




Hill College
Texas Heritage Museum
Collections Management Policy & Procedures
For Galleries and Collection
2017

Reviewed & Approved by:

Signature  Date 2/20/17

Dr. Pam Boehm, President of Hill College

Signature  Date 02-20-2017

John Versluis, Dean of the Texas Heritage Museum

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I. Introduction

The Texas Heritage Museum is entrusted by Hill College with the care of the museum's collection and its records. This responsibility includes passing both the collection and its records to future caretakers in better condition than received. Proper collections management and a good paper trail are essential to fulfilling this responsibility.

The Texas Heritage Museum Collections Management Policy outlines the procedures and forms to be used in management of the Collection beginning September 2005.

The Texas Heritage Museum collection records before September 2005 were incomplete or did not exist. All artifacts that the museum received prior to September, 2005 will be accessioned to the best knowledge of the museum staff through reconstruction of existing or missing records that can be found. A back log of records and accession ledgers will be re-created. This collection policy has set forth the highest standards of museum collection management; therefore, it will take time in order for the Texas Heritage Museum to meet all guidelines in this policy. The Texas Heritage Museum staff will continually strive to improve the stewardship of the collection.

The Texas Heritage Museum houses over 16,000 artifacts from the 1830s to the present consisting of over 10,000 artifacts in the permanent collection and estimated over 5,000 artifacts in the education collection. While the Texas Heritage Museum Historical Research Center Division houses over 12,500 books and 45,000 archival documents from the 1830s to the present. As such, both divisions have separate collection management policies. This arrangement allows for the growth of a large museum gallery collection under the direction of the American Alliance of Museums best practices and a large archival research center under the direction of the Society of American Archivists best practices.

II. Collections Committee

The Texas Heritage Museum (THM) Collections Committee consists of the Dean of the Texas Heritage Museum, the Collections Registrar, the entire Museum Staff that works with the museum collections, and one Hill College Faculty Member. This committee may alter the membership of the committee as appropriate.

A. Scope

1. The THM Collections Committee will meet at least once a month to consider new donations. All donations considered for the collection acquisitions are presented to the committee by the Registrar.
 - a) The Registrar will schedule a date and time for the meeting, and notify the committee members in advance.
 - b) The Registrar will present the artifacts to be considered for acquisition to the Texas Heritage Museum Collections Committee. If the artifacts cannot be physically present at the meeting, a photographic representation will be presented.
 - c) The Texas Heritage Museum Collections Committee reviews the acquisition reports and evaluates whether the artifacts meet the criteria for acquisitions for the THM permanent or educational collections.
 - d) The Texas Heritage Museum Collections Committee will have the final vote for artifacts to be accepted into the THM permanent or educational collections by a majority vote.
2. The Texas Heritage Museum Collections Committee will meet a couple times a year when artifacts are to be considered for deaccession. All artifacts considered for the THM collections deaccession are presented to the committee by the Registrar.
 - a) The Registrar will schedule a date and time for the meeting, and notify the committee members in advance.
 - b) The Registrar will present the artifacts to be considered for deaccession to the collections committee. If the artifacts cannot be physically present at the meeting, a photographic representation will be presented.
 - c) The Texas Heritage Museum Collections Committee reviews the deaccession reports and evaluates whether the artifacts meet the

criteria for deaccession from the THM permanent or educational collections.

- d) The Texas Heritage Museum Collections Committee will have the final vote for any artifacts to be deaccessioned from the THM permanent or educational collections by a majority vote.
- 3. The Dean of the Texas Heritage Museum will present a list of acquisition and/or deaccession artifacts from the THM permanent or educational collections to the President of Hill College on a monthly base for notification purposes only.

III. Collections Ethics

The Texas Heritage Museum properties and collections will be conserved in accordance with professional museum practices as established by the American Alliance of Museums except as otherwise provided by law.

The following collection ethical statement is an excerpt from the Texas Heritage Museum Code of Ethics Policy:

Collections

A. Scope

Collections and other historical resources are developed, managed, and conserved for use in research, exhibits, education programs, electronic media, and research for public and academic audiences. To ensure that these collections will be available for use in the future, utilization and access is governed by institutional policies, applicable rights of privacy, ownership, and intellectual freedom; and with current preservation philosophies and practices, especially those involving preventive conservation.

B. Acquisitions

The growth and development of collections adheres to the mission statement and acquisition policy of the THM, particularly to legal and ethical acquisition, clear ownership, provenance, condition, value, need, and ability to provide proper long-term care. The THM is committed to continued growth and development of collections, in a

manner that reflects quality and relevance over quantity. New acquisitions will emphasize collection integrity, object/specimen integrity, and maximum associated information.

C. Management, Care, and Use

The management, care, and use of these collections follow the collections policies of the THM, such as those for security, loans, emergency preparedness, and preventive conservation. Implementation of policies is based on written procedures that 1) meet disciplinary standards for the respective collections; 2) include specifications for providing proper care with respect to environment, storage, and handling; and 3) incorporate all parts of the collection, including objects, associated data, collection records, reference material, and specialized collections.

D. Appraisals

No staff member shall perform appraisals of collections or potential acquisitions. If a staff member provides information about third-party appraisers, the staff member should be sure to provide the information of multiple third-party appraisers to avoid the appearance of favoritism.

E. Disposal

All deaccessioned material is fully documented, clearly justified, disposed of appropriately, and free from problems of ownership, conflict of interest, and legal issues. No personal gain resulting from deaccessioned material is to be realized by any individual having affiliations with the THM or Hill College. Proceeds from the sale of deaccessioned items will be used for artifact acquisition or the direct care of the collections.

IV. Mission Statement

Texas Heritage Museum's mission is to explore Texas and Texans during wartime and how those experiences affect us today.

V. Acquisitions

The Texas Heritage Museum seeks and will consider additions to the permanent collection that further the Texas Heritage Museum's mission and promote a greater understanding and appreciation of military history and experiences of the people of Texas. As such, artifacts may be acquired through donation, bequest, or purchase when necessary conditions have been met. Artifacts accepted into the permanent collections accessioning shall be considered as permanent additions to the collection to be maintained in perpetuity as long as they retain their physical integrity, identity, and authenticity, and remain consistent with the Texas Heritage Museum's stated mission. Artifacts accepted into the education collections will supplement the primary collections goals of the Texas Heritage Museum. These items will support the research and educational functions of the Museum and will not be accessioned into the permanent collection.

There must be no legally binding restrictions contained in the terms of the gift or purchase unless determined otherwise by the Dean and Registrar of the Texas Heritage Museum.

A. Categories of Collections

The Texas Heritage Museum maintains two categories of collections.

1. Permanent Collections

Only collections relating directly to the Texas Heritage Museum's stated mission, subject to the concerns, protection, and collections care regulated by policy and law, shall be designated as permanent collections.

2. Education Collections

Education collections supplement the primary collections goals of the Texas Heritage Museum, but due to poor condition, vague provenance, or only a loose association with Texas military, they are maintained in order to support the research and educational functions of the Texas Heritage Museum, and do not become part of the permanent collection.

B. Criteria for Acquisitions

- 1. Donors must be apprised in writing of which category each artifact is to be classified and the terms and conditions of that category.**

2. All additions to the permanent and education collections of the Texas Heritage Museum must be approved by the Collections Committee.
3. All donations to the Texas Heritage Museum are considered outright, unconditional gifts unless determined otherwise by the THM Collections Committee at the time of accessioning.
4. The Registrar of the Texas Heritage Museum shall establish and maintain records pertaining to artifacts which have become part of the museum's collections. Additionally, the Registrar of the Texas Heritage Museum shall ascertain and procure all necessary documentation of title for artifacts obtained by the Museum.
5. All personal military groupings will be accessioned and be maintained together as one collection. All archival material will accompany the grouping. A reference index will be placed in the Historical Research Center for researchers to inquire about the personal military groupings.
6. The Dean of the Texas Heritage Museum and the Registrar of the Texas Heritage Museum shall only appraise donations for insurance purposes. If an individual wishes to have an IRS tax deduction for an artifact donated to the Texas Heritage Museum, they must have the donated artifact independently appraised.
7. The Texas Heritage Museum changes and/or rotates material on exhibition for preservation purposes. For this reason, no acquisition shall be considered with any stipulation of exhibition, unless determined otherwise by the Dean of the Texas Heritage Museum and the Registrar of the Texas Heritage Museum.
8. The Texas Heritage Museum will attempt to secure copyright, patent and/or trademark rights to all donated and/or purchased artifacts in order for the Texas Heritage Museum to have the full use of the acquisition, in accordance with existing copyright laws.

C. Procedures

1. Medal of Honor

The Texas Heritage Museum will follow the regulatory obligations from the Stolen Valor Act of 2013 and Title 18 U.S. Code § 704 (Public Law 113-296).

In General.— Whoever knowingly purchases, attempts to purchase, solicits for purchase, mails, ships, imports, exports, produces blank certificates of receipt for, manufactures, sells, attempts to sell, advertises for sale, trades, barter, or exchanges for anything of value any decoration or medal authorized by Congress for the armed forces of the United States, or any of the service medals or badges awarded to the members of such forces, or the ribbon, button, or rosette of any such badge, decoration or medal, or any colorable imitation thereof, except when authorized under regulations made pursuant to law, shall be fined under this title or imprisoned not more than six months, or both. Title 18 U.S. Code § 704 (Public Law 113-296).

The Dean of the Texas Heritage Museum is the state of Texas authorized agent to accept Medal of Honor artifacts through the US Department of Justice Bureau of Federal Investigation (FBI) on behalf of the Texas Heritage Museum, Hill College. All Federal and State laws will be followed for each donation.

When Medal of Honor artifacts come into the museum for a donation the only authorized agent to accept this type of donation is the Dean of the Texas Heritage Museum. Most donors who are going to donate these types of artifacts will call ahead and will need to make an appointment. If this type of donation comes in without an appointment immediately notify the Dean, if the Dean is unavailable you may not accept these type of artifacts, the donor will need to make an appointment and will have to come back to the museum with the donation at a later date.

See appendix 1 for the process of accepting Medal of Honor artifacts into the Texas Heritage Museum collection.

2. Firearms/ordinances/destructive devices (FODD)

The following are regulatory obligations for the 03 Federal Firearm Licenses Collectors of Curios and Relics and protocol for the authorized state agent to oversee the class III weapons under the National Firearms Act.

The Dean of the Texas Heritage Museum is the state of Texas authorized agent to accept (FODD) artifacts through the US Department of Justice Bureau of Alcohol, Tobacco, Firearms and Explosives on behalf of the Texas Heritage Museum, Hill College. The Dean of the Texas Heritage Museum is required to have a 03 Federal Firearms License Collector of Curios and Relics. All Federal and State laws will be followed for each donation.

When firearms/ordinances/destructive devices (FODD) come into the museum for a donation the only authorized agent to accept the firearm is the Dean of the Texas Heritage Museum. Most donors who are going to donate these types of artifacts will call ahead and will need to make an appointment. If this type of donation comes in without an appointment immediately notify the Dean, if the Dean is unavailable you may not accept these type of artifacts, the donor will need to make an appointment and will have to come back to the museum with the donation at a later date.

See appendix 2 for the process of accepting firearms /ordinances/ and destructive devices (FODD) into the Texas Heritage Museum collection.

3. Regular Artifacts may be left in the custody of the Texas Heritage Museum for consideration as donations.

All correspondence regarding or relating to collections artifacts must be copied to the Registrar for the collections files.

- a) When the Texas Heritage Museum receives a new donation, a staff member of the Texas Heritage Museum will complete a

Temporary Registration Receipt (TRR) if the artifact(s) is appropriate for collections. The TRR will contain as much information as the donor can provide regarding the provenance of the artifact(s) and will be signed by the donor indicating intent to donate. At the time of receipt, information on the accessioning process will be presented to donor to explain the possibility the donation will be declined in the future.

- b)** If a donation is received through the mail, the Registrar will attempt to contact the donor to confirm intent to donate and complete TRR.
- c)** If a donation is anonymous, the Registrar will complete TRR to the extent possible, and will list the donor as anonymous.
- d)** The donation will be placed in a segregated location of the collections storage area for pending accessions. If for any reason the donation must be temporarily located elsewhere, the location should be noted on the TRR.
- e)** The Registrar will conduct any necessary research and compile available information on the Artifact Justification Form.
- f)** All donations considered for the collection are presented by the Registrar to the Texas Heritage Museum Collections Committee.
 - i.** The Registrar will schedule a date and time for a meeting with the Texas Heritage Museum Collections Committee.
 - ii.** Artifacts considered for donation will be presented to the Texas Heritage Museum Collections Committee with justification of their value to the collection. If artifacts cannot be physically present at the meeting, a photographic representation will be presented.

- iii. The Texas Heritage Museum Collections Committee reviews the acquisition reports and evaluates whether the artifacts meet the criteria for acquisitions for the THM permanent or educational collections.
- iv. The Texas Heritage Museum Collections Committee will have the final vote for artifacts to be accepted into the THM permanent or educational collections by a majority vote.

D. Artifacts Declined

1. If an artifact has been declined as a gift by the Texas Heritage Museum Collections Committee, the Registrar will contact the donor within 30 days to schedule an appointment to return the artifact.
 - a) If the donation was received through the mail, or in other circumstances where possible, the donation will be returned through the mail using registered mail with a return receipt requested paid by the museum.
 - i. If the Texas Heritage Museum, after making all reasonable efforts, shall be unable to return the artifact(s) within sixty days after written notification, then the artifact shall be deemed an unrestricted gift to the Texas Heritage Museum, subject to transfer or disposal by whatever method determined by the Texas Heritage Museum Collections Committee.
- b) All documentation regarding declined donations will be retained with the information and filed in the declined donations folder.

E. Artifacts Accepted

1. Following the meeting with the Texas Heritage Museum Collections Committee, the Registrar of the Texas Heritage Museum will determine which artifacts were accepted and prepare a letter of acceptance to each donor.

The Dean of the Texas Heritage Museum will present a list of acquisition artifacts from the THM permanent or educational collections to the President of Hill College on a monthly base for notification purposes only.

