



Amerind Foundation, Inc. Collections Policy

Adopted by the Amerind Foundation Board of Directors
November 15, 2008



TABLE OF CONTENTS

Table of Contents 3

1. Introduction 5

2. History of the Amerind Foundation Collections 5

3. Amerind Foundation Collections: Definition and Scope 6

 3a. Definitions of Collection Scope, Closed collection, and Open collection 6

 3b. Amerind Foundation Permanent Collection 6

 3c. Fulton-Hayden Memorial Library & Archives Collection 6

 3d. Amerind Foundation Education & Use Collection 6

4. Responsible Personnel 8

 4a. Amerind Foundation Board of Directors 8

 4b. Amerind Foundation Executive Director 8

 4c. Amerind Foundation Chief Curator 8

 4d. Amerind Foundation Librarian 8

 4e. Amerind Foundation Collections Committee 8

 4f. Amerind Foundation Collections Staff and Volunteers 8

5. Acquisition Policy 9

 5a. Definitions of Acquisition and Accessioning 9

 5b. Acquisition Criteria for the Accessioned Collections 9

 5c. Means of Acquisition and Accessioning 9

 5d. Acquisition Procedures for Donations 10

 5e. Acquisition Stipulations 10

 5f. Compliance 11

 5g. Acquisitions to the Education & Use Collection 11

6. Preservation Policy 12

 6a. Access to Collections in Storage 12

 6b. Risk Management 12

 6c. Conservation 12

7. Use Policy 13

 7a. Internal Use of Collections 13

 7b. Access to Amerind Foundation Collections by Descendant Communities 13

 7c. Visiting Researchers 13

 7d. Destructive Testing of Collections 14

 7e. Publication of Documentary Materials by non-Amerind Foundation Researchers 14

 7f. Access to Collections by the Public 14

 7g. Outgoing Loans 15

 7h. Access and Security 15

 7i. Copyright 15



7j. Commercial Use of Amerind Foundation Collections	15
8. Deaccession and Disposal Policy.....	17
8a. Definitions of Disposal and Deaccessioning.....	17
8b. Deaccessioning Criteria	17
8c. Application of Criteria and Procedure	17
8d. Restrictions	18
8e. Methods for Disposing Deaccessioned Materials.....	18
8f. Conflict of Interest.....	18
8g. Proceeds	18
8h. Documentation of Deaccessioning	19
8i. Disposal of Materials in the Education & Use Collection.....	19
9. Incoming Loans	20
10. Documentation.....	20
11. Ethics.....	20
11a. Identifications and Authentications.....	20
11b. Personal Collecting.....	21
11c. Field Collections	21
12. Collections Policy Review.....	21



1. INTRODUCTION

This Collections Policy defines the role of collections at the Amerind Foundation, Inc. This policy shall be used to guide the Amerind Foundation's acquisition, management, use, and disposition of its collections. The policy complies with the Amerind Foundation's other formative documents such as its Charter and Mission Statement. It serves as a basis for formulating more specific collections management policies and procedures.

2. HISTORY OF THE AMERIND FOUNDATION COLLECTIONS

American industrialist and entrepreneur William Shirley Fulton (1880-1964) established the Amerind museum and research center in 1937 with the intention of preserving and interpreting Native American cultures and their histories.

The Charter Mission: The Amerind Foundation's mission is to promote, finance and foster scientific, educational, and archaeological study, pursuits, expeditions, excavations, collections, exhibitions, and publications with particular reference to the anthropology of the aboriginal peoples of the United States, to maintain museums, libraries, exhibitions and collections of pertinent data, relics and other material in the fields of anthropology, ethnology, archaeology, geology, and related scientific phenomena, itself or in cooperation with other scientific and educational organizations engaged in similar endeavors, and to do any and all things and engage in any and all other activities in furtherance thereof.

Fulton was an avid collector. He amassed an extensive hemispheric collection of Native American art and artifacts that formed the core of the collections.

