

Ashland, The Henry Clay Estate
COLLECTIONS MANAGEMENT POLICY

Revision 2003
Approved by the Board of Directors July 25, 2003
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Table of Contents

- I. Mission Statement**
- II. Delegation of Authority**
- III. Scope of Collections**
- IV. Acquisition Policy**
- V. Accessions**
- VI. Cataloging**
- VII. Deaccessioning**
- VIII. Loans**
- IX. Temporary Custody**
- X. Collections Care and Use**
- XI. Security**
- XII. Insurance**
- XIII. Legal and Ethical Practices**
- Appendix**
 - A. Forms and Records**
 - B. Laws and Ethics**

I. MISSION STATEMENT

Ashland is operated by the Henry Clay Memorial Foundation, a private non-profit organization established in 1926, to maintain the estate as a historic shrine and to interpret the life and times of Henry Clay and all those who were associated with or lived at Ashland.

The Foundation's purposes are to maintain and preserve Ashland as a Registered National Historic Landmark and educational center for the architecture, culture, decorative arts, and history of the 19th century for the benefit of the general public.

II. DELEGATION OF AUTHORITY

- A. The Board of Ashland, The Henry Clay Estate has the right and the responsibility to insure that the staff performs their functions with relation to this policy, within the bounds of Board and state guidelines. The Board does not carry policy into effect in the day-to-day operation of Ashland; however, the Board does have these policies implemented and maintained through the Executive Director. The Board shall select several of its members and several members of the Advisory Board with relevant background and experience to form a Collections Committee to act as the Board's decision-making organ for all collections matters. This Committee shall review and approve this policy at least every five years and submit it to the full Board for ratification.
- B. The Executive Director shall be responsible for the implementation of Board policies and decisions. The Executive Director shall be ultimately accountable for the acquisition, care, documentation, and disposal of collections of Ashland, the Henry Clay Estate. The Executive Director will serve as the link between the Board and the rest of the staff and act as a transmitter of Board policy to the Staff.
- C. The Curator shall hold primary responsibility for the collections of Ashland, The Henry Clay Estate. The Curator shall be responsible for the day-to-day care, maintenance, documentation, conservation, preservation, interpretation, and use of Ashland's Collections. The Curator will also serve as the source for technical expertise and information with regard to matters involving collections or objects at Ashland. The Curator will consult on acquisitions and disposals and oversee the actual processing of such transactions. The Curator will manage the interpretation of the site and be the final authority with respect to interpretation. The Curator will perform research on the site and the collection. The Curator shall be expected to maintain currency in collection practices, ethics, and procedures as well as educate other staff members on such subjects as necessary. The Curator will be provided a yearly budget, determined by input from the curator and the previous year's expenditures, to carry out his or her duties.
- D. The Maintenance Staff shall be primarily responsible for the daily cleaning and upkeep of the Mansion and thereby contribute to the care of the Ashland collections. The Maintenance Staff will also carry out such tasks with respect to the collections as assigned by the Curator. Such assignments will be supervised by the Curator.
- E. At various times, the Curator may find it necessary or beneficial to involve other Staff Members or Volunteers in collections management activities. This may be done so long as such Staff or Volunteers are adequately trained and supervised.

III. SCOPE OF COLLECTIONS

- A. The Henry Clay Memorial Foundation will maintain a permanent historical collection to accomplish its goal of presenting a historically accurate view of life at Ashland. The collection may be seen as having two parts: historical and interpretive. The historical collection will consist of objects and documents owned and used by Henry Clay and Clay family descendants who lived at Ashland. The interpretive collection will consist of objects not belonging to the Clay family but having historical significance in interpreting the life of Henry Clay, the Clay descendants and life at Ashland in the 19th and early 20th centuries
- B. A separate collection designated specifically for education programs will be maintained.
 - 1. The education collection will consist of objects, whether original or reproductions, to interpret 19th and early 20th century life for the benefit of education programs.
 - 2. The education collection will consist primarily of objects deaccessioned from the historical collection and deemed necessary and suitable by the Curator to be used in that capacity. Any object accessioned into the education collection will be identified with the letters "EDU" in front of its accession number.
 - 3. The same care will not be taken with the education collection as these objects will constantly handled by the staff, docents, and visitors, nor will valuable collections storage space be used to store these objects.
 - 4. The Collections Management Policy has been drafted to establish guidelines for the *historical* collection, which will always take precedence over the education collection. The following policies and procedures do not necessarily apply to the education collection.

