



Emily L Knapp Museum Policies

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Revision 4

Reviewed and approved by the Village Board
4/17/17



*Emily L. Knapp Museum 49 State Street,
Brockport N.Y. 14420*

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Revision History

Revision 1 – approved by the Museum Board 6/24/15

- Original version

Revision 2 – approved by the Village Board 8/17/15

- Added requirement for collections committee to develop and maintain a collections inventory, and provide a monthly report of any items to be considered for deaccessioning or loan to the Village Board
- Added review with Village Board Date to forms for Deaccessioning and Loan

Revision 3 – approved by the Museum Board 3/22/17

- Added Emily L Knapp Museum Rights and Reproduction Policy

Revision 4 – reviewed and approved by the Village Board on 4/17/17

- Added “and the Village Board” after approved by the Museum Board to the Second bullet in the duties of the Secretary
- Added “approval by the Village Board after approval of the deaccession list by the Museum Board” in the section describing requirements for deaccessioning

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Purpose

Summarize processes that govern the Emily L. Knapp Museum

Scope

This document applies to all Museum Board members, volunteers, Village historian, Village Trustee liaison, The College at Brockport faculty and students, donors, and visitors to the Museum.

Mission Statement

The mission of the Emily L. Knapp Museum, an educational institution, is to collect, preserve, and provide access to the heritage and history of the greater Brockport community.

Museum Board

- **Membership Requirements** - The Museum Board is comprised of individuals who have formally submitted a Village of Brockport Position Interest Form to the Village Clerk and been appointed by the Village Board. Membership on the Museum Board is limited to residents of the Village of Brockport. Terms are from 1 to 3 years. The Museum Board consists of at least 4 but not more than 8 members plus the Village Historian. A member of the Village Board serves as a liaison to the Museum Board and is a nonvoting member. The College at Brockport may propose an individual from the Museum Studies/Public History Program. This position is nonvoting and is subject to nomination by the Mayor and appointment by the Village Board of Trustees. Formal submission of a Village of Brockport Position Interest Form is required. Any Museum Board member who is absent from 3 meetings in one year without good cause shall be considered to have resigned from the Museum Board and its committees. Good cause is considered to be any reason for which absence is excused by the Chairperson.
- **Meeting Process** – Meetings are conducted on a monthly basis. Agendas include but are not limited to the following items: status of projects, funding requests, acquisition and deaccession of museum items, special events, The College at Brockport requests, and review of current processes and procedures. Roberts Rules of Order govern how meetings are conducted. All meetings are documented with meeting minutes which are distributed to members of the Museum Board via Email and filed with the Village Clerk. Motions are carried by means of a simple majority of the Museum Board members who are in attendance. Museum Board members must be in attendance to vote.
- **Board Position** – Museum Board positions include the following; Chairperson, Vice Chair, and Secretary. These positions are filled by Museum Board members who have expressed an interest in them. The August Meeting of the Museum Board meeting is typically used to elect members to these positions. Election is based on a simple majority of those board members who are present at this meeting.
- **Roles and Responsibilities**

Position	Responsibility
Chairperson	<ul style="list-style-type: none">• Chair board meetings.• Develop board meeting agenda.• Approve funding requests from the Vivian Shafer Trust of less than \$ 2,500, which have been reviewed and approved by the Museum Board and submit said requests to the Village Clerk.

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	<ul style="list-style-type: none"> • Provide the Village Clerk with a schedule of meetings and meeting notices. • Submit meeting minutes to the Village Clerk's Office. • Provide a written report to the Village Board at least annually on the state of the museum and goals. • Ensure review of Collections Committee and The College at Brockport Committee.
Vice Chair	<ul style="list-style-type: none"> • Conduct board meetings in the absence of the Chairperson. • Serve as acting Chairperson in the event that the Chairperson is unable to discharge the responsibilities of that position.
Secretary	<ul style="list-style-type: none"> • Distribute meeting agenda via Email several days prior to each meeting. • Distribute meeting minutes via Email to Museum Board members and Village Clerk after approved by the Museum Board
Historian	<ul style="list-style-type: none"> • Interpret the past and share this work via appropriate means • Serve as a local advocate for historical preservation • Serve as a resource to the Village of Brockport on questions relating to history and preservation

