

PRINCE WILLIAM COUNTY
DEPARTMENT OF PUBLIC WORKS
HISTORIC PRESERVATION DIVISION

HISTORIC PRESERVATION COLLECTIONS MANAGEMENT POLICY



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Section I: Historic Preservation Division Mission

A. Statement of Purpose

The Historic Preservation Division (HPD) collects, preserves, exhibits and interprets historic artifacts and material culture in support of the stated Community Development Strategic Goal of Prince William County:

“Prince William County will develop and maintain a well-planned, attractive and sustainable community where citizens enjoy a high quality of life and positive reward for their investment. We are a community where residents, businesses and visitors appreciate the County’s historic, cultural, natural and recreational resources.”

and the stated purpose of the historic preservation program:

"The Prince William County Department of Public Works manages a historic preservation program and owns several properties of historic importance. The historic preservation program includes restoration of County-owned properties, education programs, special events and public use opportunities."

The purpose of Historic Preservation Division (HPD) is to promote and enhance an appreciation of the culture and history of Prince William County. The HPD preserves and interprets the cultural and historical experience for the benefit of the general public, scholars, and special interest groups, and provides opportunities for education and recreation through programs, publications, special events, exhibitions, seminars, workshops, and public access to facilities. Historic sites will also drive economic development and redevelopment as they become regional focal points in Prince William County, which is one of the top ten regions in the United States for heritage tourism.

The Prince William Board of County Supervisors recognizes that stewardship of collections entails the highest public trust. The Board of County Supervisors has assigned responsibility for the historic and archaeological collections to the HPD. Collections management is accordingly recognized as an essential responsibility of the HPD. Members of the HPD staff subscribe to the *Code of Ethics for Museums* adopted by the American Association of Museums November 12, 1993, as they apply to the historic collections and all collections management guidelines and procedures.

Enforcement of the policies, ethics, standards and procedures concerning the preservation and protection of the Prince William County historic and archaeological collections is the responsibility of all HPD staff in any and all instances in which collections are exhibited, stored, interpreted or otherwise utilized.

The Chief of the Historic Preservation Division has delegated administration of all historic and archaeological collections to the Preservationist. The Preservationist is charged with daily care and security of the Historic Artifact and Archaeological Collections, including the manner in which objects are exhibited, stored, transported and conserved, as well as planning for future needs and growth. Specific procedures for the appropriate care and management of these collections are set forth in the Collections Procedures Manual and are based on standards of the American Association of Museums. Specific procedures for the care and management of the archaeological collections follow the State Curation Standards defined by the Virginia Department of Historic Resources and the Secretary of the Interior.

B. Scope of Collections

The Historic Preservation Division collects items that relate to the social, cultural, and economic history of prehistoric and historic life in Prince William County. Items collected include archaeological artifacts, furniture, agricultural equipment, decorative arts, folk art, textiles and clothing, and archival materials, such as photographs, books, audio-visual materials and maps, as well as additional objects that relate to the HPD's stated mission statement and purposes so that they may be preserved, exhibited, interpreted, or used for research. Wherever possible, original objects shall be collected. Where these must be preserved or are prohibitive or not available, reproductions may be acquired to support the HPD's interpretive mission. The following categories shall be collected:

1. Objects and materials associated with or representing the history of the historic properties and archaeological sites administered by the Historic Preservation Division
2. Objects and materials associated with or representing the history of individuals residing or businesses operating at those historic properties and archaeological sites
3. Objects and materials associated with or representing the cultural origins connected with those historic properties and archaeological sites
4. Objects and materials associated with or representing the general prehistory, history, growth and development of Prince William County

C. Classification of Collections

The Historic Preservation Division collections are classified as follows and all gifts, purchases, loans, found and field collected materials shall be assigned to one of the following collections:

1. Historic Artifact Collections – Original historic objects in the Permanent Collection, meeting the Scope of Collections and owned by or on loan to the Historic Preservation Division, shall be preserved, protected and cared for by the HPD in the public trust for future generations. Such items may be used for exhibition and research purposes. Original historic objects in the

Operating Collection, meeting the Scope of Collections and owned by the HPD, shall be considered for restoration if time and budget permit in order to preserve and interpret an historic process or activity. Such items may be used following specific guidelines in interpretive programs.

