

## Chapter 2: Accessioning

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## BASIC REQUIREMENTS FOR NPS ACCESSIONS

Accession all objects, specimens, and archival and manuscript collections that are part of the park's museum collection. Accession museum collections when you receive them.

Only accession museum collections that fit within the park's Scope of Collection Statement and that the park can manage according to NPS policies and standards.

An accession can be from only one source. Accession museum collections as one of the following types of transactions: gift, purchase, exchange, transfer, field collection, or incoming loan. Read the appropriate sections of this chapter for the type of accession you are documenting. There are special documentation requirements that you should be aware of for each accession type.

There must be a transfer of ownership document for a gift, purchase, exchange, or transfer.

- gift – Deed of Gift (Form 10-830 Rev.)
- purchase – an appropriate purchase document, such as a DI-1 or Procurement Request and invoice
- exchange – exchange agreement
- transfer – Transfer of Property (DI-104)

Field collections, such as archeological and natural history collections, are collected on park property. Field collections don't require a transfer of ownership document. Use the Accession Receiving Report (Form 10-95 Rev.) to document field collections.

Incoming loans require an Incoming Loan Agreement (Form 10-98 Rev.) to document transfer of custody.

The superintendent must approve all accessions and sign all transfer of ownership documents and incoming loan agreements.

Assign an accession number to all accessions. The NPS accession number consists of the park acronym, a dash, and a number. Tag the objects in the accession with the accession number and store them in an accession storage area until you can catalog them.

Isolate infested or unsafe collections immediately to avoid contaminating other material. Stabilize these collections after consulting with a conservator.

Enter all accessions into ANCS+. Print the accession forms from ANCS+.

Complete an Accession Receiving Report (Form 10-95 Rev.) that lists the objects in the accession for all accessions. Record the condition of the objects.

Enter all accessions into the Accession Book (Form 10-256).

Set up an accession folder for each accession. Store all documents for the accession in the folder.

Store all accession folders and the accession book in an insulated, locked file. Control access to this file.

## CHAPTER 2: ACCESSIONING

### A. Overview

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1. *What is accessioning?*

Accessioning is the process of officially accepting items into National Park Service (NPS) museum collections. Accessioning establishes legal custody and ownership and provides information on how the NPS acquired the items. This chapter discusses the various ways to acquire collections and explains the basic procedures for documenting accessions.

2. *Who must follow this chapter?*

The staff person responsible for the museum collection must follow this chapter to accession museum objects and archival collections. You must accession all items that are part of the park's permanent museum collection and all incoming loans.

See Section A.6 of Chapter 1 in this handbook for information on staffing requirements for museum collections.

***The NPS treats incoming loans as accessions. This chapter includes procedures on incoming loans. An incoming loan establishes custody but not ownership.***

### B. General Information on Accessions

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1. *What is an accession?*

An accession is the acquisition of a single item or a group of items:

- from one source
- under one type of transaction (for example, gift)
- on one date

For example, an individual may sell a rifle to the park, and at the same time donate twenty Civil War documents. You would record this as two accession transactions: a purchase and a gift. If the same individual donates additional material one month later, this would be a third transaction. An accession can have one object or thousands of objects.

2. *What are accession records?*

Accession records document the legal transaction that establishes ownership (title) and custody of museum objects. Accession records also document general information about the accession. They consist of the accession book, the accession file, and the Automated National Catalog System (ANCS+) accession database. The accession file contains all pertinent documentation about the accession. It's important to keep records of all the steps you take in the acquisition process.

***The accession book and accession file are permanent park records that must remain at the park. Restrict access to these records to the extent permitted by law.***

**Note:** Catalog records provide detailed information about the items in an accession. All museum items must have both an accession number and a catalog number. Refer to Chapter 3 in this handbook for information on cataloging.

3. *When do I accession objects?*

You must accession objects upon receipt. Accessioning is the first step in documenting museum collections. No park should have an accessions backlog.

**Note:** In 1984, the Director issued a call to accession all museum collections. The call also included an instruction to keep up-to-date accession records for all future accessions.

4. *How soon must I catalog objects after accessioning them?*

Catalog accessions as soon as possible. Accessioned but uncataloged objects are a backlog of work that needs immediate attention. This material isn't a useful part of the collection until you catalog it. Uncataloged material is also more vulnerable to theft, since it lacks identifying numbers and descriptive catalog record data.

5. *What are the types of NPS accessions?*

There are six types of NPS accessions:

- gift
- purchase
- exchange
- transfer
- field collection
- incoming loan

Gifts, purchases, exchanges, and transfers are permanent and involve a transfer of ownership (title). Field collections document the collection of objects that are already park property. Incoming loans are temporary accessions involving a transfer of custody, not ownership.

Refer to Sections F-Q for specific information on the types of accession transactions.

**Note:** If you're not sure which accession type to use, consult your regional/support office (SO) curator or other curators with similar transactions. Once you make a determination, justify the decision in the accession file.

6. *What is a transfer of ownership document?*

Each accession must have a document transferring ownership (title) or custody. The type of document depends upon the type of accession transaction. For example, you must use a deed of gift to document accessions that the park receives as gifts. The document provides the basis for the park's claim to legal title and custody.

Refer to Sections F-Q for specific information on the types of accession transactions.

7. *Where do I get the forms for accessioning?*

Use ANCS+ to print blank or completed accession forms. Use acid-free paper to print the forms.

Acid-free paper is available from the Supply and Equipment Program of the Museum Management Program (MMP), National Center for Cultural Resources.

8. *Who reviews and makes recommendations about potential accessions?*

The curator and curatorial staff review all potential accessions and make recommendations to the superintendent. You should consult subject-matter specialists as needed.

The superintendent may choose to set up a collections advisory committee to review and make recommendations about potential accessions. A collections advisory committee is recommended, but not required, for accessions. The curator should be a member of the committee. Other members should represent relevant disciplines, depending on the type of material to review.

**Note:** The park must use a collections advisory committee for some types of deaccessions. The superintendent may want to use the same committee for accessions. Refer to Section C.4 of Chapter 6 in this handbook for information about the collections advisory committee.

9. *Who signs the transfer of ownership document?*

The superintendent and the authorized source of accession (such as the owner or institutional official) must sign the transfer of ownership document.

10. *Must I accession objects left at the park for identification or consideration as a possible acquisition?*

No. If the objects are there for less than 30 days, you don't have to accession them. However, you should discourage people from leaving objects at the park, especially if you can't provide a prompt response. For periods of less than 30 days, you may use a Receipt for Property, DI-105 (Figure 2.1). Note on the receipt the date that the owner must retrieve the property. Include the owner's name, address, and phone number on the receipt. File and track the receipt by the date of return.

***You must accession material that is left at the park for more than 30 days as an incoming loan.***

**Note:** Frequently taxonomists need to borrow specimens from other repositories to identify species. You can issue a receipt for property in these instances if the park doesn't keep the specimens for over 30 days.

11. *What if previous accessions lack the documentation outlined in this chapter?*

You must make a good faith effort to get the documentation. For example, the accession may lack a transfer of ownership document. If the other party to the transaction is still available, draft the required document and get it signed and dated. Attach a note that the document confirms a transaction made on an earlier date.

In the absence of any legal documentation, record all actions taken to trace the accession. At a minimum, complete the Accession Receiving Report, Form 10-95 Rev. (Figure 2.2). Refer to Section N of this chapter for additional information on recording undocumented accessions.

12. *Can an object have more than one accession number?*

No. An object can have only one accession number, which represents one accession transaction.

***Archival collections can have more than one accession number. Refer to Appendix D: Museum Archives and Manuscript Collections, in this handbook.***

### C. Acquisition Policies

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1. *What is the best accession policy?*

The best accession policy is a good Scope of Collection Statement (SOCS). All parks must have an approved SOCS that provides the basis for reviewing potential acquisitions. This document outlines the type of collections that:

- are essential to fulfilling the park's mission
- will enhance interpretation and research at the site
- legislation requires the park to preserve and maintain

Refer to the *Museum Handbook*, Part I (MH-I), Chapter 2: Scope of Museum Collections, for guidance on writing a SOCS. This chapter also has a section on acquisition criteria.

2. *Must all accessions fit within the SOCS?*

Yes. However, a museum collection may have objects from previous accessions that don't fit within the SOCS. The park's SOCS may also change over the years. In both these cases, you may deaccession objects that no longer fit within your SOCS. Refer to Chapter 6: Deaccessioning, in this handbook.

**Note:** Accessions that involve special short-term loans for exhibit don't have to fit within the SOCS.

3. *Why is it important to make sure that accessions fit within the SOCS?*

When you accession an object, it becomes subject to NPS regulations for museum property. Museum collections require money, staff time, and specialized supplies and equipment for proper maintenance, preservation, and use. For these reasons, you should carefully review acquisitions to make sure that they fit within the SOCS.

4. *May a park acquire collections if it doesn't have the facilities or staff to manage them?*

No. A park should only acquire museum collections that it can manage according to NPS policies and standards.

5. *May I accession collections if I intend to deaccession them?*

No. You may not accession objects outside the park's SOCS with the intent of deaccessioning them. Accessions are permanent additions to the museum collection that must fit within the park's SOCS. You may not acquire a collection with the intention of deaccessioning part of it.

6. *Should I encourage the park to acquire collections?*

Yes. You should make every reasonable effort to acquire museum collections that:

- become available and fit within the park's SOCS

- you can manage and make accessible according to NPS standards

For guidance and justification on acquisitions, refer to:

- the park’s SOCS
- historic furnishings reports
- archival assessments
- exhibit plans
- natural resources inventory and monitoring guidelines
- subject-matter specialists

7. *Do I accession reproductions?*

Yes. You accession and catalog reproductions. You don’t accession living history items (unless they are left on exhibit when not in use) or exhibition aids. Refer to Section IV in Chapter 4 of this handbook for additional information. There are special marking guidelines that help differentiate reproductions from originals.

**D. Special Considerations for Accessions**

1. *What do I need to know about illicit trade?*

Illicit trade involves illegal trafficking in museum items. You need to be aware of the manner in which the current and previous owner(s) obtained the material you plan to accession.

The owner(s) must have collected the material in an ethical manner compatible with professional disciplines and museum standards.

The owner(s) must have collected, exported, imported, transported, or otherwise obtained and possessed the material in full compliance with the laws and regulations of the:

- country of origin
- the United States federal government (including NAGPRA)
- individual states within the U.S.

You must make a reasonable effort to make sure that the owner(s) acquired the objects legally. The amount of effort depends on the type and value of the material. For example, get a complete provenience history from the owner. If you have any doubts about the material, check with organizations or offices that list missing or stolen objects. Refer to Section III in Chapter 4 of this handbook for a list of organizations.

Report suspect materials to the superintendent and the regional/SO curator. If you unknowingly accession objects in violation of this policy, you must make every possible effort to return the objects to the rightful owner.

2. *Are there special acquisition considerations for archival and manuscript collections?*

Yes. It is especially important to get the copyrights for archival or manuscript collections.

If possible, get signed release forms from individuals who appear in oral history or videotapes, photos, digital files, and motion pictures. Without a release form, you must get permission to use these materials in publications or exhibits or provide them to researchers. Refer to the *Museum Handbook*, Part III (*MH-III*), Chapter 3: Publications, for a sample release form.

3. *Are there special procedures for acquiring archival and manuscript collections?*

Yes. Archivists use the process of appraisal and evaluation to determine if a collection has value for a park. Refer to Sections A and G in Appendix D of this handbook for information on the categories of archival value and the appraisal process.
4. *Are there special considerations for acquiring firearms?*

Yes. The acquisition of firearms must be in compliance with all state and local law enforcement regulations. Consult the law enforcement personnel at your park for information on state and local regulations.
5. *Are there special considerations for acquiring NAGPRA material?*

Yes. NAGPRA refers to the Native American Graves Protection and Repatriation Act [P.L. 101-601; 25 USC 3001-3013; 104 Stat. 3048-3058]. The law requires you to consult with affected Native American groups if a proposed accession involves Native American:

  - human remains
  - associated and unassociated funerary objects
  - sacred objects
  - objects of cultural patrimony

Refer to the *Cultural Resource Management Guideline*, Appendix R: NAGPRA, for further information on NAGPRA compliance.
6. *Are there special requirements for acquiring threatened and endangered species?*

Yes. You can only acquire threatened and endangered species if the collector:

  - has a valid permit from the United States Fish and Wildlife Service or the National Marine Fisheries Service to collect a threatened or endangered species, *and*
  - has met all applicable requirements from the state, local government, tribal government, or foreign country to collect a threatened or endangered species

You may receive a gift of endangered or threatened species if the donor:

  - has proof of pre-Act ownership, *and*
  - the specimens haven't been offered for sale since the date of the Endangered Species Act.

