

TITLE 10

SPECIAL ORDINANCES, REGULATIONS, RULES, POLICIES, AND BARGAINING AGREEMENTS

SUBTITLE 3 — POLICIES

POLICY 26

CULTURAL RESOURCES MANAGEMENT

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I. GENERAL PROVISIONS

26.010 Purpose

(A) The general purpose of the Linn County Historical Museum is twofold:

(1) To conserve the historical and cultural heritage of the Pacific Northwest, Oregon and Linn County, and to provide historical, educational and research opportunities for the public, and

(2) To collect, preserve, exhibit and interpret material that pertains to the historical, cultural, anthropological, economic and natural histories of the Pacific Northwest with special emphasis on Linn County.

[Adopted 83-571 eff 11/30/83; amd 95-360 eff 8/2/95]

26.100 Definitions

As used in this policy, the following definitions applies:

(A) “**Accession**” means the procedure by which acquisitions to the collections are numbered and recorded.

(B) “**Acquisition**” means purchase of an object or acceptance of a gift from a donor for the Museum Collection, and release of donor’s rights to the gift.

(C) “**Advisory Commission**” means the Linn County Historical Museum Advisory Commission.

(D) “**Commission**” means the Board of County Commissioners for Linn County.

(E) “**Director**” means the Linn County Parks & Recreation Department Director.

(F) “**Museum**” means the Linn County Historical Museum and the Moyer House com-

posed of the real property described in LCP 26.300, together with the artifacts and furnishings contained therein or on the grounds thereof, and also including those persons and organizations responsible for the administrations, maintenance and operation of said facility.

(G) “**Museum staff**” means those persons selected by the Director and approved by the Commission to operate the Museum. In the absence of paid staff, volunteer members of the Linn County Friends of the Museum may serve as staff where given authority by the Director.

26.300 Museum location

(A) The Linn County Historical Museum is located at the “Depot” facility, 101 Park Avenue; and the Moyer House 245 Main Street, Brownsville, Linn County, Oregon.

(B) The facilities are situated on Lot 5 and a portion of the Southeast Quarter of Lot 2, Block 9 and the approximate South $\frac{2}{3}$ of Lot 3 and an adjacent parcel which lies South of Lot 3 containing approximately 0.37 acres, Block 11 of North Brownsville, County of Linn, Oregon.

[Adopted 83-571 eff 11/30/83]

26.400 Statement of responsibilities

(A) The Commission has final authority and legal responsibility for the Museum.

(B) An Advisory Commission recommends policy, seeks funds for the support of the Museum, and promotes the Museum program.

[Adopted 83-571 eff 11/30/83]

II. ARTIFACT COLLECTIONS

26.500 Artifact collection; generally

Artifacts are acquired through donations, purchases, or exchanges for the Museum Collection only when the following conditions are met:

(A) The artifact is consistent with the purposes of the Museum, which primarily emphasize the interpretation and illustration of Linn County from pre-historic times to the present;

(B) The artifact is in acceptable condition for the purposes for which it will be used;

(C) Acceptable artifacts are given to the Museum as free and unrestricted gifts, subject to conditions outlined in the Cultural Resources Management Policy of the Linn County Historical Museum;

(D) The Museum is able to provide for storage, protection and preservation of said artifacts in accordance with prevailing professional standards.

[Adopted 83-571 eff 11/30/83]

26.550 Research and Loan Collection

(A) The Museum may also develop and maintain a Research and Loan Collection.

(B) These artifacts may or may not receive full descriptive cataloging.

(C) It is intended that such a Research and Loan Collection would be available to the general public for research and educational purposes; subject to [under] guidelines to be established for this collection.

[Adopted 83-571 eff 11/30/83]

26.570 Museum Collection; policies

(A) Gifts to the Linn County Historical Museum are considered outright and unrestricted donations to be used in the best interest of the Museum. Usually, accepted gifts are considered extremely important or the best available at the time acquired. However, no individual or institution can predict nor govern the changing attitudes of future generations, nor guarantee permanency beyond the best available procedures.