2. Archival Collections - Documentary, photographic, and audio-visual materials pertaining to the history of the Historic Preservation Division. The purpose of this archive shall be to preserve such records and to serve as a central repository available to scholars, Prince William County staff, citizens of Prince William County, and other researchers studying and recording the history of Prince William County.
3. Education Collections - Reproductions, duplicate historic objects, and special use items in the Education Collection, conforming to the Scope of Collections, are used for interpretive exhibition or educational purposes. Reproductions will be identified, and staff to the best of their ability will discuss the special nature of historic objects in this collection whenever the public makes inquiries. Original historic objects in the Historic Artifact Collection, which do not conform to the Scope of Collections, are used for ambience in non-interpretive settings.
4. Architectural Materials Collections - Architectural materials acquired as a result of structural preservation activities or field collection. Such artifacts serve as primary source materials for research and may also be used for exhibition and interpretive programs.
5. Archaeological Collections- Materials acquired as a result of underwater or subterranean excavation, surface survey, or field collection. Such artifacts serve as primary source materials for research and may also be used for exhibition and interpretive programs. The Historic Preservation Division Archaeological Collections are those acquired as a result of archaeological activities on County-owned historic properties and on privately-owned parcels that will be developed.

D. Access to Collections

Collections and archives are considered irreplaceable resources. Any exhibition, display, furnished historic structure or storage facility contacting collections is treated as a secure area and is monitored by Historic Preservation Division staff. The HPD collections and archives are made accessible to the public through its exhibitions and programs and to researchers by appointment. No private individual, group or entity is allowed access to any exhibition, display, furnished historic structure or storage facility contacting collections at any time unless authorized by or/and accompanied by a HPD staff member. Access to collection storage areas and archives for research and educational purposes by scholars, students and the public is granted and monitored by the Preservationist or the HPD Chief. Access to collections displayed in HPD-managed historic properties may be granted and monitored by the appropriate Historic Site Manager. Any individual or group requiring after-hours (evening, weekend and overnight) access to any exhibition, display, furnished historic structure or storage facility contacting collections must be accompanied by a HPD staff member at all times.

E. Reproduction of Collections

Archival materials may be reproduced only with the permission of the Preservationist or his/her designee. Documents, photographs and other archival materials will be made available to researchers by appointment when resources permit. Archival materials may be only be reproduced by means that do not damage the original material, i.e., digital photography. Researchers may be charged document reproduction fees as stated in the Collections Procedures Manual. Any researcher intending to publish materials in the Prince William County Historic Preservation Division archives must credit each image and/or references source with the following statement:

Courtesy of Prince William County, Virginia.

Any entity or individual that is outside the Prince William County government may not copy, replicate or otherwise reproduce documents, objects or archaeological materials in the Prince William County collections for personal or commercial use without the explicit permission of the Historic Preservation Division Chief. Any entity or individual wishing to copy, replicate or otherwise reproduce documents, objects or archaeological materials in the Prince William County collections for commercial purposes must enter a legal licensing agreement with the Historic Preservation Division wherein terms of the use will be specifically stated and agreed upon. Any entity or individual who copies, replicates or otherwise reproduces documents, objects or archaeological materials in the Prince William County collections without the written permission of the Historic Preservation Division Chief and under the terms of a specific licensing agreement will be prosecuted.

F. Records Management

The Historic Preservation Division will keep a permanent archive of all records pertaining to all phases of its program operation, historic preservation, and interpretation. These records shall become the archives for historic properties, programs, and collections administered by HPD. Such records include, but are not limited to, records of HPD administration and operation, property management and maintenance, staff reports and records, collection records, and programming records. The purpose of this archive shall be to serve as a central repository to aid future scholars and researchers in the recording of the history of Prince William County and its artifacts.

