

MISSION STATEMENT AND HISTORY

The mission of the MIT Museum is to engage the wider community with MIT's science, technology and other areas of scholarship in ways that best serve the nation and the world in the 21st century.

The MIT Museum fulfills this mission by:

- Collecting and preserving artifacts that are significant in the life of MIT
- Create exhibits and outreach programs that are firmly rooted in MIT's areas of endeavor
- Engage MIT faculty, staff and students with the wider community

MIT seeks to advance knowledge for the benefit of society and to give students an active, practical education firmly associated with real world problems. The Institute supports thriving arts and humanities programs, as well as its world-renowned research and teaching in the sciences, technology and management, and carries out innovative and distinguished work at the meeting point of art, science and technology.

The Museum was founded in 1971 as the Committee for Institute Memorabilia, which later became the Committee for Historical Collections. On March 1, 1979, the Executive Committee of the Corporation passed a resolution designating the MIT Historical Collections as a permanent museum within the Massachusetts Institute of Technology, an independent, coeducational, endowed university committed to "learning by doing", and to research based on the highest scientific principles. In 1980, the name of the MIT Historical Collections was changed by Executive Committee resolution to the MIT Museum and Historical Collections and has since been shortened to MIT Museum.

THE PERMANENT COLLECTIONS

MIT Museum's permanent collections are divided into five main components:

The Architecture & Design Collection documents the history of the first academic program of architecture in America, and are among the best resources in the country to study the history of architectural education, professional practice, and architectural representation. This strength is based primarily on a core study collection of nineteenth century architectural drawings acquired by MIT at the inception of the program in architecture in the mid-1860s, and on the systematic archiving of student thesis drawings for nearly a hundred years, from the earliest graduates of the MIT program in 1867 through the mid-1960s. The thesis collection has been supplemented by the professional office archives of significant MIT-trained practitioners.

The Hart Nautical Collection is one of the oldest marine technology collections in the United States. Holdings include materials relating to the technical history of New England ship and small craft design and construction from the mid-19th through the mid-20th centuries, and the contributions to this field by MIT's Department of Ocean Engineering. The collections consist of ship and yacht plans, books, full, half and towing tank models, marine art, photographs, shipbuilding records and experimental/test-bed surface/subsurface vehicles.

The Holography Collection, the world's largest, is comprised of more than 2,000 holograms, including the former archives and research library of the Museum of Holography in New York that augmented the Museum's early collection and documentation from the 1960s. In 1993, MIT Museum purchased the holdings of the MOH and has continued to build the collection, adding historically, technically, and artistically significant holograms.

The MIT General Collection is comprised of photographs, drawings, prints, films, videotapes, audio tapes, paintings, art objects, furniture, decorative arts, and written materials that document the history of MIT and its role in the development of science, technology, and engineering.

The Science & Technology Collection embraces myriad artifacts and documents, photographs, drawings, prints, films, videotapes, and audiotapes providing a record of the intellect, educational, and social-cultural - political history of MIT and MIT's role in the history of modern science and technology. It includes several world-class collections:

- Professor Harold E. Edgerton.

- MIT Radiation Laboratory Negative Collection – documents the history of the nation’s second largest R&D project during World War II and early history of American radar technology.
- Keuffel & Esser Company Slide Rule Collection – one of the largest publicly accessible collections of a vital and iconic scientific instrument. It is also one of three company collections in the world and the only American firm represented.
- MIT aeronautical and aerospace collections – largest university-based collections and includes the Charles Stark Draper Laboratory Collection documenting the pioneering work of the MIT Instrumentation Laboratory in the field of inertial guidance and navigation. (See below PART III. The Collections; #5 Availability of Collections.)
- MIT Robotics Collection.
- Polaroid Historical Collection.

MIT MUSEUM CODE OF ETHICS

MIT Museum staff members abide by the guidelines set forth in the MIT Policies and Procedures: A Guide for Faculty and Staff Members (October 2011) [<http://web.mit.edu/policies/>] and adhere to the requirements designated for faculty members. However, this general document does not cover many areas of concern to professional museum staff and the code of ethics outlined below applies not only to staff, but also to volunteers, members of the Advisory Board and its associated committees.

All of the above parties are guided by the following principles:

- Staff members owe their first professional loyalty to the MIT Museum and should fully and conscientiously fulfill the responsibilities of their employment.
- Staff members should avoid conflict of interest as described in the following code, and should discuss any potential conflicts with the Director.
- Staff members should not use their position at the MIT Museum for personal gain.
- Staff members should maintain the good name of the MIT Museum throughout the community and not misuse its name, reputation, property or services.
- A staff member may not intentionally do anything through family or friends that s/he may not do directly under these guidelines.

PART I. PERSONAL ETHICS

A. STAFF

1. CONFLICT OF INTEREST

All MIT Museum staff members abide by "Faculty Rights and Responsibilities," MIT Policies and Procedures: A Guide for Faculty and Staff Members, [<http://web.mit.edu/policies/4/index.html>].

