

Historical Commission



April 11, 2024
Town Hall
2121 Cross Timbers Road
Flower Mound, TX 75028

6:30 p.m.

AGENDA

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

C. PUBLIC COMMENT

The purpose of this item is to allow the public an opportunity to address the Board/Commission regarding any item on this agenda that is not a "Public Hearing." Issues regarding daily operational or administrative matters should first be dealt with by calling Town Hall at 972- 874-6000 during business hours. To speak to the Board/Commission during public comment, please fill out a comment form, which is located in the lobby of Town Hall.

In accordance with the Texas Open Meetings Act, the Board/Commission is restricted from discussing or acting on items not listed on the agenda.

- Speakers are limited to 3 minutes; a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the Chair depending on the number of speakers.
- Speakers must address their comments to the Board/Commission.
- Please state your name and address when speaking.

D. ANNOUNCEMENTS

Announcements from the members

E. CONSENT ITEM(S)

This part of the agenda consists of non-controversial, or "housekeeping" items required by law. Items may be removed from Consent by any Commissioner by making such request prior to a motion and vote.

1. Minutes 3/14/24 - Consider approval of the minutes from 3/14/24.

F. SUBCOMMITTEE REPORT

Receive updates and status reports related to subcommittee tasks, activities, and projects.

1. Review Subcommittees

G. REGULAR ITEM(S)

1. Collections Policy - Develop and consider approval of a policy for the acceptance, deaccession, loan, and maintenance of items and information of historical significance, in accordance with the resolution.

H. FUTURE AGENDA ITEM(S)

The purpose of this item is to allow the members an opportunity to bring forward items they wish to discuss at a future meeting.

I. COORDINATION OF CALENDARS

1. May 9, 2024 - Regular Meeting
2. June 13, 2024 - Regular Meeting
3. May 16, 2024 - Town Council Meeting

J. ADJOURN

I do hereby certify that the Notice of Meeting was posted on the bulletin board at the Town Hall for the Town of Flower Mound, Texas, in a place convenient and readily accessible to the general public at all times and said Notice was also posted on the Town's website in accordance with GC Section 551.056 on the following date and time: April 8, 2024, at 2:40 p.m., at least 72 hours prior to the scheduled time of said meeting.

Sarah Luxton, Staff Liaison

The Flower Mound Town Hall and Jody Smith Hall are wheelchair accessible. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting by contacting Town Hall at 972.874.6000. Additional time limits will be provided for members of the public that need to address the Town Council through a translator.

Historical Commission



March 14, 2024
Town Hall
2121 Cross Timbers Road
Flower Mound, TX 75028

6:30 p.m.

DRAFT MINUTES

A. CALL TO ORDER

Staff Member Sarah Luxton called the Historical Commission meeting to order at 6:30 p.m. with the following members present:

Jacque Narrell, Place 1
Adam Shear, Place 3
Marsha Gavitt, Place 4
Cindy Clark, Place 5
Kathy Blair, Place 6
Terra Klarich, Place 7
Cecilia Hood, Place 8
Peggy Riddle, Place 10 (Ex-Officio)

with the following member(s) absent:

Dawn Shapley, Place 2

constituting a quorum with the following members of the Town Staff participating:

Sarah Luxton, Senior Management Analyst
Blake Manuel, Management Analyst

B. ELECTION OF OFFICERS

1. Chair

ACTION:

Commissioner Clark nominated Commissioner Narrell to serve as the Historical Commission Chair. Commissioner Blair seconded the motion.

AYES:

Narrell, Shear, Gavitt, Clark, Blair, Klarich, Hood

NAYS:

None

ABSTAIN:

None

RESULT:

7 : 0

2. Vice Chair

ACTION: Commissioner Klarich nominated Commissioner Blair to serve as the Historical Commission Vice Chair. Commissioner Hood seconded the motion.

AYES: Narrell, Shear, Gavitt, Clark, Blair, Klarich, Hood

NAYS: None

ABSTAIN: None

RESULT: 7 : 0

C. STAFF/DIRECTOR REPORT

1. Update on Commission Members
Sarah provided an update on vacant position on the commission.
2. Robert's Rules of Order Reminder
Staff Member Blake Manuel and Sarah Luxton gave a reminder on Roberts Rule and Open Meetings Act.
3. Council Work Session - May 16
Staff member Sarah Luxton provided the commission information on upcoming May 16th work session.

D. PUBLIC COMMENT

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- Speakers are limited to 3 minutes; a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the Chair depending on the number of speakers.
- Speakers must address their comments to the Board/Commission.
- Please state your name and address when speaking.

Names listed below don't necessarily reflect the order in which each person spoke and all addresses are located in Flower Mound unless otherwise indicated.

	Speaker name and address	Subject (as written on the form)
1.	None	

** Indicates person did not wish to speak*

E. ANNOUNCEMENTS

1. Announcements from the members

Commissioner Narrell and Riddle gave an update on future Oral History Training on March 21st at 6:00 p.m.

Commissioner Riddle also informed the commission about the Texas Historical Commission conference in April she will be attending.

F. REGULAR ITEM(S)

1. Subcommittees - Discuss and consider various subcommittees.

ACTION: Commissioner Blair moved to approve the creation of the Collections, Exhibits, and Gibson Grant Long House subcommittee with the following Commissioners: Narrell (Chair), Riddle, Hood, and Blair. Commissioner Clark seconded the motion.

