

# **Collections Policy**

## **Marshfield School of Weaving Study Collection, Inc.**

### **1. INTRODUCTION**

The Marshfield School of Weaving Study Collection, Inc. Collection Policy pertains to the artifacts of the study collection, which are under the care of the Curator. Institutional objects like air conditioners, computers, etc. are inventoried and cared for by the Board of Directors.

The contents of this policy document are to be formally reviewed at least every five years by the Board of Directors. Any changes to the policy will be voted by the Board of Directors. Such revisions will require a vote of simple majority of a quorum of the Board. Newly revised policies will supersede all other Board approved collection policies and procedure.

This policy statement is designed to:

- a. Develop basic guidelines for adding new objects to the collection;
- b. Ensure that the organization and its Board of Directors will be in full compliance with laws and regulations governing the collection and transfer of ownership;
- c. Ensure the highest ethical standards are met by the Board of Directors and staff;
- d. Ensure that the standards of registration, cataloguing and conservation of accessioned objects meet acceptable practices;
- e. State guidelines and procedures for incoming and outgoing loans;
- f. State guidelines and procedures for removal of artifacts from the study collection;
- g. State guidelines and procedure for the use and care of artifacts.

### **I. MISSION AND STATEMENT OF PURPOSE**

The Marshfield School of Weaving Study Collection, Inc. (MSWSC) is a non-profit organization that preserves the traditional textile tools used to produce hand woven textiles, and to instruct students and scholars in the use of such tools.

## **II. PURPOSE AND USE OF THE COLLECTION**

The Study Collection of this organization is preserved and maintained by the Board of Directors to further its mission and goals. The artifacts may be used in the following manner:

- a. Study, research and other scholarly purposes;
- b. Loans to museums, educational or cultural institutions or individual;
- c. Educational Programs;

## **III. BACKGROUND ON COLLECTIONS**

The Marshfield School of Weaving Study Collection, Inc. was incorporated in the State of Vermont as a non-profit, educational corporation in January, 2019. This corporation inherited the collection of artifacts from the Marshfield School of Weaving, Inc., which dissolved as a non-profit corporation shortly before the MSW Study Collection, Inc. was created.

The artifacts in this collection were received through a de-accession process of the American Textile History Museum in Lowell, Massachusetts. That museum, which began as the Merrimack Valley Textile Museum, Inc. in the 1950s, closed its doors in 2015 by a vote of the Board of Directors. Curators Karen Herbaugh and Diane Fagan Affleck began the arduous process of finding homes in non-profits across the country who shared a similar mission to the ATHM. Marshfield School of Weaving was selected as one possible recipient. Looms, spinning wheels and textile equipment were selected from the collection by the staff and associates of the School. Over the course of two years, these artifacts were transferred to the care of the Marshfield School of Weaving, and subsequently to the Marshfield School of Weaving Study Collection, Inc. All accession records from ATHM were transferred with the artifacts, as well as some museum furniture used for storage.

The artifacts are currently stored and available for study on two adjoining homesteads in Marshfield, VT. The Lone Rock Farm on Jake Martin Road is the home of Eaton Hill Textiles, a specialty dyeing and weaving company owned by Kate Smith, servicing conservations studios, museums, historic house sites, and private collectors with custom fabrics. The adjoining homestead, The Marshfield School of Weaving on Eaton Hill Cemetery Road is the site of a long-established weaving school teaching traditional spinning, dyeing and weaving, using the original equipment of the period. The School also houses the dye studio where custom dyeing is available for Eaton Hill Textiles customers, as well as the students of the School.

In some cases, some of the equipment from the study collection is used in the daily activities of the MSW school.

#### **IV. SCOPE OF THE COLLECTION**

The Marshfield School of Weaving Study Collection, Inc. consists of artifacts and a few select textiles. The interpretation using the collection represents a period from colonial America through the beginning of the industrial revolution – roughly early to mid- eighteenth century through the first half of the 19<sup>th</sup> century.

The collection could be generally categorized as both Domestic Material Culture and Tools of the Trades. The corporation does not actively collect Library/Archive Material. Artifacts offered to the collection are evaluated using the criteria listed below.

