

ATWATER KENT MUSEUM OF PHILADELPHIA

COLLECTIONS MANAGEMENT POLICY

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I. INTRODUCTION

A. Statement of Purpose

1. The Atwater Kent Museum of Philadelphia Collection Management Policy governs all activities relating to the development and use of the museum's collection. The policy defines professional standards adopted by AKMP Board of Trustees for the care, handling and registration of objects left in the museum's care and is intended for use by museum staff, volunteers and board members.
2. This document contains the approved policies and procedures as acknowledged by the museum's governing board. The policy was adopted by the AKMP Collection Committee on July 30, 2002 and the Board of Trustees on _____.

B. Process of Establishing Policy

1. This policy was researched and drafted by museum staff and reviewed by the Executive Director. The Collection Committee, composed of staff and trustees, actively reviewed and commented on the policy. The final draft was submitted to the Board of Trustees for comment and acceptance.
2. This collection policy manual is to be considered a working document. Any errors, omissions or other necessary changes will be identified and corrected by museum staff and approved by the governing boards in a timely manner.

C. General Responsibilities for the Collection

1. The collection is owned by the Atwater Kent Museum with care and custody provided by the museum's Board of Trustees. Collection objects are administered and cared for by the museum's professional staff in accordance to the policies and guidelines outlined in this manual.
2. The Board of Trustees of the Atwater Kent Museum of Philadelphia is responsible for the preservation of the museum collection. On an annual basis the Board, through its Finance Committee, establishes a budget to support new acquisitions and to preserve the museum's permanent collection.
3. The Collection Committee of AKMP acts as liaison between the staff and the museum's governing board. The committee assists in the development of plans relating to the collection and reports its activities to the museum's governing board.
4. The Executive Director provides administrative oversight for the curatorial department and assists in development of reports, grants and other documents as required by the museum governing board or other agencies.
5. The curatorial staff is responsible for day-to-day administration of collection related activities including storage, conservation of artifacts and accessibility for other staff and the public.

II. MISSION AND COLLECTION OF THE ATWATER KENT MUSEUM OF PHILADELPHIA

A. Mission Statement

The Atwater Kent Museum of Philadelphia serves greater Philadelphia by fostering among its citizens and visitors a deeper understanding and appreciation of the city, its historical artifacts and its rich legacy. The museum's purpose is to educate present generations to learn from the past in ways that enrich their lives and improve their futures.

The Atwater Kent Museum of Philadelphia is a non-profit, 501(c)(3), cultural institution established by city ordinance in 1938. The museum's original purpose was to preserve the original structure of the Franklin Institute as a "valued historic landmark and establish (ing) for Philadelphia a useful and necessary museum" devoted to the history of the city. Organized as a public trust, the museum serves the people of Philadelphia and the Delaware Valley as a significant educational and recreational resource.

AKMP presents the material culture and expressive traditions of Philadelphia's 300- year history as an important learning resource for the people of Philadelphia and the nation. The museum fulfills its mission by collecting, preserving and documenting this history and presenting it to the general public in an interpretive framework that emphasizes the cultural and social importance of daily urban life.

Drawing upon the museum's own historical collection, the cultural resources of other conserving institutions, the historic fabric of the city's built environment and the knowledge and memories of the people of Philadelphia, AKMP presents Philadelphia's history through exhibits, programs and publications. The Atwater Kent Museum of Philadelphia is a distinctive community resource that encourages a broad range of individuals and groups within the city to contribute to and explore Philadelphia's diverse heritage and in the process gain a new appreciation for their own historical identity and their relationship to the larger community.

B. Purpose and Use of the Collection

1. The collection of the Atwater Kent Museum of Philadelphia is preserved and maintained by the museum to further its mission and goals and may be used in the following manner:
 - a. Exhibition;
 - b. Loans to other museums, educational or cultural institutions;
 - c. Study, research or other scholarly purposes;
 - d. Educational programs.
2. The museum's collection may not be used for any purpose that:
 - a. Does not relate to the mission of the Atwater Kent Museum of Philadelphia;
 - b. Actually or potentially places any object in the museum's collection in any venue in which the condition of the object is jeopardized or in which the security of the object is unreasonably put at risk;
 - c. Reproduces an object in the collection in a format or in a publication that conflicts with the museum's mission, including, by way of example and not limitation, reproduces an object in a manner that is actually or potentially damaging to the museum's public and professional image.

