

University Policy Advisory Committee Policy & Procedure Review

Title:	Gifts, Devices, Bequests and Trusts
Date Submitted:	2.6.2024
Submitted by (Individual):	J. Hope Amason
Department:	Museum of Culture & Environment
Division:	Academic Affairs
Policy Number:	
Procedure Number:	CWUR 1-60-090

New Revision

The policy or procedure has been formatted to be consistent with CWUP standards.

The policy and/or procedure change has a budget impact. Yes No

(If yes, please attach a spread sheet that provides an analysis of the impact.)

Consultation and Review			
Please indicate consultation completed in the preparation of your proposed policy or procedure, including the name of the individual or groups consulted, the date of the consultation, and any written feedback/recommendations from the group consulted.			
Date	No Budget Impact	Date	Budget Impact
02.06.24	Issue-area stakeholders		Issue-area stakeholders
03.26.24	Provost's Council		Affected budget authority
	Executive Leadership Team		PBAC
	UPAC		Provost's Council
			Executive Leadership Team
			UPAC

Summary of impact: Briefly explain why this policy or procedure has been created/changed.

Background: The Museum of Culture & Environment (MCE) permanent collection contains ethnographic, natural history, and artistic materials that support the MCE mission and vision (and, by extension, the mission and vision of CWU). There are two kinds of collections stewarded by the MCE: 1) collections that have been acquired through donation or purchase by the CWU/CWSC/WSNS over the history of this institution and 2) collections that have been acquired since the founding of the MCE in 2009. Our internal process for legal acquisition of offered donations to the MCE permanent collection includes 1) consideration among MCE staff members, specifically the collections manager and director and 2) presentation of CWUMCE staff recommendations to the MCE Museum Advisory Council (MAC), a committee that includes students, faculty, staff, and community representatives knowledgeable about

museums and material culture; and 3) Consideration and final decision-making by the Museum Advisory Council.

The MCE was formally recognized by CWU in our [charter](#) (signed by CWU provost, COTS dean, and anthropology department chair in Fall 2008). The continual stewardship of the MCE Permanent Collection (to the extent permitted by CWU's financial resources) was affirmed in [a Statement of Permanence](#) (signed by the COTS dean, provost, president, and chair of the BOT in 2012).

Problem: For collections of the second type, we have used an internal process for legal acquisition—however, this process is not acknowledged institutionally (it is typical for such a process to be institutionally acknowledged, see [UW's policy on "Gifts and Loans to University Museums: Burke Museum, Henry Gallery, Plestschief Institute."](#)) For both types of collections (both 1 and 2), there is no ethically sound pathway to guide decisions and processes for the deaccession and removal/disposal of objects that should no longer be included in the MCE permanent collection. A parallel example would be existing CWU procedures that guide such decisions for the permanent art collection, [CWUR 1-60-095](#).

Discussion: The language proposed for CWUR 1-60-090 reflects the internal acquisition process already used at MCE, as that process is in alignment with the American Alliance for Museum's (AAM) [ethics code](#). Collections acquisitions must, "support [a museum's] mission and public trust responsibilities." The ethics code also states that museum collections must be acquired in a manner that "that respects the protection and preservation of natural and cultural resources and discourages illicit trade in such materials." It also maintains that "collections-related activities promote the public good rather than individual financial gain." Because the MCE collections manager, museum director, and Museum Advisory Council (MAC) I have the knowledge and experience necessary in order to discern whether an offered donation is in alignment with the ethics code, we have seated the authority for formal recommendation of acquisition decisions within their domain and have outlined a process for acquisition. While it is the MAC's role to recommend whether to acquire/not acquire an object for the MCE Permanent Collection, final authority on acquisition will rest with the Provost.

