

**COLLECTIONS
POLICIES AND PROCEDURES**

of

THE FRANK H. McCLUNG MUSEUM

The University of Tennessee, Knoxville

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ACKNOWLEDGMENTS

The Frank H. McClung Museum acknowledges and thanks the following museums which shared their policies to assist in the development of policies by this Museum. Each museum will find portions of its carefully constructed policies and procedures incorporated into this document. Their insight and commitment to ethical and professional behavior is a tribute to the Museum profession.

Arizona State Museum
Michael C. Carlos Museum, Emory University
Museum of Anthropology, The University of Michigan
National Museum of the American Indian, Smithsonian Institution
Oklahoma Museum of Natural History, The University of Oklahoma
Peabody Museum of Natural History, Yale University
Texas Memorial Museum, The University of Texas
University Museum of Archaeology and Anthropology, The University of Pennsylvania

THE FRANK H. McCLUNG MUSEUM

STATEMENT OF MISSION

The Frank H. McClung Museum is an important component of The University of Tennessee and participates in the implementation of The University's mission.

The University of Tennessee is committed to the development of individuals and society as a whole through the cultivation and enrichment of the human mind and spirit. This is to be accomplished through teaching, scholarship, artistic creation, public service, and professional practice

The complementary mission of the Museum is to advance understanding and appreciation of the earth and its peoples through the collection, preservation, study, interpretation, and exhibition of objects and data. The Museum is dedicated to the support of the academic programs of the University and to the attraction and education of the broadest spectrum of participants.

Revised and approved, Museum Advisory Board, 6 June 2000

Approved by the Provost, 21 September 2000

The Museum recognizes that it holds its collections in trust for the public. The Museum is committed to maintaining standards of professional and ethical excellence in all its actions and embraces the standards set forth by the American Association of Museums. The Museum recognizes its responsibility to ensure planned and coherent growth, development, care, and use of the Museum's collections. The Museum further recognizes its responsibility to prevent the loss of its collections by deterioration, mismanagement, or indiscriminate dispersal.

COLLECTIONS MANAGEMENT POLICIES AND PROCEDURES

The Frank H. McClung Museum is a unit of the University of Tennessee, Knoxville, the "flagship campus" of Tennessee's State University and Land Grant institution. The Museum is an important element of the institutional commitment to public service and to extending knowledge, information, and cultural experiences to citizens for whom it holds its collections in trust. The Museum's mission also includes significant research and instructional facets. There are a number of units other than the Frank H. McClung Museum which actively collect, conserve, and display objects and materials. Among them are the Special Collections Department of the UTK Libraries, the University Archives Department of the UTK Libraries, the Kermit C. Ewing Gallery of Art, the Carolyn P. Brown University Center, the Department of Textiles and Clothing of the College of Human Ecology, and the Joseph P. Wolffe Sports Art Museum. Departmental collections range from the internationally acclaimed Botanical Herbarium to antique scientific and engineering apparatus to forensic anthropology collections and archaeological artifacts held by the Anthropology Department.

Other than objects such as artifacts curated and maintained by the Frank H. McClung Museum (and those curated and maintained by other Departments) by contract with Federal and State agencies, or on loan to The University of Tennessee, all objects, documents, and ephemera are the property of The University of Tennessee. The units which hold these important institutional collections must operate in accord with Tennessee State Law and University policies and procedures. None of the statutes, orders, regulations, policies and procedures under which the Frank H. McClung Museum operates as an arm of The University of Tennessee, Knoxville stand as a barrier to operation in accord with American Association of Museums principles and standards of professionalism.

SCOPE OF THE COLLECTIONS

As an arm of The University of Tennessee, Knoxville, The Frank H. McClung Museum maintains collections which support the institutional mission as reflected in the Museum's approved Mission Statement. By maintaining collections which support its approved Mission, the Museum provides support both to the instructional and the research missions of the institution. As the institution's sole Museum, professionally staffed, the Museum additionally holds and conserves collections and individual objects bequeathed or donated to The University which may not directly support the Museum's defined areas of emphasis, but which are important assets of The University.

The Museum's collections consist of specimens, artifacts, photographs,

and other data generally relating to the following categories or fields:

Archaeology; ethnology; history; decorative and fine arts; East Tennessee medicine; architecture; The University of Tennessee; archaeobotany; malacology; paleontology; and geology.

The collections are dominated by specimens from Tennessee but also include items from around the world. There are large, in-depth collections useful for detailed research efforts, and there are numerous small collections or samples useful for comparative studies, identification aids, and maximum flexibility in selecting exhibition materials.

TYPES OF COLLECTIONS

The Museum maintains collections in three categories:

Permanent Collections: Permanent collections are of two kinds: collections accessioned into the Museum holdings, owned by the University, and anticipated to be held in perpetuity; and collections which The University has agreed will be accessioned and curated in perpetuity for Federal or State agencies.

Non-permanent Collections: Non-permanent collections are likewise of two kinds, and include 1) objects acquired and owned by The University which, in accord with agreements of acquisition are at a specific or undetermined date to be sold for the benefit of The University in accord with the terms of the acquisition agreement and 2) objects on temporary deposit with the Museum (e.g., on loan for special exhibitions or study, or on deposit for acquisition consideration). Objects included in the non-permanent collections are not accessioned into Museum holdings, but are curated and maintained in accord with the professional standards of the Museum.

Educational Collections: Like non-permanent collections, educational collections are not accessioned into the Museum holdings. They are owned by The University and are available for study or use by the Museum's Education Division.

Objects available for acquisition in any collections category will be considered on the basis of their quality, authenticity, documentation, uniqueness, physical condition, and degree of pertinence to the Museum's collections and current collecting goals, and their value as an institutional asset.

OTHER UNIVERSITY COLLECTIONS

The Frank H. McClung Museum is not charged with responsibility for curation or management of collections maintained by other units of The University. Items offered by or transferred from other University collections or

units are considered for acquisition in the same manner as items offered by external agencies or individuals. The University retains the right to decline to accept any object offered for inclusion in any of its collections. The Museum has a special responsibility to recommend declining objects offered to it which are not compatible with the collections scope and policies of the Museum.

Museum staff members may respond to requests for assistance in the maintenance and curation of other University collections when the Museum workload and availability of qualified personnel permit. The department or unit which has requested and received the assistance will, by transfer voucher, reimburse the Museum for its cost of providing the assistance.

USE OF COLLECTIONS

Original research based upon the collections is conducted by curators and members of the Museum staff, by students and faculty members of The University of Tennessee, by visiting scholars working at the Museum, and by scholars throughout the world. The collections form a basis for the continuing reappraisal of human knowledge of the past and present, and offer insight for the future.

The Museum transmits knowledge about the earth and its people to the public through exhibits, interpretive programs, and other appropriate means as a function of the Museum's Exhibits and Education divisions.

The Museum produces and disseminates research through publication and programming. Presentation of such knowledge to the public utilizes carefully selected portions of the collections and relies extensively on knowledge and expertise supplied by curators and staff.