Following his retirement in 1930 as owner-president of a brass foundry in Waterbury, Connecticut, Fulton moved his collection to southern Arizona with the intent of expanding its holdings and scope through active archaeological field research. Fulton purchased a 1600-acre cattle ranch in Cochise County and constructed a museum, collections storage facility, research library, and art gallery. Over the decades, Amerind Foundation professional staff conducted major archaeological survey and excavation projects throughout southern Arizona, New Mexico, and northwest Mexico.

The collections include Native American archaeological and ethnographic objects from Alaska to Argentina, with especially strong collections from the U.S. Southwest, northwestern and western Mexico, California, and the Arctic. The Amerind Foundation also has extensive holdings in Spanish Colonial and Mexican furniture and religious art, western fine art, and contemporary Native American art. The archaeological research collections were generated by major field projects in the U.S. and Mexico Borderlands. The research library contains an extensive cross-section of archaeological and anthropological materials. The archives include studies of the collections and all of the original documentation of the Amerind Foundation's research projects. These documentary materials are in a variety of media.



3. AMERIND FOUNDATION COLLECTIONS: DEFINITION AND SCOPE

3a. Definitions of Collection Scope, Closed collection, and Open collection

Collection Scope refers to the subject matter or class of materials that a museum's collection represents. For example, a museum's collection scope may include artworks by a particular school of artists, objects from a particular period in history, objects from a particular culture, or objects of a certain media such as photos, films, or books.

Closed collection is a collection of materials that a museum holds, but that the museum is no longer acquiring additional materials for.

Open collection is a collection of materials that a museum is still actively adding to with new acquisitions.

3b. Amerind Foundation Permanent Collection

The Permanent Collection is defined as all objects and artworks that the Amerind Foundation has accessioned into its holdings. The scope of the Amerind Foundation's Permanent Collection includes:

- (1) A closed collection of indigenous ethnographic objects, archaeological objects, and Western decorative and fine art collected by William Shirley Fulton.
- (2) A systematic open collection of material culture and natural specimens that advance a scholarly understanding of the prehistory and history of the United States and Mexico's Borderlands from the earliest human occupation through the present.
- (3) An open collection of outstanding aesthetic examples of contemporary fine artwork made by indigenous artists of North America and by artists of the United States and Mexico's Borderlands.

3c. Fulton-Hayden Memorial Library & Archives Collection

The Library & Archives Collection is defined as all published and unpublished written documents, documentary photographs, and multimedia documentary materials that are part of the Amerind Foundation's holdings.

The scope of the Library & Archives Collection includes all publications and documentary resources that support the Amerind Foundation's core interest areas of archaeology, anthropology, ethnology, and history of the Native American peoples of the southwestern United States, northern Mexico, Central America, and those portions of the Western Hemisphere which support the museum's material culture collections and exhibitions.

3d. Amerind Foundation Education & Use Collection

The materials in this collection are retained for use in educational activities, interpretive programs, and for comparative scholarly study. The Education & Use Collection is defined as items determined to be of little scholarly significance or fungible, including such things as replicas, fragmentary materials, copies, unprovenienced objects, popular publications and comparative natural history specimens or artifacts. This collection includes items that are duplicated in the Permanent Collection or Library & Archives Collection.



The scope of the Education & Use Collection includes any object or documentary material that may be useful to Amerind Foundation programs or scholarly work. For example, the Education & Use Collection may contain decorated pieces of pottery for children to touch, popular books on the subject of archaeology, or a collection of modern marine shell specimens to assist scholars in identifying marine shells recovered from archaeological sites.



4. RESPONSIBLE PERSONNEL

4a. Amerind Foundation Board of Directors

The Board of Directors is the self-perpetuating governing board of the nonprofit Amerind Foundation, Inc. The Board of Directors is the legal entity that has ownership of all of the Amerind Foundation's holdings. As such, the Board of Directors is the ultimate owner of all materials in the Permanent Collection, Library & Archives Collection, and the Education & Use Collection. The Board of Directors delegates certain responsibilities as to the care and use of the collection to staff members.

4b. Amerind Foundation Executive Director

The Executive Director oversees all operations of the Amerind Foundation, including supervision of all collections and the personnel who care for the collections. The Executive Director delegates collections management duties to particular staff members and oversees the performance of their duties.

