

Policy 170- Collections



GREATER KENT HISTORICAL SOCIETY POLICY 170 - COLLECTIONS

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Preamble:

Mission Statement

The Greater Kent Historical Society (GKHS) operates the Kent Museum and inspires the community to explore and discover their history. We educate and preserve diverse family and kinfolk storylines for future generations.

Regarding its collections, GKHS is dedicated to the acquisition, preservation, interpretation and exhibition of information and materials primarily derived from or relevant to the social and natural history of the greater Kent area. GKHS will use collected items for museum exhibitions, research, and other educational purposes.

Purpose of this Policy

This collections policy is designed to document the basic policies for handling the current and future collections of the Greater Kent Historical Society. These guidelines ensure that the museum's collecting practices align with its mission and contemporary professional museum standards. Such standards include:

- Specifying the scope of museum collections
- Outlining the standard of care for museum collections
- Relevant legal and ethical considerations for museum collections
- The role of individual museum officials including the Executive Director, Board Directors, Staff, and Volunteers
- Verification and documentation of incoming and existing collections
- Acquisition, disposal, and loan procedures
- Community access to museum collections
- Appropriate uses for museum collections

In addition to the above, this policy provides guidance for the future development of museum collections. Such guidance aligns with the 2022 – 2028 Strategic Plan from Weatherhead Design and 2023 Interpretive Plan for the institution. While this policy is up to date with the current professional standards and mission of the museum, it should be reviewed by staff and board every five years.

For ease of use, this document focuses on the rules, ethics, and policies of GKHS and is paired with two additional materials. The Collections Procedures document provides the in-depth instructions for how to enact these policies in daily practice. The Supplementary Collections Guide provides supplementary resources for both the policy and procedures including more in-depth guidance, forms, links, definitions, examples, and additional resources to be used by museum staff and volunteers while caring for museum collections. Please refer to the attached documents for any questions while reading.

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Roles and Responsibilities

All representatives of Greater Kent Historical Society (GKHS), including staff, volunteers, and board members, are expected to uphold the ethics of the field, as outlined by the [American Alliance of Museums](#) (AAM) and [American Association of State and Local History](#) (AASLH), among others. As such, individuals are expected to refrain from participating in any collections practices for which they have a conflict of interest, including but not limited to the accession or deaccession of materials, loans, or collections care. No museum representative shall ever intentionally misrepresent themselves or GKHS.

When handling collections, all museum representatives will do so with upmost care following modern standards found in Section 5 of the Procedures, as well as the Supplementary Guide. No museum representative shall intentionally endanger the museum or collections. When concerns regarding collections arise, all parties are expected to share them with the Collections Committee, Board of Directors, or Executive Director.

In addition to the above, individuals have specific roles pertaining to museum collections, including:

1. Executive Director
 - a. Serves on the Collections Committee and is responsible for making decisions on an urgent timeline.
2. Collections Committee
 - a. Makes decisions regarding accessioning and deaccessioning objects.
 - b. Makes decision on changes to guidelines and procedures and recommend policy changes to the board.
3. Board of Directors
 - a. The Board of Directors may act in place of the Collections Committee when the committee is absent.
 - b. The Board of Directors may need to respond to collections committee requests for accession, deaccession, or exceptions to the policy.
4. Collections Staff and Volunteers
 - a. Responsible for the day-to-day maintenance of collections and executing decisions from the Collections Committee.

Ethics

1. No GKHS representative may be involved with decisions regarding collections for which they have a conflict of interest.
2. GKHS will only acquire objects that have a clear legal title and provenance.
3. GKHS will not under any circumstances appraise items for a potential donation.
4. No action concerning an object will directly benefit any individual member of the Society, Board Directors, staff, or volunteers.

