

Ephraim Historical Foundation



Collections Management Policies and Procedures

Written in July 2011

Reviewed and Revised by the Archives and Artifacts Administration and Historical Research Committee in August 2011 and August 2018

Approved by the Ephraim Historical Foundation Board in September 2011 and January 2019

Last updated in August 2018

Table of Contents

| | |
|--|-----------|
| I. History of the Ephraim Historical Foundation | 3 |
| II. Vision Statement of the Ephraim Historical Foundation | 3 |
| III. Mission Statement of the Ephraim Historical Foundation | 3 |
| IV. Purpose of Collections Management Policies and Procedures | 4 |
| V. Collecting | |
| • Scope of the Foundation’s Collections | |
| • Limitations | |
| • Plan for Collecting | 4 |
| VI. Collections Care | 5 |
| VII. Acquisitions | |
| • Principles of Acquisition | |
| • Procedures for Acquisition | |
| • Roles and Responsibilities Relating to Acquisitions | 5 |
| VIII. Loans | |
| • Incoming Loans | |
| • Outgoing Loans | 6 |
| IX. Deaccessioning | |
| • Principles of Deaccession | |
| • Procedures for Deaccessioning Items | 8 |
| X. Access to the Collections | 9 |
| XI. Appraisals | 10 |
| XII. Revisions | 10 |
| Appendix: | |
| • EHF Image Usage Policy | |
| • EHF Digital Donation Form | |
| • EHF Archives Fee Schedules | |
| • EHF Temporary Custody Agreement | |
| • EHF Deed of Gift Agreement | |
| • EHF Loan Agreements (Incoming and Outgoing) | |

I. History of the Ephraim Historical Foundation

The Ephraim Historical Foundation, formerly the Ephraim Foundation, was founded in 1949 through the efforts of Helen Sohns and Warren Davis. Mrs. Sohns, a former teacher in the Ephraim Pioneer Schoolhouse, was troubled by the uncertain future of the 1880s one-room school as the building was being sold by the Village of Ephraim. She asked her friend, Mr. Davis, to help raise the funds to purchase the property and then preserve the building. Mr. Davis was able to raise the funds and the school was purchased. With a desire to continue preserving historic Ephraim, Davis, along with several friends, created the Ephraim Historical Foundation. The non-profit organization was established on July 19, 1949 and Everett Valentine, William Sohns, and Edward Valentine signed the articles of incorporation. The first board consisted of twelve men: Malcolm D. Vail, Sr., Everett Valentine, L. F. Thurwachter, Arthur Byfield, Victor McCormick, Adlai Hardin, Chester D. Tripp, Henry Anderson, William Pauly, Ralph Horween, Laurence Schwab, and Warren Davis.

The Ephraim Historical Foundation currently owns and preserves the following properties: The Anderson Barn, The Anderson Store, The Goodletson Cabin, The Pioneer Schoolhouse, The Historic Iverson House, The Svalhus, and The Olga Dana Green.

In the summer of 2011, the Ephraim Historical Foundation entered into an easement agreement with the Bethany Lutheran Congregation in order to safeguard the future of the historic Bethany properties. In sum, the Ephraim Historical Foundation holds the deeds to the Bethany Lutheran Church, the Bethany Lutheran Parsonage, and the Bethany Lutheran Cemetery, but the Bethany Lutheran Congregation is responsible for the management and maintenance of the properties, and for developing an easement for the future care of the properties. The Ephraim Historical Foundation only assumes managerial and financial responsibilities of the Bethany properties in the event the Congregation is dissolved.