2. GIFTS AND GRATUITIES

All MIT Museum staff members abide by "General Employment Policies, Procurement Policy on Gifts and Gratuities," and "Travel at Institute Expense," MIT Policies and Procedures: A Guide for Faculty and Staff Members, [<http://web.mit.edu/policies/7/index.html>].

3. RESPONSIBILITY TO MUSEUM PROPERTY, REAL AND INTANGIBLE

No staff member should use, away from Museum premises or for personal gain, any object or item that is a part of the Museum's collection or under guardianship of the Museum, or use any other property, supplies or resources of the Museum except for the official business of the Museum. The name and reputation of this Museum are valuable assets and should not be exploited either for personal advantage or the advantage of any other person or entity.

Information about the administrative or non-scholarly activities of the Museum that staff may acquire in the course of their duties which is not generally known or available to the public must be treated as information proprietary to the Museum. Such information should not be used for personal advantage or

for any other purposes. Staff members are responsible for maintaining the security of confidential records and information, and the privacy of individuals or groups who support the Museum.

MIT employees and visitors frequently request information on outside suppliers to the Museum, relying on the professional expertise of the staff. Museum staff should be circumspect in referring members of the public to outside vendors. More than a single qualified source (and three if possible) should be named in order to avoid the appearance of personal favoritism in referrals.

4. OUTSIDE EMPLOYMENT

All MIT Museum staff members abide by the conduct outlined for faculty members in "Faculty Rights and Responsibilities," MIT Policies and Procedures: A Guide for Faculty and Staff, [<http://web.mit.edu/policies/4/4.5.html>].

5. OUTSIDE VOLUNTEER ACTIVITIES

All Museum staff members abide by the guidelines listed above. In addition, all MIT employees complete an annual report of outside activities, listing positions served, organization and number of hours served in that capacity.

6. PERSONAL COLLECTING BY STAFF

The acquiring, collecting and owning of objects by Museum staff and the Advisory Board is not in itself unethical, and can enhance professional knowledge. However, the acquisition, maintenance and management of a personal collection by a Museum staff member can create a conflict of interest. No Museum staff member may compete with this institution in any personal collecting activity. No Museum staff member may use his/her museum affiliation to promote his/her or an associate's personal collecting activities. No staff member may participate in dealing (buying or selling for profit as distinguished from occasional sale or exchange from a personal collection) objects similar or related to the objects collected by the Museum.

B. VOLUNTEERS AND ADVISORY BOARD MEMBERS

Volunteers have played an active and important role in the MIT Museum for nearly forty years. It is incumbent on the paid staff to be supportive of volunteers, receive them as fellow workers, and willingly provide them with appropriate training and opportunity for their intellectual enrichment. Volunteers have a responsibility to the Museum as well, especially those with access to the museum's collections, programs and privileged information.

Access to the Museum's internal activities is a privilege and the lack of material compensation for effort expended on behalf of the Museum in no way frees the volunteer from adherence to the standards that apply to staff. Volunteers must work toward the betterment of the institution and not for personal gain other than the natural gratification and enrichment inherent in museum participation. Conflict of interest restrictions and gift policies applying to the paid staff of the museum must be explained to volunteers and be observed by them. Volunteers must respect the confidentiality of any proprietary information to which their volunteer activities give them access.

Although the Museum provides special privileges and benefits to its volunteers, volunteers should not accept gifts, favors, discounts, meals, loans or other gratuities of value from other parties in connection with carrying out duties for the Museum. Board and Committee Members, like paid staff and volunteers, have a responsibility to the Museum as well, especially those with access to the museum's collections, personnel, financial or any other confidential information. Access to the Museum's internal activities is a privilege and the lack of material compensation for effort expended on behalf of the Museum in no way frees board members from adherence to the standards that apply to paid staff.

Board members must work toward the betterment of the institution and not for personal gain other than the natural gratification and enrichment inherent in museum participation. Conflict of interest restrictions and gift policies applying to the paid staff of the museum must be explained to Board members and observed by them. Full and timely disclosure and discussion of all conflicts of interest

with the Director is essential. It is the responsibility of a Board member to notify the Director of any conflict. Board members should not accept gifts, favors, discounts, loans, meals or other gratuities of value from other parties in connection with carrying out duties for the MIT Museum.

PART II. MUSEUM MANAGEMENT POLICY

1. PERSONNEL PRACTICES AND EQUAL OPPORTUNITY

All MIT Museum staff members abide by the personnel practices outlined in "General Employment Policies, Equal Opportunity /Affirmative Action Policy," MIT Policies and Procedures: A Guide for Faculty and Staff Members, [<http://web.mit.edu/policies/7/index.html>].

2. OWNERSHIP OF SCHOLARLY MATERIAL

All MIT Museum staff members, volunteers and Board members abide by the personnel practices outlined in "Information Policies," MIT Policies and Procedures: A Guide for Faculty and Staff Members, [<http://web.mit.edu/policies/13/index.html>].