3. The Curator of Collections and the staff of the Collection Department shall determine, in the first instance, whether a proposed use of an object in the collection falls within the above guidelines. In cases in which the museum staff cannot determine whether a potential use falls within the above guidelines, or when there is a disagreement, the Curator of Collections shall refer the decision to the Executive Director who will document the decision in writing. The Executive Director, in consultation with the Chair of the Collection Committee and with the input of the staff of the Collection Department, shall finally determine whether a proposed use of an object in the collection falls within the above guidelines.

C. Scope of the Collection

AKMP's collection consists of both two- and three-dimensional artifacts. While the museum's collection includes objects from the 17th and 18th centuries, the vast majority of AKMP's collection dates from the 19th and 20th centuries.

1. General Museum Collection

- a. Prints, paintings, photographs and ephemera (approximately 50,000 items). This portion of the collection comprises two dimensional material primarily supported on canvas or paper. This includes but is not limited to paintings, prints, photographs and paper ephemera.
- b. Object collection (approximately 43,000 items). This portion of the collection includes other objects held by the museum. An important subset of this area of the collection is the costume and textile collection.
- c. Library (approximately 7,000 items). This includes the historic book and pamphlet collection and archival and manuscript materials.

2. Special Collections

The museum has established special collections for materials received from discrete sources, including:

- a. City Archaeological Collection, approximately 150 cubic feet of artifacts recovered in excavation within Philadelphia. The collection was designated as a special collection because of the nature of the materials and because it uses field excavation numbers.
- b. The Friends Historical Association (FHA) Collection. The FHA collection was housed at AKMP beginning in 1941 and the museum's Director was named Associate Curator in FHA publications beginning in 1943 until sometime in the 1960s. FHA transferred title to the collection to AKMP in 1987. The FHA collection is made up of approximately 1,200 pieces owned and used by members of the Religious Society of Friends who lived within the boundaries of the Philadelphia Yearly Meeting. There are three conditions attached to the FHA Collection: 1) that the collection shall be known as the Friends Historical Association Collection, Atwater Kent Museum of Philadelphia, 2) that Quaker institutions (Meetings, schools, etc.) shall be able to borrow from the collection under conditions governed by AKMP's collection policies, and 3) that AKMP and FHA may continue to add to the collection.
- c. The Historical Collection of the Broadcast Pioneers. In 1989, in cooperation with the

Philadelphia Chapter of the Broadcast Pioneers of America, AKMP established the Historical Collection of the Broadcast Pioneers. AKMP solicits objects and memorabilia from chapter members. The collection focuses on the history of broadcasting in Philadelphia and the Delaware Valley. To date there have been two gifts to the collection: the papers and posters of Gaylord Welker, who organized the Dempsey/Charpontier and Dempsey/Tunney fights in 1925 and 1926 respectively; and the scrapbooks and objects from Stan Lee and Esther Broza, who produced and starred in the Children's Hour in WCAU radio and television. There are no conditions attached to the Historical Collection of the Broadcast Pioneers.

- d. The Evelyn Propper Strouse Collection. The Strouse Collection is made up of approximately 1,000 silver miniatures along with furniture and other miniatures. There are two conditions governing the collection: 1) that it shall be known as The Evelyn Propper Strouse Collection, and 2) that the museum must keep what it has accepted into the collection.
- e. The Jane and Richard Loeliger Collection. The Loeliger Collection is made up of 800-plus pieces from the Centennial in 1876. The collection was acquired in a joint gift and purchase agreement with Jane and Richard Loeliger's heirs in 1988. The one condition governing the collection is that it shall be known as The Jane and Richard Loeliger Collection.
- f. The Helen Beitler Collection. The Beitler Collection contains over 8,500 objects, primarily paper, made and printed in Philadelphia in the 19th and 20th centuries. The two conditions governing the collection are: 1) that the collection shall remain intact, and 2) that if AKMP should close, the Beitler collection shall go to another museum in the city.
- g. The Paul Cava Collection. The Cava collection is made up of six Bakelite radios made by Philco, RCA and Zenith. The one condition governing the collection is that it shall be known as The Paul Cava Collection.
- h. The City Collection. The City Collection consists of approximately 75 objects transferred to the museum by the Office of the Mayor and different departments of city government. Because these pieces enter the collection as property transfers under the rules of the Department of Public Property, they are regarded as a separate collection.

3. The Historical Society of Pennsylvania Collection

In 2002 HSP transferred stewardship of the Art and Artifact Collection numbering 12,000 items to AKMP with the anticipated transfer of ownership in ten years. Terms and conditions of the transfer are governed by the "Agreement Between Historical Society and Atwater Kent Museum" signed and approved by the Orphan's Court of Pennsylvania on July 2, 1999.