AYES: Narrell, Shear, Gavitt, Clark, Blair, Klarich, Hood

NAYS: None

ABSTAIN: None

RESULT: 7 : 0

ACTION: Commissioner Blair moved to approve the creation of the Oral History subcommittee with the following Commissioners: Blair (Chair), Riddle, Shear, and Gavitt. Commissioner Klarich seconded the motion.

AYES: Narrell, Shear, Gavitt, Clark, Blair, Klarich, Hood

NAYS: None

ABSTAIN: None

RESULT: 7 : 0

ACTION: Commissioner Narrell moved to approve the creation of the Cemeteries subcommittee with the following Commissioners: Hood (Chair), Gavitt, Clark, and Shear. Commissioner Clark seconded the motion.

AYES: Narrell, Shear, Gavitt, Clark, Blair, Klarich, Hood

NAYS: None

ABSTAIN: None

RESULT: 7 : 0

ACTION: Commissioner Blair moved to approve the creation of the Landmarks (Native Prairie, Marker Trees, Archaeological Historic Landscapes) subcommittee with the following Commissioners: Clark (Chair) and Shear. Commissioner Klarich seconded the motion.

AYES: Narrell, Shear, Gavitt, Clark, Blair, Klarich, Hood

NAYS: None

ABSTAIN: None

RESULT: 7 : 0

ACTION: Commissioner Blair moved to approve the creation of the Education (Public Programs) subcommittee with the following Commissioners: Klarich (Chair) and Hood. Commissioner Clark seconded the motion.

AYES: Narrell, Shear, Gavitt, Clark, Blair, Klarich, Hood

NAYS: None

ABSTAIN: None

RESULT: 7 : 0

2. MOU and Resolution - Discuss Memorandum of Understanding and Resolution 02-24 creating the Historical Commission.

G. FUTURE AGENDA ITEM(S)

The purpose of this item is to allow the members an opportunity to bring forward items they wish to discuss at a future meeting.

1. Docent Training
2. Inclusion in future Parks & Recreation events
3. Discuss marker trees

H. COORDINATION OF CALENDARS

1. April 11 - Regular Meeting

I. ADJOURN

Commissioner Narrell adjourned the meeting at 7:30 p.m. and all were in favor.



HISTORICAL COMMISSION AGENDA G.1. REGULAR ITEM(S)

DATE: April 11, 2024

FROM:

ITEM: Develop and consider approval of a policy for the acceptance, deaccession, loan, and maintenance of items and information of historical significance, in accordance with the resolution.

BACKGROUND: On February 5, 2024, the Town Council for the Town of Flower Mound passed Resolution 02-24 which establishes the Town of Flower Mound's Historical Commission. As stated in the Resolution, "The Commission shall develop a policy for the acceptance, deaccession, loan, and maintenance of items and information of historical significance, including criteria and procedures, as adopted by Town Council."

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES:

FISCAL IMPACT: N/A

N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. Denton County OHC Collection Management Policy

DRAFT MOTION: N/A

Denton County Office of History and Culture Collections Management Policy

I. Introduction

The Denton County Office of History and Culture operates two facilities: the Denton County Courthouse-on-the-Square Museum and the Historical Park of Denton County.

The mission of the Denton County Office of History and Culture is to interpret our past to give context to our present and provide a greater direction to our future. We are committed to the development and experience of Denton County history and dedicated to the cultural enrichment of our community. Our purpose is to welcome, inform and inspire.

II. Authority

A. Organization

The Denton County Office of History and Culture (OHC) works in cooperation with the Denton County in managing the Denton County Museums (Museums). The Office of History and Culture reports to the Denton County Judge and ultimately to the Denton County Commissioners Court.

B. Staff

The staff of the Denton County Office of History and Culture consists of the following: Director, Assistant Director, Curator of Collections, Curator of Exhibits, Curator of Educational Programming, and Tourism Coordinator. The Curator of Collections, under the direction of the Director, is primarily responsible for the care and management of the collection.

C. Code of Ethics

The Denton County Office of History and Culture and its staff shall follow the American Alliance of Museums Code of Ethics for Museums. (See Appendix A for full copy of the AAM Code of Ethics.) It is the policy of the OHC not to accept any item or collection unless it has been legally and scientifically recovered and documented. The OHC shall not accept any item thought to be stolen or acquired unlawfully. No staff or committee member shall compete with the museum in any personal collecting activity. The staff shall not personally deal, buy, sell or trade in objects similar to the types of artifacts collected by the OHC. The OHC shall not acquire any artifact or specimen that would violate the conditions of the Native American Graves Protection and Repatriation Act (NAGPRA).

D. Appraisal

No member of the OHC staff shall make monetary appraisals of objects offered as gift or purchase to the OHC. The United States IRS prohibits appraisals from a recipient institution that is directly involved in the transaction. Only appraisals from disinterested third parties are accepted. The staff is unable to make favored recommendations for appraisals, dealers or galleries. A list of source information of appraisers may be given at the discretion of the OHC. It is by no means an endorsement of any particular appraiser. Donors requiring appraisals for tax purposes must obtain these at their own expense from an independent appraiser prior to donation. Identification and authentication may be given for professional or educational purposes and in compliance with legitimate requests. No member of the staff knowingly shall appraise, identify or otherwise authenticate cultural objects for other persons or agencies under circumstances that could encourage or benefit illegal, unethical or irresponsible traffic in such object. The members of the public are invited to conduct their own research through the Museum reference library. The staff may make professional evaluations of collections for in-house insurance purposes only.

III. Denton County Museum Collections

A. Scope of Collections

Although the Denton County Office of History and Culture shares one mission each individual facility has its own collection goals.