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1. Collections Scope and Collecting Plan

I. Scope of the Collection

The collection of the Kent Historical Museum is curated to serve the mission of the institution. Furthermore, these objects will serve the community by being part of curated exhibits, being made accessible to researchers and community members, being used as a learning resource for the local Kent community, and preserving local history information for future generations. Over time, GKHS looks to create and develop an educational collection of objects that do not qualify for exhibit or research standards but can be used for hands-on educational activities.

Items are within the scope of museum collections when they:

- a. Are relevant to the history of the greater Kent area and fill a gap within the GKHS collection.
- b. Meet the following acquisitions and accession criteria.
- c. Have identifiable use for the museum regarding a potential role in exhibits, teaching collections, or as a library resource (see section 3c for more information).
- d. To be considered for accession to the GKHS collection, an object must meet ALL of the following criteria:
 - i. The object(s) must be legally and ethically acquired.
 - ii. The object(s) support the GKHS mission and goals of the museum (see section 2II for current priorities).
 - iii. GKHS currently has the resources to provide adequate storage and care of the object(s).
 - iv. All objects accessioned into the GKHS collection must be unconditional gifts without restrictions unless an exception is determined by the Board of Directors at the time of the accession.
- e. Unless waived by the Board, objects selected for accession into the GKHS collection must meet at least 3 of the following criteria:
 - i. The object(s) represent an important moment in history or key aspects of changing everyday life in Kent and surrounding areas.
 - ii. The object has clear and significant provenience and provenance.
 - iii. The object(s) are of a unique material, technique or design.
 - iv. The object(s) represent a cultural, political or social perspective.
 - v. The object(s) represent members of the Kent community, past or present.
 - vi. The object(s) represent a significant event, person, place, business, or organization related to the Greater Kent community.
 - vii. The object fills a void in the collection.
 - viii. The object is appropriate for exhibition.
 - ix. The object is appropriate for library or archival research.
 - x. The object is appropriate for educational outreach.

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II. Collecting Plan

This document sets forth policies relating to accessions, documentation, storage, and care standards. As it is currently impossible to apply such standards retroactively to items already existing in the collection, such policies will primarily apply to new accessions. There is no expectation of applying new standards to existing records, however, if for any reason an individual record is being updated, doing so as closely as possible to the guidelines listed below is strongly encouraged.

Over the next five years, Greater Kent Historical Society will prioritize accessioning materials that relate specifically to Kent history and traditionally underrepresented individuals and groups. GKHS will also prioritize borrowing and collecting materials that are currently under-represented within the collection to better represent the current and former make-up of Kent residents.

As funding and staffing allow, GKHS will also seek to dispose of items that are outside of the museum's current scope in accordance with the Deaccessioning Policy included below. Doing so will create more space for newly accessioned materials that better align with the museum's mission and will eliminate any materials for which the museum is not equipped to provide care.

2. Acquisitions and Accessions Policy

I. Authority to Accession

- a. Items may be acquired through means of:
 - i. Gift/Donation
 - ii. Bequest
 - iii. Purchase
 - iv. Exchange
 - v. Item found in collection
 - vi. Creation
- b. The following have the authority to acquire objects on a temporary basis on behalf of Greater Kent Historical Society for future review accession:
 - i. Executive Director
 - ii. Collections Committee
 - iii. Collections Staff
- c. The following parties have the right to accession collections on behalf of Greater Kent Historical Society:
 - i. Collections Committee
 - ii. Board of Directors
 1. When referred to an issue by the Executive Director or Collections Committee

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II. Nature of Ownership and Documentation

- a. Before accepting any donation, GKHS shall first verify that the donor owns the proper title of the object(s) in question.
- b. GKHS will not accession any works for which it cannot obtain legal ownership. All titles shall be given with objects free from restriction.
 - i. This case is not always possible for copyright. For information on copyright titles please refer to Supplementary Guide Legal and Ethical Resources.
- c. GKHS will not knowingly acquire objects that are illegally or unethically collected, imported, or removed from their society of origin in accordance with the [ICOM Convention of 1973](#), [NAGPRA](#), [CITES](#), or other laws and regulations.