III. ACQUISITIONS

A. Authority

1. The staff of the Collection Department is responsible for evaluating potential acquisitions for the collection.
2. The staff of the Collection Department is responsible for initiating the acquisition process, completing all administrative tasks relating to this process in preparation for approval by the Executive Director.
3. The Collection Committee is responsible for review and approval of all Acquisitions.
4. The Collection Committee reports to the Board of Trustees on all matters relating to collection acquisitions. The Board of Trustees has final approval of all acquisitions to the collection.
5. The museum's Gift Agreement is the preferred legal article of conveyance. Other documents or statement of clear title and transfer of title to the museum may be accepted.
6. The Executive Director signs the museum Gift Agreement, thereby completing the final stage of the acquisition. Only the Executive Director may sign the Gift Agreement on behalf of the museum.

B. General Statements

1. Acquisition is the transfer of title to the museum through donation, purchase, exchange or any other transaction.
2. Accession is the formal addition of an acquisition to the AKMP's collection. Accessions are accepted only if the object/s is relevant to the museum's mission and collecting goals.
3. Acquisitions are also accepted for other purposes including, but not limited to, exhibition props, educational use and sale.

C. Criteria Governing Acquisitions

1. As the history museum of Philadelphia, AKMP collects objects that document the city's heritage.
2. Objects may be collected that have associations to individuals, residences, businesses and organizations that are or have been active within the present boundaries of the city and county of Philadelphia.
3. Objects without associations to individuals, residences, businesses and other organizations may be collected, if they were made in Philadelphia and are clearly marked or documented as such.

4. Objects may be collected that were used in Philadelphia, if that use and association is documented.
5. Objects may be collected, if they are representative or typical of objects that were made and/or used in Philadelphia and if that association is documented through historical research or in scholarly publications.
6. The museum must be able to provide adequate housing and care for an object as determined by established, professional standards.
7. Care for an object must not compromise the museum's ability to care for other portions of the collection.
8. Objects must be of the highest possible quality in terms of stability and condition. If an object requires conservation but is determined to be of sufficient importance, the ability of AKMP to provide the necessary work must be evaluated. If an object is being donated, funds may be requested from the donor to support conservation and stabilization.
9. In cases of purchase the Executive Director must determine that the financial resources exist to make the purchase before it is presented to the Collection Committee for review.
10. No object should be considered for acquisition without first-hand knowledge of the object by the collection staff.

D. Terms and Conditions

1. The owner of the object offered to the museum must have clear and legal title to that object. Clear title must be transferred to AKMP with the object.
2. To the extent that the donor can, all copyright, patent rights, trademark or trade names associated with the object must be transferred to the museum.
3. No object may be knowingly or willfully accepted by AKMP, if that object was illegally imported or obtained in the United States as determined by local, city, state, federal or other laws, regulations, treaties or conventions.
4. No object may be knowingly accepted by AKMP, where there is evidence that its collection involved illegal destruction of historic sites, buildings, structures or objects.
5. In general AKMP seeks acquisitions to the collection without encumbrances or restrictions. Any proposed restrictions on donated articles must be approved by the Executive Director and the Collection Committee of the Board of Trustees before the acquisition is presented to the Board for final approval. If the restrictions are accepted, they are to be clearly stated in the instrument of conveyance, made part of the accessions record and strictly observed by AKMP.

6. When a gift is made to the museum's collection, the museum may not provide an appraisal. An independent appraisal is the responsibility of the donor, and the staff may assist by offering lists of qualified appraisers. In the case of objects valued at \$5,000 and above, AKMP requires a copy of IRS Form 8283 from the donor for inclusion in the accession record.
7. AKMP staff involved in acquisitions (Executive Director, Curator of Collections and staff of the Collection Department) should not personally collect within the scope of the museum's mission and collecting goals. Staff members who are considering buying or acquiring an object within the mission or collecting goals must first offer the object to the museum at the price quoted to them.
8. Objects should not be purchased from a trustee or member of the museum's staff, an advisor or a volunteer (or their spouse or immediate family.) If it should happen because of the quality of the object that AKMP does make such a purchase, the relationship of the seller must be disclosed and the price must not exceed the fair market value. In such cases, two independent appraisals are required to establish the fair market value.

