

SOMERVILLE MUSEUM
PERMANENT COLLECTION
COLLECTION MANAGEMENT POLICY

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I. INTRODUCTION

This document regulates the scope and management of the Permanent Collection of the Somerville Museum.

A. Mission

As the only membership supported, community- based cultural institution of its kind in Somerville, the Somerville Museum plays a central role in preserving the past, reflecting the present and helping to shape the future of this diverse urban community. The Museum seeks to engage our audience in an on-going dialogue with local artists, scholars, and educators with the larger aim of fostering cultural education and understanding.

Constitution and Purpose

The Constitution of the Somerville Historical Society dba Somerville Museum as amended and restated in 2012 states as follows:

The principal activities of the corporation shall include to bring to the public programming which enhances understanding and appreciation of the history, arts and culture of Somerville, Massachusetts, and incidentally of other places, through:

- (i) collecting, preserving and exhibiting to the public objects and other material pertaining to the history, arts and culture of Somerville;
- (ii) initiating and administering related educational programs, including without limitation, concerts, lectures, readings, gallery tours and demonstrations, tours of the city, workshops and school programs;
- (iii) providing and maintaining a facility to be called the Somerville Museum in which programming shall take place; and
- (iv) establishing relationships and collaborations with other, like-minded organizations, including without limitation, the Somerville public and private schools, the public library, agencies of the city government, the universities and other public and private arts, humanities, educational and social service organizations.

B. Statement of Authority

The Somerville Museum is a registered 501(c)(3) of Somerville and Massachusetts. The Board of Trustees (hereinafter the " Trustees "), elected by the members, has ultimate operating authority over the Somerville Museum. It establishes goals, policies, and procedures for the staff and committed volunteers to implement and appoints the Executive Director, who is the Museum's chief administrative officer.

C. Curatorial Committee

The Curatorial Committee (hereinafter the "Curatorial"), a standing committee of the Trustees, oversees implementation of the collections policy and has the authority to act or advise as stipulated herein. The President of the Board is the Chair of this Committee.

D. Collection Care Committee

The Collection Care Committee is co-equal to the Curatorial Committee and works to ensure the preservation of the collections, archives, and library resources. The President of the Board chairs this committee and appoints other Board and non-Board members as appropriate.

E. Security and Fire Prevention Committee

The Security Committee works to ensure the prevention of theft or damage to the building, collections, archives, and library resources, as well as loss of objects such as furniture and computers necessary to operate the Museum from the point of view. The President of the Board chairs this committee and appoints other Board and non-Board members as appropriate.

F. Disaster Prevention and Response Committee

The Disaster Prevention and Response Committee works to ensure the prevention of damage to Museum visitors and personnel, building, landscape, collections, archives and library resources from potential otherwise overwhelming events, such as floods, fires, climate change, storms, tornadoes, and civil unrest. The Committee is responsible for creating a disaster prevention and response plan for managing a crisis, when it happens. The President of the Board chairs this committee and appoints other Board and non-Board members as appropriate.

G. Statement of Ethics

The Somerville Museum shall comply with the "Policy on Ethical Standards and Conflicts of Interest" adopted by the Board on October 20, 1994, with the current code of ethics of the American Association of Museums (AAM), and with applicable local, state, and federal laws.

II. THE COLLECTION: SCOPE & COLLECTING PRIORITIES

A. Scope

The policies stipulated in this document shall pertain only to the Somerville Museum's Permanent Collection (hereinafter the "Collection"). They shall not pertain to objects acquired by the Somerville Museum for other purposes.

The Collection shall consist of historical structures, properties, and objects. The objects shall include, but shall not be limited to: paintings, works of art on

paper, metalwork, woodwork, ceramics, glass, and other decorative or fine arts; military and veteran-related objects, coins, paper currency, and medals; photographs, film, slides, and negatives; costumes, accessories and textiles; maps and architectural drawings; books, periodicals, and other printed or handwritten archival materials and manuscripts; digital objects such as oral histories, digital images, and video. The Collection shall be given the highest degree of care, documentation, and accountability that the Somerville Museum can reasonably provide.

