

Collections Management Policy

**Collections Committee
Edward Hand Medical Heritage Foundation**

September 2017

The Mission of Edward Hand Medical Heritage Foundation

The Edward Hand Medical Heritage Foundation was founded in 1982 with a mission to preserve and make accessible the rich heritage of the healing arts with special attention given to Lancaster County.

Collections Committee Statement of Purpose

The purpose of the Edward Hand Medical Heritage Foundation Collections Committee is to acquire materials which represent the history of the healing arts in Lancaster County and to formulate and implement policies for the acquisition, preservation and dissemination of those materials.

Statement of Authority

The executive functions of Edward Hand Medical Heritage Foundation are vested in the Board of Directors. As the authority responsible for the supervision and direction of Edward Hand Medical Heritage Foundation's collections, the Board will approve, uphold, and be guided by this Collection Management Policy in regard to its collection-related decisions.

Care of Collections: General

Edward Hand Medical Heritage Foundation (herein after referred to as EHMHF) holds and cares for its collections as a public trust and will strive to maintain the highest standards of collections care, preservation and conservation. The collections at Edward Hand Medical Heritage Foundation are diverse. EHMHF will, to the best of its abilities and using available resources, maintain its collections that are in storage and on exhibit using professionally accepted standards. All restoration, repair or conservation actions will be professionally executed with the utmost concern for the object's integrity. All such activities will be documented.

Code of Ethics

Edward Hand Medical Heritage Foundation Board of Directors members, Collections Committee members, staff and volunteers shall not compete with EHMHF in any personal collecting activity, without the written approval of the Executive Committee.

Edward Hand Medical Heritage Foundation Board of Directors members, Collections Committee members, staff and volunteers shall ensure that all potential conflicts of interest are declared in writing and that no personal advantage is realized as a result of their affiliation with EHMHF.

Deaccessioned materials shall not be directly given, sold or otherwise transferred to Edward Hand Medical Heritage Foundation Board of Directors members, Collections Committee members, staff and volunteers, nor individuals acting on their behalf, without the written approval of the Executive Committee.

Committee Membership

Membership of the Collections Committee is established through EHMHF's by-laws. Members are drawn from current and former board members and community experts. Meetings are held at least twice a year, at the request of the president of the board.

Scope of Collections

The EHMHF collects artifacts which preserve the history of the healing arts in Lancaster County including, but not limited to, items related to, but not limited to, the fields of medicine, dentistry, pharmacy, and nursing. The following subject areas are represented in the collection: Alternate Medicine, Allergy, Anesthesia, Cardiovascular, Dental, Dermatology, Ear/Nose/Throat, Ophthalmology, Bloodletting, Military, Neurology, Nursing, Obstetrics/Gynecology, Orthopedics, Pediatrics, Pharmacy, Pulmonary, Surgery, Urology, Family Practice & Nephrology and X-ray.

Acquisition

Definition: Acquisition is defined as the negotiation for, taking into custody of, documenting title to and acknowledging receipt of materials; or negotiating for and recording information about long-term loans.

Acquisition Criteria

Materials must meet all of the following tests, unless otherwise agreed to in writing by the collections committee:

1. Title to all collection items acquired for the accessioned and non-accessioned collection shall be obtained free and clear without any restriction as to use or future disposition. Deviations from the policy may be granted only in exceptional circumstances. When an artifact is accepted with restrictions or limitations, the conditions must be clearly stated in the instrument of conveyance and will be made part of the accession record of the artifact. Restricted gifts might compromise EHMHF's ability to act in the best interest of EHMHF in the future.
2. The present owner shall have clear and verifiable title of ownership to the artifact and shall have obtained the artifact legally and ethically. Materials should, whenever possible have a documented provenance.
3. Artifacts must be relevant to and consistent with EHMHF's mission and activities and enhance and strengthen the museum's collections.
4. EHMHF will strive to provide the best care and storage facilities possible for artifacts according to professionally accepted standards.
5. It is intended that artifacts accessioned into the collection shall remain in the collection as long as they retain their physical integrity, their authenticity and their relevance for the purposes and activities of EHMHF. However, EHMHF reserves the right to deaccession objects from its collections.
6. Acceptance of an artifact shall not result in major expense in conservation disproportionate to its significance or usefulness.
7. Purchase price of an artifact will be at fair market value or below and funding will be approved by the Committee in advance.
8. Appraisals of gifts for income tax purposes, including the cost of such appraisals, are entirely the responsibility of the donor, unless otherwise determined by the collections staff or President.
9. The material should not constitute unnecessary duplication within the collection.
10. The moral, legal and ethical implications of acquisitions must be considered.
11. No acquisition will be encumbered by trademarks, by physically hazardous attributes or less than full property rights.