- a)** The Registrar of the Texas Heritage Museum will also prepare two copies of the Deed of Gift form listing the artifact accession number.
 - i.** The letter of acceptance and both copies of the Deed of Gift will be mailed to the donor requesting that the donor sign both copies of the Deed of Gift and return a copy to the museum.
 - ii.** If the Texas Heritage Museum has not received the signed Deed of Gift in thirty days, another copy and a reminder letter will be mailed to the donor for signature. If an additional thirty days passes with no response a registered certified letter with return receipt will be mailed to the donor with a letter and Deed of Gift for signature. After all reasonable efforts to obtain a signed Deed of Gift prove unsuccessful in ninety days the artifact shall be deemed an unrestricted gift to the Texas Heritage Museum.
- b)** The Registrar of the Texas Heritage Museum will assemble and maintain an accession file on each donation. The file will be a complete history of actions regarding the donation that contains copies of all forms, correspondence, and information about the donation.
 - i.** The accession file will include the Temporary Registration Receipt (TRR), Deed of Gift Form, Letter of Acceptance, Artifact Worksheets, Condition Report, CD of Photographs of Artifact(s) and any other information regarding the donation.
 - ii.** Accession files will be organized according to accession number, or prior to being assigned a number, will be separated and organized alphabetically by donor's last name.

- c) Each artifact accessioned is recorded in the Accessions Ledger with the following information: accession number, artifact name, description, and donor/source.
- d) The Registrar of the Texas Heritage Museum will complete an Artifact Worksheet and Condition Report using the following guidelines and number the artifact according to professional standards within 60 days following the Texas Heritage Museum Collections Committee meeting.

Newly Obtained Artifact Worksheet guidelines:

- i. **Accession Number:** As assigned by Registrar of the Texas Heritage Museum.
- ii. **Title:** A brief title description of object that is informal.
- iii. **Classification:** Select one or more appropriate Classifications from *the Revised Nomenclature for Museum Cataloging*.
- iv. **Object Name:** Select appropriate Artifact Name from *Nomenclature* under chosen Classification.
- v. **Date:** The date should be as close as possible to the date the artifact was manufactured, made or used. After selecting a date, circle the phrase that best describes how accurate the date is. If uncertain about the date, circle “unknown.” Artifacts should not be dated by donor’s information unless confirmed by another source.
- vi. **Dimensions:** Use specific measurements and circle unit used in measuring. Overall, measurement will be taken from the customary position of the artifact. Location of

measurement should be noted for artifacts of varying dimensions.

- vii. **Maker/Artist:** The creator, author, engraver, printer, cartographer, designer. Note any information available from labels. Other attributions without supporting documentation should be mentioned in notes or provenance.
- viii. **Manufacturer/Retailer:** Includes distributor and advertiser.
- ix. **Marks/Inscriptions:** Include all writing on the artifact added after the artifact was produced, and note the location on the artifact.
- x. **Materials:** Include all primary materials used.
- xi. **Description:** Should be a detailed and objective discussion on artifact progressing from general to specific. Comments that are not factual should not be included in this section.
- xii. **Condition:** Circle term that best describes condition. Unless artifact is in perfect condition, describe condition in detail with reference to specific location on the artifact of any damage or deterioration.

The following key should be used for condition ratings:

Excellent: In perfect or near-perfect condition; all original parts; structurally sound; functional and in exhibitable condition; few marks, dents or scratches visible.

Good: All original parts; structurally sound and functional; scratched, marked, dented or cracked but not broken.

Fair: Some replacement parts; some pieces broken, separated, or missing, structure still intact but supports necessary.

Poor: Parts replaced, broken, separated, or missing; structurally unsound and unable to support its own weight; neither functional nor exhibit able; should either be conserved or deaccessioned.

- xiii. **Provenance:** History of artifact ownership and owners (when applicable). This is often information given by the donor.
 - xiv. **Related Artifacts:** List accession numbers of any other artifacts that are closely related in type or topic.
 - xv. **Notes/Other:** Use this space for important information that does not fit elsewhere or for a continuation of another section.
 - xvi. **Temporary Location:** Use this section for artifacts that are on exhibit.
 - xvii. **Permanent Location:** Use this section for artifacts that are placed in collection storage.
 - xviii. **Subject Classification:** Select from appropriate list of wars/time periods provided in Past Perfect.
 - xix. **Donor Name & Method of Acquisition:** List donor's name and representative of donor if delivered to Museum by someone else. Circle Method of Acquisition.
 - xx. **Cataloguing information:** Describe location of number, which should follow established guidelines.
- e) Upon completion of Artifact Worksheet, information will be entered into the computer database using Past Perfect software.

F. Backlog accessioning:

1. The Texas Heritage Museum collection records before September 2005 were incomplete or did not exist. All artifacts that the museum received prior to September, 2005 will be accessioned to the best knowledge of the

museum staff through reconstruction of existing or missing records that can be found.

- a) The Registrar of the Texas Heritage Museum will assemble and maintain an accession file on each donation. The file will be a complete history of actions regarding the donation that contains copies of all forms, correspondence, and information about the donation.
- b) Each artifact accessioned is recorded in the Accessions Ledger with the following information: accession number, accession date, artifact name, description, and source/information.
- c) Starting January 1, 2015 all backlog artifacts will follow the following procedures. All backlog firearms, ordnance, and artwork will be accessioned, cataloged and have condition reports. (same accessioning procedures as a newly obtained artifact) All other backlog artifacts will be accessioned and catalogued by the following:

Back Log Artifact Worksheet guidelines

- i. Donor Name & Method of Acquisition: List donor's name and representative of donor if delivered to Museum by someone else. Circle Method of Acquisition.
- ii. **Accession Number:** As assigned by Registrar of the Texas Heritage Museum.
- iii. **Home Location and/or Temporary Location:** Select exhibit title/description for temporary location. Select shelving bay or drawer # for home location.
- iv. **Object Name:** Select appropriate Artifact Name from Nomenclature under chosen Classification.
- v. **Classification:** Select one or more appropriate Classifications from *the Revised Nomenclature for Museum Cataloging*.

- vi. **Date:** The date should be as close as possible to the date the artifact was manufactured, made or used. After selecting a date, circle the phrase that best describes how accurate the date is. If uncertain about the date, circle “unknown.” Artifacts should not be dated by donor’s information unless confirmed by another source.
- vii. **Description:** Should be a detailed and objective discussion on artifact progressing from general to specific. Comments that are not factual should not be included in this section
- viii. **Condition:** Circle term that best describes condition. Unless artifact is in perfect condition, describe condition in detail with reference to specific location on the artifact of any damage or deterioration.

The following key should be used for condition ratings:

Excellent: In perfect or near-perfect condition; all original parts; structurally sound; functional and in exhibit able condition; few marks, dents or scratches visible.

Good: All original parts; structurally sound and functional; scratched, marked, dented or cracked but not broken.

Fair: Some replacement parts; some pieces broken, separated, or missing, structure still intact but supports necessary.

Poor: Parts replaced, broken, separated, or missing; structurally unsound and unable to support its own weight; neither functional nor exhibit able; should either be conserved or deaccessioned.

- xi. **Dimensions:** Use specific measurements and circle unit

used in measuring. Overall, measurement will be taken from the customary position of the artifact. Location of measurement should be noted for artifacts of varying dimensions.

- x. **Provenance:** History of artifact ownership and owners (when applicable). This is often information given by the donor.
 - xi. **Notes/Other:** This space will be used to indicate that a condition report will need to be processed.
 - xii. **Subject:** select the appropriate time period.
 - xiii. **Accessioned by:** Enter the name of the individual who accessioned the artifact.
- d) Upon completion of Artifact Worksheet, information will be entered into the computer database using Past Perfect software.

G. Numbering

1. Each artifact acquired for the permanent collection is given a permanent, unique number. This number is applied to the artifact and to all documentation. All artifacts will follow the Texas Heritage Museum numbering system. An exception will be considered when artifacts are transferred from another museum that maintains the original object identification numbers. In that case the museum transfer will receive a Texas Heritage Museum accession number, but will use the old object identification numbers.
 - a) The accession number consists of a sequential three-part numbering system used for artifacts assigned to the permanent collection. The first part of the number indicates the year the artifact is accessioned and is the four digits of the year. The second number designates the number of the acquisition/donation and is assigned in the order that the artifacts are accepted by the Dean of the Texas Heritage Museum.
 - i. For example, the fifteenth acquisition/donation in 2000

would be assigned the number 2000.15. Each artifact within the acquisition/donation is assigned the third part of the number, as needed. For example, the artifacts of the fifteenth accession of 2000 would be assigned numbers beginning with 2000.15.01, 2000.15.02, etc. Each part of the accession number is separated by a decimal.

When a single artifact has component parts that physically fit together, such as a box with a removable lid, the whole artifact is assigned one accession number that is then given a letter suffix to distinguish between parts. A letter suffix is also given to artifacts that are donated as a pair, such as a pair of shoes. Examples of component part numbering are as follows:

Two piece dress with separate belt

2000.15.01a	Bodice
2000.15.01b	Skirt
2000.15.01c	Belt

Box with removable lid

1999.20.01a	Box
1999.20.01b	Lid

Chest with removable drawers

2001.05.05a	Chest
2001.05.05b-f	Drawers

Pair of shoes

1998.30.01a	Right Shoe
1998.30.01b	Left Shoe

Donations that are being accessioned containing separate artifacts must be assigned an individual one three-part accession number. Examples are as follows:

Collection of three coins

2002.09.01
2002.09.02

2002.09.03

Collection of three WWII Flags

1997.18.01

1997.18.02

1997.18.03

H. Artifacts Found in Collection (F.I.C.)

1. All F.I.C. artifacts that were placed in the museum between 1962 through August 31, 2005 will either be placed in the Permanent Collections or in the Educational Collections.

- a) All F.I. C. artifacts are objects that remain without status after all attempts to reconcile them to existing records fail. Artifacts found in the collection with no documentation to indicate the Museum's ownership will be assigned a three-part number similar to other artifacts, but the second part will always be 00. Numbers will only be assigned following a complete search of records. The first number will always be the current year the artifact is been accessioned by the museum staff as an F.I.C. Examples of Found in Collection numbering are as follows:

Chair F.I.C. 2001	2001.00.01
Glass Plate F.I.C. 2002	2002.00.01
Dress F.I.C. 2002	2002.00.02

- b) Noted that the prior museum administration in 2004 grouped over 600 F.I.C. into one accession number 2004.03, known as the Hill College Collection. These artifacts were processed as F.I.C. even though they were given a regular accession number. The 2004.03 accessioning numbers will stay the same and be treated as F.I.C. There is no documentation for this collection. It appears as though the prior museum staff tried to consolidate all of the purchases from several years previous into a single Hill College collection. There are no receipts or supporting documents, but the prior staff did complete condition reports and completed an inventory, including numbers. When a physical receipt for one of these artifacts is found, the staff will "redo" the artifact accessioning using the correct accession numbers, adding the more accurate

information about the artifact, and making a note of its previous 2004.03 object number.

- c) Artifacts Found in collection will be recorded in a separate collections ledger and will be tagged with a permanent F.I.C. number.
- d) The Texas Heritage Museum will follow the Texas Property Code Title 6a. Property Loaned To Museums Chapter 80. Ownership, Conservation, and Disposition of Property Loaned to Museum.
- e) All F.I.C. in the Permanent Collection and Educational Collection will follow the above stated law. F.I.C. artifacts in the Permanent Collection will not be considered for deaccessioning and in the Educational Collection for disposal without the museum following the above stated law. On or after September 1, 2020 the museum 15 year waiting period will be over and the F.I.C. artifacts can go through the process making the F.I.C. artifacts the property of the Texas Heritage Museum, Hill College.

2. F.I.C. accessioning:

- a) Each F.I.C. artifact accessioned is recorded in the F.I.C. Accession Ledger with the following information: F.I.C. accession number, date accessioned, artifact name, description, and source information.
- b) Starting January 1, 2015 all F.I.C. artifacts to be placed in the Permanent collection and/or Hill College Collection will follow the following procedures. All F.I.C. firearms, ordnance, and artwork will be accessioned, cataloged and have condition reports.

All other artifacts will be accessioned and catalogued by the following:

F.I.C. Back Log Worksheet guidelines

- i. **Accession Number:** As assigned by Registrar of the Texas Heritage Museum.
- ii. **Home Location and/or Temporary Location:** Select exhibit title/description for temporary location. Select shelving bay or drawer # for home location.
- iii. **Object Name:** Select appropriate Artifact Name from *Nomenclature* under chosen Classification.
- iv. **Classification:** Select one or more appropriate Classifications from *the Revised Nomenclature for Museum Cataloging*.
- v. **Date:** The date should be as close as possible to the date the artifact was manufactured, made or used. After selecting a date, circle the phrase that best describes how accurate the date is. If uncertain about the date, circle "unknown." Artifacts should not be dated by donor's information unless confirmed by another source.
- vi. **Description:** Should be a detailed and objective discussion on artifact progressing from general to specific. Comments that are not factual should not be included in this section.
- vii. **Condition:** Circle term that best describes condition. Unless artifact is in perfect condition, describe condition in detail with reference to specific location on the artifact of any damage or deterioration.

The following key should be used for condition ratings:

Excellent: In perfect or near-perfect condition; all original parts; structurally sound; functional and in exhibit able condition; few marks, dents or scratches visible.

Good: All original parts; structurally sound and functional; scratched, marked, dented or cracked but not

broken.

Fair: Some replacement parts; some pieces broken, separated, or missing, structure still intact but supports necessary.

Poor: Parts replaced, broken, separated, or missing; structurally unsound and unable to support its own weight; neither functional nor exhibit able; should either be conserved or deaccessioned.

- viii. **Dimensions:** Use specific measurements and circle unit used in measuring. Overall, measurement will be taken from the customary position of the artifact. Location of measurement should be noted for artifacts of varying dimensions.
 - ix. **Notes/Other:** This space will be used to indicate that a condition report will need to be processed.
 - x. **Subject:** select the appropriate time period.
 - xi. **Accessioned by:** Enter the name of the individual who accessioned the artifact.
- c) Upon completion of Artifact Worksheet, information will be entered into the computer database using Past Perfect software

I. Educational Collection

- 1. Education collections supplement the primary collections goals of the Texas Heritage Museum, but due to poor condition, vague provenance, or only a loose association with Texas military, they are maintained in order to support the research and educational functions of the Texas Heritage Museum, and do not become part of the permanent collection.
 - a) A ledger will be maintained in Microsoft Excel with the following: documenting the donor name, (Edu. Number), when placed in collection, description of artifact, when removed from collection.

- b) Note: Artifacts in the Education collection will be numbered, preceded by (Edu.). Examples of numbering are as follows:

Box with removable lid

Edu.1999.20.01a Box

Edu.1999.20.01b Lid

- c) An artifact may be removed from the educational collection and discarded by the following methods, in accordance with all state and federal regulations and professional museum practices:
- i. Transfer of artifact to another museum or non-profit institution.
 - ii. Sale of artifact, only through competitive means, where the Texas Heritage Museum's identity may or may not remain anonymous.
 - iii. Destruction that are of hazardous nature or in a state of deterioration beyond redemption.