- The collections of the Denton County Courthouse Museum consist of historical and natural history materials that relate to the story of Denton County, Texas.
- The collections of the Bayless-Selby House Museum consist of historical materials that relate to Victorian Life in Denton County, Texas.
- The collections of the Denton County African American Museum consist of historical materials that relate to African American culture and history in Denton County.

The collections of the OHC are held in perpetuity for the citizens of Denton County.

B. Collections Categories

1. **The Permanent Collection** includes objects deemed appropriate for long term care and protection. These objects shall be selected with emphasis on the basis of their association with Denton County and the North Texas region, the condition of the objects and the care that would be required while in the museum's possession. Objects in this collection may not be used in hands-on education programs. However, they may be loaned to other museums and institutions. The OHC's policy is to change exhibits in order to preserve its collection. Therefore no donated objects shall be on permanent exhibit.

2. The **Educational Outreach Collection** includes objects which, after review, are defined as relevant to the OHC's scope of collection statement, and can be used to illustrate the history of the county through its educational programs. Reproductions and duplicates of objects already in the Permanent Collection may be placed in this collection. These objects can be handled by students and the general public during the course of educational programs offered through the OHC. If damaged by this

handling, they can be deaccessioned. Objects in the Educational Outreach Collection may be used for exhibition purposes.

3. The **Research/Reference Collection** includes objects which, after review, are determined to be of interest from a research standpoint, or because of their design, interesting use of materials or structure. If in the course of their study, these objects should be damaged they can be deaccessioned.

4. The **Non-artifact Collection** includes objects not accessioned into the permanent collection. These items are acquired using a Non-Artifact or In-kind Gift Agreement and are assigned inventory numbers. These items are not considered artifacts and are used at the discretion of the Director or the Curator of Collections.

IV. Acceptance, Accession, and Acquisition Policy

A. Gift Acceptance Policy

As Denton County is a tax-exempt governmental agency, donations to the OHC may be deductible from taxable income in accordance with provisions of the Federal Income Tax Law. However, the County accepts no responsibility for evaluating donations. Donors are encouraged to consult their tax advisor regarding the tax consequence of their gift.

Gifts or bequests to Denton County are accepted with the understanding that they are unrestricted donations without limiting conditions, restrictions, or right of reversion. This is the policy of the OHC unless specifically waived by Denton County. By signing the Museum Gift Agreement, the donor waives all rights of ownership to the item(s) and transfers possession and legal title to Denton County. All rights of publication become the property of the County upon acceptance of the gift or bequest.

In the event the Denton County Commissioner's Court does not accept an item it must be removed from the Denton County Office of History and Culture within (30) days of notification. All items not so removed shall become the property of Denton County and shall be handled at the County's discretion.

B. Accessions Policy

It is the policy of the Denton County OHC to collect those artifacts, publications, and archival material, which are related to life in Denton County, Texas. Special exceptions of gift or loan items of historical value shall be considered to enhance the scope of the collection. The OHC shall accession only materials, which it is able to care for, preserve, store and exhibit in an appropriate manner.

C. Acquisition

1. Acquisition is the first step in the accessioning process. The Director and Curator of Collections shall conduct research regarding each proffered donation and make

recommendations to the staff. All new acquisitions shall be subject to the approval of the Denton County Commissioner's Court.

2. Methods of acquisition include:

a. Gift or Bequest

A gift or bequest may be accepted from any source.

b. Purchase

Artifacts may be purchased from any source with approval from the County Purchasing Department.

c. Exchange

Exchange of artifacts between institutions is an established and useful means of developing and improving a collection. Exchanges may be arranged by the Director with the approval from Commissioner's Court.

d. Transfer

The Museum may acquire artifacts from other institutions, government agencies or departments of Denton County. The transfer must be supported by documentation.

e. Field Collecting

Artifacts may be collected by the OHC staff, members of the Denton County Historical Commission or others acting on behalf of the DCHC or the Denton County Office of History and Culture directly from their context in the field.

f. Found in Collection

Unaccessioned objects that have been treated as artifacts but for which acquisition documentation cannot be found are designated "found in collection." These objects shall be accessioned if approved through the acquisition process.

g. In-house

Objects created or used within the Denton County Office of History and Culture may be subsequently accessioned.

h. Held-in-trust

The Denton County Office of History and Culture may serve as a curatorial facility for state-associated held-in-trust artifacts. Stewardship of the collection is passed to the museum but not ownership. The OHC may also hold-in-trust other collections through cooperation with other governmental entities.

D. Standards for Accessioning and Cataloging Donations

1. Upon the arrival of an object (or collection of objects) to the Museum, a Temporary Custody Form is completed by an OHC staff member. This form shall include the donor's contact information and the history of the donated object.
2. The Curator of Collections records the object into the PastPerfect database and conducts a Baseline Inventory. The donation is evaluated for acceptance.
3. If the donation is declined, the donor is contacted in order to retrieve the objects.

4. The donation is entered into the Accession Log and assigned an accession number. A Gift Agreement is created through the PastPerfect database.
5. Potential donations are brought before the Commissioner's Court quarterly for final approval.
6. Two copies of the Gift Agreement are mailed to the donor for his/her signature. One copy is returned to the OHC.
7. The items are catalogued and the information is entered into the Pastperfect database. The database serves as the inventory tracking system for the collection.
8. Numbers are placed on the objects using appropriate methods. Items are stored in their appropriate location.
9. State-associated held-in-trust objects are cataloged to make a record of their provenience.
10. All items must be cataloged before they are loaned.

