



# Stranahan House Collection Management Policy

Draft for Board review

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## **Mission Statement and Statement of Purpose**

The mission of Stranahan House, Inc., is to tell the story of the birth of our community through the lives of two extraordinary people and the homestead they created and to serve as an enduring legacy for historic preservation.

The purpose of Stranahan House, Inc., is to preserve Stranahan House as a museum, historic site and social center for the community; to interpret Stranahan House through appropriate restorations, exhibitions, educational programs and tours; and to promote Stranahan House so that resident and visitors of all ages are aware of their opportunity to learn about the history of the region, thus furthering the social, cultural, and historic viability of the community.

## **Code of Ethics**

In discharging its duties, Stranahan House, Inc. is compelled to take affirmative steps to maintain the highest standard of integrity. All Museum activities will comply with applicable local, state, and federal laws and international conventions. Stranahan House, Inc., and those responsible for the institution, however, must do more than avoid legal liability. The Board of Directors, administration, staff, volunteers and support groups must act not only legally, but also ethically. The Code of Ethics for Stranahan House, Inc. outlines ethical standards that frequently exceed legal minimums. Among the provisions concerning collections, the Code of Ethics prohibits Stranahan House representatives from offering appraisals of potential donations; intercepting a donation in order to divert it to another collection, public or private; or carrying out personal collecting activities in a manner that conflicts with the interests or credibility of Stranahan House, Inc. Other collections-related ethical issues are addressed throughout this policy.

For a full discussion of institution-wide ethical considerations and policies, see the Code of Ethics for Stranahan House, Inc., adopted 2013.

## **History of the Organization**

Stranahan House was built on the north bank of the New River in present day Fort Lauderdale in 1901 by Frank Stranahan, recognized as the father of modern Fort Lauderdale, and his wife, Ivy Cromartie Stranahan, the area's first school teacher. In its lifetime, the building has served as a trading post, post office, community center, restaurant, hotel and home to the Stranahans, and since 1984 as a historic house museum.

Frank Stranahan arrived on the New River in 1893 to manage a ferry and a tourist camp, and in short time established an Indian trading post. The 1901 building was the fourth structure he built on the site or in the nearby vicinity, and is today the oldest surviving structure in Broward County. Ivy Cromartie arrived to teach the settlement's first class of nine students in 1899 and the couple married the following year. Both Stranahans were committed community leaders

who helped guide Fort Lauderdale's development from a wilderness outpost to a thriving city, while at the same time working to protect and advance the cause of their neighbors, the Seminole Indians.

Frank Stranahan died in 1929; Ivy Stranahan remained in her home until her death in 1971 at the age of 90. Mrs. Stranahan left the house to the Seventh Day Adventist Church, which in turn sold it to the Fort Lauderdale Historical Society. A joint project with the Fort Lauderdale Board of Realtors to restore the home as a historic house museum was launched in 1980. In 1981, Stranahan House, Inc. became a non-profit entity. Restored to its 1913-1915 configuration, Stranahan House opened to the public as a museum in 1984. Today, it is operated by a 20-plus member board of directors, a small professional staff and large cadre of volunteers. Supported in large part by the generosity of the community that Frank and Ivy Stranahan helped to found, the Historic Stranahan House Museum is open year round offering tours daily to thousands of visitors, in addition to presenting a wide variety of educational programs and special events for both children and adults.

### **Scope of Collections**

Historic Stranahan House Museum collects objects which are useful for fulfilling the museum's mission to interpret the life, character and times of Frank and Ivy Stranahan and the community they helped to found. The centerpiece of the museum's collections is the house itself, which serves as a model of exemplary historic preservation.

The Permanent Collection consists of furniture, furnishings, housewares, books, photographs, paintings, textiles, clothing and accessories, glass, ceramics, silver and other metals, and period decorative arts relating to the history of the Stranahans, their home and their relationship to the city of Fort Lauderdale and Broward County.