VI. Deaccessions

A. Introduction

The Texas Heritage Museum must be able to protect and improve the quality of its collections through exchange, transfer, or disposal of artifacts. Deaccessioning is the process of permanently removing accessioned artifacts from the collection. Museum artifacts will be disposed of in compliance with appropriate state laws and regulations. All deaccessions must be in accordance with the established Museum Collections Policy.

B. Criteria for Deaccessioning

1. In order for an artifact to be considered for deaccessioning, it must meet at least one of the following criteria:

- a) Falls outside the scope of the Texas Heritage Museum's

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THM Galleries & Collections, Collections Management Policy & Procedures Created by John Versluis 9/01/2005

Revised by John Versluis 10/29/2007; 12/08/2008;
06/25/2009; 08/01/2012; 09/09/2015; 10/10/2016;
02/21/2017

Collections Policy.

- b)** Duplicates one or more artifacts in the collection.
- c)** Lacks physical integrity or has deteriorated beyond usefulness.
- d)** The authenticity of the artifact has been firmly refuted by an authority with the expertise relevant to the artifact in question.
- e)** The artifact contains or is composed of materials hazardous to the safety of persons or of other artifacts in the collections.
- f)** The artifact cannot be properly preserved by the Texas Heritage Museum.
- g)** The artifact is subject to legislation requiring its removal.
- h)** Return of artifacts to the original donor only after the said donor can produce clear ownership or title to the object and the Texas Heritage Museum cannot.

The Texas Heritage Museum staff shall make every reasonable effort to ascertain that the Texas Heritage Museum is legally free to deaccession the artifact in question. There must be no legally binding restrictions contained in the original terms of gift or purchase that prohibit disposal. Such restrictions shall be strictly observed unless deviation from these restrictions has been authorized by a court of competent jurisdiction.

C. Procedures

- 1.** The THM Collections Committee will meet at least twice a year. All objects considered for the THM collections deaccession are presented to the committee by the Registrar.
 - a)** The Registrar will schedule a date and time for the meeting, and notify the committee members in advance.
 - b)** The Registrar will present the artifacts to be considered for deaccession to the collections committee. If the artifacts cannot be

physically present at the meeting, a photographic representation will be presented.

- c) The Collections Committee reviews the deaccession reports and evaluates whether the artifacts meet the criteria for deaccession from the THM permanent or educational collections.
 - d) The Collections Committee will have the final vote for any objects to be deaccessioned from the THM permanent or educational collections by a majority vote.
- 3. The Dean of the Texas Heritage Museum will present a list of deaccession artifacts from the THM permanent or educational collections to the President of Hill College on a monthly base for notification purposes only.

D. Purchaser Restrictions

- 1. Deaccessioned artifacts shall not be transferred by any means to Texas Heritage Museum employees, volunteers, Dean of the Texas Heritage Museum, their families, or representatives.

E. Method of Disposal

- 1. Deaccessioned artifacts shall be disposed of by the following methods, in accordance with all state and federal regulations and professional museum practices:
 - a) Sale of artifact, only through competitive means, where the Texas Heritage Museum's identity may or may not remain anonymous.
 - b) Destruction of deaccessioned artifacts that are of hazardous nature or in a state of deterioration beyond redemption.
 - c) Transferal of artifacts to non-accessioned collection for use in research or educational programming.

- d) Transferal of artifacts to another museum.
- e) Return of artifacts to the original donor only after the said donor can produce clear ownership or title to the object and the Texas Heritage Museum cannot.

F. Final Disposition of Proceeds

1. Disposal

All deaccessioned material is fully documented, clearly justified, disposed of appropriately, and free from problems of ownership, conflict of interest, and legal issues. No personal gain resulting from deaccessioned material is to be realized by any individual having affiliations with the THM or Hill College. Proceeds from the sale of deaccessioned items will be used for artifact acquisition or the direct care of the collections.

G. Records of Deaccessioning

- 1. The Texas Heritage Museum shall maintain permanent records of all deaccessioned artifacts specifying the justification of removal and means of disposal. When the deaccession is approved by the Dean of the Texas Heritage Museum, the Registrar of the Texas Heritage Museum will update all records relevant to the deaccessioned artifact including the Accession Ledger and Accession File will be transferred to the Deaccession Ledger and Deaccession File. The Texas Heritage Museum numbers will be removed from the artifact before final disposition.

H. Requests for Return of Collection Artifacts

- 1. Occasionally a request to return a collection artifact to the original donor or the donor's heirs will be received by the Texas Heritage Museum. The Dean of the Texas Heritage Museum will be notified of such requests immediately.
 - a) The Registrar of the Texas Heritage Museum will research all files and information regarding the artifact to determine if the

Texas Heritage Museum has free and clear title or to determine restrictions placed on the artifact at the time of accession.

- b) The Registrar will recommend to the Texas Heritage Museum Collections Committee for the objects in question for deaccessioning if said donor can produce clear ownership or title to the object and the Texas Heritage Museum cannot. Furthermore, the said donor can prove that no IRS tax exemption were taken when the artifact was brought to the museum.
- c) If the artifact is approved by the Texas Heritage Museum Collections Committee to be returned to the owner then the Registrar will fill out the deaccession of artifacts receipt form and both the Registrar and owner will sign the release.

I. Deaccession of Loan Artifacts

1. If an artifact on loan has been accessioned into the collection for some reason, it must still be deaccessioned through the above process prior to return to the lender.

VII. Loans

A. Incoming Loans

The Texas Heritage Museum may borrow material for exhibition and other special purposes such as research or public presentation for a specified period of time not to exceed a renewable one year term. Loans will be considered on an individual basis and conditions may be applied.

The following requirements apply to all loans to the Texas Heritage Museum after the effective date of this policy, September 1, 2005:

1. Care and Handling

Artifacts loaned to the Texas Heritage Museum will receive the same degree of care given to similar artifacts owned by the Texas Heritage Museum. The condition of the loan artifacts will be established in writing prior to the loan. Evidence of damage to artifacts at the time of receipt or while in the Texas Heritage Museum's custody will be reported immediately to the lender. No alteration, restoration, or repair to artifacts will be undertaken without the written authorization of the lender. The Texas Heritage Museum will not be responsible for natural deterioration or damage accrued by Acts of God for artifacts on loan. The loan agreement will be signed by the lender.

Costs of transportation and packing will be borne by the Texas Heritage Museum unless otherwise stated. The method of shipment must be agreed upon by both parties.

2. Insurance

The Texas Heritage Museum will insure the loaned artifact under its blanket policy, subject to the standard exclusions for a fair and reasonable amount specified on the face of the loan agreement. Artifacts will be insured while in transit and on location during the period of the loan. The lender agrees that, in the event of loss or damage, recovery shall be limited to such amount as may be paid by the insurer, thereby releasing the Texas Heritage Museum from liability for all claims arising out of such loss or damage.

3. Publicity and Photography

The Texas Heritage Museum will comply with the lenders policy regarding photographing and copying of artifacts on loan. Publicity and exhibition labels will credit lenders in accordance with the agreement.

4. Return of Loans

Unless renewed, loans at the Texas Heritage Museum will be returned to the lender within thirty days of the expiration of the loan period. The Texas Heritage Museum will not be responsible for the conservation or restoration of loan artifacts unless in agreement with the lender.

If the lender requests the return of a loan prior to the agreed upon expiration date, such requests must be in writing to the Dean of the Texas Heritage Museum.

If a lender fails to reclaim loaned artifacts at the end of the loan period artifacts will be dealt with according to the following procedure:

- a) If the Registrar of the Texas Heritage Museum, after making all reasonable efforts, shall be unable to return the artifact within sixty days after written notification, then the Texas Heritage Museum shall have the absolute right to place the artifact in storage and to charge regular storage and insurance fees. These fees will be determined on a case by case basis.
- b) If, after one year following notification, the artifact still has not been reclaimed, then, in consideration for storage, insurance, and safekeeping during such period, the artifact shall be deemed an unrestricted gift to the Texas Heritage Museum.
- c) Final disposition of the artifact shall be determined by the Dean of the Texas Heritage Museum and the Registrar of the Texas Heritage Museum.
- d) Loaned artifacts may only be returned to the original lender or their proven heirs. In the event that the request is made by the original lender's descendants, the requestor must provide proof that they are an heir to reclaim any artifact. In situations with more than a single heir, all heirs must agree, in writing, to reclaim an artifact.

5. Procedures for Incoming Loans

- a) When the need for such an incoming loan has been established by the Registrar of the Texas Heritage Museum and approved by the Museum Dean of the Texas Heritage Museum, the Loan Agreement form will be completed and presented to the lender for signature.
- b) The artifact(s) will be assigned a temporary loan number, tagged, and photographed. Upon completion all, information will be

entered into the computer database using Past Perfect software.

- c) A file of all Loan Agreements will be maintained and a list of loans by lender, loan number, and date due to be returned will be maintained and updated monthly.
- d) Loans will be returned by the Registrar of the Texas Heritage Museum in the same manner that they were received unless otherwise specified. When a loan is returned, the lender will again sign and date the loan form denoting all artifacts have been returned.
- e) Upon completion of the return, the loan file will be moved from the current to the closed file and the same in Past Perfect database.
- f) Should a loaned artifact become a gift, the procedure outlined in "Acquisitions" will be followed.

B. Outgoing Loans

The Texas Heritage Museum will loan artifacts from the collections to public and private organizations. Such loans must be for specified public purposes and for a specified period not to exceed one year, which may be renewed by the Dean of the Texas Heritage Museum. All loan requests will be submitted to the Registrar of the Texas Heritage Museum, who will review the condition of the artifacts requested, the exhibition and research needs of the Texas Heritage Museum, the purposes for which the artifacts are being requested, and the ability of the borrowing organization to properly care for the artifacts requested. All loans must be insured by the borrower at a value established by the Registrar of the Texas Heritage Museum, and a certificate of insurance provided to the Texas Heritage Museum prior to transfer. The Texas Heritage Museum must hold clear title to an artifact for consideration as outgoing loan. The Registrar of the Texas Heritage Museum will make a loan request recommendation to the Dean of the Texas Heritage Museum. Once the loan request criteria have been reviewed by the Dean, then the Dean will make the final decision.

1. Care and Preservation

The borrower must demonstrate understanding of appropriate environmental exhibition and security standards for the requested loan artifact. The loan artifacts shall not be cleaned, repaired, retouched, or

altered in any way without written permission from the Dean of the Texas Heritage Museum. Moreover, the Dean of the Texas Heritage Museum must be notified immediately if the loan artifact is damaged or stolen. The Texas Heritage Museum artifacts on loan may not be loaned to a third party or moved to another location without authorization from the Dean of the Texas Heritage Museum. The completed Loan Agreement must be signed by the borrower or an authorized representative.

2. Transportation and Packing

Artifacts to be loaned shall be prepared for transport as determined by the Registrar of the Texas Heritage Museum. The artifacts shall be returned to the Texas Heritage Museum in the same manner unless otherwise stipulated by both parties.

3. Expenses

All expenses incurred in connection with a loan will be borne by the borrower unless otherwise agreed upon by both parties.

4. Publicity and Photography

Permission for the reproduction of the borrowed artifacts for any purpose must be obtained from the Texas Heritage Museum. Each borrowed artifact must be credited to the Texas Heritage Museum according to the credit line as provided. The borrower will give the Texas Heritage Museum two copies of any catalogue or publication associated with the exhibition or educational program.

5. Procedures for Outgoing Loans

- a)** A copy of the Loan Request form will be sent to the requestor to obtain a facility report. Instructions will accompany the form requiring completion and return to the Texas Heritage Museum.
- b)** The Registrar of the Texas Heritage Museum will evaluate the Loan Request Form upon return to determine the professional standards and capabilities of the borrowing organization, the security, and environmental capabilities and the ability of the borrowing organization to properly care for the artifacts requested.

- c) The Registrar of the Texas Heritage Museum will make a loan request recommendation to the Dean of the Texas Heritage Museum. Once the loan request criteria have been reviewed by the Dean, then the Dean will make the final decision.
- d) The Dean of the Texas Heritage Museum reserves the right to decline loans when it has been determined the loan would not be in the best interest of the artifacts requested. If disapproved, a letter will be sent to the requestor.
- e) If approved, a Loan Agreement with Conditions Governing Outgoing Loans will be delivered or mailed to the requestor for signature. The borrower must sign the form prior to release of the artifact.
- f) A loan must be numbered, photographed, and have a condition report prepared before the artifact leaves the Texas Heritage Museum. A value is established and noted on the loan for insurance purposes. A Certificate of Insurance or Proof of Coverage is required from the borrower before the loan is shipped or released.
- g) Loan documentation must be as complete and detailed as documentation maintained for the permanent collection. The Registrar of the Texas Heritage Museum is responsible for completing and maintaining all loan forms and files, verifying insurance data, and arranging for packing and transportation. Upon completion all, information will be entered into the computer database using Past Perfect software.
- h) The appropriate loan agreement form will be used for lending and borrowing purposes. The Registrar of the Texas Heritage Museum will maintain files regarding all incoming and outgoing loans and will update and printout the information on a monthly basis. Each loan will be given a temporary number with the prefix "IL" for incoming and "OL" for outgoing loans, and the artifact(s) will be tagged as appropriate.
- i) The Registrar of the Texas Heritage Museum will make note of all loans in the loan file and periodically review the files to assure

loans are returned or renewed on schedule.

- j) The Registrar of the Texas Heritage Museum will pack artifacts and ship or transport the loan to its destination. The loan will be returned in the same material and manner unless otherwise specified.
- k) All loans departing the Texas Heritage Museum will be accompanied by a copy of the loan form to be signed and returned to the Texas Heritage Museum.
- l) If a loan period is extended or renewed, it will retain its loan number. Only loans which have been returned and borrowed again are given a new number.
- m) The borrower may not surrender the loan to anyone other than to the Dean of the Texas Heritage Museum or the Registrar of the Texas Heritage Museum.
- n) The Dean of the Texas Heritage Museum may demand return of the loan at any time during the loan period with thirty days written notice.
- o) The Dean of the Texas Heritage Museum or Registrar of the Texas Heritage Museum reserves the right to inspect the loan on the borrower's premises during normal business hours.
- p) When a loan is returned, the Loan Agreement is moved from the current to closed file. The completed form indicates the artifact is in the Texas Heritage Museum's possession.

VIII. Artifacts placed in the Custody of the Museum

A. Artifacts in Custody

1. The Texas Heritage Museum shall record every artifact placed in its care by filling out the proper paper work. The record shall include artifacts temporarily in the custody of the Texas Heritage Museum for such purposes as attribution, examination, identification, and offers of donation, loan, or purchase. The status of the artifacts shall be subject to review by the Registrar of the Texas Heritage Museum within 90 days.