***The park must have a permit to purchase threatened and endangered species and objects that contain their parts.***

7. *Are there health and safety considerations when acquiring collections?*

Yes. You need to get any treatment history for objects. This is especially important for organic objects that may have been treated with pesticides such as arsenic. If there is no written record, then interview the source.

Refer to the *MH-I*, Chapter 11: Health and Safety, for information on hazardous materials that have been used on objects. Section 2 in the *Conserve O Gram (COG)* series has information on arsenic, dichlorvos (vapona) and other hazardous materials.

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## **E. Acquiring Copyrights**

1. *What are copyrights?*

Copyrights are special property rights that legally grant creators, such as artists and authors, exclusive rights to their work. The copyrights to a work consist of a group of rights that a creator can transfer separately from the actual work. Copyrights include the right to reproduce a work, to publicly display it, and to distribute copies by sale.

2. *Why is it important to consider copyrights when acquiring museum collections?*

Acquiring an object without acquiring the copyrights can severely limit the park's use of the object. NPS acquisition policy requires parks to:

- determine who owns the copyrights
- if possible, have the owner transfer the copyrights to the NPS

3. *What types of material have copyrights?*

Copyrights cover original material in fixed form, such as paintings, photographs, sound recordings, and archival materials. Refer to the *MH-III*, Chapter 2: Legal Issues, for additional information on the types of material covered by copyrights.

**Note:** Government-produced documents and materials are in the public domain and don't have copyrights.

4. *How do I determine who owns the copyrights?*

The creator usually owns the copyrights to his/her work. If you are acquiring the work from someone other than the creator, ask for supporting documentation of copyright ownership.

Frequently, the owner may not know who has the copyrights. You'll then have to research the copyright status of the work. Refer to the *MH-III*, Chapter 2: Legal Issues, for information on the length of copyright protection. This chapter also includes steps you can take to research copyright.

The U.S. Copyright Office, Library of Congress, publishes several circulars on copyright, including Circular 22: *How to Investigate the Copyright Status of a Work*. Call 202-707-9100, or access their publications on-line at <<http://www.loc.gov/copyright/cires/>>.

5. *How does the owner transfer the copyrights?*

The NPS Deed of Gift, Form 10-830 (Figure 2.3) and sample exchange agreement (Figure 2.8) include copyright ownership and transfer statements. You can use a transfer of copyright statement (Figure 2.7) with purchases and transfers.

***You must have a written transfer of copyright interests.***

**Note:** Materials in an archival collection may contain copyrightable works, such as letters and photographs, from other people. The owner of the collection can't transfer the copyrights to these works. You must negotiate with the original creator to get the copyrights to these works.

6. *What if the owner doesn't want to transfer the copyrights?*

You must seriously consider whether to accept an object/archival collection that doesn't include a transfer of copyrights. If you don't own the copyrights, you have a restriction on the material.

Negotiate with the copyright owner to get as many copyrights as possible. At the very least, get written permission to use the materials for special purposes, such as park publications and exhibitions.

7. *What if the owner is willing to transfer some, but not all, of the copyrights?*

In some cases, the copyright owner may be willing to transfer some, but not all, of the copyrights. Clearly document which copyrights the park is receiving on the deed of gift, exchange agreement, or copyright statement. Also place a prominent note in the accession file to document which copyrights the park doesn't own.

8. *What are some questions to ask when acquiring museum collections that have copyrights?*

When you're acquiring and accessioning objects/archival collections that have associated copyrights, ask yourself the following questions:

- How long are the copyrights in effect?
- Who owns the copyrights? Has anyone researched the copyright status and ownership?
- Has the owner transferred all copyrights in writing? Where is the documentation for the transfer?
- If the owner hasn't transferred all copyrights, which ones does the park own? Which copyrights does the owner keep?
- If the owner won't transfer the copyrights, has there been a review and justification for acquiring the material without copyrights?

Be sure to document the answers to these questions. Store this information in the accession folder.

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## F. Gifts

1. *What is a gift?*

Gifts are outright donations from individuals or institutions, as well as bequests (posthumous gifts made in a will). The donor owns the property and transfers ownership to the NPS. The donor must warrant that he/she has full legal title to the object(s) and has full power and authority to donate the object(s) to the NPS. There can be no liens or other encumbrances of any kind against the gift or title to it.

2. *Who has the authority to accept gifts?*

The park superintendent has the delegated authority, through the Museum Properties Act of 1955, to accept donations. The superintendent cannot redelegate this authority. Single donations valued at \$1 million or more require the Director's approval.

The NPS reserves the right to decline any gift.

3. *How do I document a gift?*

You must use the Deed of Gift, Form 10-830 Rev. (Figure 2.3) to document gifts to the NPS. As part of the accessioning process, complete a deed of gift that lists the objects in the gift. The deed of gift is a formal, legal agreement that transfers ownership and legal rights.

You can print a blank or completed deed of gift from ANCS+. Be sure to print this form on acid-free paper.

Make two copies of the deed of gift. The donor or authorized agent and the superintendent sign both copies of the form. The park keeps one copy in the accession folder, and the donor keeps the other copy.

4. *How do I acknowledge a gift?*

The superintendent should write a letter acknowledging receipt of the gift and thanking the donor for his or her support. If you send the letter with the deed of gift, you can include instructions for the donor to sign and return one copy of the deed of gift to the park. Refer to Figure 2.4 for a sample acknowledgement letter.

The letter is an official and personal expression of appreciation. It makes reference to the objects in the donation, and explains the importance of the donation to the museum. It might also mention that the gift is tax deductible to the extent permitted by law.

For some gifts, you may want to use a gift acknowledgement certificate (Figure 2.5). You can get gift certificates from the Supply and Equipment Program of the Museum Management Program, National Center for Cultural Resources.

You can also credit the donor through press releases, public events, and unobtrusive credit lines. The accession information should include the preferred credit line, if appropriate, such as "A gift from the J.H. Smith Family." Refer to Director's Order #21 for guidelines on donor recognition.

**Note:** You might want to publicize significant accessions to increase public awareness of the museum collection.

5. *Does the NPS prohibit donations from certain sources?*

Yes. Refer to Director's Order #21: Donations and Fundraising, for a list of prohibited sources of donation. For example, a park can't accept donations from persons or entities when acceptance would create a conflict of interest or the appearance of a conflict of interest for the NPS or the Department of the Interior.

6. *When should I refuse a gift?*

The superintendent should decline to accept a gift if:

- the material doesn't fit within the park's SOCS
- the park doesn't have the facilities or staff to manage the material according to NPS standards

- the object is not in good condition

**Note:** When declining a gift, thank the potential donor for his/her interest in the museum, and explain why the park can't accept the material. If possible, note other parks or museums that may have an interest in the material. The American Association of Museums (AAM) *The Official Museum Directory* is a good source for non-NPS museums.

7. *Can a park refuse a bequest?*

Yes. A park can refuse a bequest or only accept part of the material in the bequest. Consult the regional/SO curator before refusing a bequest. Other parks may be in need of the material.

8. *Are there special considerations for bequests?*

Yes. The lawyers for the estate may use a deed of gift or gift of personalty to document the gift. With the approval of the estate lawyers, you may use the NPS deed of gift form as the title transfer document.

In addition, document the bequest with:

- a copy of the provision of the will that concerns the bequest
- a final receipt accepting the objects in the bequest

**Note:** A bequest is not final until a court approves the administration of the estate.

9. *Can a park solicit donations?*

No. You may not ask for a donation of museum objects. Refer to Director's Order #21 for prohibitions against soliciting.

You may:

- describe the needs of the museum if a potential donor expresses interest
- respond to questions on how to make a donation
- get your friends group to approach a potential donor for you
- describe the needs of the museum to the general public

10. *Can a park receive a donation for a fractional interest in an object?*

Yes. This is a rare transaction, but a park can acquire an object as a partial gift and a partial purchase. The park pays a portion of the value of the object, and the seller donates a portion of the value. Record the transaction as a purchase, but document the partial donation with a deed of gift. Document the entire transaction on the accession receiving report.

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## G. Gift Considerations

1. *Does a gift automatically include copyrights?*

No. The Deed of Gift, Form 10-830 Rev. (Figure 2.3) allows the donor to transfer all copyrights. If the donor won't, or can't, transfer all copyrights, delete the copyright phrase from the deed of gift by drawing a line through it. Have both parties initial the change.

You should make every effort to get all copyrights when receiving gifts. Be aware that past gifts may not include copyrights.

Refer to Section E in this chapter for additional information on acquisitions and copyrights.

2. *Can a donor place restrictions on a gift?*

In accordance with NPS policy and general museum practice, you should only accept unrestricted gifts. Only the regional director can allow an exception to this rule. Gifts or bequests must be free of restrictions as to their use and future disposition. However, museum collections are subject to legal restrictions, such as privacy laws and classified data. Refer to the *MH-III*, Chapter 2: Legal Issues, for information on use and access restrictions.

You must carefully evaluate any restrictions on a proposed gift. Consult the regional/SO curator or solicitor or the DOI solicitor. Consider the park's need for the material, its intended use, and the impact of the restrictions on future collections management. Discuss potential gift restrictions, and negotiate with the owner for a more acceptable agreement.

Although counter to NPS policy, your collection may contain past acquisitions with donor restrictions. You must honor these restrictions to the extent allowed by law. Refer to the *MH-III*, Chapter 2: Legal Issues, for information on donor restrictions and the Freedom of Information Act (FOIA).

3. *Can I accession gifts into the collection to use in a deaccession?*

No. Gifts are permanent additions to the museum collection. You can't accession a gift with the intent to later deaccession the objects. Refer to Chapter 6: Deaccessioning, of this handbook for information on potential tax liabilities and the deaccession of gifts.

4. *Are donations tax deductible?*

Yes. Donations to the NPS are tax deductible to the extent permitted by law. The donor is responsible for:

- establishing the value of a gift for tax deduction purposes
- meeting Internal Revenue Service reporting requirements
- completing a Noncash Charitable Contributions form (IRS Form 8283)
- getting a professional (non-NPS) appraisal for items that total over \$5,000

The NPS must acknowledge a donation that totals over \$5,000 in one year by completing the donee acknowledgment portion of Form 8283. The donor will give you the form. Contact the regional/SO curator and regional solicitor if you have questions about noncash charitable contributions.

5. *Can NPS staff appraise donations?*

No. NPS staff may place values on objects for internal documentation and insurance purposes only.

***NPS staff can't give donors monetary appraisals for donations.***

Refer to Section IX in Chapter 4 of this handbook for information on appraisals.

6. *Are there special considerations for gifts of archival and manuscript collections?*

Yes. Getting all copyrights is especially important for archival and manuscript collections. See Section E in this chapter for information on copyrights. Be aware that archival collections may contain sensitive or legally-restricted material.

You also need to be aware of the need to get model and interview release forms as needed for the material in the collection. See Section D.2 in this chapter for information on release forms.

7. *What if I don't have a deed of gift on file for previous accessions?*

All gifts should have a signed, original deed of gift form on file. Gifts that the park received before 1985 might not have a deed of gift on file. Previous accessions may be documented by a donor letter signed by both parties or a last will and testament. Some early accessions may not have documentation of any kind.

Make every effort to get a signed deed of gift form if the donor, or donor's agent is still available. Note the earlier date of donation on the form. Document all your efforts to get a deed of gift. Keep this documentation in the accession file.

8. *May a park receive a donation of NAGPRA material?*

Yes. Consult with the affiliated Native American group when considering the acquisition. You must inform the donor that the park may repatriate the gift in response to a request from an affiliated group. You must add the material to the park's NAGPRA inventory or summary and continue to consult with the affiliated group(s). Follow the guidelines in the *Cultural Resource Management Guideline*, Appendix R: NAGPRA Compliance.