3. FUNDRAISING PRACTICES

The MIT Museum staff adheres to the guidelines found in "Relations with the Public, Use of MIT Name, and Facilities Use," MIT Policies and Procedures: A Guide for Faculty and Staff Members, [<http://web.mit.edu/policies/12/index.html>].

4. MUSEUM SHOP AND OTHER COMMERCIAL ACTIVITIES

The Museum Shop and other commercial activities of the Museum, as well as publicity relating to them, should be in keeping with the Museum's mission, should be relevant to the collections and the basic educational purposes of the Museum, as determined by the Director, and must not compromise the quality of the collections. In arranging for the manufacture and sale of replicas, reproductions, or other commercial items adapted from an object in the Museum's collection, all aspects of the commercial venture must be carried out in a manner that will not discredit either the integrity of the Museum or the intrinsic value of the original object. Great care must be taken to permanently identify such objects as reproductions and to ensure the accuracy and high quality of the manufacturer.

PART III. THE COLLECTIONS

1. MANAGEMENT, MAINTENANCE AND CONSERVATION

Museums generally derive their mission from their collections, and these holdings constitute the primary difference between museums and other kinds of institutions. A museum's obligation to its collection is paramount. Each object is an integral part of a cultural or scientific composite. That context also includes a body of information about that object which establishes its proper place and importance and without which the value of the object is diminished. The maintenance of this intellectual collection information in an orderly and retrievable form is critical to the integrity of the collection and is a central obligation of those charged with collection management. An ethical duty of a museum is to transfer to its successors, when possible in enhanced form, the material record of human culture and the natural world. They must be in control of their collections and know the location and condition of the objects they hold. Procedures must be maintained for the periodic evaluation of the condition of the collections and for their general and special maintenance.

In keeping with the Museum's responsibility to provide continuous curatorial and protective care for its collections, it must endeavor to protect such collections from potential damage from the effects of smoke, beverage, or food service around exposed collections, or the dangers of inappropriate building environmental conditions. The physical care of the collection and its accessibility must be in keeping with professionally accepted standards.

2. INTERPRETING THE COLLECTIONS

It is the responsibility of museum professionals to use museum collections for the creation and dissemination of knowledge. Intellectual honesty, balanced arguments, and objectivity in the presentation of objects is the duty of every museum professional. The stated origin of the objects or attribution of work must reflect the thorough and honest investigation of the curator and must yield promptly to change with the advent of new facts or analysis.

Museums may address a wide variety of social, scientific, artistic or political issues. Any can be appropriate, if approached objectively and without prejudice. Museum professionals must use their best efforts to ensure that exhibits are honest expressions and do not perpetuate myths or stereotypes. Exhibits must provide, with candor and tact, an honest and meaningful view of the subject. Sensitive areas such as ethnic and social history are of most critical concern.

The research and preparation of an exhibition will often lead the professional to develop a point of view or interpretive sense of the material. That individual must clearly understand the point where sound professional judgment ends and personal bias begins. S/he must be content that, as far as possible, the resultant presentation is the product of objective judgment.

3. ACQUISITION AND DISPOSAL

The MIT Museum policies for acquisition and deaccession are fully described in the appropriate sections within the MIT Museum Collections Management Manual (May 2012).

4. APPRAISALS

Donations are tax deductible to the extent of the law; however the Museum cannot appraise items. Donors, therefore, are expected to get independent appraisals for the objects they are donating prior to making the donation.

5. AVAILABILITY OF COLLECTIONS

Although the public must have reasonable access to the collections on a nondiscriminatory basis, the museum assumes as a primary responsibility the safeguarding of their materials and therefore may regulate access to them. The judgment and recommendation of professional staff members regarding the use of the collections must be given utmost consideration. In formulating their recommendations, staff should let their judgment be guided by three primary objectives: the continued physical integrity and safety of the object or collection, scholarly or study purposes, and public access/education. In addition, the MIT Museum Collections Management Policy states the following regarding general and specific collections:

Unprocessed collections and objects undergoing retrospective cataloging, conservation, exhibition or loan purposes will not be made available to researchers.

Access to the Charles Stark Draper Laboratory Historical Collection is restricted. Researchers wishing to use this collection must first notify the Technical Information Center at Draper Laboratory of their intent and Draper Laboratory must inform the Museum if the request has been approved. Materials in this collection cannot be copied or reproduced without prior approval from Draper Laboratory.

The archives of the Museum of Holography are open to researchers in accordance with general MIT Museum policy; however, due to the technical requirements of viewing holograms, those not currently on exhibit are generally not made available, except by special arrangement with the Collections Manager/Registrar.

In accordance with the policies of MIT's Alumni/ae Association, the Museum will not give the address, phone number, or any other contact information of living alumni/ae. Researchers wishing to contact living alumni/ae will be referred to the Association, who will initiate contact on the patron's behalf.

DEFINITION OF ACQUISITION

An acquisition is defined by the transfer of title of an object from a donor to the Institute.