No item or collection should be purchased or accepted as a gift unless it meets one or more of the following criteria:

- I. Printed matter (including but not limited to books, periodicals, newspapers, broadsides, posters, maps, atlases)
 - a. All works dealing with the history of the healing arts in Lancaster County and the scope of the collections as stated in the purposes.
 - b. Works in which the healing arts in the county figure prominently.
 - c. Works by and about natives or residents of the county, including but not limited to published family histories, books written by local authors and printed materials known to be by local artists or of local scenes.
 - d. Basic reference works needed to gain access to materials in the collections of EHMHF and to materials in other collections in the county and state.
 - e. Publications of historical associations.
 - f. Works on the preservation of buildings relevant to Lancaster County's medical history.

- II. Non-print matter (including but not limited to images, engravings, microform, film, video tapes, audio/video materials)
 - a. Materials relating to the healing arts in Lancaster County.
 - b. Microfilm relating to the history of the healing arts in the county.
 - c. Electronic files relating to the healing arts in the county.
 - d. Videocassettes or film reels of significant historical medical/healing arts events in the county that can be transferred to a current medium including digital and electronic files.

- III. Manuscripts (including but not limited to the following)
 - a. Papers of or about any aspect of county history when they make some contribution to the stated purposes of EHMHF.
 - b. Archives of local healing arts associations and institutions.

- IV. Artifacts (including but not limited to the following)
 - a. Objects made or used in Lancaster County.
 - b. Objects of or about any aspect of Lancaster County history when they make some contribution to the stated purposes of EHMHF.
 - c. Objects neither used nor made in Lancaster County which, none the less, enhance the interpretation of Lancaster County history or the stated purposes of EHMHF.

- V. Oral Histories
Oral histories relating to the stated purposes of EHMHF.

- VI. Photographs and/or negatives of personages and scenes that exhibit some phase of the history of the county as related to the stated purpose of EHMHF.

Means of Acquisition

Materials may be acquired by purchase, commission, bequest, gift, loan, deposit, exchange, abandonment or as archaeological find. No materials shall be knowingly or willfully accepted or acquired which are known to have been illegally imported into United States or illegally collected.

EHMHF subscribes to the provisions of the International Council of Museums (ICOM) Convention of 1970. EHMHF shall refuse to acquire materials where there is cause to believe that the circumstances of their collection involve the illegal destruction of historic sites, buildings, structures, habitats, districts and/or materials.

Acquisition Procedure

Acquisitions of all artifacts, collections or materials, with the exception of the budgeted Library materials, shall be accessioned or refused by the Collections Committee (herein after referred to as Committee).

No one may obligate EHMHF to accession any material without approval of the Committee. Neither the President, nor a staff member, nor a member of the committee, nor any Trustee or officer of EHMHF shall give appraisals of the monetary value of materials for the purpose of establishing a fair market value of gifts offered to EHMHF. Donors desiring to take an income tax deduction under section 501[c] [3] of the United States tax law are expected to obtain an independent appraisal. Staff members may assist a donor in locating a qualified appraiser. Staff members shall not appraise or otherwise place a monetary value on materials brought to EHMHF.

As a public service, staff may attempt to attribute, identify, or authenticate materials brought to EHMHF by the public, but any such attempt shall be accompanied by a statement that it is not made on behalf of EHMHF which will have no responsibility therefore.

An appropriate staff member shall maintain permanent acquisition files, which shall contain all instruments and conveyances pertaining to each acquisition, and shall present a report of recently acquired materials at each regularly scheduled Committee meeting.

No materials shall be purchased from officers and members of the Board of Directors, members of various committees, or staff without written permission of the Board of Directors on the recommendation of the Committee.

The present owner shall have clear and verifiable title of ownership of the artifact, and shall have obtained the artifact legally and ethically. Materials should, whenever possible, have a documented provenance.