4c. Amerind Foundation Chief Curator

The Chief Curator is tasked with the management of all Amerind Foundation collections. The Chief Curator chairs the Collections Committee.

4d. Amerind Foundation Librarian

The Librarian is tasked with managing the Library & Archives collections and some materials in the Education & Use collection.

4e. Amerind Foundation Collections Committee

The Collections Committee is a staff committee appointed by the Executive Director. The Collections Committee may include staff, volunteers, and other interested stakeholders. The Collections Committee meets on a quarterly basis and consists of at least 3 members. The Collections Committee is tasked by the Board of Directors with making acquisition decisions and deaccessioning recommendations to the Board of Directors for materials in the Permanent Collection and the Library & Archives Collection. The Collections Committee makes decisions as to the disposal of items in the Education & Use Collection. The Collections Committee may also be tasked with other responsibilities by the Board of Directors or Executive Director. The Collections Committee recommendations and decisions shall be communicated in writing to the Board of Directors. The Collections Committee, at a minimum, shall include the Executive Director, Chief Curator, and Librarian.

4f. Amerind Foundation Collections Staff and Volunteers

Other staff and volunteers may engage in collections acquisition, preservation, use, documentation, and disposal activities. These activities include, but are not limited to, preservation related tasks, exhibitions, providing public access to collections, duplication of collections items, space maintenance, inventorying, fiscal oversight of collections activities, and security. All such personnel are under the oversight of the Executive Director and some are under the oversight of the Chief Curator or Librarian.



5. ACQUISITION POLICY

The Amerind Foundation's collections are central to its mission. Acquiring new materials builds and strengthens collections for research, interpretation, and education.

5a. Definitions of Acquisition and Accessioning

Acquisition is the discovery, preliminary evaluation, negotiation for, receiving permission to copy (in the case of documentary materials) and taking custody of material for addition to the Amerind Foundation collections.

Accessioning is the formal process used to transfer ownership and record material into the Permanent Collection or the Library & Archives Collection of the Amerind Foundation. Accessioned materials are added to these collections in perpetuity unless circumstances arise where deaccessioning is warranted. Materials acquired for the Education & Use Collection are not accessioned and are subject to different policies and procedures.

5b. Acquisition Criteria for the Accessioned Collections

- (1) The material must have clear title.
- (2) If the material is for sale, funding must be available.
- (3) The material must fit within the Scope of the Permanent Collection and the Scope of the Library & Archives Collection.
- (4) The material must support research needs or programmatic needs.
- (5) The scholarly significance or educational value of the materials must be relevant to the Amerind Foundation's mission.
- (6) The Amerind Foundation must have the resources to properly care for the proposed acquisition.
- (7) All legal and ethical implications of the acquisition must have been considered and any issues resolved.
- (8) Acquisition should occur without donor restrictions. Restrictions or conditions may be considered when it is in the best interest of the Amerind Foundation. The Board of Directors must approve acquisitions with permanent restrictions. Use and disposition of acquired material will be at the discretion of the Amerind Foundation unless otherwise specified.
- (9) Copyright will be transferred to the Amerind Foundation whenever possible.

5c. Means of Acquisition and Accessioning

Materials and objects may be acquired by abandonment, bequest, copy with permission of the owner or copyright holder, excavation, exchange, field collection, donation, purchase, or any other method which transfers title to the Amerind Foundation from any individual, corporate body, government, or other legal entity.



In the case of field work conducted jointly with other museums, universities or research institutions, a written memorandum of agreement shall be agreed upon prior to field work as to the allocation, acquisition, and use of field collections.

Material acquired by any of the above means may be accessioned into the Permanent Collection or Library & Archives Collection. Accessioning such items requires the approval of the Collections Committee.

Materials created “in house” by staff or volunteers may be subject to accession.

Unaccessioned objects that have been treated as artifacts or specimens over time, but for which acquisition documentation cannot be found, are designated “found in collections.” These objects are subject to accessioning.

5d. Acquisition Procedures for Donations

The Amerind Foundation staff shall execute an incoming loan agreement with a potential donor for items being considered for donation. Such loans shall be of a short duration and never more than one year.