Title of an object transfers legally to the Institute when three conditions are met: the intent is clear of a person or entity to donate, the object is transferred physically to the institution, and the institution formally accepts the donation.

All acquisitions are made by the Massachusetts Institute of Technology for the educational, scientific, and research purposes of MIT Museum. In addition to the policies set forth here, acquisitions are subject to MIT's Archival Policy (<http://web.mit.edu/policies/13/13.3.html>) and Policy on Acquisition of Art and Artifacts (<http://web.mit.edu/policies/14/14.7.html>).

DEFINITION OF ACCESSION

Accessioning is the combination of processing and cataloging an object into a museum's collection.

THE CORE COLLECTIONS TODAY

Each of the five collections encompass exceptional materials that are world-renowned by specialists in myriad fields. History of how the collection was developed or acquired:

- **Architecture and Design Collections** – established by William Ware in 1866, five years after MIT received its charter. These were among the founding historical collections of the MIT Museum.
- **Hart Nautical Collections** – established in 1922 with the creation of a nautical museum by the MIT Corporation, for the Department of Naval Architecture. The holdings were added to the MIT Museum in 1982.
- **MIT General Collections** – established in 1971, from the photographs and artifacts assembled for a display at the inauguration of President Jerome Wiesner. It was part of the original MIT Historical Collection.
- **Science and Technology Collections** – established in 1999, when the scientific instruments were separated from the memorabilia of the MIT Historical Collections.
- **Holography Collection** – an initial collection of approximately a dozen early holograms with documentation in the 1960s was augmented by the acquisition by the MIT Museum of the entire collection of the Museum of Holography in 1993.

COLLECTIONS

The Museum collects artifacts for its Permanent Collections in the form of apparatus, models, instruments, paintings, drawings, photographs, prints, decorative arts, memorabilia, audiovisual materials, and documentary written materials.

Objects may be acquired from academic and administrative offices within the Institute, or non-MIT related organizations and private individuals in the form of gifts, purchases, transfers of Institute property, bequests and exchanges with other repositories.

The Museum is guided by the principles and laws that concern the following:

- The Museum adheres to the archaeological standards of the Council of American Maritime Museums (article VI, section 3) and will not directly or indirectly acquire objects that have been stolen, illegally

removed from their country of origin, illegally salvaged, or removed from commercially exploited archaeological or historic sites.

- In accordance with the "Guidelines Concerning the Unlawful Appropriation of Objects During the Nazi Era" and additional reports and recommendations prepared by the American Association of Museums and the International Council of Museums, the museum will not directly or indirectly acquire objects that were unlawfully or forcibly taken by the Nazi Regime of Germany during the period 1933 to 1945 from their rightful owners, who included private citizens, victims of the Holocaust, public and private museums and galleries, and religious, educational and other institutions.
- The Museum will not directly or indirectly acquire objects not in compliance with the Native American Graves Protection and Repatriation Act of 1990.

The Museum does not accept acquisitions on which restrictions or special conditions, other than donor recognition, have been placed. Exceptions to this policy must be considered by the Collections Committee and approved by the Director. Partial title will be accepted only under conditions pre-approved by the Director.

Due to limited exhibition space and periodically changing exhibitions, no commitments shall be made to exhibit objects acquired for the collections in the Museum's galleries for any duration of time.

Curatorial departments periodically collect reference materials to support the Museum collections. These materials generally are in the form of printed catalogs, magazines, books, photographs and ephemera. This material is only of use to the Museum as reference to support its accessioned collections, and therefore has a different status and receiving procedure than the usual acquisitions process.

Selected MIT publications are collected for internal reference and exhibition purposes. The **Institute Archives and Special Collections** is the repository for MIT's official publications. It is therefore the Museum's policy to retain no more than three copies of a publication: a reference copy, an exhibition copy, and, when deemed necessary, a loan copy. The Museum does not maintain the archives of the Institute, nor does it collect the papers or manuscripts of professors, faculty, or staff unless they have first been offered to the Institute Archives and then only if the material meets the Museum's requirements for acquisition.

Objects will not be rehoused, preserved, cataloged, or made available for use by researchers until ownership has been transferred to the MIT Museum.

The MIT Museum makes every effort to include MIT's Environmental, Health and Safety Department (EHS) in the Acquisitions process to make safe any hazardous materials slated for the Museum's Collections. Curators are advised to contact the Lead Contact and General Safety coordinator. All Collections staff participate annually in EHS training for Managing Hazardous Artifacts.

FOR COLLECTING GOALS SEE COLLECTIONS DEVELOPMENT DOCUMENT

ACQUISITION CRITERIA

Potential acquisitions must meet three basic criteria:

Relevance: the object must support the Museum's mission and fit within its stated collecting goals.

Use: the object must have the capacity for use in exhibitions and/or for research and scholarly purposes.

Condition: the object must be in reasonable condition and must not require significant expense for treatment in order to make it relevant or useful unless such funds are provided for by the donor or other sources such as grants, or other special arrangements with another institution or organizations.