#### **V. ACQUISITIONS**

##### **A. GENERAL STATEMENTS**

1. As defined in the mission statement, the MSW Study Collection “preserves the traditional textile tools used to produce hand woven textiles”.
2. The MSW Study Collection will consider additions to its collection that will further the mission of the museum.
3. Potential acquisitions will be accepted only if the artifacts are relevant to the mission, and if they can be properly cared for. The relevance of the material to the collection can be shown through its provenance and association to the production of hand-woven textiles in America.

##### **B. CRITERIA**

1. Materials can be collected from a wide geographic spectrum, and are not limited to either Washington County, VT or the State of Vermont. Regional and ethnic differences are frequently exhibited in the variety of textile tools already collected by the former museum. Objects with clear provenance and in good condition are always preferred over similar objects without provenance.

##### **C. PHYSICAL CONDITIONS OF OBJECTS**

If it is determined that materials are relevant to the collection, they must then be evaluated based on the following physical conditions:

1. The Board of Directors must be able to provide adequate care as determined by established professional standards.
2. Care for an artifact must not compromise the ability to care for other portions of the collection.
3. Artifacts must be of the highest possible quality in terms of stability and condition.
4. Artifacts in poor condition may be accepted with the understanding that copies may be made, at the discretion of the Board of Directors, and the original materials disposed of.

#### **D. TERMS AND CONDITIONS**

1. The donor must have clear and legal title to the artifacts offered to the Study Collection. Clear title must be transferred to MSW Study Collection, Inc. with the artifact(s).
2. No artifact will be knowingly or willfully accepted by the Study Collection if that artifact was illegally obtained in the United States as determined by local, city, state or federal laws.
3. The Study Collection will not accept any artifact with the condition that it be displayed in an exhibit.
4. Gifts to the Collection will be made without encumbrance of any restriction. Any proposed restrictions on donated articles must be approved by both the curator and the Board of Directors prior to acceptance.
5. The Study Collection will not accept any material on deposit indefinitely or as a long-term loan.

#### **E. AUTHORITY**

1. Members of the Board of Directors or the Curator is responsible for identifying and screening potential acquisitions for the Study Collection.
2. The members of the Board of Directors or the Curator is responsible for initiating the acquisition process, completing all administrative tasks related to this process, and providing a summary report of all collections-related activities on a quarterly basis.
3. The Board of Directors is responsible for review of potential acquisitions that require special consideration. Such considerations include:
  - a. Purchases over \$100;

- b. Material that may not clearly meet the collecting criteria;
  - c. Artifacts or collections that will require exceptional use of institutional resources;
  - d. Materials which are to be accepted with restrictions or unusual donor conditions;
4. Approval of all acquisitions will ultimately be made by the entire Board of Directors at one of their public meetings, after a careful review of the proposed acquisition.
  5. On behalf of the Board of Directors, the Curator will sign the Deed of Gift, thereby completing the final stage of the acquisition. A signed and fully executed Deed of Gift is the legal article of conveyance.
  6. In accordance with basic museum ethical standards, the determination of value of all gifts is the responsibility of the donor. Study Collection Directors can assist in recommendation of potential appraisers.

## **F. PROCEDURES FOR RECEIVING MATERIALS**

1. The Curator will maintain the files for each acquisition. They will also make arrangements for the physical transfer of the materials to the Study Collection in Marshfield, VT.
2. Each transaction will be recorded in the Receipt Log, and a Study Collection receipt will be generated, with a copy to the potential donor, a copy to accompany the material, and a copy in the Curator's files. An aggressive attempt will be made at the point of receipt to collect all information regarding the material and its associations. That information will be retained in the Curator's collection files. The material itself will be kept in a secure holding area until final disposition is made.
3. The Curator will prepare an Acquisitions Consideration Worksheet for the artifact to be considered for acquisition, and prepare the materials for examination at the next scheduled meeting of the Board of Directors.

## **G. TYPES OF ACQUISITIONS**

1. Gift/Bequest – gifts from known donors.
2. Purchase – materials bought for the collection.
3. Exchange – items acquired through transfer of other material.
4. Found Artifacts – materials, with no known donor, that are added to the collection.
5. Materials found in the Collection – materials found with no accession number.