II. Vision Statement of the Ephraim Historical Foundation

To faithfully preserve, share, and sustain the history, culture, and beauty of Ephraim

III. Mission Statement of the Ephraim Historical Foundation

Founded in 1949 as a non-profit organization, the mission of the Ephraim Historical Foundation is to:

- Preserve and foster preservation of historical monuments, buildings, structures, sites, documents, and artifacts, including the purchasing and selling of real estate.
- Foster development and support of cultural and civic services including libraries, art, historical museums, and education within the Village of Ephraim and the community at large.
- Act as a vehicle and custodian of endowment and/or trust fund contributions for the preservation of historic properties
- Enrich the concept of Ephraim as a village of values for the enjoyment and understanding of our cultural traditions and natural beauty.

IV. Purpose of the Collections Management Policies and Procedures

The Collections Management Policies and Procedures is a document intended to outline the basic policies and procedures that direct the development and care of the Foundation's collections and archives consistent with the mission and vision of the Foundation, and professional museum standards.

With the Collections Management Policies and Procedures, the Foundation ensures that:

- Its archives and collections are accounted for and documented.
- Its collections are protected, secure, cared for, and preserved.
- Acquisition, deaccession, and loans of works in the collections are conducted in a manner that conforms to the Museum's mission, complies with applicable law, and reflects the highest ethical standards.
- Disposal of materials from the archives and collections through sale, exchanged, or other means is solely for the advancement of the museum's mission, and any proceeds from the sale of such materials are used only for future acquisitions and/or the direct care of the Foundation's archives and collections.
- Access to the archives and collections in the galleries and ARC (Archival Research Center) and access to collection information is permitted and regulated appropriately.
- Collection and archive related activities promote the public good rather than individual financial gain.

V. Collecting

Scope of the Foundation's Collections

- The Foundation collects items in the following categories:
 - Fine Art relating to Ephraim and/or Door County
 - Including, but not limited to: prints, drawings, paintings, sculpture, jewelry
 - Photographs relating to Ephraim and/or Door County
 - Decorative and Applied Arts relating to Ephraim and/or Door County
 - Including, but not limited to: furniture and ceramics
 - Garments from c. 1850 – 1960
 - Documents relating to individuals and tourism in Ephraim, including, but not limited to:
 - Letters
 - County and federal records
 - Postcards
 - Advertisements from c. 1850 – 1960
 - Artifacts associated with the history of Ephraim

Limitations

The Foundation generally does not collect in the following categories:

- Geological, floral, and faunal material
- Automobiles and boats
- Decorative and Applied Arts not related to Ephraim and/or Door County

The Ephraim Historical Foundation does not purchase items for its collection.

Exceptions can be made to both the scope and the limitation of the collections if Curator determines items to be consistent with the Foundation's mission and collecting plan, and the Archives and Artifacts Administration and Historical Research Committee approves the exceptions.

Plan for collecting

- To collect means to acquire new materials that conforms to the following objectives:
 - Collect within the bounds of the Foundation's vision and mission.
 - Collect within the scope of the Foundation's collections.
 - Collect only what can be *conserved, secured, exhibited, and stored* properly.

If a donor wishes to donate an object that is not consistent with this collecting policy statement, the Curator will strive to refer a donor to a selection of more appropriate museums or educational institutions.

VI. Collections Care

The Curator is responsible for ensuring the items and materials are exhibited, stored, and conserved properly. The Foundation has both climate-controlled storage, for items and materials that require it, and standard storage areas, and the Curator is responsible for monitoring the exhibition areas as well as monitoring the organization, the climate, and the security of the storage areas. The Curator must report any concerns about the storage or exhibition areas to the Buildings and Grounds Committee.

The Curator is responsible for training docents and volunteers who interact with the collections both on display and in storage.

VII. Acquisitions

Principles of Acquisition

- The Foundation strives to acquire items that will enhance the Foundation's stated mission and vision by means of exhibit, research, education, and/or intrinsic value to Ephraim's history.
- All items should be in, or be capable of being returned to, an acceptable state of preservation.
- The Foundation *must* be able to house, exhibit, and care for the proposed items according to generally accepted museum practices.