In addition, the following questions must be considered when evaluating a potential acquisition. If the answer to any one of these questions casts doubt on the ability of the Museum to properly care for or manage the object, serious thought should be given to declining the acquisition.

Is the source the rightful owner of the object and are there any conflicts regarding property rights or legal title?

Has the source requested that any restrictions or special conditions be placed on the acquisition? If so, is their acceptance justifiable given Museum policy?

Are there any constraints in terms of copyright, patent, trademark, license or any other intellectual property rights? Will all intellectual property rights be turned over to MIT? If the source is not the copyright holder, has the holder been identified and can copyright be transferred to the Institute or a licensing arrangement be made?

Has the provenance of the object been properly documented? Are there any concerns as to the authenticity of the object or its provenance?

Does the object unnecessarily duplicate another object already in the collections?

Is appropriate storage space available? Is the general collections budget adequate to make the object accessible? If the answer to any of these questions is no, the Museum should explore with the prospective donor the possibility of his/her establishing an endowment to support the extraordinary costs of care, storage, and/or access.

Are there any safety concerns related to the object which might demand special handling, display, and/or insurance requirements?

If the object is being purchased, is the price fair and reasonable? Could the object or its equivalent be acquired by gift or bequest rather than purchase?

ACQUISITION TYPES

Unsolicited objects offered as potential acquisitions for the Museum's collections are considered to be in the **temporary custody** of the Museum. If the acquisition of an unsolicited object is approved, the object will be formally accessioned into the collections and the Incoming Receipt of Property will be retained in the object's accession file. Unwanted, unsolicited objects will be returned to the source, if the source is known. If the source is not known, Museum staff will attempt to locate an appropriate repository for the object and if unsuccessful, the object may be considered abandoned property under the meaning of Massachusetts General Law Chapter 200B, and action will be taken according to these regulations.

GIFTS

The Museum does not accept donations in which legal title is not transferred to MIT. It is understood by the Museum that the donor's intent is to turn all title (and copyright where applicable) in the object over to MIT at some future point and an agreement to this end must be specified at the time of the gift. The Museum generally will use objects only for scholarly, educational, and promotional purposes. Any further copyright usage will be agreed upon by the Museum and the artist or creator.

Gifts to MIT Museum are tax deductible to the extent allowed by law. If a donor wishes to take a charitable deduction, it is their responsibility to initiate IRS Form 8283 for Noncash Charitable Contributions. The Massachusetts Institute of Technology is responsible only for certifying receipt of the gift and is not allowed to establish any valuations, nor provide any recommendations as to

appraisers. Under no circumstances will Museum staff appraise donations or make arrangements for an appraisal on the donor's behalf.

TRANSFERS OF INSTITUTE PROPERTY

A transfer of Institute property will be considered for acquisition in the same manner as other acquisitions and in accordance with MIT's Policy on Acquisition of Art and Artifacts. Once an object has been transferred to the Museum, it cannot be returned or lent to the transferring office except in accordance with the Museum's policies. The Museum does not provide storage space, either temporary or long-term, for objects owned by other academic or administrative offices that have not been acquired for the collections. A receipt for the Transfer of Institute Property will be issued for all transfers and retained in the object's Accession File.

Transfers of Institute property may involve objects originally used as equipment. (ie: robots, lab equipment, etc.). These objects should be deactivated from the MIT Property Office inventory as part of the Transfer process. In some instances, property that was originally purchased with federal funds may require additional certification.

PURCHASES

MIT Museum maintains an acquisition fund, under the supervision of the Director, which is used towards the purchase of objects for the collections and for the direct care of collections, which is defined as the conservation of collections objects or the improvement of collections storage facilities.

If money for a purchase is to be obtained from a third party, the funds must be in hand or secured in writing prior to submitting an acquisition proposal to the Collections Committee.

The bill of sale or signed Receipt of Purchase will be retained in the object's Accession File.

BEQUESTS

Bequests will be considered for acquisition in the same manner as gifts. MIT Museum reserves the right to refuse bequeathed objects that do not meet its criteria for acquisition, or it may choose to accept only a portion of the bequest. For all bequests, copies of the will including all codicils shall be retained for the object's Accession File.

EXCHANGES

Exchanges are treated as two separate collections management actions:

Incoming objects will be considered for acquisition in the same manner as other acquisitions and must be approved before the exchange takes place. Title transfer documentation appropriate to the type of acquisition will be retained in the object's Accession File.

Outgoing objects must be deaccessioned in accordance with Museum policy. Deaccession Recommendation and Deaccession Action forms will be retained in the object's Accession File. Exchanges will only be made with another similar institution.

The Registrar will provide a report on acquisitions for the annual President's Report at the close of the fiscal year.

The Registrar will review the accession files at the end of every fiscal year to confirm completion of the transactions for that year.

DEACCESSION

Acquisitions are made with the intention of building the Museum's collections and preserving them for future use in exhibitions and for teaching and research. Objects accessioned into the collections will be permanently retained provided they continue to support the mission of the Museum. The Museum may choose to deaccession, or remove from the collections, any object which it legally owns that, upon examination, is deemed to be inappropriate for further retention.