A second, perhaps more pressing, ethical issue concerns removal/disposal or deaccessioning practices. From time to time, a museum may deaccession or remove objects from their permanent collection. A deaccession policy should unequivocally state the reasons for deaccessioning as well as acceptable methods of removal or disposition. As with acquisition, removal or disposal must be done in "a manner that respects the protection and preservation of natural and cultural resources and discourages illicit trade in such materials" as well as in a fashion that "conform[s] to [the museum's] mission and public trust responsibilities." Additionally, the AAM's ethics code states that "disposal of collections through sale, trade or research activities is solely for the advancement of the museum's mission. Proceeds from the sale of nonliving collections are to be used consistent with the established standards of the museum's discipline, but in no event shall they be used for anything other than acquisition or direct care of collections."

Because there is no formal deaccession procedure to guide the MCE at an institutional level, it is not possible for the MCE to ethically remove, return, or dispose of objects in the permanent collection. As it stands, if an object were to be formally deaccessioned, it would be subject to laws governing Washington state property (the ethical risk being that a deaccessioned object would be disposed through sale in a CWU Surplus auction—which would clearly present a number of clear violations of the AAM ethics code, including encouraging illicit trade.) In addition to standard reasons for deaccessioning objects (such as significant damage that prevents an object from being displayed or used in research and education), there may be instances where deaccessioning is the most ethical option: Currently, the Museum Advisory

Council is hoping to allow for an object's/collection's repatriation (wherein an object/collection is returned to its community of origin) as an option for ethical deaccessioning.

We believe the policy and procedure changes proposed solve these problems and enable the MCE (and CWU more broadly) to maintain and further the highest ethical standards for museum collections acquisition, care, and deaccessioning.

Summary of policy/procedure:

Addition to procedures CWUR 1-60-090: The proposed addition outlines guidelines for making decisions for acquisition, accession, and deaccession to the collections of the CWUMCE. The procedures we propose mirror those in place for CWU's permanent art collection, CWUR 1-60-095.

Itemization of changes (revision documents):

Adding CWUR 1-60-090

Policy impact on equity:

The purpose of the proposed policy changes/additions is to institutionalize ethical standards that will govern how the MCE makes decisions about acquisition and deaccession. This is especially critical for objects tied to Indigenous communities who may have been harmed by collecting practices of the past. NAGPRA, a federal law, dictates that certain objects must be inventoried and repatriated to Native American communities. Yet there are no laws that govern non-Native American communities and NAGPRA does not include all of the Native American material culture that may reside in a museum's collection.

Having an option to repatriate (as a form of deaccessioning) is key for furthering the MCE's ethical commitments to Indigenous and other creator communities and is a small step towards repairing the harms done by past collectors.

1. What does this policy aim to do?

This policy provides a definition of collections stewarded by the MCE as well as locates the authority for making decisions about what goes into (acquisitions) and is removed from (deaccessioning) the collections. The procedures provide guidelines for consideration along with a process for acquisition and deaccessioning.

A. Who benefits from this policy?

The Museum Advisory Council will benefit directly because they will have institutional authority to make decisions about the MCE collection.

Indigenous and other creator communities may eventually benefit from repatriation.

B. Who is left out of this policy?

This is an inclusive policy with roles for MCE staff, CWU administration, the Museum Advisory Council, students, faculty, and the general public. We cannot at the moment identify areas where people are excluded.

2. What are the basic assumptions of this policy?

The proposed policy and procedures assume that CWU is committed to the highest ethical standards of museum practice, as outlined by the AAM.

A. How do these assumptions impact equity?

If the assumption above is proven false, then the result would be the unethical treatment of objects currently stewarded by MCE, yet associated with Indigenous communities—in other words, it could mean that such objects would be held in CWU's possession rather than ethically deaccessioned (especially through the potential for repatriation).

This has equity implications because, in the absence of such policy and procedures, objects in the MCE collection are treated as being on par with any office supplies or other mass-produced commodities purchased in order to fulfill basic functions at CWU. Thus, it ignores the historical and cultural context of these objects.

CWUR 1-60-090 Gifts, Devices, Bequests and Trusts

(1) Museum of Culture & Environment or MCE

(A) Museum of Culture & Environment (MCE)

The MCE operates as an interdisciplinary program under the College of the Sciences.

