1. **Introduction and definitions**

The following guidelines and policies guide the Archaeology Center Collections Committee and staff in the development and care of the anthropology collections.

The Collections Committee is made up of Stanford Archaeology Center faculty plus at least one faculty member from outside the Center. The role of the Committee is to provide oversight to the Collections Manager in the stewardship and care of the collections. Collections development, whether by gift or purchase, will be guided in general by the Collections Committee. Potential acquisitions, de-accessions, loans and conservation decisions will be presented to the Committee for consideration. The Director of the Center is authorized to make the final determination.

The Collections Manager is responsible for the stewardship and day-to-day care of the collections. The Collections Manager reports to the Collections Committee bringing to its attention issues affecting the care and management of the collections as well recommendations for potential new acquisitions or deaccessions. In the event of an emergency the Collections Manager has the authority to act on behalf of the Collections Committee to safeguard the security and integrity of the collections.

N.B. The term ‘material’ will be used inclusively in this document to denote all types of acquisitions into the Center’s collections of both an archaeological and anthropological nature. The term includes, but is not limited to, archaeological artifacts, ecofacts (including geological and faunal samples), anthropological objects, archival material, photographs, ephemera, textiles and works of art.

Updates and alterations to the contents of this policy document must be approved by the Collections Committee. Proposed alterations should be discussed by the Committee at its semi-annual meetings and changes made following majority approval at a vote.

2. **Collecting Mission**

To promote understanding and appreciation of world cultures, past and present, through the collection, preservation, research and interpretation of the global record of material culture in
an ethical and lawful manner.

3. Specific Goals of Collecting

· To support the teaching and research programs of Stanford University, particularly those affiliated to the Stanford Archaeology Center.

· To have a global focus that promotes the understanding of the diversity of world cultures past and present.

· To be a repository for archaeological material excavated from Stanford lands and archaeologically or anthropologically relevant collections created by University faculty as a result of their research.

· To support public education through display and outreach to the community.

· To follow an ethical and lawful restricted growth strategy in collecting.

4. Principles of collections development

The Archaeology Center holds its collection on behalf of the Stanford University community and as such recognizes that the acquisition of material requires an ongoing commitment of time, space, and resources for storage, documentation, research, preservation, and accessibility. The Center shall therefore acquire material only after a process of thoughtful deliberation and consideration that include but are not limited to the following, whatever the means of acquisition:

Relevance to the Center’s mission and collecting goals

Potential for exhibition, teaching or study

Physical condition

Ability of the Center to care responsibly for the material

Degree to which provenance satisfies the principles established by the Collections Committee and laid out in this document

Establishment of clear title

Attachment of any conditions by the donor, vendor or artist
5. Principles to ensure legal, moral and ethical acquisition decisions

General Principles

Because the acquisition of material occasionally presents complex and often conflicting moral, ethical, practical and legal questions, this policy shall be guided by the following principles, and the professional and legal framework provided by all relevant laws. The Center is committed to the responsible acquisition of archaeological and ethnographic materials and to the principle that all collecting be done according to the highest standards of ethical and professional practice.

The Collections Committee on behalf of the Center will be guided by the following basic principles when it considers the acquisition of future material:

- Adhering to an ethical and restricted growth policy and considering the Archaeology Center’s ability to care responsibly for the material in its collections, the Collections Committee will accept no new accessions other than those originating from research and field schools of the University faculty for which the University or faculty holds legal title, including campus archaeology projects.

- The Center wishes to develop its collection legally and ethically so will not knowingly accept any object acquired by illegal or unethical means in contravention of U.S. laws and UNESCO principles. Specifically for the acquisition of any archaeological material, the Center requires:
  - Documentation or substantial evidence that the item was in the United States prior to the date of the relevant legislation governing ownership and export of antiquities in the country of origin, OR
  - Documentation or substantial evidence that the item was legally exported from its country of origin after November 17, 1970 and that it has been or will be legally imported into the United States.