Once an object has been accessioned into the Museum's Collections, it can only be removed through completion of the deaccession process. The act of deaccessioning presupposes that the object has been formally accessioned. Property abandoned in the Museum is subject to Massachusetts General Law Part II, Chapter 200B, Disposition of Museum Property. In accordance with that law, the Museum may request the withdrawal of any property deposited in the Museum, by written notice directed to the depositor if known. Failure to remove property from the Museum following a valid provision of notice may result in the depositor's loss of title.

The same degree of careful examination and documentation shall go into making decisions regarding the deaccessioning of objects as is given to the evaluation of potential acquisitions.

DEACCESSION DECISIONS

Decisions as to the appropriateness of proposed deaccessions are made as follows:

For objects from the Permanent Collections, a recommendation is made by MIT Museum's Collections Committee, operating in accordance with its Bylaws, to the Director, who, taking into account the Committee's recommendation, makes the final decision as to whether the object should or should not be removed from the collections.

DEACCESSION CRITERIA

To be considered for deaccessioning, an object must meet at least one of the following criteria:

Relevance: inclusion of the object in the collections does not support the Museum's mission or fit within its stated collecting goals.

Condition: the object has deteriorated or been damaged beyond repair or poses a health hazard.

Care of the Object: the Museum is not able to provide proper care for special preservation requirements associated with the object.

Duplication: the object is an exact duplicate or unnecessarily duplicates the subject matter or relevance of another object.

Authenticity: the object is found to be falsely attributed or documented, or proved to be a fake or forgery.

Quality of the Collection: deaccessioning of the object will improve or strengthen another area of the collections and, in so doing, further the goals of the Museum. In this case, great care must be taken to ensure that an object in one area of the collection is not disposed of purely for the sake of acquiring an object in another area.

No action pertaining to the deaccessioning or disposition of an object will be undertaken that would impair the integrity and good standing of the Massachusetts Institute of Technology or MIT Museum within the community at large or within the museum profession.

DISPOSITION OF DEACCESSIONED OBJECTS

Disposition of deaccessioned objects will be carried out in accordance with any local, state, and federal regulations and legal requirements, and in accordance with the policies of the Massachusetts Institute of Technology.

Members of the MIT community (employees, alumni and affiliates), members of the MIT Museum Advisory Board and Collections Committee, and their immediate family members may not purchase or otherwise benefit from the disposition of a deaccessioned object.

When deemed necessary by the Director, an outside appraisal or qualified consultation shall be obtained to assist in determining the appropriate disposition method.

Any disposition restrictions placed on an object by a donor will be strictly observed. If the object was a gift or bequest, donors or their heirs will be notified, when possible, of the Museum's intention to deaccession the object. Such notification is carried out as a courtesy and does not constitute a request for permission to dispose of the object, nor shall a donor be given preferential treatment in reacquiring the object.

The method of disposition must be approved by the Director and documented in the Disposal Record. Disposition of approved deaccessions shall take place in a timely fashion. In determining the appropriate method of disposition, consideration should be given to the best interests of the Museum, the public and scholarly communities it serves, and the public trust it represents. Appropriate methods of disposition are:

Donation: the object may be donated to another repository or educational organization.

Institute Transfer: the object may be transferred to the custody of another academic or administrative office at MIT.

Exchange: the object may be exchanged with another repository, educational organization, or academic or administrative office at MIT.

Sale: the object may be sold at public auction or sold privately to another educational organization.

Destruction: if an object has deteriorated or been damaged beyond repair, poses a health hazard, is determined to be a fake or forgery, or holds neither intrinsic nor monetary value, it may be deliberately destroyed.

The Museum will place all net proceeds (all proceeds less out-of-pocket expenses) from the sale of deaccessioned objects into its Collection fund. This restricted fund will be used solely for the acquisition of objects for the Museum's collections or for the direct care of collections, which is defined as the conservation of collections objects or the improvement of collections storage facilities.

A Deaccession Recommendation and Disposition Record will be completed for all deaccessions and retained permanently in the Deaccession file kept in the Registrar's Office. The Registrar will provide a report on deaccession actions at the close of the fiscal year.

LOANS

MIT Museum makes loans of objects from its collections to qualified borrowers, and may request loans from other organizations or individuals, for exhibition purposes. The Museum does not accept indefinite or permanent loans. Documentation of loans is maintained in Registration Loan Files.

Except as outlined below, the Museum does not make loans of collections materials to individuals or Institute offices for research purposes or for use in publications. Individuals wishing to access biographical or subject files must come to the Museum to conduct research. Patrons in need of photographic materials may have reproductions made at their expense. Special loan requests will not normally be considered; however, any such exceptions must be approved by the Director.

OUTGOING LOANS

Requests for loans from the Museum's collections will be evaluated according to the following criteria:

The object is not judged to be too fragile to withstand the associated handling, shipping and changes in climate.

Conditions during the loan period will not endanger the object.