E. Held-in-Trust Agreements

State-associated held-in-trust (HIT) collections include archeological objects that are generated under a Texas Historical Commission permit, came from land belonging to the State, county, city or political subdivision of the State at the time of collection and are placed in a curatorial facility for care and management. An "Agreement for State of Texas Held-in-Trust Objects/Collections" is signed by a representative of the Texas Historical Commission and the Denton County Office of History and Culture. With this document, the stewardship of the collection, but not the ownership, is officially transferred to the OHC, to be held-in-trust for the State and People of Texas. All appropriate documentation for HIT collections is to be maintained by the Curator of Collections. HIT collections shall be treated in the same manner as the Museum's permanent collections regarding storage, care and conservation and availability to researchers. Except when specifically allowed by agreement, contract or permit, HIT objects shall not be destroyed, including through destructive analysis, or allowed to deteriorate through neglect. Nor shall they be rendered useless for future research through other than responsible collection practices. All field notes shall become a part of the permanent record of the collection effort and shall accompany the collected objects. They shall be made available to researchers along with the objects upon request. An annual report of acquisition and accessioning activities regarding state-associated held-in-trust collections shall be made to the Texas Historical Commission.

V. Deaccession Policy

A. General Information

Deaccessioning is the formal process by which the museum removes an item from the Collection should the need arise. This process should be undertaken carefully, deliberately and ethically. In order for an object to be deaccessioned the County must hold clear title of the object and it must meet at least one of the criteria.

B. Criteria

The Denton County Office of History and Culture may initiate object deaccessioning when one or more of the following conditions exists:

1. No longer relevant – the object does not fit the OHC’s current mission or scope of collections.
2. Deteriorated beyond repair – the object is incomplete, broken or in poor or unsalvageable condition
3. Beyond the capability to preserve properly – the OHC is unable to properly care for the object
4. Object duplicated or redundant – the OHC owns other objects of the same type that are better suited for the museum’s needs
5. More appropriate at another institution
6. Object was accessioned by mistake
7. Transfer to another collection – the object would be more appropriate in the museum’s research or education collection
8. Lack of historical or cultural value
9. Other – other reasons may include (but not limited to) falling under items protected by NAGPRA or an item was determined to be stolen

C. Procedure

1. The Curator of Collections makes the initial recommendation for object deaccession to the Director and completes the Deaccession Worksheet. It is the responsibility of the Curator of Collections to verify that the County has clear title of the object and that the object fits at least one of the criteria for deaccessioning.
2. The list of deaccessioned items is placed before Commissioner’s Court for final approval.
3. Complete records of deaccessions shall be kept in the OHC’s files and entered into the museum database. The removed objects’ accession numbers are not to be used again. An annual report of deaccessioning activities of state-associated held-in-trust collections shall be made to the Texas Historical Commission.

D. Method of Disposal

Objects approved for deaccession may be disposed of in one of the following ways:

1. Transferred to the OHC’s education, research or non-artifact collection
2. Transferred to another museum or cultural institution
3. Exchange or trade with another museum or cultural institution
4. Sold at public auction (State-associated held-in-trust items are not disposed of by sale.)
5. Destroyed
6. Other

First preference is transfer to one of the OHC’s other collections or to another museum or cultural institution. The County cannot lawfully give County owned property to a private individual.

E. Sale at Public Auction

If a deaccessioned item is to be sold at public auction, it is transferred to the Denton County Purchasing Department to be placed in surplus to be sold at the next scheduled

auction. The Purchasing Department shall keep a separate record of all items from the OHC sold at auction. All proceeds from the sale of deaccessioned items shall be used for artifact development through the purchase of artifacts or artifact conservation or preservation. No proceeds from the sale of any museum artifacts may be used in the County general fund. The general public shall be notified of any public auctions through the Denton County Purchasing Department.

F. Public Disclosure

The Denton County Office of History and Culture may attempt to contact living donors as a gesture of courtesy. Notification of the donor is not to be construed as a request for permission to deaccession. The County cannot by law return an item to the donor after legal title has passed to the County through the museum. If a donated object is disposed of under the approved methods of deaccession within two years of donation and the donor has claimed at least \$5,000 for donated property under Section 170 of the Internal Revenue Code for charitable contributions, the museum must file an information notice (IRS form 8282) with both the donor and the Internal Revenue Service.

G. Conflict of Interest

Objects approved for deaccession by the OHC shall not be given, sold, or transferred in any other method to its employees or committee members or their immediate families.

VI. Loan Policy

A. Incoming Loan

1. Objects loaned to Denton County are for exhibition by the Denton County Office of History and Culture only and are in no way a part of the collection of the County.
2. The OHC shall give loaned objects the same care as its own holdings.
3. Loaned objects are to remain in the OHC no longer than one year unless the contract is amended or a new contract formulated and signed.
4. Loans covered by the County insurance policy must be reported to the Human Resources Department.
5. Objects loaned remain the property of the lender, and may be withdrawn at any time upon the written request of the lender or his duly authorized representative, and upon presentation of this agreement.
6. In case of death of lender, his legal representative shall give notice of such death, and of the fact of qualification of such legal representative, giving his name and address to the Director. Said director shall be authorized to require such proof of heirship and ownership as may reasonably be determined as necessary.
7. The OHC reserves the privilege of exhibiting any loaned object in the manner, time and place which it considers most appropriate and useful to its program.
8. Should the County at any time desire to terminate its obligations with reference to these objects, the owner shall be notified in writing that she/he has thirty (30) days to take possession of the objects. Objects not delivered to the owner through no fault of the County shall be deemed a gift to the County.