- The Center will undertake due diligence to establish the legal status of an object under consideration for acquisition, making every reasonable effort to investigate, substantiate, or clarify the provenance of the object.

- All information obtained about the provenance of an acquisition will be preserved.

- In making any determination on acquisition the Center will consult as widely as appropriate.
6. Information obtained subsequent to acquisition

If the Center gains information that establishes another party’s claim to material, even though the claim may not be enforceable under US law, the Center will attempt to seek an equitable resolution with the other party. Possible options could include: transfer or sale of the material to the claimant; payment to the claimant; loan or exchange of the material; or retention of the material.

7. Disposition of existing collections and materials acquired inconsistent with this policy

If the Center acquires material in a manner that is inconsistent with this policy, it will seek to make equitable arrangements for the return of the material to the country of origin or the otherwise lawful owner if the Center is legally free to do so. Such equitable arrangements may include but are not restricted to the return of the material or the long or short-term loan of the material.

If the Center is unable to return the material as provided above, it will make whatever disposition of the material, including retaining it, which will best serve the principles articulated in this policy.

In order to advance further research, public trust, and accountability the Center will work towards making available the known ownership history of archaeological material and ancient art in the existing collections, including material where provenance is incomplete or uncertain.

8. Disclosure

Information obtained about the provenance of an acquisition will be generally available to the public upon written request to the Center. The Director may determine on a case by case basis not to release such information to the public; for example, to honor a confidentiality agreement or if she finds the public interest in non-disclosure outweighs the public interest in disclosure. The Center should not accept confidentiality agreements to mask a legal or ethical issue. Prospective donors and vendors must be informed of this policy.

9. Acquisition Procedures

The following procedures apply to all acquisitions, whether by purchase, trade, at auction, gift, bequest, or through the activities of archaeological or anthropological fieldwork expeditions. The Center is further regulated by overall Stanford University policy for the acceptance of gifts, devices and bequests.
The relevant guidelines set out above will be followed to protect the Center, especially against acquiring material in violation of US laws and international treaties.

In all cases, new and potential acquisitions, either through gift, purchase, loan, bequest or transfer must be fully documented so that the case for acquisition can be properly assessed. All correspondence relating to an acquisition should be kept in an ‘object history file’ along with incoming receipts, deed of gift forms, title transfers, loan forms and any other documentation relating to provenance or history. If ultimately an acquisition is rejected or a loan is returned to a lender the associated paperwork should remain on file as a permanent record that the item was held or considered as an acquisition by the Center.

9.1 Process of acquisition by purchase

Acquisitions to the Center’s collections are proposed to the Collection’s Committee for consideration. The Director of the Center renders the final decision on acquiring material. The Committee may seek other opinions from qualified faculty, staff, and experts outside the University.

For each proposed acquisition the Committee will be provided with a written acquisition proposal as to attribution, history, provenance, condition, price and appropriateness to the collection in order to facilitate consideration.

9.2 Process of acquisition by Gift

The process of acquisition by gift will proceed in the same way as by purchase. Ordinarily, a gift should be accepted without restrictions, and this condition should be reflected in the accompanying letter of acceptance. If, under special circumstances, an acquisition is accepted with restrictions, it should be analyzed with the long-term interest of the Center in mind. The Director must approve any such restrictions.

10. Dispositions of Accepted Gifts

Acquisitions are held by the Center on behalf of Stanford University. Acquisitions are normally accepted in perpetuity. For exceptions, see Section 14 Means of Disposing of Deaccessioned Material

11. Deaccessioning (Removal of material from the collections)
No material in the Stanford Archaeology Center collections may be deaccessioned unless it meets at least one of the following criteria. Deaccession criteria are ranked in order of importance, 1 being most important and 6 being least.

11.1 Condition renders the material valueless for the purposes of research, teaching and exhibition or presents hazardous conditions that may threaten the stability of other collections, Center staff and visitors or others who may come into contact with the material.