IV. ACQUISITION POLICY

- A. The collections at Ashland, The Henry Clay Estate shall include only such objects as enhance the understanding of Henry Clay, his public service, his contributions, his home, and the history of the Clay family who lived on the site. Acquisitions may be made through gift, bequest, excavation, purchase or exchange, but all purchases shall be made according to the procedures outlined herein, and all acquisitions will be reported to the Board.
- B. Objects will be considered for acquisition if the following criteria are met:
 - 1. They relate to the interpretive period and needs.
 - 2. Sufficient space exists for proper storage.
 - 3. They can be properly documented.
 - 4. They are in such condition that they can be maintained properly.
- C. General provisions affecting all acquisitions:

1. The donation of items will be encouraged where possible.
2. Purchases may be made under the following conditions:
 - A. For purchases of \$300.00 or less, the curator shall be permitted to make acquisitions without approval.
 - B. For purchases of \$300.01 to \$1000.00 approval of the Collections Committee chair or Board treasurer shall be sufficient.
 - C. For purchases of \$1001.00 or more, a quorum (more than 50%) of the Collections Committee must agree to purchase.
 - D. No purchase shall be approved unless funds are available or can be reasonably obtained.
 - E. Asking prices for objects offered to Ashland must be set by the owner. Ashland staff will not appraise the value of possible purchases but may negotiate purchase prices.
 - F. Funds for purchase may come from the acquisition fund (generated by the sale of deaccessioned pieces), restricted donation, a request to the Board of Directors, or the Curatorial Budget (at the discretion of the Curator).
3. All objects are accepted with the understanding that they are unrestricted gifts without limiting conditions as to placement, exhibit, or disposition. All rights of publication become the property of Ashland, The Henry Clay Estate upon acceptance.
4. If an object(s) of exceptional rarity or importance to the collection is offered to Ashland, with certain restrictions or provisions, which may be in accord with scholarly or interpretive needs of Ashland, the object may be considered by the Collections Committee.
 - A. Objects shall only be accepted with conditions with the express approval of the Collections Committee.
 - B. All conditions shall be spelled out in writing and shall include language that addresses time limit and termination of said conditions.
5. No object may be accepted until it has been authenticated by the curator or an authority acceptable to the Collections Committee.
6. No object(s) can be expected to be on exhibit permanently.

7. No member of the Staff or the Board may appraise a gift for a donor. Appraisal is the responsibility of the donor. Appraisal by the Staff or Board is prohibited by the Tax Reform Act of 1984 and the Code of Ethics of Ashland, The Henry Clay Estate.

8. Objects offered will be accepted on a temporary basis until considered by the Curator and/or Collections Committee. A Temporary Custody Form will be executed to be effective until the collections committee accepts or rejects the object(s) offered for acquisition. Due care will be given the object(s) during the acceptance review period. The donor shall be notified of their receipt and temporary status by the Curator.

9. All donations are tax deductible to the extent allowable under the guidelines of the United States Internal Revenue Service Code.

10. Appraisal of all objects in the collections shall be made at the time of acquisition and updated every five years.

11. Ashland, The Henry Clay Estate shall not be obligated to accept items offered by bequest if they are inappropriate or otherwise barred by the Collections Management Policy. All bequests shall be accompanied by copies of the relevant wills and codicils admitted to probate.