III. Acquisition and Accession Criteria

- a. To be considered for accession, objects must fit within the scope of the museum's current collections priorities as outlined in section 1.
- b. GKHS will NOT acquire any objects that fail to meet the above criteria or any other objects which staff determine do not serve the mission of the museum or pose any risk to the staff, visitors, or property of GKHS.
- c. Any object left in the museum's care without proper documentation may be considered "abandoned property" and the museum may choose to acquire the object according to Washington State Law ([Chapter 63.26 RCW](#)).

3. Deaccessioning Policy

GKHS reserves the right to deaccession any object that is no longer serving the mission of the museum and/or to ensure the available space and quality of care for incoming collections.

I. Authority to Deaccession

- a. The following individuals have the right to approve an item's deaccession:
 - i. Collections Committee
 1. Have the primary vote regarding deaccessions.
 - ii. Executive Director
 1. Only during an emergency: damage, mold, pests, etc.
 - iii. Board of Directors via majority vote
 1. Objects will only be deaccessioned by the Board of Directors when a matter is referred to them for approval by the Collections Committee or in the event of an emergency.

II. Criteria for deaccessioning

- a. Items may be candidates for deaccessioning if they meet one of the following conditions:
 - i. The item is no longer relevant to the GKHS mission statement.
 - ii. The item is duplicated within the collection or GKHS has better or more significant examples.

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- iii. The item is in poor physical condition. This may include but is not limited to damage, natural deterioration, or infestation.
- iv. The item poses risk to GKHS employees, volunteers, visitors, other collections, or museum facilities.
- v. GKHS no longer has the resources necessary to care for the item.
- vi. The item could be replaced and preserved in another medium.
- vii. The object is not representative of items used in Kent or the greater Kent area.
- viii. The object would be better able to illustrate its history with the source community and thus should be repatriated.
- ix. The item was not lawfully or ethically acquired, or the museum must comply with legal requirements.

III. Methods of disposal

- a. Items removed from collections may be:
 - i. Transferred or exchanged to another non-profit organization or museum.
 - ii. Repatriated.
 - iii. Returned to the donor or heir, only if specified in the Deed of Gift.
 - iv. Sold at public auction or under sealed bid.
 - v. Destroyed.
- b. At no time will deaccessioned items be given to members of staff, the Board of Directors, or their family members.
- c. Any proceeds from the sale of deaccessioned items will be used to support the museum's collections.

4. Loan Policies

I. Principles:

- a. Loans are the temporary transfer of possession of an object or collection for an agreed upon purpose and timeframe.
 - i. Such objects/collections will be returned at the specified time once the purpose of the loan has been fulfilled.
 - ii. Loans are not the change in ownership of any object.
- b. Due to the high nature of care necessary for loans, the following principles shall guide loans given to and accepted by GKHS:
 - i. Curators may request loans for public exhibition or research.
 - ii. All loan requests and renewals will be reviewed and approved by the Collections Committee.
 - iii. Loans longer than 1 year require board approval.
 - iv. Loans longer than 5 years are not permitted and may instead be renewed as short-term loans.
 - v. GKHS will never give or accept a loan for an unspecified or permanent duration.
 - vi. All GKHS loans will be governed by a written loan agreement signed by both the loaning and borrowing entities.
 - vii. Collections items may only be borrowed or lent in accordance with established authority and when consistent with relevant laws and ethics.

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- viii. Museum collections will only be borrowed or lent for purposes of public exhibition, research, and other educational purposes.
- ix. Museum collections must never be loaned to private individuals or for commercial purposes or private financial gain.