11.2 The object or material was acquired illegally or unethically, is requested for repatriation by aboriginal groups or foreign governments, or another person or entity is shown to be the rightful owner.

11.3 In the opinion of the Collections Committee, the material or collection lacks authenticity or proper documentation, rendering it valueless for the purposes of research, teaching, and exhibition.

11.4 The material or collections cannot be adequately stored or cared for.

11.5 The retention of the material or collection would be inconsistent with the Center’s current mission and scope of collections.

11.6 The possibility exists for the material or collection to be exchanged for another that would be substantially more useful and consistent with the Center’s mission and scope of collections.

Decisions concerning the deaccessioning of material from the collection will be based upon the lack of merit of the object with regard to its physical condition, identity, or irrelevance to the collection. In disposing of material, consideration must be given to the museum community in general, the donor, the artist if living, the applicable law, and the Center’s needs. The Center must consider the range of factors affecting the public interest.

12. Deaccession by Repatriation

Notwithstanding the above criteria, material may also be deaccessioned from the Center’s collections via repatriation, for example if it is of Native American origin and is claimed by an authorized Native American group under Federal law 101-601 (Native American Graves Protection and Repatriation ct, 25 USC section 3001 [NAGPRA]) or any other relevant laws.

13. Deaccessioning Procedure

Deaccessioning of material from the collection is proposed to the Collections Committee on
the recommendation of the Collections Manager or other Collections Committee member. The Committee will thoroughly consider the reasons for deaccession including the materials quality, archaeological, historical, or cultural significance, provenance, and original terms of acquisition. Where appropriate the committee may obtain two independent expert opinions and obtain valuation from qualified persons, and if necessary, seek legal counsel. As appropriate, the Committee will inform the development department, donor(s) and/ or their heir(s) of the proposed action. After being satisfied of the proper conduct of these procedures, the Director will render a final decision to deaccession and inform the University President.


In deciding the method of deaccessioning and disposal of material, strong preference should be given to retaining the material, where possible, in an institution where it will be preserved and available to the public. For this reason preference is first given to the transfer of the material to another museum or collection where it will be held in trust for the public. Disposal may be accomplished in the following ways:

a) Transfer – The Center may transfer material in its collection to another department at Stanford University or another public or non-profit institution when the transfer is in the public interest. A transfer to another institution is deemed to be in the public interest if the Director, upon recommendations from the Collections Committee, makes the following findings:

   · The material has more significance for another institution

   · The material is more likely to be preserved and available to the public if it is transferred to another institution than if it remains at the Center.

b) Exchanges – exchanges may be negotiated under special circumstances, with other museums or institutions, so long as the object(s) are exchanged for object(s) and follow the general requirements for acquisition and deaccessioning.

c) Destruction – There may be instances when an object has deteriorated to such an extent that it is unsuitable for display and research and is un-repairable, and consequently has lost its significance as an object. Once an object of this nature has been fully deaccessioned and recorded, the decision may be made, with the written approval of the Director, to destroy it.

   In this case, the physical destruction will be witnessed and thoroughly documented.

15. Appraisals of objects

Staff of the Center may not provide appraisals or valuations of objects, whether or not they are intended as donations to the collections. Donors who expect income or estate tax advantages
in donating art objects to the Center’s collections must secure their own independent appraisals. It is often to the Center’s benefit to make referrals of qualified and reputable appraisers. However, since the referral of the appraiser can imply endorsement, it is the Center’s policy to provide a non-comprehensive list of a minimum or three appraisers and appraisal services that include the following preamble:

“The following list includes names, addresses, and telephone numbers of individuals and companies that identify themselves as personal appraisers. This list is not all-inclusive and does not indicate any preference or recommendations by the Center. Interested individuals may contact the listed appraisers. The American Society of Appraisers in Washington DC and The Appraisers Association of America Inc.’s website features and on-line searchable database of member appraisers: http://www.appraiserassoc.org/. In cases involving potential gifts to the Center, IRS regulations require that a disinterested third party perform appraisals of tax-deductible gifts to nonprofit institutions. Most appraisers charge rates based on hourly fees. For Federal tax purposes, it is illegal for the appraisal fee to be based on a percentage of the overall appraisal values of the object(s). The cost of an appraisal may be tax-deductible in the case of charitable contributions. Please consult the IRS or your tax accountant to determine if this might be the case for you. Things to consider and / or request: expertise, credentials, written contract, signed statement of disinterest, appraisal documentation, type of value desired (fair market, replacement) and whether the appraiser has liability insurance.”

16. Acceptance of gift without appraisal

The Center may accept the gift of an object even though the donor has not obtained an appraisal.

17. Gifts of objects from Archaeology Center Staff, Faculty, and Students

In order to ensure there is no conflict of interest or the appearance of conflict of interest, any object offered as a gift by a member of staff, faculty member, student, or their immediate family, including the appraised value of the work, will be reviewed by the Director. The Committee will assess the offer in light of acquisitions policies.

18. Existing Collections and directions for future development

Collections grow through field collection, gift and purchase. However, human, ethical and financial considerations must be weighed and analyzed at many points before any object or group of objects joins the collection. Acquisitions and potential gifts shall be examined in light of the overall financial and functional capacity of the Center.
The Archaeology Center must advance selectively as many areas of the collection as possible to develop the maximum potential. In formulating priorities for acquisitions, the Center must allow for re-evaluation as opportunities arise. For example, the offer of a substantial gift may allow the re-emphasis of a collection area.

The collections under the care of the Archaeology Center are comprised of two major sections: ethnological material and archaeological material. Both sections are collectable as valuable teaching and research resources for disciplines such as archaeology, anthropology, history, art and design, museum studies, and cultural studies. The goal within this collection is to have a broad temporal and geographic distribution of material that will support the teaching and research interests of students and faculty members. Within the anthropological collections items of strongest consideration are those representing traditional indigenous manufacture such as costume, celebratory articles and tools. Items considered “tourist” but related to traditional crafts, or showing the transition of traditional crafts and culture change are also collected.

Acquisitions to the archaeological collection will be accrued through the research and field schools of the University faculty. Private collections will not be considered. The focus will be on assemblages that have been systematically collected and documented. A priority for active accession practice is ethically to acquire material that supports the research and teaching of faculty and students affiliated with the Center. Special preference will be given to material excavated from Stanford lands or otherwise associated with the University. The Center particularly wishes to encourage the collection of material through collaborative projects with cultural groups, such as those in which faculty field study is taking place.

19 Loans

Conditions for Making Loans

The Center wishes to cooperate in a loan program that increases public accessibility to objects consistent with long-term conservation of the objects and the Center’s educational, research and exhibition needs. The protection of objects and the availability of objects for use in research, teaching and display at the Center will be foremost in the consideration of loan applications. Loan fees may be charged to cover administrative costs for processing loans.

19.1 Approval

When a loan is appropriate and the materials ability to withstand travel is determined by the Collections Manager, they will endorse the loan request and forward it to the Collections Committee. The Collections Committee must approve all loans.
19.2 Documentation

All loans will be for a specified time and will be documented and monitored by the Collections Manager. All incoming or outgoing loans must be governed by written loan agreements between the Center and its lenders or borrowers prior to receipt or shipment. Documentation photographs and written condition reports that are signed by both the Center and the borrower/lender will be made for all loans. The Collections Manager must approve registration procedure for packing, shipping, and providing couriers where necessary. In general borrowing institutions are liable for any costs associated with the setting up or implementation of loans.

19.3 Insurance

Stanford University or the lender will insure incoming loans, or a waiver of insurance will be obtained. Values must be consistent with fair market value. Outgoing objects will be insured by the borrower or by Stanford University at the borrower’s expense.