1. The MCE will revise and update their mission and vision in correspondence with updates and revisions to the institutional mission and vision.

(C) Museum Advisory Council or MAC

The Museum Advisory Council (MAC) serves in an advisory capacity for the MCE staff and is bound by the MCE Charter and Bylaws as well as the policies and procedures for collection management described in CWUP 2-10-070 and CWUR 1-60-105.

(D) MCE Staff

The MCE staff are charged with carrying out the programmatic directives of the Museum Advisory Council. Staff of the MCE have the authority and responsibility to curate existing and future collections objects. This includes the authority to collect, preserve, maintain, store, safeguard and establish exhibit opportunities for all of the permanent collection.

1. The MCE Staff will include a collections manager (heretofore MCE Collections Manager) whose primary responsibility is to carry out a program of preventative conservation and museum registration methods in accordance with standards and best practices within the field.

(E) MCE Permanent Collection Management Authority

1. The MCE staff, acting upon the advice and with the trust of the Museum Advisory Council, establishes policy related to the management of the MCE's permanent collection including:

a. Procedures, criteria, and other considerations for evaluating acquisitions for inclusion into the MCE Permanent Collection, including offered donations and potential purchases.

b. Procedures for the standard of care of the MCE Permanent Collection, including inventory, display, maintenance, repair, restoration, and storage.

c. Procedures and criteria for deaccessioning from the MCE Permanent Collection, including acceptable methods of disposition.

e. Procedures and criteria for loaning items from the permanent collection.

f. Procedures for granting research access

(2) Purpose of the MCE Permanent Collection

The purpose of the MCE Permanent Collection is to preserve, exhibit, and research an ethnographic, natural history, and artistic collection for the benefit of the university community and the Central Washington region.

(A) Such uses of the MCE Permanent Collection will be in alignment with the MCE's mission and vision as well as the mission and vision of the institution.

(B) The MCE acquires objects to be used in the best interest of the university and to further its responsibilities for teaching, research, and public service.

(3) Considerations for the development of the MCE Permanent Collection

(A) Scope of the MCE Permanent Collection: The scope of the collection includes collections acquired by CWU (including previous names of the institution, the Washington State Normal School, the Central Washington College of Education, and the Central Washington State College). The MCE Permanent Collection includes materials made and used by cultures around the world with an emphasis on objects that illustrate the intersection of nature and culture. This may include ethnographic and archaeological materials, works from contemporary makers, biospecimens, geospecimens, and historic artifacts.

(B) Focus for future acquisitions into the MCE Permanent Collection: A collecting focus will be placed on objects from any time period that speak to the multiple and complex connections between people and nature—especially in central Washington and the Northwest region more broadly. These will be objects and specimens that, in their material composition and/or cultural histories, explicitly illustrate to CWU students and other museum visitors the diverse relationships humans have with their environments.

(4) Guidelines for Acquisition into the MCE Permanent Collection

(A) Definitions

1. For the purpose of this document, the word "acquired" includes receiving all acquisitions intended for accessioning into the MCE permanent collection, whether through purchase (using both appropriated or donated funding), commission, gift, trade, transfer, exchange, or bequest.

(B) Authority for Accepting Acquisitions into the MCE Permanent Collection

1. All acquisitions will be evaluated for acceptance by the MAC, who have the criteria to accept or reject an acquisition.

a. In making acquisition decisions, the MAC will take into account the terms of the acquisition, considerations for the development of the MCE Permanent Collection (scope of the collection and focus for future acquisitions), and criteria for acquisition.