IV. DEACCESSIONS

A. Authority

1. The final authority to deaccession and dispose of objects from AKMP's collection rests with the museum's Board of Trustees.
2. Deaccessioning and disposal of objects from the collection must comply with all applicable local, state and U. S. Federal laws in force at the time and must observe any terms and conditions set by the donor when the object(s) was acquired by the museum.

B. General Statements

1. The Board of Trustees of Atwater Kent Museum of Philadelphia recognizes that the process of removing objects from the collection is a serious action that may only be approved after careful and serious deliberation. Realizing the inherent dangers in any deaccessioning, everyone involved in the process must attempt to identify any potential future use for object(s) in question.
2. Deaccessioning shall take place in an open and public manner so that all parties may have the opportunity to comment and to object, if they see fit, to insure that all decisions may be justified both legally and ethically.
3. No object shall be deaccessioned or disposed of in order to provide financial support for institutional operations, facilities maintenance or any reason other than the acquisition, conservation or direct care of collection.
4. Since Atwater Kent Museum of Philadelphia holds its collection in trust for the public, it is the museum's strong preference that deaccessioned objects remain both 1) in the public domain and 2) accessible to the public.
5. AKMP realizes that it has a public accountability for its decision to deaccession and the method by which it chooses to dispose of an object. AKMP is to make no effort to conceal the transaction.
6. All funds realized from the deaccessioning of collection items shall be placed in a restricted fund. The interest realized on this fund, and in special cases the principal, may only be spent for collection acquisition or conservation. Any other use of the Collection Fund shall require the express permission of AKMP's Board of Trustees.
7. No funds shall be spent from the Collection Fund without the prior approval of the Collection Committee of the museum's Board of Trustees.

C. Criteria

Objects in Atwater Kent Museum of Philadelphia's collection may be considered for deaccessioning for one or more of the following reasons:

1. The object was acquired contrary to AKMP's collection policy.

2. The object is outside the scope of the collection as defined in the acquisition criteria.
3. The object is duplicate or redundant, and AKMP has no further use for it.
4. The object lacks physical integrity and has lost its historical value.
5. The object threatens the physical safety of the staff, visitors, the facility or other collection objects, and this condition cannot be remedied.
6. A better example of the object has been acquired by the museum.
7. AKMP cannot properly care for the object.
8. Deaccessioning the object may be shown to serve the best interests of AKMP and the public.

D. Restrictions

1. AKMP staff, volunteers, members of the Board of Trustees and members of their immediate families are not permitted to acquire deaccessioned objects, either directly or indirectly, or to otherwise benefit from its sale or trade.
2. No action pertaining to deaccessioning and disposal of objects from AKMP's collection may be undertaken that would impair the integrity and good standing of the museum within its community at large and within the profession.

E. Procedures for Deaccessioning

Atwater Kent Museum of Philadelphia understands that the procedures for deaccessioning from the collection are much more stringent than those for acquisition. An acquired object remains in the collection and may be evaluated for quality and value. Once an object is deaccessioned it may receive no second consideration by the museum.

1. Objects may be deaccessioned from Atwater Kent Museum of Philadelphia's collection in the following ways:
 - a. transfer to the education or research collections,
 - b. public auction,
 - c. gift to another museum or educational institution,
 - d. trade with another museum or educational institution,
 - e. sale to another museum or educational institution,
 - f. if it is determined that an object cannot be sold and can not be transferred to another educational institution, an object may be destroyed.

Any other method of disposal of an object must have the express approval of Atwater Kent Museum of Philadelphia's Board of Trustees.