Identification services for non-specialists, teaching, graduate training, and similar activities are routine, everyday parts of the Museum's activities.

ACCESS TO COLLECTIONS

The Museum attempts to comply with all legitimate requests for access to collections, but the collections are not open for random browsing. For the security of the collections, the Museum limits access to curatorial and other appropriate staff personnel and to authorized visitors.

Appropriate Staff Personnel are those Museum employees who require access to collections areas in order to carry out their assigned duties and responsibilities. The Museum Registrar and/or appropriate Curator will authorize access based on the guidelines set forth below.

Authorized Visitors are individuals or groups who have serious research interests in the collection and are qualified to make use of

them for the purposes requested. The Registrar or appropriate Curator is responsible for arranging the time, place, and location for access to the collections, and will arrange supervision for authorized visitors granted access to collections. Determination of access will be based on the guidelines set forth below.

To obtain access, individuals need to prepare the Museum's *Request for Access to Collections* form (Appendix A) and submit it to the appropriate Curator or to the Registrar at least one week in advance of the earliest requested date for access. Every effort will be made to accommodate visitors without appointments, when staff availability permits.

When an individual's need for access requires that a key be issued to a collection area, final approval must be given by the Registrar or appropriate Curator.

Curators of specific collections may arrange special visits to collections by visitors such as student groups only when the curator or other appropriate museum staff member can be present to supervise the visitors.

Visitors in the collections storage areas must sign in and out in the *Visitor's Log* in the Museum office, and must obtain and wear Identification Badges provided by the Museum at all times while in the storage areas. Visitors must be accompanied to and from storage areas and while in storage areas. The decision to leave a researcher alone in a storage area may be made by the appropriate Curator, Registrar, or Director.

Visitors are not, under any circumstances, allowed access to the vault. Objects stored in the vault will be moved to a study area for examination.

Objects will be removed from display cases only if absolutely necessary. Opening of cases is by permission, scheduled prior to the visit, and is done during hours that the gallery is closed to the public. Openings will be supervised by the appropriate Curator, and if access is provided outside normal Museum open hours, the visitor who has requested access must agree, in advance of using the Collections, to reimburse the Museum for its cost of providing access.

Access to culturally sensitive materials, such as items of religious significance and human remains, may be restricted.

Visitors wishing to take study photographs may do so with permission and in accord with light and equipment guidelines set by the Museum Curator and Photographer.

Requests for photography for publication are to be directed to the Director and will be considered in accord with the "Photographic Procedures" set forth below.

In granting access to collections and records of the Museum, the Museum complies with the Tennessee Public Records Act and relevant University policies and procedures.

GUIDELINES FOR DETERMINING NEED FOR ACCESS TO MUSEUM COLLECTIONS

The purpose of these guidelines is to protect the collections, not to deny access to those with legitimate need for access. The collections must be protected as much from improper handling, breakage, accidental damage, and misplacement as from theft or intentional damage. It is, therefore, essential that individuals authorized to use Museum collections be reliable, responsible, and versed in specimen handling. The following guidelines are utilized by the appropriate Curator and Registrar in considering requests for collection access:

Evaluation of need

Does the applicant need access to collection material or to lab space or could the purpose be served by other means, such as library or secondary source consultation?

Does the applicant need access to all of a specified collection or only to selected portions of the collection for which access has been requested?

Can the applicant schedule work during the hours the collection is staffed?

Can the applicant schedule work during hours when the Museum is staffed?

Evaluation of the Individual

Has the applicant demonstrated ability to handle specimens with care? Is there evidence of past improper handling either of McClung Museum collections or other collections?

Has the applicant demonstrated reliability in maintaining general security of the collections area in the past, either at the McClung Museum or in use of other collections? Is there evidence of past

unreliability?

Has the applicant demonstrated reliability in the past in complying with museum procedures? Is there evidence of demonstrated unreliability in use either of McClung Museum collections or other collections?

Is the applicant conducting research and/or sponsored by an appropriate institution?

The Museum has the right and responsibility to investigate the qualifications of any applicant desiring to use collections in its trust.

EDUCATIONAL USE OF COLLECTIONS

Specimens or objects of primary research value are not generally available for educational use except in the context of an exhibit. Specimens which can be made available for classroom or hands-on use are those which have low research value because of a lack of critical information. Exceptions to this policy must be approved by the Museum Director.

An in-house teaching collection for use in public programs may be established by the Museum Educator. The teaching collection must maintain records concerning original Museum acquisition, but teaching collection objects or specimens will be given a new, unique set of teaching catalog numbers.

The appropriate Curator will designate and approve items for inclusion in the teaching collection. A list of the approved items must be provided by the appropriate Curator to the Registrar and reviewed by the Registrar and the Curator annually.

Specimens or objects which are intended to be used in hands-on programs must be carefully screened for toxic residues used in earlier preparations. It is the responsibility of the appropriate Curator to perform these screenings or to arrange to have them performed prior to release of objects for hands-on use.

Teaching objects that are broken, damaged, or lost should be reported to the Curator and Registrar and so recorded in the object documentation.

EXHIBIT USE OF COLLECTIONS

Items susceptible to environmental damage (corrosion, fading, embrittlement, pests) should not be placed on exhibit unless the exhibition is designed to mitigate such factors.

All exhibits will be regularly monitored for fluctuations in light, temperature, and humidity by the Exhibits staff.

Duplicates, replicas, casts, illustrations, or photographs may be substituted for items which are too rare, fragile, or valuable to exhibit. Under no circumstances will the Museum use replicas represented as originals in its exhibits.

Exhibit security procedures will be established for the various exhibits by the appropriate Curator and Exhibits Coordinator.

The Exhibits Coordinator and appropriate Curator will work together on the selection of exhibit construction materials to ensure that items are not subjected to deterioration from exposure to damaging vapors, plasticizers, corrosion or other such substances. The Curator shall set environmental parameters (light levels, air exchange, accessibility) for items on exhibit.

The University reserves the right to decline to grant access to exhibit cases for photographic or other purposes.

PHOTOGRAPHIC PROCEDURES

Unless specifically restricted for a particular object or display, the visiting public will be permitted to take photographs of museum displays for their own use. If such pictures are intended for publication or public viewing, they are subject to regulations concerning reproduction.

Photography (including video equipment) using special equipment such as lights, which require access to electrical outlets, reflectors, or special accessories, requires permission in advance from the Museum Director.

Permission to photograph specimens not on display in the exhibit area must be granted by the appropriate Curator. Requests for permission to photograph should be submitted in writing to the Director, who will consult with the appropriate Curator.

An appropriate staff member assigned by the Curator or Registrar will bring out collection material to be photographed and, unless deemed unnecessary by the Curator, will be present to handle and arrange specimens during the period of photography.

If costs are to be incurred by the Museum for providing special services and access to collections, including Museum staff service not available for Museum purposes which results in overtime requirements for staff to complete their assigned responsibilities, the individual requesting the service must agree to reimburse the Museum for those costs prior to receiving the service.