2. Acquisitions must have the final approval of the Dean of the College of the Sciences and the Provost.

(C) Process for Acquisitions into the MCE Permanent Collection

1. The acquisitions program will be overseen by the MAC.

2. All MCE permanent collections acquisitions will be submitted to the MAC for approval.

a. Approval of acquisitions by the MAC will be decided by a majority of votes. The Chairperson of the MAC will have a vote and, in the case of an equality of votes, a second or casting vote.

b. During the approval process, MAC members will ensure that all questions of conflict of interest are avoided and will use their discretion by not voting where possible conflict exists.

c. Meetings of the MAC will be held at least once per quarter during the academic year.

d. All proceedings of the MAC will be minuted, recorded, and submitted to the Office of the Provost in the MAC's annual report.

3. Following approval, objects will be accessioned into the MCE Permanent Collection.

a. New acquisitions into the MCE Permanent Collection will be accessioned, which will include electronic cataloguing and photography in accordance with professional museum standards.

b. The accession date will be the date at which the works were approved by the MAC, or the date at which the works are transferred to the MCE after approval by the MAC.

c. Responsibility for completing accession work resides with the MCE Collections Manager.

(D) Criteria for Acquisition into the MCE Permanent Collection

1. Any acquisition made will be in the best interests of the MCE, the community it serves (including students and teachers at CWU and people from the central Washington region), and the public trust it represents in owning the collection.

2. The acquisition must be appropriate to the mission and vision of the MCE and its parent institution.

3. The acquisition must fit within the scope of collecting and focus for future acquisitions as outlined in Collections Development Considerations.

4. The object must be of a quality appropriate to collection, exhibition, education, or research use.

5. The MCE staff must be able to provide reasonable care for the object.

6. Objects must not present a hazard to the health or well-being of the MCE staff, volunteers, or visitors.

7. The object must not be excessively duplicated in the permanent collection.

8. The present owner must have obtained the object legally, have clear title of ownership, and be able to transfer the same.

9. The acquisition must be free of restrictions on the part of the donor. Exceptions must be clearly specified in writing and approved by the MAC. The MCE will not agree to conditions of "permanent loan," exhibition, or retention in perpetuity.

10. Acquisitions must be accompanied, when possible, by full literary, property rights, copyrights, patents, or trademarks. Exceptions must be clearly specified and approved by the MAC. All questions on the complex issues of the copyright should be referred to the Office of the General Counsel.

(E) Other considerations pending acquisition into the MCE permanent Collection

1. No person involved in the MAC, MCE staff, or those responsible with the supervision and management of the MCE staff may take advantage of privileged information received because of their position. Special care is required in considering any offer of an item either for sale or as a tax benefit gift from members of governing bodies, members of staff or their families or close associates.

2. The purchase of objects intended for the MCE permanent collection, either through commission or purchase, will be formalized by a written contract for commission or bill of sale. Proposals and contracts will be reviewed by the MAC and the Office of Business Services and Contracts.

3. The intention is that an object shall remain in the collection so long as it retains its authenticity, pertinence to the collection, and physical integrity. Short range acquisition for the purpose of later sale, as well as speculative acquisition for short-range sales are prohibited.

(F) Documentation of Acquisitions into the MCE Permanent Collection

1. When accepted, a deed of gift and/or acknowledgment of donation form will provide proof of ownership and protect the University from any future claims. This deed will include a statement of transfer of legal title and where applicable, copyright and literary rights and signature of the donor. The deed of gift or a copy of the deed of gift should be kept on file with the MCE.

2. Other documentation should include (but should not be limited to):

a. Name and address of donor and intermediary, if any.

b. Description of the object in sufficient detail to enable easy identification and a photograph.

c. Date of contribution and acknowledgment.

d. Date of acquisition by the donor and method of acquisition.

e. Any records, receipts or other documents that provide proof of ownership or authenticity or enhance its educational value.

f. A history of the object and any information that may have bearing in its authenticity or enhance its educational value.

g. The original cost or appraisal of the object at the time of original acquisition, if available.

h. Disposition of the property if not retained by the institution.

i. Any restrictions or conditions placed on the gift by the donor and the expiration date of the conditions.

(5) Insurance

(A) Donations, loans, or purchases of works of art are not automatically insured by the institution.