II. Custodial Loans

- a. GKHS may pursue custodial loans for objects for which they have temporary custody.
- b. This includes objects left at the Museum for:
 - i. Community Partnerships
 - ii. Joint Ownership/Access
 - iii. Donation
 - iv. Research
 - v. Identification
 - vi. Care

5. Collections Care and Management Standards

- I.** GKHS will handle all objects according to contemporary museological standards, such as those expressed by AAM and AASLH.
- II.** GKHS will thoroughly document its actions regarding accession, deaccession, loan, and storage for all its collections.
- III.** GKHS will ensure its treatment of objects is temporary, reversible, and minimizes future object degradation.
- IV.** GKHS will consult with other professionals in the field as needed for guidance regarding collections management and conservation.
- V.** All staff and volunteers working with collections should be trained in collections care and handling practices and given resources to reference in case of questions. Such resources can be found in the Supplementary Guide.
- VI.** GKHS shall pursue stabilizing environmental controls related to light, heat, humidity, pollutants, and pests to the highest degree possible.
- VII.** Over time GKHS will strive to improve collections care by updating its policies and procedures, providing staff and volunteers education on emerging professional standards, and improving existing storage systems.
- VIII.** The collection is divided into the following sub-categories:
 - a. Library materials
 - b. Archive materials
 - c. Objects
 - d. Digital Collections
 - e. Educational Collections

6. Access to Collections

To promote the dissemination of knowledge about the history of the greater Kent area, GKHS will strive to maintain and increase public access to collections via the following methods:

- a. Exhibits
- b. Public programming
- c. Research requests

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- d. Digitizing collections
 - e. Maintaining and publishing electronic database systems
 - f. Loans and exchanges of collections materials
 - g. Developing an Educational Collection
- II.** GKHS shall provide reasonable access to museum collections mandated to an institution holding materials in the public trust.
- a. Except wherein the museum is not legally or ethically able to provide such access, including donor restrictions (which should be avoided), culturally sensitive materials, or copyright infringement.
 - b. Access to museum collections will always be weighed against concern over protection of said materials.
- III.** When working with cultural collections, GKHS will work with members of the represented community to ensure all actions related to these objects are done with respect.
- IV.** GKHS will work to increase access to its collection as resources permit.

Collections Procedure



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Collections Procedure

1. Introduction

This document is designed to outline the procedures for handling Greater Kent Historical Society collections. This document provides guidance on how to uphold the organization's policies and aligns the museum's practices with its mission and contemporary professional museum standards. These procedures will be maintained by the Collections Committee. This ensures that all collections receive uniform treatment, including that regarding:

- Care practices for museum collections
- How to facilitate community access
- Documentation and record keeping practices
- The role of individual museum officials including the Executive Director, Board Directors, Staff, and Volunteers
- Acquisition, disposal, and loan procedures
- Appropriate uses for museum collections

These procedures are created in conjunction with the GKHS Collections Policy and Supplementary Collections Guide. The Collections Policy documents the governing principles of GKHS while the Appendix provides more in-depth guidance and resources to supplement both the Policy and Procedures. Please refer to these documents for any questions while reading.

2. Acquisitions and Accessions

I. Authority to Accession

- a. Items may be acquired through means of:
 - i. Gift/Donation
 - ii. Bequest
 - iii. Purchase
 - iv. Exchange
 - v. Item found in collection
 - vi. Creation
- b. For a full list of volunteer and staff responsibilities please refer to Collections Policy Section 2.

II. Nature of Ownership and Documentation

- a. Before accepting any donation, GKHS shall first verify that the donor owns the proper title of the object(s) in question.
- b. The donor is the legal owner or an authorized representative on their behalf.
- c. If the item is an artwork, photograph, book, etc., the museum should verify whether the donor legally owns the copyright of the work and whether it would transfer upon donation.
- d. GKHS will not accession any works for which it does not have all legal rights. All titles shall be given with objects free from restriction.