Photography will be done during regular open hours of the Museum.

Objects may not be taken from the Museum and must be photographed within the Museum in the space available. Exceptions may be granted by the Director, in consultation with the appropriate Curator.

In order to avoid damage, all handling of objects will be done by Museum staff.

Prepared prints of Museum specimens will be provided to interested persons as available. Individuals requesting prints must agree in advance to reimburse the Museum for the cost of providing the service.

Permission to reproduce items in the Museum collection in print, film, or other media must be requested in writing to the Director. Individuals or organizations requesting authorization to reproduce collection items must agree to give due and proper credit to the Museum in all publications. The credit line should read "Frank H. McClung Museum, The University of Tennessee, Knoxville"; if appropriate, credit should also list artist or photographer.

The University may elect to require a reasonable use fee for items photographed for commercial purposes, and unless agreed otherwise in advance of the photography, the Museum will receive, gratis, two copies of any publication, video, or other medium in which the photograph(s) is used.

USE OF THE PHOTOGRAPHIC ARCHIVES

The Museum maintains an extensive collection of historic photographs, prints, negatives, and color slides. The majority of these document archaeological investigations since 1934 and include an extensive file of artifact photographs both in-house and in private collections. There are significant collections of historic photographs pertaining to the University and to collections housed at the Museum (e.g., Grace Moore, McClung, Audigier, Bonham). These collections will be managed by the Registrar with the assistance of the Museum Photographer.

Photographic collections will be designated as "accessible" or "restricted access".

***Accessible collections* include slides in the lighted case and contact print volumes. Museum staff and members of other academic departments with the approval of the Director, Registrar, or Photographer, may utilize this material but must sign in and out of the archive each use. Any borrowed slides must be listed and the list left with the Registrar.**

***Restricted access* material includes all negatives, original excavation**

slides, exhibit documentation slides, and historic photographs.

Museum staff members wishing to review portions or entire collections of restricted access materials should request access as much in advance as possible. The Registrar, Photographer, or designated assistant will pull the necessary material for review.

Review of restricted access photographic material must be done in the archives; archival material may not be taken to staff offices unless signed out by the archival staff. When review is complete, the staff member will inform the Registrar, Photographer, or assistant who will return the material to the files.

Requests for prints, slides, or negatives should be made in writing and submitted to the Photographer. Requests should specify date needed, size print, and how the copy will be used (to assist the photographer in selection of paper, contrast, etc.).

Non-staff use of the archives will be determined by the same guidelines that govern access to collections.

Unless waived by the Registrar or Photographer, the user will be accompanied at all times by an archival assistant who will handle all historical photographs and other sensitive materials.

Requests by non-staff for prints or negatives should be made in writing to the Director and with clear specification of all format needs.

RESPONSIBILITIES

The Director of the Museum, under the authority of the Chancellor or other officer designated in writing by the Chancellor of The University of Tennessee, Knoxville is directly responsible for administering and implementing the Collections Management Policies of the Museum.

COLLECTIONS GOALS

Acquisitions provide a means of strengthening the collections and enhancing their value for exhibition, educational, and research purposes. The Museum, therefore, defines its acquisition policies in terms of priorities for improving those collections which are accessioned into the Museum holdings, owned by the University, and anticipated to be held in perpetuity or which are maintained by the Museum for use in the Museum's educational program. In its professional institutional service role, the Museum may receive and conserve items apart from the priorities or thrusts of the Museum. The collections goals of the Museum, and the policies and procedures which implement them, are directed toward building on current strengths of accessioned collections owned by The University and maintained by the Museum.

The diversity of human culture and the natural world is so extraordinarily large that physical space alone requires that the Museum be selective in acquisitions for its accessioned collections. While the Museum cannot engage in indiscriminate acquisition, the Museum will overlook no opportunity to acquire additional materials that will help further the Museum's goals.

Current collecting priorities, as approved by The University, are:

Priority 1: Strengthen collection areas in which the Museum has a current specialization and historical interest. These areas are Tennessee archaeology, ethnography (especially North American Indian), North American Malacology, and archaeobotany.

Priority 2: Continue to assess and evaluate the diverse Museum holdings in light of mission and program, and to deaccession when appropriate.

Priority 3: Broaden the comparative base of established collection areas.

Priority 4: Obtain specimens, artifacts, and collections of a general nature which are within the broad interests of the Museum (see Scope of Collections).

Although the priorities establish the framework in which the Museum anticipates evaluating the possibility of acquiring additional objects, it is also recognized that acquisition of objects sometimes must be opportunistic. Occasionally, collections of importance unexpectedly become available, and acceptance of responsibility for such collections may involve establishing a new interest area for the Museum. Acquisition and accessioning of such targets of opportunity must be judged on their individual merits, carefully weighing the values and costs of such accessions against the evolving programs and emphases of the Museum.

ACQUISITION POLICY and PROCEDURES

The term "acquisition" refers to gifts, purchases, exchanges, transfers, bequests or any other transaction by which title to any object passes to The University. The Museum is concerned with establishing priorities and procedures for acquisition of objects to be accessioned into the Museum's collections or to be used in its educational program. It has a clear responsibility to evaluate such potential acquisitions carefully, in terms of increasing the breadth and depth of Museum holdings in its established target areas. It also has a clear responsibility to investigate objects or collections which, if acquired for accessioning into Museum holdings, represent such substantial targets of opportunity that their direct relation to existing priorities is less relevant than the opportunity which would be presented by their acquisition.

In all acquisitions, the Museum will be acting as a part of the University of Tennessee, and in accord with University policy and procedure and relevant Tennessee statutes and regulations. General policy elements governing acquisition are:

Objects should not be accepted or otherwise acquired for accession into Museum holdings unless the object(s) are relevant to and consistent with the purposes and activities of the Museum and the Museum can provide for the storage, protection, and preservation of the object(s) under conditions that ensure their availability for Museum purposes and in keeping with professionally accepted standards.

In all actions, Museum staff will act as responsible conservationists and scientists striving to preserve and guard the living and cultural heritage of the earth.

The Museum will refuse to acquire objects or specimens when it has cause to believe that the circumstances of their collection involved the recent destruction of monuments or habitats, or the decimation of populations having limited numbers or tenuous existence.

The Museum will not, in general, accept items collected recently in such a careless way as to impair their scientific value (e.g., archaeological and geological objects taken without proper recording of stratigraphic and site data or biological specimens with inadequate documentation).

In its acquisitions, the Museum is charged by The University to be governed by the highest ethical standards and to take reasonable precautions to ensure that it is acquiring objects of lawful provenance.

The Museum, guided by the policies of the UNESCO Convention of November 14, 1970, does not acquire objects which in recent times (defined as after 1970) have been illegally exported from their country of origin and/or otherwise illegally obtained.

