

# Historical Commission

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May 9, 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 AND TO THE TEXAS FLAG

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

### 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. STAFF/DIRECTOR REPORT

### F. 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. Consider approval of the minutes from 4/11/24. - Consider approval of the minutes from 4/11/24.

### G. SUBCOMMITTEE REPORT

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

#### **H. REGULAR ITEM(S)**

1. Collections Policy - Develop and consider approval - 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.

#### **I. 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.

#### **J. COORDINATION OF CALENDARS**

#### **K. 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: May, 6, 2024, at 11:00 a.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

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

6:30 p.m.

## DRAFT MINUTES

### A. CALL TO ORDER

Chair Narrell called the meeting to order at 6:30 p.m. with the following members present:

Jacque Narrell, Chair  
Dawn Shapley, Place 2  
Adam Shear, Place 3  
Marsha Gavitt, Place 4  
Cindy Clark, Place 5  
Kathy Blair, Vice-Chair  
Terra Klarich, Place 7  
Cecilia Hood, Place 8  
Brian Williams, Place 9  
Peggy Riddle, Place 10 (Ex-Officio)  
with the following member(s) absent:

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

Sarah Luxton, Senior Management Analyst  
Blake Manuel, Management Analyst  
JP Walton, Chief Strategic Officer

### B. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

Chair Narrell led the pledges.

### 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.

*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. | Beth Soderberg           | Public Participation             |
| 2. | Janvier Werner           | McCombs Cemetery                 |

*\* Indicates person did not wish to speak*

#### 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.

**ACTION:** Commission Memeber Klarich moved to approve F.1. as presented in the agenda caption. Commission Member Narrell seconded the motion.

**AYES:** Jacque Narrell, Chair  
Dawn Shapley, Place 2  
Adam Shear, Place 3  
Marsha Gavitt, Place 4  
Cindy Clark, Place 5  
Kathy Blair, Vice-Chair  
Terra Klarich, Place 7  
Cecilia Hood, Place 8  
Brian Williams, Place 9

**NAYS:** None

**ABSTAIN:** None

**RESULT:** 9 : 0

#### F. SUBCOMMITTEE REPORT

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

1. Review Subcommittees  
Received updates and status reports related to subcommittee tasks, activities, and projects.

**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.  
Commission Member discussed and made recommendations regarding the Flower Mound collection policy.

**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.

1. Presentation on Marker Trees
2. Presentation on Cemeteries
3. Docent Training

**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**

Commissioner Narrell adjourned the meeting at 7:45 p.m. and all were in favor.



## HISTORICAL COMMISSION AGENDA H.1. REGULAR ITEM(S)

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**DATE:** May 9, 2024

**FROM:**

**ITEM:** 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.

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**BACKGROUND:**

**BOARD REVIEW/CITIZEN FEEDBACK:**

**ALTERNATIVES:**

**FISCAL IMPACT: \$**

**Proposed Expenditure/(Revenue)**  
\$

**Account Number(s):**  
100-XXX-XXXXXX-XXXX

**LEGAL REVIEW:** (Name of Town Attorney), of Taylor, Olson, Adkins, Sralla, & Elam L.L.P., has reviewed the (contract, agreement, ordinance, resolution, etc.) as to form and legality.

No alteration to the legal content of this (ordinance, resolution, etc) was made, which had originally been approved by Taylor, Olson, Adkins, Sralla, & Elam L.L.P.

The Town's standard (construction agreement, professional service agreement, etc) form documents, prepared by Taylor, Olson, Adkins, Sralla, & Elam L.L.P., was used to draft this agreement. No alteration to the legal content of this form document was made.

**ATTACHMENTS:**

1. Draft Town of Flower Mound Historical Commission Collections Policy 05-5-2024

**DRAFT MOTION:** Move to approve as presented in the agenda caption.

No action is required by the Town Council on this item.

Discuss and provide staff with direction.

Action will be considered following the second public hearing.

# Town of Flower Mound Collections Management Policy

**DRAFT**  
**May 5, 2024**

## **I. Introduction**

**The mission of the Town of Flower Mound Historical Commission 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 the history of Flower Mound and dedicated to the cultural enrichment of our community. Our purpose is to welcome, inform and inspire.**

## **II. Authority**

### **A. Organization**

The Flower Mound Historical Commission (FMHC) works in cooperation with and reports to the Flower Mound Town Council.