(B) Over the course of time, certain material in the collection may become expendable. Expendable materials include that which is surplus, duplicate, non-relevant, in a deteriorated condition, or of limited use. Such material will be used in the best interest of the Museum, including, but not limited to, sale and exchange programs to acquire other needed materials, loans to other institutions and disposal if the condition or value so warrants. The Linn County Historical Museum Advisory Commission, or its agent, must review any article considered for de-acquisition.

(C) Donations may be tax deductible. However, the Museum cannot appraise donations for tax purposes or give tax advise. For the protection

of the donor, it is recommended that such materials be appraised by a qualified appraiser before title or deed of gift to the material is conveyed to the "Linn County Historical Museum." Appraisals after conveyance will not be permitted. Donors are urged to check with their accountants or tax professionals about current tax laws.

(D) Unless otherwise restricted by copyright or by the donor and agreed to by the Museum at the time of acquisition, all literary rights are conveyed to the Linn County Historical Museum. The Museum can assume no responsibility for misuse of literary or copyright restrictions by the users of Museum material. Material placed in the Museum archives is primarily for research, exhibit, and educational purposes.

[Adopted 83-571 eff 11/30/83]

26.590 Acquisition and accession procedures

(A) *Provisional acceptance.* All donations must be reviewed by Museum staff before being accepted into the Museum Collection. When an item is accepted for review, a gift receipt form will be completed by the donor and signed by a Museum staff member.

(B) *Acquisition.* At the time of acceptance, a deed of gift will be completed and signed by the donor or personal representative of the donor and a Museum staff member. The donor or personal representative will be furnished a copy of the Museum Collection Policy printed on the back of the Deed of Gift.

(C) *Accession according to "Accessioning Procedures"*

(1) *Registration.* A permanent record number will be affixed to the article. A catalog card will be completed and filed.

(2) *Copy file.* A print out will be made from the computer file and kept in the copy file.

(D) Donations are generally tax deductible. However, the Museum cannot appraise donations for tax purposes. For the protection of the donor, it is recommended that such material be appraised by a disinterested third party before title to the material is conveyed to the Linn County Historical

Museum. Appraisals after conveyance will not be permitted.

(E) *Care of collection*

(1) *Preservation and protection.* The Museum staff is responsible for the preservation and protection of collection objects.

(2) *Record keeping.* Records must be maintained as to the location and movement of artifacts.

(3) *Restoration.* Recognizing the sensitive nature of restoration of historic articles, such processes will be undertaken only under the advice and direction of qualified authorities, as designated by the Advisory Commission with the concurrence of the Director.

[Adopted 83-571 eff 11/30/83; amd 95-360 eff 8/2/95]

III. ARTIFACT LOANS

26.600 Loans of museum artifacts and materials; criteria for removal

(A) Before artifacts leave the Museum Collections, the following criteria must be met:

(1) Borrower must agree to meet environmental, exhibit and security standards established by the Museum for the artifacts loaned.

(2) insurance for full value of artifacts must be carried by the borrower. The Advisory Commission with the concurrence of the Director, or the designated agent may waive this requirement in special cases.

(3) Borrowers must bear packing and transportation costs and assure the safety of artifacts during transit.

(4) A completed loan agreement must be signed by the borrower

(5) Article must be able to withstand travel, extra handling, and environmental changes.

(B) Loans will be made for a specified period of time.

(C) References may be required before loans are made.

(D) The Museum reserves the right to charge a fee when providing any artifact or material for any commercial purpose.

(E) Loans must be approved by the Advisory Commission with the concurrence of the Director, or the designated agent.

(F) Any legal or other expenses incurred by the Museum in recovering lost or unreturned items will be the responsibility of the borrower.

[Adopted 83-571 eff 11/30/83]

26.650 Loans to the Linn County museum

It is not the policy of the Museum to accept loans. If the Museum should decide to make an exception to this policy, the procedure shall be as follows:

(A) Loans to the Museum shall be only for a prearranged use, usually an exhibit, and for a definite period of time. Indefinite or non-specified loans cannot be accepted because of the expense and problems of care, handling, insurance, and storage, as well as legal complications involved.