All acquisitions must be documented through a Deed of Gift, receipt of purchase, or some other legal instrument of conveyance which will be permanently retained with the artifact's corresponding accession file.

If an article is donated, an unconditional Deed of Gift Form must be signed and dated by a staff member or President, as well as the donor of the artifact. The Deed of Gift form formally transfers the legal ownership of the artifact to EHMHF. The original Deed of Gift will be retained with the artifact's corresponding accession file and a copy of the form will be given to the donor. If the artifact is bequeathed, a copy of the will shall be provided by the attorney or executor and kept in the corresponding artifact's accession file.

If the artifact is purchased, a copy of the invoice as approved and authorized by the collections staff or President shall be retained in the artifact's corresponding accession file.

Accessioning

Definition: Accessioning is the process of transferring artifacts to the physical custody and legal control of a museum or historical organization and the act of cataloging an acquired item into the appropriate collection, as described in this policy, with the exception of budgeted library items.

Library Collections

Items within the Library Collections must directly relate to the mission of Edward Hand Medical Heritage Foundation. By accepting such items, EHMHF assumes a stewardship role for the care and preservation of the items. EHMHF will strive to document, preserve and manage according to current professional museum and archives registration standards. Items should only be accessioned into these collections if there is a reasonable expectation of permanently retaining such items.

Examples of items held with the Library Collection include, but are not limited to:

- Books
- Unpublished typescripts
- Periodicals
- Maps
- Microfilm
- CDs and DVDs
- Medical books

Documentation of Library Acquisitions

Library materials donated to or to be purchased by Edward Hand Medical Heritage Foundation will be presented to the Collections Committee for approval. For documentation purposes, a list of all donated materials will be regularly submitted to the Collections Committee with designations to accession, or to decline by returning to donor, selling to benefit EHMHF, transferring to another historical organization or library on behalf of the donor, placing in the Education Collection, or destroying. At the point of donation, the donor will receive a copy of the Receipt of Delivery signed by both parties. The item(s) will be presented to the Collections Committee for approval. The donor will then receive a letter of acknowledgment and a copy of the Deed of Gift and they will sign and return one copy of the Deed of Gift.

Access to Library Collections

It is the goal of the EHMHF that all collection items will be cataloged in the museum database. Restrictions to use may apply based on the physical condition of the item. Collection items may be viewed on the EHMHF website via the Virtual Museum and by appointment onsite by contacting the staff directly.

Object Collections

Items within the Object Collections must directly relate to the mission of Edward Hand Medical Heritage Foundation. By accepting such items, EHMHF assumes a stewardship role for the care and preservation of the items. EHMHF will strive to document, preserve and manage according to current professional museum and archives registration standards. Items should only be accessioned into these collections if there is a reasonable expectation of permanently retaining such items.

The Object Collection includes the three-dimensional objects that represent the history of the healing arts in Lancaster County.

Documentation of Object Acquisitions:

Object materials donated to or to be purchased by Edward Hand Medical Heritage Foundation will be presented to the Collections Committee for approval. For documentation purposes, a list of all donated materials will be regularly submitted to the Collections Committee with designations to accession, or to decline by returning to donor, selling to benefit EHMHF, transferring to another historical organization or library on behalf of the donor, placing in the Education Collection, or destroying. At the point of donation, the donor will receive a copy of the Receipt of Delivery signed by both parties. The item(s) will be presented to the Collections Committee for approval. The donor will then receive a letter of acknowledgment and a copy of the Deed of Gift and they will sign and return one copy of the Deed of Gift.

Access to the Objects Collections:

It is the goal of the EHMHF that all collection items will be cataloged in the museum database. Restrictions to use may apply based on the physical condition of the item. Collection items may be viewed on the EHMHF website via the Virtual Museum and by appointment onsite by contacting the staff directly.

Photograph Collections

Items within these collections must directly relate to the mission of Edward Hand Medical Heritage Foundation. By accepting such items, EHMHF assumes a stewardship role for the care and preservation of the items. EHMHF will strive to document, preserve and manage according to current professional museum standards. Items should only be accessioned into these collections if there is a reasonable expectation of permanently retaining such items.