9. *What other types of documentation should I get for a gift?*

Get as much information as you can from the donor. You may not be able to get this information later, and it is of primary importance for documenting the object. Don't be afraid to ask questions. You may receive valuable information. Your interest may lead to additional donations that relate to the object. Donors may even spread the word of your interest, which may result in donations from others.

Make a paper copy of the donor information, and store it in the accession folder. You may also have donor information on media, such as tape or videotape. Place a reference in the accession file that includes the type of media and its location. If possible, create a written transcript of the media.

**Note:** Inform donors that the information they provide will become part of the public record and cannot be guaranteed absolute confidentiality. See Section G of Chapter 1 in this handbook for information on protecting sensitive or confidential information.

10. *Can I restrict access to donor information?*

Yes. Restrict access to donor names and addresses to the fullest extent of the law. You may have to release this information if you receive a Freedom of Information Act (FOIA) request. Refer to the *MH-III*, Chapter 2: Legal Issues, for information on FOIA requests.

## H. Purchases

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1. *What is a purchase?*

When you buy museum objects with park funds, you accession the objects as a purchase. The seller owns the property and transfers ownership to the NPS. The seller must warrant that he/she has full legal title to the object(s) and has full power and authority to sell the object(s) to the NPS. There can be no liens or other encumbrances of any kind against the object(s).

**Note:** Your park association or friends group may purchase museum collections for the park and then donate them to the park. These acquisitions are gifts, not purchases, since park funds were not used.
2. *Who has the authority to purchase museum objects?*

The park superintendent has the delegated authority to purchase museum collections at prices he or she considers reasonable. For major purchases, the superintendent should consult with an optional collections advisory committee or the regional/SO curator.
3. *How do I document a purchase?*

Documentation for purchases varies depending upon how you made the purchase and the purchasing authority for the park. Consult with your procurement staff for the appropriate way to make a purchase. Documentation includes:

  - receiving report copy of the Order for Supplies or Services, Form 10-3470(2-97) or OF-347
  - governmentwide purchase card (credit card) receipt
  - DI-1 Requisition or Procurement Request and invoice or sales slip or vendor's receipt
  - copy of the purchase contract

**Note:** If you don't have an original document, make an archival copy to include in the accession folder.
4. *Can a park use appropriated funds to purchase museum collections?*

Yes. A park can use appropriated funds in its budget for the purchase of museum collections. The curator or staff member responsible for the collection, can include the purchase of collections in budget requests.
5. *Can a park accept donations of cash to use for purchasing museum collections?*

Yes. The Museum Act of 1955 (16 U.S.C. 18f) authorizes the NPS to accept donations and bequests of money to purchase museum collections. Refer to Director's Order #21: Donations and Fundraising for a list of prohibited sources of donation. For example, a park can't accept donations from persons or entities when acceptance would create a conflict of interest or the appearance of a conflict of interest for the NPS or the Department of the Interior.

Single donations of \$1 million or more require the Director's approval.

6. *Can a park solicit donations of money to purchase museum collections?*

No. You may not ask for donations of money to purchase museum objects. Refer to Director's Order #21 for prohibitions against soliciting.

You may:

- describe the needs of the museum if someone expresses an interest in donating money for purchasing museum collections
- respond to questions on how to donate money for purchasing museum collections
- get your friends group to approach a potential donor for you
- describe the needs of the museum to the general public
- have a catalog of needs with cost estimates

7. *Can a park conduct a fundraising campaign for money to purchase museum collections?*

No. However, a NPS partner, such as a friends group, may conduct fundraising campaigns for purchasing museum collections. The NPS partner must have a written agreement with the park. Refer to Director's Order #21 for guidelines on fundraising campaigns.

8. *Can a park establish endowments to provide a permanent source of money to purchase museum collections?*

No. However, a NPS partner, such as a friends group, can establish and manage an endowment for the park. The NPS partner must have a written agreement with the park. Refer to Director's Order #21 for guidelines on endowments.

9. *How do I acknowledge a donation of money to use for purchasing museum collections?*

The superintendent should write a letter acknowledging receipt of the cash donation and thanking the donor for his or her support. You can credit the donor through press releases, public events, and unobtrusive credit lines. The accession information should include the preferred credit line, if appropriate, such as "Purchased through a gift from the J.H. Smith Family." Refer to Director's Order #21 for guidelines on donor recognition.

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## I. Purchase Considerations

1. *Do I need an ownership statement from the vendor?*

Yes. Get an ownership statement when you purchase museum collections. An ownership statement protects the park from purchasing stolen property or property acquired through illicit trade. It also gives a history of ownership for the objects.

**Note:** The need for an ownership statement is dependent on the type of sale and the value of the objects. It is especially important to get an ownership statement from private individuals.

2. *What information should an ownership statement contain?*

An ownership statement should guarantee that the:

- seller is the owner or authorized agent for the owner of the property
- seller owns clear and free title to the objects without liens or other encumbrances
- objects are authentic and of the time period on the bill of sale

- seller has broken no customs, tax, records law, patrimony or other import and export laws or regulations

The seller should also note where he/she acquired the objects. A sample ownership statement appears in Figure 2.6.

3. *Does a purchase automatically include copyrights?*

No. You must have the seller sign a transfer of copyright statement to get the copyrights. A sample copyright statement appears in Figure 2.7.

You should make every effort to get all copyrights when purchasing museum collections. Be aware that past purchases may not include copyrights.

Refer to Section E in this chapter for additional information on acquisitions and copyrights.

4. *May I purchase firearms for the museum collection?*

Yes. However, you must be in compliance with all state and local law enforcement regulations.

***You can't use the governmentwide purchase card to purchase firearms for the museum collection.***

5. *May I purchase NAGPRA material?*

It depends on the material. You may not purchase human remains (either those subject to NAGPRA or those not subject to NAGPRA). In certain situations you may purchase funerary objects, sacred objects, or objects of cultural patrimony, if:

- the seller can verify that the original owner acquired the material legally
- the park acquires the material in compliance with NAGPRA, including consultation with the affiliated Native American group(s)

You must add the material to the park's NAGPRA inventory or summary. Follow the guidelines in the *Cultural Resource Management Guideline*, Appendix R: NAGPRA Compliance.

**Note:** You must be very cautious when purchasing NAGPRA material. It involves careful research and consultation to make sure that you don't acquire material in violation of the law. The park may have to pay for the services of a specialist to do the research.

6. *How do I record purchases that Harpers Ferry Center makes for exhibit or furnishings projects?*

Record objects that Harpers Ferry Center (HFC) purchases for exhibits and furnishings projects as purchases. HFC staff are acting as authorized agents for the park in making purchases with park or center money. HFC provides the park with purchase documentation that includes copies of sales receipts and information about the sale. The park signs a receipt for property when the objects arrive at the park.

7. *How do I record purchases by the park's cooperating association for the park's museum collection?* When the park's cooperating association purchases museum collections for the park, record the transaction as a gift.
8. *What is a purchase contract?* You may want to use a purchase contract for large or complex purchases, such as the purchase of an entire collection. A purchase contract spells out the conditions of the purchase.
9. *What do I need to include in a purchase contract?* There is no standard purchase contract. The content of the contract depends on the purchase. Confer with the procurement staff at the park. The regional/SO curator can assist you with writing a purchase contract. Some things to address in a contract include:
- proof of ownership
  - history of ownership (pedigree/provenance)
  - transfer of all rights, title, and interests
  - transfer of all copyrights
  - NAGPRA issues, if relevant
  - firearms restrictions, if relevant
  - warranty that the collection is free of pesticides and hazards or that they are identified
  - shipping and packing information
  - insurance information
  - date of purchase and possession
  - release forms for archives
10. *Are there special considerations for purchasing archival and manuscript collections?* Yes. Getting all copyrights is especially important for archival and manuscript collections. See Section E in this chapter for information on copyrights.
- Be aware that archival collections may contain sensitive or legally-restricted material. You also need to be aware of the need to get model and interview release forms as needed for the material in the collection. See Section D.2 in this chapter for information on release forms.
11. *Should I get an appraisal for objects that the park wants to purchase?* Yes. Get an appraisal for objects of high value in order to determine a fair purchase price. The seller may have an appraisal for the objects; however, the park may choose to get an independent appraisal.

12. *What other types of documentation should I get for a purchase?*

Get as much information as you can from the vendor. You may not be able to get this information later, and it is of primary importance for documenting the object. Don't be afraid to ask questions. If you don't get a response, document the fact that you asked. File the documentation in the accession folder.

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## J. Exchanges

1. *What is an exchange?*

You can acquire objects for the museum collection through an exchange. You exchange objects that are outside the park's SOCS for objects that fit the park's SOCS. An exchange involves both a deaccession and an accession. The owner of the property you acquire transfers ownership to the NPS. The owner must warrant that he/she has full legal title to the objects and has full power and authority to use the objects in an exchange. There can be no liens or other encumbrances of any kind against the objects you acquire or the title to those objects.

You must be able to justify that the objects you acquire:

- fit the park's SOCS
- fill a need at the park
- will receive adequate care
- are of museum quality, or fit archival appraisal criteria

***Exchanges require the deaccession of museum collections. Refer to Chapter 6: Deaccessioning, in this handbook, for guidelines on deaccessioning.***

2. *Who has the authority to make exchanges?*

The park superintendent has the delegated authority to make exchanges that are fair, justified, and in the public interest. For major exchanges, the superintendent should consult with an optional collections advisory committee or the regional/SO curator.

***The superintendent must consult with a collections advisory committee for exchanges outside DOI (excluding the exchange of natural history specimens). See Chapter 6: Deaccessioning, in this handbook.***

3. *How do I document an exchange?*

You must use an exchange agreement to document an exchange. The exchange agreement is a formal, legal agreement that transfers ownership and legal rights. A sample exchange agreement appears in Figure 2.8. You may create your own exchange agreement, but it must include the introduction and sections 1-9 of the sample exchange agreement.

You can print a blank or completed exchange agreement from ANCS+. Print the agreement on acid-free paper.

Make two copies of the exchange agreement. The superintendent and the

legal owner, or his/her authorized representative, sign both copies of the agreement. The park keeps one copy in the accession folder, and the other party keeps the other copy. If you use the optional deaccession folder, make a copy of the signed agreement for this folder.

The exchange agreement includes the following attachments:

- a list of the objects that the park is acquiring
- a list of the objects that the park is deaccessioning
- appraisals of the objects (this is only required for exchanges outside the federal government)
- an ownership statement (see Figure 2.6 for a sample statement)

**Note:** For exchanges within the federal government, write, “Not Applicable” in Section 4 of the exchange agreement.

4. *Does the NPS prohibit exchanges with certain sources?*

Yes. You must clearly justify and document all exchanges so that they can withstand any public or professional scrutiny. You cannot exchange with sources if there is a real or apparent conflict of interest. For example, NPS employees and their relatives cannot appear to benefit in any way from an exchange.

5. *Does the NPS have an order of preference for sources of exchanges?*

Yes. Follow the order of preference in Section K.2 of Chapter 6 in this handbook. You should try to keep museum objects in the public trust whenever possible. According to NPS procedures and generally accepted museum practice, exchanges with private individuals and non-educational or non-cultural institutions are not recommended. Only exchange with private individuals and entities if the exchange is well justified, and you can't acquire the objects by other means.

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## K. Exchange Considerations

1. *Must exchanges be of equal value?*

Objects in an exchange should be approximately equal in monetary value. However, it is sometimes appropriate to exchange NPS objects for objects of lesser value. This situation might occur when the park has a great need for the objects and has been unable to get them elsewhere. You must fully describe such circumstances in the justification for the exchange. Explain why the exchange is in the best interest of the NPS and the general public.

2. *Must the objects in an exchange be appraised?*

Yes, unless the exchange is within the federal government. The NPS requires formal appraisals for exchanges outside the federal government. Formal appraisals are standard museum practice for determining monetary value. You need appraisals to show that the objects in the exchange are approximately equal in value. Get a minimum of one formal, written appraisal (sometimes referred to as “an arms-length appraisal”) for objects below \$20,000 in value. Get two appraisals for objects over \$20,000 in value. You must have appraisals for the objects you deaccession and the objects you acquire.

**Note:** You don't need to do appraisals for most exchanges of natural history specimens. See question 4 below.

3. *Where can I find information about appraisals for exchanges?*

Refer to Section E of Chapter 6, in this handbook, for information on the appraisals you will need for an exchange. Refer to Section IX of Chapter 4, in this handbook, for information on appraisers and determining the value of objects.