If a potential donation is accepted by the Collections Committee, the staff shall prepare appropriate donation forms and gather documentation necessary to prove the transfer of ownership to the Amerind Foundation. The donor is entitled to a Gift Receipt whenever a federal income tax deduction is applicable. The staff is prohibited from providing the donor with an appraisal of the material(s). The donor must obtain an independent third party appraisal of the donated item(s). Amerind staff may refer the donor to a list of professional appraisers and professional appraisal organizations for further information. Amerind staff may not recommend or endorse a particular professional appraiser.

If the potential donation is declined, Amerind Foundation staff shall return the material under consideration to the lender as soon as possible and terminate the incoming loan agreement.

Under certain circumstances, the Collections Committee may request that the Board of Directors pass a resolution to approve a particular acquisition. Cases where such a resolution is warranted include purchases requiring special funding, cases where the acquisition is of a controversial nature, or cases involving permanent restrictions by the donor.

5e. Acquisition Stipulations

- (1) All acquisitions for the Permanent Collection and for the Library & Archives Collection must be approved by the Collections Committee with oversight by the Board of Directors as appropriate.
- (2) No staff member or Board Director may obligate the Amerind Foundation to accept material not consistent with this acquisition policy.
- (3) A record will be maintained of all acquisitions. These records shall include signed legal documents and documents of transfer, and may include appropriate inventories and historical information.
- (4) The acquisition of materials does not guarantee that materials will be exhibited or used for any project or program.
- (5) Materials accessioned into the Permanent Collection and Library & Archives Collection will be retained so long as they continue to be relevant and useful to the mission and purpose of



the Amerind Foundation, and if they can be properly stored, preserved, and used. Deaccessioning materials may be considered when one or more of the Deaccessioning Criteria apply.

- (6) Gifts to the Amerind Foundation are deductible from taxable income in accordance with the provisions of federal income tax law. Staff members cannot provide appraisals to donors.
- (7) When considering a potential new donation, no materials shall be considered for addition to the Permanent Collection or the Library & Archives Collection for the sole purpose of selling the materials or exchanging them for something else.
- (8) The Amerind Foundation is under no obligation to accept materials bequeathed or offered to it.
- (9) Archaeological materials will not be purchased as mandated by the Antiquities Act of 1906, the National Historic Preservation Act of 1966, and standards set forth by the American Association of Museums.

5f. Compliance

The Amerind Foundation complies with legislation affecting the acquisition of collections including, but not limited to, the following:

- (1) The Native American Graves Protection & Repatriation Act
- (2) The Antiquities Act of 1906
- (3) The National Historic Preservation Act of 1966

Direct acquisition during field work shall be conducted with the agreement of and according to the laws of the host state or country.

5g. Acquisitions to the Education & Use Collection

The Education & Use Collection materials are not subject to accessioning. Any staff member or volunteer can add to the Education & Use Collection provided that such acquisitions fit within the scope of Education & Use Collection. Acquisitions made to this collection must conform to all the legal and ethical considerations discussed in this Collections Policy. The Collections Committee should be informed of any new acquisition, and collections staff shall keep an inventory of the materials. Library material that is not unusually rare or valuable may be accepted into the Education & Use Collection by the Librarian.



6. PRESERVATION POLICY

The Amerind Foundation collections are an important trust. The Amerind Foundation will strive to preserve its collections for future generations, recognizing that deterioration and decay are natural processes. Preservation consists of all techniques, practices, policies, and procedures that will slow the rate of deterioration and decay so as to maximize the longevity of the collections. Preservation policies and procedures must strike a balance between preservation goals and the Amerind Foundation's charter mission to "promote...and foster scientific, educational, and archaeological study" which requires the use of its collections.

Standards of care for the Permanent Collection and Library & Archives Collection in storage, on exhibit, in research use, in programmatic use, on loan, or undergoing special conservation treatments will conform to the current best practices in the museum, library, and archival professions. These standards will apply to climate control, storage and exhibit spaces, documentation, monitoring, housekeeping, handling, security, and pest management.

Preservation techniques, practices, policies and procedures are subject to ongoing methodological advances in the museum, library, and archival professions. Amerind Foundation personnel shall stay current in these methodological advances through ongoing professional development and training for staff and, when appropriate, for volunteers.