The Museum may accept objects that have been confiscated by government authorities and which are offered to the Museum by those government authorities if and only if the government authority has clear and unchallenged right to offer the item to the Museum.

Sensitivity to the views and values of the affiliated cultures shall be demonstrated in the acquisition and curation of all materials.

Donors are encouraged to make gifts without restrictions.

Donors are responsible for furnishing evaluations of gifts to governmental tax agencies.

The Museum may, at the request of the donor, provide names of qualified appraisers, but the staff of the Museum will not serve as appraiser.

Fee charges for the evaluation of gifts to the Museum are borne by the donor.

Donors shall be notified whether objects or collections will be included within the Museum's permanent, accessioned collection or in the educational collection.

The Museum makes available to donors its policies for acquisition and deaccession.

Objects to be donated to the Museum shall be accompanied by a fully executed Receipt of Gift Form [see Appendix B].

Purchases made by the Museum shall be delivered accompanied by a letter transferring title and ownership to The University of Tennessee.

The nature and extent of copyright on a work of art held by the donor or seller must be addressed in the letter accompanying the transfer of title or ownership of the object to The University.

In accord with professional standards, the Museum is not bound to accept the attribution given to an object at the time of acquisition.

The Museum cannot guarantee that objects donated will be placed on exhibition or that they will be exhibited or that collections donated will be stored intact as a single collection.

Items offered to the Museum which are not considered appropriate to the collections may be accepted by The University, but not accessioned, if there is a clear understanding and a signed agreement between the owner and the University that such items may be disposed of for the benefit of The Museum or University.

Complete and accurate records of all such transactions will be maintained.

Any object left at the Museum for consideration as a loan, gift, purchase, inclusion in an exhibition, or for identification must receive a Temporary Custody Receipt [Appendix C].

Objects for identification may be received by any full time staff member, and will be kept in the Archaeological Lab until returned to the owner.

Objects for possible inclusion in exhibits will be received by the Exhibits Coordinator or appropriate Curator [see Exhibits Guidelines].

No objects are to be left with the Receptionists or Security Guards.

PROCEDURES GOVERNING ACQUISITIONS

In order to ensure that consideration of objects available for acquisition is appropriately broad, a standing "Collections Committee" will operate in an advisory capacity to the Director. The Collections Committee will review and recommend action on proposed acquisitions and deaccessions in accord with priorities and factors outlined in the Museum's collection management guidelines. The Committee will include the Museum Director, Registrar, and Curators and additional individuals appointed by the Director from members of the Museum Board of Advisors.

Frequently, objects are offered for inclusion in the Museum's accessioned or educational collections which are clearly not appropriate for consideration by this Museum. In order to provide a prompt response in such cases, the Museum Director, in consultation with the appropriate Curator and following consultation with appropriate University development officers, will decline the object(s) on

behalf of The University. A record of actions will be retained by the Museum Director.

Frequently also, objects are offered to the Museum which have a fair market value of less than \$500.00 which would be appropriate additions to the education collections. Such objects may be accepted by the appropriate Curator with the approval of the Museum Director without seeking a recommendation from the Collections Committee. Such acquisitions will be reported to the Committee at their next meeting, so that the Committee remains informed about the scope and depth of both the Education Collections and the permanent, accessioned collections.

If an object(s) appears to have some potential for addition to the permanent, accessioned collection, or is an object or collection of objects with a fair market value of \$500 or more which appears appropriate for addition to the Museum's Education collections, the object(s) may be *accepted for consideration* by the Museum Director, appropriate Curator, or the Registrar. The Museum Director or appropriate Curator may wish to consult colleagues in other parts of the University whose collecting, research, or other activities might be affected by a decision to acquire an object prior to making the determination to accept for consideration (or as a part of the construction of the presentation to the Collections Committee).

When accepted for consideration of acquisition (by the Museum Director, appropriate Curator, or Registrar), the appropriate Curator and/or Registrar will attempt to collect as much of the following information as is possible:

- a. The manner, circumstances, and approximate date the potential donor/seller acquired the property;
- b. List of records, receipts, other documents or stated oral communications that provide proof of ownership and authenticity, and any other information relative to ownership, provenance, and authenticity;
- c. The appraised value and original cost (if known) of the property;
- d. An express written guarantee by the vendor or donor certifying that the proposed acquisition is free and clear of all encumbrances and restrictions, and has not been illegally acquired.

The appropriate Curator will prepare a report describing the item(s), the reasons their acquisition would enhance the collecting priorities of the Museum or that the item, although not strictly in accord with present priorities, should be considered for acquisition. Reports upon all items to be considered for accessioning into the permanent collections, and upon all items with a fair market value at or above \$500.00 which are potential additions to the Education

collections will be presented to the Collections Committee for review and recommendation to the Museum Director. This includes items and collections to be acquired by donation, purchase, or bequest. As part of the report, appropriate Development officers will be consulted, and departments with other collections may be contacted.

Pending a recommendation from the Collections Committee about acquisition of an offered object, the object may be brought to and deposited at the Museum in the custody of the Director, appropriate Curator, or Registrar.

Such deposits must be acknowledged by the receipt of a signed Temporary Custody Form.

The Museum will not accept deposits of potential gifts unless the Director, appropriate Curator, or Registrar is present to receive the object.

Following review and recommendation by the Collections Committee, if the Museum Director declines to acquire an offered object or objects, the person offering the object will be promptly notified and the object(s), if in the possession of the Museum, will be promptly returned unless arrangements are made for its loan to the Museum.

Donors of items accepted by the Museum will be provided with an acknowledgement from the Director or his/her designate and three copies of the "Receipt of Gift" to be signed and witnessed. The donor must return all copies of the signed "Receipt of Gift" to the Museum for the signature of the Director. One executed copy will be returned to the donor, one filed at the Museum, and one filed with the Development Office of The University. The item will become the property of The University effective with the date of the Director's signing for the "Receipt of Gift."

A vendor or dealer who has offered an item which the Museum has decided to acquire will be provided with a Bill of Sale or Purchase Agreement (Appendix D) to be signed and included with the conveyance records.

When title has transferred to The University, the Registrar should assign the object an accession number and, along with the appropriate Curator, begin documentation procedures. Originals or copies of all related correspondence and documentation regarding the acquisition should be filed in the accession files. The Development Office will be notified of all donated acquisitions.

GUIDELINES GOVERNING DOCUMENTATION AND CARE OF COLLECTIONS

All objects acquired for the collection shall be promptly recorded and documented in the Museum records in an orderly and retrievable fashion and in conformity with professional museum standards and accepted practices.

All permanent collection items acquired by the Museum will be formally accessioned and each will be assigned a unique control number. Excavated archaeological specimens will be numbered by standard site numbers (i.e., State, County, site, specimen number). All others will be assigned an accession number and specimen number.

The Registrar shall be responsible for accessioning by compiling and maintaining source records which document the legal status and ownership history of all acquisitions. The Registrar shall be responsible for compiling and maintaining records which record up-to-date object information including description, loan, research or exhibition activity, location, physical condition and photographic documentation.