4. *Can I exchange natural history specimens?*

Yes. The exchange of specimens is a common practice among scientists. The exchange of specimens doesn't require review by the collections advisory committee or a formal appraisal. However, for certain specimens, such as paleontology specimens, an appraisal may be appropriate. Consult the regional/SO curator before exchanging natural history specimens.

***You may not exchange type or voucher specimens.***

5. *Does an exchange automatically include copyrights?*

No. Section 5 of the sample exchange agreement allows the owner to transfer all copyright interests. You must include this section in any exchange agreement you create. If the owner won't, or can't, transfer all copyrights, delete the copyright section from the exchange agreement by drawing a line through it. Have both parties initial the change.

***You should make every effort to get all copyrights when receiving museum collections. Be aware that past exchanges may not include copyrights.***

Refer to Section E in this chapter for additional information on acquisitions and copyrights.

6. *Can I acquire NAGPRA material through an exchange?*

It depends on the material. You may not acquire human remains (either those subject to NAGPRA or those not subject to NAGPRA) through an exchange. In certain situations you may acquire funerary objects, sacred objects, or objects of cultural patrimony, if:

- the other party can verify that the original owner acquired the material legally
- the other party, if a museum, is in compliance with the NAGPRA statute
- the park acquires the material in compliance with NAGPRA, including consultation with the affiliated Native American group(s)

You must add the material to the park's NAGPRA inventory or summary. Follow the guidelines in the *Cultural Resource Management Guideline*, Appendix R: NAGPRA Compliance.

**Note:** You must be very cautious when acquiring NAGPRA material in an exchange. It involves careful research and consultation to make sure that you don't acquire material in violation of the law. The park may have to pay for the services of a specialist to do the research.

7. *Are there special considerations for acquiring archival and manuscript collections through an exchange?* Yes. Getting all copyrights is especially important for archival and manuscript collections. See Section E in this chapter for information on copyrights.
- Be aware that archival collections may contain sensitive or legally-restricted material. Be aware that you must get model and interview release forms, as needed, for the material in the collection. See Section D.2 in this chapter for information on release forms.
8. *May I accession objects expressly to use them in an exchange?* No. The park items you use in an exchange must be outside the SOCS. A park may not acquire objects outside the SOCS. In addition, acquiring objects to use in an exchange gives the impression that the park is dealing in collections. There would also be potential tax liabilities if the park acquired an object for the purpose of using it in an exchange. Refer to Section C.7 of Chapter 6, in this handbook, for information on tax liabilities.
9. *Who pays the transportation costs for an exchange?* Transportation costs are negotiable in an exchange. Usually the park pays transportation costs for the objects it is deaccessioning. You can modify Section 10 of the sample exchange agreement as needed for each exchange.
10. *What other types of documentation should I get for an exchange?* Get as much information as you can from the other party in the exchange. You may not be able to get this information later, and it is of primary importance for documenting the object. Don't be afraid to ask questions. If you don't get a response, document the fact that you asked.
- Note:** Keep the original accession documents for the material you deaccession. Provide the other party with copies of documentation needed to manage the objects.

## L. Transfers

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1. *What is a transfer?* When other parks or federal agencies transfer museum objects to your park, you accession the objects as a transfer. The other park or agency transfers title and control of the property to your park. Your park must agree to the transfer. Most transfers occur between parks.
2. *Who has the authority to accept transfers?* The park superintendent has the delegated authority to accept transfers from any federal agency.
3. *How do I document a transfer?* Document a transfer with a Transfer of Property, DI-104 (Figure 2.9). The park or agency that is transferring the objects completes the transfer form and makes two copies. The accountable officer for the other park or agency and the superintendent at your park sign both copies of the transfer. Keep one copy in the accession folder and return the other copy.
4. *Do I need an ownership statement for a transfer?* Yes. You don't necessarily need a signed statement as in Figure 2.6, but you do need copies of the accession or ownership documents. Ownership documents include such items as donor letters, previous transfers of property, and sales receipts. These documents provide a history of ownership for the objects you will accession. File this information in the accession folder.

If you receive a transfer from another park, there should also be a title verification statement on the transfer. Refer to Section L.2 in Chapter 6, in this handbook.

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## M. Transfer Considerations

1. *Does a transfer automatically include copyrights?*

No. You must have the other park or agency sign a transfer of copyright statement to get the copyrights.

A sample copyright statement appears in Figure 2.7.

You should make every effort to get all copyrights when receiving transfers of museum collections. Be aware that past transfers may not include copyrights.

Refer to Section E in this chapter for additional information on acquisitions and copyrights.
2. *How can I find out if other parks or agencies have material for transfer?*

Parks may advertise the need for objects:

  - on the curatorial bulletin board
  - on the Museum Management Program's web site
  - in the Clearinghouse Classifieds newsletter

Other federal agencies have newsletters, electronic bulletin boards, or web sites that may include lists of objects available for transfer. You may also advertise objects available for transfer using any of these options.
3. *What if I don't have a transfer form on file for previous accessions?*

All transfers should have a signed, original transfer of property form. Transfers that the park received before 1985 might not have a transfer form on file. Some early accessions may have very little documentation of any kind.

If you can determine that a previous accession was a transfer, try to get a signed transfer form from the other park or agency. Note the earlier date of transfer on the form. Document all your efforts to get a transfer form. Keep this documentation in the accession file.
4. *May I receive a transfer of NAGPRA material?*

Yes. However, you must have the consent of all affiliated Native American groups.

You must add the NAGPRA material that you acquire to the park's NAGPRA inventory or summary. Follow the guidelines in the *Cultural Resource Management Guideline*, Appendix R: NAGPRA Compliance.
5. *Are there special considerations for acquiring archival and manuscript collections through a transfer?*

Yes. Getting all copyrights is especially important for archival and manuscript collections. See Section E in this chapter for information on copyrights.

Be aware that archival collections may contain sensitive or legally-restricted material. You also need to be aware of the need to get model and interview release forms as needed for the material in the collection. See Section D.2 in this chapter for information on release forms.
6. *Who pays transportation costs for a transfer?*

Usually the receiving park pays the transportation costs for a transfer.
7. *What other types of*

Request copies of all the documentation for the objects you're receiving.

*documentation should I get for a transfer?*

This includes accession records, catalog records, research notes, catalog folder contents, conservation records, and any other information available. The park or agency that is transferring the objects keeps the original documents.

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## **N. Field Collections**

### **1. *What is a field collection?***

Field collections are accessions of museum objects/specimens and field records that are park property. Most field collections are archeology or natural history collections. The authority for collecting objects or specimens is usually a permit or contract.

Accession resource management records as a field collection.

A park produces resource management records in the process of preserving its cultural and natural resources. These records document research, preservation, and restoration work and provide “baseline data” for ongoing management of resources. They include records and files that document resource management projects such as:

- ruins maintenance
- natural science inventories
- historical architecture research and maintenance
- cultural landscape research and maintenance

### **2. *How do I document a field collection?***

There is no transfer of ownership document for field collections, since the park has title to these collections. Use a Receipt for Property, Form DI-105 (Figure 2.1) to document receipt of material from authorized collectors. Print the name of the field collector and the project name on the receipt for property.

Don't issue a receipt for property if the collector doesn't bring the material to the museum. Some collections go directly from the field to a repository for analysis and storage. You'll need to accession the collection and place it on outgoing loan. Note on the Accession Receiving Report, Form 10-95 Rev. (Figure 2.2) that the park didn't receive the collection. Refer to Chapter 5, in this handbook, for information on outgoing loans.

Use the Accession Receiving Report, Form 10-95 Rev. (Figure 2.2) to document information about a field collection. It's important to get information from the collector to complete the report.

3. *What if I receive collections from a field collection over a period of time in more than one batch?*

You may receive more than one delivery of materials (objects/specimens, field records) from a single project. Issue a receipt for property for each delivery. You may assign a single accession number to the material if the project has the same:

- funding source
- project name
- geographic location

You must complete a receipt for property and update the accession receiving report and inventory for each delivery. Add the dates of additional deliveries and other pertinent information about each delivery in the Other Comments field in the ANCS+ accession record. This information will print in the Remarks section of the accession receiving report. Print a copy of the updated Accession Receiving Report, Form 10-95 Rev. (Figure 2.2) for each delivery. Store all copies of the accession receiving reports in the accession folder.

**Note:** For multi-year accessions, remember to make adjustments to your annual Collections Management Report (CMR). Adjust the number of items in the accession after the first year. Note that the adjustment is due to a multi-year accession.

4. *Can I accession field collections that are not at the park?*

Ideally, you should accession a field collection before it leaves the park. However, at times field collections are removed from a park before being accessioned. You must accession these collections as soon as possible. Contact the repository or collector for the information you will need to complete the accession records. Then give the repository or collector the accession information for the collection. It's not a good practice to assign accession numbers in advance.

***Make sure you complete ANCS+ accession records for field collections that are not at the park. Provide accession information to the repository or collector who is cataloging the collection.***

5. *What are field records?*

The term "field records" is sometimes used to describe the associated records that accompany the objects and specimens from an authorized collecting project, such as an archeological investigation. These associated records are a subset of resource management records. Field records include:

- field notes, journals, and diaries
- maps, graphs, and charts
- reports
- databases
- geographic information system records
- photographs, slides, and other documentary images of collecting localities, such as large scale aerial photographs

- correspondence
- audiotapes and videotapes

6. *Do I accession the field records when I accession a field collection?*

Yes. You must accession the field records along with the objects/specimens from a field collection. The permit or contract that authorizes the collection should state that all associated records are the property of the park.

The collector must provide a key to any abbreviations or codes.

**Note:** Collectors frequently keep their original field notes and give copies to the park. This is acceptable. For preservation purposes, it's a good idea to copy all paper field records onto archival paper.

7. *Do field records automatically include copyrights?*

The ownership of the copyrights depends on who created the records:

- When NPS or other federal staff produce field records while functioning in their official capacity as a government employee, the field records are in the public domain.
- Those who produce field records under contract own the copyrights to the records unless the contract states otherwise. The contract should state that:
  - the work (including field records) is a federal work-for-hire, meaning that the contractors have produced the records as part of their responsibilities, and therefore the records are in the public domain, *or*
  - the contractor transfers all intellectual property rights, including all copyrights and release forms, to the park
- Non-federal entities who produce field records under collecting permits own the copyrights to the field records they produce. Parks should try to get the copyrights whenever possible. A good way to do this is to state as a condition of the permit that field records (or copies) and the copyrights become park property.

Refer to the *MH-III*, Chapter 2: Legal Issues, for additional information about copyrights and federal contractors.

8. *Are there restrictions on field records?*

Yes. It is important to note restrictions at the time of accession. By law, you must place restrictions on the location data for:

- archeological excavations, including shipwrecks -- Archaeological Resources Protection Act (ARPA) of 1979 (16 USC 470)
- caves and cave resources – Federal Cave Resources Protection Act of 1988 (16 USC 4301-4309)
- historic resources at risk of harm, theft, or destruction – National Historic Preservation Act of 1966, as amended (16 USC 470-470t, 110)
- information concerning the nature and specific location of mineral or paleontological specimens or objects of cultural patrimony within units

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of the NPS or resources that are endangered, threatened, rare, or commercially valuable – National Parks Omnibus Management Act of 1998 (16 USC 5937)

You should also place restrictions on the following location data; however, these data may be subject to Freedom of Information Act (FOIA) requests.

- Indian sacred sites – Executive Order 13007—Indian Sacred Sites (May 24, 1996)
- nesting sites or specific habitat on threatened and endangered species – Endangered Species Act of 1973, as amended (16 USC 1531-1543)
- paleontological sites

Refer to the *MH-III*, Chapter 2: Legal Issues, for additional information about restrictions and FOIA requests.

9. *What if a field collection involves NAGPRA material?*

Authorized collectors must notify and consult with affected Native American groups about NAGPRA material before it is collected. When accessioning NAGPRA items, get as much information as possible from the collector. This is the most readily available evidence for determining cultural affiliation. Recording this information at the time of accession can make NAGPRA compliance much easier.

You must add the NAGPRA material that you acquire to the park's NAGPRA inventory or summary. Follow the guidelines in the *Cultural Resource Management Guideline*, Appendix R: NAGPRA Compliance.