Section II: Acquisitions

A. Acquisition of Objects

Acquisition of objects and materials is the sole responsibility of the Preservationist and the Historic Preservation Division Chief. All acquisitions must be authorized by and approved by the Preservationist and the HPD Chief. No private or government individual, group or entity may acquire materials and objects for display or curation within a property administered by the HPD or on behalf of the HPD without written authorization and supervision by the Preservationist and the HPD Chief.

Materials and objects of historic significance may be acquired through gift, purchase, bequest, exchange, field collection or other transactions whereby title of ownership is transferred to the Historic Preservation Division. Members of the HPD staff and the Board of County Supervisors are discouraged from collecting privately in competition with the HPD. HPD staff and members of the Board of County Supervisors shall follow the same guidelines and procedures as all other donors and lenders to the HPD.

In acquiring historic collections, each proffered gift or potential purchase shall be evaluated individually in terms of its conformity to the Scope of Collections, its authenticity, condition, quality, the foreseeable needs of the collection, and the ability of the Historic Preservation Division to care for the object or material in a manner consistent with professional museum standards.

1. Criteria for judging and evaluating cultural objects and artifacts for acquisition:
 - a. The degree to which the object/s meets or meet the Collection goals and has/have specific origin/s in or is/are related to Prince William County
 - b. The appropriateness of the object/s to exhibition or other use in interpretive or educational programs of HPD
 - c. The degree of need existing in HPD collections for the object/s

2. Reasons to accession, based on professionally recognized curatorial standards:
 - a. Association with the theme or subjects for historic programming or exhibition
 - b. Historical significance
 - c. Representation of general prehistory and history
 - d. Style
 - e. Authenticity
 - f. Condition
 - g. Quality
 - g. Ability to care for item

All donations of historic objects and archaeological collections are considered outright and unrestricted gifts to be used at the sole discretion of the Historic Preservation Division. Donors must certify that they have clear title of ownership to proffered gifts. Acquisitions shall include full literary rights, property rights, copyrights, patents and trademarks. No Prince William County

employee may reproduce objects or materials from the HPD's archival, historic or archaeological collections for private sale or gain.

Acquisition, accessioning, registration, and cataloguing will be followed in accordance with the procedures outlined in the Collections Procedures Manual. Those procedures will be the responsibility of the Preservationist, unless otherwise noted. The Historic Preservation Division shall not purchase acquisitions of historic objects from members of the HPD staff, volunteers or members of the Board of County Supervisors. The HPD will not knowingly accept any artifact that has been stolen or illegally exported from its country of origin or whose recovery involved destruction of historic or archaeological sites, buildings, structures, objects or the culture of which they were a part for the purpose of their acquisition. Any archaeological object or collection considered for accession must be accompanied by documentation verifying that all materials were collected legally and with the full consent of any involved property owner.

Accessioning is the formal process used to accept and record an item as a collections object. After consideration by appropriate staff, the Preservationist shall submit a written recommendation to acquire an object or material for approval to the Chief of the Historic Preservation Division. No other staff member, volunteer, Board of County Supervisors member, or other person associated with the HPD may obligate the HPD to accept or purchase any object or material. Once approved, acquisitions shall be accessioned promptly according to procedures stated in the Collections Procedures Manual.

The Historic Preservation Division will donate a copy of every accessioned research report, primary document, photograph or other archival resource to the Ruth E. Lloyd Information Center (RELIC) at Bull Run Regional Library in Manassas, Virginia.