In addition, the Registrar shall conduct an inventory of objects in the collection and for objects on loan. These inventories will be certified annually for insurance purposes.

The Curators shall be responsible for cataloging the collections. On the basis of current scholarship and to the best of their ability, Curators shall be responsible for providing for the collections records comprehensive catalog information which establishes the acquisition's history, cultural context, provenance, date and any other information which adds to the educational and scholarly value of the object.

All objects in the collection and on loan to The University should be stored, displayed, and maintained in conditions and an environment conforming with professional museum standards and accepted practices to ensure their security and long-term preservation.

The condition of objects in the collection should be reviewed by the Registrar on a regular basis. Conservation treatment should be carried out only as necessary and with the consultation and approval of the appropriate Curator and the Director. Treatment should be performed by a professional conservator and undertaken according to the standards of practice and ethical codes established by the American Institute for the Conservation of Historic and Artistic Works (Appendix E). All conservation treatment should be fully documented and respect the artistic and historic integrity of the object.

DEACCESSIONS

"Deaccessioning" is the process of permanent removal of an object from the Museum's permanent collection by legal means.

The Museum holds its collections in trust for present and future generations of the public. Therefore, deaccessioning must be done with great care and consideration and with the best long-term interests of the collections, The University, and the public in mind. All designated procedures for deaccessioning must be scrupulously followed. Deaccessioning is a highly visible action by the Museum that is subject to close public scrutiny. The Museum must be cautious and deliberate in considering deaccessions, and completely scrupulous in the disposition of deaccessioned items.

I. POLICIES:

In all deaccessions, the Museum will conform to the fiscal policies of the University of Tennessee. No object may be deaccessioned until the policies and procedures set forth below have been observed:

- A. Donor Restrictions: The Museum is legally and ethically bound to respect written conditions accepted at the time a gift or bequest entered its collections. If the Museum wishes to modify any of these conditions, an appropriate written agreement must be reached with the donor, his/her heirs, and legal representatives for both parties.
- B. Standards Governing Deaccession: In deaccessioning any object, the Museum follows standards formulated as objectively as possible. The Museum recognizes that it has a fiduciary obligation to maintain its collections for the benefit of the public.
- C. Criteria for Selecting Works for Deaccession: The reasons for deaccessioning any object are determined by the Museum Director on the advice of the appropriate Curator and Registrar, and reviewed by the Museum Collections Committee. The following are some, but not all, of the deaccessioning criteria:
 - 1. The object is without relevance to the collections which the Museum, in its Acquisitions Policy, has determined to maintain.
 - 2. The object contains or is composed of materials that are hazardous to the safety of persons or to other objects in the collections.
 - 3. The storage and conservation requirements of the object

detract (because of maintenance cost or space) from the collections as a whole, and the object can no longer be properly cared for.

4. The object has lost its integrity through significant damage or deterioration.
5. The object is a duplicate of another in the collections and is of lesser quality, with the recognition, however, that owning similar examples may often be important, as when the objects in question come from a single context.
6. The object is a forgery or reproduction. The Museum is responsible for ensuring that any forgery or reproduction it disposes of be first documented thoroughly as such and then identified as such when it leaves the collections.

D. Application of Funds Accruing from Deaccession: Funds accruing from the sale of deaccessioned objects are to be used for improvement of the permanent collections. If the proposed deaccessioned object was acquired conditionally, then funds resulting from the sale of such objects are to be applied in accord with those conditions and/or any subsequent written agreement with the donor, his/her heirs or legal representatives.

E. Disposition of Deaccessioned Objects: The Director, Registrar, and appropriate Curator, with the approval of the Collections Committee, will recommend the method of disposal as follows:

Priority 1. Transfer the object within the University, either to the Museum's Education collection or to another department or division of The University.

Priority 2. Transfer the object as an exchange, gift, or purchase to another museum or appropriate tax-exempt educational or public institution, when an opportunity to do so is available which conforms with Tennessee law and University policy.

Priority 3. Dispose of the object(s) by sale. In the event an object(s) is being deaccessioned by sale, neither the Museum, nor any agency selected by it for the disposal of deaccessioned objects may sell, trade, or give such objects directly or indirectly to staff, members of the Board of Advisors of the Museum, or to other employees of the University of Tennessee. No one, however, is barred from bidding at public auction. No one should use his/her position

or influence to take or receive preference at any sale disposing of deaccessioned objects, including those conducted under the auspices of the Museum or of any agency retained by it. All trades or sales require public notice, and preference shall be given to disposing of deaccessioned objects by public auction. University policies and procedures, and any applicable State statutes will be followed in disposition of items for sale.

Priority 4. In cases in which an object no longer has scholarly value, scientific value, or intrinsic value, and only in cases in which all three of these tests are met, should it be deaccessioned by destruction.

- F. **Acknowledgements:** If the donor and/or artist, his/her heirs, or legal representatives are known and are living, the Museum will attempt to inform the appropriate person that deaccessioning is being considered.

In acquiring an object through trade or with funds from the sale of deaccessioned objects, the Museum's records and, where feasible, display labels, will reflect a credit of the acquired object to the donor(s) of the original object(s).

II. **PROCEDURES**

For all deaccessions:

- A. The appropriate Curator in consultation with the Registrar will prepare a written recommendation for deaccessioning and submit the recommendation to the Director, after the following procedures have been observed:
1. Each object receives a written evaluation based on the following research criteria:
 - a. authenticity
 - b. historical/cultural significance
 - c. aesthetic quality
 - d. relevance to the collections
 - e. condition and history of conservation
 - f. preliminary estimate of value
 - g. right to sell or donate.

The literature and criticism relevant to each object are included in the evaluation, as are the opinions of any and all consulted scholars

and experts.

2. The Registrar has ascertained that The University has proper title to the object and that there are no mandatory conditions restricting deaccessioning. Legal Counsel will be consulted if it is necessary to have The University declared owner and to resolve any questionable matters concerning the deaccessioning or disposal of the object.

B. The Director reviews the Curator's recommendations and statement of title and conditions, and either decides not to deaccession the item or places the matter on the agenda of the next Collections Committee meeting for discussion and review.

When deemed necessary by the Director, outside consultants and appraisers shall be contacted for confirmation of value.

C. If, after review by the Collections Committee, the Museum Director determines that the item should be deaccessioned, he/she transmits the decision along with the recommended manner of disposition as a recommendation to the University Gift Disposition Committee. Such recommendations shall include: (1) the manner in which the object was acquired, (2) the object's current fair market value, (3) the proposed method of disposition and, if by sale: (4) an acceptable sale price, and (5) eligible buyers in the case of a private sale or sealed bid.

D. When the Museum Director has received the approval of the University Gift Disposition Committee to proceed with deaccessioning, the Director will make every reasonable effort to inform the donor, heirs, or legal representative in writing of the deaccession and the Museum's policies governing acknowledgments and the use of funds obtained from the deaccessioned works. The Director may request an appropriate staff member or University official to contact the donor(s).