(6) Standards of Care for the MCE Permanent Collection

(A) Inventory

1. The MCE Permanent Collection is to be inventoried with regularity.

a. Inventories will occur at no more than 10-year intervals.

2. The MCE will record and catalogue the MCE Permanent Collection using an electronic database. Requests to access the database must be approved by MCE staff.

a. Changes in the status of inventoried objects, such as loss, destruction, or relocation of the objects should be recorded upon discovery. Losses involving theft should be reported to the University Police Department, the MAC, and the Surplus and Asset Management office. See the State Administration and Accounting Manual Section 30.20.22 "Assets Not Capitalized."

(B) Display

1. Unless approved by the MAC and the MCE staff, the display of MCE Permanent Collection objects is restricted to the gallery of the MCE. Display shall be undertaken in consultation with MCE staff to ensure the safety and preservation of the objects.

(C) Maintenance, Restoration and Repair

1. A preventative conservation maintenance program will be designed to help avoid expensive, professional conservation treatments wherever possible and assist with the annual budgeting for conservation. This program will be overseen by the MCE Collections Manager.

2. Professional conservation of works will be undertaken at the discretion of the MCE staff, in consultation with the MAC and relevant conservators (e.g. paper, textile, paintings, sculpture or ethnographic specialists). Conservation treatment of any work shall only be undertaken by qualified conservators with references.

a. Should conservation be unfeasible, and the poor condition of the object impugn its integrity, the work should be removed from view and may be considered for deaccession.

(D) Storage

1. The MCE Permanent Collection is to be stored or displayed within acceptable professional standards required by professional museum standards.

a. The MCE Permanent Collection should be stored in a secure space with an alarm system and limited key access. This space should be climate controlled (for both temperature and relative humidity). This space should not be used for other purposes than the storage of the MCE Permanent Collection.

(7) Deaccessioning of object/s in the MCE Permanent Collection

(A) Definitions

1. For the purpose of this document, the word "deaccession" refers to the removal of an object or collection of objects from the MCE Permanent Collection. "Disposal" refers to the method of removal.

(B) Authority

1. All deaccessioning requests will be evaluated for acceptance by the MAC, who have the criteria to accept or reject such requests.

a. In making deaccessioning decisions, the MAC will take into account the substance of the request, considerations for the development of the MCE Permanent Collection (scope of the collection and focus for future acquisitions), and criteria for deaccession.

(C) Procedures for deaccessioning from the MCE Permanent Collection

1. MCE staff will prepare a statement of justification for deaccession and review acquisition documentation for restrictions against deaccession.

a. Consideration should be given to any special conditions attached to works acquired through bequest, donation, or as part of a larger collection. Objects with mandatory restrictions may not be deaccessioned prior to expiration

of the time limit if any exists, or it has been determined by a court of competent jurisdiction that deviation from such restrictions may be allowed.

b. Objects with precatory restrictions should not be disposed of until reasonable efforts have been made to comply with the restricting conditions. If there is any question as to the intent or force of the restrictions, the MAC will seek advice from the University's legal department.

c. If relevant, a substantiated request for the return of an object from its community of origin will be attached to the deaccession request.

2. Before an object is deaccessioned, the MCE staff will determine if the institution holds clear and legal title. If it does not, it will gain clear and legal title before deaccessioning the object.

3. Potential deaccessions from the MCE Permanent Collection must be approved by a two-thirds majority vote of the MAC.

a. Materials to be repatriated to federally recognized tribes as mandated by NAGPRA will not be subject to a vote of the MAC; materials deaccessioned for this reason will be reported to the MAC.

b. All recommendations for deaccession should be approached with extreme caution. A delay period of 6 months is required after which time the recommendation of the MAC should be reviewed. Accelerated timelines may be approved to comply with local, state, or federal laws.

4. Records and photographs should be retained of the deaccessioned work.

5. Proceeds from the sale of objects from the MCE Permanent Collection will be used to acquire additional works, conserve, and display existing works for the university collection.