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## O. Other Field Collections

1. *What is an unauthorized field collection?*

An unauthorized field collection may occur if an individual collects objects/specimens in the park without a permit or contract. For example, visitors may occasionally turn in objects that they have found in the park.

***NPS policies prohibit unauthorized collecting. Strongly discourage this type of accession. Consider returning the objects to their original location, if possible.***

Parks may want to establish a Standard Operating Procedure (SOP) for how to handle unauthorized collecting.

2. *How do I document an unauthorized field collection?*

If you have to accession an unauthorized field collection, record it as a field collection. Use the Accession Receiving Report, Form 10-95 Rev. (Figure 2.2) to record the:

- details of the collection location
- finder's name and address
- name of the staff member who received the material
- any other details that relate to the material or its collection

List the park as the source of accession on the report. Don't issue a receipt for property for an unauthorized field collection.

3. *Do I accession objects that were manufactured in the park as a field collection?*

Yes. Park staff, contractors, or cultural demonstrators may make objects in the park that become part of the museum collection. Accession these objects as a field collection. Have the maker sign a statement that he or she produced the objects while working for the park. Get as much information as possible from the maker about the object. File this information in the accession folder.

4. *Do I accession objects without accession documentation as a field collection?*

Yes. If you are unable to find any documentation to tell how the park acquired the objects, accession the objects as a field collection. Many parks have material from unknown sources in the park museum collection. You may find undocumented material in the collection or in other storage areas of the park.

It may not always be easy to determine whether objects that you find without accession documentation are museum material. The objects should fit within the park's SOCS, or relate in some way to other material in the collection. When in doubt, consult other park staff or your regional/SO curator.

**Note:** If you find out the source of the material at a later date, change the accession information. See Section V.14 for information about changing accession type.

5. *How can I make sure the documentation for an accession is really missing?*

Do a thorough and organized search for the missing documentation. Record everything that you know about the objects and the source of that information. You may want to create a checklist to record the steps you take and the information you find. Some questions to ask include:

- Does the location in which you found the material supply information?
- Can other staff give you information?
- Can you locate former staff and interview them?
- Has someone labeled the material incorrectly?
- Is the material actually part of another accession?

If there is evidence of a source of accession, try to locate the other party to get a transfer of ownership document. Refer to Section B.11 of this chapter.

Be sure to document the sources you contact and the information you find, even if it's negative or inconclusive. Distinguish facts from theories or assumptions. Thorough records can prevent later duplications of effort and add to the interpretive value and history of the collection.

**Note:** Searching for missing accession documentation can be time-consuming and complex. You often don't get any clear-cut answers or solutions. You may want to consult with your regional/SO curator before conducting a search.

6. *How do I accession objects that don't have documentation?*

Enter only the known facts about the accession in the accession book. Use the date of entry in the accession book as the acquisition date. This is the date that the park acknowledged custody of the objects. The source of

accession for collections without documentation is the National Park Service or “Unknown.”

Complete an Accession Receiving Report, Form 10-95 Rev. (Figure 2.2) for the accession. In the Remarks field, describe how and where the material was found and who found it. If you’ve done research on the accession, include a working hypothesis on the source of the material. List the sources you used, including the names and addresses of people you interviewed.

Include your research notes and documentation in the accession folder. Make sure that the accession folder contains all the information that you know about the objects.

7. *Does the park own the copyrights on materials found in the collection?*

The park can’t assume that it owns the copyrights on materials that are found in the collection without accession documentation. Refer to the *MH-III*, Chapter 2: Legal Issues, for information on what types of materials are protected by copyright.

## P. Incoming Loans

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1. *What is an incoming loan?*

Museum collections for which you have temporary custody are incoming loans. There is no transfer of ownership with an incoming loan. The lender is the owner of the property. The park or NPS center is the custodian of the property for a specific period of time. Parks receive incoming loans from other parks, institutions, or individuals. NPS centers receive incoming loans from parks. The NPS treats incoming loans as accessions.

**Note:** Museum collections that are at a park for less than 30 days are not incoming loans. Issue a Receipt for Property, DI-105 (Figure 2.1) when you receive objects for less than 30 days. Note on the receipt the date that the owner must get the property. Include the owner’s name, address, and phone number on the receipt. File and track the receipt by the date of return. If you decide to keep the objects for more than 30 days, you must complete an Incoming Loan Agreement, Form 10-98 Rev. (Figure 2.11).

2. *Why does the NPS accession incoming loans?*

The NPS uses the accession number as the incoming loan number to avoid an additional numbering system. Accessioning incoming loans also provides these objects with the same accountability system that you use for the collections that the park owns.

***You must accession all incoming loans. Follow the procedures in Sections U and V of this chapter.***

3. *For what purposes may I borrow museum objects?*

Parks usually borrow museum objects for exhibition or research. You may borrow museum objects for any reason consistent with the purposes of the park.

**Note:** In general, it doesn't benefit the park to have objects in your collection that you don't own. Limit incoming loans to objects you need for very specific purposes, such as a temporary exhibit.

4. *Must the objects I borrow fit within the park's SOCS?*

No. Objects that you borrow for short-term exhibits and research don't need to fit within the park's SOCS. Objects that you borrow for periods of over a year should fit within the SOCS.

5. *How do I document a loan?*

You must use the Incoming Loan Agreement, Form 10-98 Rev. (Figure 2.11) to document loans to the NPS. As part of the accessioning process complete an incoming loan agreement that lists the objects in the loan. The incoming loan agreement is a formal, legal agreement that transfers custody for a specific period of time.

Refer to Section R of this chapter for additional information on the incoming loan agreement.

6. *For how long may I borrow museum objects?*

Limit the length of incoming loans to three years. You can extend the loan after three years if needed. NPS centers should review and extend incoming loans from parks every ten years.

7. *Must I catalog incoming loans?*

Yes, if you keep them for over a year. You don't have to catalog incoming loans that you keep for less than one year. Cataloging is usually part of the purpose for incoming loans to NPS centers.

**Note:** Don't mark the objects with a catalog number. Tag incoming loans with the catalog number.

8. *Who makes the loan?*

As the staff person responsible for the museum collection, you must review all potential loans and make recommendations to the superintendent.

***The superintendent approves or disapproves all incoming loans.***

Once the superintendent approves the loan, you're responsible for processing, documenting, and tracking the loan.

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## **Q. Incoming Loan Considerations**

1. *May I make third-party loans?*

No. The NPS doesn't permit third-party loans. You may not loan out material that you acquired as an incoming loan.

**Note:** Parks may grant NPS centers blanket approval to make third-party loans for routine conservation, exhibit, or analysis.

2. *Are there special procedures for loans between parks?*

Yes. The incoming loan agreement is optional if you receive a loan from another park. The lending park must follow the procedures in Chapter 5: Outgoing Loans, of this handbook.

If your park is the borrower:

- treat the loan as an incoming loan
- use the lending park's outgoing loan agreement in place of an incoming loan agreement
- follow all other incoming documentation procedures as outlined in this chapter
- place the accession number you assign to the incoming loan on the lender's outgoing loan form

**Note:** For CMR and tracking purposes, you must enter the incoming loan into the Loans In associated module of ANCS+. If you want to have an incoming loan agreement, you can print one from this module.

3. *Are there special procedures for loans between parks and NPS centers?*

Yes. The lending park must follow the procedures in Chapter 5: Outgoing Loans, in this handbook. Refer to Section F of Chapter 5 for special procedures for lending objects to centers.

The NPS center may:

- use the lending park's outgoing loan agreement in place of an incoming loan agreement, *or*
- complete an incoming loan agreement for the park

4. *Must I inventory incoming loans?*

Yes. Incoming loans are controlled property that you must include in the annual inventory. When you catalog incoming loans, enter a "Y" in the Controlled Property field. You must inventory all controlled property annually. Refer to Section I of Chapter 4 in this handbook for instructions on completing a controlled property inventory.

***NPS centers don't treat incoming loans from parks as controlled property. Centers inventory individual objects within the loan that meet controlled property criteria.***

**Note:** You must make incoming loans available for the lender to inventory, as needed. The lender may ask you to verify in writing or by phone the presence and condition of objects.

5. *Are incoming loans subject to NPS collections management policies?*

Yes. Objects on incoming loan are subject to NPS museum management policies. Incoming loans appear on the annual Collections Management Report (CMR). Refer to Section VIII of Chapter 4 in this handbook for information on the CMR.

6. *Where do I get the forms for incoming loans?*

Use ANCS+ to print blank or completed incoming loan forms. Use acid-free paper to print the forms.

Acid-free paper is available from the Supply and Equipment Program of the

Museum Management Program, National Center for Cultural Resources.

7. *Does an incoming loan include copyrights?*

No. Incoming loans don't include copyrights. Copyrights for material on loan stay with the owner of the material. As a condition of the loan, you may negotiate permission to use the materials for special purposes, such as park publications and exhibitions.

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**R. Processing and Documenting Incoming Loans**

You are responsible for processing and documenting the loan transaction. For an overall view of the loan process, refer to Flow Chart Figure 2.14.

1. *Loan Identification and Review*

You or other park staff, such as exhibit specialists or interpreters, may identify objects you want to acquire on loan. If your park has a collections advisory committee, have them review the potential loan. You may also want to consult with the regional/SO curator before negotiating the loan.

Refer to Section B.8 of this chapter for information on the collections advisory committee.

2. *Loan Requests*

Request and arrange loans in advance. You should send a formal letter of request from the superintendent. You and the lender must agree to the terms of the loan. The lender may send you a sample loan agreement and conditions. You may want to send the lender a copy of the Incoming Loan Agreement, Form 10-98 Rev. (Figure 2.11) and Conditions for Incoming Loans, Form 10-98a Rev. (Figure 2.12) for review.

Before approving the loan, the lender may request that you complete a facility report. A facility report provides the lender with written evidence that the park can adequately care for the loan. You can get a facility report from the American Association of Museums or the NPS Museum Management Program.

3. *Insurance*

Non-federal museums, private owners, and state or local agencies may require insurance coverage as a condition for a loan. As the borrower, you're responsible for paying for the insurance. You don't need insurance for loans from other parks or from most other federal agencies. The agency will tell you if you need to purchase insurance.

Refer to Section VII of Chapter 4 in this handbook for information on purchasing insurance.

4. *Shipping*

As the borrower, you are responsible for arranging the shipping with the lender's approval. You pay all the shipping costs. You may negotiate to have the lender arrange for shipping and charge the shipping costs to you.

***Unless otherwise agreed to in writing, parks are responsible for shipping arrangements and costs for incoming loans to NPS centers.***

Refer to *MH-I*, Chapter 6: Handling, Packing and Shipping Museum Objects.

5. *Loan Agreement*

The lender should send you two copies of the lending institution's loan agreement that contains the conditions of the loan. Have your superintendent sign both copies of the agreement, and return one copy to the lender. You must also complete an Incoming Loan Agreement, Form 10-

98 Rev. (Figure 2.11) for all incoming loans. You cannot substitute a non-NPS form for Form 10-98. The loan agreement includes:

- the purpose for the loan
- starting and ending dates
- address and contact names for both parties
- the objects in the loan
- a credit line
- shipping and packing information
- insurance coverage information
- specific conditions concerning the loan

***You can print a completed incoming loan agreement by using the Loans In associated module in ANCS+. Refer to the ANCS+ User Manual for instructions. Print the form on acid-free paper.***

**Note:** See Figure 2.10 for instructions on completing and sending the incoming loan agreement.

## 6. *Attachments to the Loan Agreement*

Attach a list of objects and the conditions for the loan to the loan agreement.

### ***List of Objects***

For large loans, attach a list of objects to the loan agreement. You may attach:

- a copy of the lender's list of objects with the lender's catalog numbers, if appropriate
- a copy of the ANCS+ accession receiving report continuation sheet that includes a list of objects in the accession
- an inventory list or computerized list that you create

**Note:** After you catalog the objects in the loan, you can complete the List of Objects, Form 10-417 (Figure 2.14) using ANCS+. Attach this form to the incoming loan agreement.

The list of objects in the loan should include:

- object name
- brief description
- item count or quantity
- condition
- value (if appropriate)

- space for comment

***Conditions***

Attach the Conditions for Incoming Loans, Form 10-98a Rev. (Figure 2.12) to the incoming loan agreement. If additional conditions are necessary, note them in the additional loan condition section of the incoming loan agreement.