Examples of items held within the Photograph Collections include, but are not limited to:

- Photographic prints
- Slides
- Lantern slides
- Film negatives
- Glass-plate negatives
- Tintypes
- Ambrotypes
- Daguerreotypes
- Photograph albums
- Digital images

Documentation of Photograph Acquisitions:

Photographic materials donated to or to be purchased by Edward Hand Medical Heritage Foundation will be presented to the Collections Committee for approval. For documentation purposes, a list of all donated materials will be regularly submitted to the Collections Committee with designations to accession, or to decline by returning to donor, selling to benefit EHMHF, transferring to another historical organization or library on behalf of the donor, placing in the Education Collection, or destroying. At the point of donation, the donor will receive a copy of the Receipt of Delivery signed by both parties. The item(s) will be presented to the Collections Committee for approval. The donor will then receive a letter of acknowledgment and a copy of the Deed of Gift and they will sign and return one copy of the Deed of Gift.

Access to Photograph Collections:

It is the goal of the EHMHF that all collection items will be cataloged in the museum database. Restrictions to use may apply based on the physical condition of the item. Collection items may be viewed on the EHMHF website via the Virtual Museum and by appointment onsite by contacting the staff directly.

Manuscript and Archival Collections

Items within these collections must directly relate to the mission of Edward Hand Medical Heritage Foundation. By accepting such items, EHMHF assumes a stewardship role for the care and preservation of the items. EHMHF will strive to document, preserve and manage according to current professional museum and archives registration standards. Items should only be accessioned into these collections if there is a reasonable expectation of permanently retaining such items.

Examples of items held within the Manuscript and Archives Collections include, but are not limited to:

- Business records
- Cards: visiting, trade, business, invitation
- Certificates: birth, death, diplomas, etc.
- Correspondence
- Diaries
- Ephemera
- Military documents
- Newspapers
- Posters and broadsides
- Records of professional organizations
- Scrapbooks
- Medical records/ledgers

Documentation of Manuscript and Archival Collections acquisitions:

Manuscript and archival materials donated to or to be purchased by Edward Hand Medical Heritage Foundation will be presented to the Collections Committee for approval. For documentation purposes, a list of all donated materials will be regularly submitted to the Collections Committee with designations to accession, or to decline by returning to donor, selling to benefit EHMHF, transferring to another historical organization or library on behalf of the donor, placing in the Education Collection, or destroying. At the point of donation, the donor will receive a copy of the Receipt of Delivery signed by both parties. The item(s) will be presented to the Collections Committee for approval. The donor will then receive a letter of acknowledgment and a copy of the Deed of Gift and they will sign and return one copy of the Deed of Gift. Archival items, not owned by EHMHF but in the custody of EHMHF, will require documentation such as an Agreement of Custodial Responsibility or a resolution by the Board of Directors. (Lancaster County's historic records, Lancaster City's historic records and the School District of Lancaster's historic records fall under this category.)

Access to Manuscript and Archival Collections:

It is the goal of the EHMHF that all collection items will be cataloged in the museum database. Restrictions to use may apply based on the physical condition of the item. Collection items may be viewed on the EHMHF website via the Virtual Museum and by appointment onsite by contacting the staff directly.

Institutional Archives

Items within this collection include documents, published works, photographs, audio and visual recordings, and three-dimensional artifacts which have historical institutional worth. These items have legal, historical and research value and provide a memory of Edward Hand Medical Heritage Foundation. These items will not be assigned accession numbers, but will be managed using current professional museum and archival standards.

Examples of items held within the Institutional Archives includes, but is not limited to:

- Board of Directors/Directors committee meeting minutes
- Board of Directors/Directors meeting minutes
- Construction and renovation records of Edward Hand Medical Heritage Foundation buildings
- Correspondence
- Educational programs
- Financial records
- Fundraising events
- Newspaper clippings
- Photographs
- Public programs
- Publications
- Scholarly research
- Scrapbooks
- Three-dimensional objects
- Audio-visual recordings

Documentation of Institutional Archives acquisitions:

Materials which are donated to Edward Hand Medical Heritage Foundation for the Institutional Archives will be presented to the Collections Committee for approval. For documentation purposes, a list of all donated materials will be submitted to the Collections Committee with designations to accept, or to decline by returning to donor, selling to benefit EHMHF, transferring to another historical organization or library on behalf of the donor, placing in the Education Collection, or destroying. At the point of donation, the donor will receive a copy of the Receipt of Delivery signed by both parties. The item(s) will be presented to the Collections Committee for approval. The donor will then receive a letter of acknowledgment.