(B) Objects loaned to the Museum will receive the same degree of care and preservation as given objects of the Museum Collection. Insurance is provided by the Museum; however, the lender may be expected to furnish a valid appraisal by a qualified third party. In cases of items of extreme value, the Museum would need to acquire additional insurance if the lender's insurance does not provide adequate coverage.

(C) Without the owner's permission, the Museum will not grant permission to others to photograph or copy objects on loan.

(D) The Museum will release loaned material upon reasonable notice from the lender. Reasonable notice will be sixty (60) days. The Museum reserves the right to give reasonable notice to the owner that it desires to return a loaned object. Failure of the owner to accept return within sixty (60) days may cause loaned object to be stored at owner's risk and expense.

(E) In case of death of the owner while any loaned objects are in the possession of the Museum, personal representative or heirs of the estate will have, upon notice, one (1) year to withdraw objects or formulate a new agreement. If they fail to do this, the object will become outright property of the Linn County Museum.

(F) The Museum has full discretion on determining how and when objects loaned will be exhibited.

[Adopted 83-571 eff 11/30/83; amd 95-360 eff 8/2/95]

IV. DISPOSITION OF ARTIFACTS

26.700 Disposition of artifacts; policies

(A) *Policy.* All museums on occasion find it necessary to dispose of artifacts from the collections, usually for one or more of the following reasons:

(1) *Duplication.* Similar types of artifacts of lesser quality than artifacts in permanent collections, and in surplus of established exhibit and research guide lines.

(2) *Non-relevant.* Usually non-regional or non-historical in nature and not consistent with stated purposed of the Museum.

(3) *Inferior quality.* Artifacts of broken, deteriorated or otherwise poor condition, considered beyond repair.

(4) *Expense of retention.* Excessive cost of restoration, maintenance or proper storage make it impractical to acquire or retain some artifacts.

(5) *Hazardous material.* Includes artifacts that have become dangerous because of damage, deterioration, or chemical composition that could be hazardous.

(6) Non-solicited material of no redeeming quality for exhibit, research or loan use.

[Adopted 83-571 eff 11/30/83; amd 95-360 eff 8/2/95]

26.750 Disposition of artifacts; procedures

(A) *Procedures*

(1) The Advisory Commission or its agent must review articles considered for reacquisition.

(2) If an article is deemed expendable, and before disposal, all identifying marks, tags, numbers, etc., associated with the Museum will be removed.

(3) A written record of the reasons for and method of disposal will be retained in the Museum files.

(4) The type and /or value of the object under consideration may dictate additional precautions, such as a higher level of approval than ordinarily required, or the need for outside appraisals.

(B) *Method of disposal of expendable artifacts*

(1) Exchanges for the purpose of improving the collections of the Museum may be done upon approval of the Director.

(2) Sale of artifacts may be done pursuant to applicable provisions of Linn County Ordinance, after recommendation by the Advisory Commission, setting forth those reasons and following the procedures of this section.

(3) Outright gifts to qualified non-profit museums, schools or similar institutions may be made upon approval of the Director, when such gifts have no monetary value, have been found to be not needed for Museum purposes, and attempts to sell them for money have been unsuccessful. Outright gifts to qualified non-profit museums, schools or similar institutions may also be made upon recommendation of the Advisory Commission, even though such artifacts have monetary value, when the use to be made by the recipient serves a legitimate public purpose, and the gift is authorized by ordinance of the Commission. Such gifts shall be pursuant to Resolution adopted by Section VI. Such gifts shall be unrestricted. No gifts from the Collection shall ever be given to individuals or groups for private use.

[Adopted 83-571 eff 11/30/83; amd 95-360 eff 8/2/95]

References and Authorities:

ORS 203; Cultural Resources Management Policy of the Linn County Historical Museum; Linn County Code 230 and rules entered thereunder, specifically Permanent Rule, Chapter 4, Personal Property Disposition (125-350-005 to 125-350-025)

Legislative History of Policy 26:

Adopted 83-571 eff 11/30/83

Amendments to 83-571:

#1 95-360 eff 8/2/95

#2 04-474 eff 9/27/06

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