, state, and federal laws and international conventions, as well as with the specific legal standards governing trust responsibilities. This Code of Ethics takes that compliance as given. But legal standards are a minimum. The James Monroe Museum does more than avoid legal liability; the Museum takes affirmative steps to maintain integrity so as to warrant public confidence.

The great majority of The James Monroe Museum Code of Ethics was adapted from the American Association of Museum (AAM) Code of Ethics.

## II. Mission Statement

*The James Monroe Museum and Memorial Library is dedicated to the study, interpretation and presentation of the life and times of the fifth President of the United States. Its mission is also to trace the social, political and intellectual influence of James Monroe and to present it within the context of his life through exhibitions, publications, scholarly presentations, community events, and educational programs. As an administrative unit of the University of Mary Washington, the museum contributes to a superior educational environment by serving as a cultural and professional resource for students, faculty, and staff. Reflecting the University's mission and the personal values of James Monroe, the museum supports adaptive learning, personal achievement, responsible leadership, service to others, and engaged citizenship in a global and diverse society.*

Loyalty to the mission of The James Monroe Museum and to the public it serves is the essence of this Museum's work, whether volunteer or paid. Where conflicts of interest arise — actual, potential, or perceived — the duty of loyalty must never be compromised. No individual may use his or her position in this Museum for personal gain or to benefit another at the expense of the Museum, its mission, its reputation, and the society it serves.

### III. Governance

#### Responsibilities

##### General

The Board of Visitors (BOV) of the University of Mary Washington is the governing authority of the Museum. The museum's Board of Regents (BOR) is an advisory body made up of persons appointed by the governor of Virginia with affiliations to either the University of Mary Washington or the James Monroe Memorial Foundation.

The Regents provide advice to the BOV on the operation of the Museum, on policy issues related to the Museum, and on the best ways in which the Museum can promote and publicize the life and accomplishments of President James Monroe and knowledge about his era and policies, including the Monroe Doctrine.

##### Conflict of Interest

The purpose of the Conflict of Interest Policy is to protect the University of Mary Washington's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, director or committee member of the Foundation. Such transactions may include services provided by the Foundation; purchase of services and/or tangibles from a vendor; and/or access to specialized or privileged information which can be used for personal gain. This policy is intended to supplement but not replace any Commonwealth of Virginia laws governing conflicts of interests applicable to nonprofit and charitable corporations. (See the University of Mary Washington Conflict of Interest Policy, sections B, C, D, E, F, and G for more details

<http://www.boarddocs.com/va/umw/Board.nsf/goto?open&id=93QK GK51CE04#> ).

### IV. Staff

#### Staff Responsibilities

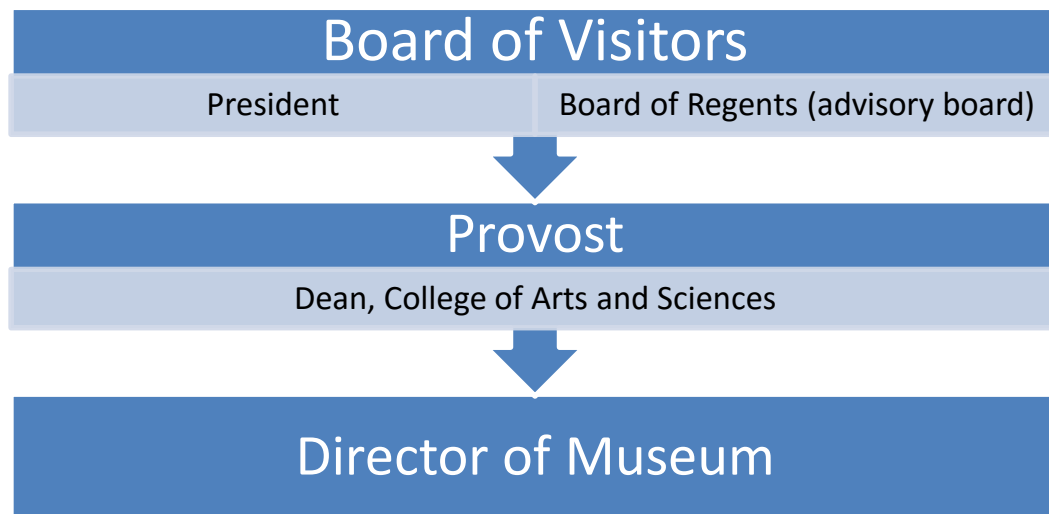
##### General

The James Monroe Museum's Board of Visitors, staff and volunteers, embrace fairness, inclusiveness, diversity, innovation and integrity and work to advance the Museum mission. Staff members include those who are employed by the Museum on a full-time, part-time, regular, and temporary.

All staff members are responsible for understanding the duties of their positions and executing those duties to the best of their abilities. The Museum promotes a working environment that values respect, fairness, and integrity. Its human resource policies are fair, establish clear expectations, and provide for meaningful and effective performance evaluation. Open communication among staff is highly valued.