Documentation of institutional archives:

The institutional archives have not yet been fully cataloged.

Access to institutional archives:

It is the goal of the EHMHF that all collection items will be cataloged in the museum database. Restrictions to use may apply based on the physical condition of the item. Collection items may be viewed on the EHMHF website via the Virtual Museum and by appointment onsite by contacting the staff directly.

Education Collection

Education Collection items are used in hands-on educational programs, for demonstration purposes in programs and for loans to non-museum groups such as local schools. It is understood that Education Collection items may deteriorate with use and time. Objects in the Education Collection, while still the property of Edward Hand Medical Heritage Foundation, are not required to pass through the Accession/Deaccession process.

The Education Collection shall include items that have been considered under the following guidelines:

- Objects of known or unknown provenance, duplicating holdings in the collection.
- Objects of known or unknown provenance that fall outside of the Conditions for Acceptance into the collection as set forth in the Collections Management Policy, but which still fit within the parameters set forth in the Mission Statement.
- Objects with clear provenance but in too poor condition to be accepted into the collection.
- Objects with clear provenance but that represent only a part of a complete object.
- Reproductions of period objects.

Documentation of Education Collection items:

This collection is maintained for support of educational programming. All objects assigned to the Education Collection shall maintain Object Identification Numbers that start with the letter “E”.

The Executive Director, in consultation with the President, designates educational items at the time a donation is received and these objects are not accessioned and do not have to pass through the Collections Committee. Donors must receive a letter of acknowledgment and shall be notified that their objects will be placed in the Education Collection and will not be accessioned.

The level of catalog documentation is determined by the curator.

Through the deaccession process, a curator may transfer an object from the collection to the Education Collection.

Removal of Items from the Education Collection:

Objects designated part of the Education Collection may deteriorate as a result of their handling and use in the educational programs of EHMHF. When they no longer have significant program value or have deteriorated in condition to the point that they are no longer usable, these items may be disposed of at the discretion of the Collections Committee.

1. All records of material removed from the Education Collection shall be removed from public files and databases.
2. Evidence of withdrawal from the Education Collection to must be clearly but discretely marked on each item.
3. If material is in saleable condition, appropriate materials to be made available for sale to the membership of EHMHF through other recognized methods of disposal; materials

removed from the Education Collection will be sold to the public at auction to ensure that the process is transparent and that the material will be sold at fair market value.

4. Unsaleable materials will be destroyed using current standards and practices in the museum field.

Access to the Education Collection:

Items in the Education Collection will be used during tours of the museum and for outreach programs.

Deaccessioning

Definition: Deaccessioning is the process of removing accessioned materials permanently from the collections.

Authority to Deaccession

The deaccessioning process is initiated by the Collections Committee in consultation with the President. The list of items is presented to the Committee for consideration and action. Upon approval of the Committee, the list of items being considered is then presented to the Board of Directors for action.

Deaccessioning Criteria

1. Materials that do not fit within the acquisition policy regardless of their information value.
2. Materials deemed duplicate to the needs of the collections.
3. Materials that have deteriorated beyond repair or beyond reasonable cost of repair, making preservation of the materials unfeasible.
4. Materials which are considered injurious to health and safety.
5. Material that is or has become irrelevant to the purposes of the collections.
6. Material that has failed to retain its identity or authenticity.
7. Material that has been stolen or lost for more than two years.

Restrictions on Deaccessioning

Before any material is recommended for deaccessioning or is deaccessioned, the Board shall ascertain, on the Committee's investigation, that EHMHF is legally free to do so. Where restrictions to the disposition of the material are found, it may be necessary for the Board to seek advice of legal counsel.

No artifacts, manuscripts or books having Edward Hand provenance shall ever be deaccessioned.

Deaccessioning Procedure

The Committee may recommend to the Board the deaccessioning of material if one or more criteria of deaccessioning have been met. The Committee will make the recommendation in writing. Such recommendations will specify: the source and/or provenance of the object; the reasons for deaccessioning; freedom from legal encumbrances; and the possible means of disposal which may include the Education Collection, exchange, sale (limited to public auction, silent auction, sealed bid or open bid), return to donor or family, transfer to another appropriate institution, or destruction. Items recommended for deaccessioning will be presented and discussed at a scheduled Committee meeting; the Committee will vote at a subsequent scheduled meeting; and finally the items will be presented for a vote at a meeting of the Board of Directors.