6a. Access to Collections in Storage

Access to collections in storage is limited to relevant staff for the purposes of collections management, maintenance, security, and emergency issues. Access to the collections by visiting researchers or members of the public is not guaranteed. Access by visiting researchers and the public to storage areas is only granted with the permission of the Executive Director or Chief Curator and only with adequate supervision by staff members.

6b. Risk Management

Risk management includes an assessment of potential hazards to collections such as natural disasters, vandalism, theft, human error, mechanical or operational failure, and deterioration. Collections staff shall set policies and procedures that mitigate risks.

6c. Conservation

Conservation is the treatment or stabilization of collections material by qualified conservators. Items will be selected for conservation treatments by collections staff members, who will also maintain documentation on all conservation treatments applied.



7. USE POLICY

The Amerind Foundation promotes the use of collections for scholarly endeavors and for public education. Use policies must be balanced by the Amerind Foundation's responsibility to preserve collections for future generations.

7a. Internal Use of Collections

Use of the collections by staff is limited to activities that support the Amerind Foundation's mission, including exhibitions, interpretive programs, and research. Use of collections for personal reasons (e.g., decorating an office or residence) is prohibited.

7b. Access to Amerind Foundation Collections by Descendant Communities

The collections include many objects and documentary resources that have cultural meaning to the descendants of the people who produced the materials. The Amerind Foundation shall comply with applicable U.S. federal and Arizona state laws that govern access by authorized representatives of legally defined political entities to certain legally defined classes of material.

In addition to such legal compliance, Amerind Foundation staff shall work in partnership with descendant communities to ensure fair and reasonable access to the objects, documents, and artwork created by their community's members for study, inspiration, and other culturally appropriate interactions. As with all other aspects of use, these working partnerships shall bear in mind the Amerind Foundation's obligation to preserve collections for future generations.

7c. Visiting Researchers

Visiting researchers are encouraged to conduct research using the Permanent Collection. Visiting researchers must apply for access in a written statement submitted to the Chief Curator or Executive Director. Visiting researchers are expected to provide documents that explain the nature of their research and proof of their professional qualifications. Use of any part of the Permanent Collection in subsequent publications must provide appropriate credit. Copies of any resulting publications shall be submitted to the Library & Archives by the visiting researcher. Visiting researchers are both assisted and supervised by collections staff during their visit. Collections staff shall determine appropriate handling methods and decide whether photography will be permitted.

Visiting researchers who wish to use archival materials, documentary resources, and rare manuscripts must submit their request in writing to the Librarian, Chief Curator, or Executive Director. Visiting researchers are expected to provide documents that explain the nature of their research and proof of their professional qualifications. Use of any part of the Amerind Foundation's archival materials in subsequent publications must provide appropriate credit. Copies of any resulting publications shall be submitted to the Library & Archives by the visiting researcher. Visiting researchers are both assisted and supervised by collections staff during their visit. Collections staff shall determine appropriate handling methods and decide whether copying by any means or photography will be permitted.

Amerind Foundation members and the public shall be granted access to the Library's publications with the verbal permission of the Librarian, Chief Curator, or Executive Director. Published materials in the Library are non-circulating. Library users must coordinate their visit with the Librarian, Chief Curator, or Executive Director.



7d. Destructive Testing of Collections

Certain kinds of research require the destructive testing of natural history specimens or artifacts. Destructive testing may include a variety of procedures that are constantly under methodological development, including radiocarbon dating, DNA extraction, residue analysis, x-ray fluorescence, neutron activation analysis, and others. Such research can generate important new information for the scholarly community and the public. The significance of the information gained through such testing must be weighed against the preservation of the collections for future generations. Researchers who wish to conduct destructive testing on collections must present an application for destructive testing to the Executive Director or Chief Curator, who will in turn present the request to the Collections Committee.

The Collections Committee will require a written description of the nature of destructive testing and an argument that the information gained through the destructive testing will generate important new information for scholars and the public. The qualifications of the researcher(s) making the request and the qualifications of the specialist(s) and laboratory conducting the tests must be made explicit. The Collections Committee may enter into consultation about the destructive testing with descendant communities. The Collections Committee shall have the authority to approve or deny applications.