Procedures for Acquisition

- To donate an item to the Ephraim Historical Foundation, the following steps are taken:
 - A donor makes an appointment with the Curator to discuss a possible donation.
 - The donor must provide all information pertinent to the item, including provenance, any appraisal information, and any interpretation or other relevant history.
 - If the item is large, such as furniture, the donor must provide photographs of the item (digital or printouts are appropriate) in the first instance.
 - The Curator considers the item in relation to the Foundation's collecting policy outlined in this document.

- If the Curator determines the item is consistent with the collecting policy, he or she can accept the item within the terms of a Temporary Custody agreement. Temporary Custody indicates that the items will be *considered* for accession into the Foundation's collections. The donor and the Curator must sign the necessary paperwork.
 - The Curator also must record items and potential donors that have been presented to him or her, but that he or she determined were not consistent with the Foundation's collecting policy. The Curator must provide reasoning for each item he or she rejects. This list is presented to the Archives and Artifacts Administration and Historical Research Committee. They have the authority to overturn the Curator's initial decision, and contact the interested donor themselves.
- The Curator then recommends the item for accession into the Ephraim Historical Foundation collections to the Archives and Artifacts Administration and Historical Research Committee.
 - To accession an item is to make it a permanent part of the Foundation's collections.
- The Archives and Artifacts Administration and Historical Research Committee determines whether or not the item should be accessioned into the Foundation's collections.
 - The Archives and Artifacts Administration and Historical Research Committee will meet once a year in August to consider items for accession. Addition meetings may be held as needed.
- Once an item has been approved by the Committee, the item is given an accession number and the proper paperwork, including a Deed of Gift, is generated and signed by both the donor and the Curator, and the item is entered into the PastPerfect Database. If signed Deed of Gift is not returned within 90 days, the item(s) listed on the Deed of Gift become the property of the Ephraim Historical Foundation, according to the terms stated on the Temporary Custody (Items for Consideration) form.

Roles and Responsibilities related to Acquisitions

- **The Curator** has the authority to accept items within the Temporary Custody agreement. The Curator only can recommend items for accession and will present these recommendations to the Archives and Artifacts Administration and Historical Research Committee.
- **The Archives and Artifacts Administration and Historical Research Committee** takes the recommendations from the Curator and then makes the final decision to accession the items into the collections, or to decline the items.

VIII. Loans:

Incoming Loans

- Items will be accepted as incoming loans for the purposes of:
 - Exhibition
 - Possible acquisition

- Research
- All incoming loans must be approved by both the Curator and the Archives and Artifacts Administration and Historical Research Committee.
- The appropriate Loan Agreement documents are produced and signed by the Lender (the loaning party) and the Curator.
 - The Loan Agreement must address the following issues:
 - The condition of the item when it was received by the Foundation and the expected condition in which the item will be returned.
 - Photographs must be taken of the item and both the Lender and the Curator will retain copies of these photographs.
 - The length of the loan to the Foundation
 - Clear start and end dates must be agreed upon. The Foundation accepts loans for a limited length of time (one to two years), with the possibility of renewing the loan.
 - The purpose of the loan (e.g. the item was loaned to be part of a Foundation exhibit)
 - Insurance concerns must be addressed and agreed upon
 - The Foundation reserves the right to refuse any potential incoming loan should the item be too difficult to insure.
 - If the item is to be part of a display, the Lender *must* be made aware of the potential, though unlikely, dangers associated with items displayed to the public (e.g. accidental breakage).
 - If the Lender has private insurance that will cover the item while on loan, the Foundation will request and retain a copy of this policy for the duration of the loan.
 - When the Lender will return to collect the item from the Foundation.
 - A disclaimer is included clearly stating that should the Lender not collect the item on the agreed upon due date, the Foundation will take the appropriate actions, as allowed by Wisconsin law, to enforce the due date.
 - The Lender will be supplied with the most up-to-date Wisconsin laws concerning Property in Possession of a Museum or Archive.
 - The responsibility of the Lender to keep the Foundation apprised of any change in address or ownership of the item on loan.