B. Donations

1. All donations to Historic Preservation Division may be tax deductible. Staff is not authorized to make estimates or appraisals of items offered for donation or loan, nor will staff suggest appraisers. It is the responsibility of the donor to determine the appropriate tax consequences and to acquire an appraisal of objects to be donated.
2. Objects deposited at HPD for the purpose of gift consideration will be insured by Prince William County's insurance policy, and be treated as comparable museum artifacts.
3. The Preservationist and other professional staff members may extend their assistance to potential donors and lenders insofar as their knowledge of the history of an item is concerned.
4. All donations to HPD are considered outright and unconditional gifts to be used at the discretion of staff. Gifts or bequests are accepted with the understanding that they are unrestricted offers without limiting conditions as to placement, exhibition, or ultimate disposition and that all exhibition, photographic, reproduction, and

publication rights become the property of Prince William County upon acceptance of the gift or bequest.

5. The donor must have clear title to the potential donation. The provenance of the item or items to be donated must be satisfactorily shown by the donor or by HPD staff before the item is accepted and must be in compliance with United States import/export laws.
6. An item will be added to the collection only if it can be properly cared for.

C. Purchases

1. Any offer of an item for sale to Historic Preservation Division must be referred to the HPD Chief. If the item or a comparable object cannot be obtained through a gift or bequest, the Chief and the Preservationist will be jointly responsible for the final decision based on the goals and available funds of HPD. If authorized to make the purchase, the Preservationist will then follow Prince William County fiscal procedures to purchase the item.
2. Purchase of objects for the permanent collection may also be initiated by the Historic Preservation Division Chief or Preservationist for the purpose of filling deficiencies in the collection for programming, exhibit, or research. If the HPD Chief and/or the Preservationist determine(s) the availability of sufficient funds, he/she will then follow Prince William County fiscal procedures to purchase the item.
3. Pertinent information documenting each purchased object (i.e., name and address of store or dealer, date of purchase and object value) will be incorporated into the computerized collections management database and made part of the permanent record for that object. Physical documentation of the purchase will be filed in the Object *Folder*, including the original receipt or a copy thereof and any remaining price tag.

D. Transfer of Objects

Objects or collections of objects that are County-owned but have been retained by another organization, institution or entity may be transferred to the Historic Preservation Division. Examples include archaeological collections and documentation recovered and produced through an excavation of a County-owned property and have been processed by a consultant. The Preservationist may accept these County-owned collections and documents by completing a *Transfer of Objects* form.

Pertinent information documenting the transferred object(s) (i.e., provenance or provenience, donor name, address and date of transfer) will be incorporated into the computerized collections management database and made part of the permanent record for the object(s).

Section III: Deaccessions

Deaccessioning is the formal process of permanently removing accessioned objects and materials from the Historic Artifact Collection. This process shall be measured and deliberate. No member of the Historic Preservation Division staff, their immediate families or representatives, or Board of County Supervisors member may purchase or otherwise acquire any deaccessioned object.

Before an object is recommended for deaccessioning, all reasonable efforts shall be made to ascertain that the HPD is legally free to do so. The Preservationist in consultation with other appropriate staff may recommend an object for deaccessioning if no restrictions prohibit the removal of an object or material from the collection, and if one or more of the following criteria are met:

A. Criteria for Deaccessioning

1. The object or material is not relevant or useful to the stated purposes of the HPD or is outside the Scope of Collections as stated above.
2. The object or material has failed to retain its identity or authenticity, and has deteriorated beyond usefulness or practicable conservation.
3. The object or material has been lost or stolen and remains lost for longer than five inventories of the complete collection.
4. The object or material is determined to be a forgery or a fake.
5. The condition of an object or material poses a threat (i.e., insect infestation) to the other objects in the HPD collections.
6. The object or material duplicates other objects or materials in the collection.
7. The HPD lacks the resources to preserve the object properly.
8. Deaccession and disposal of the object or material does not compromise the HPD's commitment to protect and preserve natural and cultural resources, to discourage illicit trade in such materials and to respect the special nature of human remains and funerary and sacred objects.
9. The object or material meets one or more of the above criteria and may be sold to make room and raise money for more appropriate accessions and better examples.

B. Types of Deaccessions

1. Occasional insignificant items:
Single items which do not relate to other items in the collection, which do not

strengthen the collection, and do not have great value.