In determining the means of disposal, EHMHF shall seek to maximize the net proceeds of such deaccession. EHMHF shall take into consideration any specific restrictions expressed by the donor, the nature of the material, its value and transportability, the practicality of shipping and

insuring the material, the best means of making available information concerning the material, and its condition and any other relevant circumstances concerning the material.

Procedures for the Disposal of Deaccessioned Materials

1. All records of deaccessioned material shall be removed from public files and databases.
2. Evidence of withdrawal from the collection must be clearly but discretely marked on each item.
3. Deaccessioned materials will be sold to the public at auction to ensure that the process is transparent and that the material will be sold at fair market value.
4. Unsalable materials will be destroyed using current standards and practices in the museum field.

Ethics of the Disposal of Deaccessioned Materials

Deaccessioned materials shall not be directly given, sold or otherwise transferred to Edward Hand Medical Heritage Foundation Board of Directors members, staff and volunteers, nor individuals acting on their behalf. This statement of ethics shall be included as a condition of sale.

Use of Funds

All proceeds resulting from the deaccession of materials from the collections shall be added to the general operational fund to be used solely for the advancement of Edward Hand Medical Heritage Foundation's mission through the enhancement of collections and long-term preservation of cultural significance.

Objects in Custody

Objects in custody are items that Edward Hand Medical Heritage Foundation has acquired, but for which it has not or will not obtain title. These items will be cataloged with a notation that the source is unknown and may be deaccessioned if appropriate. Objects in custody will be covered by Edward Hand Medical Heritage Foundation's insurance policy.

Insurance and Risk Management

The most effective risk management is to identify and mitigate or eliminate potential threats to the collections. Risks to collections include theft, vandalism, natural disasters, mechanical or operational system failure, human error or neglect, pest activity, and damage caused by environmental changes. Policies and procedures will address potential risks by determining collections access, security, environment, pest management, fire detection/suppression, and collection insurance coverage. All items brought into or removed from Edward Hand Medical Heritage Foundation locations will be subject to security and registration procedures, and loan agreements and condition reports when necessary.

All incoming and outgoing loans will be insured at all times for full value as determined by the lender.

Edward Hand Medical Heritage Foundation has the responsibility to develop, implement, and regularly update a disaster preparedness and response plan.

Legal and Ethical Considerations

The Museum strives to establish a collection management standard that requires professional, ethical, and legal conduct of all staff and volunteers. In all collection-related activities, the staff and volunteers must act in accordance with the most stringent ethical principles and in compliance with local, state and federal laws that affect collections and collecting activities, as well as keep the highest standards of objectivity.

Intellectual Property

Edward Hand Medical Heritage Foundation complies with Federal copyright law and presumes to hold copyright to collections items acquired before 1978 unless such rights were expressly reserved by the donor or seller. Additionally, Edward Hand Medical Heritage Foundation may refuse to permit the copying of any collection item if such reproduction would violate copyright law, violate the donor agreement, or potentially damage the item. Printed, manuscript, and photographic items in Edward Hand Medical Heritage Foundation's collections may be reproduced as provided under the fair use provision of the United States copyright law.

Review/Revision Schedule

This Collections Management Policy will be reviewed annually to update forms and procedures. The policy should be revised every five years.

Incoming Loan Policy

Edward Hand Medical Heritage Foundation may borrow artifacts from private individuals, museums, historical societies and other institutions for exhibits, special events and research purposes consistent with the stated goals and policies of EHMHF.

Edward Hand Medical Heritage Foundation will provide the same professional level of care for borrowed artifacts as it does for its own. The borrower is responsible for packing, transportation, insurance, and all other factors of transporting the loan, unless other arrangements are made at the time of the agreement. The borrower is responsible for returning the loan at the time stated.

Outgoing Loan Policy

Edward Hand Medical Heritage Foundation may lend artifacts from private individuals, museums, historical societies and other institutions for exhibits, special events and research purposes consistent with the stated goals and policies of Edward Hand Medical Heritage Foundation.

Requests for outgoing loans are considered on the basis of the condition of the artifact, length of the loan and the safety and security of the artifact in transit and at its destination. The borrowing institution must meet professional standards of collections care and management. The borrower is responsible for packing, transportation, insurance, and all other factors of transporting the loan, unless other arrangements are made at the time of the agreement. The borrower is responsible for returning the loan at the time stated. Outgoing loans should not interfere with Edward Hand Medical Heritage Foundation's exhibitions and programs.