2. Acceptance of artifacts left in temporary custody of the Texas Heritage Museum lies with the Dean of the Texas Heritage Museum and the Registrar of the Texas Heritage Museum. The Registrar of the Texas Heritage Museum shall be notified immediately upon receipt of any artifact.

IX. Artifacts temporarily leaving the Custody of the Museum

A. Artifacts Leaving Custody

1. Artifacts may be temporarily placed in the custody of another individual or organization for specific purposes without being subject to the conditions governing loans. These purposes include reproduction, photography, conservation, identification, and transfer. All custodial transfers must be approved in advance by the Dean of the Texas Heritage Museum.
2. Artifacts that are temporarily leaving the custody of the Texas Heritage Museum shall be recorded on a Custodial Receipt form. An extra copy of the form shall accompany the artifact at all times while out of the Texas Heritage Museum's custody.

X. Records

A. Procedure

The Texas Heritage Museum is responsible for maintaining accurate and current records of the identification, location, of collections artifacts. The Registrar of the Texas Heritage Museum is primarily responsible for accurately completing and recording all information for the collections records and maintaining completed files of records and inventories pertaining to artifacts which are in the Texas Heritage Museum's collections.

1. The primary purpose of these records is to control and document the collections and must include as a minimum:
 - a) Identification by number and name.
 - b) Legal status.
 - c) Provenance, as far as determinable.
 - d) Actions taken regarding the artifact, including records of location, conservation, exhibition, and loan.
2. Additional pertinent information shall be included and referred to in the Accession File:
 - a) An accession number will be assigned to each collection artifact and where possible, permanently affixed to the artifact.
 - b) All records must be safeguarded from hazards such as fire, water, vandalism, smoke damage, and/or loss.
 - c) A list of all collections artifacts and loaned artifacts, a back-up copy of the collections database and a duplicate copy of all primary collections records must be maintained at an off-site location.

XI. Inventory Location

The Texas Heritage Museum shall maintain a current inventory of the Museum's collection location. The inventory record is the basic tool used to account for and locate artifacts in the collections.

A. Procedures

1. The Registrar of the Texas Heritage Museum will conduct an inspection of each storage shelf in the Collection Storage rooms and each exhibit and create an inventory data sheet, which includes:
 - a) Accession number, Loan number, EDU number, FIC accession number.
 - b) Artifact Name.
 - c) Location.
2. Information that cannot be determined from the shelf inspection will be obtained from the records.
3. Inventory data sheets will be maintained in a file and entered into a computer database.
4. Upon completion of each inventory, an evaluation of the collection will be made to determine if artifacts are appropriate to the collection or if any deaccessioning should be recommended.
5. Exhibit Inventory will enter in Past Perfect under the exhibit database. Each artifact will be catalogued and a temporary location assigned to the artifact. If an exhibit is removed and/or changed the Past Perfect exhibit database and location of artifacts will need to be updated accordingly.

B. General

Each artifact will be assigned a designated storage and/or exhibit location. Any movement of an artifact from its recorded storage location should be noted.

XII. Access to the Collection

A. General

General access to a collection is limited to the Texas Heritage Museum staff and Dean of the Texas Heritage Museum.

Educational use of artifacts in the Museum's permanent collection must be approved by the Dean of the Texas Heritage Museum, and is generally discouraged.

Reproduction of collections or collections-related materials must have the Dean of the Texas Heritage Museum's approval. Any restrictions or encumbrances involving the use or reproduction of individual collections artifacts must be observed, including copyrights, patents, trademarks, or trade secrets.

XIII. Standards of Conduct and Performance

A. Personal Collecting

Whether on duty or off, paid staff members represent the Texas Heritage Museum to the public and their conduct in the marketplace and in pursuit of their avocations must not reflect poorly on the Texas Heritage Museum. Employees may not use their Texas Heritage Museum affiliation to promote personal collecting objectives.

B. Records

All records and documents pertaining to the collections must remain the property of the Texas Heritage Museum, are open to responsible public examination and use at reasonable hours, except for collections valuation information, and guaranteed donor confidentiality. Matters concerning collections administration, such as security, insurance, financial matters, and administrative records and practices are treated confidentially and are not used for any purposes that may be considered detrimental to the Texas Heritage Museum and its collections.

C. Research

The Texas Heritage Museum makes all collections publicly accessible, without discrimination, during public hours in response to serious requests, except when collections are undergoing treatment, study, or when such access may cause harm, present a threat to, or damage the artifacts.

D. Ethics

The Texas Heritage Museum requires that staff members and volunteers have an ethical duty to transfer to their successor's collections documentation in enhanced form and collections in improved condition. The staff maintains informational control of the

collections at all times and intellectual control over them as much as possible. Staff members are obliged to inform their supervisors of any lapse in collections care and management on the part of their peers and of any physical condition that may jeopardize the collections. If the Texas Heritage Museum cannot care properly for a collection, it will be considered for transfer to a museum that can.

Any replicas or reproduction of The Texas Heritage Museum collections manufactured and sold by the Texas Heritage Museum and others must be faithful to the prototype in size, form, material, and finish, and shall be permanently identified as a reproduction.

Texas Heritage Museum staff members may expect that their professional judgments will be heard and respected by the Hill College administration. In return for such recognition, the staffing of collections positions shall be by persons of requisite training, experience, and ability. The Texas Heritage Museum encourages staff to develop inter-museum contacts and to exchange ideas and information about processes and procedures freely and without obligation.

XIV. Appendix Procedures & Approved Forms

1. Texas Heritage Museum Medal of Honor Acquisition Procedures
2. Texas Heritage Museum Firearms/ordinances/destructive devices (FODD) Acquisition Procedures
3. Texas Heritage Museum Firearms Record for 03 FFL
4. ATF information form 5300.2 Youth Gun Safety Act Notice
5. Texas Heritage Museum Care of the Collections Procedures
6. Temporary Registration Receipt
7. Acquisition Justification Form
8. Deed of Gift
9. Artifact Information Form
10. Artifact Accession Ledger
11. FIC Ledger
12. Biographical Informational Form
13. Artifact Documentation Form
14. Soldier Artifact Information Form
15. Artifact Condition Report Form
16. Artifact Worksheet Form
17. Backlog Artifact Worksheet Form
18. F.I.C. Artifact Worksheet Form
19. Exhibit Inventory Form

20. Collection Inventory Form
21. Deaccession Form
22. Deaccession Artifact Receipt
23. Artifact Deaccession Ledger
24. Incoming Loan Agreement Form
25. Incoming Loan Ledger
26. Return of Loan Artifacts to Lender Receipt
27. Permission to Remove Loaned Artifacts Form
28. Outgoing Loan Request Form
29. Outgoing Loan Agreement Form
30. Outgoing Loan Ledger
31. Custodial Receipt
32. Information Request Form
33. Application for use of Collections Form
34. Unsolicited Request for Return of Objects
35. Education Collection Ledger
36. Texas Property Code

Texas Heritage Museum Medal of Honor Acquisition Procedures

1. Medal of Honor

The Texas Heritage Museum will follow the regulatory obligations from the Stolen Valor Act of 2013 and Title 18 U.S. Code § 704 (Public Law 113-296).

In General.— Whoever knowingly purchases, attempts to purchase, solicits for purchase, mails, ships, imports, exports, produces blank certificates of receipt for, manufactures, sells, attempts to sell, advertises for sale, trades, barter, or exchanges for anything of value any decoration or medal authorized by Congress for the armed forces of the United States, or any of the service medals or badges awarded to the members of such forces, or the ribbon, button, or rosette of any such badge, decoration or medal, or any colorable imitation thereof, except when authorized under regulations made pursuant to law, shall be fined under this title or imprisoned not more than six months, or both. Title 18 U.S. Code § 704 (Public Law 113-296).

The Dean of the Texas Heritage Museum is the state of Texas authorized agent to accept Medal of Honor artifacts through the US Department of Justice Bureau of Federal Investigation (FBI) on behalf of the Texas Heritage Museum, Hill College. All Federal and State laws will be followed for each donation.

When Medal of Honor artifacts come into the museum for a donation the only authorized agent to accept this type of donation is the Dean of the Texas Heritage Museum. Most donors who are going to donate these types of artifacts will call ahead and will need to make an appointment. If this type of donation comes in without an appointment immediately notify the Dean, if the Dean is unavailable you may not accept these type of artifacts, the donor will need to make an appointment and will have to come back to the museum with the donation at a later date.

- a)** Each Medal of Honor artifact will be unique in the inspection and following all Federal and State laws that pertain to the artifact.

The Medal of Honor must stay in possession of the donor at all times until such a time a deed of gift is signed. Once the deed of gift is signed with all related vital documents/paperwork accounted for only then the museum may take possession of the Medal of Honor.

- b)** When the Dean of the Texas Heritage Museum meets with a donor who wants to donate a Medal of Honor artifact, the object will be inspected and confirmed to be an original.

- i.** The Medal of Honor can only be donated by the recipient of the Medal of Honor, or by a recipient's family member. The recipient and/or family members will need to provide vital records showing how they are related, birth certificates, marriage certificates, death certificates, etc.
- ii.** Once the Medal of Honor has been authenticated and the vital records of the recipient and/or family members are correct the Dean of the Texas Heritage Museum will prepare the donations to be considered to the Texas Heritage Museum Collections Committee.
- iii.** The Registrar will schedule a date and time for a meeting with the Texas Heritage Museum Collections Committee.
- iv.** The Dean of the Texas Heritage Museum will present the artifacts considered for donation to the Texas Heritage Museum Collections Committee with justification of their value to the collection. If the artifacts and donor cannot be present at the meeting, a photographic representation will be presented.
- v.** If the artifacts are accepted a Deed of Gift will be prepared by the Dean of the Texas Heritage Museum. The Deed of Gift will have the Medal of Honor artifact description and all provenance paperwork including copies of all vital documents and then the Deed of Gift will be signed by both the Dean of the Texas Heritage Museum and Donor, only

then the museum may take possession of the Medal of Honor.

- a) When the Dean of the Texas Heritage Museum meets with a donor who wants to donate a Medal of Honor Artifact, the artifact is inspected and turns out to be a fake.
 - i. The Medal of Honor will not be accepted if it is a fake. If the Dean of the Texas Heritage Museum believes the donor knowingly trying to donate a fake Medal of Honor, the Dean of the Texas Heritage Museum will contact the FBI to report the crime.
- b) All fake Medal of Honors acquired prior to 2005 will be kept together in collection storage and/or periodically a few will be on display. Depending when and how the acquisitions took place these fake Medal of Honors should be grandfathered in for the museum to keep.

2. Legal protection of the Medal of Honor US Congress, Executive Orders, US Supreme Court.

- a) 1904: The Army redesigned its Medal of Honor. To prevent the making of copies of the medal, Brigadier General George Gillespie, Jr., a Medal of Honor recipient from the Civil War, applied for and obtained a patent for the new design. General Gillespie received the patent on November 22, 1904, and he transferred it the following month to the Secretary of War at the time, William Howard Taft.
- b) 1923: Congress enacted a statute (the year before the 20-year term of the patent would expire)—which would later be codified at 18 U.S.C. §704—prohibiting the unauthorized wearing, manufacturing, or sale of military medals or decorations. In 1994, Congress amended the statute to permit an enhanced penalty if the offense involved the Medal of Honor.
- c) 2005: Congress enacted the Stolen Valor Act of 2005. (Section 1 of the Act provided that the law could be cited as the "Stolen Valor Act of 2005", but the bill received final passage and was signed into law in 2006.) The law amended 18 U.S.C. § 704 to make it a federal criminal offense for a person to deliberately state falsely

that he or she had been awarded a military decoration, service medal, or badge. The law also permitted an enhanced penalty for someone who falsely claimed to have been awarded the Medal of Honor.

- d) June 28, 2012: In the case of *United States v. Alvarez*, the Supreme Court of the United States held that the Stolen Valor Act of 2005's criminalization of the making of false claims of having been awarded a military medal, decoration, or badge was an unconstitutional violation of the First Amendment's guarantee of free speech. The case involved an elected official in California, Xavier Alvarez, who had falsely stated at a public meeting that he had been awarded the Medal of Honor, even though he had never served in any branch of the armed forces.
- e) The Supreme Court's decision did not specifically address the constitutionality of the older portion of the statute which prohibits the unauthorized wearing, manufacturing, or sale of military medals or decorations. Under the law, the unauthorized wearing, manufacturing, or sale of the Medal of Honor is punishable by a fine of up to \$100,000 and imprisonment of up to one year.
- f) June 3, 2013: President Barack Obama signed into law a revised version of the Stolen Valor Act, making it a federal offense for someone to pass themselves off as awardees of medals for valor in order to receive benefits or other privileges (such as grants, educational benefits, housing, etc.) that are set aside for veterans and other service members.

Texas Heritage Museum
Firearms/ordinances/destructive devices (FODD) Acquisition Procedures

1. Firearms/ordinances/destructive devices (FODD)

The following are regulatory obligations for the 03 Federal Firearm Licenses Collectors of Curios and Relics and protocol for the authorized state agent to oversee the class III weapons under the National Firearms Act.

The Dean of the Texas Heritage Museum is the state of Texas authorized agent to accept (FODD) artifacts through the US Department of Justice Bureau of Alcohol, Tobacco, Firearms and Explosives on behalf of the Texas Heritage Museum, Hill College. The Dean of the Texas Heritage Museum is required to have a 03 Federal Firearms License Collector of Curios and Relics. All Federal and State laws will be followed for each donation.

When firearms/ordinances/destructive devices (FODD) come into the museum for a donation the only authorized agent to accept the firearm is the Dean of the Texas Heritage Museum. Most donors who are going to donate these types of artifacts will call ahead and will need to make an appointment. If this type of donation comes in without an appointment immediately notify the Dean, if the Dean is unavailable you may not accept these type of artifacts, the donor will need to make an appointment and will have to come back to the museum with the donation at a later date.

- a) Process for Acceptance into the Texas Heritage Museum Collection: Each FODD will be unique in the inspection and following all Federal and State laws that pertain to the artifact.
- b) When the Dean of the Texas Heritage Museum meets with a donor who wants to donate a (FODD) the artifact will be inspected to make sure it is rendered safe. All firearms will be checked to make sure they are not loaded. All ordinance and destructive devices will be inspected to make sure they are inert. If the Dean of the Texas Heritage Museum cannot determine that the ordinance and/or destructive devices are not inert. Protocol will be to notify the

Hillsboro Department of Public Safety who will call the EOD Response Team at Fort Hood to come and inspect the artifact in question.