B. Outgoing Loans

1. General policy

The OHC recognizes the need to allow other institutions and entities to borrow objects from the collections, but it also recognizes its responsibility to ensure that the loaned objects are properly cared for and exhibited. Objects shall not be loaned if, in the opinion of the curatorial staff, they are of such importance, rarity, and/or fragility that they must not be exposed to any danger of loss by removal from the museum. Items that have not yet been accessioned or cataloged shall not be loaned. The OHC reserves the right to refuse any request for a loan for any reason deemed sufficient by the staff.

2. Loan Conditions and Terms

- a. Loans of accessioned items may be made to non-profit, cultural, historical, and educational institutions, museums, and societies for exhibits open to the general public. In some instances, commercial, governmental or other organizations may receive museum loans; however, these recipients must meet all qualifications, standards, and procedures required for loans.
- b. Artifacts shall not be loaned for decorative, political, commercial or non-educational purposes.
- c. At no time may the historical integrity of the loaned artifacts be jeopardized. All loaned materials must be exhibited in a culturally and historically sensitive manner.
- d. Loans to commercial firms, governmental bodies, and other groups shall be made only if the borrower uses the materials as a part of a “museum quality” interpretive and educational exhibit. These non-traditional borrowers must adhere to the same requirements established for all institutions. In addition, these borrowers must secure the services of qualified staff to monitor the condition of the artifacts and their environment for the duration of the loan.
- e. It is the policy of the OHC to decline to lend accessioned materials to individuals, including the original donor, for any reason.
- f. Objects loaned by the OHC must not be used in connection with items for sale, or with invitations to purchase items, or in commercials.
- g. Artifacts shall not be loaned to another institution or individual by the borrowing organization, but must be retained at all times in the custody of the borrowing institution.
- h. Any reproduction, of any type, of a loaned object must have prior approval of the OHC. The OHC retains all copyright privileges for its collections.
- i. All loaned items must be provided a controlled environment which includes proper security, light, temperature, and humidity requirements. Proof of appropriate conditions in the form of a facilities report for the particular objects on loan shall be submitted in writing prior to loan approval.
- j. All loaned items must be insured by the borrowing institution for the duration of the loan for the insured amount determined by the OHC.
- k. Written request for loans must be received by the Curator of Collections prior to the loan date.

- l. Loans shall be for a specified period of time, and no loan shall be considered indefinite in duration. Most loans shall be considered for a maximum of one year. Extensions shall be considered only after a written request has been received by the Curator of Collections. An updated condition report, facilities report, or proof of insurance may be required.
- m. The borrower shall be responsible for all costs for packing, shipping, and unpacking. Packing and shipping must be performed by qualified staff and museum carriers.
- n. All exhibitions must clearly credit the ownership of the object to the Denton County Office of History and Culture and give any other credits as required by the OHC.
- o. Loans may be terminated at any time by the OHC if in the opinion of the OHC any of the above conditions change or if conditions covered in the loan agreement are not met.
- p. Objects must be returned to the OHC under the supervision of the OHC staff. Members of the OHC staff reserve the right to inspect any loaned item at any time to ensure that conditions of the loan agreement have been fulfilled.
- q. Requests for exceptions to the OHC loan policies must be submitted in writing to the OHC, and shall be granted only with approval of the Committee.
- r. An annual report of loan activities is made to the Texas Historical Commission regarding state-associated held-in-trust collections.

C. Destructive Loans

1. Policy

It is the general policy of the OHC not to loan objects out for destructive analysis as such uses inherently lead to reduced quality of the original specimen. The OHC understands that special circumstances may warrant destructive analysis. In those cases, the OHC guidelines must be followed in order to balance the use of objects in research against the need to conserve them for future generations.

2. Procedure

- a. Researchers must request permission for destructive loans by submitting a detailed written proposal to the museum.
- b. The Curator of Collections and Director evaluate and approve all proposals and select items for destructive loans.
- c. The OHC has the right to add any specific requirements to all destructive loan agreements.
- d. The materials loaned remain the property of the OHC and are not transferred or deaccessioned.
- e. Any unused samples must be returned to the museum along with copies of information gained through destructive analysis. Information gained substitutes for the altered or destroyed object / sample.
- f. Requests for destructive loans of state-associated held-in-trust collections are subject to the same policy of all destructive loan requests. The OHC determines the approval of the request, but the Texas Historical Commission maintains the legal responsibility of decisions made regarding destructive analysis of held-in-

trust collections. The OHC reports all destructive loan requests to the THC and if necessary, seeks its advice to approval. An annual report of destructive loans of state-associated held-in-trust items shall be made to the THC.

VII. Record Keeping and Inventory

A. Museum Records

Systematic records concerning the OHC's collection shall be maintained at all times. They shall consist of the following:

- Gift-Loan Evaluation
- Gift Agreement
- Loan Agreement
- Non-artifact Gift Agreement
- Held-in-trust Agreement
- Curation Agreement
- Accession Worksheet
- Deaccession Worksheet
- Condition Report
- Accession Log

Other records might include:

- Relocation inventory
- Spot check inventory
- Conservation report
- Pest incident report
- Annual reports to the Texas Historical Commission regarding state-associated held-in-trust collections.

Collection records are maintained in the office of the Curator of Collections. These records shall be protected, in so far as possible, from destruction by creating duplicate files to be stored in an off-site location. Files shall be given annually to the Denton County Records Management Department for the purpose of copying for back-up storage.