**7. *Signing the Loan Agreement***

Your superintendent and the lending official are responsible for meeting the terms of the loan agreement.

Your superintendent signs two copies of the incoming loan agreement and sends them to the lender. The lender signs both copies, returns one copy to the park, and keeps the other copy.

For incoming loans to NPS centers, the center manager must sign the loan agreement.

**8. *Filing the Loan***

Store all the documents for the loan in the accession folder. Refer to Section V of this chapter for information on the accession folder.

**9. *Receiving the Objects***

When you receive an incoming loan:

- Give the objects time to acclimatize before unpacking.
- Unpack and inspect the objects.
  - photograph packing techniques for awkward or fragile objects to help you when repacking
  - photograph poor packing to document to the lender that the park is not responsible for shipping damage
  - save and reuse the packing materials (if professionally or well-packed) for return of the loan.
- Document the condition of the objects. Photograph any objects that were damaged in shipment. Notify the owner and insurance company immediately, if necessary.

<i><b>If the lender...</b></i>	<i><b>Then...</b></i>
has completed an object condition report,	note any changes or “no change,” date, and sign the report.
hasn't completed an object condition report,	you may want to complete one to protect the park from possible disputes over object condition.

- Record the loan in the accession book (refer to Section U of this chapter for information on the accession book).
- Complete an Accession Receiving Report, Form 10-95 Rev. (Figure 2.2), and create an accession folder. Refer to Section V of this chapter for information on documenting accessions.
- Tag the objects with NPS accession numbers.
- Send a memo or e-mail message to the lender to acknowledge receipt of the objects. Keep a copy in the accession folder.

**Note:** ANCS+ will print an Object Condition Report, Form 10-637 from the condition information you enter on the catalog record.

**S. Tracking Incoming Loans**

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You are responsible for tracking all incoming loans. Keep up-to-date loan agreements for all incoming loans.

1. *ANCS+ Loans In Associated Module*

Use ANCS+ to track incoming loans by return date. By entering your incoming loans into ANCS+, you can print all the loan forms and sort and track your loans by return date. ANCS+ contains all the required fields for loan data.

Refer to Section V of Chapter 4 in the *ANCS+ User Manual* for information on using the Loans In associated module.

**Note:** NPS centers may use a customized version of the ANCS+ Loans In associated module to track incoming loans.

2. *Monitoring and Recall*

All incoming loans, with the exception of incoming loans to NPS centers, should include a regular monitoring schedule. Conducting an annual inventory of controlled property is sufficient monitoring for most loans. You may need to monitor certain objects, such as those on exhibit, more frequently.

You should give at least 30 days written notice to cancel a loan before the termination date. Most lenders reserve the right to end a loan within 30 days written notice.

3. *Loan Extensions*

The lender will usually tell you when a loan is coming due. If you don't

hear from the lender, it is your responsibility to contact the lender.

You may request a loan extension. Give an extension a specific ending date, not to exceed three years. NPS centers can extend incoming loans for up to ten years.

The lender may ask you to update a facility report when negotiating a loan extension. You will also have to extend insurance coverage, if applicable. Provide the lender with a copy of the certificate of insurance for the extension period.

The lender may extend the loan with a loan extension form, letter, or new loan agreement. Review the extension document and have the superintendent sign and return it to the lender. Keep a copy with the original loan agreement. If the lender extends the loan by letter, have the superintendent send a written acknowledgment of the extension. Include the new ending date for the loan in the acknowledgment.

Update the Incoming Loan Agreement, Form 10-98 Rev. (Figure 2.11) with the new extension date and any new loan conditions. Don't create a new incoming loan agreement. Send a copy of the updated agreement to the lender. File all loan extension documentation in the accession folder.

#### 4. *Loan Termination*

Before the termination date of the incoming loan, make arrangements for shipping and packing the objects. You, as the borrower, are responsible for shipping and packing costs.

Pack objects using the same packing methods as the lender. If the objects were poorly packed, refer to *MH-I*, Chapter 6, Handling, Packing, and Shipping Museum Objects. Consult with the lender if you change the packing.

Make sure the lender receives the objects. Contact the lender to verify receipt.

Send a letter requesting the lender to sign the original incoming loan agreement and return it to the park. Keep the signed, terminated loan agreement and all other documentation on the loan in the accession file.

#### 5. *Documenting a Loan Return*

To document the return of an incoming loan:

- Note the return of the loan in the accession book in the Remarks column.
- Note the return of the loan on all other accession documents, including the accession receiving report.
- Enter "Returned" in the Status field in the ANCS+ Loans In associated module.
- Enter "Deaccessioned" in the Catalog Status field on the ANCS+ accession record.
- Enter "Deaccessioned-Loan Returned" in the Object Status field on the catalog records for the objects in the loan.

- Change the Location field on the catalog records for the objects in the loan. Note that the loan was returned.
- Change the Controlled Property field to “N” on the catalog records for the objects in the loan.

***Don't use the ANCS+ Deaccessions associated module for the return of incoming loans. Use this module only when the park owns an item and is giving up ownership. The NPS uses the term “deaccessioned” for the return of incoming loans because the loan has been accessioned. The return of a loan is a type of deaccession, but it involves a change of custody, not ownership.***

**Note:** The return of incoming loans appears in the deaccession section of the Collections Management Report (CMR).

## T. Old Loans

### 1. *What is an old loan?*

The curatorial staff at many parks face the problem of old loans. Old loans may be:

- loans that have expired, and you cannot locate the owner
- long-term loans without a termination date that the lender hasn't claimed
- partially or undocumented loans

**Note:** There is generally some form of documentation, such as a letter, that lets you know that you're dealing with a loan. Refer to Section N of this chapter for information on accessioning objects that you find in the collection without any documentation.

***To avoid the problem of unclaimed loans in the future, attach the Conditions for Incoming Loans, Form 10-98a Rev. (Figure 2.12) to the loan agreement. The conditions include procedures the NPS will follow for unclaimed loans.***

### 2. *Why is it important to resolve old loans?*

The resolution of old loans should be a high priority. Without legal title, you have limited use of these collections, but you must pay the costs of storing and caring for them. The longer you wait, the harder it may be to find the legal owner.

### 3. *How do I go about resolving an old loan?*

First you must know the location and condition of the object and what the park wants to do with it.

Many states have enacted old loan laws. Refer to Figure 2.15 for a listing of state laws. If your park is in one of these states, follow the procedures for your state.

If your state hasn't enacted old loan legislation, follow the procedures in Sections T.4-T.8 below. Consult your regional/SO curator and regional solicitor.

### 4. *How should I contact the NPS Museum Handbook, Part II (2000)*

Send a notice of termination in a certified letter, return receipt requested, to

*lender?*

the last known address of the lender. The letter should include the following information:

- the date of notice
- the name of the lender
- a description or list of the object(s) in the loan
- the dates of the original loan
- your name, address, and telephone number for contacting you at the park
- a statement that the museum wants to terminate the loan and return the objects
- a request for the lender to contact you within 45 days
- a statement that the park will take title to the objects within one year of the date of the notice if the lender doesn't contact the park

<i><b>If...</b></i>	<i><b>Then...</b></i>
you hear from the lender,	terminate the loan or have it converted to a permanent accession, such as a gift.
you don't hear from the lender,	conduct a reasonable search for the owner, heirs, or designees.

5. *What should I do to locate a missing lender?*

You must make a reasonable effort to locate the lender. Be sure to document the steps you take. Your efforts may become evidence if the owner or heirs resurface at a later date and demand the return of the property. Some sources to search include:

- telephone directories
- relatives
- real estate records
- probate records
- vital (death) records
- Web-based national phone directories

During your search for the lender, you may discover that he/she has died. You must then conduct a reasonable search for the lender's heirs. Contact the heirs with a certified letter.

If you are able to locate the lender, heirs, or designees follow the procedures in Section T.4 above.

**Note:** Searching for missing lenders takes time and effort. You must determine what is a reasonable search given the particular circumstances of each loan.

6. *What if I'm unable to locate the lender or legal owner?*

If you can't locate the owner of the objects, you must publish a notice of intent to terminate the loan. Publish the notice in a newspaper of general circulation in the local area of the:

- last known address of the lender, *and*
- park (if different from the lender's address)

Publish the notice twice, 60 or more days apart. The one-year waiting period begins with the second publication.

Address the notice to anyone claiming ownership or other legal interest in the property. The notice should include the same information as the certified letter to the lender. Refer to Section T.4 above. For example:

Second notice to Mr. Jackson B. Smith last of 346 Persimmon Lane, Lancaster, PA. On 8/19/1985 you loaned a miniature painting in a wooden and brass frame to Park National Park. This loan expired 8/19/1988. The park wants to terminate the loan and return the object. Please contact Tom Brown at [park address and telephone number] within 45 days of this notice. The park will take title to the objects within one year of this notice (4/5/2001) if you do not contact the park and make arrangements to terminate the loan. (4/5/2000)

7. *What if someone other than the lender claims to own the property?*

Don't give the property to anyone without proof of ownership. Get enough documentation to prove that the person or institution is the legal owner or authorized representative of the owner.

In the case of an heir or heirs, request a copy of the lender's will. If no will exists, contact a solicitor.

8. *What if more than one person claims to be the owner of the property?*

Don't release the property if there are competing claims of ownership. Wait to release the property until the parties reach an agreement or a court action resolves the dispute.

9. *Does the park own the copyright on materials in unclaimed loans?*

No. The park doesn't own the copyrights on materials in an unclaimed loan. Refer to *MH-III*, Chapter 2: Legal Issues, for information on what types of materials are protected by copyright.

10. *What do I do if the loan remains unclaimed?* If you follow the notification procedures in this section and the loan remains unclaimed, accession the object as a gift. Note the circumstances of the unclaimed loan on the Accession Receiving Report, Form 10-95 Rev. (Figure 2.2) File all the documentation on your search for the lender in the accession file. Don't use a deed of gift form.
- See Section V.14 for procedures for changing accession type.
11. *May I deaccession objects from unclaimed loans?* Yes. If you follow the notification procedures in this section, you may deaccession the objects from unclaimed loans. Be sure to maintain all documentation on your search for the lender. Refer to Chapter 6 in this handbook for deaccessioning procedures.
12. *What do I do if the owner comes forward after I accession the unclaimed loan as a gift?* If you follow the notification procedures in this section, and the loan remains unclaimed, it becomes abandoned property to the United States. You don't have to return the material at this point. However, with a solicitor's written opinion, the park may choose to deaccession the material to the original owner. Use the deaccession type "Return to Rightful Owner." Refer to Chapter 6 in this handbook for information on deaccessioning.

## U. Accession Book

---

1. *What is the accession book?* The Accession Book, Form 10-256 (Figure 2.16) documents the source for every object in the park's museum collection. It contains the sequential log of transactions that prove NPS ownership of museum collections and temporary custody for incoming loans. All material in the park's museum collection must be part of an accession in the accession book. You haven't officially accessioned the material until you enter the accession in the accession book.
- Treat your accession book as a legal document. It may be used in a court of law, if necessary. The value of the book as a legal document lies in the uninterrupted sequence of entries, without missing pages or erasures.
- The accession book is one of your most important museum record-keeping documents. It is designed for permanence. The pages are made of high-quality rag paper. Each page is string-bound into a hard cover. New accession books are available from the Supply and Equipment Program of the Museum Management Program, National Center for Cultural Resources.
2. *May a park have more than one accession book?* No. You may have only one accession book, or set of books, with one series of accession numbers.
- Note:** If the park contains different management units in different geographical locations, you may need an accession book for each unit. Consult your regional or support curator. You must submit a written request to keep an accession book at each geographical unit. Submit the request to the Chief Curator, Museum Management Program, National Center for Cultural Resources.
3. *Should I store the accession book in a special place?* Yes. You must store your accession book in a secure room in an insulated file cabinet with a lock. Monitor and control access to the accession book.
4. *Should I make a copy of the accession book?* Yes. Make an archival photocopy or microform copy of the original accession book. Store the copy in a different location from the original.

Making a copy of your accession book helps to safeguard against loss and potential fraud or abuse.