19.4 Monitoring

Loans will be monitored by the Collections Manager for compliance with the terms of the loan. The Collections Manager must be notified of any relevant activity pending or required. Long-term loans (those over 2 years) should be reviewed by the Collections Committee on a yearly basis to determine their future.

19.5 Outgoing Loans

Outgoing loans may be made to museums and institutions engaged in nonprofit, educational, and scholarly purposes. Under exceptional circumstances non-museum borrowers, such as government agencies and private corporations as well as Stanford faculty and staff, may borrow objects, but only for educational, not decorative, purposes, and they must be able to provide full-time professional care for the objects. The Collections Manager must obtain facilities reports from all borrowers. Objects may not be lent to individuals for personal use. Objects must be in exhibitable and stable condition and able to withstand transit, climate changes, and handling. In addition, all objects must be registered by accession number or loan number, and must be photographed and documented prior to loan. Loans to other institutions may not be contracted for a third-party loan without appropriate consent from the Center. It is the responsibility of the Collections Manager to determine the insurance valuation of the outgoing object, loan fee, and reproduction fee as necessary and, in consultation with the Collections Committee, designate whether a courier for the object may be required.

19.6 Exceptions to general loans policies

A small number of pre-chosen and approved objects are used for loans to schools and
educational outreach programs. These outreach loans are not subject to the same restrictions as those imposed for standard loans to other institutions. Objects selected for this purpose will be approved by the Collections Committee before they are used for outreach programs. Objects selected for use in outreach should hold educational value but not be too rare, unique or valuable that their damage or loss would represent a serious loss to the collection. These types of loan will be governed by a separate outreach policy.

19.7 **Incoming Loans**

Incoming loans will be accepted only for consideration for purchase or acquisition, research, and general exhibition. Before accepting any loan, the following factors should be weighed: the clear connection between the object(s) and the Center’s mission, the relationship between the lender and the Center to be sure there is no potential conflict of interest or appearance of a conflict, availability of storage and exhibition space, transportation, restoration, insurance, the object’s condition and ability to withstand travel, the lender’s restrictions, and any problems of copyright. The Center may not take indefinite loans (more than 7 years) due to the Unclaimed Property Law. The Center must avoid inadvertently giving objects “pedigrees”, and the Center will not accept any commissions or fees from the sake of objects that it has borrowed for exhibition. Except for the periodic loan of partial gifts, the Center does not provide free storage and insurance to lenders. Objects on loan to the Center will not be lent without the owner’s written permission.

19.8 **Loans to Exhibitions**

The Center’s staff will retain full decision-making authority over the content and presentation of an exhibition. The Center should make public the source of funding where the lender is also a funder of the exhibition and if the Center receives a request for anonymity, it should avoid such anonymity where it would conceal a conflict of interest (real or perceived) or raise other ethical issues.

20. **CARE AND CONTROL OF THE COLLECTIONS**

The Collections Manager is ultimately responsible to the Director of the Center and Stanford for care and maintenance of the collections. The Collections Manager is responsible for packing and shipping all objects passing in and out of the Center’s control and acts as a single control point for recording object movement and inventory control. The Collections Manager is also responsible for all aspects of security, conservation, registration, inventory, housekeeping, presentation, storage and facilitating the use of the collections by students, faculty and researchers.

20.1 **Storage**

Storage areas will be designed to minimize risk of damage to collection objects by
protecting them physically. Collections will be stored in secure restricted access rooms. Climate will be monitored and where possible controlled by a centralized HVAC system to maintain constant temperature and relative humidity levels. The Center will work towards attaining storage where there is no natural light and light levels will be controlled at the appropriate intensity for the collections; where possible lights will be turned off when the room is unoccupied and acid-free cardboard covers should shield light-sensitive objects. Integrated pest management will be practiced. Fire-suppression systems will be installed and serviced regularly. Air filters should be replaced regularly. Shelves and drawers will be padded as may be appropriate to the object, and storage mounts will be made for objects that require them. All materials will be archival in composition and chemically inert, and secured against earthquake.