B. Collections Inventory

The OHC maintains a PastPerfect Collections Database which serves as the tracking system for records and collections, inventories and accessions. The database is stored on the OHC's network drive and is backed-up weekly by the Denton County Department of Technology Services. The database shall be updated regularly.

The Collections database contains a complete inventory of the collection. It shall include the following information:

- Accession Number
- Catalog Number
- Description with accurate and updated information
- Condition

- Value
- Location

A supplemental inventory list may be created for items not yet entered into the database. Loan and non-artifact items are kept in separate logs.

C. Types of Inventories

1. An insurance inventory with values shall be submitted annually to the Denton County Loss Control Coordinator.
2. Baseline Inventory – Every new collection item shall be inventoried during formal accessioning process
3. Complete Inventory –A complete inventory of all museum collections and records shall be conducted every 10 years and the database updated.
4. Spot-check inventory –A random check of one-third of the collection shall be conducted for location accuracy every 5 years.
5. Relocation inventory – Prior to any loan or relocation, a collection shall be inventoried.
6. Held-in-trust inventory – An inventory of held-in-trust collections shall be conducted annually and reported the Texas Historical Commission or other appropriate agency. The Texas Historical Commission shall be notified of missing or damaged held-in-trust materials.

VII. Collection Access and Use

Access to the collection is provided through exhibitions, programs, publication, collections records, research files, visual resources and consultation with the staff.

A. Research

Requests for research to be conducted by the staff may be made by phone, mail, email or in person. A reasonable amount of time shall be given to conduct this research. Fees may apply for any copies made or for time spent.

During established office hours, the collections shall be accessible for research and study by responsible investigators subject to procedures necessary to safeguard the objects and to restrictions imposed by limitations of exhibition requirements, availability of study space and facilities and availability of appropriate staff. All research visits involving artifacts from the collection must be approved and pre-arranged with the Curator of Collections. Access to state-associated held-in-trust collections is based on research design. All research visitors shall be properly supervised by museum staff. All researchers shall be instructed in the basic techniques for handling the scheduled materials. Accepted museum practices in care and handling shall be enforced at all times. Copies of original materials shall be provided if copies shall suffice for research purposes. The OHC reserves the right to refuse access to artifacts or archival materials. Publication, printing or commercial use of the OHC's collection requires written approval

of the Director and/or Curator of Collections. Appropriate credit must be given as defined by the OHC staff.

1. Research Room

It is the policy of the Denton County Office of History and Culture that all materials in the Research Room are for research and reference purposes only. To ensure access by anyone, from anywhere, at any time that the OHC offices are open, the materials shall be non-circulating. Anyone wishing to use these books for research purposes must do so through a staff member. The Office of History and Culture reserves the right to refuse access to research materials.

Publication, printing or commercial use of the Office of History and Culture's research materials requires written approval of the Director and/or Curator of Collections. Appropriate credit must be given as defined by the Office of History and Culture.

These materials may be subject to copyright law (Title 17 U.S. Code) and may not be used without the express permission of the copyright owners. Denton County assumes no liability from copyright owners for the misuse of these materials.

2. Photograph Duplication Policy

The OHC has many historically significant photographs, negatives, and slides which are available for reproduction. In the event that reproductions are used for publication or other purposes not related to education or research, the Denton County Office of History and Culture must be given credit as defined by the OHC staff. Charge for duplication is based on time spent.

B. Exhibitions

Artifacts in the museum collections may be used for exhibitions at either the Courthouse-on-the-Square Museum or the Historical Park of Denton County. Some artifacts may be used for display in other Denton County government buildings. These items shall be chosen at the discretion of the Director and the Curator of Collections. The Curator of Collections, working with the Curator of Exhibits, is responsible for the selection, installation, and the care and preservation of items on display. Exhibit design and production must consider and incorporate the long-term preservation requirements of accessioned artifacts used in exhibits. It is general museum policy not to use original photograph in displays.

C. Educational Outreach Collection

The museum may accept donations for use in hands-on interpretive programs and traveling education trunks. These items are not of sufficient historical value to be included in the museum's permanent collection or are duplicates or reproductions. Artifacts may be acquired specifically for the education collection or may be transferred from the permanent collection. All artifacts acquired for the education collection shall be registered and catalogued in accordance with museum standards. The collection record database must indicate the status of the object as part of the education collection. When an artifact in the education collection is no longer needed or is damaged, it shall be

deaccessioned in accordance with museum policy or returned to the permanent collection. The Education Outreach Collection is utilized in compliance with museum policies and procedures. Items in the education outreach trunks must be accompanied by a museum representative. The museum does not loan the trunks to individual teachers.

VIII. Collection Care

A. Storage

The primary storage facility for the Denton County Office of History and Culture is the basement level of the Courthouse-on-the-Square building. All artifact storage rooms are kept locked at all times. The lights in all storage rooms are to be kept off unless the room is currently occupied. The window blinds are to be kept closed at all times. All museum artifacts are stored in archival, acid-free, lignin-free materials, if possible, providing a buffer between the objects and the environment. Large items are stored off of the floor on pallets or shelves. Temperature, relative humidity and atmospheric pollutants are maintained and monitored through the basement's separate HVAC system. Free-standing dehumidifiers may be used when needed. Each room is equipped with a wall-mounted humidifier.