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- e. GKHS will not knowingly acquire objects that are illegally or unethically collected, imported, or removed from their society of origin in accordance with the ICOM Convention of 1973, NAGPRA, CITES, and other laws and regulations.
- f. Deed of Gift is sent to the donor to sign, date, and send back. Final receipt, thank you letter, and museum signed Deed of Gift from the representative are sent to the donor for their records. The curator keeps both physical and digital copies of the Deed of Gift for museum.
 - i. Post one copy in PastPerfect, maintain one in collections folder of the network, and maintain a physical copy in an accession folder.

III. Acquisition and Accession Criteria

- a. For a list of accession criteria, please see Collections Policy section 1 or figure 2.
- b. Before an object may be accessioned, it must be acquired by one of the individuals listed in section 3I above. As part of this process, the donor must fill out the Deed of Gift, including contact information.
 - i. Any object left in the museum's care without proper documentation may be considered "abandoned property." In case of abandoned property, refer to section 2V of this document.
- c. GKHS will NOT acquire any objects that fail to meet the above criteria or any other objects which staff feel do not serve the mission of the museum or pose any risk to the staff, visitors, or property of GKHS.
- d. Any object left in the museum's care without proper documentation may be considered "abandoned property" and the museum may choose to acquire the object according to Washington State Law ([RCW 63.26.030](#)).

IV. Accession Process

- a. GKHS defines accessioning as the process of adding an object or collection to the permanent collection. For an object to be accessioned it must be owned by the museum, documented, registered, and catalogued. To accession an object, follow the according procedure:
- b. When the museum gains custody of an object a museum a designated representative should offer the owner a Temporary Custody Receipt.
 - i. Items are held in temporary custody until an accession decision is made.
- c. The Collections Committee will meet to vote on materials for acquisition consideration regularly.
- d. The Collections Committee must review all proposed objects and decide whether the objects meet the qualifications listed in section 3c of the Policy.
- e. If the object meets sufficient requirements, the Collections Committee shall vote on whether to accept or reject the proposed acquisition.
 - i. If the donation is rejected:
 - 1. Temporary Custody Receipt will be updated to show the rejection and date of review.
 - 2. The Committee will notify the owners. In accordance with the disclaimer on the Temporary Custody Receipt, they will have 90 days to express their interest in retrieving the item(s).

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- ii. If the item is approved by a majority vote of the Collections Committee, follow the subsequent steps:
 - 1. The Deed of Gift should be updated to show the approved accession and corresponding accession number.
 - 2. Designated Collections Staff will give the object a unique accession number (See figure 6).
 - 3. Collections Staff or a designated volunteer should catalog the object following the procedures listed in 5.I.a.
 - 4. This includes photographing the object and filling out an initial condition report.
 - 5. The Collections Committee will provide a quarterly overview of all the materials accessioned to the board for review.
- f. If the item fails to meet the requirements set forth in section 3c of the Policy but is deemed important for consideration for accession by the Collections Committee, it may be referred to a vote by the Board of Directors, which can override the requirements.
 - i. In this case, the donation can be accepted with a majority vote by the Board of Directors.
 - ii. Whether the object is accepted or rejected, follow the above protocol.

V. Accessioning Abandoned Property

- a. If the museum would like to claim ownership of an item that qualifies as abandoned property, they must follow the stipulations laid out in [RCW 63.26.030](#).
- b. Under this law, abandoned property includes:
 - i. Property held by the museum or historical society that is not subject of a loan and has been held for five years or more.
 - ii. Material subject to a loan agreement in which the terms of the loan have expired, and the museum has provided notice meeting the criteria below, and there has been no action to recover the property after termination of the loan.
 - iii. Any material that is subject of a loan if the property was loaned to the museum for an indefinite term or “permanent loan.”
 - 1. In which case, the museum must first terminate the loan and provide notice to the owner of the property on loan.
- c. When an object could qualify as abandoned property under one of the above definitions, the museum must provide notice following RCW 63.26.40. See figure 4 and legal resources in Supplementary Guide for additional guidance.
 - i. If the museum has records of the owner’s address:
 - 1. GKHS must mail a notice of abandoned property or termination of loan to by certified mail, return receipt requested, to the most recent address of such owner in the society’s records.