E. A memorandum outlining the method of disposal and giving the Museum Director authority to proceed will be prepared by the University Gift Disposition Committee.

F. In the event that deaccession will be by public sale, the public will be advised, by notice in appropriate professional, community and/or University publications, of the Museum's intent to dispose of selected objects.

G. When the transfer of title to the object occurs, a copy of the

agreement executed, with all required signatures, is sent to the University Gift Disposition Committee. An original will be placed on file at the Museum.

- 1. The Director reports on the deaccessioning results at the next meeting of the Museum's Board of Advisors.**
- 2. The Registrar maintains a complete file of all deaccessioned objects.**
- 3. All income derived from the sale of deaccessioned objects will be identified in the annual financial report of the Museum.**

DISPOSITION OF UNACCESSIONED GIFTS TO THE MUSEUM

From time to time, the Museum receives gifts of objects with the understanding that these will not be accessioned into the permanent collections, but will be placed in the educational collection or sold to provide funds for the improvement of the storage of the permanent collections or for collection acquisitions. Ethical, legal, and fiscal parameters defined in the Policies and Procedures of Deaccessions will guide the disposition of these items.

LOANS TO AND BY THE UNIVERSITY

INCOMING LOANS:

The term "incoming loan" refers to an object borrowed by The University through the Frank H. McClung Museum. There is no transfer of ownership and the borrowing is undertaken only under the terms of a loan agreement (see Appendix F).

Loans to The University for the Museum normally will be initiated by the Director or appropriate Curator and will be administered by the Registrar. Incoming loans are accepted for the purposes of exhibition, research, education, or inspection and study with regard to possible gift or purchase.

The policy regarding provenance and the acquisition of objects illegally exported from their country of origin set forth above in the guidelines for acquisitions also apply to objects requested as incoming loans.

Conditions Governing Incoming Loans

The University of Tennessee, through its Frank H. McClung Museum, will exercise the same care with respect to loans as it does in the safekeeping of comparable property of its own.

Upon receipt of the item(s) loaned, the Curator will prepare a condition report for the loan documentation.

If damage or deterioration is noted, the University's Office of Risk Management will notify the Lender at once. Should damage occur in transit, the carrier will also be notified by the Office of Risk Management and all packing material will be saved by the Museum for inspection.

Loaned objects shall remain in the condition in which they are received. They shall not be cleaned, conserved, repaired or transported in damaged condition except: a. with the express permission of the Lender, confirmed in writing; b. without written permission, when the Director of the Museum has determined that the safety of the work makes such action imperative.

The Museum assumes the right, unless specifically denied by the lender, to examine the work by all non-destructive means available. Information thus gathered will not be published without the written consent of the Lender.

Loaned exhibition objects will be credited. The wishes of lenders to remain anonymous will be respected.

Loans shall remain in the possession of the Museum for the loan period specified on the loan agreement, but under no circumstances will a loan be indefinite. A loan may be withdrawn from exhibition at any time by the Director of

the Museum.

Unless the Museum is notified in writing to the contrary, loaned objects will be returned to the address stated on the Agreement.

If the legal ownership of the object should change during the period of the loan, whether by reason of death, sale, insolvency, gift or otherwise, the new owner will be required to establish his legal right to receive the object by proof satisfactory to The University before the work will be returned.

If the address of the new owner is of a greater distance from the Museum than the address of the owner originally making the loan, the new owner will be required to pay any difference in the charges for the return of the object.

The Museum will give notice in writing if it desires for any reason, including expiration of the loan, to return any object to the lender. Unless otherwise agreed upon in writing, loans will be returned to the Lender or his/her duly authorized agent (appointed in writing), within thirty days after notice of proffered return is mailed by the Museum.

If the Museum, after making all reasonable efforts and through no fault of its own, is unable to return the object(s) within sixty days following the termination of the loan period, The University shall have the right to place the object(s) in storage, to charge regular storage fees and costs of insurance on the item(s), and to have and enforce a lien upon the item(s) for such fees and costs. If, upon the expiration of one year after the date of notice from the Museum to the lender at the address on the Loan Form or at any address for which the Museum has received subsequent written notice, such property has not been retrieved by the Lender, the Office of the General Counsel will be notified, and action will be instituted to have the items declared an unrestricted gift to the University.

Insurance

Unless the Lender expressly elects to maintain insurance coverage, The University will insure the loaned item(s) under the insurance policy carried by The University of Tennessee for the amount indicated on the Loan Agreement against all risks of physical loss or damage from any external cause while in transit and on location during the period of the loan.

The insurance value cited by the Lender is for the purpose of the loan only. If the Lender does not specify the amount of insurance, the Museum will insure the object(s) at its own estimated valuation. This Loan Agreement in no way constitutes an appraisal of the object(s), and may not be used for tax purposes by the Lender.

If the Lender elects to maintain insurance covering the loaned items, the Museum must be supplied with a certificate of insurance naming The University of Tennessee as an additional insured.

OUTGOING LOANS

The term "outgoing loan" refers to an object loaned by The University of Tennessee, through the Frank H. McClung Museum to another institution or other approved party. There is no transfer of ownership and the loan is undertaken only under the terms of a loan agreement (see Appendix G and below)

Loans should be made only to the following borrowers: other University departments, museums, schools, universities or colleges, and other organizations with the Director's approval.

Requests for loans should be made in writing to the Museum Director or appropriate Curator. Requests should include the purpose of the loan, description of the object(s) in as much detail as possible, and where and under whose responsibility the objects will be housed while on loan.

The University will only consider requests to lend objects which are in adequate condition to endure the purpose of the loan. The University reserves the right 1) to impose a loan fee; 2) require a facilities report from the borrowing institution; and 3) impose special conditions such as packing requirements, couriers or certain methods of shipping. Such conditions will be set forth in the loan agreement as requirements for the loan.

Loaned specimens may not be transferred or forwarded to another institution, organization, or individual without prior written permission from The University, through the Museum Director or appropriate Curator. The Office of Risk Management will be notified of such transfer.

In considering requests for loan of objects in University collections maintained by the Frank H. McClung Museum, Museum officials will consider: a. the implication of the removal of the object if on exhibition or display; b. benefits to the Museum or reciprocal possibilities resulting from the loan; c. any potential damage that could result from travel, display or handling of the object(s) while on loan; d. risks of seizure, levy or similar type of action.

All loans must be approved by the Director on the basis of recommendations secured from the appropriate Curator, Registrar, Museum Educator, Exhibits Coordinator and, if warranted, a professional Conservator. The Registrar shall be responsible for administering and processing the loan and all relevant documentation.

Intramural loans (temporary physical transfer of objects to another locale within The University of Tennessee) must be approved by the Director on the

basis of recommendations secured from the appropriate Curator, Registrar, Museum Educator, Exhibits Coordinator and, if warranted, a professional Conservator. The safety and preservation of the requested object will be paramount in the decision.