2. Objects may not be deaccessioned unless they have been in the collection for at least three years.

3. If an object received as a gift or bequest is sold or exchanged, any object acquired through this sale or exchange is to be credited to the original donor and the donor's name assigned to all published credits for the new acquisition or acquisitions.
4. Efforts shall be made to consult with the donor, near relatives or locatable heirs of the donor.
5. Informative statements concerning the sale or exchange of objects in the collection shall routinely be included in periodic publications of the museum. More detailed information is available on request.
6. The Curator of Collections and the staff of the Collection Department are responsible for identifying objects in the collection for deaccessioning. The Curator of Collections is responsible for managing the process of deaccessioning of objects from AKMP's collection.
7. The procedure for deaccessioning an object from the collection is as follows:
 - a. When the Curator of Collections has determined that an object should be deaccessioned, he or she shall prepare a written evaluation and circulate it to appropriate staff of the museum. Staff may add their comments to those of the Curator of Collections.
 - b. When staff have had the opportunity to review and comment on the Curator's evaluation, the Curator shall submit a written request to deaccession the object to the Executive Director. The request shall include all written evaluations, a copy of the original deed of gift and any original gift restrictions. The Executive Director may seek the opinion of outside experts in the appropriate scholarly field. The Executive Director may also seek an independent appraisal of the object.
 - c. Following the approval of the Executive Director, the Curator of Collections shall submit the request to deaccession to the Collection Committee of the Board of Trustees. The Collection Committee may seek legal review of the request. All relevant documentation should accompany the request to the Collection Committee.
 - d. If the Collection Committee approves the object for deaccessioning, the Chair of the Collection Committee shall seek the approval of the Board of Trustees to deaccession the object.
 - e. The Curator of Collections with the approval of the Executive Director shall select the method of disposal.
8. All records relating to a deaccessioned object shall remain as part of the permanent collection records of the museum. The Registrar is responsible for maintaining the records on deaccessioned objects. These records shall include but are not limited to:
 - a. the original object file;
 - b. any catalog cards;
 - c. all correspondence (including notations of telephone conversations);
 - d. all reports generated by AKMP staff, outside experts and appraisers;
 - e. a record of the action of the Board of Trustees, i.e. minutes of meetings;
 - f. authorization to deaccession signed by the Curator of Collections, Executive Director, Chair of the Collection Committee and the President of the Board of Trustees;
 - g. statement of final disposition signed by the Curator of Collections;
 - h. any photographs of the object.

V. INCOMING LOANS

A. Authority

1. The Executive Director approves all incoming loans.
2. All incoming loans are administered by the Registrar.

B. Criteria

Objects from other institutions or individuals may be borrowed for the following reasons:

1. Temporary exhibitions, for a period of up to one year.
2. On an annually renewal basis for long-term exhibits. The museum may enter into longer terms loans with the approval of the Collection Committee.
3. Research, documentation or scholarly projects being undertaken by members of the museum's staff.

C. Duration

Atwater Kent Museum of Philadelphia does not accept objects on "permanent" or indefinite term loan.

1. In the past AKMP did accept objects on "permanent loan" or an indefinite basis. If such loans are discovered in the collection of the AKMP, the Curator of Collections and the staff of the Collection Department will make efforts to contact the lender, the immediate heirs or relatives of the lender to resolve the status of the loan in one of three ways:
 - a. convert the loan into a gift, if the object(s) is consistent with AKMP's mission and collecting criteria;
 - b. negotiate a new long-term loan with the lender;
 - c. return the object to the lender or his or her heirs;
 - d. If an object is to be returned to someone other than the original lender, documentation of the transfer of ownership must be given to the museum. Such documentation must be included in the object/loan file. If the heirs of the lender of record cannot document the transfer of property, AKMP may not surrender the object.
2. If there is no current address for the lender or no record of the lender, the staff is to document their efforts to contact the lender of record. This documentation (i.e. correspondence, telephone records) is to be placed in the object file.

D. Long-Term Loans

1. Any loan initiated with the intent to borrow an object for a period longer than one year is considered a long-term loan.
2. Long-term loans may be renewed for a term of up to five years.

3. AKMP seeks to fill long-term exhibition needs from the permanent collection or through acquisition. AKMP borrows objects for long-term loan only if the object(s) is considered crucial to an exhibit.
4. Long-term loans with an individual or aggregate value in excess of \$100,000 require the approval of the Collection Committee.

E. Short-Term Loans

1. Incoming loans for the period of a year or less are considered short-term loans.
2. Any short-term loan with an individual or aggregate value of \$100,000 must be approved by the Collection Committee.

F. Terms and Conditions

1. The lender must establish any special conditions for each object to be loaned to AKMP. AKMP agrees to meet the required conditions or inform the potential lender, if those conditions cannot be met.
2. AKMP exercises the same care and responsibility in respect to the loaned items as it does in the safekeeping of comparable collections of its own.
3. AKMP only accepts objects on loan that are in such condition as to withstand packing, shipping and handling.
4. Insurance
 - a. AKMP insures borrowed items with wall-to-wall coverage under its fine arts policy for the amount specified by the lender against all risks of physical loss or damage from any external cause while in transit and on location during the period of the loan. If the items have been industrially fabricated and can be replaced to the artist's specifications, the amount of such insurance shall be limited to the cost or replacement.
 - b. If no insurance amount is specified by the lender, AKMP may insure the work at its own estimated valuation.
 - c. AKMP's fine arts insurance policy contains the usual exclusions for loss or damage. The lender agrees that in the event of loss or damage, recovery shall be limited to such amount, if any, as may be paid by the museum's insurer thereby releasing AKMP, the City of Philadelphia and the Board of Trustees, officers, agents and employees of Atwater Kent Museum of Philadelphia from liability for any and all claims arising out of such loss or damage.
 - d. If the lender chooses to maintain his/her own insurance, the museum must be supplied with a Certificate of Insurance from the lender's insurance company naming AKMP as an "additional insured" and waiving subrogation against the museum. Failure to supply AKMP with such a certificate shall constitute a release of AKMP from any liability in connection with the artifact.
 - e. AKMP may not accept responsibility for any error or deficiency in information furnished by the lender or any lapses in insurance coverage that is supplied by the lender.