Outgoing Loans

- The Foundation does allow outgoing loans as a means to provide the public further access to the collections.
- All loans must be approved by both the Curator and the Archives and Artifacts Administration and Historical Research Committee.
- The appropriate Loan Agreement documents are produced and signed by the Borrower (the party accepting the item from the Foundation) and the Lending Museum (the Curator).
 - The Loan Agreement must address the following issues:
 - The condition of the item when it loaned by the Foundation and the expected condition in which the item will be returned.

- The Borrower takes full responsibility for the item on loan.
- No changes or alterations (e.g. repair, restoration, cleaning) can be made without the prior consent of the Foundation.
- Any damage done to the item while in the custody of the Borrower is the responsibility of the Borrower and the Foundation must be compensated (either through an acceptable replacement or financial reimbursement).
 - The Foundation may request and retain a copy of the Borrower's insurance policy for the duration of the loan.
- The Foundation reserves the right to refuse a loan request if the conservation or care of the item cannot be guaranteed.
- Photographs must be taken of the item prior to the loan and both the Borrower and the Curator will retain copies of these photographs.
- Photography of the item while on loan
 - Photography is limited to non-commercial, private, and educational purposes. The Borrower is responsible for ensuring all photography is done within the laws of copyright.
 - Any other types of photography (commercial or marketing) must be approved by the Foundation.
- The length of the loan to the Borrower with clear start and due dates.
 - The Borrower is responsible for returning the item by the due date. Extensions or renewals of the loan must be negotiated with the Foundation prior to the original due date.
- The purpose of the loan (e.g. the item was loaned to be part of an exhibition) and any risks involved.
 - The Borrower is allowed to use the loan only for the purposes agreed upon on the Outgoing Loan Form
- Transportation of the item, both from and to the Foundation.
- Any additional terms and conditions are outlined in the Terms of Outgoing Loan Agreement.
- The Foundation reserves the right to reclaim an item on loan should the Foundation determine the Borrower is no longer able to properly care for the item or if any of the terms of the loan agreement have been violated.

All incoming and outgoing loans will be recorded in the Foundation's PastPerfect database.

IX. Deaccessioning and/or removal of non-accessioned items:

Principles of Deaccession

- To deaccession an item is to remove it permanently from the Foundation's collection. Once deaccessioned, the item may be disposed by the appropriately determined method (sale, exchange, or destruction). Items are deaccessioned solely for the advancement of the Museum's mission and vision. The criteria for determining whether an object should be deaccessioned include, but are not limited to, the following:
 - The item is not relevant to the mission and vision of the Foundation.
 - The item is redundant or is a duplicate.

- The item is of lesser quality than other objects of the same type in the collection, or of those about to be acquired.
- The Foundation must return the item to its original owner because ownership is in question.
- The Foundation is unable to preserve, store, secure, or display the object in a responsible manner.

Procedures for Deaccessioning Items

- The Curator recommends the deaccession of an item to Archives and Artifacts Administration and Historical Research Committee. The recommendation includes detailed rationale for deaccession.
- The Archives and Artifacts Administration and Historical Research Committee either approves or rejects deaccession recommendation.
- If deaccession recommendation is approved, the Archives and Artifacts Administration and Historical Research Committee submits a recommendation to the Ephraim Historical Foundation Board. The final decision to deaccession an item rests with the Board.

Removal of non-accessioned items

- A large number of items in the Ephraim Historical Foundation collections have not been accessioned into the collection. (therefore do not qualify for deaccession). Many of these items have no provenance and are considered found in collection. The criteria for determining whether an object should be removed from the collection include, but are not limited to, the following:
 - The item is not relevant to the mission and vision of the Foundation.
 - The item is redundant or is a duplicate.
 - The item is of lesser quality than other objects of the same type in the collection, or of those about to be acquired.
 - The Foundation must return the item to its original owner because ownership is in question.
 - The Foundation is unable to preserve, store, secure, or display the object in a responsible manner.