### **B. Staff**

The staff of the FMC currently consists of volunteers. Town Staff assist as needed.

### **C. Code of Ethics**

The FMHC 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 FMHC not to accept any item or collection unless it has been legally and scientifically recovered and documented. The FMHC shall not accept any item thought to be stolen or acquired unlawfully. No staff or commission 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 FMHC. The FMHC 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 FMHC shall make monetary appraisals of objects offered as gifts or purchased to the Town of Flower Mound. **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 s 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 FMHC. It is by no means an endorsement of any 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 objects. 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 FMHC are held in perpetuity for the citizens of Flower Mound.

#### **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 the institution'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 FMHC'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 FMHC. 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 the Town of Flower Mound is a tax-exempt governmental agency, donations may be deductible from taxable income in accordance with provisions of the Federal Income Tax Law. However, the Town of Flower Mound 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 Flower Mound are accepted with the understanding that they are unrestricted donations without limiting conditions, restrictions, or right of reversion. This is the policy of the FMHC unless specifically waived by the Town of Flower Mound. By signing the Gift Agreement, the donor waives all rights of ownership to the item(s) and transfers possession and legal title to the Town of Flower Mound. All rights of publication become the property of the Town of Flower Mound upon acceptance of the gift or bequest.

In the event the Flower Mound Town Council does not accept an item it must be removed from the FMHC Collections within (30) days of notification. All items not so removed shall become the property of the Town of Flower Mound and shall be handled at the Town's discretion.

##### **B. Accessions Policy**

It is the policy of the FMHC to collect those artifacts, publications, and archival material, which are related to life in Flower Mound, Texas. Special exceptions of gift or loan items of historical value shall be considered to enhance the scope of the collection. The FMHC 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 accession process. The FMHC shall conduct research regarding each proffered donation and make recommendations for acceptance. All new acquisitions shall be subject to the approval of the Town Council.

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 Town Council.

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 Chair of the FMHC with the approval of the Town Council.

d. Transfer

The FMHC may acquire artifacts from other institutions, government agencies or departments. The transfer must be supported by documentation.

e. Field Collecting

Artifacts may be collected by the FMHC members.

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 FMHC may be subsequently accessioned.

**D. Standards for Accessioning and Cataloging Donations**

1. Upon the arrival of an object (or collection of objects) to the Town of Flower Mound a Temporary Custody Form is completed by an FMHC member. This form shall include the donor’s contact information and the history of the donated object.
2. The Denton County Office of History and Culture 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 Town Council 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 Denton County Office of History and Culture.
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. All items must be cataloged before they are loaned.

## **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 Town of Flower Mound must hold a clear title of the object and it must meet at least one of the criteria.

### **B. Criteria**

The FMHC may initiate object deaccessioning when one or more of the following conditions exists:

1. No longer relevant – the object does not fit the FMHC’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 FMHC is unable to properly care for the object.
4. Object duplicated or redundant – the FMHC 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 Chair of the FMHC makes the initial recommendation for object deaccession and completes the Deaccession Worksheet. It is the responsibility of the Chair of the FMHC to verify that the Town of Flower Mound 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 the Town Council for final approval.
3. Complete records of deaccessions shall be kept in the FMHC’s files and entered into the museum database. The removed objects’ accession numbers are not to be used again.

### **D. Method of Disposal**

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

1. Transferred to the FMHC’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.
5. Destroyed

6. Other

First preference is to transfer to one of the FMHC's other collections or to another museum or cultural institution.

**E. Sale at Public Auction**

If a deaccessioned item is to be sold at public auction, it is transferred to the Town of Flower Mound 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 FMHC 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 artifacts may be used in the general fund. The general public shall be notified of any public auctions through the Purchasing Department.

**F. Public Disclosure**

The FMHC 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 FMHC cannot by law return an item to the donor after legal title has passed to the Town of Flower Mound to its collections. 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 Town of Flower Mound 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 FMHC 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 FMHC are for exhibition only and are in no way a part of the collection of the Town of Flower Mound.
2. The FMHC shall give loaned objects the same care as its own holdings.
3. Loaned objects are to remain in the FMHC no longer than one year unless the contract is amended, or a new contract is formulated and signed.
4. Loans covered by the Town 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 FMHC Chair. Said Chair shall be authorized to require such proof of heirship and ownership as may reasonably be determined as necessary.

7. The FMHC 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 FMHC 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 FMHC shall be deemed a gift to the Town of Flower Mound.