### **History of the Collections**

Most of the furnishings owned by the Stranahans had been disposed of by Mrs. Stranahan prior to her death in 1971. The furnishings that remained in the house, as well as a few of Mrs. Stranahan's personal belongings and all of her personal papers were bequeathed by Mrs. Stranahan to the Fort Lauderdale Historical Society. When the house was opened as a museum in 1984, the Historical Society loaned Stranahan House, Inc., some of the Stranahan furnishings and belongings from its collections. Those objects remain on loan and in Stranahan House, Inc.'s possession. Additionally, a number of Stranahan family members, friends and business associates donated items previously owned by the Stranahans to Stranahan House, Inc. These two sources form the backbone of the museum's exhibitions and are the most important pieces at the Museum.

In order to fully furnish the house, several hundred objects determined to be period authentic were brought into the collection in 1984-1986, most through donation and some by purchase. All the objects collected to this date were accessioned.

In 1986, the museum accepted a special collection known as the Knox Collection. This consisted of about 1,000 small items (jewelry, purses, medals, buttons, cardcases, pipes, eyeglasses, hatpins, etc.) that were determined to be from the turn of the century. Although these objects were in keeping with the time period interpreted by the museum, they did not necessarily fit the Museum's other collecting criteria. The Museum made use of these items in the 1990s through temporary exhibits tied to adult education classes not related to Stranahan history, such as a class on Victorian jewelry or antique hatpins. The objects in this collection have not been fully accessioned or catalogued.

In the 1990s and later, collecting practices and record keeping were not as diligent as in the first years of the Museum's history. Objects came into the Museum's possession either without proper documentation or with documentation that has since been lost, and several of these objects have since been determined to be from time periods other than the time period interpreted at Stranahan House. Also, several objects that had been registered are no longer in the Museum's possession and there is no documentation as to how or why these objects were removed and disposed.

In 2000, Stranahan House underwent a second refurbishment. Administrative offices were moved out of the Museum, and several rooms, including the kitchen, were turned into exhibit space. A kitchen furnishing plan was developed. Some of the smaller items in the kitchen were donated and the larger pieces were purchased from antique stores; the other rooms were furnished through purchases and donations. A few records concerning these objects exist, but there is no indication that the objects were accessioned or catalogued.

### **Categories of Collections**

*Permanent Collection* – Museum objects that are important to the interpretation of Stranahan House, have been accessioned and receive the highest level of care. The Permanent Collection includes the following sub-classifications:

*Stranahan Collection:* Museum objects that belonged to the Stranahans and are now owned by Stranahan House, Inc. (Does not include objects on loan from the Fort Lauderdale Historical Society. See Appendix A)

*Period Collection:* Museum objects that are from the period interpreted at Stranahan House, but were not owned by the family.

*Archival Collection* – Primarily photographic and paper material, including the following sub-classifications:

*Document Collection:* Includes papers related to Stranahan House's architecture and to the history of the organization such as newsletters, minutes of meetings, reports and newspaper articles.

*Photograph Collection:* Includes original photographs taken after 1979 related to Stranahan House's architecture and to the history of the organization as well as copies of historical photographs of the same.

*Secondary Collections:* Objects in these collections have not been accessioned or fully accessioned and do not require the same level of care as the objects in the Permanent Collection. They include the following sub-classifications:

*Knox Collection:* Special collection of objects, mostly curiosities and personal items such as jewelry, buttons, fans, stones etc.

*Education Collection:* Objects that have educational value and may be handled by children and adult visitors and are permitted to be taken offsite.

*Book Collection:* Books that are used for display and research by staff and volunteers.

*Display Collection:* Objects that are used as props for display purposes and do not have any particular historical value.

*Christmas Collection:* A large collection of Christmas ornaments and decorations, the bulk of which was bequeathed to Stranahan House by the estate of Mary Porter of Fort Lauderdale.