(D) Criteria for deaccession from the MCE Permanent Collection

1. The object is inappropriate to the collection; it does not fall within the guidelines for collections development or no longer meets the criteria for acquisition.

2. The object is in poor condition; the object is broken or badly deteriorated and considered beyond repair.

3. The object is duplicated excessively in the collection; the object is of a generally lesser quality of repair/relevance than similar objects in the permanent collection.

4. The MCE is no longer able to care for the object; the cost of restoration, maintenance, or proper storage makes it impractical for the MCE to continue its care of the object.

5. The object is a hazard; certain objects may become hazardous over time as a result of damage, deterioration, or inherent chemical composition. Examples include cellulose nitrate film, some drugs and medicines, or object contaminated with mold or mildew.

6. The object is subject to return to a group or individual under local, state, or national laws, such as the Native American Graves Protection and Repatriation Act.

7. A substantiated request for the return of objects/an object by the community of origin (those who made and used the object and who understand its cultural significance and context), with special preference for direct descendants of the makers or previous users of an object.

(E) Other Considerations pending deaccession from the MCE Permanent Collection

1. Deaccessioning is a process used to refine a collection.
2. Deaccession should not be used to remove an object/objects because of changes in fashion, social mores, or the taste of administrators.
3. Deaccessioning is best avoided by attending to the accepted Considerations for the Development of the MCE Permanent Collection.

(C) Acceptable methods for disposition

1. Transferring the object to another not-for-profit institution through transfer, exchange, or sale.
2. Transferring the object to a non-accessioned collection, such as an education collection.
3. Sale at a public auction.
 - a. Fossils and archaeological materials shall not be sold.
 - b. The auction must be publicly advertised.
 - c. Proceeds from sale of deaccessioned objects at public auction will be invested in the care and maintenance of the MCE Permanent Collection.
4. If it is determined to be the best alternative, a deaccessioned object may be discarded or destroyed. Disposal or destruction must be witnessed, and a signed record of the event kept in the object's file.
 - a. The community of origin may deem that an object be destroyed using a culturally appropriate form of destruction.
5. In appropriate cases, an object may be deaccessioned for destructive analysis.
6. Return to the community of origin, following a substantiated request by the community of origin and/pr descendants of those who made and used the object and who understand its cultural significance and context

(D) Ethics of Disposition

1. Objects deaccessioned from the collection will be disposed of in a professional and ethical manner, including culturally appropriate forms of destruction identified by the community of origin.
 - a. Deaccessioned objects will not be given, exchanged or sold to employees of the MCE, University faculty and staff, members of the governing authorities, or to their representative. No private sales will be made to individuals.

(E) Documentation deaccessioned object/s from the MCE Permanent Collection

1. Full record of all exchanges and sales will be maintained.
2. MCE records shall document the removal of the objects from the collection and the nature of their disposition.
3. The MCE staff, at their discretion, may make available information pertaining to acquisitions and deaccessions upon inquiry by a responsible party.

4. Works to be deaccessioned will be archived in the MCE Permanent Collection database.

(8) Loans/Exhibitions

(A) The MCE accepts and offers loans to peer institutions for the purposes of research or exhibit. Loans will not be made to individuals without an institutional affiliation.

(B) Definitions

1. "Outgoing Loans" refer to objects within the MCE Permanent Collection that are requested for temporary removal for the purpose of exhibit at a peer institution or faculty/student research. "Incoming Loans" refers to objects accepted for temporary inclusion into the MCE gallery for the purpose of exhibition.

(C) Authority

1. The MAC, with recommendations from the MCE staff, has the authority to accept or reject an outgoing loan request for an object in the MCE Permanent Collection.

2. The MCE staff have the authority to request incoming loans of objects for the purpose of exhibition and research.

(D) Time limitations

1. Outgoing Loans will be made for a period of no more than one year.

a. At the discretion of the MCE Collections Manager in consultation with the MAC, loans may be made for a period of no more than two years, renewable.