B. Limitations

The Collection shall include only those historical structures, properties, and objects that conform to the Somerville Museum's mission, that have been acquired and designated for preservation, study, exhibition, and programming purposes, and that are in sufficiently good condition to warrant the cost of preservation.

The Collection shall not normally include material from the Somerville Museum's institutional records (although these should be kept as institutional archives), materials printed for exhibitions from existing primary resources, such a text labels, maps, etc., or books set aside as reference materials for curators, collectors and docents; however, with the approval of the Committee, any such materials that meet the appropriate acquisition criteria may be transferred to the Collection.

The Somerville Museum shall not accession culturally sensitive material without the permission of the cultural group or groups involved. Culturally sensitive material shall be defined as objects whose treatment, custodianship, or use is a matter of concern to those contemporary cultural groups or individuals who are able to demonstrate cultural affiliation and/or legal standing with respect to the objects in question.

C. Collecting Priorities

Proposed additions to the Collection shall be judged on their individual merits, after carefully weighing their values and costs against the evolving programs and emphases of the Somerville Museum.

D. Expedited Gifts and Purchases:

At its discretion the Committee may authorize the Executive Director to accept or purchase objects for the Collection provided they comply in full with the Somerville Museum's mission and criteria for accessioning. Gifts and/or purchases acquired in this manner shall be presented to the Committee formally at its next scheduled meeting.

E. Reference Library

Items in the Reference Library Collection (hereinafter the "Library") include, but are not limited to, books, periodicals, unpublished works, newspapers and scrapbooks pertaining to the history of Somerville, Massachusetts. Works in the Education Library are subject to separate criteria concerning accession and de-accession from the Resource Library.

The Curatorial Committee is empowered to add works to the Resource Library based upon the following criteria:

- 1) The work is relevant to the history of Somerville or its context in a national or international narrative; the work is the result of research conducted in the Collection of the Somerville Museum; or the work includes images of objects in the Collection
- 2) The work can be properly housed, stored and protected within the resources of the Somerville Museum
- 3) (preferred, but not absolute) The physical state of the work can accommodate handling by outside parties without direct staff supervision

Works can be de-accessioned from the Resource Library based upon the following criteria:

- 1) The work is not relevant to the history of Somerville or its context in a national or international narrative
- 2) The content of the work is inaccurate or invalidated based on new research
- 3) The work can be accessed at other public institutions local to the Somerville Museum.

Accessioning or de-accessioning of works from the Library based on any of the above criteria requires approval from the Curatorial Committee.

Items removed from the Library may be divested in the following manner:

- 1) Donated to another public institution that has a mission relevant to the removed work and that we adequately care for and provide public access
- 2) Sold, as deemed appropriate by standards set by the Committee
- 3) Disposed of by any means if the work cannot be repaired or conserved, or if it presents a physical danger to life or property

F. Education Collection

At the discretion of the Committee, objects deemed inappropriate for the Collection, but still of educational value to the Somerville Museum may be accepted into the Education Collection. Objects in the Education Collection are not part of the permanent Collection and are, therefore, not subject to the

same restrictions regarding access and handling. These items may be handled by the full staff of the Somerville Museum as well as approved volunteers and may be utilized for various public and educational programs implemented by the Somerville Museum, i.e. living history events or school visits.

Items in the Education Collection will not be recorded in the Collective Access database. Docent clothing for historical re-enactments is maintained through an inventory in a File-Maker Database, however it is not part of the permanent Collection.

III. ACCESSIONING

It is the job of the Curatorial Committee to determine the strengths of the Collection now and to strategize for those in the future by selective and active accessioning. Criteria may include: quality; rarity; artistic merit and aesthetics; intellectual value; attribution and provenance; size; quantity; price; costs of conservation, storage, and maintenance; restrictions of use; and potential for use in exhibitions and research.

When an object is not appropriate for the Somerville Museum's Collection, collections staff may inform potential donors about other local or regional repositories that can effectively use the object for educational or other non-profit purposes.