### **Collections' Strengths and Weaknesses**

As noted, the objects documented as owned by the Stranahans are a key aspect of the collection, second only to the house itself. The major weakness of the collection is the overall lack of records and the collecting practices of the past that allowed objects into the museum that are inappropriate for the interpretation of Stranahan House. Allocating adequate storage and work space for the collections is also challenge. Regarding the content of the collections, the museum owns insufficient objects that help to tell the story of the Stranahans' relationship to the local African American community.

### **Statement of Authority**

Authority to acquire museum objects within the budget limits for acquisitions is delegated to the Museum Executive Director, in consultation with the Collections Manager. No volunteer, staff member or board member may obligate the museum to accept objects without the written approval of the Director. If a donor wishes to place limitations on a gift, those limitations must be approved by the board, under the board's regular practices.

### **Collecting Objectives and Limitations**

Going forward, the museum will collect objects according to the following priorities:

- 1) Objects documented as being owned by Frank or Ivy Stranahan.
- 2) Objects that accurately reflect the inventory of the Stranahan Trading Post.
- 3) Objects that accurately reflect the Stranahans' relationship with the African American community.
- 4) Objects with Stranahan associations that aid in the interpretation of Stranahan House.
- 5) Objects from Stranahan family members that have particular importance to Stranahan House.
- 6) Period authentic objects to augment the interpretation of Stranahan House or to replace inappropriate items currently on display.
- 7) Reproduction pieces that can be used in the Education Collection.

Object collection will be limited by the following criteria:

- a) Time Period: 1890s to 1920s.
- b) Geographic Location: South Florida.
- c) Subjects: History of Frank and Ivy Stranahan, history of the city of Fort Lauderdale, history of Stranahan House.
- d) Themes (as they relate to the above mentioned subjects): Seminole Indians, pioneer life, women's rights, African American local history, education, South Florida architecture, real estate and commercial development, civic organizations, hurricanes, environmental issues.
- e) Use: Objects in the collection are intended for display, interpretation, outreach, and research.

Objects must be in good condition to be accepted as additions to the collections. Objects that do not serve the objectives as defined in the Statement of Purpose will not be accepted.

### **Acquisitions and Accessions**

Definition: Acquisition refers to an object obtained by the museum and does not mean that a transfer of ownership has taken place. Acquisitions cannot be added to the collection, registered or cataloged until they have been accessioned. If the museum adopts an acquisition by accessioning it, the object is to be held in the public trust and administered according to the Museum's Collections Management Policy.

Objects acquired for Stranahan House's collections may be acquired by gift, bequest, exchange or purchase. All objects acquired for the collections shall be registered, and information about the objects and their source of acquisition shall be organized in a permanent record.

Representatives of Stranahan House will not appraise donations; appraisals for the purpose of establishing tax deductible value are the responsibility of the donor. All donations shall be considered outright and unconditional gifts to be used or not used at the discretion of Historic Stranahan House Museum. The Museum will not guarantee that the objects will be exhibited, retained in the collection or preserved in their current state.

**Criteria for Acquisitions:**

- 1) All collected objects must fit within the museum's scope of collections, thus furthering the mission and purpose of Historic Stranahan House Museum.
- 2) Historic Stranahan House Museum must be able to provide adequate storage, care, security, maintenance and conservation for the object or collections of objects.
- 3) The object or collection of objects cannot be encumbered by restrictions, thereby allowing Historic Stranahan House Museum the full and complete ownership and freedom of use as permitted by law
- 4) The conveyor of the object or collection of objects is the legal owner or authorized agent for the legal owner.