## **H. ACCESSIONING PROCEDURE**

1. Once a Deed of Gift has been signed by both parties, the materials are considered to be a part of the permanent MSW Study Collection. The material must be assigned an accession number, marked with the number, inventoried, catalogued, photographed and stored or displayed.

## **I. DOCUMENTATION**

1. The completed artifact file will contain the following:
  - a. Correspondence related to the acquisition, including telephone notes;
  - b. Acquisition consideration worksheets, where appropriate;
  - c. Museum Receipt;
  - d. Deed of Gift, or Bills and Purchase orders;
  - e. Gift acknowledgement letter;
  - f. Record photographs;
  - g. Catalog printout;
  - h. Condition report for outgoing loans;
  - i. Any other historical/provenance information about the collection or donor.
2. Artifact folders are filed sequentially by accession number and are stored in the Curator's office.

## LOANS

**Policy for Loans to the MSW Study Collection:** Loans or deposits for a specified purpose, such as study or temporary exhibit, are welcome. Materials or objects on indefinite, or “permanent loan” are discouraged because of the restrictions that generally accompany such loans and deposits. The status of all loans will be reviewed annually.

**Procedures for Loans to the MSW Study Collection:** The owner of material or objects on loan to the MSW Study Collection shall sign an agreement that states the condition and duration of the loan. Long term loans, defined as a period of time in excess of one year, will be considered only under extraordinary conditions which further the educational mission of the organization.

Agreements will specify publication and photographic rights, scholarly access, loans for second party exhibitions and all associated costs for curation, insurance, and conservation. Long term loans will be approved by the entire Board of Directors and will be reviewed annually with the lender, unless otherwise specified in the loan agreement.

Given the nature of the Study Collection, the loan agreement will explicitly state whether the object(s) to be loaned may be used for demonstration purposes.

Loan records shall be as complete as those for formal acquisitions except that no entry shall be made in the accession. All records shall clearly indicate that the material or object is a loan. The loan will be entered in the OMEKA Database as a loan.

No material or object on loan to the Study Collection shall in turn be loaned to individuals or institutions, receive conservation treatment, or be used in traveling exhibits except with the expressed written consent of the owner.

The curator of the Study Collection is authorized to sign all loan agreements required by the owner of the material or object on loan to the Study Collection. Furthermore, the Directors and the Curator shall ensure that the Study Collection meets all terms of those agreements.

**Policy for Loans from the Museum:** Loans may be made to recognized academic, research or cultural institutions for study and for temporary exhibit at the discretion of the Board, and are subject to loan conditions as specified in the Collection Policy of the MSW Study Collection.

**Procedures for Loans from the Study Collection:**

*Loan Criteria:* Materials and objects shall meet the following criteria before being loaned from the Study Collection:

- The condition of the Material or object is such that it can withstand the rigors of transportation, handling and atmospheric changes;
- The material or object is not a key part of the Study Collections exhibit;
- The loan would have a positive educational and public relations value;
- The Study Collection has clear title to the material and/or object, and it has been fully accessioned, numbered and catalogued.
- Materials or objects with questionable authenticity shall not be loaned except for purposes of identification, attribution or appraisal.
- The Board, upon the recommendation of the Curator, deems that the borrower is responsible, and that the loan is safe, and sensible to make.
- The borrower shall agree to loan conditions as specified on the form “Loan Conditions” on file at the Study Collection,
- Records: All terms of the loan shall be in writing. Loans from the Study Collection shall be recorded on loan forms providing the following information: purpose and location of loan; loan duration; availability of renewals and extensions; listing of materials and objects, their condition and value; terms for security, fire protection and care; packing, shipping, transportation and insurance arrangements; form of acknowledgement in borrower’s exhibit catalogue, labeling and published papers; person or institutional representative responsible for materials or objects while on loan; any other necessary information. The Study Collection shall request a copy of all printed material and reports which contain or mention the loaned items, or photographic reproductions of the object(s).
- Means of transportation from and to Study Collection shall be mutually agreed upon by the Directors and the borrower. Packing and shipping shall be the responsibility of the Study Collection. Packing for return shall be the responsibility of the borrower. Ordinarily, original packing material shall be used for the return shipping.
- Out-of-pocket costs and other attendant costs of loans *to* and *from* the Study Collection shall be estimated and payment of them shall be mutually agreed upon by the Directors and Curator and the borrower/loaner before the loan takes place.