To help all staff meet their potential and to sustain the Museum and encourage its growth, the senior staff model professional conduct and provide leadership, clarity, and respect for individuals and for diverse points of view.

### University of Mary Washington Administrative Structure



### Conflict of Interest

Museum staff should never abuse their official positions or their contacts within the museum community, compete with the Museum, or bring discredit or embarrassment to The James Monroe Museum or to their profession in any activity, Museum-related or not. They should be prepared to accept the restrictions that are necessary to maintain public confidence in museums and in the museum profession. The terms and restrictions listed here, as well as the reporting procedures and conditions of enforcement, should be read and clearly understood by all staff, interns and volunteers working with The James Monroe Museum.

### Gifts, Favors, Discounts, Dispensations

The James Monroe Museum is committed to the highest ethical principles in all relationships with business suppliers. Any Museum staff member who is authorized to spend Museum funds should do so with impartiality, honesty, and with regard only to the best interests of the Museum.

Museum staff and others in a close relationship to them must not accept gifts, favors, loans, or other dispensations or things of more than minimal value that are available to them in connection with their duties for the Museum. Gifts of minimal value are deemed to be those novelty items with advertising identification affixed to them and a value of less than \$50. Gifts include discounts on personal purchases from suppliers who sell items or furnish services to the Museum, except where such discounts are regularly offered to the general public. Gifts can also include offers of outside employment or other advantageous arrangements. Gifts in questionable taste, such as lottery tickets or alcoholic beverages, should be declined in all instances, regardless of cost or value.

Museum staff should not accept meals, accommodations and travel services while on official business, except when it is clear that acceptance of such services will not compromise the professional judgment of the staff member or the reputation of the Museum.

### Responsibility to Museum Property, Real and Intangible

No staff member should use, for personal gain, any object or item that is a part of the Museum's collection or under the guardianship of the Museum, or use any other property, supplies or resources of the Museum, except for the official business of the Museum. The name and reputation of this Museum are valuable assets and should not be exploited either for personal advantage or the advantage of any other person or entity.

Information about the administrative or non-scholarly activities of the Museum that staff may acquire in the course of their duties, which is not generally known or available to the public, must be treated as information proprietary to the Museum. Such information should not be used for personal advantages. Staff members are responsible for maintaining the security of confidential records and information, and the privacy of individuals or groups who support the Museum.

Staff members should be circumspect in referring members of the public to vendors. Whenever possible, more than a single qualified source should be named in order to avoid the appearance of personal favoritism in referrals.

### Outside Employment

Certain types of outside employment, including teaching, lecturing, writing, and consulting, can benefit both the Museum and the staff member by stimulating personal professional development. Such activity cannot interfere with the staff member's regular duties and the individual cannot take advantage of his/her Museum position for personal gain or appear to compromise the integrity of the Museum.

The staff member should recognize that when an outside activity is directly related to his/her regular duties for the Museum, s/he should discuss with his/her manager all aspects of that activity, including but not limited to the amount of time such activity will involve. Staff should complete a disclosure form outlining the details of the outside employment if it is related to the function s/he performs for the Museum.

In order to avoid any appearance that outside employment is related to the staff member's function at the Museum, the name of the Museum and the staff member's connection with it, should be used sparingly, if at all, in connection with outside employment. Certain types of employment can create potential ethical problems for the Museum since staff are often considered representatives of The James Monroe Museum, regardless of disclaimers made to the public. For this reason, appraisals or authentication may not be performed by Museum staff in any capacity.

Ownership of any materials written, designed or produced and financial remuneration for the sale or lease of such materials created while the staff member is paid by the Museum and is on official Museum time, is the property of the Museum. Therefore, the staff member should discuss with his/her manager the ownership of or remuneration for materials created outside of regular staff time before s/he begins working on such materials.

Staff members who are involved in employment of any kind that is unrelated to the work that they perform for the Museum are not required to complete disclosure forms.

### Outside Volunteer Activities

Staff members are encouraged to participate in voluntary outside activities with community groups or public service organizations. If a staff member volunteers for an organization or museum and s/he could appear to be acting in an official capacity as a member of the James Monroe Museum staff, disclosure is recommended to avoid possible misrepresentation. Museum professionals should conduct themselves so that

their activities on behalf of community or public service organizations do not reflect adversely on the reputation or integrity of this Museum.

When a member of the Museum staff speaks out on a public issue, s/he should make sure to do so as an individual. It is important to avoid the appearance of speaking or acting in an official capacity or on the Museum's behalf.