The Curatorial Committee shall provide research and recommendations about all objects proposed for accessioning. All proposed objects shall be subject to approval by the Committee.

Objects for the Collection may be obtained by means of gift, bequest, purchase, exchange, or any other transaction by which title to an object passes to the Somerville Museum. All accessioned objects shall become the Somerville Museum's exclusive property and may be displayed, loaned, retained, or disposed of in the best interests of the institution and its mission.

A. Accession Guidelines

The Committee shall consider objects for accession based on whether:

- 1) the object is useful to the mission and collecting priorities of the Somerville Museum.
- 2) the object has aesthetic merit, possesses potential for research and scholarship, or has other historical or cultural significance.
- 3) the object is useful for exhibition purposes.
- 4) the object can be properly conserved, stored, protected, and preserved within the resources of the museum or with a monetary donation specifically for those purposes.

- 5) the object has free and clear title and is preferably without any restrictions whatsoever as to use or future disposition.
- 6) the authenticity and provenance of the object are satisfactory to the Executive Director.
- 7) the Somerville Museum may secure exclusive or non-exclusive copyright license for the object, so that it may be able to grant rights to reproduce the object for commercial or non-commercial purposes.

An object considered for accession shall be presented with appropriate documentation to the Curatorial Committee. If the object is approved by the Committee, the Director and Museum staff shall be responsible for ensuring that all necessary documentation is obtained and kept in archivally safe storage where it is easily retrievable.

Objects promised to the Somerville Museum as future gifts or bequests shall not be presented to the Curatorial Committee for accessioning unless the intent of the donor is expressed in a written instrument that is irrevocable and binding.

B. Documenting the Collection

The Executive Director shall ensure that for each newly accessioned object there is a valid document certifying its transfer of ownership to the Somerville Museum. This document shall describe in full the object or objects to which it pertains, shall record the precise conditions of transfer, shall convey to the Somerville Museum title of ownership (including intellectual property rights when possible), and shall be signed by the donor/vendor and an authorized Somerville Museum representative.

All documentation related to objects in the collection, including documentation attesting to authenticity and provenance, shall be kept as part of the permanent accession records.

The Executive Director or her appointees shall keep legal records in paper form, including transfer documents, permits and permissions, receipts, accession logs, appraisals, and loans. A computer collections management system shall be used for documentation to facilitate retrieval, access, and reporting. Electronic records shall include, at a minimum, accession records, catalog records, donor information, and location and inventory information. Detailed information such as field notes and condition reports may be kept solely in paper form.

C. Taxes/Appraisals/Authentication

Gifts to the Somerville Museum may be tax deductible to the full extent of the law.

Under IRS regulations governing conflict of interest, the Somerville Museum cannot be involved in the appraisal of a donation or in issuing certificates of authenticity. These matters are entirely the responsibility of the donor.

Somerville Museum staff and board members may help identify the natural history, historical, and cultural identity of objects based on their expertise in the field, but if they do they shall make it clear that such identifications are not appraisals or certificates of authentication, that no financial or insurance value should be based on such identifications, and that independent identifications are required for those purposes. If they offer referrals to appropriate specialists, they must provide multiple referrals without preference.

Qualified staff members may also provide the public with advice about the care of their private collections. If a question exceeds the bounds of a staff member's expertise, the staff member shall refer the question to other appropriate professionals, providing multiple referrals without preference.

IV. DEACCESSIONING AND DISPOSITIONS

All decisions to deaccession objects from the Collection shall be made by the Curatorial Committee following background research, deliberation and input from interested parties; all funds generated by the sale of deaccessioned objects shall be designated solely for the purchase and care of collection objects.

The Somerville Museum shall follow the procedures outlined below in selecting objects for disposal, sale, or trade. Each object shall be carefully examined and its relevance to the Somerville Museum's present and future properly weighed.