**Restrictions on Acquisitions:**

- 1) No object or collection of objects shall be knowingly acquired which are known to have been illegally imported into, or illegally collected in the United States contrary to state or federal law, regulation, treaty or convention.
- 2) No object or collection will be accepted unless accompanied by all rights, copyrights, title and other interests

**Acquisition Process:**

Gifts – The Museum requires sufficient documentation that each gift the Museum receives is valid, i.e that the donor intended to make a gift of the property and that the museum received the property and accepted it as a gift. Donors will sign a Deed of Gift form containing language that describes the object or objects and legally transfers ownership to the museum. (See Appendix B) Partial or fractional gifts may only be accepted if a contract is executed requiring the owner to transfer the remaining interest to the museum within a specified time period. Restricted gifts should be avoided.

Purchases – Museum staff should consider the fairness of the purchase price and the relative importance of the object to the collection, and whether a comparable object may be obtained by gift or bequest. Museum funds must be available to cover the cost of purchase, transportation, documentation, conservation and storage of the object. The Museum is prohibited from purchasing objects for its collections from volunteers, staff or board members.

Exchanges – Exchanges are restricted to nonprofit museums and educational institutions to insure that museum objects remain accessible to the public. A written agreement between the organizations will specify what will be transferred and which organizations will be responsible for packing and shipping.

Bequests -- Bequests are treated similarly to gifts and are documented with a Deed of Gift signed by the donor or the donor's agent. The museum is under no obligation to accession bequests and will only accept bequests that fit into the museum's collection plan.



**Accession Process:**

Each object or group of objects that has been accepted into the Museum's collections shall be assigned an accession number. An accession record will be established for the object or group of objects documenting a description of the object(s), where the object(s) came from, and how the object(s) came into the Museum's possession. This information shall be kept electronically in addition to paper records.

**Loans****Outgoing loans**

Object(s) will be loaned only to qualifying museums, historical societies, educational or cultural institutions for educational or exhibition purposes. Under no circumstances will Stranahan House loan objects from its Permanent Collection to private individuals for personal use.

The Collections Manager will evaluate written requests for loans and make a recommendation to the board of directors for final approval. The Collections Manager will consider the impact the loan of the object(s) may have on the interpretation at Stranahan House Museum, if the borrowing institution has appropriate insurance and security measures in place according to industry standards, whether the object(s) is in stable condition and will not be damaged by the packing or transportation process, and if the borrowing institution meets any other conditions listed in the Outgoing Loan Agreement.

**Incoming Loans**

Stranahan House Museum accepts loans from peer organizations of objects that help to fulfill the museum's mission and purpose to be used in exhibits or for educational purposes. Loan forms will specify usage, duration of the loan, condition of storage, authorized handling and insurance terms. The Board of Directors will approve any incoming loans based on the Collections Manager's recommendation.

Loans will be limited to five years, but may be renewed. If the lending institution wishes to terminate the agreement, the lending institution must notify Stranahan House in writing at least 45 days in advance.

While the loans are in Stranahan House's possession they will be handled, stored and exhibited with the same level of care provided to objects owned by Stranahan House unless otherwise stipulated by the lending institution. Stranahan House will not clean, conserve or repair loaned objects without the permission of the lending institution.

In the past, Stranahan House has accepted loans from private individuals but will no longer do so unless the object(s) is deemed by the Collections Manager or Executive Director to be critically important to the interpretation of Stranahan House.

## **Old Loans**

Every effort will be made to return loaned objects to their rightful owners. In the event that lenders have abandoned their property under the conditions set forth in Florida Statute 265.565, Stranahan House will abide by the requirements and remedies available under the state law.

## **Deaccessioning and Disposal**

Definition: Deaccessioning is the process by which an object is permanently removed from the museum's collections. The deaccessioned object is then disposed of in an appropriate and approved manner.

Museum objects should be retained permanently if they continue to be within the scope of the collecting policy and if they are relevant and useful to Historic Stranahan House Museum's purposes and activities. Accessioned objects may be deaccessioned and disposed of when conditions no longer prevail or in the interest of improving the museum's collections.

Deaccessioning is a standard aspect of collections' management, but the process must be cautious, deliberate and scrupulous. Stranahan House will act in an ethical manner and comply with all applicable Florida laws and statutes.