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2. If the museum receives no response or written proof of receipt within 30 days of mailing the notice, they shall post public notice according to the process below.
- ii. If the museum does not have records of the owner's address, GKHS shall publish public notice according to the process below.
- iii. Process of Publishing Notice:
 1. GKHS will publish notice at least once a week for two consecutive weeks in a news outlet available in the county in which the museum is located.
 2. When the owner is known, it is mandatory to also publish notice in the county of the last known address of the owner.
 3. The notice will contain:
 - a. A description of the unclaimed property.
 - b. The name and last known address of the owner.
 - c. A request that all persons with knowledge of the whereabouts of the owner provide written notice to GKHS.
 - d. A statement that if written assertion of the title is not presented by the owner to GKHS within 90 days from the date of the second published notice, the property shall be deemed abandoned or donated and become the property of GKHS.
- d. If no valid written assertion of title is presented to GKHS within 90 days of the second published notice, Title of the property shall vest in GKHS free from all claims of ownership.
- e. Anyone who acquires property from a museum in which title is vested this way will acquire the title of the property.

3. Deaccessioning

I. What is deaccessioning and why do it?

Deaccessioning is the process of permanently removing items from the GKHS collection. This is principally done to ensure the collection remains within the scope of the museum's mission, is in good condition, and aligns with moral and ethical codes of the museum.

II. Authority to Deaccession

- a. The following individuals may recommend an object for deaccession:
 - i. Executive Director
 - ii. Collections Staff
 - iii. Collections Committee Members
 - iv. Board Directors
- b. The following individuals have the right to approve an item's deaccession:
 - i. Collections Committee
 1. The Collections Committee is the first in line to make decisions for deaccession. The committee may refer objects to the Board of Directors for decisions as necessary.

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- ii. When referred to a matter by the Collections Committee, the Board of Directors may vote to deaccession through a majority vote.
- iii. During emergencies, the Executive Director may deaccession collections that pose harm to GKHS employees, visitors, or other collections.

III. Criteria for deaccessioning

- a. In order for an item to qualify for deaccession, GKHS must have clear, documented, legal ownership of the item without restrictions.
- b. Items should not be deaccessioned within 3 years of donation in compliance with IRS standards.
- c. Items may not be discarded if disposal would adversely affect the overall value or use of the collection for education or research purposes.
- d. For a complete list of deaccessioning criteria, please see policy section 3II or figure 1.

IV. Methods of disposal

- a. Items removed from collections may be:
 - i. Transferred or exchanged to another non-profit organization or museum.
 - ii. Repatriated.
 - iii. Returned to the donor or heir, only if specified in the Deed of Gift.
 - iv. Sold at public auction or under sealed bid.
 - v. Destroyed.
- b. At no time will deaccessioned items be given to members of staff, the Board of Directors, or their family members.
- c. Any proceeds from the sale of deaccessioned items will be used to support the museum's collections.

V. Procedures for items with complete documentation

- a. The item must be identified by one of the individuals listed under 3b of the policy for consideration for deaccessioning.
 - i. Other individuals who would like to recommend something for deaccession may do so by recommending review to the above individuals. They will then review the object and decide whether to nominate it for deaccession.
- b. The individual nominating an object for deaccession will flag the object in PastPerfect, if applicable and record the object ID in the deaccession spreadsheet.
- c. Collections staff must thoroughly research and examine nominated objects before they are brought to the Collections Committee for a decision.
 - i. This includes locating the original Deed of Gift or bequest paperwork, including any restrictions listed there-in to ensure GKHS owns the object and has the right of disposal.
 - ii. When there are restrictions or legal impediments, GKHS staff will seek the advice of legal counsel.
 - iii. They will consider the item's condition and its relationship to the rest of the collection and GKHS mission.