If destructive testing is approved, the researcher, specialist or laboratory shall return all surviving samples to the Amerind Foundation. The Amerind Foundation shall be provided with all data and reports generated from destructive testing in digital and hard-copy formats. Publications that utilize the resulting information shall be submitted to the Library & Archives by the researcher(s).

No loan of collections shall be authorized to individuals. Samples sent for destructive testing are only loaned to institutions conducting the testing. The Amerind Foundation may request further documentation as to the security and environment of the facility where materials will be stored and tested.

Collections staff shall archive all necessary documentation of approved destructive testing.

7e. Publication of Documentary Materials by non-Amerind Foundation Researchers

The Executive Director or Chief Curator may grant permission to publish reproductions of documentary materials to non-Amerind Foundation researchers for one-time, non-exclusive use in one publication. In authorizing the publication of the Amerind Foundation's documentary materials, the Amerind Foundation does not surrender its own right, title, ownership or right to publish or to grant permission to others to do so. The Executive Director or Chief Curator may establish reasonable fees for this service that are consistent with reproduction permissions and fees at other museums and archives. Any fees collected will become part of the Amerind Foundation's general operating funds. Authors must provide appropriate credit when reproducing documentary materials and provide copies of any resulting publications to the Library & Archives.

7f. Access to Collections by the Public

The Amerind Foundation collections are most readily accessible via exhibits, programs and the Library. Access to collections in storage by members of the general public is not



guaranteed. Access is only permitted when accompanied by collections staff members and such visitation must take into consideration the preservation and security of the collections.

7g. Outgoing Loans

Collections material is made available through outgoing loans to other qualified nonprofit educational institutions and museums for the purposes of exhibition, research, or interpretive programs. No loans are authorized to individuals for any reason. Institutions seeking the loan are required to submit a request for the loan in writing to the Executive Director or Chief Curator. Outgoing loans are granted for a period no longer than 3 years and may be renewed. Amerind materials shall not be loaned out for more than 6 years except under extraordinary circumstances. The Amerind Foundation does not authorize permanent loans.

Borrowing institutions must provide evidence that the materials will be cared for in keeping with the museum profession's best practices. The Amerind Foundation will require a facilities report and proof of insurance from the borrowing institution. The Executive Director or Chief Curator may authorize or deny a loan request. Collections staff shall inform the Board of Directors in writing about outgoing loans. Collections staff will keep a file containing all necessary documentation on the outgoing loan. The borrowing institution shall inform the Amerind Foundation as soon as possible if any loaned collections are damaged or if the security environment of the loaned collection changes. Loans may be cancelled whenever the Amerind Foundation deems it necessary.

7h. Access and Security

Every reasonable effort shall be made to encourage the use of collections for scholarly and educational purposes. The Amerind Foundation supports the free exchange of ideas and is opposed to baseless denials of collections access. Access to collections may be precluded due to preservation and security concerns. Access may also be precluded whenever collections staff are not available to properly supervise visiting researchers.

The Amerind Foundation will take steps necessary to protect certain kinds of information, including the location of archaeological sites that may be threatened by looting. The Amerind Foundation, working with descendant communities, may restrict access to materials that are determined to be culturally sensitive. The Amerind Foundation may restrict access to materials in compliance with applicable federal or state laws.

7i. Copyright

The Amerind Foundation shall comply with U.S. copyright laws. The Amerind Foundation shall adopt policies and procedures to protect the copyright of artists, authors and their heirs for works in the collections. The Amerind Foundation shall adopt policies and procedures to ensure the protection of the Amerind Foundation's copyright. Appropriate credit shall be given to the Amerind Foundation when collections are used for such purposes.

7j. Commercial Use of Amerind Foundation Collections

The collections are not normally available for commercial use. However, at the discretion of the Executive Director, objects may be made available for reproduction for commercial sale. Staff shall judge quality control, selection, and marketing under the Executive Director's oversight. Such commercial use shall be consistent with this Collections Policy in terms of the Amerind Foundation's ethical and legal responsibilities. In cases where the material



is not protected by U.S. copyright law, the reproduction's copyright shall remain the property of the Amerind Foundation.