A. Deaccession Guidelines

Objects may be deaccessioned from the Collection when one or more of the following conditions exist. An object:

- 1) does not adequately support the Somerville Museum's mission.
- 2) does not support the Somerville Museum's collections management policy.
- 3) does not meet current policies on culturally sensitive materials.
- 4) does not provide clearly defined copyright.
- 5) does not comply with laws and treaties governing cultural properties.
- 6) does not support the research, education, or exhibition uses of the Somerville Museum.
- 7) unnecessarily duplicates other objects in the Collection.
- 8) requires storage or conservation resources that the Somerville Museum cannot provide.

- 9) is requested for repatriation by a cultural group because it contains human remains or funerary or sacred materials of known lineal descent associated with that group.
- 10) is damaged beyond repair or conservation.

B. Disposition of Deaccessioned Objects

Under no circumstances may ownership of a collection item be transferred to any individual other than the donor or the donor's legal heirs except through public auction or when the Curatorial Committee can demonstrate to the full Board that an important benefit to the Somerville Museum exists.

A deaccessioned object may only be:

- 1) Donated to another public institution that has a mission relevant to the deaccessioned object and that will adequately care for it and can assure public access.
- 2) Exchanged for another object or objects when independent appraisers determine that the fair market values of the object or objects to be exchanged are approximately equal. In such cases the cost of appraisals to determine fair market values shall be divided evenly between the two parties and the object or objects coming to the Somerville Museum shall be evaluated according to the acquisition policies stated herein.
- 3) Sold, as the Board deems appropriate, to a suitable non-profit institution at approximate fair market value or at a public auction advertised to the widest possible audience.
- 4) Repatriated in accordance with NAGPRA policies, UNESCO treaties, and federal, state, and local law.
- 5) Destroyed, if the object cannot be repaired or conserved, or if it presents a physical danger to life or property.
- 6) Kept by the Somerville Museum, but transferred to its education library or its education collection as the Committee deems appropriate.

C. Documentation and Reporting of Deaccessions

All aspects of the conditions and circumstances of deaccession and disposition of object shall be recorded and retained in the Somerville Museum 's institutional archives. A copy of the meeting notes authorizing the deaccession shall accompany the permanent record. A summary of annual deaccessions shall be reported to the Board as part of the annual collections report.

V. LENDING AND BORROWING

All incoming and outgoing loans shall be for a defined period of time and a stated purpose and shall be documented by a signed loan agreement stipulating the conditions of the loan and providing specific details on the rights and responsibilities

of each party. The Curatorial and Collection Care Committees shall have co-equal authority to approve, deny, or renew loans.

Loans shall be initiated by the Executive Director and processed by Museum staff. The Director shall keep all loan agreements on file and shall establish the procedures for packing, assessing fees, and transporting loan objects.

A record of all incoming and outgoing loans shall be maintained as part of the permanent records of the Somerville Museum.

A. Incoming Loans

The Somerville Museum may borrow objects for temporary exhibition, identification, examination, research, or educational purposes. It may receive loans from institutions or individuals. All borrowing shall be governed by a signed loan agreement. The Somerville Museum shall exercise the same care with objects it borrows as it does with its own objects of similar type, unless otherwise specified in the loan agreement. Criteria for accepting loans shall include:

- 1) whether the object will enhance the Somerville Museum 's offerings;
- 2) whether the object, where appropriate, can be kept on display for a substantial portion of the loan period;
- 3) whether the Somerville Museum has adequate exhibition and storage space for the loaned item;
- 4) whether the object to be loaned is in good condition and able to accommodate the Museum's exhibition environment, as well as withstand the ordinary strains of packing and transportation;
- 5) whether the lender is willing to agree to appropriate terms, including a definite duration, in a loan agreement; or,
- 6) whether the loan might aid in eventual acquisition of the object through gift or bequest.

Loans shall be refused whenever there exists:

- 1) a possibility that the loan might appear to give rise to commercial exploitation or bring discredit upon the Somerville Museum;
- 2) an unreasonable restriction on the loan;
- 3) an unsatisfactory provenance; or,
- 4) a possibility that the reason for the loan is solely for safe or proper storage of the object.