5. Photography

Unless permission is refused in writing, it is understood by AKMP that all items included in a Loan Agreement may be photographed and reproduced in publications related to the exhibit in both print and digital formats.

6. Change in Ownership

If there is a change of object ownership, it is the lender's responsibility to notify AKMP promptly in writing. AKMP must be informed in writing if there is a change in the name or address of the lender. AKMP is to make reasonable efforts to locate a lender or owner who cannot be reached at the address of record.

VI. OUTGOING LOANS

A. Authority

1. The Curator of Collections and the staff of the Collection Department will act as representatives of the Executive Director and the museum's Board of Trustees in all matters relating to loans from the collection. Before making a recommendation on a loan request, the Curator of Collections and the collection staff shall take into consideration:
 - a. Physical condition of the item/s requested,
 - b. AKMP's exhibit schedule or other pending loan requests,
 - c. Duration of loan,
 - d. Exhibition facilities and environmental conditions,
 - e. The ability of the borrower to administer the loan,
 - f. Exhibit theme and style,
 - g. Appropriateness of the loan.
2. Loan Approval Authority
 - a. The Executive Director at his/her direction or in his/her absence, the Curator of Collections, may approve loans involving an object or group of objects with a total value of \$25,000 or less. The Collection Committee of the Board of Trustees shall approve loans with a value of \$25,000 to \$500,000. The Board of Trustees of AKMP or the Executive Committee of the Board acting on their behalf shall approve loans with a value in excess of \$500,000 after the recommendation of the Collection Committee.
 - b. Loans from the Art and Artifact Collection of the Historical Society of Pennsylvania involving an object or group of objects with a total value in excess of \$500,000 or greater than 100 objects require the prior written approval of the Historical Society. The Curator of Collections or a designated member of the staff of the Collection Department shall seek approval of such loans in writing from the President of the Society or a designated member of the Society's staff following approval by the Executive Director and Collection Committee.
3. AKMP reserves the right to deny loan requests without explanation, however, every effort will be made to accommodate reasonable requests. In instances of problematic loans, the loan request will be referred to the Executive Director and at his or her discretion to the Collection Committee.
4. The Registrar shall have primary responsibility for processing and documenting loan requests and renewals. AKMP's Curator of the Historical Society of Pennsylvania Collection shall have primary responsibility for processing and documenting loan request and renewals from that collection. For requests from both AKMP and HSP collections, one or the other will take authority as deemed appropriate.
5. All loans that have been approved by the Executive Director will be reported to the Collection Committee during regularly scheduled meetings. This committee will present a report to the entire Board of Trustees at its discretion.

B. Criteria

1. Unless otherwise stated the use of the phrase Atwater Kent Museum of Philadelphia (AKMP) includes both the collections of Atwater Kent Museum of Philadelphia and the Art and Artifact Collection of the Historical Society of Pennsylvania (HSP). AKMP loans objects from its collection for educational purposes and to make the collection accessible in the broadest manner, consistent with professional standards of conservation and exhibit methods. Objects are loaned from AKMP to museums, historical societies, libraries and other conserving institutions for the following reasons:
 - a. Exhibit in museums or other conserving institutions;
 - b. Research in museums or other conserving institutions;
 - c. Identification, appraisal or conservation by specialists outside of AKMP as requested or contracted by the museum;
 - d. Exceptions to the above criteria may be made by the Executive Director on a case-by-case basis.
2. Duration of Loans
 - a. Generally, loans from the collection are approved only for special exhibitions of a limited duration, usually not to exceed a year.
 - b. In some instances AKMP makes loans from the collection on an “Annually Renewable” basis. Loans of this type are considered on a case-by-case basis. Annually Renewable Loans shall be approved by the Collection Committee and, where applicable, by the Historical Society of Pennsylvania.
3. AKMP does not lend collection objects to trustees, staff, volunteers, individuals or any organization for non-educational purposes.
4. AKMP does not lend objects from the collection, if the loan is prohibited by the terms of the gift to the museum.