8. DEACCESSION AND DISPOSAL POLICY

Just as selective acquisition of new materials is essential to build and strengthen the collections, it is also important to reevaluate existing holdings and remove material.

8a. Definitions of Disposal and Deaccessioning

Disposal is the discard of material in any of the Amerind Foundation collections.

Disposal can include, but is not limited to, transferring ownership and custody to another institution or legal entity, donating objects to nonprofit organizations, or the destruction of certain items.

Deaccessioning is the formal process used to remove accessioned material from the Permanent Collection or the Library & Archives Collection. The deaccessioning process should be cautious and deliberative.

8b. Deaccessioning Criteria

In all instances of deaccessioning, the scholarly significance of an object or documentary material shall be considered of primary importance and will override any of the criteria below. Material to be considered for deaccessioning must meet at least one of the following criteria:

- (1) When a particular object or documentary material is deemed to be outside the scope of the Permanent Collection or the Library & Archives Collection
- (2) When duplicate copies of materials in the Library & Archives Collection for which there is no anticipated demand for multiple copies, out-of-interest area titles, or materials in such poor condition as to be of no research value
- (3) When the Amerind Foundation cannot preserve an object or documentary material properly and a more appropriate repository is available
- (4) When an object has deteriorated to such a state that it has no further scholarly value
- (5) When an object is deemed to be a hazard to human health or poses a hazard to other parts of the collection
- (6) If the Amerind Foundation receives evidence that the object was acquired illegally
- (7) When the Amerind Foundation must comply with federal laws, state laws, or international treaties that require the Amerind to relinquish its custody of certain legally defined materials
- (8) When the object or documentary material has been unaccounted for or stolen and remains lost for at least ten years

8c. Application of Criteria and Procedure

Recommendations for deaccessioning materials from the Permanent Collection or from the Library & Archives Collection must be made to the Collections Committee. The Collections Committee then makes deaccessioning recommendations to the Board of Directors in writing. Deaccessioning requires an approved motion by the Board of Directors.

**8d. Restrictions**

Before any material from the collections are recommended for deaccessioning, reasonable efforts shall be made to determine whether the Amerind Foundation has the legal authority to do so.

8e. Methods for Disposing Deaccessioned Materials

Materials approved for deaccessioning from the Permanent Collection or the Library & Archives Collection will be disposed of in one of the methods listed below. The first disposal method transfers custody of deaccessioned materials in compliance with applicable U.S. federal and state laws. Disposal methods 2-7 are arranged by order of preference, with the most preferred disposal options listed first and the least preferred disposal options listed last.

- (1) Transferred to legally recognized entities such as tribal or state governments, the federal government, or a foreign government in compliance U.S. federal laws or Arizona state laws requiring the Amerind to relinquish its custody of certain legally defined materials
- (2) Transferred to another museum, library, archives or public education institution
- (3) Exchanged with other public organizations or institutions for objects needed in the Permanent Collection or Library & Archives Collection
- (4) Transferred to the Education & Use Collection
- (5) Donated to a nonprofit institution if its intrinsic or monetary value is so low as to make burdensome the effort of finding an institutional home for it or offering it for sale
- (6) Sold at public auction or sale (Except that archaeological objects shall not be sold.)
- (7) Destroyed

8f. Conflict of Interest

Items deaccessioned from the Permanent Collection or Library & Archives Collection shall not be given, sold, or otherwise transferred, publicly or privately, to Amerind Foundation employees past or present or their immediate families or representatives. Items deaccessioned from the Permanent Collection or Library & Archives Collection shall not be given, sold, or otherwise transferred, publicly or privately, to sitting or former Amerind Foundation Board Directors or their immediate families or representatives under any terms different from those extended to the general public.

8g. Proceeds

When it is determined that deaccessioned materials will be sold, it will be done so publicly. The Amerind Foundation may contract with a qualified appraiser to assure the best price. All proceeds resulting from the sale of deaccessioned objects or documentary materials shall be used solely for the acquisition or direct care of the Permanent Collection or Library & Archives Collection. Proceeds may not be used to subsidize operations.