2. Major items:
Items of value (teaching, historical, monetary) which do not fit the mission of the collection but which may be significant to other institutions or the public.
3. A number of items:
Items which may or may not be related to each other, which may or may not have value, but which do not strengthen the collection.

C. Methods of Disposal (in order of preference)

1. Transfer object to HPD programs or other County programs as an educational consumable (prop)
2. Transfer object for permanent display at a HPD facility
3. Exchange with another institution
4. Donation to another institution
5. * Sale by one of the following means:
 - a. to public institutions
 - b. bid by dealer
 - c. consignment to dealer
 - d. public auction
6. Destruction through appropriate means as determined by the HPD Chief and the Preservationist

* Funds derived from the sale of items from the collections will be entered as HPD income and will be credited to the HPD revenue fund. Funds should be used for the benefit of the current collection, including conservation, storage, or acquisition of new objects.

Disposal of collections through sale, trade or research activities is solely for the advancement of the Historic Preservation Division's mission. All proceeds realized from the sale of a deaccessioned object are placed in the HPD fund account specifically designated for acquisitions to or conservation of objects in the Historic Artifact Collection. The Prince William Board of County Supervisors must authorize the disbursement of funds for Collections Management purposes.

The HPD will not sell or act as a selling agent for any donor. If deemed necessary and appropriate, the Board of County Supervisors, the County Attorney and the general public will be notified of the deaccession. A press release may be employed.

D. Record Keeping

When an item is removed permanently from the collection, it is deaccessioned or cancelled in the collection records. Procedures for recording the deaccession are outlined in the Collections Procedures Manual.

Section IV: Loans

Loans are temporary assignments of collection objects to or from the Historic Preservation Division which do not involve a change of ownership and which are for stated purposes, such as exhibition or research. All loan activities shall be conducted in a manner that respects the protection and preservation of cultural resources. All loans extended to or from the HPD shall be for stated and specific periods of time. Loans will only be sought and accepted for the purposes of immediate display. Loans to the HPD shall be appropriate to the Scope of Collections and shall be given the same level of care as provided to the HPD's own collections. Lenders must certify that they hold full and clear title to the objects or are the duly authorized agent of the owner.

The Preservationist monitors all loans and specifies conditions for their exhibition, interpretive use, protection and care. Any and all restrictions and specific conditions accompanying a loan to or from the HPD shall be so stated on the HPD's appropriate *Loan Agreement* form. Written approval of the HPD's appropriate loan agreement by the HPD Chief is required to finalize all loans.

Loans from the HPD will be made only to those institutions able to provide objects the proper care and protection required during transport and exhibition and through all phases of the loan period. Loans from the HPD shall be made only to other museums for educational, interpretive or research purposes.

Objects placed in the temporary custody of the Historic Preservation Division are items that are not owned by the HPD but left temporarily on its premises. As a public service staff may attempt to attribute, identify or authenticate such objects brought to the HPD. All objects or materials left in the temporary custody of the HPD must be accompanied by a written receipt signed by the owner and by the Preservationist, the HPD Chief, a Historic Site Manager or a Historic Site Interpreter. All objects left in temporary custody of the HPD must immediately be turned over to the Preservationist for appropriate action. Such objects or materials may not be deposited with the HPD or remain on HPD premises longer than thirty days, unless mutually agreed upon in writing. The HPD accepts no responsibility for notification of individuals for the return of such deposits. After one year, unclaimed property shall become an unrestricted gift to the HPD.

A. Loan Policies

1. The Historic Preservation Division will loan objects from its collection to other museums and institutions for the purpose of exhibition and/or study. No outgoing loans will be made to private individuals.
2. Loan Duration:
Loans are categorized as temporary loans (usually for special exhibitions) or as long-

term loans (two to five year loans). With few exceptions, outgoing loans will be made for less than two years, renewable once. Incoming loans are requested for immediate exhibit only. Incoming long-term loans are discouraged, as HPD is obligated to provide care and security for the object(s). Furthermore, long-term loans are often difficult to resolve.