Volunteers

Museum operations are greatly enhanced by the generosity of individuals who are willing to share their time and talents with the organization. Each volunteer must indicate their availability by submitting a Position Interest Form to the Village Clerk. Volunteers are nominated by the Mayor and appointed by the Village Board. Their term length is not specified and is indeterminate. Village residency is not required. The role of each volunteer is to assist the Museum Board in accomplishing the annual goals and objectives.

Goals and Objectives

- Goals and objectives are developed for the Museum on an annual basis.
- Status of goals and objectives are reviewed monthly during regularly scheduled meetings
- A yearly report is developed, documented, and presented to the Village Board via the Village Clerk by the Chairperson of the Museum Board.

Record Management

- All files are stored in the museum in an appropriate format.
- Records which are subject to this policy include:
 - ✓ Meeting Minutes
 - ✓ Meeting Agenda
 - ✓ Funding Requests
 - ✓ Goals and Objectives
 - ✓ Student Project Summaries
 - ✓ Receipts and Expenditures of the Museum Board
 - ✓ Accession/Deaccession Forms
 - ✓ Annual reports to the Village Board

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- ✓ Gift agreements
- ✓ Gift acknowledgements
- ✓ Loans

Collections Management

➤ **Collections Policy**

The Emily L Knapp Museum will collect only those items that preserve and provide access to the heritage and history of the greater Brockport community. The collection will be limited to those items that the Museum can properly store, preserve, and display. There will be a Collections Committee who has responsibility for accessioning and deaccessioning items from the Museum.

➤ **Collections Committee**

The committee will be comprised of at least one member of the Museum Board as well as 2 or 3 others. They may be volunteers or Museum Board members. The Chairperson must be a member of the Museum Board. A collections inventory will be developed and maintained by the committee. The committee will provide a monthly summary of any items that are recommended to be deaccessioned to the museum board for approval. Upon approval, the list will be forwarded to the Village Board for final approval. The committee will provide an annual report to the Board documenting accessioning, deaccessioning, and loan activity during the year.

➤ **Acquisition**

All donors are required to sign a Gift Agreement and Accession Receipt. No object will be taken into the Museum without this form. The form will be filed in the accession file. Donors must be informed that items are accepted subject to the Boards approval. Accession criteria include but are not limited to the following: relevance to the mission of the museum, proper preservation is achievable, legality of ownership is documented, condition of the item is sufficient to enable display and review, item does not duplicate other objects within the collection; and gift agreement form has been signed by the donor. No member of the Museum may determine the value of the item being donated. If the donor requests this information, it is the donor's responsibility to obtain an estimate from a qualified appraiser and to fund the appraisal. All gifts will be acknowledged with a Gift Acknowledgement Form describing the gift and signed by a member of the Museum Board. Recommendations for deaccessioning must be reviewed and approved by the Museum Board and documented in the annual report to the Village Board.

➤ **Loans**

Items from the collection may be loaned to other organizations for educational or aesthetic purposes. Loaned objects must be approved by the Museum Board. No loaned object may be altered or modified in any way. All loans will be documented with a Loan Agreement form. A monthly summary of items proposed to be loaned will be provided to the Village Board for approval.

➤ **Deaccessioning**

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From time to time, it may become necessary to remove items from the collection. Rationale for removal must be documented. Criteria may include but are not limited to the following: no longer relevant to the mission of the museum, proper preservation within museum facilities is not possible, legality of ownership is in question, condition of the item is no longer sufficient to enable display and review, or the item duplicates other objects within the museum. The deaccessioned item should be donated to another museum or educational institution, sold at public auction, traded to another museum, or destroyed. Final disposition of deaccessioned objects must be documented and in accordance with State Law. Recommendations for deaccessioning must be reviewed and approved by the Museum Board as well as the Village Board and documented in the annual report to the Village Board. A monthly report of any items proposed for deaccessioning will be forwarded to the Village Board for approval.