**8h. Documentation of Deaccessioning**

Collections staff shall keep a record of all materials that have been deaccessioned. These records shall be kept current and may be distributed in response to any responsible inquiry. Necessary documents in the deaccession record include a copy of the Board of Directors' resolution approving the deaccession, catalog records, and lists of the deaccessioned items. Deaccession documents shall include a Deaccession and Disposal Record that explains the rationale for the deaccession and explains how the items are to be disposed. The Deaccession and Disposal Record requires the signature of the President of the Board of Directors and the Executive Director. Any other supporting documents deemed necessary by staff shall also be included in the deaccession records.

8i. Disposal of Materials in the Education & Use Collection

Materials acquired for the Education & Use Collection are not accessioned and hence are not subject to deaccessioning policies and procedures. The Librarian may recommend the disposal of publications in the Education & Use Collection in accordance with standard practices for research libraries, provided that complete records are kept of all transactions. The disposal of materials from the Education & Use Collection requires the approval of the Collections Committee.



9. INCOMING LOANS

The Amerind Foundation borrows objects from institutions or individuals for the purpose of exhibition and research. Incoming loans are also executed when materials are evaluated for a potential donation. Incoming loans will be recorded with incoming loan agreements and all loaned materials shall be stored and handled with the same care given to the Amerind Foundation's own collections. Transportation and insurance coverage for loaned materials shall be in accordance with the lender's policies and procedures. The lender determines the insurance replacement value of the materials on loan. The materials on loan shall be insured by the Amerind Foundation while they are in the Amerind Foundation's care.

Incoming loans shall not be accepted if they do not meet the same legal and ethical standards described in this Collections Policy.

10. DOCUMENTATION

The acquisition, management and use of all collections materials shall be documented to current professional standards of museums, libraries, and archives. Such documentation includes, but is not limited to, accession and deaccession records, correspondence relating to acquisition, research materials, catalog records and finding aids, loan records, researcher access requests, permission and use records, conservation treatment records, and exhibit histories.

Amerind Foundation staff will establish policies and procedures that will ensure the longevity of documentation and provide for the transference of collections information to new media as appropriate.

All documentation will become part of the Archives and are subject to the policies and procedures set forth in this Collections Policy.

11. ETHICS

11a. Identifications and Authentications

Amerind Foundation staff shall not, in their official capacity, give appraisals for the purpose of establishing a tax-deductible value of gifts. No staff member shall knowingly appraise, identify, or otherwise authenticate natural history specimens or artifacts for other persons or agencies under circumstances that could encourage or benefit illegal, unethical, or irresponsible trafficking in such materials.

Amerind Foundation staff members are frequently called upon by the general public or other scholars to assist in the identification of cultural objects. In service to the public, this is an expected staff function. The ethical obligations of staff in such a situation are 1) to offer no information as to the market value of an object, 2) to refer the inquirer to a list of professional appraisers and appraisal organizations as appropriate, 3) to be honest as to the breadth of the staff member's knowledge of such objects, and 4) to be clear that any identification provided is an opinion which is subject to change as additional information becomes available. Amerind staff may not recommend or endorse a particular professional appraiser.

If a staff member believes that the inquirer has acquired the material illegally, the staff member has an obligation to explain this to the inquirer.



No identification in writing shall be provided to the inquirer by a staff member. If the inquirer is seeking a written identification, the staff member should refer the inquirer to a list of professional appraisers or appraisal organizations.

11b. Personal Collecting

Staff members shall not create personal collections that compete with the Amerind Foundation's acquisitions.

11c. Field Collections

Any materials collected by staff members, consultants, contractors, or volunteers during field research sponsored by the Amerind Foundation is wholly the property of the Amerind Foundation. No staff member, consultant, contractor, or volunteer shall take such materials into their personal custody.

12. COLLECTIONS POLICY REVIEW

This Collections Policy will be reviewed at least once every five years by the Collections Committee. Changes to this policy cannot be made by staff members. Collections Policy changes may be recommended to the Board of Directors. Any policy changes must be approved by a resolution of the Board of Directors.