The above conditions also apply to traveling exhibitions from outside institutions.

B. Outgoing Loans

The Somerville Museum shall lend objects from the Collection only for temporary exhibition, conservation, identification, research, or related educational purposes and only to appropriate institutions that can demonstrate that they can exhibit, care for and secure them at the highest museum standard. The requirements for outgoing loans are as follows:

- 1) The borrowers must be qualified museums or institutions with missions in the public interest and objectives in concert with those of the Somerville Museum.
- 2) All objects must be maintained in the condition in which they are received. Except when specifically authorized in writing by the Somerville Museum, they shall not be cleaned, repaired, retouched, treated, unfitted, remounted, reset, marked, copied (e.g., cast or replicated), submitted to any examination or application that would tend to alter their condition, or have tags or other identification marks added or removed.
- 3) Damage, whether in transit or on the borrower's premises, and regardless of who may be responsible for it, shall be reported to the Somerville Museum immediately. No action shall be undertaken to correct the damage without the Somerville Museum's approval.
- 4) Subject to the Executive Director's written approval, and with appropriate conditions attached, the borrower may photograph an object for educational, cataloging, recording, or publicity purposes. Reproduction for sale shall not be permitted except in the context of an exhibit catalog.
- 5) The borrower shall undertake to provide full protection from the hazards of fire, exposure to extreme or deteriorating light, extremes of temperature and relative humidity, insects, dirt, vandalism, theft, mishandling, and handling by unauthorized or inexperienced persons or by the public.
- 6) The cost of special communications, security provisions, packing, transportation, insurance, conservation, and any other incidental costs shall be paid by the borrower, unless waived by the Executive Director.
- 7) Unless the Executive Director specifies otherwise, borrowed objects, when being returned, shall be packed and transported in the same manner as they were received.
- 8) Loans shall be made for a specified time as stipulated in the loan agreement. To renew a loan, a borrower shall request an extension in writing. Long-term loans shall be reviewed biannually and, at the discretion of the Executive Director, may be renewed for periods of up to 24 months. If requested, a loan shall be returned before the stipulated time expires. The borrower shall receive a written notice, and the Somerville Museum shall try to provide assistance in securing a substitute object.
- 9) When on display, or when photographed or reproduced for publicity purposes, all objects borrowed shall be credited to the "Somerville Museum" including any special wording as directed.
- 10) All loans must be approved by both the Board of Trustees and the borrowing institution.

11) A signed copy of the loan agreement form must be in the possession of the Somerville Museum before any physical transfer of an object is undertaken.

The Somerville Museum reserves the right to recall a loan if the loan agreement terms are violated.

The Board of Trustees may authorize temporary exhibitions to travel. The Executive Director, in collaboration with museum staff, shall prepare objects in the collections for that purpose.

VI. OBJECTS IN CUSTODY

A. Temporary Custody

The Somerville Museum may accept objects or collections in temporary custody for the purposes of attribution, examination, or identification, or for consideration as a purchase or gift. The work of attribution, examination, and identification shall be expeditiously accomplished. Decisions to purchase or accept a gift shall occur in a timely and professional manner. The Somerville Museum shall record promptly every object received by giving it a temporary accession number and recording it in a log book set aside for that purpose and shall care for it at appropriate levels of care. A temporary custody receipt form stating the owner's name, address, purpose, and other relevant details shall be completed for every object accepted by the Somerville Museum for temporary custody.

B. Abandoned Property

The Somerville Museum shall deal with abandoned property in a manner consistent with this collection policy and with the Commonwealth of Massachusetts law.

VII. COLLECTION CARE AND CONSERVATION

The Somerville Museum shall carry out the legal, ethical, and professional responsibilities required to provide necessary care for all objects acquired, borrowed, or otherwise placed in the Collection.

The President of the Board shall have immediate responsibility for the care of the Collection and all staff and volunteers shall be alert at all times to the safety and preservation of collection objects. Staff members trained in collections care shall instruct in the proper handling of collection objects all persons -- whether other staff members, volunteers, researchers, or visitors--who come into contact with collection objects.