Partnership with The College at Brockport

➤ **Education Committee**

An important part of the museum's mission includes a responsibility as an educational institution which provides access to the rich heritage of the Village of Brockport. A partnership with The College at Brockport is one of the ways that this is enabled. There will be an Education Committee which is responsible for facilitating and enhancing this interface. The committee will be comprised of at least one member of the Museum Board as well as 2 or 3 volunteers. The College at Brockport will be represented by at least one member on the committee. Responsibilities of the committee are as follows:

- ✓ Develop a list of projects which are mutually beneficial to the students as well as the museum. The project list must be approved by the Museum Board as well as the faculty of the appropriate department(s) at The College at Brockport.
- ✓ Provide access to the museum based on a schedule of hours during which the facility is available for students.
- ✓ Receive student projects and final reports consistent with the record management policy of the museum.
- ✓ Provide the Board with a final report of the educational activities with which the museum was involved at the end of each semester. The report will be written and reviewed with the Board at the end of each semester.
- ✓ Ensure documentation of intellectual property access for the Emily Knapp Museum.

Preservation and Handling

Handling of objects located in the museum should be minimized. If it is necessary to handle an object, hands should be clean, dry, and lotion free. Use of cotton or latex gloves is ideal. Be aware of jewelry, belt buckles, or other accessories that may inadvertently come in contact with the object and remove these things if they may be in close contact with the object. Objects may not be removed from the museum without appropriate authorization and documentation. This is accomplished via the Object Location Tracking Form.

Rights and Reproduction Policy

The Emily L Knapp Museum provides access to the collections of the Museum in order to support the efforts of the general public, students and scholars for the purposes of: academic research,

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development of educational presentations, or publications. Permission is granted upon completion and approval of the Emily L Knapp Rights and Reproduction Policy Form.

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References

- Emily L. Knapp Museum & Library of Local History Resolution amended by Village Board 11/17/14



elk Village Resolution
111714

- Village of Brockport Purchasing/Procurement Policy



Village Procurement
Policy 081814

- New York State Department of Education Guidelines for Local Government Historians



NYSED Local
Historian Guidelines

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Accession Number _____

Gift Agreement and Accession Receipt

Donor Name _____

Date _____

Donor Address _____

Phone Number _____

E Mail Address _____

Clear Title:

I _____ certify that the item(s) described below legally belong to me or I have the authority from the donor to convey this property.

Description of the item:

Please indicate the physical condition of the object:

Please describe what you know about the owner of the object as well as the history of the object and how it fits into Brockport:

Gift Agreement

I hereby give, transfer, and assign all of my owner's rights, title, and interest of the object(s) described above to the Emily L Knapp Museum as an unrestricted gift. I understand and agree that the object(s) may be displayed, loaned, retained, or disposed of in such a manner as in the best interest of the Emily L. Knapp Museum and at the discretion of its Board of Directors. I further understand that the Collections Committee will give careful consideration relative to the acceptance of the object(s) in order to ensure that it contributes to our local history, is not duplicative, and can be given appropriate care. If after careful consideration, the object(s) is not added to the collection, it will be returned to the donor. It is understood that if accepted by the Museum Board, that the gifted item will become the property of the Emily L Knapp Museum and as such be subject to the accession/deaccession policy as described in the bylaws of the museum

Signature of Donor _____

Date _____

Signature of Collection Committee _____

Date _____

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Gift acknowledgement Form

Date

Dear

The mission of the Emily L. Knapp Museum is to collect, preserve, and provide access to the heritage of the greater Brockport community. Following the appropriate due diligence assessment of your donation, the Collections Committee has determined that your item meets the appropriate criteria and will be added to the collection of the Museum. We are grateful for your donation of

