

CHULA VISTA PUBLIC LIBRARY

Policy and Procedure

Title: Chula Vista Heritage Museum Collection Development
Policy Number: LIB-013
Approved by: Library Board of Trustees
Date: January 18, 2006

PURPOSE:

The mission of the Chula Vista Heritage Museum is to collect and preserve artifacts that interpret the history and cultural heritage of Chula Vista and the South San Diego Bay region. We accomplish this through research, exhibits and programming.

The Chula Vista Heritage Museum is a division of the Chula Vista Public Library. The Museum's role is in alignment with the Chula Vista Public Library's Mission Statement:

The purpose of the Chula Vista Public Library is to increase knowledge and enrich lives within the community. We accomplish this by connecting people equitably to responsive programs, services and resources that reflect the ideals of a democratic society.

POLICY

The policy is divided into the following sections:

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I. Description of the Chula Vista Heritage Museum Collection

The Chula Vista Heritage Museum collection is comprised mainly of 3-dimensional items representative of life in Chula Vista since 1845. The collection is exhibited primarily in the Chula Vista Heritage Museum at 360 Third Avenue. The Chula Vista Public Library's Civic Center Branch Library houses the archives for artifacts not on exhibit.

The Chula Vista Heritage Museum Collection is comprised of artifacts that chronicle the social, political, economic, and cultural development of the Chula Vista area from 1845 (the year Rancho de la Nacion, the Mexican land grant that encompassed the area now known as National City, Chula Vista, Bonita, Sunnyside and the Sweetwater Valley, was granted to John Forster) to present day.

The Museum cooperates with other repositories, agencies or organizations in the collection, disposition, and display of unique and relevant artifacts. Except as necessary to develop a complete and relevant collection, and to perform research, the Museum collection does not duplicate nor compete for items held in other historical collections in the area.

The Chula Vista Local History Collection is a separate collection held by the Library, comprised of a variety of formats including photographs and negatives, primary and secondary printed sources, digitized records, limited representational artifacts, aural and video sources. The collection is located primarily in the John Rojas Local History Room in the Chula Vista Public Library's Civic Center Branch at 365 F St. For more information about the Chula Vista Local History Collection, see the Chula Vista Local History Collection Policy, LIB-011.

The Local History Collection has a reference collection of published secondary sources and serials. These publications include published histories of Chula Vista and its component institutions; area histories that give context to the community, and area periodicals that describe Chula Vista daily life or area history.

II. Organization of the Collection Management and Development Program

Under the direction of the Library Director, the Museum Manager is responsible for the selection, accession, maintenance, and deaccessioning of artifacts. As such, the Museum Manager has the responsibility for determining which materials will be accepted as donations.

The Museum Manager will liaison with area local history museums and other appropriate community groups. He/she will also cooperate with other repositories, agencies, organizations or the profession in the collection, disposition and display of unique artifacts of Chula Vista and immediate areas.

The Museum Manager is responsible for balancing the limited resources of space and

staff time to house and process the collection's resources, with the value of the artifacts and materials to the community.

III. Management Policies and Guidelines

A. Policies

1. The Chula Vista Heritage Museum collects a wide range of artifacts of historical value related to Chula Vista and the surrounding area. This includes but is not limited to:

- Artifacts of individual daily life
- Artifacts of agriculture, manufacturing and production
- Artifacts of teaching and research value
- Artifacts suitable for physical interface with the public

The Chula Vista Heritage Museum will not collect records and published items suitable for the Chula Vista Local History Collection including the following:

- Books
- Periodicals, newspapers, newsletters
- Yearbooks
- Photographs
- Manuscripts, papers
- Computer files, digitized resources
- Government documents (city and county)
- Maps and plat books
- Census records
- Postcards
- Audio visual materials (including oral histories)
- Ephemera (clippings, theatrical programs, scrapbooks, crate labels, etc.)

The Museum may, however, display such items loaned from the Chula Vista Local History Collection or from other museums, libraries, institutions, and/or private collectors.

2. The Museum Manager will accept donated items for the collection in accordance with the written Chula Vista Heritage Museum Collection Development Policy.
3. The Museum will not collect the following:

- Primary specimens of Chula Vista's natural history or prehistory
- Plaques, trophies, flags, memorabilia and other items given to the city
- Collections of artifacts not relevant to Chula Vista's history

4. Museum artifacts are intended for "in-Museum or in-Archives study only."

5. Artifacts may be loaned to another institution or repository for a defined period of time with written permission from the Museum Manager.
6. Artifacts of any type will not be accepted on indefinite loan.
7. Local artifacts accepted by the Museum will become the property of the Chula Vista Heritage Museum. Rights to the physical property of the artifacts will be that of the Museum, and recorded on the signed Deed of Gift.
8. The donor of the artifacts is responsible for the physical transfer of the item, and for agreeing to and signing the Museum's Deed of Gift form.
9. Donations to the Chula Vista Heritage Museum are tax deductible. The donor is responsible for obtaining the appraisal of monetary value.
10. Accessioned artifacts that are no longer appropriate for permanent retention in the collection will be formally deaccessioned and removed from the collection in accordance with the written Chula Vista Heritage Museum Collection Development Policy and the disposition method specified in the Deed of Gift.
11. Removal of and disappearance of artifacts will be recorded on the permanent accession documents.