12. It shall be permissible for Ashland to acquire objects for the specific purpose of resale to generate funds for the Acquisition Fund.

A. All funds generated in this manner shall be restricted for acquisition purposes.

B. Donors will be informed fully when objects are acquired for resale.

C. The Collections Committee shall decide to accept such items.

13. The Curator shall keep a log of all acquisitions with purchase prices, and provide an update of the log to the Collections Committee chair on a regular basis. The Collections Committee chair shall provide regular reports to the Board regarding such acquisitions.

V. ACCESSIONS

A. Upon acquisition, all objects shall be accessioned. This process shall serve as the means by which Ashland, the Henry Clay Estate takes clear legal title to all items added to the collections. The Curator shall be responsible for insuring that all objects in the possession of Ashland, The Henry Clay Estate are properly accessioned according to accepted professional standards and codes of ethics.

B. The accession process will include following steps:

1. An Accession Record will be prepared listing the following:

- A. Accession Number
- B. Source of Collection
- C. Method of Acquisition
- D. Date of Acquisition
- E. Description of Collection
- F. Condition of Collection
- G. Appraisal Value and Source
- H. Special Notes

2. Each accession will be recorded in the Accession Register where each object in each accession will be noted.

3. A Deed of Gift will be prepared that will transfer all legal title and rights relating to an acquisition to Ashland, the Henry Clay Estate and signed by the Curator and the owner of the object(s) being accessioned.

4. A letter of acknowledgment will be sent to the source of each acquired object expressing thanks and completion of the accession process.

C. Copies of all accessions records will be maintained in an accession file arranged numerically by year and order of receipt (i.e. the third collection received in 1999 will be given the Accession number 1999.003).

VI. Cataloging

A. All accessioned objects shall be cataloged. This process will create a body of information about each and every object that will serve as a research database and a tool for care and conservation. The curator will be responsible for cataloging each accessioned object in the possession of Ashland, The Henry Clay Estate and for updating and maintaining the catalog records. Cataloging will be done in accordance with professional standards and codes of ethics.

B. The cataloging process will include the following steps:

1. A catalog record for each object will be generated that will include the following data:

- A. Accession Number

- B. Catalog Number
- C. Object Description
- D. Object Location
- E. Object Condition
- F. Object Value
- G. Object Dimensions
- H. Object Composition
- I. Object Provenance (maker, ownership history, etc.)
- J. References and Publications
- K. Exhibit and Storage History
- L. Photograph(s)

2. The catalog number shall be affixed to each object using removable ink or a tag depending on the nature of the object.

C. Copies of all catalog records shall be maintained by the curator in a file arranged by catalog number. Catalog numbers shall be sequential within a each accession (i.e. the first object of the third accession of 1998 would have the catalog number 1998.003.0001).

VII. Deaccessioning

A. From time to time the Curator may determine that an object or objects in the collections of Ashland, The Henry Clay Estate are no longer relevant to the mission or are of a condition that renders them unusable to Ashland, The Henry Clay Estate. When this occurs a suggestion may be made for deaccession or removal of the object from the collections of Ashland. Only the Collections Committee may formally approve deaccession and the board must be notified of all committee approved deaccessions before deaccession occurs, mindful of the impact such may have on donor relations

B. The following criteria shall be used to determine whether an object should be deaccessioned:

1. Research indicates that an object is inappropriate for exhibit at Ashland.
2. A more appropriate or better example of an object is accessioned.

3. The condition of an object is so poor that the object has no educational or aesthetic value and it has been determined that the object is beyond repair and seriously deteriorated.
4. An object no longer serves the mission or stated purpose of Ashland, the Henry Clay Estate
5. The object can be sensitively and practically removed from the collection with respect to the donor or source of the object.