2. Incoming loans of objects for exhibition or research may be accepted for a fixed duration according to the purpose of the loan (for exhibition, a research project, or as a promised gift).

a. The MCE will not accept objects on a permanent loan basis. Individuals or institutions wishing to make a permanent loan to the Museum may either donate the object(s) outright or may make a standard loan agreement for one year (renewable upon review).

b. An object offered or promised as a gift may also be accepted as a temporary loan for a specified period pending the actual gift transaction.

(E) Outgoing loans for on-campus use

1. The MCE may lend collections to faculty for long-term research projects. Such faculty must complete a Research Request Form prior to the approval of the loan.

2. The MCE may lend collections to students for long-term research only if they are represented by a faculty supervisor. Such students must complete a Research Request Form prior to the approval of the loan.

3. Short-term loans may be made to affiliated faculty for use in classes. Such loans will be subject to all the terms and conditions which apply to loans of greater duration, including handling and care training.

4. The MCE may lend collections to on-campus departments or entities for the purposes of display. Such loans will be subject to terms and conditions as outlined for peer institutions.

5. In the case of conflicting requests for a single object or set of objects, requests will be honored, where possible, in the order received.

(F) Outgoing Loans for use by peer institutions

1. The MCE will consider loaning objects to peer institutions for the purpose of research or exhibit.

a. Each loan request will be considered individually.

b. The borrowing institution must meet minimum standards with regards to environmental controls, security, and proper care as required by the MCE.

d. Loans may be revoked at any time if the borrowing institution fails to comply with minimum standards or the stipulations of the loan agreement, or if warranted by the preservation needs of the artifact.

e. The borrowing institution will be responsible for all costs incurred, including, but not limited to, packing materials, shipping, and insurance. The appropriate form will need to be filed with Business Services and Contracts

(F) Outgoing Loan Procedures:

1. All requests for loans from the MCE Permanent Collection must be in writing, addressed to the Museum of Culture & Environment.

a. For loans to peer institutions, an official lending agreement, vetted and approved by the CWU Contracts Office, will be forwarded to successful applicants for their completion and signature before any work will be released.

2. All freight costs are to be covered by the borrower. All additional costs such as crating, packing and reinstallation on return, where applicable, are to be met by the borrower.

a. Only recognized carriers are to be used for carrying any work from the MCE Permanent Collection. The institution, with recommendations from the MAC, reserves the right to nominate the carrier.

3. Evidence of insurance cover must be provided before any work can be released for loan to a peer institution.

a. The borrowing institution will provide wall-to-wall insurance; a certificate of insurance will be required.

4. Permission to reproduce any work must be granted in writing by staff of the MCE staff (as empowered by the MAC) prior to publication in any form. Copies of the publication are to be forwarded to the MCE for archival purposes.

5. All loans must be acknowledged as being the property of Central Washington University in all publicity material, publications, display labels etc. The University's name must appear in full and no abbreviated forms, excepting CWU, are acceptable.

6. All works must be returned in the condition in which they were dispatched. Works on loan must not undergo any conservation treatment, reframing, hanging alterations or other changes without consultation with the MCE staff.

(G) Criteria for Evaluating Outgoing Loan Requests

1. Works from the MCE Permanent Collection will only be lent to institutions and faculty/students who can maintain objects in spaces with controlled environments and practice museum standards of care in terms of handling and storage.
2. The object to be loaned must be able to survive, intact, the rigors that will be imposed by transportation and handling, as evaluated by the MCE staff.
3. The MCE has no immediate need for the object.

(H) Incoming Loan Procedures

1. The MCE staff must ensure that incoming loan contracts are vetted and approved by the CWU Contracts Office.
 - a. The incoming loan contract must specify dates wherein the object borrowed is on-site at the MCE (either on display in the gallery or in other spaces).
 - b. The incoming loan contract must verify any restrictions placed upon the loan.
 - c. The incoming loan contract must state a value of the object being borrowed (this is solely for insurance purposes).
2. The MCE will not borrow material known to have been collected illegally, which represents a hazard to collections, MCE staff, interns, visitors, or the building, or which fails to conform to state and local laws.