- c) All (FODD) must stay in possession of the donor at all times until such a time a deed of gift is signed. Once the deed of gift is signed with all related paperwork accounted for only then the museum may take possession of the (FODD).
- d) When the Dean of the Texas Heritage Museum has determined that the artifact is deemed safe then it will be checked to see if it is on the Firearms Curios or Relics list.
- e) If the artifact is not listed on the Curios or Relics and is not listed in the National Firearms Act.
 - i. The firearm serial # will be called into the Hillsboro Department of Public Safety to make sure the firearm is not stolen and/or used in a crime.
 - ii. Once the (FODD) has been authenticated and all related paperwork is account for the Dean of the Texas Heritage Museum will prepare the donations to be considered to the Texas Heritage Museum Collections Committee.
 - iii. The Registrar will schedule a date and time for a meeting with the Texas Heritage Museum Collections Committee.
 - iv. The Dean of the Texas Heritage Museum will present the (FODD) considered for donation to the Texas Heritage Museum Collections Committee with justification of their value to the collection. If the (FOOD) and donor cannot be present at the meeting, a photographic representation will be presented.
 - v. If the artifacts are accepted a Deed of Gift will be prepared by the Dean of the Texas Heritage Museum. The Deed of Gift will have the (FODD) description serial numbers, and all provenance and related paperwork. Then the Deed of Gift will be signed by both the Dean of the Texas Heritage

Museum and Donor, only then the museum may take possession of the (FODD).

- f)** If the artifact is listed as a Curios or Relics the following steps will be taken.
- i.** The firearm serial # will be called into the Hillsboro Department of Public Safety to make sure the firearm is not stolen and/or used in a crime.
 - ii.** Once the (FODD) has been authenticated and all related paperwork is account for the Dean of the Texas Heritage Museum will prepare the donations to be considered to the Texas Heritage Museum Collections Committee.
 - iii.** The Registrar will schedule a date and time for a meeting with the Texas Heritage Museum Collections Committee.
 - iv.** The Dean of the Texas Heritage Museum will present the (FODD) considered for donation to the Texas Heritage Museum Collections Committee with justification of their value to the collection. If the (FODD) and donor cannot be present at the meeting, a photographic representation will be presented.
 - v.** If the (FODD) are accepted by the committee the Dean of the Texas Heritage Museum will work with the donor to complete the following during an appointment.
 - vi.** Prepare an Acquisition and Disposition (A/D) record as prescribed by 27 CFR 478.125(1).
 - vii.** Enter into the A/D all curios and relics acquired after receipt of the Collector's license.
 - viii.** Provide written notification as specified in ATF 1 5300.2, Youth Handgun Safety Act Notice, when delivery of a handgun is made to a non-licensee.

- ix. A Deed of Gift will be prepared by the Dean of the Texas Heritage Museum. The Deed of Gift will have the (FODD) description serial numbers, and all provenance and related paperwork. Then the Deed of Gift will be signed by both the Dean of the Texas Heritage Museum and Donor, only then the museum may take possession of the (FODD).
 - x. If the artifact is a under the NFA regulations then an application will be filled out using AFT E-Form 10 with all related paperwork and sent to the Department of Justice Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) to be registered. The BATFE will either approve the application and send confirmation in the mail or contact the museum for more information.
 - xi. In the rare case that the BATFE requires the artifact to be surrendered to the BATFE the artifact will be deaccessioned and turned over to the federal authorities.
- g) If the FODD artifact is not listed on the Curios or Relics but is listed in the National Firearms Act.
- i. The firearm serial # will be called into the Hillsboro Department of Public Safety to make sure the firearm is not stolen and/or used in a crime.
 - ii. Once the (FODD) has been authenticated and all related paperwork is account for the Dean of the Texas Heritage Museum will prepare the donations to be considered to the Texas Heritage Museum Collections Committee.
 - iii. The Registrar will schedule a date and time for a meeting with the Texas Heritage Museum Collections Committee.
 - iv. The Dean of the Texas Heritage Museum will present the (FODD) considered for donation to the Texas Heritage Museum Collections Committee with justification of their value to the collection. If the (FODD) and donor cannot be present at the meeting, a photographic representation will be presented.

- v.** If the (FODD) are accepted by the committee the Dean of the Texas Heritage Museum will work with the donor to complete the following during an appointment.
 - vi.** A Deed of Gift will be prepared by the Dean of the Texas Heritage Museum. The Deed of Gift will have the (FODD) description serial numbers, and all provenance and related paperwork. Then the Deed of Gift will be signed by both the Dean of the Texas Heritage Museum and Donor, only then the museum may take possession of the (FODD).
 - vii.** Since the artifact is under the NFA regulations then an application will be filled out using AFT E-Form10 with all related paperwork and sent to the Department of Justice Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) to be registered. The BATFE will either approve the application and send confirmation in the mail or contact the museum for more information.
 - viii.** In the rare case that the BATFE requires the FODD artifact to be surrendered to the BATFE the artifact will be deaccessioned and turned over to the federal authorities.
- h)** Process if multi handguns are deaccessioned under the protocol of 03 Federal Firearm Licenses Collectors of Curios and Relics.
 - i)** If any multiple handguns are to be deaccessioned and disposed of following the deaccession policy the Dean of the Texas Heritage Museum must Prepare ATF Form 3310.4, Report of Multiple Sale or Other Disposition of Pistols and Revolvers, whenever the Collector sells or otherwise disposes of, at one time or during any five consecutive business days, two or more pistols or revolvers or any combination thereof, to an unlicensed person.
 - k)** Process if any firearms are lost or stolen under the protocol of 03 Federal Firearm Licenses Collectors of Curios and Relics. The Dean of the Texas Heritage Museum must Report the theft or loss of a firearm, within 48 hours of discovery, by telephoning ATF at 1-800-800-3855. Also, ATF Form 3310.11 Federal Firearms Theft/Loss Report must be prepared in accordance with the instructions on the form.

**Texas Heritage Museum Firearms Record
for John Versluis, Collector of Curios & Relics Federal Firearms License
May 9, 2014 - Present**

[illegible]

YOUTH HANDGUN SAFETY ACT NOTICE

- (1) The misuse of handguns is a leading contributor to juvenile violence and fatalities.**
- (2) Safely storing and securing firearms away from children will help prevent the unlawful possession of handguns by juveniles, stop accidents, and save lives.**
- (3) Federal law prohibits, except in certain limited circumstances, anyone under 18 years of age from knowingly possessing a handgun, or any person from selling, delivering, or otherwise transferring a handgun to a person under 18.**
- (4) A knowing violation of the prohibition against selling, delivering, or otherwise transferring a handgun to a person under the age of 18 is, under certain circumstances, punishable by up to 10 years in prison.**

FEDERAL LAW

The Gun Control Act of 1968, 18 U.S.C. Chapter 44, provides in pertinent part as follows:

18 U.S.C. 922(x)

(x) (1) It shall be unlawful for a person to sell, deliver, or otherwise transfer to a person who the transferor knows or has reasonable cause to believe is a juvenile—

(A) a handgun; or

(B) ammunition that is suitable for use only in a handgun.

(2) It shall be unlawful for any person who is a juvenile to knowingly possess--

(A) a handgun; or

(B) ammunition that is suitable for use only in a handgun.

(3) This subsection does not apply to--

(A) a temporary transfer of a handgun or ammunition to a juvenile or to the possession or use of a handgun or ammunition by a juvenile if the handgun and ammunition are possessed and used by the juvenile-

(i) in the course of employment, in the course of ranching or farming related to activities at the residence of the juvenile (or on property used for ranching or farming at which the juvenile, with the permission of the property owner or lessee, is performing activities related to the operation of the farm or ranch), target practice, hunting, or a course of instruction in the safe and lawful use of a handgun;

(ii) with the prior written consent of the juvenile's parent or guardian who is not prohibited by Federal, State, or local law from possessing a firearm, except--

(I) during transportation by the juvenile of an unloaded handgun in a locked container directly from the place of transfer to a place at which an activity described in

clause (i) is to take place and transportation by the juvenile of that handgun, unloaded and in a locked container directly from the place at which such an activity took place to the transferor; or

(II) with respect to ranching or farming activities as described in clause (i), a juvenile may possess and use a handgun or ammunition with the prior written approval of the juvenile's parent or legal guardian and at the direction of an adult who is not prohibited by Federal, State or local law from possessing a firearm;

(iii) the juvenile has the prior written consent in the juvenile's possession at all times when a handgun is in the possession of the juvenile; and

(iv) in accordance with State and local law;

(B) a juvenile who is a member of the Armed Forces of the United States or the National Guard who possesses or is armed with a handgun in the line of duty;

(C) a transfer by inheritance of title (but not possession) of a handgun or ammunition to a juvenile; or

(D) the possession of a handgun or ammunition by a juvenile taken in defense of the juvenile or other persons against an intruder into the residence of the juvenile or a residence in which the juvenile is an invited guest.

(4) A handgun or ammunition, the possession of which is transferred to a juvenile in circumstances in which the transferor is not in violation of this subsection shall not be subject to permanent confiscation by the Government if its possession by the juvenile subsequently becomes unlawful because of the conduct of the juvenile, but shall be returned to the lawful owner when such handgun or ammunition is no longer required by the Government for the purposes of investigation or prosecution.

(5) For purposes of this subsection, the term “juvenile” means a person who is less than 18 years of age.

(6) (A) In a prosecution of a violation of this subsection, the court shall require the presence of a juvenile defendant’s parent or legal guardian at all proceedings.

(B) The court may use the contempt power to enforce subparagraph (A).

(C) The court may excuse attendance of a parent or legal guardian of a juvenile defendant at a proceeding in a prosecution of a violation of this subsection for good cause shown.

18 U.S.C. 924(a)(6)

(6) (A) (i) A juvenile who violates section 922(x) shall be fined under this title, imprisoned not more than 1 year, or both, except that a juvenile described in clause (ii) shall be sentenced to probation on appropriate conditions and shall not be incarcerated unless the juvenile fails to comply with a condition of probation.

(ii) A juvenile is described in this clause if--

(I) the offense of which the juvenile is charged is possession of a handgun or ammunition in violation of section 922(x)(2); and

(II) the juvenile has not been convicted in any court of an offense (including an offense under section 922(x) or a similar State law, but not including any other offense consisting of conduct that if engaged in by an adult would not constitute an offense) or adjudicated as a juvenile delinquent for conduct that if engaged in by an adult would constitute an offense.

(B) A person other than a juvenile who knowingly violates section 922(x)--

(i) shall be fined under this title, imprisoned not more than 1 year, or both;

and

(ii) if the person sold, delivered, or otherwise transferred a handgun or ammunition to a juvenile knowing or having reasonable cause to know that the juvenile intended to carry or otherwise possess or discharge or otherwise use the handgun or ammunition in the commission of a crime of violence, shall be fined under this title, imprisoned not more than 10 years, or both.

If you have any questions, contact:

**Bureau of Alcohol, Tobacco, Firearms
and Explosives
650 Massachusetts Avenue, NW
Washington, DC 20226
Phone: (202) 927-7770**

OR

Visit our web site at www.atf.gov

U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives



YOUTH HANDGUN SAFETY ACT NOTICE

Care of the Texas Heritage Museum Collections

A. General

1. The Texas Heritage Museum is responsible for the proper care of collections and the artifacts under its supervision according to accepted professional practices. Such care includes maintenance, security, proper storage, exhibition, conservation, insurance, and protection against fire, theft, vandalism, and natural disasters. All staff members must be aware of their responsibilities to preserve and protect the collections.
2. Educational and public programs shall be designed to minimize danger to all artifacts. Rare or fragile artifacts will not be used in demonstrations or hands-on activities.

B. Control of Storerooms

1. The Registrar of the Texas Heritage Museum is responsible for the processing and storage of artifacts moving in and out of the Texas Heritage Museum. The storage areas are maintained at the same relative humidity as the display areas. Time will be allowed for the artifacts to equilibrate.
2. For storage, artifacts are separated into time periods of war, country, and material type. Accession numbers will be clearly visible through use of tags, or on boxes to prevent unnecessary movement of artifacts in addition to permanent numbering on the artifact itself. Storage units, drawers, and boxes will include inventories to prevent unnecessary shifting of artifacts.
3. Access control of storeroom will be as follows:
 - a) Collections storage areas are to be locked at all times and will have a minimum number of keys issued to the Texas Heritage Museum staff.
 - b) Volunteers are not permitted in storage areas without the Texas Heritage Museum staff supervision present.
 - c) No collection storeroom will be entered without proper authorization from the Dean of the Texas Heritage Museum or Texas Heritage Museum staff, except in an emergency.

C. Artifact Safety in Storage

1. Dust and dirt must be filtered out of storage areas as much as possible and doors kept closed and locked at all times.
2. An orderly arrangement of both storage and work areas within storerooms will help prevent accidents and damage to collections artifacts. Packing, marking, conservation, design, and installation materials constitute a danger to Museum artifacts and will not be kept in collections storerooms.
3. Pens, inks, and sharp tools should be excluded, and not carried into room.
4. Because of the damaging effects of light on artifacts, storage rooms must be kept dark when not in use. Windows will be sealed and covered, and fluorescent lights fitted with ultraviolet filters.

D. Atmospheric Conditions in Storerooms

1. The atmosphere in all storage areas will be controlled to maintain a constant temperature and relative humidity, depending on the ideal conditions for artifacts stored there. The importance of maintaining a constant relative humidity in storerooms cannot be overemphasized.
2. The effects of humidity and temperature on museum artifacts are explained in the following:
 - a) **Relative Humidity:** Relative Humidity is the proportion of actual moisture to the maximum possible amount of moisture in the air at a specified temperature. It is expressed in percentage.

All air contains some water vapor, mixed with air gases. The amount varies, but at a given temperature, there is a maximum limit to the amount the air will hold. This limit increases at higher temperatures.

When the air holds its limit of moisture, it is at 100% relative humidity. If the temperature of that air is then raised, its capacity for moisture will increase but its moisture will be the same, therefore its relative humidity will go down. If the temperature is reduced instead of raised, its capacity will be unequal to the amount of moisture present and condensation will occur.

- b) **Significance:** Fibrous materials such as paper, wood, and cloth absorb moisture from the air at a high relative humidity and give off moisture at a low relative humidity. The fibers expand when moisture is absorbed and contract when it is given off.

Therefore, all changes in relative humidity of the surrounding air will affect the shape and condition of artifacts made from these materials. The forces involved are great, and the effects may be serious.

- c) **Ideal Conditions:** Paper, wood, cloth, and other hygroscopic materials are safest in an atmosphere of uniform, moderate temperature and humidity. High or low extremes and repeated fluctuations of humidity are to be avoided. The same is true of temperature, not because of temperature itself, but because of its effect on relative humidity.