Criteria: Museum objects to be considered for deaccession must meet at least one of the following criteria:

1. The object is outside the scope of the museum's mission, purpose or collecting plan or policy.
2. The object lacks physical integrity or is deteriorated beyond the possibility of repair or restoration and is no longer suitable for exhibition or research.
3. The object has been found to be a fake or forgery.
4. The object is the personal or cultural property of an individual or entity that must be returned to the original owner or the owner's descendant.
5. The object's documentation has been determined to be inaccurate and new information renders it inappropriate for the collection
6. The object is an unneeded duplicate or a copy, is incomplete, less important, or made from inferior material
7. The object is beyond the museum's ability to maintain and can no longer properly preserve, store or use the object.

## **Deaccessioning Process:**

Objects to be considered for deaccessioning may be recommended by the Collections Manager in consultation with the Executive Director for consideration by the Board of Directors. All objects proposed for deaccessioning must be examined by the board members; if the objects are inaccessible, photographs may be substituted. A description of the objects under consideration will be distributed to the board along with information regarding the source or provenance of the objects, the reason for deaccessioning and the recommended means of disposal.

After the board approves the deaccession, a Deaccession Form stating the reason for the deaccession will be filled out and signed by those making the decision and dated. (See Appendix B)

The Museum retains all documentation for deaccessioned objects as part of the permanent record. The accession, registration and catalog numbers of deaccessioned objects cannot be re-used.

### **Disposal**

Appropriate methods of disposition include sale, transfer of ownership, and destruction. The method chosen will be based on the best interests of Stranahan House.

Sale of deaccessioned items should be handled by a disinterested third party at a public sale or auction. They should not be sold in the gift shop. To avoid giving special advantage to museum stakeholders, deaccessioned objects may not be sold to a museum employee, board member or immediate family member of the same, unless the purchase is conducted at a public sale or auction.

Objects that are severely deteriorated, forgeries or composed of hazardous materials can be destroyed in the safest and most appropriate manner. The destruction process should be witnessed by an impartial observer.

Identification numbers will be removed from disposed objects, unless transferring to another museum.

### **Use of proceeds from deaccession**

The proceeds from any deaccessioned object must be used for acquisitions and direct care of the collection, including conservation.

### **Collections Care**

Stranahan House assumes responsibility for the care of its collections in order to ensure that they are in good condition for exhibition today, as well as preserving them for the benefit of future generations. This care includes protecting the collections against agents of deterioration

such as fire, water, pests, pollutants, light and radiation, incorrect temperature and relative humidity, neglect and theft, as well as providing preventative conservation and conservation treatment when needed.

Stranahan House strives to provide a high standard of care for all of the elements in its collections. Funding and staffing limitations, however, require prioritizing the collections and allocating collections-care resources accordingly. Within this framework, objects in the Stranahan Collection will receive first priority of care; objects in the Period Collection will receive second priority; and objects in all the remaining collections will receive third priority.

**Staff responsibilities:**

- The Records and Collections Manager is responsible for monitoring the overall security and condition of the collections, display areas and storage rooms and to report any adverse conditions to the executive director and recommend corrective action. He or she is also responsible for training and supervising staff and volunteers in the proper handling of objects in the collections; writing procedures for proper collections care; and conducting regular inventories of the collections.
- The Caretaker is responsible for monitoring and maintaining the museum's HVAC system, fire suppression system, security system and pest control program.
- The Executive Director is responsible for creating and managing the collections' care budget, approving expenses and authorizing conservation treatments. The Director also supervises staff and volunteers in the proper handling of objects when needed.
- The Housekeeper is responsible for learning and following housekeeping procedures specific to historic houses. Stranahan House will create a housekeeping procedure for this purpose.
- All staff and volunteers are responsible for ensuring that members of the public are prevented from damaging, either by accident or intent, any object or objects in the collections. Maintaining the collection according to conservation standards raises the public's awareness of preservation issues.