A. Use and Activities

Awareness of the care and safety of the Collection shall be central to all Somerville Museum activities and all decisions related to the use of Collection items.

B. Environmental Controls

The Somerville Museum shall apply preventive conservation by providing a safe, stable environment to the best of its abilities based on its resources and priorities.

Smoking shall not be permitted in any Somerville Museum building.

The use of living and dried plants, the presence of live animals (except for service animals), and all foods and beverages shall be restricted to the non-collection areas of the Somerville Museum's building.

C. Handling

Professional standards and supplies shall be utilized when handling or moving Collection materials or artifacts within the building or when packing and transporting.

All staff, interns, board members, consultants, volunteers and guests who have an express and legitimate purpose to access objects, archives or library books must receive training in the proper method of handling for such objects. The President of the Board will determine who is considered trained in handling Collection pieces and only these members of the Museum staff and volunteers shall be permitted to handle objects or records pertaining to them. Training is also required for all contractors who work in the vicinity of the Collection in order to avoid damage to adjacent pieces.

D. Preservation

The Somerville Museum affirms that the acquisition of collection objects brings with it an institutional commitment to responsible preservation, and that responsible preservation is achieved only when the Somerville Museum is able to provide appropriate environmental conditions, protective housing and storage, fire prevention, detection and suppression systems, effective security systems and procedures, disaster preparedness, and staff members and users who have been trained to handle and care for the collection objects appropriately. The collections staff shall develop a preservation plan at regular intervals specifying those areas or objects within the Collection that need conservation improvements or treatments. Periodic review of advances in preservation technology and systems management models shall be conducted to ensure that the most up-to-date practices are in place.

E. Conservation

Any repair or conservation treatment of objects within the Collection shall be undertaken only by professionals with appropriate levels of skill and supervision who are authorized by the President of the Board to carry out the specific treatment. Priority shall be given to actively deteriorating artifacts of significant historical importance.

Documentation of corrective conservation or restoration shall include the justifications for the intervention, its objectives, and the alternative approaches, potential risks, and consequences that were considered. All documentation of conservation or restoration work will be maintained in both the print and online versions of the accession files for the object in question.

F. Risk Management and Insurance

Day-to-day monitoring of risk management for the Collection is the responsibility of the staff, which shall establish collection management practices and draw upon the Somerville Museum 's resources to minimize collection loss or damage.

The Somerville Museum's risk management practices shall be maintained and updated by the Executive Director or her appointees. All Somerville Museum staff members shall be made aware of the Somerville Museum 's risk management practices and shall comply with all risk management policies and procedures.

The Somerville Museum shall periodically evaluate and provide remedies to risks through the strategic planning process, and it shall consistently apply integrated pest management and disaster preparedness plans, as well as fire, safety and security procedures. These plans and procedures shall be reviewed annually and updated as necessary. The Disaster Prevention and Response Subcommittee of the Trustees will provide periodic training for disaster preparedness to all Somerville Museum staff, volunteers and associates.

The Somerville Museum shall maintain appropriate insurance coverage for the Collection. Objects that are part of the Collection, that are borrowed, or that are legally in the custody of the Somerville Museum (including temporary deposits) shall be covered by the Somerville Museum's collections insurance policy. The collections insurance policy will be reviewed and updated periodically at the discretion of the Executive Director in consultation with the President of the Board

VIII. ACCESS AND USE

The Collection shall be available for publication, exhibition, interpretation, education, research, reproductions, and derivative work. The Executive Director may approve the use of objects in the Collection for non-commercial purposes.

A. Staff Access

Only the President of the Board and the Executive Director shall have unrestricted access to all parts of the Collection. Both the President and the Executive Director jointly can grant this privilege to others on a limited basis. All other individuals shall enter and remain in collection storage areas only under the direct supervision of a trained member of the Collection Care Committee staff.