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- d. If the above criteria are met, the reviewer will present the proposed deaccession during Collections Committee meetings.
 - i. The committee will review the evidence and vote whether to deaccession the object.
- e. If a majority votes in favor of removing the object from collections, they will also decide the proper method of disposal based on the item's condition, value, and historical significance. Refer to figure 8 for guidance.
 - i. The item will go to the Executive Director for final approval.
 - ii. Designated Staff will be responsible for filling out a deaccession form and updating the object's status in the PastPerfect collections catalogue.
 - iii. The museum may be obligated to report to the donor and IRS if gift property is sold, exchanged, or otherwise transferred within 3 years of acquisition.
 - iv. A full and detailed account of items deaccessioned by GKHS will be provided to the board on a quarterly basis. Such records should include documents pertaining to the original accession of the object including deeds, agreements, legal instruments, or publications.
- f. If a majority vote to retain the object, the object will be restored to its status in the collection.
 - i. Update the catalogue entry in PastPerfect to reflect this review.
- g. If available, donors will be made aware of the deaccession of their donation as a courtesy.
- h. Dispose of the item in the manner decided by the Collections Committee.

VI. Procedures for deaccessioning items "Found in collection"

- a. An item is considered found in collection or abandoned property if:
 - i. The item was originally the subject of a loan for which the term has ended, and the rightful owner has failed to contact or respond to GKHS representatives.
 - ii. The item has been accessioned as property of the museum, but proper paperwork regarding the transfer of title is missing.
 - iii. The item was left on museum property without signing a Deed of Gift or other documents to transfer title, and all efforts to find and contact the owner have failed.
- b. When an item is "found in collection" or abandoned property, the museum has no right to deaccession, sell or otherwise discard the item until the following steps have been taken.
 - i. The museum must first follow the steps listed under 2V to take ownership of the abandoned property under [RCW 63.26.030](#).
 - ii. After the museum has claimed legal ownership of the item, GKHS may follow the procedure under 2V to discard the item.

4. Loans

For a full list of loan policies, please see policy section 4I.

I. Incoming Loans

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- a. GKHS may request the loan of an item either from an individual or institution for the purposes of exhibit, research, or education.
- b. The exhibit curator is responsible for maintaining all documentation pertaining to the loan, its progress through administration, and its return. Loans for purposes other than exhibit display will be managed by the collections staff.
- c. Loans shall be approved by the Collections Committee.
- d. Upon receipt and before return of all loaned items, designated staff will conduct a thorough condition report of the object, with photographs to be returned to the lender after the time of the loan.
- e. Items loaned to GKHS will receive the same care given to objects owned by GKHS, unless exceptions are mandated within the loan agreement.
- f. Evidence of damage at the time of receipt or while in GKHS custody will immediately be reported to the lender. GKHS will not undertake any repairs, alterations or conservation of loaned items unless requested in writing by the loaning party.
- g. GKHS will acknowledge the lender on all published labels.
- h. GKHS has the authority to photograph and publish the loaned object for educational, record, and publicity purposes.
- i. Unless renewed in writing, all loans shall be returned to the lender within 90 days after the expiration of the loan.
- j. All handling of loaned materials will be done by designated staff.
- k. If required by the lending organization, GKHS will purchase appropriate collections insurance by the standard agreed upon in the loan agreement form or as deemed appropriate by the Executive Director.
- l. Unclaimed loans may result in GKHS fining the lender for extra costs of storage and care of the artifact, or an extended unclaimed loan may result in GKHS claiming ownership under [RCW 63.26.030](#) (see 2V above).
- m. Any request to end a loan prior to its expiration must be made in writing to designated staff, approved by the Board, and communicated with the lending authority.
 - i. In the event such a request is made by the original donor/lender's decedents, they must prove that they are the heir to the object.
 - ii. When there are multiple heirs, all heirs must agree, in writing, to reclaim an item.
- n. All documentation pertaining to an incoming or outgoing loan must be photocopied and added to the physical and digital Active Loans folders.
 - i. Once a loan is completed and successfully returned, these files shall be moved to the Completed Loans folders.