C. Terms and Conditions

1. The request must be initiated by a written proposal nine (9) months prior to the expected shipping date.
2. AKMP requires a standard facilities report or its equivalent prior to loan approval.
3. Loaned objects shall be given special care at all times to ensure against loss, damage or deterioration. The borrower agrees to meet any special requirements for installation and handling as noted on the agreement form.
4. Upon receipt and prior to return of the objects, the borrower must make a written record of each object’s condition. If damage or loss is discovered, AKMP is to be notified immediately, and the borrower is to forward a full written report, including photographs of the damage.

5. No object may be altered, cleaned or repaired without written permission of AKMP.
6. The borrower is responsible for monitoring the condition of each object in its possession. Any change in the condition of an object must be reported immediately to the Collection Department of AKMP.
7. As appropriate, objects are to be labeled and credited "Courtesy of the Atwater Kent Museum of Philadelphia" or "Courtesy of the Historical Society of Pennsylvania Collection, Atwater Kent Museum of Philadelphia." Additional attribution is to be provided as appropriate to the object.
8. Two-dimensional reproduction of objects is not automatically permitted as part of a loan. AKMP's Rights and Reproductions policies govern reproduction of objects.
9. Unless otherwise noted, all costs of packing, transportation, customs, insurance, documentary photography and other loan-related costs are to be borne by the borrower. In some instances this may include the expenses of a courier.
10. The borrower is to return all objects to AKMP packed in the same materials and in the same manner as received unless authorized by AKMP to do otherwise.
11. Objects are to be insured during the period of a loan for the value state on the face of the loan agreement and under an all-risk, wall-to-wall policy subject to the standard exclusions. A Certificate of Insurance must be in the possession of AKMP prior to the release of the object(s). Objects from the HSP Art and Artifact Collection must list the Historical Society of Pennsylvania as "additionally insured" on the Certificate of Insurance.
12. A Loan Processing Fee is charged to initiate a loan. Changes in the status of a loan, i.e., a request to travel an exhibition, is considered as a new request.
13. Current professional appraisals for insurance value may be required for items of significant historical and/or monetary value as determined by AKMP's collection staff. Appraisal fees are the responsibility of the borrower and AKMP reserves the right to approve the appraiser.
14. Objects loaned must be returned to AKMP by the stated termination date. An extension of the loan period must be approved in writing by AKMP and covered by a parallel extension of insurance coverage. In general loans are made for up to one year. AKMP reserves the right to recall an object on short notice, in most instances with 30-day notice. AKMP reserves the right to cancel a loan for good cause at any time.

VII. PHOTOGRAPHIC SERVICES

A. Authority

The Registrar is responsible for authorizing and processing all photographic service requests from the AKMP collection. AKMP's Curator of the Historical Society of Pennsylvania Collection is responsible for authorizing and processing all photographic service requests from the HSP collection. For requests from both collections, one or the other will take authority as deemed appropriate.

B. Criteria

Images from the AKMP collection are available for research and publication to the public, non-profit and commercial organizations.

C. Terms and Conditions

1. Permission to reproduce materials for publication from the collection of the Atwater Kent Museum of Philadelphia (AKMP) must be secured in writing prior to publication. A Request for Photographic Services/Publication Permission Contract defines the agreement between the client and AKMP.
2. It is AKMP's policy to charge a publication fee for every commercial use of each image from its collection. Non-commercial use of images is subject to a reduced fee schedule. All fees must be paid prior to processing of the request and are non-refundable. There is no fee for citations about material from the collection. AKMP reserves the right to limit or restrict any such photography at its discretion. Fee schedules are subject to change.
3. All reproductions must be credited properly. The general credit line is: "Courtesy of The Atwater Kent Museum of Philadelphia." Items from the Historical Society of Pennsylvania Collection are to be credited: "Courtesy of The Historical Society of Pennsylvania Collection, Atwater Kent Museum of Philadelphia."
4. Images supplied by AKMP may not be altered without special permission.
5. The reproduction of images from printed, analog, digital formats or any existing photographic material not directly supplied to the client by AKMP for such purposes as defined by the museum's Publication Permission Contract is strictly forbidden. AKMP does not grant permission to publish materials from its collection copied from other published or unpublished sources.
6. Publication rights will be granted for U.S. and Canada, English Language, one time, non-exclusive use in one publication/medium and one edition/product, world-wide sales rights only. Any additional use or use for purposes other than specified in the Publication Permission Contract may not be made without the consent of AKMP.
7. In authorizing the publication of any image of any collection or parts of collections, AKMP does not surrender its right to publish or to grant permission for others to do so.