B. Public Access to Collections

The staff shall make reasonable efforts to accommodate legitimate requests for access to the Collection. Approval of all requests shall be based on availability of staff to supervise researchers and of adequate research space. Staff members are not obliged to assist inquiries that involve excessive time or cost to the institution. Conditions may be imposed for requests that involve royalties, reproduction rights, copyrights, costs of reproduction, or credit to the Somerville Museum or donors. Specific procedures regarding access to, and use of, the Collection shall be provided to the public in writing.

C. Exceptions

The Collection shall be made available to researchers by appointment. Objects currently on exhibit, objects under current research, unprocessed objects, and objects deemed too fragile for handling may be restricted.

D. Permission to Photograph

The Somerville Museum shall not allow photography within its exhibitions or of objects in its Collection without the prior authorization of the Executive Director.

E. Commercial Use of Institution Objects

The Collection shall not normally be available for commercial or non-educational use. Objects may be made available for reproduction for such purposes only with the approval of the Board and pursuant to a satisfactory written agreement. In such cases the collections staff shall administer quality control, selections, and marketing as approved by the Executive Director. Any commercial use shall be consistent with this collections policy, and any agreement for commercial use shall provide, among other appropriate terms, that copyright for any reproductions shall remain the sole property of the Somerville Museum.

IX. INTELLECTUAL PROPERTY AND FAIR USE

A. Intellectual Property

The Somerville Museum reserves all intellectual property rights that it owns with respect to the Collection. Ownership of photographs of collections items shall not imply permission to reproduce or publish them, although the Executive Director may assign those rights in writing. The Somerville Museum reserves the right to restrict photography of copyrighted, culturally sensitive, or physically endangered materials.

Publications, lectures, manuscripts, and all other materials involving research, interpretation, or other activities regarding the Collection, prepared by staff members as a requirement of their employment at the institution, and/or any scholarly works produced by a staff member as a result of financial support from the Somerville Museum, are the sole property of the Somerville Museum, and shall remain so after the staff member leaves the Somerville Museum for any reason, including retirement.

Staff members shall confer with the Executive Director before agreeing to author, as private individuals, any publication that substantially draws upon collections materials within the scope of their employment.

B. Fair Use

The Somerville Museum is committed to complying with all applicable laws regarding intellectual property, including full exercise of the rights granted to users of copyrighted works under the "Fair Use" provisions of federal copyright law.

The Somerville Museum shall use due diligence in determining the copyright status both of objects in the Collection and of objects it has borrowed. It shall credit the copyright holder in all catalogs, pamphlets, press releases, or other educational publications.

The Executive Director shall inform and educate appropriate staff members about the guidelines of Fair Use, the four factors contained in 17 U.S.C, Section 107, and the legal decisions related thereto that permit copyrighted materials to be used or reproduced under special circumstances that constitute fair use. The Somerville Museum recognizes that determining fair use involves the weighing of interests.

The Somerville Museum reserves the right to evaluate requests for information and access to copyrighted collections on a case-by-case basis through the Committee in conformity with State laws or regulations.

The Somerville Museum recognizes that the doctrine of fair use applies to the usage of intellectual property originating in the United States and may not be applicable in other countries.

X. MANAGEMENT, UPDATING, AND ADOPTION

A. All Previous Collections Policies Revoked

All previous collections policies of the Somerville Museum are hereby revoked. This document is the sole current collections management policy of the Somerville Museum. Operational policies and supporting documents and forms in compliance with this policy shall remain in force. Operational policies and supporting documents and forms not in compliance with this policy shall be revised to comply.

B. Annual Review of Policy

The Curatorial Committee and Collection Care Committee shall review and, as appropriate, recommend revisions to this policy on an annual basis. The Committees shall decide whether to forward any recommended revisions to the Board of Trustees for its approval.

C. Management

The Executive Director shall be responsible for ensuring the management of this policy and communicating the contents herein to staff, volunteers, interns, and others working in the collections.

D. Adoption

The Somerville Museum Board of Trustees approved this policy on August 12, 2023.