B. Guidelines

1. The Museum collection will consist of local history artifacts representing daily life of the community and illustrating local events and developments from the 19th century forward.
2. The Museum will focus its collections on artifacts illustrating the following:
 - A. Industry and Business, including but not limited to:
 1. Packing Industries
 2. Otay Watch Company
 3. Western Salt Works
 4. Hercules Powder Company
 5. Aviation (i.e. Tyce, Rohr/Goodrich, etc.)
 6. Southwest Marine
 7. Labor and race relations
 8. Other prominent industries (i.e. Cordrey Manufacturing, Hitachi, etc.)
 9. Prominent small businesses (i.e. restaurants, dairies, newspapers, hotels, theaters, gas stations, etc.)
 10. Railroads and their influence

B. Agriculture, including but not limited to:

1. Truck farming (i.e. celery, tomatoes, etc.)
2. Orchards (citrus)
3. Individual farmers and their experiences

C. Daily Life of Residents, including but not limited to:

1. Personal, household, and architectural items
 2. Prominent individuals and families
 3. Political memorabilia (i.e. buttons, posters, etc.)
 4. Clubs and associations
 5. Medical history and hospitals
 6. Churches
 7. Schools and colleges
 8. Presidential visits
 9. Local scandals
 10. Arts and culture (i.e., artists, performing arts groups, etc.)
 11. Sports and recreation (i.e., Browns baseball team)
 12. Events (i.e., floods, fires, etc.)
 13. Neighborhoods (i.e., Otay, Castle Park, Otay Ranch, EastLake, etc.)
3. The Museum will cooperate with other repositories collecting local Chula Vista artifacts to minimize duplication and competition, and to maximize the completeness and relevance of its collection, while confining itself to the limited display and storage space in the Museum and Library for the Museum artifacts and archives.

C. Criteria For Selecting and Acquiring Chula Vista Heritage Museum Artifacts

All artifacts, whether purchased or donated are considered based upon the guidelines listed above and the criteria outlined below. Each artifact is evaluated in terms of the Museum's present holdings.

- Format
- Condition
- Local historical or informational value
- Intrinsic value
- Local exhibit potential
- Local permanent research value
- Space limitations
- Cost or price

D. Acquisitions

Artifacts accepted by the Museum will become the property of the Chula Vista Heritage Museum, a division of the Chula Vista Public Library, and will be handled in accordance with accepted archival and display principles and procedures. Indefinite loans will generally not be accepted.

Upon receiving a new acquisition, the Museum Manager should learn as much as he/she can about the history of the artifacts from the donor, including the origin, purpose, use and ownership history of the artifacts, and document all of it in the accession records.

Private donors wishing to donate local history artifacts to the Museum should contact the Museum Manager for an appointment to inspect the items proposed for donation, determine whether they are appropriate for the Museum's collection and schedule pick-up or delivery of the donation. The donor is responsible for the physical transfer of artifacts and any monetary appraisal desired.

In order to transfer custody of artifacts given by private donors to the Museum, the artifacts must be accompanied by the **Deed of Gift** form. The form must be completed and signed by the donor(s) or designee.

Many items proposed for donation to the Museum collection are better suited for the Local History Collection, and will be accepted by the Museum on behalf of the Local History Collection, by Deed of Gift form, and immediately transferred, along with the Deed of Gift, to the Local History Librarian for disposition according to the Local History Collection policy.

E. Loan of Artifacts

1. Loans from other organizations, institutions, or repositories may be accepted from time to time. Artifacts may only be accepted on a short-term basis when offered to or requested by the Museum Manager or designee for exhibition, duplication, or research purposes.
2. The Chula Vista Heritage Museum will uphold the loan policies and procedures of the lending institution.
3. Loans of original artifacts from the Museum Collection will not be granted to individuals. Duplicate artifacts may be loaned with the written permission of the Museum Manager on a short-term basis.
4. Loans of artifacts to other organizations, institutions, or repositories may be granted on a short-term basis by written permission of the Museum Manager, with a complete written record of the loan transaction and condition report before and after the loan. The Museum Manager prefers to loan duplicate artifacts, rather than originals.