(I) Documentation of Loans

1. The following records will be maintained for all loans:
 - a. Copies of all loan forms; condition reports, both incoming and outgoing,
 - b. Any special requirement/s for the object
 - c. All records of transport will be retained for a reasonable period.
 - d. Any records that pertain to the work in regard to value and insurance.

(9) Appraisals

(A) The Museum shall not make appraisals of objects to establish tax-deductible value of gifts offered to the museum nor for any other purpose.

(10) Research Access to the MCE Permanent Collection

(A) As a public institution for the increase and diffusion of knowledge, the Museum strives to maintain maximum access to its collections while continuing to ensure the safety of the collections. The collections are stored in a secured area with permission to enter such areas being regulated and scheduled. Access to the collections to researchers and students will be made consistent with staff and space availability.

(B) Procedures for Granting Research Access

1. All researchers must complete a Research Request form detailing their project and agreeing to all listed conditions of access.

a. If research is to be done off-site, this must be indicated on the Research Request form. Additionally, the Research Request form must present a compelling argument for why work cannot be conducted on the MCE premises. These objects will only be loaned if a formal outgoing loan agreement is in place.

2. Researchers external to the institution must submit a request 4 weeks in advance if the work is to be done at the MCE. This request must be submitted 8 weeks in advance if the work is to be done off-site.

3. Researchers internal to the institution must submit a request 2 weeks in advance if the work is to be done at the MCE. This request must be submitted 4 weeks in advance if the work is to be done on-campus but outside of the MCE.

4. Classes working with collections for in-class projects will consult with MCE staff prior to the quarter of desired use. Selection of objects to be used in the course will be done in consultation with MCE staff no less than 1 week prior to desired first use in class.

5. A one-page description of the proposed research must also be submitted alongside the Research Request form.

5. Researchers will also be asked to submit a copy of any articles, photos, reports, or other publication generated to the museum for retention.

6. All students, researchers, and faculty planning to handle or work with the collection are required to read, agree to, and comply with the Handling Guidelines of the Museum.

a. Additionally, researchers are required to consult with the Collections Manager for specific handling needs of the objects requested for use.

6. Central Washington University will be acknowledged, where appropriate, in all material resulting from research using the MCE Permanent Collection.

(C) Criteria for Granting Research Access

1. The condition of objects included in the research request must be adequate to withstand the application of methods outlined in the research request

2. Museum staff must be available for the duration of research being done with an object in the MCE Permanent Collection.

3. Research access may also be restricted for sensitive or otherwise private material, as defined by the object's/s' community of origin. Some requests may be approved conditionally.

4. The research of MCE Permanent Collections objects outside of the MCE may be restricted due to the inability to comply with standards of care in the facilities where the research is to take place.

(11) Statement of Permanence

(A) The University agrees to make available the resources needed for the stewardship of the MCE Permanent Collection.

1. The University will ensure that American Alliance for Museums and museum field standards are applied to the stewardship of the MCE Permanent Collection.

2. If the University's financial resources or academic plan no longer permit the availability of resources for the stewardship of the MCE Permanent Collection, the University will work with the MAC for the ethical disposition of the MCE Permanent Collection.

a. Ethical disposition will follow American Alliance for Museum standards.

b. Sales from the disposition of the MCE Permanent Collection will not financially benefit the University.

c. Communities of origin will be consulted with and their wishes for disposition of MCE Permanent Collections they are associated with prioritized over other stakeholders (including the original donors or descendants).

[03/2024; Responsibility: Museum of Culture & Environment; Authority: Office of the President; Reviewed/Endorsed by Provost's Council 03/26/2024; Executive Leadership Team/UPAC; Review/Effective Date: 05/29/2024; Approved by: A. James L. Wohlpart, President]