- 3. A continuous record of temperature and humidity levels throughout the museum will be obtained with PEM 2.
- 4. Air in the storerooms will be circulated continuously to ensure that conditions are uniform throughout the area and to provide the ventilation required for good care of artifacts. The Texas Heritage Museum's air circulation system contains filters to help remove dust and atmospheric pollutants.

E. Storage Units

The design and composition of storage cabinets, shelving, worktables, and other materials and supports used in storage rooms are important in protecting Texas Heritage Museum artifacts. Shelves should be adjustable so they can accommodate artifacts of various sizes, afford easy access to artifacts, and be strong enough to bear their weight. For the protection of the artifacts, shelves and worktables should be padded with a soft material that is not harmful to the collections.

- 1. Cabinets, shelving, worktables, and other storeroom fixtures and cases should be made of wood, metal, or inert plastic. The properties of each material should be considered in selecting them.
 - a) **Wood:** Wood is almost certain to be acidic, and can exude harmful resins. Wood sealing treatments can damage textiles, as can splinters and rough or warped wood surfaces. Wood blocks out light and is more resilient than metal, therefore it provides more protection against chipping and breaking should an artifact be accidentally dropped. Unlike metal, it will not buckle under the weight of heavy artifacts, but it may warp. It is subject to water and insect damage, and is less likely to be airtight than denser materials like plastic. Wood can be completely consumed by fire, but if a fire can be brought under control quickly, it can provide better protection than a positive conductor of heat, like metal.

- b) **Metal**: Metal is likely to be more costly, for its volume, than other materials, but is often lighter. It can rust or corrode, may have sharp corners or protrusions, and may encourage the condensation of moisture on its surfaces. When enameled, metal is less likely to be reactive than wood, but some enamels cause paper to yellow. Metal blocks out light, is not subject to insect damage, and can be made both rustproof and waterproof. Metal is so positive a heat conductor that it provides little protection from fire, though it may retain some semblance of its outer form. Aluminum, however, can reflect radiant heat and retard rise in temperature beyond the metal.
- c) **Plastic**: Plastic can be expensive or cheap, depending on the type. It is waterproof. If sealed, it may permit moisture condensation when there are changes in temperature, thus encouraging the growth of mold and mildew and producing water stains. It is transparent and can develop a static charge. Under fire conditions most types melt. Some types soften in the presence of moth crystals; others are chemically reactive in other ways.

F. Storage Materials

1. Because they come into direct contact with artifacts, the properties of the materials selected for support and protection must be considered as carefully as the storage units themselves. These materials should be chemically inert, flexible, resilient, and have a high buffering action on the relative humidity.
 - a) **Cloth**: Of all the fabrics available, undyed cotton cloth is recommended. Flexibility and cost depend on weight, density, and finish. Most cloth is flexible enough not to be too space consuming, and blocks out the light. However, untreated cloth is not waterproof, cannot be sealed, is subject to insect damage, and although nonacid, it can become acidic after contact with acidic materials and so should be changed periodically.
 - b) **Paper**: Ordinary paper—including brown wrapping paper, white tissue, and newspaper—is acidic and should not come into contact with collections artifacts. Special papers described as acid-free are desirable, but can still become acidic after prolonged contact with acidic materials and should be changed periodically. In some cases, acid-free paper that contains an acid neutralizer, or buffer, is desirable because it will neutralize any acid that migrates to it. However, buffered paper should never be used with photographic materials, wool, or silk.

- c) **Plastic:** Some weights of plastic are fairly inexpensive. Plastic sheeting is flexible and transparent but can attract dust if a static charge develops. It is waterproof, but may permit moisture condensation when there are changes in temperature, thus encouraging the growth of mold and mildew and producing water stains. Under fire conditions, most types of plastic melt. While many types are chemically reactive, polypropylene, polyethylene, and polyester are considered the least reactive.

G. Storage Requirements and Methods

Ideally, each artifact would be stored in an individually labeled acid-free box, in a drawer within a metal cabinet, inside a climate-controlled room, in a well-maintained building. While this goal is oftentimes unattainable, each layer of protection that can be provided increases the longevity of an artifact. The primary storage goal is always to do no harm and to protect and preserve collections for future generations.

Appropriate storage methods depend not only on the size, shape, and function of artifacts, but also to a great extent on the artifacts composition. The eventual decay of some artifacts can be delayed by adjusting climatic conditions and providing inert storage materials that do not cause destructive chemical reactions. This requires a basic understanding of chemical properties of artifacts based on the materials from which they are made. Since relative humidity plays a critical role in the rate of deterioration, artifacts of like materials are usually grouped together and the humidity adjusted in the storage unit to meet those needs. Fluctuations in humidity levels have proven to be the most damaging, so stability is more important than occasionally reaching the optimum level.

1. The information included below is very general and is only a suggestion on how to properly care for specific types of collections artifacts. At any given point the Texas Heritage Museum may or may not have artifacts representing all the categories listed.
 - a) **Bone/Ivory:** Ideal relative humidity is 50-55 percent and should remain constant, as old ivory is particularly subject to sudden changes in temperature.
 - b) **Ceramics:** Relative humidity around 55 percent is best. The less firing and glazing, the more sensitive the ceramic is to relative humidity and dust. Fugitive paint surfaces may also be light sensitive. Special mounts from microfoam or nested boxes may be needed to support pieces that will not stand on their own. Archaeological ceramics must have stable temperature and relative humidity in case soluble salts are present. A relative humidity of about 45-50 percent is preferred for these.

- c) **Composites:** (artifacts made of more than one material, i.e., jewelry, weapons, natural history mounted specimens, dolls, enamels, fans, paintings, masks, musical instruments, scientific equipment): Preservation needs of the component parts often conflict, making preservation standards difficult to determine. Relative humidity, light levels, and mounting needs should be based on the most sensitive component. Usually a relative humidity of 50% is acceptable.
- d) **Glass:** Recommended relative humidity is 40-50%. Storage shelves or drawers should be padded with microfoam or polyester batting.
- e) **Leather/Skin/Fur:** A relative humidity of 45-55% is ideal for these artifacts. Artifacts need moderate light and air (but no draft) and should be properly supported. Metal buckles corrode when in contact with tannic acid used in curing leather, so some type of barrier should be placed in between.
- f) **Metals:** Relative humidity should remain below 40%. Store silver in anti-tarnish tissue or cloth and keep in an airtight container to minimize corrosion. The surface of sterling silver or copper should not be in direct contact with anti-tarnish materials. Archeological materials should be stored at a relative humidity of 45% or lower, or if active corrosion is present, less than 35% is preferred.
- g) **Paintings:** Relative humidity should be 40-55%. Storage methods include metal bins, shelves, and rolling or sliding racks; avoid wooden units. The environment preferred depends on the substrate of the painting (wood, fabric, copper, etc.). It is better if the temperature and humidity remain stable.
- h) **Paper:** The ideal relative humidity for paper artifacts is 45-50% with the exception of papyrus, which should be stored at 55%. Light and dust can cause severe damage. Use only acid-free materials. Many unframed works of art are mounted in acid-free mats with a water-soluble adhesive on the hinge, and then stacked in special boxes to keep out light and dust. Alternatives to matting include folders, envelopes, and encapsulation.
- i) **Photographs:** The range of acceptable relative humidity is 20-50%, with 30-35% optimum, and definitely never above 60%. Store in acid-free paper or insert plastic enclosures (uncoated polyethylene, cellulose triacetate, or polyester). Store glass plate negatives vertically and daguerreotypes in small acid-

free boxes.

- j) **Plaster:** Calcium carbonate will deteriorate at high humidity levels, while drier conditions may cause the surface to lose water and turn to dust. Therefore, the relative humidity should be maintained at 35-50%.
- k) **Plastics:** Typically, a relative humidity of 50% is acceptable. Longevity and sensitivity to deterioration depend on specific chemical composition. Get advice about particular plastics from a conservator.
- l) **Stone:** Relative humidity should remain constant and below 50% (some stone artifacts are damaged at relative humidity below 35%). Some minerals are light-sensitive and should be placed in dark storage. Pad metal shelves with polyethylene foam.
- m) **Textiles:** Humidity should remain constant at a level between 45-50%. Because mold and mildew attack easily, filtered ventilation is important. Monitor storage areas regularly for insect infestations. Storage containers and supports should use acid-free and other conservation-quality materials. Most textiles should be stored unfolded and horizontal, but some textiles, as well as their supports, may need to be padded or gently stuffed with acid-free tissue or polyester batting. For most oversized artifacts, careful rolling is preferred to folding (stuffed quilts and other thick textiles are an exception and should be folded). If large textiles must be stored folded, it is necessary to pad them well and refold them periodically to relieve the fold lines. Support fragile artifacts with additional layers of inert fabrics.
- n) **Wood/Bark:** A relative humidity of 50-55% is suitable for most with the exception of baskets and basket fibers which require a relative humidity of 60-65%. Metal shelving with dust covers are recommended for furniture.

Date Accessioned _____

Acc. No. _____

Texas Heritage Museum
112 Lamar • Hillsboro, TX 76645 • (254) 659-7750

Temporary Registration Receipt

Name: _____

Date: _____

Address: _____

Phone: _____

I have read and understand the conditions on the reverse. My signature indicates my intention to **donate** the artifacts described below to the Texas Heritage Museum.

Description of Artifacts: _____

History of Artifacts: _____

Artifacts not accepted into the permanent or education collections are to be:

____ Returned to donor listed above

____ Properly disposed of by the Museum

____ Other, please explain: _____

Signature of Donor

Signature of Museum Representative

Temporary Registration Receipt Continuation

Conditions:

1. Unless otherwise agreed to by the Donor, the Texas Heritage Museum will exercise the same care with respect to the artifact(s) covered by this receipt as it does in the safekeeping of comparable property of its own.
2. The Donor hereby releases the Texas Heritage Museum from all liability regarding any loss or damage to the artifact(s) covered by this receipt while in the Texas Heritage Museum's possession or in transit and agrees that the Texas Heritage Museum shall not cover such artifact(s) with insurance. The artifact will be insured by the Texas Heritage Museum if the artifact is accepted and becomes property of the Texas Heritage Museum.
3. This receipt does not constitute the formal acceptance of the artifact(s). If the museum accepts the offer to donate artifact(s), the Texas Heritage Museum's appropriate forms will be sent to the Donor for signature and return. If the offer is declined the Donor may at once reclaim the artifact(s). If the Texas Heritage Museum, after making all reasonable efforts, shall be unable to return the artifact(s) within sixty days after such written notice, then the artifact shall be deemed an unrestricted gift to the Texas Heritage Museum. Final disposition of the artifact(s) shall be determined by the Dean of the Texas Heritage Museum.
4. In the event that any artifact(s) is offered as a gift, it is understood that the gift is outright and unconditional.
5. The Texas Heritage Museum accepts this temporary deposit on the understanding that the donor has full authority to make the same.

Committee Meeting _____

Accession Number _____

Texas Heritage Museum

112 Lamar • Hillsboro, TX 76645 • (254) 659-7750

Acquisition Justification Form

Donor Name _____

Artifact Name(s) _____

Description _____

Provenance/History _____

Problems (i.e. inappropriate to collection, duplication, storage, condition, conservation demands, etc.) _____

Registrar of the Texas Heritage Museum Recommendation

Collections Committee Recommendation _____

Decision: ☐ Accept all ☐ Decline all

☐ Other, please explain

Collection: ☐ Permanent ☐ Education

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112 Lamar • Hillsboro, TX 76645 • (254) 659-7755

Deed of Gift

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e

Description of Artifact(s)

Artifact Name & Description	Accession Number

I hereby unconditionally and irrevocably give, bestow, and donate to the Texas Heritage Museum the property described above for its unrestricted use. I waive all present and future rights, title, and interest in said property, its use or disposition, for myself, my distributees, and personal representatives. I certify that I have read the terms of this deed and that I have the absolute authority to donate this property.

Donor Signature _____ Date _____

Museum Representative _____ Title _____ Date _____

Gifts to the Texas Heritage Museum may be tax deductible as charitable contributions. However, it is the donor's responsibility to secure appraisals to support deductions.

Donor Name _____

Accession Number _____

Texas Heritage Museum

112 Lamar • Hillsboro, TX 76645 • (254) 659-7750

Artifact Information Form

Please complete this form to the best of your ability with as much detail as you can. The information on this form will contribute to the educational value of the artifact. Some questions may not relate to your artifact. Feel free to continue any answer or write additional information on the back of this form.

1. Name of artifacts

2. When did you acquire the artifact (date, time period, event)?

3. How did you acquire the artifact (gift, purchase, inheritance, other)?

4. Where did you acquire the artifact (city, state, store, etc.)?

5. Where, when, and by whom was the artifact used?

6. How was the artifact used?

7. Did anyone else own the artifact previously (who, when, where)?

8. Do you know any additional information about the artifact? Please be specific, and provide as much information as you know, to pass along to future generations.

EXAMPLE ONLY

[illegible]

EXAMPLE ONLY

[illegible]

Donor Name _____

Accession Number _____

Texas Heritage Museum

112 Lamar • Hillsboro, TX 76645 • (254) 659-7750

Biographical Information Form

This form is used to collect information associated with an artifact in the Texas Heritage Museum's collection. Please complete the form to the best of your ability with as much detail as you can. The information on this form will contribute to the educational value of the artifact. Feel free to continue any answer or write additional information on the back of this form.

1. Name of artifact(s)?

2. What is the artist/author's full name?

3. When was the artifact created by its artist/author?

4. What was the artist/author's reason for its creation?

5. Was the artifact associated with the artist/author's career? Please explain.

6. Please include a brief biography for the artist/author, emphasizing their life and work within Texas.

7. Do you know any additional information about the artist/author or artifact that you feel is important?

Texas Heritage Museum
112 Lamar • Hillsboro, TX 76645 • (254) 659-7750

Artifact Documentation Form – Artifact Information

This form is to record historical or institutional history about artifacts in the Texas Heritage Museum's possession. Be as detailed as possible and please note the source of all information (i.e. institutional paperwork, memory, reported by someone else, etc.)

Donor or Lender Name, if known:

Current location of artifact:

Artifacts Name & Description:

Historical Information believed to be true about artifact:

Institutional history believed to be true about artifact:

Completed by: _____ Date: _____

Donor Name _____

Accession Number _____

Texas Heritage Museum

112 Lamar • Hillsboro, TX 76645 • (254) 659-7750

Soldier Artifact Information Form

Please complete this form to the best of your ability with as much detail as you can. Feel free to continue any answer or write additional information on the back of this form.