## **B. Outgoing Loans**

### **1. General policy**

The FMHC 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 FMHC, they are of such importance, rarity, and/or fragility that they must not be exposed to any danger of loss by removal. Items that have not yet been accessioned or cataloged shall not be loaned. The FMHC reserves the right to refuse any request for a loan for any reason deemed sufficient by the FMHC.

### **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 FMHC to decline to lend accessioned materials to individuals, including the original donor, for any reason.
- f. Objects loaned by the FMHC 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 FMHC. The FMHC retains all copyright privileges for its collections.
- i. All loaned items must be provided with 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 FMHC.
- k. Written request for loans must be received by the Chair of the FMHC 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 Chair of the FMHC. 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 FMHC and give any other credits as required by the FMHC.
- o. Loans may be terminated at any time by the FMHC if in the opinion of the FMHC any of the above conditions change or if the conditions covered in the loan agreement are not met.
- p. Objects must be returned to the FMHC under the supervision of the FMHC. Members of the FMHC reserve the right to inspect any loaned item at any time to ensure that the conditions of the loan agreement have been fulfilled.
- q. Requests for exceptions to the FMHC loan policies must be submitted in writing to the FMHC and shall be granted only with the approval of the FMHC.

### **C. Destructive Loans**

#### **1. Policy**

It is the general policy of the FMHC not to loan objects out for destructive analysis as such uses inherently lead to reduced quality of the original specimen. The FMHC understands that special circumstances may warrant destructive analysis. In those cases, the FMHC 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 FMHC.
- b. The FMHC must evaluate and approve all proposals and select items for destructive loans.
- c. The FMHC has the right to add any specific requirements to all destructive loan agreements.
- d. The materials loaned remain the property of the FMHC 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.

## **VII. Record Keeping and Inventory**

### **A. Collection Records**

Systematic records concerning the FMHC'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

Collection records are maintained by the Denton County Office of History and Culture (OHC). 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 FMHC through 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. Spread sheets pf accessions shall be provided to the FMHC.

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 the 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.

## **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 OHC staff.

### **A. Research**

Requests for research to be conducted 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 OHC Curator of Collections. Access to state-associated held-in-trust collections is based on research design. All research visitors should 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 suffice for research purposes. The FMHC reserves the right to refuse access to artifacts or archival materials. Publication, printing or commercial use of the FMHC's collection requires written approval. Appropriate credit must be given as defined by the FMHC 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 offices are open, the materials shall be non-circulating. Anyone wishing to use these books for research purposes must do so through

an OHC staff member. The Office of History and Culture reserves the right to refuse access to research materials.

Publication, printing or commercial use of the FMHC research materials requires written approval of the FMHC. Appropriate credit must be given as defined by the FMHC.

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. FMHC assumes no liability from copyright owners for the misuse of these materials.

## **2. Photograph Duplication Policy**

The FMHC 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 FMHC must be given credit as defined by the FMHC staff. Charges for duplication are based on time spent.

### **B. Exhibitions**

Artifacts in the FMHC collections may be used for exhibitions at various Town facilities including the Gibson-Grant Log House. 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 photographs in displays.

### **C. Educational Outreach Collection**

The FMHC 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 FMHC'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 FMHC Education Outreach Collection is utilized in compliance with museum policies and procedures. Items in the education outreach trunks must be accompanied by a FMHC representative.

## **VIII. Collection Care**

### **A. Storage**

The primary storage facility for the FMHC collections is the Denton County Office of History and Culture buildings. 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 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. Free-standing dehumidifiers may be used when needed. Each room is equipped with a wall-mounted humidifier.

#### **B. Conservation and Preservation**

The FMHC shall provide a high standard of professional care for all objects in its custody. Collections staff practice 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 recommendations for conservation repair when necessary. Records of changes in the object's condition shall be maintained in the database. The OHC 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 OHC Curator of Collections and revised by the curator with the approval of the Director. This plan shall include instructions for the 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. Collections shall be stored and exhibited in environmentally safe conditions with museum-standard levels of temperature and humidity to the extent possible. The FMHC 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.

#### **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 FMHC's Emergency Plans cover a variety of topics specific to the Courthouse-on-the-Square, the Denton County Historical Park and other collection storage facilities 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. The 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. 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.

#### **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 FMHC 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)).

## **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 commonwealth. 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 commonwealth.

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 commonwealth. 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 commonwealth 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.