The object is not needed during the requested loan period.

Loans from the collections are made at the discretion of the appropriate curator, with final approval from the Director. Loans are not made for personal use or for commercial purposes. The Museum will not consider requests for loans of original documentary photographs unless the borrower can show a need to exhibit the original object.

The Museum does not make indefinite or permanent loans. The duration of a loan must be specified on the Loan Agreement and cannot exceed three years. Requests for loan extensions are evaluated by the appropriate curator and approved by the Director. If granted, loan extensions must also be for a specified period of time, not exceeding three years.

Requests for outgoing loans must be made in writing to the appropriate curator and the borrower must include a current AAM Facilities Report with the request. Non-museum educational organizations must certify to MIT Museum that they are able to provide professional, museum-quality care for loaned objects before an outgoing loan will be approved.

All outgoing loans are subject to the conditions set forth on the reverse of the Outgoing Loan Agreement, which must be signed by the borrower prior to shipment of the object. Any special conditions, requests, or restrictions must be discussed with Museum staff in advance and documented on the Loan Agreement.

The Museum charges a loan fee of \$100 per item for all outgoing loans. It considers the circumstances for each individual loan and decides whether there is a need to change or waive this amount. In addition, the borrower is responsible for any appraisal, conservation, packing, shipping, handling, and insurance costs associated with the loan. Unframed works on paper will be matted and framed by Museum staff at the borrower's expense. Mats and frames remain the property of MIT Museum.

If an outgoing loan is insured by the borrower, a certificate of insurance must be issued to MIT Museum prior to shipment of the object. If the borrower requests that MIT Museum maintain its own insurance on the object for the duration of the loan, it will be done at the borrower's expense.

Appraisal values for insurance purposes will be based on estimations of the fair market value of the object as determined by the Museum's curatorial staff. If Museum staff cannot provide an accurate valuation or if the period of the loan is greater than one year, a professional outside appraisal may be required at the borrower's expense.

INCOMING LOANS

Requests for loans to the Museum are made by the appropriate curator and are reviewed with consideration of the object's provenance, its condition, the clarity of rights and title, the presence of lender imposed restrictions, and the associated costs of the loan.

MIT Museum does not accept incoming loans offered for the purposes of commercial exploitation of the object or to increase the value of the object when sold, nor does it provide long- or short- term storage services.

The Museum is guided by the principles and laws that concern the following:

- The Museum adheres to the archaeological standards of the Council of American Maritime Museums (article VI, section 3) and will not knowingly exhibit artifacts which have been stolen, illegally removed from their country of origin, illegally salvaged, or removed from commercially exploited archaeological or historic sites.
- In accordance with the "Guidelines Concerning the Unlawful Appropriation of Objects During the Nazi Era" and additional reports and recommendations prepared by the American Association of Museums and the International Council of Museums, the museum will not knowingly accept incoming loans or exhibit objects that were unlawfully or forcibly taken by the Nazi Regime of Germany during the period 1933 to 1945 from their rightful owners, who included private citizens, victims of the Holocaust, public and private museums and galleries, and religious, educational and other institutions.
- The Museum will not knowingly accept incoming loans or exhibit any objects not in compliance with the Native American Graves Protection and Repatriation Act of 1990.

All incoming loans are subject to the conditions set forth on the reverse of the Incoming Loan Agreement, which must be signed by the lender prior to shipment of the object. Any special conditions, requests, or restrictions must be discussed with Museum staff in advance and documented on the Loan Agreement.

Loans are made to the Museum for the period of time listed on the Incoming Loan Agreement and may not be withdrawn without adequate prior notification. All costs involved with incoming loans must be discussed in advance with Museum staff and require approval from the Director. These can include loan or rental fees, framing costs, insurance fees, and two-way shipping charges.

The duration of a loan must be specified on the Loan Agreement, must be mutually agreed upon by both parties and generally should not exceed three years. Agreements are re-evaluated at the term end of the loan for relevance to original intent. Requests for loan extensions are evaluated by the appropriate curator and approved by the Director. If granted, loan extensions must also be for a specified period of time, not exceeding three years. The Museum is not to be used as a storage facility for lenders.

If requested, MIT Museum will provide the lender with a certificate of insurance as evidence that MIT has insurance coverage in place for the object on loan. Loans will be insured based on their fair market value as provided by the lender. It is the responsibility of the lender to inform the Museum if the stated value of the object changes during the period of the loan. The Museum will also, when requested, provide the lender with a current AAM Facilities Report.

It is the responsibility of the lender to inform the Museum in writing if their address or ownership status changes during the loan period. The Museum will return the object to the lender listed in the Incoming Loan Agreement and will only deliver the object to another party with written authorization from the lender.

CAMPUS LOANS

Loans are generally not made to members of the MIT community for decorative purposes. However, certain Museum objects that relate to MIT's unique historical contributions may be loaned to select and appropriate locations on campus. These objects are considered to be on special loan and may be removed at any time at the discretion of the Director.