20.2 Objects Found in the Collection

When an object is found in the collection without identifying marks or documentation, every attempt will be made to determine whether the object is an unmarked accessioned object. If after thorough investigation the object remains unidentified, the Collections Manager will assign a unique unaccessioned inventory number, create a collection database record, and create and maintain files for the object, including a photographic record. Every effort will be made to identify the source of an object that is found in the collection. If after making every effort to attempt to reconcile undocumented objects with existing documentation the item remains unknown it will be officially considered FIC (found in collection). All FIC objects may be converted to Center property and may then be either accessioned or disposed of according to this policy. When the source of an unaccessioned object can be ascertained, the owner or his/her heirs will be contacted, if possible, to determine their wishes regarding the object. In the case of abandoned objects originally placed on loan or deposit with the collections, the Center will follow the principles set out in California State Civil Code 1899. If, after making a good faith effort to contact the owner or heirs, and if the appropriate time has elapsed then the item may be considered the Center’s property and if it meets the criteria set out in this policy, then the object may be accessioned.

20.3 Information

Each object in the collection is an integral part of history and culture and is enhanced by information that establishes the objects place of origin, age, and importance etc. The maintenance of this information, its public accessibility, and its relationship to the Center’s educational programs are critical concerns of collections management. It is the duty of the Center to transfer to posterity, and when possible, to enhance such information.

20.4 Documentation

The maintenance of accurate, up-to-date records on the identification, location, and condition of collection objects is a major responsibility of the collection. Documentation
for all objects in the collections should include:

- Identification and description of the object including registration number (e.g. accession number, loan number, non-accessioned, or temporary custody number)

- Legal status of the object, that is, whether the object is temporarily in the custody of the Center, on loan, or owned by the Center and, if owned, whether title was acquired by gift, bequest, purchase, transfer, or exchange, and from whom.

- Acquisition data that contribute to the establishment of the legal status of the object and other provenance or provenience information.

- Activity and history of the object, e.g. loans, exhibitions, conservation treatments, movements.

- Precise current location of the object.

- Conditions or restrictions on the object.

- Identification photograph.

The following items of information are considered privileged and will not be divulged except to persons who have a right to know as approved by the Director.

- Names of anonymous donors or prior holders

- Mailing addresses or telephone numbers of all donors, lenders, or prior holders.

- Locations of objects

- Objects purchase price, insurance valuation, appraised value or similar assessment of value.

20.5 Accessibility of Collections

The Center will strive to provide maximum accessibility of the collections to the University and public, consistent with the security and physical condition of the objects. The collections should be made available on a non-discriminatory basis. Reasonable requests for access to materials in storage will be by appointment, and in the case of press access the Collections Manager will consult with the Office of University Communications for advice.
20.6 Insurance and Risk Management

In the event of loss or damage to material in the collection all procedures as outlined in the University’s Administrative Guide Memo 28.5 on Property and Liability will be followed. Further to this all loss or damage to an object or materials from the collections must be reported to the Collections Committee. In the event of large-scale damage, theft or vandalism, the Director must be informed immediately. The Collections Manager will document any incident.

20.7 Inventory

Inventory is defined here as the examination and identification of objects in the collection, and the reconciliation of this information with existing records. The performance of regular inventory is the primary tool in collections management, maintaining accountability, and providing access to the collection.

20.8 Photography

An effort will be made to photograph each object in the collection for identification, study and security purposes. New acquisitions should be photographed as they enter the collection.

20.9 Conservation

As there is no Conservator on staff at the Center, the Collections Manager will review objects in the collection for conservation needs and shall recommend the use of outside independent conservators to treat objects requiring treatment. The Collections Manager will monitor the process to be certain that the conservation treatment is appropriate according to current accepted professional standards. Minor conservation jobs, for example, the removal of mildly engrained dust may be carried out by the Collections Manager.