Decisions regarding outgoing loans will be made by the Executive Director, in consultation with the President.

Glossary

Artifact-related Terminology

Accession Number: The unique number assigned serially to a document or artifact.

Accession Register: The document in which accessions are recorded, usually in chronological order by date of receipt, and giving the source and other identifying information for each accession

Accessioning: The process of transferring artifacts to the physical custody and legal control of a museum or historical organization and the act of cataloging an acquired item into the appropriate collection.

Acid Migration: The movement of acid from an acidic material to material of lesser or no acidity, either from direct contact or through exposure to acidic vapors in the surrounding environment

Acid-Free Paper: Paper having a pH of 7.0 or greater. Unless treated with an alkaline substance capable of neutralizing acids, paper that is acid-free at the time of manufacture may become acidic through contact with acidic materials or atmospheric pollutants.

Acquisition: An addition to the holdings of a records center, archives, manuscript repository, or museum, whether received by transfer under an established and legally based procedure, by deposit, purchase, gift, or bequest.

Acquisition Policy: An official statement issued by an archives or museum identifying the kinds of materials it accepts and the conditions or terms which affect their acquisition. It serves as a basic document for the guidance of archival/museum staff and organizations and persons interested in depositing their records, papers or artifacts.

Appraisal: The process of identifying materials offered to an archives or museum that have sufficient value to be accessioned. The process of determining the length of time records should be retained based on legal requirements and on their current and potential usefulness.

Archives: The documents created or received and accumulated by a person or organization in the course of the conduct of affairs, and preserved because of their continuing value. Historically, the term referred more narrowly to the non-current records of an organization or institution preserved because of their continuing value.

Arrangement: The intellectual and physical processes and results of organizing documents in accordance with accepted archival principles, particularly provenance, at as many as necessary of the following levels: repository, collection, record group, subgroups, series, sub-series, file unit,

and item. The processes usually include rehousing, labeling, and shelving and are primarily intended to achieve physical control over holdings.

Conservation: The deliberate alteration of the chemical and/or physical aspects of cultural property, aimed primarily at prolonging its existence by stabilization or restoration.

Conservator: A professional trained in the arts and sciences relating to the theoretical and practical aspects of preserving materials.

Container List: A listing of materials by container, meant to facilitate retrieval. A container list normally includes the title of the series or file, the portion of the file contained in each container, and the inclusive dates of the materials contained therein. A container list may also include shelf locations for each container.

Cubic Feet: A measurement of volume for records, archives, and manuscripts

Deaccessioning: The process by which an archives or museum formally removes material from its custody. An archival institution or museum may de-accession material/artifact because the material/artifact has been reappraised and found to be unsuitable for its holdings, or the institution has agreed to transfer the materials to another repository.

Deacidification: The process by which the acid in paper is neutralized so that the pH valued is at least 7.0, thereby assisting in preservation. Normally, the process deposits an alkaline buffer or reserve to inhibit the return of an acidic state.

Deed of Gift: A signed, written instrument containing a voluntary transfer of title to real or personal property without a monetary consideration. Deeds of gift to archives or museums frequently take the form of a contract establishing conditions governing the transfer of title to documents/artifacts and specifying any restrictions on access or use. A deed of gift is also known as an instrument of gift.

Description: The process of analyzing, organizing, and recording information that serves to identify, manage, locate, and explain the holdings of archives and manuscript repositories and the contexts and records systems from which these holdings were selected.

Destruction: The disposal of documents/artifacts of no further value by incineration, maceration, pulping, or shredding.

Disaster Plan: The policy and procedures intended to prevent or minimize damage to accessioned materials resulting from disasters.

Documentation: In museum collection usage, the creation or acquisition of documents/artifacts to provide evidence of the creator, an event, or an activity.

Encapsulation: The encasing of a document in a clear plastic envelope of which the edges are sealed. The aim is to provide non-reactive support and protection for a fragile document and still maintain complete visibility. Encapsulation is normally preceded by de-acidification.

Environmental Control: The creation and maintenance of a storage environment for archival and artifact holdings conducive to their long-term preservation. Environmental control encompasses temperature, relative humidity, air quality, and lighting, freedom from biological infestation, housekeeping procedures, security, and protection from fire and water damage.