Your generosity will enhance the ability of the Museum to accomplish its mission

With warmest regards,

On behalf of the Emily L Knapp Museum

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Accession Number _____

Recommendation for Accession

Date reviewed by Collections Committee _____

Description of the object:

Picture of the object:

Justification for Accession (Check all that apply)

- Relevant to mission of the museum
- Proper preservation within museum facilities is possible
- Legality of ownership is documented
- Condition of the item is sufficient to enable display and review
- Item does not duplicate other objects within the collection
- Gift agreement form has been signed by donor

Prepared by _____

Date _____

Date of review with Museum Board _____

Disposition

- Approved
- Not Approved

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Accession Number _____

Recommendation for Deaccession

Date reviewed by Collections Committee _____

Description of the object:

Picture of the object:

Justification for Deaccession (Check all that apply)

- No longer Relevant to mission of the museum
- Proper preservation within museum facilities is not possible
- Legality of ownership is in question
- Condition of the item is no longer sufficient to enable display and review
- Item duplicates other objects within the collection

Prepared by _____

Date _____

Date of review with Museum Board _____

Date of review with Village Board _____

Disposition

- Approved
- Not Approved

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Accession Number _____

Record of Final Disposition

Date reviewed by Collections Committee _____

Description of the object:

Picture of the object:

Final Disposition

- Exchange or transfer to another museum or educational institution
- Discard or destruction
- Return to donor
- Sale per Village of Brockport procedures

Justification for disposition

Prepared by _____

Date _____

Date of Review with Museum Board _____

Date of Review with Village Board _____

The Emily L Knapp Museum grants title to the object(s) described above to the party listed below. Signature acknowledges receipt of the object(s)

Received by _____

Date _____

Title _____

Organization Name _____

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Witness of Destruction Form

Description of the object:

Picture of the object:

The object(s) listed above was destroyed on _____ by means of _____

Signature below attests to the destruction and permanent removal from the collection of the
Emily L Knapp Museum

Collections Committee _____

Date _____

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Object Location Tracking Form

Description of the object:

Location:

Reason for removal:

Anticipated date of return:

Comments:

Signature of individual responsible for security and integrity of the object during its removal from the museum.

Date _____

Collections Committee approval _____

Date _____

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Loan Agreement Form

Description of the object:

Borrower

Name _____

Address _____

Phone _____

Loan Period from _____ to _____

Reason for the Loan _____

Location for Display of Loaned Item _____

Object Condition

Outgoing Condition _____

Incoming Condition _____

The borrower assumes responsibility for the loaned object when the object leaves the Museum and ends when the loaned object is physically returned to the Museum. Objects placed on public display must be locked or secured in such a way that security is provided. Loaned objects may not be cleaned, altered or retouched in any way without written permission of the Museum Board. Loans shall not be transferred by the borrower to another institution.

Borrower Name/Title _____ Date _____

Borrower Signature/Title _____ Date _____

Collections Committee approval _____ Date _____

Date of review with Museum Board _____

Date of review with Village Board _____

Disposition

Approved

Not Approved

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Rights and Reproduction Policy

The Emily L Knapp Museum provides access to the collections of the Museum in order to support the efforts of the general public, students and scholars for the purposes of: academic research, development of educational presentations, or publications provided that:

1. Publication or use of the project based on the Museum's collection include the following acknowledgement and credit line.

" Courtesy of the Emily L Knapp Museum of Local History and Library, Brockport, NY"

2. Upon publication, a copy is provided free of charge to the Emily L Knapp Museum
3. The Museum is able to use the output with proper acknowledgement and credit
4. That the individual adheres to all established rules, instruction, and procedures for conducting projects and accessing objects from the collection at the Museum. These are described in the Emily L Knapp Museum Policies Manual which is available at the Museum.
5. There is no suggestion or implied endorsement by the Emily L Knapp Museum of the project or publication

I plan to conduct the following project using items from the collection at the Emily L Knapp Museum. By signing below, I am indicating that I have read and agree to all of the stipulations which are required.

Project Description:

Signature/Date

Approval on behalf of the Emily L Knapp Museum/Date