Objects may not be moved or re-loaned without permission from the Museum, and it is the responsibility of the borrowing office to immediately report any damage to or change in the condition of the object to the Museum. Works of Art on paper are not loaned, but a high quality reproduction can be obtained at the borrower's expense.

These loans must adhere to the document 'Conditions Governing Campus Loans' that are distributed to the borrower.

The Registrar will provide a report on all loans to and from the Museum at the close of the fiscal year.

CARE OF COLLECTIONS

The assigned curator is responsible to the Director for the care of all collections under his or her supervision. In carrying out that responsibility, the Curator will work with the Registrar/Collections Manager to ensure that policies and procedures are adhered to. The Registrar/Collections Manager is responsible for the tracking of all objects as they enter or leave the Museum's control and will work with curatorial staff to ensure the safe handling and accurate documentation of the collections.

STANDARDS OF CARE AND CONSERVATION

All objects in the Museum's permanent collections are subject to the same standards of professional care. To ensure consistency, the Registrar/Collections Manager, with significant input from curatorial staff, will issue general guidelines for the care of the collections. It is the responsibility of all collections staff to inform interns, volunteers, researchers, consultants, and vendors with whom they work about these policies, procedures, and guidelines, and ensure that they are followed.

Conservation action may only be taken by trained, professional conservators and any treatment must respect the integrity of the object. Conservation treatment of an object must consider earlier repairs and modifications which, after examination and research, are found to be historically significant. Any new material added to the object must be minimal and must be compatible with the future welfare of the object. No action may be taken without a thorough technical examination of the object and a written proposal of treatment listing all possible treatment options. Once treatment is undertaken, the conservator must provide a written report of all conservation actions which will be maintained in the Object File and made available to researchers and scholars upon request. Objects on loan to or from the Museum will not be repaired, cleaned or otherwise treated without written permission from the owner of the objects.

INSURANCE

The Museum's permanent collections are covered by the Institute's insurance policy, which is administered by the Office of Insurance and Legal Affairs, while in storage or on exhibition at the Museum, its satellite galleries, and other locations on the MIT campus. Annually, the Registrar/Collections Manager will review with curatorial staff the schedule of values for the Museum's collections submitted by Insurance and Legal Affairs to ensure that collection descriptions and values are current. The Collections Manager will also notify Insurance and Legal Affairs if an object from the collections is being stored or exhibited in an unusual campus location which may not be covered under the Institute's regular policy.

The Museum requires insurance coverage based on the fair market value of an object for all **outgoing loans**. Insurance must be carried by the borrower and a certificate of insurance supplied to the Museum, or else the Museum will maintain its own insurance at the borrower's expense. The Museum reserves the right to require that the borrower provide written evidence of their ability to pay any deductible limits of coverage. Damage to or loss of objects must be reported to the Registrar/Collections Manager as soon as it is discovered. The Registrar/Collections Manager will maintain related records and coordinate conservation treatment with outside vendors and curatorial staff.

At a lender's request, the Museum will insure **incoming loans** under MIT's wall-to-wall fine arts policy for the duration of the loan. The object will be insured based on its fair market value as provided by the lender on an Incoming Loan Agreement and it is the responsibility of the lender to inform the Museum if the stated value of the object changes during the period of the loan. A certificate of insurance can be furnished to the lender as evidence that their property is insured.

Under no circumstances will Museum staff provide appraisals for donations, loans, or objects placed in the custody of the Museum for identification or research purposes, nor will they make arrangements for an appraisal on behalf of the donor or lender.

RECORD KEEPING

The maintenance of current, accurate collections records is of primary importance to the professional management of all the Museum's collections. The Registrar/Collections Manager will maintain all accession, deaccession, and loan records, as well as collections-related insurance records and the records and meeting minutes of MIT Museum's Collections Committee. Any original documents relating to these functions must be retained in the Museum's master collections management files. These records shall only be made available to curators and other Museum staff designated by the Director.

Cataloging, research, and exhibition records on objects will be maintained by the assigned curator. Wherever appropriate, it is the responsibility of the Registrar/Collections Manager to ensure that duplicate copies of significant records are maintained in a secure, off-site storage area. The following information is restricted and will only be given out to those individuals approved by the Director: names of donors, former owners, or lenders who wish to remain anonymous; mailing addresses and telephone numbers of all donors, former owners, and lenders; storage locations of objects; object values, including purchase prices, appraisals, and insurance valuations.

EMERGENCY AND DISASTER PREPAREDNESS AND RECOVERY PLAN

The MIT Museum complies with MIT's Emergency, Health and Safety Office (EHS) to maintain a safe environment for staff, visitors and objects in the Museum's care. EHS mandates bi-annual inspections of Museum spaces to meet the terms set by Occupational Safety and Health Administration with State Regulations. Staff are required to annually participate in training tailored specifically for Museum staff by EHS: *Understanding Hidden Hazards in Museum Collections*. A separate document and plan for the Museum's *Emergency Action* and *Disaster Prevention for Objects* is revised and updated every three years.