5. *How do I make an entry in the accession book?*

Be extremely careful when making entries in the accession book. Making a draft entry on plain paper may help you avoid errors. When you make entries:

- Print neatly.
- Use high quality permanent black carbon (India) ink with fountain, quill, or rapidograph pen, or a fine felt-tip permanent ink pen (pigment ink pen).
- Check to make sure the entry is accurate.

**Note:** Pens and ink are available from the *Tools of the Trade* catalog.

***Entries in the accession book should be chronological. Make entries upon receipt of the objects.***

Complete the columns in the accession book as follows:

*Accession Number*

Record the number for the accession. The accession number is a unique number that allows you to connect the objects in an accession to the documentation. Use one number for each accession transaction. Some accessions may contain one object; others may contain thousands of objects.

***Don't repeat or reuse accession numbers.***

Don't use decimals in the accession number. The NPS accession number is in a three-part format:

- The first part is the four-letter park acronym, in the form of "AAAA."
- The second part is a hyphen, which distinguishes the accession number from the catalog number.

A few parks will use a collection designation letter, such as A, B, C, in place of the hyphen. Use a collection designation letter only if your park has approved separate accession and catalog systems under one acronym.

The Chief Curator must approve the designation. Review requests to use a designation with your regional/SO curator. Submit a written request to the Chief Curator, Museum Management Program, National Center for Cultural Resources.

- The third part is the sequential, identification number that you assign to an accession.

Example: DETO-678

## *Date Received*

Record the date that you acquired the material for the museum collection. For gifts, exchanges, transfers, and incoming loans, both the owner and the superintendent must sign the transfer of ownership document or incoming loan agreement. The acquisition date is the later date of these two signatures. This is the date that you completed the transaction and the material became part of the museum collection.

**Note:** It's important to get a signed transfer of ownership (deed of gift, exchange agreement, transfer of property) or incoming loan agreement before, or at the time, you receive the objects. The park doesn't legally own the objects until both the superintendent and the other party have signed a transfer of ownership document.

For purchases, enter the date of the sale. For field collections, enter the date you received the objects. For field collections that won't remain at the park, enter the date you completed the Accession Receiving Report, Form 10-95 Rev. (Figure 2.2). If you receive field collections from the same project on different dates, use the first date of receipt as the acquisition date.

The date you enter in the accession book will become the date of accession.

Enter the date in standard format using the full year. You can abbreviate the month.

Example: Nov 3, 1997

Dates before 1985 may have been entered without a day and month, such as pre1957, or in other formats. Don't reformat earlier dates. If you now know the correct date, add it as a correction to the date field. Don't remove the previous date.

Use the date of entry in the accession book as the acquisition date for old accessions that haven't been entered into the accession book. In the Remarks column, note the earlier date when the objects were received at the park, if known.

## *Description*

Briefly describe and quantify the material in the accession. Use general terms. The accession book has limited space. You won't be able to list all the objects in a large accession. Include a complete inventory or list of objects with the accession receiving report. If applicable, provide the project name and state site number.

Examples: 7 Civil War uniforms and accoutrements  
103 boxes of excavated material from the Hill Site (36CR1947)  
Project 116 Prehistoric Occupations and associated field records  
125 botanical specimens  
one oil painting "Grand Canyon at Dawn" by Thomas Moran

## *Received From*

Record the full name (last name first), address, and telephone number of the source of the accession. The source of accession is the previous owner of the material. If the source of accession is an institution, include the name of the responsible official or contact person. Enter the responsible official's name after the name and address of the institution.

The source of accession for field collections is the National Park Service. Enter the name of the collector as the individual representing the National

Park Service. If the collector is an NPS employee, include his or her title.

### *How Acquired*

Record the type of accession. Use only the following accession types:

- gift
- purchase
- exchange
- transfer
- field collection
- incoming loan

### *Remarks*

Record comments about the accession, as needed. Make sure the documentation in the accession folder supports the remarks. Don't enter transitory notes, such as "Consider for deaccession?"

Example: Returned to lender June 5, 1991.  
Loss or theft, March 1991.  
Received at park in early 1960s.

### *Catalog Numbers*

For small accessions, record the catalog numbers for the objects in the accession, after you catalog the accession. Including the catalog numbers in the accession book provides a good cross-reference between the accession and catalog records.

For large accessions, leave this column blank. Include the catalog numbers on the list of objects that you attach to the accession receiving report.

### 6. *How do I make corrections to the accession book?*

If an accession entry contains a mistake, draw a single line through the incorrect information. Enter the correct information above or below or on another line. Initial and date the correction. Clearly enter your signature in the Remarks column.

***Never erase or blot out the entries in the accession book. Don't use correction fluid or correction tape.***

### 7. *What if I find that an object is in the wrong accession?*

Record the object in the correct accession, and note the correction as in Section U.6 above. Cross-reference to the incorrect accession.

8. *How do I correct an entire accession book page?*

In extreme cases, you may have to rewrite whole pages of an accession book. Consult your regional/SO curator if you need to do this.

***Never remove pages from the accession book.***

Draw a single diagonal line from the upper left corner to the lower right corner of the page you want to delete. Write your signature and date on the line. Record the corrected entries on the next page. If you can't use the next page, include a note on the deleted page about the location of the corrected entries.

9. *What if I need to recopy the entire accession book?*

In general, you should never recopy your accession book. Consult your regional/SO curator if you think you need to recopy your entire accession book. A "messy" accession book is not a valid reason for recopying the book. You must receive written permission to recopy the book. Consult your regional or system office curator before sending a request. Send your request to the Chief Curator, Museum Management Program, National Center for Cultural Resources.

File the request and its response with the accession book. If you receive permission to recopy the book, keep the old accession book with the accession files.

You may need to recopy the entire book if:

- pages are ripping and tearing due to brittleness or mishandling
- there is severe ink fading
- pages are severely distorted, cockle, or buckled
- it contains mold
- it is contaminated with chemical, biological residue, radiation, or asbestos that can't be mitigated
- there is insect or vermin residue
  - it is stained from leaks or spills

Consult a conservator about problems like these before requesting to recopy the book. With conservation treatment, you may be able to continue to use the book. Refer to *Conserve O Gram (COG) 1/5, Salvaging Acidic or Damaged Museum Accession Books*.

10. *What if I need to rebind the accession book?*

You may need to rebind your accession book if the pages are coming loose or the spine is coming off. Make a complete photocopy before sending it out for rebinding. Number each page on both sides if both sides are used. Take care not to damage the original volume. Refer to *COG 19/7*, Archives: Reference Photocopying, for instructions on making a high quality copy. To locate a reputable binder, contact the regional/SO curator or the conservator for the Museum Management Program.

If the accession book is too fragile for reference use, carefully photocopy it and place the copy in an archival-quality three-hole binder album. Number each page on both sides if both sides have entries. Use the copy for reference. Purchase an archival book box or slipcase to help store the original book. Use the original only to enter new accessions. Make photocopies of the new accessions as needed. If the original book is too fragile for new entries, order a new book.

11. *Should I replace or deacidify my accession book if it is acidic?*

No. Many NPS museum accession books may border on the acidic. However, under cool, dry storage conditions, acidic paper may last a long time. If you store and handle your accession book correctly, it will last many more decades.

Consult a conservator if you are concerned about the acidity of your accession book. Deacidification isn't the answer to all acidic paper concerns. For example, it doesn't make paper less brittle. Some chemicals used in deacidification may change the appearance of inks, eventually causing fading and information loss. Deacidification also needs to be an ongoing series of treatments. The calcium carbonate buffering that the process uses depletes over time.

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## V. Documenting Accessions

You are responsible for documenting the accession transaction and maintaining all the original documentation. Accession records should be as accurate and complete as possible. For an overall view of the accessioning process, refer to Flow Chart Figure 2.17.

***Before documenting an acquisition, you must have a transfer of ownership document or an incoming loan agreement. Refer to the appropriate section of this chapter for the document to use with each accession type. Section F for gifts, Section H for purchases, Section J for exchanges, Section L for transfers, Sections N and O for field collections, and Section P for incoming loans.***

### 1. *Receipt of Objects*

When you receive an accession:

- Give the objects time to acclimate before unpacking.
- Unpack and inspect the material as soon as possible. Do this outside the museum storage area.
- Inspect objects for potential insect infestation, mold, vermin, asbestos,

nitrate and other health and safety hazards. Isolate infested or unsafe materials immediately to avoid contaminating other material. Stabilize the collections after consulting with a conservator. Refer to the *MH-I*, Chapter 5, Biological Infestations, and the *COG* series for information on collection hazards.

- Check that the material corresponds to written descriptions on the transfer of ownership document. Refer to Section R of this chapter for information on receiving incoming loans.

## 2. Accession Receiving Report

***You must complete an Accession Receiving Report, Form 10-95Rev. (Figure 2.2) for all accessions. The report documents the receipt of the material and information from the source of accession.***

**Note:** You must have an accession receiving report on file for all accessions dating from 1985. Completing an accession receiving report for accessions prior to 1985 is optional.

To complete the accession receiving report, you must first enter the accession into ANCS+. Refer to Chapter 4 of the *ANCS+ User Manual* for instructions on entering accessions into ANCS+. Section V.5 of this chapter contains a list of the fields in the ANCS+ Accession Records associated module.

Complete the accession receiving report with information from the source of the accession. Get as much information as you can. You may not be able to get this information later. It is of primary importance for documenting the material in the accession and can greatly assist you in cataloging the objects.

Don't be afraid to ask questions. Find out how the owner acquired the objects. Ask the owner questions about the use, manufacture, and significance of the objects. Document your findings.

For field collections, note whether the field records are included, or not included, in the accession. Record:

- permit number
- project title and dates
- principal investigator (name and address)
- state site number for archeological collections (you may have to add later when assigned)
- precise locations of the collecting activity, including geographic coordinates (site name or descriptive title for a survey that includes many sites)
- site and field numbers (see above for surveys)
- information about releases
- restrictions or sensitivities

- information on informed consent

File the accession receiving report in the accession folder. Refer to Section V.8 of this chapter for information on the accession folder.

*The designated receiving officer signs the accession receiving report.*

### 3. *Recording Condition*

It's important to record the condition of the material upon arrival. Record the overall condition of the accession on the accession receiving report. Record specific object condition on the list of objects that accompanies the accession receiving report. Photographing objects is a good way to record physical condition.

**Note:** ANCS+ will print an Object Condition Report, Form 10-637 from the condition information you enter on the catalog record.

### 4. *List of Objects*

You must attach a list of objects to the accession receiving report. You can:

- enter the list in ANCS+ and print it on the Accession Receiving Report (Continued), Form 10-95 Rev.
- use a copy of the itemized list that was attached to the transfer of ownership document
- attach a field level inventory, field specimen, or provenience log for field collections
- attach a list that already exists in another format

**Note:** After you catalog the objects in the accession, include the catalog numbers on the list of objects.

For small accessions of one to six objects (not more than six lines), the list of objects will print on the accession receiving report.

### 5. *ANCS+ Accession Records*

You must enter all accessions into the ANCS+ Accession Records associated module. Refer to Section I of Chapter 4 in the *ANCS+ User Manual* for instructions on using the module. You may enter data directly into the program or use the accession worksheet that came with the manual.

Using ANCS+, you can complete and print the:

- Accession Receiving Report, Form 10-95 Rev. (Figure 2.2)
- Deed of Gift, Form 10-830 Rev. (Figure 2.3)
- source of accession card
- Accession Folder Cover Sheet, Form 10-255 Rev. (Figure 2.18)

***Make sure that the entries in the ANCS+ accession record match the entries in the accession book.***

The ANCS+ accession record includes all the fields you will need to track the accession. The fields include:

Accession Number  
Acquisition Type  
Acquisition Date  
Catalog Status  
Region  
Cultural Resources Totals (by discipline)  
Natural History Totals (by discipline)  
Item Total  
Source Individual  
Source Institution  
Source Official  
Description  
Related Accessions  
Condition  
Other Comments  
Custody Document  
Publication  
Permit Number  
State Site Number  
Phase Type  
Project Date  
Project Title  
Project Director

***You must submit electronic copies of accession records along with your annual catalog record submission to the National Catalog.***

6. *Accession Book*

Make an entry in the accession book. Refer to Section U of this chapter for information about the accession book.