1. Please provide the name of the soldier and service number.
2. What years did the soldier serve?
3. What branch of service and units did the soldier serve in?
4. Did the soldier serve in any wars and/or combat missions?
5. What medals were awarded to the soldier?
6. Do you know any additional information about the artifact? Please be specific, and provide as much information as you know, to pass along to future generations. Please attach any stories, service records and photos of the soldier.

Texas Heritage Museum

Lamar Drive 112 • Hillsboro, TX 76645 • (254) 659-7757

Artifact Document Condition Report Form

Accession Number _____ Title _____

Artifact Name _____ Inventory Location _____

Structure:	_____ Glass	Surface Decoration/ Attachments _____	
	_____ Ceramic	_____	
	_____ Metal	_____	
	_____ Wood	Structural Damage _____	
	_____ Textile	_____	
	_____ Basket	_____	
	_____ Paper	Areas of weakness _____	
	_____ Leather	_____	
	_____ Plastic	_____	
	_____ Other	Areas of loss _____	
	Surface:	_____ Unfinished	_____
		_____ Varnished	_____
_____ Painted		Previous repairs/ Restoration _____	
_____ Patina		_____	
_____ Veneer		_____	
_____ Glazed		Previous alterations/ Additions/ Modifications _____	
_____ Oiled		_____	
_____ Other	_____		

Condition:	_____ Dirt/ grime	Location & Description: _____
	_____ Worn	
	_____ Abrasions	
	_____ Scratches	
	_____ Stained	
	_____ Corrosion	
	_____ Tarnish	
	_____ Warping	
	_____ Shrinking	
	_____ Flaking	
	_____ Powdering	
	_____ Holes	
	_____ Tears	
	_____ Bulges	
	_____ Cracked	
	_____ Rotted	
	_____ Insects/ rodents	
	_____ Mold/ mildew	
	_____ Moisture damage	
	_____ Embrittlement	
	_____ Accretions	
	_____ Delamination	

Artifact Document Condition Report Continuation Form

<input type="checkbox"/> Deformations <input type="checkbox"/> Other General Condition Summary: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor Explain _____ _____ _____ _____	Present Treatment Needed: <input type="checkbox"/> dust with brush/ cloth <input type="checkbox"/> vacuum <input type="checkbox"/> damp wipe with distilled water <input type="checkbox"/> minor repairs <input type="checkbox"/> reinforcement/ support <input type="checkbox"/> Other, explain _____ _____ _____
---	---

Restrictions and Special Handling Instructions: _____

Storage Recommendations: <input type="checkbox"/> Roll on tube <input type="checkbox"/> Hang on padded hanger <input type="checkbox"/> Special padded form <input type="checkbox"/> Flat on shelf <input type="checkbox"/> Flat in box or tray <input type="checkbox"/> Flat in drawer <input type="checkbox"/> Interleave with acid-free tissue <input type="checkbox"/> Buffered <input type="checkbox"/> Unbuffered <input type="checkbox"/> Interleave with ethafoam <input type="checkbox"/> Wrap with acid-free tissue <input type="checkbox"/> Buffered <input type="checkbox"/> Unbuffered	<input type="checkbox"/> Dust cover <input type="checkbox"/> Acid-free envelope/ folder <input type="checkbox"/> Buffered <input type="checkbox"/> Unbuffered <input type="checkbox"/> Stuff with acid-free tissue <input type="checkbox"/> Buffered <input type="checkbox"/> Unbuffered <input type="checkbox"/> Display mount <input type="checkbox"/> Special box <input type="checkbox"/> Wrap with jeweler's cloth <input type="checkbox"/> Other, explain _____ _____ _____
--	---

Comments: _____

Condition Report By: _____ Date _____

Action Taken: _____

By whom _____ Date _____

Texas Heritage Museum
112 Lamar • Hillsboro, TX 76645 • (254) 659-7755

Artifact Worksheet Form

Accession Number _____ Title _____

Classification(s) _____ Object Name _____

Date _____ (circle one): Exact / Within 5 / Within 10 / Between / Before / After / Unknown

Dimensions: Height _____ Width/Length _____ Depth _____ (circle one): in / cm / ft

Maker/Artist _____

Manufacturer/Retailer _____

Marks/Inscriptions _____

Materials _____

Description _____

Condition (circle one): Excellent / Good / Fair / Poor

Explain: _____

Artifact Worksheet Continuation Form

Provenance _____

Related Artifacts _____

Notes/Other _____

Temporary Location _____

Permanent Location: _____

Subject Classification: _____

Donor Name _____

Method of Acquisition (circle one): Gift / Bequest / Purchase

Catalogued by: _____ Date catalogued _____

Artifact Numbered _____ Number Location: _____

Texas Heritage Museum

112 Lamar ▪ Hillsboro, TX 76645 ▪ (254) 659-7750

Backlog Artifact Worksheet Form

Method of Acquisition (circle one): Gift / Bequest / Purchase

Accession Number _____ Title _____

Classification(s) _____ Object Name _____

Home or Temporary Location _____

Date _____ (circle one): Exact / Within 5 / Within 10 / Between / Before / After / Unknown

Description _____

Condition (circle one): Excellent / Good / Fair / Poor

Dimensions: Height _____ Width/Length _____ Depth _____ (circle one): in / cm / ft

Provenance _____

Donor Name _____

Notes _____

Subject Classification _____

Accessioned by: _____ Date _____

Texas Heritage Museum
112 Lamar ▪ Hillsboro, TX 76645 ▪ (254) 659-7750
F.I.C. Artifact Worksheet Form

Accession Number _____ **Title** _____

Home or Temporary Location _____

Classification(s) _____ **Object Name** _____

Date _____ (circle one): **Exact / Within 5 / Within 10 / Between / Before / After / Unknown**

Description

Condition (circle one): Excellent / Good / Fair / Poor

Dimensions: Height _____ **Width/Length** _____ **Depth** _____ (circle one): **in / cm / ft**

Notes _____

Subject Classification _____

Accessioned by: _____ **Date** _____

EXAMPLE ONLY

Texas Heritage Museum

112 Lamar Drive, Hillsboro, TX 76645 (254) 659-7755

Exhibit Inventory Form

Exhibit:

Section/Case:

Case

[illegible]

EXAMPLE ONLY

Texas Heritage Museum

112 Lamar Drive, Hillsboro, TX 76645 (254) 659-7755

Collections Shelf Inventory Form

Section _____ Bay _____ Box _____

[illegible]

Deaccession Form

Accession Number _____ Title _____

Classification(s) _____ Archival Document _____

Acquisition Date _____ Acquisition Method _____

Description _____

Provenance _____

Reason for Deaccession _____

Proposed Method of Disposal _____

Notes/Other _____

Action Recommended and Approved by the Collections Committee:

Museum Rep Signature & Title _____ Date _____

Texas Heritage Museum
112 Lamar • Hillsboro, TX 76645 • (254) 659-7755

Deaccession of Artifacts Receipt

The artifacts described below have been deaccessioned and removed from the premises of the Texas Heritage Museum by:

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Purpose **Deaccession of Artifacts** _____

<i>Number</i>	<i>Description & Condition of Artifacts</i>

Total Number of Artifacts _

I confirm that the artifacts listed above have been transferred over to the rightful owner and that the artifacts have been returned in an acceptable condition.

Remover's Signature _____ Date _____

Museum Representative _____ Date _____

EXAMPLE ONLY

[illegible]

Loan Number _____

Texas Heritage Museum
112 Lamar • Hillsboro, TX 76645 • (254) 659-7755

Incoming Loan Agreement Form

The artifacts described below are loaned to the Texas Heritage Museum by the lender identified below. Loans are subject to the conditions on the reverse.

Lender Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Purpose/Exhibit Title _____

Exhibit Dates, From _____ To _____

Loan Dates, From _____ To _____

Insurance Carrier _____ Total Value _____

Shipping Agreement _____

<i>Number</i>	<i>Description & Condition of Artifacts</i>	<i>Value</i>
	<i>(Attach additional sheets if necessary)</i>	

Total Number of Artifacts _____

Special Exhibit Instructions _____

I have read and agree to the Conditions Governing Loans and agree that the above information is complete.

Lender Signature _____ Date _____

Museum Representative _____ Date _____

I acknowledge that all Loaned artifacts have been returned according to the agreed upon conditions.

Lender Signature _____ Date Returned _____

Incoming Loan Agreement Continuation Form

Conditions Governing Incoming Loans

The Texas Heritage Museum may borrow material for exhibition and other special purposes such as research or public presentation for a specified period of time not to exceed a renewable one year term. Loans will be considered on an individual basis and conditions may be applied.

1. Care and Handling

Artifacts loaned to the Texas Heritage Museum will receive the same degree of care given to similar artifacts owned by the Texas Heritage Museum. The condition of the loan artifacts will be established in writing prior to the loan. Evidence of damage to artifacts at the time of receipt or while in the Texas Heritage Museum's custody will be reported immediately to the lender. No alteration, restoration, or repair to artifacts will be undertaken without the written authorization of the lender. The Texas Heritage Museum will not be responsible for natural deterioration or damage accrued by Acts of God for artifacts on loan. The Loan Agreement will be signed by the lender.

Costs of transportation and packing will be borne by the Texas Heritage Museum unless otherwise stated. The method of shipment must be agreed upon by both parties.

2. Insurance

The Texas Heritage Museum will insure the loaned artifacts under its blanket policy, subject to the standard exclusions for a fair and reasonable amount specified on the face of the loan agreement. Artifacts will be insured while in transit and on location during the period of the loan. The lender agrees that, in the event of loss or damage, recovery shall be limited to such amount as may be paid by the insurer, thereby releasing the Texas Heritage Museum from liability for all claims arising out of such loss or damage.

3. Publicity and Photography

The Texas Heritage Museum will comply with the lender's policy regarding photographing and copying of artifacts on loan. Publicity and exhibition labels will credit lenders in accordance with the agreement.

4. Return of Loans

Unless renewed at the Texas Heritage Museum, loans will be returned to the lender within thirty days of the expiration of the loan period. The Texas Heritage Museum will not be responsible for the conservation or restoration of loan artifacts unless in agreement with the lender.

If the lender requests the return of a loan prior to the agreed upon expiration date, such request must be in writing to the Director of the Texas Heritage Museum.

If a lender fails to reclaim loaned artifacts at the end of the loan period artifacts will be dealt with according to the following procedure:

- a) If the Registrar of the Texas Heritage Museum, after making all reasonable efforts, shall be unable to return the artifact within sixty days after written notification, then the Texas Heritage Museum shall have the absolute right to place the artifact in storage and to charge regular storage and insurance fees.
- b) If, after one year following notification, the artifact still has not been reclaimed, then, in consideration for storage, insurance, and safekeeping during such period, the artifact shall be deemed an unrestricted gift to the Texas Heritage Museum.
- c) Final disposition of the artifact shall be determined by the Dean and the Registrar of the Texas Heritage Museum.

EXAMPLE ONLY

[illegible]

Texas Heritage Museum

112 Lamar • Hillsboro, TX 76645 • (254) 659-7755

Return of Loaned Artifacts to Lender Receipt

The artifacts described below have been removed from the premises of the Texas Heritage Museum by:

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Purpose **Return of Loaned Artifacts** _____

<i>Number</i>	<i>Description & Condition of Artifacts</i>

Total Number of Artifacts _____

I confirm that I am the sole and lawful owner of the artifacts listed above and that the artifacts have been returned to me in an acceptable condition.

Remover's Signature _____ Date _____

Museum Representative _____ Date _____

Permission to Remove Loaned Artifacts Form

Original Lender Name: _____

Address: _____

City: _____ State: _____ Zip: _____

I confirm that I am the sole and lawful owner of the artifacts listed below and that I give permission for the person whose name is listed below to remove my property from the collection of the Texas Heritage Museum.

Signature of Original Lender: _____

Name of Person Removing Artifacts: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature of Person Removing Artifacts: _____

Artifacts To Be Removed

Number	Description of Artifacts

Total Number of Artifacts _____

I confirm that I have been given permission to remove the artifacts listed above by the lawful owner and that the artifacts have been returned to me in an acceptable condition.

Remover's Signature _____ Date _____

Museum Representative _____ Date _____

Outgoing Loan Request Form

Institution _____ Phone _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Artifact(s) Requested _____

For the following purpose:

_____ Exhibit, Title _____

_____ Research, Explain _____

_____ Other, Explain _____

Dates of Loan, From _____ To _____

Location of Artifact(s) during Loan _____

Anticipated Visitation _____

Insurance Company _____ Type of Coverage _____

Method of Shipment _____

Carrier Name _____

Environmental & Safety Conditions

Temperature Range _____ Relative Humidity Range _____

Light Level _____ Type of Lighting _____

Security System _____ Fire Control Device _____

Security Precautions _____

I certify that the above information is complete and true to the best of my knowledge. I understand that this form is not a Loan Agreement and in no way guarantees the request for loan will be granted.

Requestor _____ Date _____

Museum Representative _____ Date _____

Loan Number _____

Texas Heritage Museum
112 Lamar • Hillsboro, TX 76645 • (254) 659-7755

Outgoing Loan Agreement Form

The artifacts described below are loaned by the Texas Heritage Museum to the borrower identified below. Loans are subject to the conditions on the reverse.

Borrower Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Purpose _____

Location of Artifacts While on Loan _____

Loan Dates, From _____ To _____

Insurance Carrier _____ Total Value _____

Method of Shipment _____

Name of Carrier _____

<i>Number</i>	<i>Description & Condition of Artifacts</i>	<i>Value</i>
	<i>(Attach additional sheets if necessary)</i>	

Total Number of Artifacts _____

Special Exhibit Instructions: _____

Credit Line: *Courtesy of the Texas Heritage Museum, Hill College, Hillsboro, TX*

I have read and agree to the Conditions Governing Loans and agree that the above information is complete.

Borrower Signature _____ Date _____

Museum Representative _____ Date _____

I acknowledge that all Loaned artifacts have been returned according to the agreed upon conditions.

Lender Signature _____ Date Returned _____

Outgoing Loan Agreement Continuation Form **Conditions Governing Outgoing Loans**

The Texas Heritage Museum will loan artifacts from the collections to public and private organizations. Such loans must be for specified public purposes and for a specified period not to exceed one year, which may be renewed by the Director of the Texas Heritage Museum. All loan requests will be submitted to the Dean of the Texas Heritage Museum, who will review the condition of the artifacts requested, the exhibition and research needs of the Texas Heritage Museum, the purposes for which the artifacts are being borrowed, and the ability of the borrowing organization to properly care for the artifacts requested. The Dean of the Texas Heritage Museum reserves the right to decline loans when it is determined the loan would not be in the best interest of the artifacts requested. All loans must be insured by the borrower at a value estimated by the Registrar of the Texas Heritage Museum, and a certificate of insurance provided to the Texas Heritage Museum prior to transfer. The Texas Heritage Museum must hold clear title to an artifact for consideration as an outgoing loan. The Dean of the Texas Heritage Museum will be advised of any outgoing loan.