**Preventative Conservation**

Preventative conservation of the collections in a historic house museum presents many challenges. The majority of the collections are on display in open rooms where it is

difficult to fully control the environment. Protecting and preserving the collections must be balanced against the public's access to the collections and preservation of the building itself. Stranahan House is in the process of assessing the condition of its collections and will develop a long-range conservation plan. In the short term, the museum will develop an action plan to prevent damage and minimize deterioration of its objects. The measures in this short term action plan will lead staff and others to:

- Know the causes and recognize the symptoms of object deterioration
- Monitor, record and control environmental agents
- Inspect the condition of objects
- Develop an integrated pest management program
- Practice proper handling, storage, exhibit, housekeeping and packing and shipping techniques and use proper materials to do the same
- Develop an emergency operation plan for the museum.

### **Handling Objects in the Collection**

Professional standards and supplies will be used when handling or moving museum objects.

Staff and volunteers who assist the Records and Collections Manager will receive formal training in safe object handling techniques. Only trained staff and volunteers are permitted to handle objects under the supervision of the Records and Collections Manager or the Executive Director.

The Caretaker has the responsibility to move furniture and other museum objects in the course of regular maintenance and emergency events.

Museum staff and contractors responsible for cleaning exhibit and storage space will adhere to object handling procedures and standards.

The Records and Collections Manager will supervise all packing and shipping of objects that leave the museum's premises.

If any object is damaged, the Records and Collection Manager or the Executive Director will be notified immediately.

### **Conservation Treatments**

It is in the museum's best interest to spend its limited resources on preventative care rather than on costly conservation treatments. Adhering to preventative conservation practices will greatly reduce the need for individual objects to receive conservation treatment. Conservation treatment should only be considered as a supplement to and not an alternative for preventative care.

Factors to be considered in determining if an object will receive conservation treatment include the condition of the object, the priority of the object as it relates to the museum's mission, the object's historical significance, recommendation of a conservator, and the technical feasibility and cost of treating the object. A trained professional conservator will be consulted before determining whether to treat an object, and all conservation treatments must be approved by the Executive Director and be carried out by trained professional conservators.

### **Special Care of Sacred or Culturally Sensitive Objects**

Objects deemed to be sacred or culturally sensitive will be treated with care and respect. The museum will adhere to the applicable laws regarding the Native American Graves Protection and Reparation Act. (NAGPRA)

### **Storage Environment**

Objects from the permanent collection not on display will be kept in the second-floor storage closet in the museum. Best efforts will be made to monitor and control temperature, relative humidity, light levels and pests in the storage area. Objects will be housed in archival materials and clearly labeled.

The Knox Collection is housed in a self-contained locked cabinet in the administrative office.

There is no off-site storage for the permanent collection. Objects from the secondary collections, including the Christmas, Education and Display Collections, may be stored at the Museum's secure and air-conditioned off-site storage unit.

### **Pest Control**

The museum will develop an Integrated Pest Management program based on preventative measures such as inspection, record keeping, sanitation and housekeeping so that pesticides are used only when other methods will not work. The goal of the Integrated Pest Management program is to protect the museum and its collections from pests and to reduce the amount of pesticides used in the collections.

When pesticides are necessary, care will be taken to choose a pesticide that minimizes the risk of harming the collections. Contractors will provide the museum with a Material Data Safety Sheet (MSDS) containing information on the manufacturer's name and contact information, hazardous ingredients, physical and chemical characteristics, fire and explosion hazard data, reactivity data, health hazard data, safe handling and

use, and control measures. MSDS sheets will be kept in the collections management binder.

## **Inventories**

Inventories noting the location and condition of objects in the collections help to prevent losses and damage. Full inventories will be conducted every five years. Because the Stranahan Collection and the Stranahan Loans are the most important elements of the collections and are relatively small in number, they will be spot inventoried on an annual basis.