7. *Tagging and Storing Objects*

Tag objects with the accession number. Use acid-free tags without metal rims. Don't use adhesive or pressure sensitive tapes or apply labels directly to objects. Refer to the *Tools of the Trade* catalog for ordering acid-free tags.

Store the tagged objects in an accession storage area until you can catalog them.

**Note:** If objects are too small to tag individually, tag or label the containers.

8. *Accession Folder*

Create an accession folder to store all the paperwork for the accession. Using ANCS+, print an Accession Folder Cover Sheet, Form 10-255 Rev. (Figure 2.18). The sheet contains a checklist that shows you the documents in the folder. Place the cover sheet inside the front cover of the folder.

**Note:** You can complete the cover sheet manually or on the computer.

***You must have an accession folder for every accession.***

Each accession folder contains the originals or archival copies of the documentation that supports the accession. The documentation must correspond with the accession book entry.

***For example, if...***

The entry in the accession book is for a transfer,

***Then...***

the accession folder should contain a transfer of property form.

The accession folder is an archival file folder. Write the accession number on the folder tab using permanent black carbon ink. Use a fountain, quill or rapidograph pen, or a fine felt-tip permanent ink pen (pigma ink pen). Don't use pressure-sensitive tapes that can fall off in time.

Folders, ink, and pens are available through the *Tools of the Trade* catalog.

***Mark the accession number in permanent ink in the upper right corner of all the accession documents in the folder.***

**Note:** You may need to do preservation photocopying for documents in old accession folders. Accession documents may include Thermofax™ and other fading records, brittle or torn documents, or documents on highly acidic paper. Refer to *COG 19/4, Archives: Preservation Through Photocopying*. Mark the copies as copies, and include the date and reason for copying. Don't discard the originals. Encapsulate originals if necessary to protect the document(s) and the other contents of the folder.

#### 9. *Required documents in the Accession Folder*

You must keep the following documents in the accession folder.

- Accession Receiving Report, Form 10-95 Rev. (Figure 2.2)
- transfer of ownership or custody document appropriate to the accession type

*Gift:* Deed of Gift, Form 10-830 Rev. (Figure 2.3)  
Last Will and Testament

*Purchase:* Receiving Report Copy of the Order for Supplies or Services  
Form 10-3470 (2-97) or OF-347  
Governmentwide Purchase Card (Credit Card) Receipt  
DI-1 Requisition or Procurement Request and Invoice or Sales Slip  
Copy of the Purchase Contract

*Exchange:* Exchange Agreement (Figure 2.8)

*Transfer:* Transfer of Property, Form DI-104 (Figure 2.9)

*Field Collection:* Receipt for Property, Form DI-105 (Figure 2.1)

*Incoming Loan:* Incoming Loan Agreement, Form 10-98 Rev. (Figure 2.11)

- legal documents (as applicable)
  - ownership statement
  - copyright statement
  - release forms
  - Noncash Charitable Contributions Form (IRS Form 8283)
  - permits (archival copies of scientific research and collecting permits or Archeological Resources Protection Act permits)
  - insurance documents for incoming loans

#### 10. *Other Documents in the Accession Folder*

Other types of documentation to store in the accession folder include:

- correspondence

Include telephone notes, memoranda, copies of e-mail correspondence, and any other records of communication about the accession.

- miscellaneous documentation

- letter of acknowledgement
- Gift Acknowledgement Certificate (Figure 2.5)
- restrictions and sensitivities
- research notes
- evidence of historical authenticity, such as documents that authenticate age, identity, or historical association\*
- notes and correspondence on specimen taxonomy, identification, and geological provenience\*
- shipping documents
- appraisals and evaluations
- Object Condition Reports, Form 10-637
- object treatment requests and conservation treatment reports\*

\* In some instances, you may want to store this information in a catalog folder.

Include the name and address of the source and the date you receive the information. Include the name and title of the park staff who recorded the information. Refer to Chapter 3: Cataloging, in this handbook for information on catalog folders.

- photographs

Keep photographs that document an object's acquisition or condition in the accession folder. Store photos in archival sleeves with a cross-reference to the negatives, which you store separately. Provide a cross-reference to images that are too large to fit in the accession folder, such as aerial photographs.

11. *Outgoing Loan and Deaccession Documents in the Accession Folder*

You may store outgoing loan documentation in the accession folder or in an outgoing loan folder.

Refer to Section C of Chapter 5: Outgoing Loans, in this handbook for information on filing paperwork for loans that involve multiple accessions.

You may store deaccession documentation in the accession folder or in a deaccession folder.

Refer to Section D of Chapter 6: Deaccessioning, in this handbook for information on filing paperwork for deaccessions that involve multiple accessions.

12. *Accession File*

The accession file is a series of accession folders that you file numerically with the accession book in an insulated, locked file.

***The accession file is a permanent file that never leaves the park. You must monitor and control access to this file and the information it contains.***

The documents in the accession file support the government's claim to the title or custody of museum property. The park uses the accession file in the current, ongoing management of park resources. Accession documents are therefore exempt from Federal Records Management retirement procedures.

Refer to Chapter 1: Getting Started, in this handbook for information on insulated files.

13. *Source of Accession*

You have the option of maintaining a manual source of accession file. ANCS+ will print source of accession information that you can file alphabetically in a 5X8" box or file cabinet. The source of accession card contains:

- source of accession name
- source of accession address
- source of accession telephone
- accession numbers
- description of each accession

See Figure 2.19 for a sample source of accession card.

## 14. *Changing Accession Type*

Occasionally you may have to document changes in accession type. For example, an incoming loan may become a gift or a purchase.

When you are converting all the objects in an accession to another accession type:

- Retain the original accession number.
- Change the accession type in the accession book. Draw a line through the old entry in the How Acquired column. Enter the new accession type in the column. Include the date of the change and your initials.
- Change the accession type for the ANCS+ accession record. Note the change in type in the Other Comments field.
- Print a new Accession Receiving Report, Form 10-95 Rev. (Figure 2.2).
- File the transfer of ownership document, such as a deed of gift in the accession folder.

When you are converting part of the objects in an accession to another accession type:

- Give a new accession number to the objects that are part of the new accession type.
- Follow accession procedures to document the new accession.
- Cross-reference the two accessions in the accession book, ANCS+, and on the accession receiving reports.
- Update the incoming loan form and original accession records to show the removal of the objects.

**Note:** You will have to adjust your CMR to show the change.

## W. List of Figures

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  - + Figure 2.18 Accession Folder Cover Sheet (Form 10-255 Rev.)
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- + Print these forms from ANCS+.
- \* You must use the Accession Book (Form 10-256) and the Accession Receiving Report (Form 10-95 Rev.) for all accessions. You must use the Deed of Gift (Form 10-830 Rev.) for all donations. You must use the Transfer of Property (Form DI-104) for all transfers between federal entities. You must use the Incoming Loan Agreement (Form 10-98 Rev.) and Conditions for Incoming Loans (Form 10-98a Rev.) for all incoming loans.

DI-105  
(Revised 5/88)

UNITED STATES  
DEPARTMENT OF THE INTERIOR

BUREAU OR OFFICE

**RECEIPT FOR PROPERTY**

NUMBER		DESCRIPTION (INCLUDE SERIAL NUMBERS, MODEL, ETC)	QUANTITY	UNIT OF ISSUE	COST
ITEM	PROPERTY				
1					
2					
3					
4					
5					
6					
7					
8					
9					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
Issued by: (Name and Title)			Date Issued:		
It is understood that I am personally responsible for the property listed hereon and that if any of the property is lost, stolen damaged or destroyed through my simple or ordinary neglect or negligence or gross negligence I can be held financially liable as determined by a Board of Survey.					
Received By: (Name and Title)			Signature and Date:		

RETURN ORIGINAL TO EMPLOYEE UPON TURN-IN OF PROPERTY

**Figure 2.1. Receipt for Property (Form DI-105)**

# Accession Receiving Report

Park Name \_\_\_\_\_

Use this record to document the receipt of objects and collect pertinent information on an accession from the Source of Accession (donor, vendor, field collector, lender, etc). If additional space is needed, attach a separate sheet. Blank copies of this form should be kept on hand by all employees who are likely to receive museum objects on behalf of the National Park Service.

The following information pertains to objects listed on the attached form:

Nature of accession: \_\_\_\_\_

Name and address of Source of Accession: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Give a brief description, identification and history of the collection. Note locality collected or purchased, give site names and numbers if appropriate. This information is provided by the source of accession only.

Project name (if applicable): \_\_\_\_\_

Give overall condition on arrival. Specific object condition must be noted on attached form.

Remarks: \_\_\_\_\_

Objects/Specimens Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Employee, Title

at: \_\_\_\_\_  
(Park location)

I certify that the objects described above and on the attached document have been received and inspected.

\_\_\_\_\_  
(Signature of Designated Receiving Officer) Date: \_\_\_\_\_

Figure 2.2a. Accession Receiving Report (Form 10-95 Rev.)

National Park Service

Accession Number

## Accession Receiving Report (Continued)

Park Name

Give a brief description, identification and history of the collection. Note locality collected or purchased, give site numbers if appropriate. This information is provided by the Source of Accession only. Include (or attach) a list of objects in the accession, noting specific object condition.

**Figure 2.2b. Accession Receiving Report (Continued) (Form 10-95 Rev.)**

UNITED STATES DEPARTMENT OF THE INTERIOR NATIONAL PARK SERVICE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; font-size: small;">FOR NPS USE ONLY</td> </tr> <tr> <td style="text-align: center;">ACCESSION NUMBER</td> </tr> </table>	FOR NPS USE ONLY	ACCESSION NUMBER
FOR NPS USE ONLY			
ACCESSION NUMBER			
<b>DEED OF GIFT</b>			
NAME OF DONOR(S)	TELEPHONE NUMBER (Give Area Code)		
ADDRESS (Number, Street, City, State and Zip)			
<p><b>Whereas the National Park Service is dedicated to the preservation and protection of objects significant to the interpretation of the National Parks throughout the United States,</b></p> <p><b>I/We do hereby unconditionally donate to the National Park Service, for its unrestricted use, the item(s) listed below.</b></p> <p><b>I/We also acknowledge actual delivery of the item(s) listed below to the National Park Service.</b></p> <p><b>I/We certify that I/we hold free and clear title to the subject property and that I/we may dispose of it in any manner that I/we may determine.</b></p> <p><b>I/We certify that I/we hold free and clear title to the copyright for the subject property and that I/we may dispose of it in any manner that I/we may determine.</b></p>			
DONOR(S) SIGNATURE (Please use ball point pen)			
SIGNATURE	DATE		
SIGNATURE	DATE		
<u>DESCRIPTION OF OBJECTS</u>	<u>CONDITION</u>		
<hr/> The National Park Service hereby gratefully acknowledges the receipt of the item(s) listed above.			
SIGNATURE	DATE		
TITLE			
PARK			
ADDRESS			
<small>GIFTS TO THE NATIONAL PARK SERVICE ARE TAX DEDUCTIBLE AS CHARITABLE CONTRIBUTIONS, HOWEVER IT IS THE DONOR'S RESPONSIBILITY TO SECURE APPRAISALS TO SUPPORT DEDUCTIONS. (See IRS Pamphlet 561)</small>			
FORM 10-830 Rev. January 1998			

**Figure 2.3. Deed of Gift (Form 10-830 Rev.)**

**National Park Service  
Letterhead**

File Code  
Accession Number

June 10, 1999

Mr. George A. Monroe  
912 West Main Street  
Kingston, Missouri 63555

Dear Mr. Monroe:

The National Park Service is pleased to accept your very generous donation of your great grandfather's uniform and diary from the Battle of Smith's Creek. The uniform and diary arrived safely at the park on June 1, 1999. As you know from our discussions, these items will be a significant addition to (the park's) museum collection and to the work of preserving and interpreting the park's unique and rich history. The detailed information you provided about these items will be included in the park's museum records.

To complete the transfer of ownership, please sign and date both copies of the enclosed Deed of Gift form. Retain one copy for your records, and return one copy to us. A stamped, pre-addressed envelope for returning the signed gift form is enclosed for your convenience.

Gifts to the National Park Service are tax deductible as charitable contributions, to the extent permitted by law.

We are most grateful for your gift and your interest in the National Park Service.

Sincerely,

Superintendent

Enclosures

**Figure 2.4. Letter of Acknowledgment (Sample)**