Objects estimated to have a value of over \$250 should be photographed prior to leaving the Museum on loan. Objects valued less than \$250 may be photographed upon the recommendation of the appropriate curator.

As a condition of the loan, two copies of any publication, poster, film, video, or catalog containing reference to objects on loan from The University of Tennessee's Frank H. McClung Museum are to be provided, *gratis*, to the Museum, and sent at the expense of the borrower.

Conditions Governing Outgoing Loans

The Borrower assumes full responsibility for any loss or damage to the loaned object(s) during the entire period of the loan.

If the Borrower is a museum or comparable institution, then it shall exercise the same care with respect to the loaned object(s) as it does in the safekeeping of comparable property of its own. If the Borrower is other than a museum or comparable institution, then it shall exercise extraordinary care with respect to the loaned object(s).

All objects must be handled only by experienced personnel and must be protected against loss, damage, deterioration, and theft.

The Borrower agrees to meet any special requirements for installation, packing, transportation, and handling.

Upon receipt and prior to the return of the object(s), the Borrower must make a written record of the condition of the object(s). The Director of the Frank H. McClung Museum is to be notified immediately if any damage or loss to the object(s) is discovered. This initial notification should be followed by a full written report, including photographs.

Each object shall remain in the condition in which it is received by the borrower. No object may be altered, cleaned, conserved, repaired, or transported in damaged condition without the written permission of the Director of the Frank H. McClung Museum. Should damage occur in transit, the receiving party shall be responsible for notifying the carrier, and all packing material shall be saved for inspection.

Each object shall be insured during the period of the loan for the value stated on the face of the loan agreement under a wall-to-wall policy against all risks of physical loss or damage from any external cause while in transit or on

location.

If the Borrower is insuring the object, the Frank H. McClung Museum must be furnished with a certificate of insurance or a copy of the policy, or both if requested by The University of Tennessee, made out in favor of The University of Tennessee prior to shipment of the objects. The certificate of insurance shall list The University of Tennessee as an additional insured. The Museum Registrar must be notified in writing at least 20 days prior to any cancellation or change in the Borrower's policy that would affect insurance coverage of the object(s). The Borrower will not be released from liability for loss or damage by any failure on its part to secure insurance or by any lapses or insufficiencies in its insurance coverage. The failure of the Frank H. McClung Museum or The University of Tennessee to adhere to any of the notification provisions of this agreement shall not release the Borrower from liability for loss or damage.

The University of Tennessee may periodically review insurance value, and reserves the right to require the Borrower to obtain increased insurance coverage. The insurance value for each object set forth by the Frank H. McClung Museum on the face of the loan agreement is for the purpose of the loan only. This value in no way constitutes an appraisal of the object(s).

Packing and transportation shall be by safe methods approved in advance by The University of Tennessee. Unpacking and repacking must be done by experienced personnel under competent supervision. Repacking must be done with the same or similar material and boxes, and by the same methods as the objects were received. Any additional instruction noted in the loan agreement shall be followed.

Each object shall be labeled and credited to the Frank H. McClung Museum of The University of Tennessee. Unless otherwise stipulated in writing by the Lender, the visiting public may take impromptu photographs, but no other reproduction is permitted except photographic copies for catalog and publicity uses related to the stated purpose of the loan and approved in advance by The University of Tennessee, pending copyright restrictions.

Unless otherwise noted, packing, transportation, customs, insurance and other loan-related costs shall be borne by the Borrower.

Objects loaned must be returned to The Frank H. McClung Museum of The University of Tennessee in satisfactory condition by the stated termination date. Unless otherwise notified in writing by The University of Tennessee, the Borrower shall return all objects to the Frank H. McClung Museum at the address stated on the face of the loan agreement. Any extension of the loan period must be approved in writing by the Museum Director or his/her designate and covered by parallel extension of insurance coverage. The University of Tennessee reserves the right to recall the object from loan on short notice. Furthermore, The University of Tennessee reserves the right to cancel this loan at any time, and will

make every effort to give reasonable notice thereof.

INVENTORY AND MISSING ITEMS

Periodic inventories provide an opportunity to review the collection, examine its condition, update catalog cards and accession records, correct errors and omissions, verify locations, and allow for the detection of items missing from the collections.

The Registrar shall, on a schedule developed in consultation with the Director and appropriate Curators, conduct inventories of objects in the collections. The Registrar will certify annually for the Office of Risk Management the collections inventory, including objects on loan. The Museum encourages random spot checks of collections for all the purposes stated above.

In the event that items are determined by inventory or other means to be missing from the collections, the following procedures will be initiated and followed by the appropriate Curator and Registrar:

- a. Make a physical check of items in the vicinity to determine if the object is simply misplaced.
- b. Check records to see if item is on loan and improperly documented.
- c. Consult all staff members to determine if the location of the item is known.
- d. if the item is not located, the Registrar will inform the appropriate Curator who will forward a report to the Director, including all pertinent information on the item and the impact on the collection. The Director will notify the UT Police and seek their assistance in investigating the loss, determining its probable cause, and making recommendations concerning prevention of any additional such losses.
- e. The Office of Risk Management will be notified by the Director of the missing items and of the results of the investigation made by the UT Police.
- e. two years after the initial discovery, the item will be declared lost. The Registrar will maintain all records on pending and permanently lost items.

In the case of an apparent theft discovered unrelated to the inventory process, the individual discovering the situation will immediately notify the UT Police and the Office of Risk Management. Museum staff will cooperate fully with law enforcement officers in all investigations of missing items.

All items declared lost or stolen will be reported to The University of Tennessee Department of Internal Auditing and the Museum Board of Advisors.

ETHICS

The Frank H. McClung Museum is committed to maintaining standards of professional and ethical excellence in all its actions, and embraces the standards set forth in the codes of ethics by the American Association of Museums, the American Association for State and Local History, the Archaeological Institute of America, and the Society for American Archaeology.

This code of ethics governs all Museum employees, and as applicable, volunteers, the Museum Advisory Board, Museum Guild members, and University officials who may act on behalf of the Museum. Additionally, all staff members, employees, and volunteers of the Museum are subject to policies and procedures contained within *The University of Tennessee Personnel Policies and Procedures Manual* and *The University of Tennessee Fiscal Policies and Procedures Manual*.

All Museum employees and volunteers are required to know, understand, and adhere to the ethical standards set forth in this section.

Collections

The *Collections Policies and Procedures of the Frank H. McClung Museum* defines directions and structures for collections stewardship and access, as well as acquiring, lending, and deaccessioning objects. These include but are not limited to the following: (1) that acquisitions be kept in conformity with the purposes and priorities of the Museum; (2) that a clear title be established to all acquisitions; (3) that objects be deaccessioned only in compliance with specific regulations; (4) that the Museum's collection of Native American materials is and remains in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA).

It is the responsibility of the Museum staff to present the best current information about the collections the Museum displays. Intellectual honesty and objectivity, tempered with sensitivity to cultural origins must guide the presentation of objects.