B. Conservation and Preservation

The OHC shall provide a high standard of professional care for all objects in its custody. Collections staff practices preventative conservation, acting in a manner supportive of the object by addressing the prevention of ongoing deterioration and destruction by problems of material, environment and handling. Through the process of conservation assessments, which are recorded in the collections database, the staff shall make recommendation for conservation repair when necessary. Records of changes in the object's condition shall be maintained in the database. The Curator of Collections has the responsibility to ensure that the collections are properly documented and cared for according to professionally accepted museum standards. A written conservation plan shall be implemented by the Curator of Collections, and revised by the curator with the approval of the Director. This plan shall include instructions for care of collections both in storage and on exhibit. Any extensive conservation treatment shall be performed by trained conservators. All conservation or preservation treatment shall be reversible and conducted using proper materials. Conservation treatments are documented before, during and after treatment. Appropriate training is provided for all individuals given permission to handle collections. Every effort consistent with professional standards and ethics and within the financial resources of the museum shall be made to preserve the collections. Museum collections shall be stored and exhibited in environmentally safe conditions with museum-standard levels of temperature and humidity to the extent possible. The OHC shall preserve, to the best of its ability, each artifact placed within its collection. Periodic inspections of the collection shall be made in order to judge the preservation and conservation needs of each artifact. No conservation treatment of state-associated held-in-trust objects shall be completed without first the consent of the Texas Historical Commission. An annual report of any such treatment shall be made to THC.

C. Disaster Management

The Denton County Office of History and Culture is in partnership with Denton County Emergency Services in developing and implementing an Emergency Management Plan. The plan is executed under the recommendation of the Denton County Emergency Services Department. The OHC's Emergency Plans cover a variety of topics specific to the Courthouse-on-the-Square and the Historical Park of Denton County including building assessment, guidelines for response to disasters, and recovery techniques. Steps are in place to prevent the occurrence of disasters through routine maintenance and inspections. The Emergency Management Plan is evaluated annually.

D. Pest Management

The Denton County Office of History and Culture has implemented an Integrated Pest Management Policy. Steps shall be made to limit the occurrence of pests in the museum areas. Storage and exhibit area shall be kept clean to discourage infestation. Food is prohibited in these areas. Sticky traps are used to monitor and control pests. Infestations shall be documented using the Pest Incident Report worksheet. Items entering the building must first be isolated from the rest of the collection until it is determined that pests are not present. It is general practice to use the least toxic measures for controlling pest problems. No poisons shall be sprayed around the museum collection. The Pest Management Policy shall be evaluated on an annual basis. For pest control problems, the Denton County Public Facilities Department is the point of contact.

E. Security

The Courthouse-on-the-Square building is equipped with a security system monitored by the Denton County Sheriff's Department. The Courthouse Museum first floor exhibit area and basement storage area are each on an individual alarm system monitored by the Denton County Sheriff's Department. The Courthouse-on-the-Square employs an armed security guard who is present during all business hours. The guard monitors the premises via video equipment and regular patrols. All members of the staff have keys the OHC office and the exhibit area. Any other County employee needing access to any of the OHC controlled rooms must request them through the OHC office. No member of the general public may have access to any of the museum storage areas.

The Historical Park is equipped with a security system monitored by the Denton County Sheriff's Department. The buildings are monitored through video monitoring equipment. All staff shall have keys to these buildings.

F. Insurance

Insurance on the museum collections is covered through the Denton County Insurance Policy. The insurance policy covers all risks of direct physical loss or damage on Real Property and Personal Property including the Extensions of Coverage on all County Facilities. The County insurance policy covers all items in the collection and held-in-trust items under the Fine Arts Sub-limit. The County insures items on loan to the OHC on a case by cases basis.

Glossary of Terms

Accession- A set of one or more artifacts, objects, etc., received from the same source at the same time; an acquisition that a museum has taken ownership of and holds in the public trust.

Accessioning – The formal process used to accept legally and to record a specimen or object as part of a collection; the act of accepting objects into the category of materials that a museum holds in the public trust.

Acquisition – Something acquired by a museum (but not necessarily involving the transfer of ownership).

Cataloging – The process of organizing the information about an accession by creating records of specific information

Deaccessioning – The formal process of removing an accessioned object or group of objects from the museum's permanent collection.

Destructive Sampling – Any type of analysis that destroys or alters a sample during the process.

Native American Graves and Repatriation Act (NAGPRA) – An act instigated in 1990 to protect human remains, funerary articles, and sacred objects that can be affiliated with a Native American tribe (25U.S.C 3001.2.(3)).

State-associated held-in-trust collections – Collections owned by the State and under the authority of the Texas Historical Commission. These include: permitted collections, non-permitted collections, purchased collections, donated collections and court-action collections. These collections are placed in a curatorial facility for care and management; stewardship is transferred to that curatorial facility but not ownership.

Appendix A

American Alliance of Museums Code of Ethics for Museums

Museums make their unique contribution to the public by collecting, preserving and interpreting the things of this world. Historically, they have owned and used natural objects, living and nonliving, and all manner of human artifacts to advance knowledge and nourish the human spirit. Today, the range of their special interests reflects the scope of human vision. Their missions include collecting and preserving, as well as exhibiting and educating with materials not only owned but also borrowed and fabricated for these ends. Their numbers include both governmental and private museums of anthropology, art history and natural history, aquariums, arboreta, art centers, botanical gardens, children's museums, historic sites, nature centers, planetariums, science and technology centers, and zoos. The museum universe in the United States includes both collecting and non-collecting institutions. Although diverse in their missions, they have in common their nonprofit form of organization and a commitment of

service to the public. Their collections and/or the objects they borrow or fabricate are the basis for research, exhibits, and programs that invite public participation.