Procedures for removing non- accessioned items

As non-accessioned items, the removal of said items does not require board approval: it will be solely at the discretion of the Curator and the Archives and Artifacts Administration and Historical Research Committee.

- The Curator recommends the deaccession of an item to Archives and Artifacts Administration and Historical Research Committee. The recommendation includes detailed rationale for deaccession.
- The Archives and Artifacts Administration and Historical Research Committee either approves or rejects deaccession recommendation.

X. Return of donated items

Donors and/or relatives of donors do occasionally ask to have items returned. The Ephraim Historical Foundation's policy on returning donated items is:

- Items will only be considered for return to the actual donor (not family members, friends, descendants, or any other individual connected to said donor).
- Items with signed Deed of Gift form will not be returned to donor, as these items have formally become part of the Ephraim Historical Foundation collections.
- Items without signed Deed of Gift form will be considered on a case by case basis, with all considered items presented to the Archives and Artifacts Administration and Historical Research Committee.
 - If donor has established proof of ownership or if the Ephraim Historical Foundation cannot prove transfer of ownership, items may be returned.

No Board member, Archives and Artifacts Administration and Historical Research Committee member, or employee or volunteer of the Foundation, or family member of such individuals, may purchase deaccessioned or disposed of items directly from the Foundation or at auction if consigned by the Foundation.

All proceeds from a deaccessioned or disposed of item must be used to fund the direct care of the Foundation's permanent collections.

XI. Access to the Collections

The Foundation allows access to its collections in the following ways:

- Exhibits
- Svalhus Research Library Hours: Wednesdays-Fridays from 11am-2pm (May-October)
 - Interested parties can make requests to the Curator to see items currently in storage or in the archives during this time.
- The PastPerfect Database – starting in 2012, the Foundation's searchable database will be available to use during ARC/Svalhus hours. Users will login to the Visitor Account, which will give them access to view objects in the Foundation's collection. The Visitor Account restricts access to editing entries and to information about donors and Foundation members.
- Reprints and copies of materials in the Foundation's archives.
 - These reprints and copies are produced within the laws of copyright (EHF Image Usage Policy) and are restricted to private research, study, or scholarship.
 - Commercial use of reprints and copies are addressed on a case-by-case basis by the Curator.
 - If the images are part of an EHF Digital Donation, the conditions agreed upon in the donation must be applied to any reprints or copies.

Items and materials from the Foundation's collections and archives may not be removed from Foundation property without signed authorization from the Curator.

XII. Appraisals:

The Ephraim Historical Foundation does not provide appraisals. The Curator may suggest several qualified appraisers; however, more than one name must be given. The Foundation will not facilitate the appraisals, nor will it pay for the appraisal.

XIII. Revisions:

Collection Management Policies and Procedures Document:

- The Archives and Artifacts Administration and Historical Research Committee will review the Collection Management Policies and Procedures document at the annual August meeting and will determine if any revisions are needed. If revisions are made, the revised document will need to be presented to the Ephraim Historical Foundation Board for approval.

Forms and Policies included in the Appendix:

- The Archives and Artifacts Administration and Historical Research Committee will review these forms and policies the annual August meeting and determine if any revisions are needed. If revisions are made, the revised forms and policies will need to be presented to the Ephraim Historical Foundation Board for approval.
- The Curator does have the authority to adapt forms and policies should unusual circumstances require it. These adaptations are to be done at the Curator's discretion and limited to a case-by-case basis. These adaptations do not constitute a permanent revision to the forms and policies. The Curator must notify the Archives and Artifacts Administration and Historical Research Committee of any adaptations at the annual August meeting, and the committee will determine if these adaptations should become permanent revisions.