Inventory records will be entered into the museum's electronic database and a hard copy will be stored off-site. The Records and Collections Manager is responsible for supervising inventories and maintaining inventory records.

## **Access and Use**

The Museum strives to provide the public with the greatest access possible to its collections while ensuring the objects' preservation. The majority of the collections are on open display in furnished interiors. Visitors are educated on the importance of not touching the objects and are monitored by staff or trained volunteers at all times. The museum avoids using "Do not touch" signs or rope barriers, but does employ them occasionally as needed.

The collections storage area is closed to visitors. Visiting museum professionals and researchers may be given access to collections storage areas with the permission of the Records and Collections Manager or the Executive Director, on a case by case basis.

Access to collections records is limited to staff, interns and trained volunteers. The Executive Director may grant permission to others on a case by case basis.

### **Use of Exhibition Space**

The museum's house and grounds are available for special events, receptions and rentals. Guests at these events may be granted access to the house and its collections as part of a supervised docent led tour. At the Executive Director's discretion, some areas of the house and grounds may be closed to these guests. Food, beverages, flowers, live plants and open or enclosed flames are not permitted in the museum.

### **Photography Policy**

Museum visitors are permitted to take non-flash still photographs of the collections, house and grounds for personal use only. Sale of such photographs is strictly prohibited. Visitors are not permitted to take videos of the collections, house or grounds, without the express permission of the Executive Director.

Commercial photographers are charged a fee negotiated by the Executive Director to photograph or video the collections, house and grounds.

Photographs and videos produced by photographers contracted by Stranahan House, Inc., are the property of Stranahan House, Inc., and the museum retains copyrights of such photographic products.

### **Insurance and Risk Management**

Stranahan House is insured by XXXX, XXXX is the account manager. The insurance carrier for property insurance is XXXXXXXX. The policy number is XXXXXXXXXX.

The museum building is covered for Historic Replacement Cost coverage for XXXXXXXX; the contents of the museum, including the collections, are insured for Historic Replacement Cost coverage for XXXXXXXX, including XXXXXXXX for Fine Arts coverage. Objects on loan to the museum or otherwise in the museum's custody and care are covered under this policy. Valuable Papers and Records are insured under a supplement to the Historic Property Coverage.

Stranahan House plans to conduct a risk analysis in 2014. At the present time, the museum has procedures in place to guard the collections against theft and vandalism, and to mitigate potential hazards including fire, flood, wind and hurricane.

Stranahan House has an Emergency Response Plan that is out of date. Plans are to revise the plan in 2014.

### **Intellectual property**

The museum is committed to complying with all applicable laws regarding intellectual property.

Donors to the collections will be asked to transfer to the museum all title and interest, including copyright, trademark and related interest. In instances when the donor does not own the copyright, or when the copyright ownership cannot be documented, the museum will not grant rights to reproduce objects in the collection for any purpose, other than that allowed under the fair use provisions of federal copyright law.

Materials created or installed by museum staff while produced in their capacity as employees of the museum are considered property of the museum. The museum has the right to copyright, patent or trademark materials such materials, and is entitled to receive fees or royalties earned in conjunction with such materials.



## Review and Revision

The Records and Collection Manager will review the Collections Management Policy annually and make recommendations for any changes to the Executive Director for board approval. The policy will be comprehensively reviewed every ten years by a committee consisting of the Records and Collections Manager, the Executive Director and the Preservation Committee (or other board committee with responsibility for collections.)

## Appendix:

- 1) Fort Lauderdale Historical Society Loans: List of known loaned objects from the Fort Lauderdale Historical Society.
- 2) Examples of Stranahan House Collections Forms: Temporary Custody Receipt, Deed of Gift Form, Acquisition Form and Deaccession Form.

## Works Consulted

Dumbarton House, *Collections Management Policy*, 2003.

Historic Columbia Foundation, *Collections Department Policy and Procedures Manual*, 2008 revised

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