C. When an object is to be considered for deaccession, the Curator shall provide the concerned committee with the following information:

1. Reason for deaccession
2. Description of Object
3. Clear title of the object, name of donor and date of acquisition
4. Purchase price and the latest appraisal figure
5. Comments on the effect of deaccession on the interpretive program.

D. The following procedures and policies shall be observed when an object is deaccessioned:

1. Large or highly appraised pieces shall be sold at auction through a reputable auction house, without using the name Ashland, the Henry Clay Estate. The Curator or Collections Committee may set a reserve price for such sales.
2. Small objects or objects with low appraisal values may be sold after two appraisals and public notice have been made.
3. Ideally, an exchange or donation may be arranged with another non-profit institution. Any such transaction will be require prior Collections Committee approval.
4. Items presenting an immediate hazard to the rest of the collections and/or Staff or that are damaged beyond repair may be disposed by immediate witnessed destruction.
5. No member of the Ashland Board, Staff, or Volunteer Corps may directly receive, purchase, or trade for a deaccessioned item.
6. Proceeds realized from the sale of deaccessioned items shall be placed in the acquisition fund and shall be restricted for that purpose only
7. The Collections Committee shall use its discretion in whether to inform donors or heirs that donated objects are being deaccessioned. If the Committee choose to inform an heir of the deaccession of an object the heir will be offered the opportunity to acquire the item for the current market value.

8. New acquisitions bought with these funds, or objects received in exchange, shall be recorded in name of the original donor(s), and donor(s) names assigned published credit where feasible.

9. All objects approved for deaccession shall be appraised at their current market value by a qualified appraiser approved by the Collections Committee.

VII. Loans

A. Incoming loans

1. All objects accepted on incoming loan will be covered by a written agreement specifying the terms, use, insurance, care and loan dates. Loans will not be negotiated when they place a burden on the facilities of Ashland. The Curator will approve all incoming loans. In exceptional circumstances, the Collections Committee may be asked to approve an incoming loan. No incoming loan will be accepted with special conditions except by written approval of the Collections Committee.

2. The following policies and procedures will govern incoming loans:

A. The objects are required for use in the interpretive or educational programs or are needed for research purposes, reference or study. Loan forms should carefully specify use, exact time period of the loan, special conditions of storage and study, insurance terms and authorized handling.

B. If the loan is for a one-day program and the objects are not continuously in the custody of the owner while at Ashland, a loan form must be signed.

C. No object(s) on loan will be received without permission in writing of the owner(s).

D. Ashland will insure objects on loan for the purposes of exhibit or study at the request of the lending institution. The lender will insure objects loaned for the purposes of storage. The lender will set the value of lent objects

E. Evidence of damage at the time of receipt or while in Ashland's custody will be reported immediately to the lender.

F. The lender will certify that objects lent are in such condition as to withstand ordinary strains of packing and transportation.

G. Costs of transportation and packing will be borne by Ashland unless the loan is at the lender's request.

H. The Curator will insure that a written policy for photography of objects on loan and use of object photographs and distribution of same is provided by the lender.

I. Ashland will not accept loans with terms undefined or greater than one year. Loans with one year terms may be renewed each year with the consent of both parties.

J. All loans will be accepted pursuant to Kentucky Revised Statutes 171.839 and all lenders will be provided a copy of this statute as per its requirements.

B. Outgoing Loans

1. Objects will be loaned only to qualified museums, educational or cultural institutions where safe custody and exhibition of objects can be assured. No loans will be made to individuals. All loans shall be made with the permission of the Curator.

2. The following policies and procedures will govern outgoing loans:

A. In order for an object to be loaned, its removal from the collection must not diminish the interpretive program or exhibitions for the public.

B. Objects considered for loan must be in stable condition and such that they will not be damaged by a move or change of environment.

C. The borrowing institution will provide Wall-to-Wall insurance and a Certificate of Insurance must be made to Ashland. Proof of capacity to safeguard objects loaned to it while in transit and on Site in accordance with acceptable professional museum standards must also be made.