3. Loans are negotiated between the Preservationist and the appropriate representative of the lender or borrower. All outgoing loans and long-term incoming loans are to be referred to the Preservationist, subject to written acceptance or rejection by the HPD Chief.

B. Record Keeping

The management and record keeping of outgoing and incoming loans will be followed in accordance with the procedures outlined in the Collections Procedures Manual. Those procedures will be the responsibility of the Preservationist, unless otherwise noted.

Section V: Insurance

A loan of objects and/or documents is accepted only if the Historic Preservation Division budget permits. Acceptance of all loans is at the discretion of the Historic Preservation Division Chief. Before a loan is accepted, copies of all Loan Agreement forms must be sent to Prince William County's Risk Management Division for the purpose of tracking and/or adjusting insurance coverage and liability.

Any historic property, archaeological site or collections storage facility that is managed and maintained by the Historic Preservation Division and any objects, archives and collections therein are insured by Prince William County's property insurance policy. Prince William County's Risk Management Department maintains a current list of all historic properties, archaeological sites and collections storage facilities for insurance purposes.

All acquisitions, objects and collections covered by a formal loan agreement with the Historic Preservation Division shall be insured through Prince William County's property policy, unless specifically stated in writing as otherwise insured. All outgoing loans shall be insured by the borrower, unless specifically stated in writing as otherwise insured. Objects or materials left in the temporary custody of the HPD are not covered by Prince William County's property insurance policy. In such instances the owner will be informed of this situation and required to sign a waiver. All other Historic Preservation Division collections are insured through the Prince William County property policy.

The Historic Preservation Division shall make every attempt to maintain current fair market values for the objects in the Collections by assigning estimated values at the time of accession and by employing a certified appraiser to conduct reappraisals of the collection every three to four years.

Section VI: Historic Properties and Archaeological Sites

A historic property is defined in the National Historic Preservation Act (1966) as any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion on the National Register. An archaeological site is defined as a location where there is evidence for the human past. Historic properties and archaeological sites are not in themselves considered to be Collections. Policies governing the management, rehabilitation, maintenance, interpretation and programming of County-owned historic properties and archaeological sites do not fall within the scope of the Prince William County Collections Management Policy.

However, for the purpose of providing information regarding the criteria by which Historic Preservation Division staff determines acquisition of historic properties and archaeological sites, the following list is provided:

Decision Matrix for the Acquisition of Historic Properties and Archaeological Sites

1. Historical Significance and Eligibility for
 - a. The National Register of Historic Places—Federal significance
 - b. The Virginia Landmarks Registry—State significance
 - c. Designated Cultural Resource classification—Local significance
2. Architectural Value
 - a. Style importance
 - b. Level of endangerment, whether nationally, state or locally
3. Interpretive Value
 - a. Opportunities to interpret under-represented populations
 - b. Opportunities to interpret local, state and national history and/or prehistory
4. Site Integrity
 - a. Level of integrity for structures and/or features
 - b. Level of integrity for context and view shed
5. Threat Level
6. Opportunities for Partnerships and Collaborative Programming
7. Economic Value and Opportunity for Public Use

Potential for Reuse

Statement Regarding Addenda

Historic Preservation Division staff may find it necessary to address unforeseen or additional collections management situations that occur. In these situations, new policy addenda will be drafted and submitted to the County Executive for review and adoption.

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Draft edited 4-25-06 (Heather Hembrey, HPD);

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Final Draft edited 10-12-06 (Heather Hembrey, HPD);

Final Historic Preservation Collections Management Policy Document forwarded to Melissa Peacor, Assistant County Executive; Susan Roltsch, Assistant County Executive; Ross Horton, County Attorney; and Brendon Hanafin, Historic Preservation Division Chief on 10-12-06 (Heather Hembrey, HPD Preservationist and Historic Preservation Division Collections Management Policy author.)