**OUTGOING LOAN AGREEMENT**

Date: \_\_\_\_\_

Borrower: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Objects:** (attach separate list, if necessary)

Catalog #	Description	Condition	Value
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**Exhibition Title and Location:** \_\_\_\_\_

**Period of Loan:** from \_\_\_\_\_ to \_\_\_\_\_

**Insurance Conditions:**

\_\_\_\_\_ to be carried by the borrower (Certificate attached)

\_\_\_\_\_ to be carried by the MSW Study Collection

\_\_\_\_\_ insurance waived

**Photographs:** \_\_\_\_\_ The MSW Study Collection grants permission during the loan period for the object(s) to be photographed and reproduced for the following purposes:

\_\_\_\_\_ publicity  
\_\_\_\_\_ publication  
\_\_\_\_\_ educational purposes

**Credit Lines:** (for exhibit and photographs)

**Shipping/Handling Information:**

Special instruction for packing, handling and installation:

Special Shipping Requirements:

**By signing this agreement, the borrower fully accepts the terms and conditions in this agreement, including any attachments to this agreement. These may not be amended except in writing signed by the two parties to this agreement, and may not be transferred to a third party.**

\_\_\_\_\_  
**Borrower's Signature**

\_\_\_\_\_  
**For the MSW Study Collection**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**Return of loaned Objects is hereby acknowledged:**

\_\_\_\_\_  
**For the MSW Study Collection**

\_\_\_\_\_  
**Date**

## Outgoing Loan Conditions

To assist in the protection and preservation of the collections of the MSW Study Collection, the borrower agrees to adhere to the following conditions, including any special conditions appended, for each item:

1. The borrowing organization must be a museum, non-profit institution, or educational institution.
2. The borrower's use of the loaned item must be approved by the Board of Directors of the MSW Study Collection.
3. The loan period will be no longer than one year in length. Loans may be renewed after appropriate review.
4. The borrowing institution must be able to provide the same, or better environmental conditions and security for the loaned objects. An explicit statement to this effect must be communicated in writing to the MSW Study Collection prior to any decision being made about the loan.
5. Particular attention will be paid to the security of smaller objects of value during the period of the loan.
6. The borrower is liable for any loss or damage of the loaned item that occurs from the time the item leaves the custody of the MSW Study Collection until it returns. Any discrepancy between condition of the loaned item(s) which indicate loss or damage may be the basis for a damage claim against the borrower.
7. The following terms are agreed to by the borrower:
  - a. The placement of full insurance coverage, naming the MSW Study Collection as the Insured against any and all loss, including theft, is the responsibility of the borrower. The insurance shall cover the object while it is in transit. Establishing current market value of items lent by the Study Collection shall be at the expense of the borrower.
  - b. Maximum security must be provided for the loan while in transit and on exhibit.
  - c. Any damage or loss must be reported to the MSW Study Collection immediately.
  - d. The borrower may not reproduce objects in any media (including photography) without the written permission of the Study Collection.
8. The borrower shall make no alteration, including cleaning, to the loaned item(s) without prior written authorization of the MSW Study Collection. This includes, but is not limited to: conservation, alteration of any frame, matting material, or support structures associated with the loaned item(s).
9. Immediately upon unpacking the item(s) and again before packing the item(s) for shipment, the borrower must examine the item(s). The borrower must initial and date each condition report by the MSW Study Collection and indicate whether or not the condition of the item has changed. Any changes which indicate loss, damage, or unauthorized alteration must be reported immediately to the Curator, and/or the Board of Directors of the MSW Study Collection.

10. In the event any loss or damage whatsoever to any borrowed object while in transit or while in the possession of the borrower, including while on exhibit, the borrower shall be held financially liable for all restoration costs not paid by the insurer. Total liability, however, shall not exceed the current appraised value of the object.
  
11. The borrower shall acknowledge the MSW Study Collection as the source of the loaned item(s) in any label, caption, catalogue, news release, or other public announcement or interpretive mentioning of the loaned item(s).
  