The borrower must arrange and pay for shipping in both directions by methods approved by the Chula Vista Heritage Museum Manager.

If an artifact is an original it must be insured to the full amount specified by an independent appraiser retained at the borrower's expense. The item will be housed by the borrower in a secure location under museum-quality environmental conditions.

The borrower will comply with all copyright laws.

F. Deaccessions

“Deaccessioning, the removal of an accessioned object from the permanent collection, constitutes the most sensitive and potentially controversial aspect of collections management,” wrote Daniel R. Porter III in an American Association for State and Local History Technical Report.

Deaccessioning is used by the Chula Vista Heritage Museum only after completing a thorough and reasonable process based on the goal of strengthening the quality of the Museum's collection. Deaccessioning also helps assure adequate storage space and conservation funds for the remainder of the collection. Deaccessioning criteria are stringent and must support the Museum's collection policy and follow accepted museum practices. The Museum has the right to deaccession artifacts due to:

- Insignificant research value
- Beyond the scope of the Museum's mission
- Duplication
- Irrelevancy per the collection guidelines listed above
- Condition
- Lack of available storage

The procedure for removing materials from the collection should be carried out using a layered evaluation, recommendation, approval and deaccession process. If an artifact is valued at \$2,500 or less, the Museum Manager can recommend and the Library Director must approve the deaccession. Any item valued at more than \$2,501, must be recommended for deaccession by both the Museum Manager and Library Director and approved by the Library Board of Trustees. Once approved, deaccessioned artifacts may be removed from the Heritage Museum in the following ways:

1. By offer as a donation or exchange to an appropriate repository such as another museum, library, a historical society, or a government archives (city, county, state, or federal). Records of all offers, whether accepted or declined, will be retained in the accession folder.
2. By deaccessioning artifacts that are accessioned as part of a collection of suitable

donations, but which are themselves inappropriate for permanent incorporation into the Museum collection. These artifacts must be formally deaccessioned and removed from the collection.

3. By sale or auction to the public to raise money for the support of the museum. However, members of the staff of the Chula Vista Public Library and the Chula Vista Heritage Museum, members of their families or close associates shall not be permitted to purchase objects that have been deaccessioned from the collection.
4. By disposal, recycling or shredding if not deemed suitable for permanent retention by any repository, or for sale.
5. By donation to the Chula Vista Public Library Foundation, the Friends of the Chula Vista Public Library, or any other legally recognized non-profit organization that supports the Chula Vista Library or Heritage Museum.

Records of all deaccessioned items should be maintained with the accession records.

The removal of or disappearance of any artifacts, whether lost or stolen, must be noted on the accession documents. Artifacts that are stolen from the collection should be reported to law enforcement. All pertinent facts must be documented including approximate date and time of loss, and other relevant information.

G. Ethics/Standards of Conduct

Because the Museum collection is valuable and the Museum holds it in the public trust, all paid staff and volunteers must act with integrity and in accordance with the most stringent ethical principles. Generally, Museum staff and volunteers must refrain from any activities which can be interpreted as a conflict of interest. All persons working in any capacity with the Museum should conduct their activities with the highest professional standards. This includes, but is not limited to, the following:

1. In no instance may Museum staff or volunteers collect privately in conflict with the acquisition goals of the Museum. At the time of employment or initial volunteer service, all Museum staff and volunteers will declare in writing any privately-held collections and refrain from actively collecting in competition with the Museum. Employees or volunteers may not promote personal collections using Museum contacts or affiliations.
2. When working with donors or other members of the public, Museum staff and volunteers must conduct themselves professionally and openly.
3. When acquiring artifacts on behalf of the Museum, Museum staff or volunteers should seek verification of clear title and should never accept any object that may have been acquired illegally or illicitly.

4. All persons affiliated with the Heritage Museum must obey all local, state and federal laws and regulations.
5. Museum staff and volunteers should avoid any practice or situation that may be construed as unethical such as accepting gifts from a person or company doing business with the Museum.
6. Museum staff and volunteers may not acquire items being deaccessioned from the Museum's collection.

IV. Glossary of Local History, Archival and Museum Terms

Access

The availability of, or the permission to, consult records, archives, or manuscripts.

Accession

The act and procedures involved in the transfer of legal title and the taking of records, papers or artifacts into the physical custody of an archival agency or manuscripts repository.

Archive

The office or agency responsible for identifying, preserving, and making available unpublished records and papers, and artifacts of enduring and significant value relating to a certain topic, such as the history of the Chula Vista community.