## V. Management Policy

### Personnel Practices and Equal Opportunity

The Commonwealth of Virginia is committed to providing equal employment opportunity for all employees and job applicants, regardless of their race, color, religion, sex, age, national origin, disability and political affiliation. Employment discrimination based on these traits is unlawful under both state and federal law. Equal opportunity extends to all aspects of employment including hiring, transfers, promotions, training, termination, working conditions, compensation, benefits and other terms and conditions of employment. The Commonwealth complies with federal and state equal-employment- opportunity laws and strives to keep the workplace free from all forms of unlawful discrimination, including harassment and retaliation. The Commonwealth's Department of Human Resource Management's (DHRM's) Office of Equal Employment Services (OEES) is responsible for enforcing policies concerning equal employment opportunity.

At the University of Mary Washington the principles of equal opportunity and affirmative action are practiced. The University does not discriminate on the basis of race, color, religion, disability, national origin, political affiliations, marital status, sex, age, or sexual orientation in recruiting, admitting, or enrolling students or hiring and promoting faculty and staff members. The University will not recognize or condone student, faculty, or staff organizations that discriminate in selecting members. Complaints of discrimination should be directed to the AAEEEO Officer of the University.

### Ownership of Scholarly Material

The objects in the Museum's collection, their documentation, and all additional documentation developed subsequent to their acquisition, are the property of the Museum.

Any and all materials or items developed, written, designed, drawn, painted, constructed, or installed by staff while carrying out their responsibilities as employees of the Museum, are considered to be the property of the Museum, with the Museum having the rights to all said property.

The Museum has the right to copyright or patent any and all such materials produced by its staff while carrying out their job responsibilities as employees of the Museum, when it deems it appropriate to do so. The Museum is entitled to receive any and all fees, royalties or honoraria earned in conjunction with any and all materials or items produced by staff, while carrying out their job responsibilities as employees of the Museum.

Individual staff should not accept any fees, royalties, honoraria or other payments for any materials or items that s/he developed, wrote, designed, drew, painted, constructed, or installed, either alone or with other staff, while carrying out his/her job responsibilities as a James Monroe Museum employee.

Museum staff may not duplicate materials developed at The James Monroe Museum, by them, or by any other staff or contractor to the Museum, for the purpose of resale or personal profit, including the use of artwork, written materials, graphics, three-dimensional design, electronic and mechanical design, audiovisuals, and computer software.

The Museum's ownership of such intellectual property, which was created while an individual was an employee of the Museum, continues after s/he leaves the Museum for any reason, including retirement.

### Fundraising Practices

Fundraising is a vital component of the financial health of this museum. Staff and volunteers involved in raising monies or soliciting other contributions or gifts-in-kind on behalf of the Museum, must do so with honesty as to the need for such contributions and must use donations only for the donor's intended purposes. Gifts should be solicited without the promise of opportunities or advantages not offered to all donors by previously defined guidelines. Staff and volunteers should hold confidential and leave intact, all lists, records, and documents acquired in connection with their fundraising efforts on behalf of The James Monroe Museum.

### Museum Store and Commercial Activities

The Museum Store and other commercial activities in the Museum, as well as publicity relating to them, should be in keeping with the Museum's mission, should be



relevant to the collections and basic educational purposes of the Museum, and must not compromise the quality of those collections. In arranging for the manufacture and sale of replicas, reproductions, or other commercial items adapted from an object in the Museum's collection, all aspects of the commercial venture must be carried out in a manner that will not discredit either the integrity of the Museum or the intrinsic value of the original object. Great care must be taken to identify permanently such objects for what they are, and to ensure the accuracy and the high quality of the manufacture. They should represent good value for money and comply with all relevant state and federal laws.

## VI. Collections

The distinctive character of museum ethics derives from the ownership, care, and use of objects, specimens, and living collections representing the world's natural and cultural common wealth. This stewardship of collections entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility, and responsible disposal.

No object shall knowingly be accepted or acquired for the Museum's collections if it is known to be stolen property, to have been illegally imported into the United States, or to have been otherwise collected illegally.

No Museum staff person or volunteer, member of the Board of Regents, member of the Board of Visitors, or employee of the University of Mary Washington may compete with the Museum for acquisition of an artifact. To prevent a conflict of interest, any such person offered or considering acquisition of an item which might be desired for the Museum's collection shall first offer the Museum, in writing, the option to acquire the item at the same cost or arrangement under which he or she is considering it. Only if the Museum Director states, in writing, that the Museum is not interested in securing the object, shall the individual be able to acquire it.

No member of the Museum staff, Board of Visitors, or Board of Regents shall appraise, or offer to appraise, the monetary value of any object within the collection, or of any item or items being offered for the collection. (See the James Monroe Museum Collections Management Policy for more information.

<http://www.boarddocs.com/va/umw/Board.nsf/goto?open&id=93QK GK51CE04#> ).

Members of The James Monroe Museum staff cannot acquire objects from the collections owned by or on loan to the Museum.

## VII. Effective Date of the Code of Ethics

This Code of Ethics was adopted on November 18, 2014.