D. All outgoing loans will be properly accessioned and cataloged and records of loans will be maintained by the Curator in the collections files.

E. The Curator will prepare a condition report to accompany all outgoing loan objects.

F. The Curator will insure that the borrowing institution reports all changes in condition of loaned objects from the conditions stated in the accompanying condition report immediately for assessment and treatment.

G. All outgoing loans will be for a stated purpose and period of time no longer than a year without review and renewal. No object may be reloaned by the borrower to a third party.

H. Borrowing institutions may not photographically reproduce any object for any purpose or subject any object to technical examination of any type without written permission of the Board.

I. No conservation, treatment, or alteration of an object shall be performed nor paintings and drawings removed from their frames without prior written approval from the Curator.

J. No statement of valuation of objects on loan will be made public.

K. Objects on outgoing loan shall be credited to Ashland, The Henry Clay Estate, Lexington, KY.

L. The Curator shall retain the right to cancel in writing an outgoing loan for good cause at any time.

M. The Curator or Collections Committee may impose in writing additional conditions to outgoing loans designed to preserve and protect borrowed objects.

N. Ashland may impose fees for administrative or other costs incurred in the loan process.

IX. Temporary Custody

A. The Curator of Ashland, The Henry Clay Estate may, from time to time, hold objects in custody temporarily for the purposes of identification, authentication, examination, or consideration for acquisition.

B. The following policies and procedures will govern temporary custody:

1. No object shall be held in temporary custody for longer than one month unless specific arrangements are made between the owner and the Collections Committee.

2. Temporary Custody forms will be filled out by the Curator for all objects held temporarily. The Curator will maintain Temporary Custody forms as part of the collections files.

3. At the end of the temporary custody period, the Curator will return, accession or make an incoming loan of any held object.

4. Ashland will provide reasonable care and responsibility for all objects in temporary custody.

5. The owner will maintain insurance for objects left in the temporary custody of Ashland.

6. Ashland shall not perform any treatment, preservation, conservation, or unusual examination of any object in temporary custody.

7. The Curator shall retain the right to refuse or terminate temporary custody when it places an undue burden on Ashland, The Henry Clay Estate Historic Site or its staff.

8. The Curator shall arrange for the return, at the owner's expense, any object for which temporary custody has been terminated and for which no further arrangement for deposit at Ashland has been made. Ashland shall assume no liability for any object for which temporary custody has been terminated and for which the owner, upon notification, has not claimed in a reasonably timely manner.

X. Collections Care and Use

A. It is the responsibility of the Board of Directors and the Staff of Ashland, The Henry Clay Estate to see that the collection passes on to future generations intact; therefore, everything possible shall be done to prevent ongoing deterioration and destruction. To this end immediate care rests with the Curator. The Curator shall be constantly vigilant for the conservation and preservation needs of the collection.

B. In order to meet the needs for conservation, preservation and utilization of the collection, the Curator shall maintain complete and accurate records on the collections as a whole, for each constituent unit of the collections, and for each object in the collections. The following procedures and policies will govern the documentation of the collections of Ashland.

1. The Curator shall maintain all records in a centralized location in the curatorial office and shall safeguard all collections records against such hazards as fire, water, vandalism, theft, or other loss.

2. Duplicates of all collections records will be maintained by the Curator in a second secure location outside the Mansion at Ashland, The Henry Clay Estate (such as a bank vault or safe).

3. At present, The collections records of Ashland are computerized using the PastPerfect Collections Management System. Copies of all computer files shall be kept on at least one terminal in the Curator's office at Ashland and on backup disk(s). Copies of the backup disk(s) will also be placed in the secured second location as well.

4. Copies of all current Collections forms and records used to managed the collection will be included in an appendix to this document.

5. The Collections Management Policy shall be kept with the collections records and made available to all staff, volunteers, and to the public where necessary.