The following principles and policies will guide all conservation efforts at the Center whether done by trained staff of independent conservators:

20.10 Obligations to historic objects

(Based on the Code of Ethics, American Institute for Conservation of Historic and Artistic Works, adopted May 1967 and revisions.)
- Respect for integrity of the object – All professional actions of the Conservator are governed by respect for the objects historical, aesthetic and physical integrity.

- Single standard – regardless of the quality or monetary value of the object, the conservator adheres to the highest standard of treatment.

- Suitability of treatment – conservation treatment must not be performed that is not appropriate to the preservation or best interests of the object.

- Principle of reversibility – Conservation is guided by the “principles of reversibility” which provides that the stability of the treatment applied will allow for the treatment to be later reversed, if necessary, without endangering the object.

- Limitations of aesthetic reintegration – in compensating for damage or loss, conservation must not modify the known character of the original.

20.11 Procedures and Policy

- Report of Examination – before performing any treatment on an object, the conservator will first make an adequate examination and record of the construction and condition of the object. The conservator will then report recommendations to the Collections Manager. Treatments only begin after recommendations have been approved by the Collections Committee.

- Record of Treatment – a record of the treatment, including photographs, will be made by the conservator, detailing both the materials and methods employed in treating the object. The record will be kept on file and details added to the collections catalogue database.

- Consultation – in an instance where a consultant for a particular examination, analysis or treatment is indicated, the Center will seek the advice of other informed professionals in the field.

- Interpretation of evidence – when a conservator’s opinion is required by another member of the Center’s professional staff, the Conservator is obligated to present all relevant evidence about an object, favorable or otherwise, especially in cases of proposed acquisition by purchase.

- Environmental conditions – The Collections Manager is responsible for control of the climate, pest control, safe methods for the installation and mounting or objects, lighting, proper storage conditions, handling of objects, packing and shipping.

- Loans – the Collections Manager is responsible for examining objects requested for loan outside the center. A report of condition, when appropriate, will include recommendations concerning travel, handling, or any special consideration to assure the safety of the object.
21. EMERGENCY PROCEDURES

21.1 First Principles

Emergency procedures exist for the protection or evacuation of personnel from the Center or storage areas. The first principle of museum emergency procedures is that protection of human life comes first. Once the protection of visitors, students, and staff has been assured, then procedures for the protection of objects can be initiated.

21.2 Organization

- Priority – the Collections Manager will direct actions to be taken to rescue or salvage objects and establishes the priority in which these actions are to be taken.

- Protection – the Collections Manager will advise the Director on essential object protective measures during rescue and salvage operations.

- Labor – The Collections Manager (or most senior staff member present) will command whatever labor is available, or can be mustered, in accordance with the established priorities and protective measures. In the total absence and non-availability of the Collections Manager or Director, or due to lack of time, the staff members present must act independently to rescue or salvage objects as best they can.

- Priorities – salvage priorities will be established in order to ensure that the most rare, important or fragile objects are salvaged first. These priorities will be developed and approved by the Collections Committee as part of the more in-depth emergency procedures manual.

21.3 Relocation Sites

Depending upon the situation, relocation sites may be within the building affected by the emergency, or in another secure location available to the Center.

21.4 Records

If the decision is made to relocate, the Collections Manager should ensure that temporary registration records are kept.

21.5 Pre-emergency Measures

The following measures for effectively reacting to an emergency will be established in a
separate, more detailed emergency preparedness plan. This will include details of the following:

- All-inclusive and currently maintained fire and security systems
- Manual of emergency procedures
- Salvage guidelines
- Priority object lists
- Key contact lists
- Duplicate off-site record policies
- Details of disaster support relationship with the University.

22 Public Disclosure

The Center’s Collections Management Policy will be made available to the public.