Finding Aid: The descriptive tool, published or unpublished, manual or electronic, produced by a creator, records center, archives, or manuscript repository to establish physical control and/or intellectual control over records and/or archival materials. Basic finding aids include local, regional, or national descriptive databases; guides; inventories; registers; location registers; catalogs; special lists; shelf and container lists; indexes; calendar and, for electronic records, software documentation.

Floor Load: The capacity of a floor area to support a given weight expressed in terms of weight per unit of area.

Gift: An addition to holdings acquired without monetary consideration and becoming the sole property of the recipient, frequently effected by a Deed of Gift.

Hard Copy: A document, usually on paper, that can be read with the unaided eye.

Inventory: A basic archival finding aid whose unit of entry is usually the series. An inventory generally includes a brief administrative history of EHMHF(s) whose records are being described as well as descriptions of the records. Series descriptions give as a minimum such data as title, inclusive dates, quantity, arrangement, relationships to other series, and scope and content notes.

Levels of Arrangements: The hierarchical groupings of archival holdings for purposes of administrative control and intellectual control.

Loan: The temporary physical transfer of archival or artifact materials to an outside location for reference or consultation, reproduction, or exhibition purposes.

Manuscript: A handwritten or typed document usually having historical or literary value or significance. The term is variously used to refer to archives, to artificial collections of documents acquired from various sources usually according to a plan but without regard to provenance, and to individual documents acquired by a manuscript repository because of their significance.

Manuscript Group: A term used to express the concept of Record Group when applied to records/archives created by private persons or organizations.

Medium: The physical material in or on which information may be recorded.

Paper: A medium commonly made from pulped cellulose fibers (derived mainly from wood, rags, or certain grasses) suspended in water, formed into sheets on a screen, and dried.

Parchment: Traditionally, the skin of an animal, usually a sheep or goat, prepared for use as a writing material. Today, this term is sometimes used interchangeably with vellum.

pH: A measure of the acidity or alkalinity of paper. Also referred to as hydrogen ion concentration, pH is expressed in terms of a logarithmic scale from 0 to 14. Seven is the neutral point; values above 7 are alkaline; values below 7 are acid.

Photograph: An image produced on photosensitive material by exposure to light and subsequent chemical development.

Preservation: Protecting cultural property by minimizing chemical and physical deterioration and damage, and preventing the loss of informational content. Preservation may also include the transfer of information to another medium, such as microfilm or digital files.

Processing: The activities of accessioning, arranging, describing, and properly storing archival materials.

Provenance: Information regarding the origin and custodial history of documents and/or artifacts.

Reappraisal: The process of reevaluating the holdings of an archives or museum to determine which holdings should be retained and which should be de-accessioned. Reappraisal is also known as retention review.

Record Group: A body of organizationally related records established on the basis of provenance by an archives for control purposes. A record group constitutes the archives (or the part thereof in the custody of an archival institution) of an autonomous recordkeeping corporate body. Collective Record Groups and General Record Groups represent modifications of this basic concept for convenience in arrangement, description, and reference services.

Reformatting: The reproduction of deteriorating collections onto stable media.

Repository: A place where documents are kept.

Scope and Content Notes: In description, a narrative statement summarizing information on the characteristics of the described materials, including function and use as well as the kinds and types of information contained therein.

Series: File units or documents arranged in accordance with a filing system or maintained as a unit because they result from the same accumulation or filing process, the same function, or the same activity; have a particular form, or because of some other relationship arising out of their creation, receipt, or use. A series is also known as a record series.

Series Descriptive System: A system of description in which the primary level of control is the series rather than the record group. The purpose of this system is to maintain control of series over time.

Survey: A document assembling information relating to specified subject(s) or problem(s) as a basis for planning and decision-making.

Transfer: The act involved in a change of physical custody of archives/artifacts with change of legal title.

Ultraviolet Light Filter: A screen or sleeve for absorbing ultraviolet radiation from such high ultraviolet radiation sources as sunlight or fluorescent lights.

Vellum: a fine-grained unsplit lambskin, kidskin, or calfskin prepared especially for writing on or for binding books.

Watermark: A translucent mark or design in paper incorporated during manufacture for purposes of decoration or identification.