C. As stated earlier, the Board and Staff have a responsibility to care for and conserve the collections of Ashland and the Curator is charged with carrying out that responsibility. The following policies and procedures will govern the care, preservation and conservation of the collections of Ashland, the Henry Clay Estate.

1. The Curator shall to the best of his/her ability , examine and protect object(s) on exhibition, and in work and storage areas from light of high intensity, fluctuation and extremes of temperature, humidity and air pollution, natural and mechanical hazards, and pests.
2. The curator shall maintain all storage areas so that all objects are properly stored and preserved.
3. Objects will be moved only under the Curator's supervision and only after careful planning and preparation.
4. The Curator shall monitor all packing and transportation of objects that are removed from the premises.
5. The Curator shall be responsible for monitoring the condition of the collections and their constituent objects. The Curator shall conduct regular condition surveys of all collections and objects on exhibit, in storage and on loan (where possible).
6. The Curator shall determine all treatments for cleaning and preservation and shall seek outside consultation when his/her expertise is insufficient. The Curator may request funds for such consultation or other conservation services as he/she deems necessary.
7. In all cases, the safety of an object will be the paramount consideration with respect to use, exhibition, handling, preservation and care.

D. The collections and files shall be accessible for legitimate study, research, inquiry, and examination by responsible parties. Access will be limited to established hours and professional staff availability, conservation consideration, and exhibit and loan requirements. The following policies and procedures will govern collections access.

1. All requests for access to the collections of Ashland, The Henry Clay Estate will be made in writing and shall include specific goals of research, examination needs and expected products of research. Each request will be evaluated and approved by the Curator.
2. The Curator shall maintain in the objects files all collections accessibility requests, records of examination of materials and copies of any photographs or drawings resulting from such examinations.
3. All persons requesting access to the collections will be supervised at all times, unless specific approval to the contrary is granted by the Curator.
4. No commercial or promotional use of artifact collections or information or images resulting from their examination will be allowed without specific approval in writing of the Board.

5. Access to loan collections shall be governed by the same policies as the permanent collections, unless provisions to the contrary have been made by the lender and agreed to by the Curator.
6. Access to an use of collections records shall b credited appropriately in all publications, exhibits, and other presentations.
7. Examination of collections shall be restricted to areas designated for this purpose. Access to storage and exhibit areas by the public or unauthorized staff shall not be allowed unless specifically approved by the Curator within established Ashland, The Henry Clay Estate security policy. Such access will occur only with the accompaniment of the Curator or a staff member designated by him/her.
8. Information such as donor-stipulated closed files, donor-requested anonymity, or files governed by statutes restricting public access may be restricted or denied for security reasons. In such cases, the person requesting access will be informed of the reason for restriction or denial of access.
9. Copies of the Collections Management Policy shall be made available upon request.

XI. Security

A. A fire and comprehensive disaster plan has been established and provided to all Staff and Volunteers for the protection of the public, staff, collections and site. It shall be located in the following places:

1. Henry Clay Memorial Foundation Business Office
2. Top of basement stairs at The Mansion
3. In Volunteer Office
4. By all phones in both houses
5. In the Curator's Office
6. In the Gift Shop
7. In the Café

B. Ashland, The Henry Clay Estate shall be equipped with intrusion detection, fire detection, and environmental monitoring systems. All such systems will be tested regularly and maintained by professionals. Contracts shall also be maintained for the monitoring of intrusion and fire systems.

C. All security occurrences will be recorded on the Incident Report or Accident Report forms. Copies of forms detailing incidents relating to the collections will be kept by the Curator in his office.

D. The Director and Curator will liaison with police and fire authorities to insure that they are aware of the collections at Ashland, The Henry Clay Estate Historic Site and trained to deal with them in crises.

E. The Director and Curator will insure that sufficient personnel are in place to provide adequate security for the collections in all of Ashland's Operations.

XII. Insurance

A. All objects owned by or on loan to Ashland, The Henry Clay Estate must be insured. The following policies and procedures will govern insurance.