Museum Staff and Employees

Employment by the Museum involves a public trust of great responsibility. In all activities, Museum employees must act with integrity and in accordance with stringent ethical principles as well as the highest standards of objectivity.

Every museum employee is entitled to a measure of personal independence equal to that granted comparable professionals in other disciplines, consistent with professional and staff responsibilities. The employee also has the right to a private life independent of the institution. However, the Museum enjoys high public visibility and its employees a generous measure of

public esteem. To the public, the Museum employee is never wholly separable from the institution. Employees can never consider themselves or their activities totally independent of the Museum, despite disclaimers to the contrary. Any museum-related action by the individual may reflect on the institution or be attributed to it. Staff must be concerned with not only the true personal motivations and interests as they see them, but also the way in which such actions might be construed by the outside observer.

Staff members must always act with the best interests of the Museum in mind and ensure that their actions reflect and appear to reflect only favor and credit upon the Museum. They should be prepared to accept as conditions of employment the restrictions that are necessary to maintain public confidence in museums and in the museum profession.

Staff members will not use in their homes or for any other personal purpose any object or item that is a part of the Museum's collections or under the guardianship of the Museum, or use any other property, supplies or resources of the Museum except for the official business of the institution. To the extent that factual circumstances or special policies warrant exceptions to this principle, the circumstances or policies should be a matter of written record.

The reputation and name of the Museum are valuable assets and should not be exploited either for personal advantage or the advantage of any other person or entity.

Staff members should be circumspect in referring members of the public to outside suppliers of services such as appraisers or restorers. Whenever possible, more than a single qualified source should be provided so that no appearance of personal favoritism in referrals is created.

All outside employment or consulting activity must be undertaken with the fundamental premise being understood that the employee's primary responsibility is to the institution; that the activity will not interfere with one's ability to discharge this responsibility; that it will not compromise the professional integrity of the employee or the reputation of the Museum; and that it is within the guidelines of The University of Tennessee. All outside employment requires the completion of The University's Conflict of Interest Form.

Employees must disclose to the Director the facts concerning any planned outside employment or consulting arrangements that are in any way related to the functions that such employees perform for the Museum.

Staff members may not appraise without the express written approval of the Director. The related areas of identification, authentication, and description, when pursued as an outside activity, must be disclosed to and authorized by the Director.

Staff members with private collections, or who pursue private collecting activities, must notify the Director in writing of the existence, nature, and scope of such collections or activities and complete The University's Conflict of Interest Form. The determination of a conflict of interest will be under the University of Tennessee Conflict of Interest Policy. It is considered no conflict of interest if the staff member who has a private collection can document the existence of the collection prior to Museum employment, or can prove that the collection was received as a private gift or bequest.

Staff members may not compete with the Museum for the acquisition of objects.

Staff members, Museum Associates, researchers and associates, University administrators and Trustees may not bring private collections to the Museum for preparation, storage, or conservation at any time.

No Museum staff member may operate a business involving the sale of original objects of the types collected by the Museum.

Gifts, favors, discounts, loans, or dispensations of value must not be accepted by a Museum employee if they could be justly construed as bribes or exchanges that could impair the objectivity of the employee's choices of exhibitions, acquisitions, purchases or other considerations. The intent of this requirement is not to restrict Museum employees in any discounts regularly offered to the general public, nor in gifts originating from personal or family relationships. If, however, such gifts are objects relevant to the Museum's collections, disclosure must be made to the Museum Director to protect both the staff member and the institution from the appearance of impropriety.

Professional Activities

A staff member's primary obligation is to the immediate work of the institution and additional activities cannot be allowed to interfere with the ability to perform official duties.

Staff members are encouraged to write and publish both for the McClung Museum and on their own.

All research is to be guided by the *University of Tennessee Research Information and Policy Manual* (<http://research.utk.edu/ora/manual>).

Ownership of copyright rests with the Museum and The University of Tennessee on all material prepared as (1) part of the normal duties of the staff member, or (2) under contracts approved by the University. Notes, analysis sheets, outlines, etc. are to remain in the files of the Museum. Ownership of copyright for works done on the staff member's own time remains his/her possession, but such work must satisfy the outside employment guidelines of The University of Tennessee.

Museum employees who pursue scientific collecting, including but not limited to geological, paleontological, archaeological, botanical, zoological, and ethnological specimens, are obliged to observe all legal and professional requirements in doing so. When engaging in such activities, the Museum employee must investigate the field program to ascertain its legality. Professional responsibility requires that he/she avoid even the appearance of unethical, illegal, or destructive practices. The customs and beliefs of host individuals or societies must be honored wherever the collecting is done.

Volunteers

Volunteers, including members of the Advisory Board and Museum Guild officers and committee heads, are to be respected for the donation of their time and talents.

The duties of Museum volunteers require them to work for the betterment of the institution and not for personal gain. For this reason, restrictions placed on the staff not to accept gifts, favors, discounts, loans, other dispensations or things of value related to their Museum service, from outside parties, are to be observed by volunteers as well.

Sensitive areas in the workings of the Museum are not to be publicized. Volunteers who have access to the Museum's inner activities must respect the confidentiality of their positions.

Like staff members, volunteers have a right to their opinions and can render great service by expressing those opinions, especially from their areas of expertise, to their supervisors. Also like the staff, volunteers have an obligation to follow directions and to support the authorities who govern the Museum.

Museum Management

The chief executive officer of the McClung Museum is the Director whose decisions and actions are subject to University authorities and, ultimately, to the Board of Trustees. Decisions made by the Director must take into account the expertise, experience, and advice of the professionals on his/her staff. The staff is obliged to comply with the decisions of those in authority over them. Individuals, however, retain a right to their opinions and professional judgements even when their duties require them to follow directions. Nevertheless, to undermine the authority of the Director with staff, part-time employees, students or volunteers is to hamper the work and the success of the Museum and is a violation of the trust placed in each employee, belying the professionalism of the offender.

Museum Governance

The Director's authority in the governance of the Frank H. McClung Museum is derived through the Provost, the President of The University of Tennessee, and ultimately the Board of Trustees. The primary responsibilities of the Board to the Museum are:

- (1) honoring the resolution of July 30, 1981 that the Frank H. McClung Museum play a permanent role on the University of Tennessee campus;**
- (2) as recommended by the University authorities, a. provide resources for the Museum operation; b. approve appointments; c. approve policies;**
- (3) delegating the daily operation of the Museum to the Director.**

The responsibility of the Board's service to The University includes their awareness of the nature of the Museum as a public trust which preserves a material base for the purpose of educating. University officials that formulate and administer policies and procedures that affect the Museum have a duty and obligation to preserve and protect this public trust, and to ensure, as far as possible, that their actions do not violate the Museum's code of ethics.

Approved by The University of Tennessee General Counsel, October 24, 2000

Approved by the Office of the Provost, October 25, 2000