8. The museum requires a complete bibliographic citation and a complementary copy of the publication for all reproductions granted. In certain cases a proof or tear sheet may be substituted for a full publication.
9. The museum reserves the right to limit the number of materials copied, to restrict the use of reproduction of rare and/or valuable material and to charge a higher fee than specified for materials requiring special treatment.
10. Special arrangements for use of photographic materials may be made with local magazines, newspapers and television stations. In all cases a credit line must be to the Atwater Kent Museum of Philadelphia. Failure to give this credit line may jeopardize any arrangements made.

VIII. INSURANCE

A. Authority

The Curator of Collections with the approval of the Executive Director shall act as agent for the Board of Trustees in all matters relating to the insurance of AKMP's collection and loans of objects to AKMP.

B. Atwater Kent Museum of Philadelphia's Collection

1. Atwater Kent Museum of Philadelphia currently insures it's under a wall-to-wall Fine Arts Insurance policy. The Office of Risk Management of the Departments of Public Property of the City of Philadelphia obtains this insurance policy on behalf of the museum. This expense has been supported by the City of Philadelphia.
2. The Curator of Collections and the staff of the Collection Department through the Office of Risk Management manages all issues relating to the museum's fine arts insurance policy. Maintenance of all records relating to the insurance of the collection is the responsibility of the Registrar.

C. Loaned Materials

1. All in-coming loans are insured by Atwater Kent Museum of Philadelphia under the museum's Fine Arts Insurance policy. The museum provides a certificate of insurance to the lender. As part of the processing of a loan request, an outside appraisal may be obtained in order to insure adequate insurance coverage or in the event of a dispute between the museum and the lender over the value of an object. Insurance values supplied by the lender are not necessarily endorsed by Atwater Kent Museum of Philadelphia.
2. Atwater Kent Museum of Philadelphia requires that all objects being loaned from its collection be insured at their current fair market value. No object may be loaned until the lender provides a certificate of insurance. In the event that a borrower cannot provide insurance coverage, AKMP may, with the written permission of the Executive Director, provide insurance under its own Fine Arts Insurance policy. The borrower must pay any additional insurance premiums.

3. The value of objects for insurance purposes shall be determined by the Curator of Collections and the staff of the Collection Department through research and consultation, including review of recent auction records and/or by appraisal from responsible parties. The Curator of Collections and the staff of the Collection Department shall determine if an independent, out-side appraisal is required for objects requested for loan. All costs associated with obtaining an outside appraisal are the responsibility of the borrower.
4. AKMP does not insure objects placed on deposit for consideration as a gift or potential purchase. AKMP does not assume any responsibility for the insurance of unsolicited objects left in the temporary custody of AKMP staff.

IX. ACCESS

A. Authority

Access to the collection is administered by the Collection Department staff in conjunction with the policy as adopted by the Board of Trustees.

B. Terms and Conditions

1. Atwater Kent Museum of Philadelphia makes every effort to grant access to objects in the collection and information about objects in the collection records. Access is provided to the public through exhibition in the museum's galleries, electronic exhibits via the AKMP website, loans to other educational institutions and in printed publications.
2. Researchers, scholars, students and interested members of the public may request to examine or study items in the collection. In reviewing requests, AKMP balances dual responsibilities for providing access and safeguarding the collection.
3. The Curator of Collections and Collection Department staff approves requests for access and are responsible for access to the collection and information contained in collection records. To protect the confidentiality of donors and the security of the collection, access to certain information may be restricted. Individuals given access to the collection and their records must comply with AKMP's conditions regarding examination, handling, photography and the use or dissemination of collection information.
4. In general, researchers who wish to see an item need to send a written request for an appointment to the Collection Department. There is an hourly fee for examining/studying objects. The Curator of Collections may waive this fee at his/her discretion.
5. Unlimited access to the collection and collection records are authorized only to the Executive Director and the staff of the Collection Department. Security and maintenance personnel have access to collection storage areas in accordance with the procedures in the museum's Security Policy. All Trustees, other members of the staff and other authorized visitors may only enter storage areas when accompanied by the Executive Director or a member of the staff of the Collection Department.