12. The MSW Study Collection reserves the right to:
  - a. Refuse loan of any collection item;
  - b. Inspect the loaned item(s) at any time during the loan period;
  - c. Withdraw any loaned item(s) whose condition has deteriorated, whose security appears to be threatened, or if the borrower fails to adhere to any of the above appended conditions. In the event of withdrawal of a loaned item(s), the borrower shall be responsible for all associated costs.

**These conditions and rights have been reviewed, are understood, and are mutually agreed upon by the undersigned.**

\_\_\_\_\_  
**Borrower (or authorized agent)**

\_\_\_\_\_  
**For the MSW Study Collection**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**Amendments or Additional Terms:**

**Date of Return of loan:**

**Received and checked by:**

**Comments:**

**INCOMING LOAN AGREEMENT**

Date: \_\_\_\_\_

Lender: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

The Marshfield School of Weaving Study Collection agrees, subject to the attached conditions, to borrow the objects described below:

**Objects:** (attach separate list, if necessary)

Catalog #	Description	Condition	Value
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**Exhibition Title and Location:** \_\_\_\_\_

**Period of Loan:** from \_\_\_\_\_ to \_\_\_\_\_

**Insurance Conditions:**

\_\_\_\_\_ to be carried by the MSW Study Collection

\_\_\_\_\_ to be carried by the lender

\_\_\_\_\_ insurance waived

Name of Insurer \_\_\_\_\_ Premium \_\_\_\_\_

**Special Conditions:**

**Photographs:** \_\_\_\_\_ The lender grants permission during the loan period for the object(s) to be photographed and reproduced for publicity, publication, and education purposes, with credit given as specified to the lender.

**Credit Lines:** (for exhibit and photographs)

**Shipping/Handling Information:**

Please list any special instructions for packing, handling and installation:

Please indicate any special shipping requirements:

**I have read and accept all conditions on this form, and any attached documents.**

\_\_\_\_\_  
**Lender's Signature**

\_\_\_\_\_  
**For the MSW Study Collection**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**Return of loaned Objects is hereby acknowledged:**

\_\_\_\_\_  
**Lender's Signature**

\_\_\_\_\_  
**Date**

### **Conditions Governing *Incoming* Loans**

1. The MSW Study Collection will exercise the same care of loaned properties as it does with comparable property of its own.
2. Unless the lender expressly elects to maintain is or her own insurance coverage, the MSW Study Collection will insure the work wall-to-wall under its fine art policy for the amounts indicated on the loan agreement. The Lender agrees that in the event of loss or damage to its loaned property, recovery, if any, shall be limited to such amount as may be paid by the insurer. The Lender releases the MSW Study Collection, its officers, agents and employees from liability for any and all claims arising out of such loss or damage.
3. If damage or deterioration is noted during the period of the loan, the Lender will be notified at once. Should damage occur in transit, the carrier will also be notified.
4. Loaned item(s) shall be maintained in the condition in which they are received. They will not be cleaned, repaired, or transported in damaged condition, except with the expressed written permission of the Lender. They will be returned packed in the same or similar materials as received, unless otherwise authorized by the Lender.
5. Unless MSW Study Collection is notified in writing to the contrary, it is understood that this loan may be photographed and reproduced in the MSW Study Collection publications and for publicity and development purposes.
6. Upon expiration of the loan, the loaned object(s) will be released to the Lender, or his or her duly authorized agent. No claim for damages shall be filed after loaned object(s) have been removed to the Lender or their agents. In case of legal change of legal ownership during the loan period, it will be the responsibility of the new owners to establish proof of ownership. Any failure to do so which results in the MSW Study Collection's inability to return the object(s) at the end of the loan period, may be cause for considering the object(s) abandoned. Abandoned objects will become the property of the MSW Study Collection.
7. The Lender hereby warrants that he/she has the full right, power and authority to enter into this agreement.

## **DE-ACCESSIONS**

### **A. GENERAL STATEMENTS**

1. The MSW Study Collection Board of Directors recognizes the process of removing accessioned material from the collection is a serious action that can only be approved after thorough deliberation. Aware of the inherent dangers in any de-accession, all concerned persons will attempt to identify any potential future uses by the MSW Study Collection for the materials in question.
2. De-accessioning will take place in a transparent and public manner so that any interested party may have the opportunity to object if they see fit, and all decisions may be justified legally and ethically. All de-accessioned material will either remain in the public domain, will be sold at public auction, will be sold privately, or will be destroyed. Any income received from the sale of de-accessioned material will be placed in a restricted fund dedicated to the care and development of the MSW Study Collection.