1. Care and Preservation

The borrower must demonstrate understanding of appropriate environmental, exhibition, and security standards for the requested loan artifacts. The loan artifacts shall not be cleaned, repaired, retouched, or altered in any way without written permission from the Dean of the Texas Heritage Museum. Moreover, the Dean of the Texas Heritage Museum must be notified immediately if any loan artifact is damaged or stolen. The Texas Heritage Museum artifacts on loan may not be loaned to a third party or moved to another location without authorization from the Dean of the Texas Heritage Museum. The completed Loan Agreement must be signed by the borrower or an authorized representative.

2. Transportation and Packing

Artifacts to be loaned shall be prepared for transport as determined by the Registrar of the Texas Heritage Museum. The artifacts shall be returned to the Texas Heritage Museum in the same manner unless otherwise stipulated by both parties.

3. Expenses

All expenses incurred in connection with a loan will be borne by the borrower unless otherwise agreed upon by both parties.

4. Publicity and Photography

Permission for the reproduction of the borrowed artifacts for any purpose must be obtained from the Texas Heritage Museum. Each borrowed artifact must be credited to the Texas Heritage Museum according to the credit line as provided. The borrower will give the Texas Heritage Museum two copies of any catalogue or publication associated with the exhibition or educational program.

EXAMPLE ONLY

[illegible]

112 Lamar • Hillsboro, TX 76645 • (254) 659-7755

Please return this form with the artifacts listed below when procedure is complete.

Contact Person _____ Title _____

For the following purpose: ☐ Reproduction ☐ Photography

☐ Conservation ☐ Transfer

☐ Identification ☐ Other, Explain

Special Instructions _____

Method of Shipment _____

Name of Carrier

<i>Number</i>	<i>Description & Condition of Artifacts</i>	<i>Value</i>

Museum Representative _____ Title _____

Museum Representative _____ Title _____

Texas Heritage Museum
112 Lamar • Hillsboro, TX 76645 • (254) 659-7750

Information Request Form

Name: _____ **Date:** _____
Address: _____ **Phone:** _____

Nature of Request – Please be as detailed as possible

(Please make notes on this sheet including references to resources used to obtain information)

Person taking request: _____
Person doing research: _____
Time taken to fulfill this request: _____ **hours**
Money received for request (copies, photos, donations, etc.) _____
***Please Initial and Date when request is complete:** _____

Texas Heritage Museum

112 Lamar • Hillsboro, TX 76645 • (254) 659-7750

Application for Use of Collections Form

Name _____

Date _____

Address _____

Phone _____

Reproduction Restrictions

Reproduction of artifacts in the collections, in any form, must be approved by the Dean and the Registrar of the Texas Heritage Museum. The Texas Heritage Museum reserves the right to decline reproduction

- A. Requests must state the intended use of the material requested and a complete description of the artifact to be reproduced.
- B. Fees will be charged for reproduction rights to any collection artifact to which the Museum has title, unless waived by the Dean of the Texas Heritage Museum. Establishment of fees will be in accordance with the included schedule, however, they may be adjusted on a case by case basis. The Museum shall not grant reproduction rights of any artifact for which the Texas Heritage Museum does not hold clear title.
- C. The Texas Heritage Museum reserves the right to refuse reproduction at any time if in the best interests of the Texas Heritage Museum and the artifacts in question.
- D. All requests for permission to reproduce for publication must include the intended use, the publisher, and the expected date of publication.

The publisher must provide the Texas Heritage Museum with one complete, gratis copy of the publication in which the image is reproduced.

- E. Each image must be reproduced unaltered and in its entirety unless approved in advance by the Texas Heritage Museum. The reproduction must not be cropped, bled off the page, printed on color stock, or colored with ink, nor have anything superimposed on the image.
- F. Full documentation credit, as supplied by the Texas Heritage Museum, must appear in the immediate proximity to the image or in the section devoted to photographic credits. Abbreviations are not permitted. Credit line is as follows: *Texas Heritage Museum, Hill College, Hillsboro, Texas*
- G. Permission is granted for one time use as detailed on the application. Permission to publish must be obtained in advance for each subsequent edition or report.
- H. Failure to pay the required fees for reproduction means that permission has not been granted.

Application for Use of Collections Continuation Form

- I. Permission is only valid for the individual, company, or institution to which it is specifically issued and may not be transferred, assigned, sold, or otherwise disposed of without permission of the Texas Heritage Museum.

I have read and agree to the reproduction restrictions.

Requestor Signature _____

The reproduced information or image will be used for the following purpose:

Reproduction and Use Fees

All requests for use of materials from the Texas Heritage Museum collection are subject to the restrictions detailed on the "Application for Use of Collections" Form and to approval by the Dean and the Registrar of the Texas Heritage Museum. Requests for reproductions of materials should be made at least two weeks in advance of deadline, however some materials may take more than two weeks to reproduce.

Publication Fees

Reproductions of materials for commercial use in publications, broadcasting, video production, exhibits, product presentations, interior design, advertising, or similar use is subject to publication fees as outlined below. Fees are for one-time, non-exclusive use and are in addition to any reproduction costs.

Artifact

Photograph of an artifact \$50.00 each

Texas Heritage Museum
112 Lamar • Hillsboro, TX 76645 • (254) 659-7750

Unsolicited Request for Return of Objects

Requestor's Name: _____ **Phone:** _____

Address: _____

Name of Original Lender: _____

Requestor's Relationship to Original Lender: _____
(If a fiduciary, please provide documentation.)

Date of Original Loan: _____

Name of Museum Employee That Accepted Object: _____

Detailed description of the object is required the burden of proof will lie with the requestor.

(Please provide documentation, correspondences, color, identifying marks, serial number, dimensions, photograph, manufacturer's name, and a detailed description of each item being requested):

(If more space is needed, please use reverse side of this page.)

The undersigned hereby requests that the Texas Heritage Museum, Hill College return the object(s) described herein to the undersigned and hereby certifies that the information contained herein is true and correct, that the object(s) described herein were loaned and not donated to the Texas Heritage Museum, Hill College or its predecessor, that the undersigned is fully authorized to seek and accept return of the object(s) described herein, and that no other party(ies) have an interest, legal or otherwise, in the object(s) described herein.

Requestor's Signature: _____ **Date:** _____

Object(s) Return Approved by:

Museum Representative: _____ **Title:** _____

RECEIPT AND RELEASE

In consideration of the premises and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged:

The undersigned, does hereby acknowledge receipt of the object(s) described herein, in form and condition satisfactory to the undersigned, and, for himself, his heirs, and assigns, does hereby release the, Texas Heritage Museum, Hill College its successors and assigns, of and from all claims and demands, further accountability or responsibility to him with regard to the object(s) described herein.

The undersigned does further hereby agree to indemnify, protect, save and keep harmless, Texas Heritage Museum, Hill College, its successors and assigns, from and against any and all liability, losses, damages, penalties, claims, actions, suits, costs, expenses and disbursements, including but not limited to court costs, attorneys' fees and legal expenses, of whatever kind and nature, imposed on, incurred by, or asserted against the Texas Heritage Museum, Hill College, its successors and assigns, in any way relating to or arising out of the return to the undersigned of the object(s) described herein.

Requestor's Signature: _____ **Date:** _____

EXAMPLE ONLY

[illegible]

PROPERTY CODE

TITLE 6A. PROPERTY LOANED TO MUSEUMS

CHAPTER 80. OWNERSHIP, CONSERVATION, AND DISPOSITION OF PROPERTY
LOANED TO MUSEUM

Sec. 80.001. PURPOSES. The purposes of this chapter are to establish the ownership of loaned cultural property that has been abandoned by the lender, to establish uniform procedures for the termination of loans of property to museums, to allow museums to conserve loaned property under certain conditions, and to limit actions to recover loaned property.

Added by Acts 1987, 70th Leg., ch. 1076, Sec. 1, eff. Sept. 1, 1987.

Sec. 80.002. DEFINITIONS. In this chapter:

(1) "Museum" means an institution located in this state and operated by a nonprofit corporation or public agency, primarily educational, scientific, or aesthetic in purpose, that owns, borrows, or cares for and studies, archives, or exhibits property.

(2) "Lender" means a person whose name appears on the records of a museum as the person entitled to property held or owed by the museum.

(3) "Loan," "loaned," and "on loan" include all deposits of property with a museum that are not accompanied by a transfer of title to the property.

(4) "Property" or "cultural property" means all tangible objects, animate and inanimate, under a museum's care that have intrinsic, scientific, historic, artistic, or cultural value.

Added by Acts 1987, 70th Leg., ch. 1076, Sec. 1, eff. Sept. 1, 1987.

Sec. 80.003. NOTICE TO LENDER. (a) If a museum is required to give a lender notice under this chapter, the museum is considered to have given the lender notice if the museum mails the notice to the lender at the lender's address and proof of receipt is received by the museum within 30 days after the date the notice is mailed.

(b) If the museum does not have an address for the lender or if proof of receipt is not received by the museum, the notice is considered to be given if the museum publishes notice at least once a week for two consecutive weeks in a newspaper of general circulation in both the county in which the museum is located and the county of the lender's address, if known.

(c) In addition to any other information prescribed by this chapter, notices given under this chapter must contain, if known, the lender's name, the lender's address, the date of the loan, and the name, address, and telephone number of the appropriate office or official to be contacted at the museum for information regarding the loan.

Added by Acts 1987, 70th Leg., ch. 1076, Sec. 1, eff. Sept. 1, 1987.

Sec. 80.004. ABANDONED PROPERTY; NOTICE; TITLE TO PROPERTY. (a) Unless there is a written unexpired loan agreement to the contrary, any property on loan to a museum for 15 years or more and to which no person has made claim according to the records of the museum is considered abandoned and, notwithstanding Chapter 72, becomes the property of the museum if the museum has given the lender notice in accordance with Section 80.003.

(b) If no valid claim has been made to the property within 65 days after the date of the last notice given under Section 80.003, title to the property vests in the museum free from all claims of the owner and all persons claiming through or under the owner.

Added by Acts 1987, 70th Leg., ch. 1076, Sec. 1, eff. Sept. 1, 1987.

Sec. 80.005. INTENT TO TERMINATE LOAN; FORM; TRANSFORMATION OF SPECIFIED TERM TO INDEFINITE TERM. (a) A museum may give the lender notice of the museum's intent to terminate a loan that was made for an indefinite term or for a term in excess of seven years. A notice of intent to terminate a loan given under this section must comply with Section 80.003 and must include a statement containing substantially the following information:

The records of (name of museum)

indicate that you have property on loan to it. The museum wishes to terminate the loan. You must contact the museum, establish your ownership of the property, and make arrangements to collect the property. If you fail to do so within 65 days after the date of this notice, you will be deemed to have donated the property to the museum. See Chapter 80, Property Code.

(b) If, within 65 days after the date of the notice given under Subsection (a), the lender fails to contact the museum, establish ownership of the property, and make arrangements to collect the property, the property is considered to be donated to the museum.

(c) For the purposes of this chapter, a loan for a specified term becomes a loan for an indefinite term if the property remains in the custody of the museum when the specified term expires.

Added by Acts 1987, 70th Leg., ch. 1076, Sec. 1, eff. Sept. 1, 1987.

Sec. 80.006. CONSERVATION OR DISPOSAL OF LOANED PROPERTY; CONDITIONS; LIEN; LIABILITY OF MUSEUM. (a) Unless there is a

written loan agreement to the contrary, a museum may apply conservation measures to or dispose of property on loan to the museum without a lender's permission if immediate action is required to protect the property on loan or to protect other property in the custody of the museum, or the property on loan has become a hazard to the health and safety of the public or of the museum's staff, and:

(1) the museum cannot reach the lender at the lender's last address of record so that the museum and the lender can promptly agree on a solution; or

(2) the lender will not agree to the protective measures the museum recommends, yet is unwilling or unable to terminate the loan and retrieve the property.

(b) If a museum applies conservation measures to or disposes of property under Subsection (a), the museum:

(1) has a lien on the property and on the proceeds from any disposition of the property for the costs incurred by the museum; and

(2) is not liable for injury to or loss of the property if the museum:

(A) had a reasonable belief at the time the action was taken that the action was necessary to protect the property on loan or other property in the custody of the museum, or that the property on loan constituted a hazard to the health and safety of the public or the museum's staff; and

(B) exercised reasonable care in the choice and application of the conservation measures.

Added by Acts 1987, 70th Leg., ch. 1076, Sec. 1, eff. Sept. 1, 1987.

Sec. 80.007. ACTION TO RECOVER PROPERTY; LIMITATIONS.

(a) The two-year limitation on actions to recover personal property prescribed by Section 16.003, Civil Practice and Remedies Code, runs from the date the museum gives the lender notice of its intent to terminate the loan under Section 80.005.

(b) No action may be brought against a museum to recover property on loan to a museum for 15 years or more and to which no person has made claim if the museum has complied with Section 80.004.

(c) A lender is considered to have donated loaned property to a museum if the lender fails to file an action to recover the property on loan to the museum within the period specified by Subsection (a).

(d) A person who purchases property from a museum acquires valid title to the property if the museum represents that it has acquired title to the property under Subsection (b) or (c).

Added by Acts 1987, 70th Leg., ch. 1076, Sec. 1, eff. Sept. 1, 1987.

Sec. 80.008. NOTICE OF PROVISIONS OF CHAPTER; LENDER'S NOTICES. (a) If, after August 31, 1987, a museum accepts a loan of property for an indefinite term or for a term in excess of seven years, the museum shall inform the lender in writing at the time of the loan of the provisions of this chapter.

(b) The lender of property to a museum shall notify the museum promptly in writing of any changes of address or change in ownership of the property.

Added by Acts 1987, 70th Leg., ch. 1076, Sec. 1, eff. Sept. 1, 1987.

The Texas Heritage Museum will follow the Texas Property Code Title 6a. Property Loaned To Museums Chapter 80. Ownership, Conservation, and Disposition of Property Loaned to Museum.

All F.I.C. in the Permanent Collection, Hill College Collection and Educational Collection will follow the above stated law. F.I.C. artifacts in the Permanent Collection or Hill College Collection will not be considered for deaccessioned and in the Educational Collection for disposable without the museum following the above stated law. On or after September 1, 2020 the museum 15 year waiting period will be over and the F.I.C. artifacts can go through the process making the F.I.C. artifacts the property of the Texas Heritage Museum, Hill College.