1. Permanent Collections:

A. Currently, the collections of Ashland, The Henry Clay Estate are insured by Chubb through Powell-Walton-Milward Insurance Company. The insurance policy will be reviewed annually.

B. All of the objects in the collections owned by Ashland shall be covered by a general fine arts policy of the loss limit variety. This policy will include a description of the collections, property insured and excluded, and a statement of valuation of the collections.

C. Certain items of exceptional value (as determined by independent outside appraisal) will be insured individually on a schedule basis.

2. Loans:

A. If the lender fails to indicate the amount, the replacement cost will be the value for purposes of insurance for the period of a loan.

B. The amount payable by this insurance is the sole recovery available to the lender in the event of loss or damage.

C. If the lender elects to maintain his own insurance coverage, the board must be supplied with a certificate of insurance naming Ashland, The Henry Clay Estate Historic Site as the additional insured or waiving rights of subrogation.

D. Neither the Board or Staff shall be responsible for any error or deficiency in information furnished to the lender's insurer or for any lapse in coverage.

E. In the case of long-term loans it is the responsibility of the lender to update insurance coverage.

F. If no insurance is to be carried, the signed loan agreement shall constitute the agreement of the lender to release and hold harmless the Board from any liability for the damage or loss of the loaned property.

G. Ashland, The Henry Clay Estate will expect any borrower to insure its objects from the time they leave Ashland until they return including transit. Ashland will provide appraisal values for all loaned objects.

XIII. Legal and Ethical Practices

A. Ashland, the Henry Clay Estate, its Board and Staff will strive to understand all local, state and federal laws regulating collections management. The following shall elucidate specific legal issues.

1. The Curator shall remain aware of all statutes regulating the claiming and recovery of old loans including KRS 171.830. Further, Ashland will make every effort to either return or claim and legally acquire all old loans in its possession.
2. The Curator will be aware of all tax laws relating to collections and strive to comply with them in all collections actions.
3. The Curator will identify any Native American items in the collections in order to comply with the Native American Grave Goods Repatriation Act (NAGPRA) and any other relevant regulations.
4. The Curator will be cognizant of the laws and regulations regarding the acquisition and transfer of collections materials including export and import regulations, antiquities trafficking laws and repatriation statutes.

B. It is recognized by the Board of Ashland, the Henry Clay Estate that the distinctive character of museum ethics is derived from the ownership, care and use of objects, specimens, and living collections representing the world's natural and cultural commonwealth. This stewardship of collections entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care documentation, accessibility and responsible disposal. Thus the Board insures that:

1. Collections in its custody support its mission and public trust responsibilities.
2. Collections in custody are protected, secure, unencumbered, cared for, and preserved.
3. Collections in its custody are accounted for and documented.
4. Access to the collections and related information is permitted and regulated.
5. Acquisition, disposal, and loan activities are conducted in a manner that respects the protection and preservation of natural and cultural resources and discourages illicit trade in such materials.
6. Disposal of collections through sale, trade, or research activities is solely for the advancement of the site's mission. Proceeds from the sale of collections are to be used in

accordance with established standards of the site's discipline, but in no event shall they be used for anything other than acquisition or direct care of collections.

7. The unique and special nature of human remains and funerary and sacred objects is recognized as the basis of all decisions concerning such collections.

8. Collections-related activities promote the public good rather than individual financial gain.

C. Ashland has adopted a policy of compliance with the Codes of Ethics of the American Association of Museums, American Association for State and Local History, International Council of Museums, American Institute for Conservation and Society of American Archivists in order to strive for the highest standards of professionalism and will maintain compliance with the aforementioned documents in all collections activities.

D. It shall be unethical for members of the Board, Staff, or Volunteer Corps to take advantage of any loopholes inadvertently found in this policy.

APPENDIX

A. Forms and Records

B. Laws and Ethics