### **B. AUTHORITY**

1. All de-accessions will be reviewed and approved by the full Board of Directors at one of their scheduled meetings.

### **C. CRITERIA**

Materials in the collection may be considered for de-accessioning for one or more of the following reasons:

1. The material is outside the scope of the collection as defined in the acquisition criteria
2. The materials a duplicate or redundant copy, and the MSWSC has no further use for it.
3. The material lacks the physical integrity and has lost its historical value.
4. The material threatens the physical safety of the staff, researchers, demonstrators, facility or other collection artifacts and this condition cannot be remedied.
5. A better example of the material has been acquired by the MSWSC.
6. De-accessioning the material can be shown to serve the best interests of the MSWSC and the public.
7. The MSWSC cannot properly care for the material.

In the case of objects or other material where there is no documentation of having been either accessioned or catalogued within the lifetime of the Study Collection, that object or material may be disposed of after review by the staff, without a formal de-accessioning process described herein. Records will be kept of such disposal.

## **D. RESTRICTIONS**

MSWSC Board of Directors, volunteers, and members of their families are not permitted to acquire de-accessioned material through purchase or any other means, or to benefit in any way from the de-accessioning process.

## **E. PROCEDURES FOR DEACCESSIONING**

1. De-accessioning will be initiated by any one of the Board of Directors or staff. A written request will be submitted to the entire board stating the reason for the proposed de-accessioning, citing at least one of the above referenced criteria. A temporary de-accession file on the particular material will be created by the Director initiating the process. The de-accession file will be added to the existing accession file.
2. A review must be completed by the entire Board (completed by the collection committee) to ensure that the de-accessioning will not violate the terms of the gift or bequest and that the MSWSC has clear title to the materials proposed for de-accessioning.
3. All Directors' opinions concerning de-accessions will be in writing, and maintained in the file.
4. The Board reserves the right to secure the written opinion of outside experts in the appropriate professional field, on the proposed de-accessioning.
5. The initiating Director will submit the proposed materials to be de-accessioned to the Board of Directors for their consideration, along with written opinions.
6. The Board of Directors reserves the right to seek legal counsel regarding any de-accession where it appears appropriate.
7. If necessary, independent appraisals of the market value of the material may be secured.
8. In all cases, the following dispositions, and no others, are to be considered by the Board of Directors:
  - a. Public sale of the material or objects with public notice to museums and other educational institutions, including historical societies and libraries;
  - b. If a public sale is not possible, an exchange with or gift of the materials or object(s) with a museum, historical society, library or other educational institution which qualifies as or is substantially similar to a public charity under the IRS Code;
  - c. Public sale of the material or object(s) at public auction by a qualified auctioneer;

- d. Silent auction, either on-line or real time, with adequate public notice;
  - e. Private sale by third party as agent for the MSWSC, with appropriate advertisement via appropriate publications and/or internet sites;
  - f. Only in the cases where material is of no scholarly, educational purpose, or is in such poor condition as an artifact to have lost its intrinsic value may it be de-accessioned by destruction;
  - g. The Board may choose to keep the material for further review or retain the material within the Study Collection.
9. All records relating to the de-accessioned material will remain in their original locations and will be marked “DE-ACCESSIONED” with red ink in a prominent position. A separate log of de-accessioned materials, with date of vote by Board of Directors will be maintained by the Secretary of the Board.
10. All documents relating to the de-accession will be placed in the artifact file.
11. A record of the final disposition of the material will be kept in a separate de-accession file in order to provide a concise record of all de-accessioned materials.

**h. DOCUMENTATION**

- 1. Correspondence (including notations of telephone transactions);
- 2. All reports generated by MSWSC directors and/or outside experts;
- 3. Museum Receipt;
- 4. Appraisals;
- 5. Record of the Action of the Board;
- 6. Authorization signed by the President of the Board;
- 7. Final Disposition;
- 8. Photograph.

**This Collections Policy adopted by vote of the Board of Directors of the Marshfield School of Weaving Study Collection, Inc. at their meeting on 10 December 2019.**