Taken as a whole, museum collections and exhibition materials represent the world's natural and cultural common wealth. As stewards of that wealth, museums are compelled to advance an understanding of all natural forms and of the human experience. It is incumbent on museums to be resources for humankind and in all their activities to foster an informed appreciation of the rich and diverse world we have inherited. It is also incumbent upon them to preserve that inheritance for posterity.

Museums in the United States are grounded in the tradition of public service. They are organized as public trusts, holding their collections and information as a benefit for those they were established to serve. Members of their governing authority, employees and volunteers are committed to the interests of these beneficiaries. The law provides the basic framework for museum operations. As nonprofit institutions, museums comply with applicable local, state, and federal laws and international conventions, as well as with the specific legal standards governing trust responsibilities. This Code of Ethics for Museums takes that compliance as given. But legal standards are a minimum. Museums and those responsible for them must do more than avoid legal liability, they must take affirmative steps to maintain their integrity so as to warrant public confidence. They must act not only legally but also ethically. This Code of Ethics for Museums, therefore, outlines ethical standards that frequently exceed legal minimums.

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

For museums, public service is paramount. To affirm that ethic and to elaborate its application to their governance, collections and programs, the American Association of Museums promulgates this Code of Ethics for Museums. In subscribing to this code, museums assume responsibility for the actions of members of their governing authority, employees and volunteers in the performance of museum-related duties. Museums, thereby, affirm their chartered purpose, ensure the prudent application of their resources, enhance their effectiveness and maintain public confidence. This collective endeavor strengthens museum work and the contributions of museums to society—present and future.

Governance

Museum governance in its various forms is a public trust responsible for the institution's service to society. The governing authority protects and enhances the museum's collections and programs and its physical, human and financial resources. It ensures that all these resources support the museum's mission, respond to the pluralism of society and respect the diversity of the natural and cultural common wealth.

Thus, the governing authority ensures that:

- all those who work for or on behalf of a museum understand and support its mission and public trust responsibilities
- its members understand and fulfill their trusteeship and act corporately, not as individuals
- the museum's collections and programs and its physical, human and financial resources are protected, maintained and developed in support of the museum's mission
- it is responsive to and represents the interests of society
- it maintains the relationship with staff in which shared roles are recognized and separate responsibilities respected
- working relationships among trustees, employees and volunteers are based on equity and mutual respect
- professional standards and practices inform and guide museum operations
- policies are articulated and prudent oversight is practiced
- governance promotes the public good rather than individual financial gain.

Collections

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

Thus, the museum ensures that:

- collections in its custody support its mission and public trust responsibilities
- collections in its custody are lawfully held, protected, secure, unencumbered, cared for and preserved
- collections in its custody are accounted for and documented
- access to the collections and related information is permitted and regulated
- acquisition, disposal, and loan activities are conducted in a manner that respects the protection and preservation of natural and cultural resources and discourages illicit trade in such materials
- acquisition, disposal, and loan activities conform to its mission and public trust responsibilities
- disposal of collections through sale, trade or research activities is solely for the advancement of the museum's mission. Proceeds from the sale of nonliving collections are to be used consistent with the established standards of the museum's discipline, but in no event shall they be used for anything other than acquisition or direct care of collections.
- the unique and special nature of human remains and funerary and sacred objects is recognized as the basis of all decisions concerning such collections
- collections-related activities promote the public good rather than individual financial gain
- competing claims of ownership that may be asserted in connection with objects in its custody should be handled openly, seriously, responsively and with respect for the dignity of all parties involved.

Programs

Museums serve society by advancing an understanding and appreciation of the natural and cultural common wealth through exhibitions, research, scholarship, publications and educational activities. These programs further the museum's mission and are responsive to the concerns, interests and needs of society.

Thus, the museum ensures that:

- programs support its mission and public trust responsibilities
- programs are founded on scholarship and marked by intellectual integrity
- programs are accessible and encourage participation of the widest possible audience consistent with its mission and resources
- programs respect pluralistic values, traditions and concerns
- revenue-producing activities and activities that involve relationships with external entities are compatible with the museum's mission and support its public trust responsibilities
- programs promote the public good rather than individual financial gain.

Promulgation

This Code of Ethics for Museums was adopted by the Board of Directors of the American Association of Museums on November 12, 1993. The AAM Board of Directors recommends that each nonprofit museum member of the American Association of Museums adopt and promulgate its separate code of ethics, applying the Code of Ethics for Museums to its own institutional setting.

A Committee on Ethics, nominated by the president of the AAM and confirmed by the Board of Directors, will be charged with two responsibilities:

- establishing programs of information, education and assistance to guide museums in developing their own codes of ethics
- reviewing the Code of Ethics for Museums and periodically recommending refinements and revisions to the Board of Directors.

Afterword

Each nonprofit museum member of the American Alliance of Museums should subscribe to the AAM Code of Ethics for Museums. Subsequently, these museums should set about framing their own institutional codes of ethics, which should be in conformance with the AAM code and should expand on it through the elaboration of specific practices. This recommendation is made to these member institutions in the belief that engaging the governing authority, staff and volunteers in applying the AAM code to institutional settings will stimulate the development and maintenance of sound policies and procedures necessary to understanding and ensuring ethical behavior by institutions and by all who work for them or on their behalf.

The Code of Ethics for Museums serves the interests of museums, their constituencies, and society. The primary goal of AAM is to encourage institutions to regulate the ethical behavior of members of their governing authority, employees and volunteers. Formal adoption of an institutional code promotes higher and more consistent ethical standards.