An "archive," or an "archival repository," may also be the room where archival materials are stored

Archival Materials

"The non-current records of an organization or institution preserved because of their enduring value" definition from Hunter, Gregory S. *Developing and Maintaining Practical Archives* 2nd ed., New York: Neal-Schuman, 1993, p. 2. Non-current records of an individual are referred to as "manuscripts." For the purposes of this policy, artifacts are considered to be archival materials.

Archival Processing

The process of organizing, arranging, preserving, and describing an archival collection is called "Archival Processing." This might include creation of finding aids, catalog records, and metadata.

Artifact

A man-made object. In this context, items in the museum collection. For the purposes of this policy, artifacts are considered to be archival materials.

Collection

a) An artificial accumulation of manuscripts, documents or artifacts devoted to a single theme, person, event or type of record.

b) A body of manuscripts or papers, including associated printed or near-print materials, having a common source. If formed by or around an individual or family, such materials are more properly termed “manuscripts.”

Deaccession

An action to remove an accessioned object by due process from the permanent collection.

Deed of Gift

A signed, written instrument containing a voluntary transfer of title to real or personal property (including copyright) without a monetary consideration. This frequently takes the form of a contract establishing conditions governing the transfer of title and specifying any restrictions on access or use.

Finding Aid

The descriptive media, published and unpublished, created by an originating office, an archival agency, or manuscript repository, to establish physical and intellectual control over records and other holdings. Basic finding aids include guides (general or repository and subject or topical), inventories, card catalogs, special lists, shelf and box lists, and indexes.

Historical Significance

The characteristics of a record or artifact that cause it to have continuing value. Archivists usually determine that records have historical significance if they provide evidence of the organization or functions of the originating agency/record creator or if they contain information on significant persons, issues, things, events, or phenomena. For the purposes of this policy, historical significance of artifacts is equivalent to the historical significance of records above.

Local

Related to Chula Vista’s community history from 1845 (the year Rancho De La Nacion, the Mexican land grant that encompassed the area that is now National City, Chula Vista, Bonita, Sunnyside and the Sweetwater Valley, was granted to John Forster) to present day, through its artifacts, resources, and books.

Insectary

The San Diego County Insectary raised insects known to be beneficial to the citrus orchards that spread throughout the city of Chula Vista. It is now a museum located at 511 G Street, Chula Vista.

Manuscripts

Manuscripts are the non-current personal papers (or records) of an individual or family

preserved because of the evidence they contain of the activities of the individual or family, and the persons, places, and things with which the person dealt.

Papers

The non-current records of an individual or family

Permanent Records

The non-current records of an organization preserved because of their permanent value. These are also called “archival” or “historical” records. They may include “manuscripts,” that is a collection of papers of an individual or family.

Record

Recorded information regardless of media or characteristics.

Repository

A place where archives, records, or manuscripts are kept.

Accession No. _____

DEED OF GIFT

Chula Vista Heritage Museum

I (we) the undersigned, as donor(s), hereby vest all incidents of absolute ownership of the following described property in the Chula Vista Public Library, including all rights to copyright, and including absolute and unrestricted right to reproduce, make available for research, adapt, publish, perform, or exhibit the property.

Please write/type in the box below a description of the artifact, how and when you acquired it, and a summary of the knowledge you have about it. Attach any supporting documentation. If necessary, continue on reverse.

The Chula Vista Heritage Museum will retain all material that has permanent historical/archival value and remove material that is routine, duplicative, or outside the collecting scope of the repository by means of deaccessioning.

Deaccessioned material will be disposed of, transferred to an appropriate repository, or sold in accordance with written policies in the Chula Vista Heritage Museum Collection Policies and Procedures Manual

Legal ownership, physical custody and intellectual property rights of the materials are hereby transferred to the Chula Vista Heritage Museum. It is understood that the Chula Vista Heritage Museum will take reasonable measures to ensure the preservation of any of these materials deemed to be of historical/archival value.

I have read the Conditions of Gift (see reverse) and agree to any and all conditions thereof.

Signature of Donor or Designee/Date

Name: _____ **Phone:** (____) _____

Address: _____

Accepted By: _____ **Date:** _____

CONDITIONS OF GIFT

1. The Chula Vista Heritage Museum will not be required to carry insurance against loss or destruction of, or damages to, said materials, or in other respects to exercise greater precautions for the care and safety of said materials than it exercises with respect to its other property of the same or similar nature.
2. In no event shall the Chula Vista Heritage Museum be liable for the destruction of, or damage or injury to, said materials caused by acts of civil commotion, natural disasters, or other causes beyond its control.
3. The Chula Vista Heritage Museum will consider the materials in this Deed of Gift as an unrestricted gift offer without limiting conditions, except as stated, to be used in any manner deemed to be in the best interest of the Chula Vista Heritage Museum.