II. Outgoing Loans

- a. GKHS lends objects for educational and scholarly purposes to qualified institutions.
- b. GKHS may only lend items for which it has explicit ownership.

Collections Procedure

- c. When approving loan requests, the Collections Committee will consider the nature of the intended use, as well as the nature of the object requested and its ability to travel safely.
- d. Upon approval of the loan, both parties will negotiate and sign the GKHS Loan Agreement and/or another loan agreement if provided by the borrowing institution.
- e. Prior to sending an object, GKHS must photograph the object and complete a condition report so that any damages incurred during the loan process may be accounted for.
- f. In addition to completing relevant documentation, such documentation must be digitized and stored with other records pertaining to the object, including its Deed of Gift. The item's status should also be updated within the PastPerfect database and other catalogues.
- g. GKHS shall request various documentation from the borrower including but not limited to certificates of insurance, facilities reports, condition reports, etc.
- h. The borrowing institution is expected to provide GKHS objects with the same level of care as their own collections.
- i. The borrowing institution will notify GKHS of any damage to the object regarding disaster, theft, mishandling, temperature, humidity, light, dirt, transit, or storage.
- j. GKHS may request to be credited on any publications, exhibits, or publicity materials connected to the object on loan.
- k. All outgoing loan costs will be paid by the borrower. GKHS reserves the right to charge loan fees to cover the cost of administering the loan. Any portion of these fees can be waived by the Board or Collections Committee.
 - i. This may include but is not limited to the cost of appraisal, insurance, packing, shipping, or in-person delivery via museum courier.
- l. It is the responsibility of GKHS staff to ensure the proper and timely return of any loaned objects.
- m. Upon the successful return of the object, designated staff are responsible for completing an updated condition report of the object to account for any potential damage.
- n. All documentation pertaining to an incoming or outgoing loan must be photocopied and added both to the physical and digital Active Loans Folder.
 - i. Once a loan is completed and successfully returned, these files shall be moved to the Completed Loans folders.

III. Custodial Loans

- a. Custodial loans concern the temporary transfer of custody of an object to the museum. These are useful for representing community members.
- b. Objects may be left in the temporary custody of the museum for such purposes as possible donation, examination, research, identification, or care.
- c. GKHS may pursue custodial loans for objects for which they have temporary custody including objects left at the museum for:
 - i. Community partnerships
 - ii. Donation

Collections Procedure

- iii. Examination
- iv. Research
- v. Identification
- vi. Care
- d. Guidelines for Custodial Loans
 - i. The authority for approving custodial loans lies with designated staff.
 - ii. Handling such custodial objects should last less than 1 year.
 - iii. Objects on custodial loan will be given a level of care equal to that of museum collections.
 - iv. Such objects will be thoroughly documented either through the Loan Agreement or Temporary Custody Receipt with stipulations that detail the nature and purpose of the custodial loan.
 - v. Such documentation will be stored in the “Active Loans” folders until such time as the object is either donated or returned to its owner.
 - vi. Under no circumstances will museum representatives accept objects for the purpose of appraisal.

IV. Legal Standards

- a. When Greater Kent Historical Society accepts a loan of property, they shall provide the owner of the provisions of [RCW 63.26.030](#) on the Loan Agreement.
- b. If the terms of a loan lapse, GKHS may follow the stipulations listed in [RCW 63.26.030](#) to claim the object as abandoned property.
- c. If either signatory violates the terms of the loan, GKHS should consult legal counsel.

5. Collections Care and Management

This section consists only of a brief overview of collections care guidelines. For more specific information and additional resources, please refer to the Supplementary Collections Guide and collections training materials.

I. Collections Management

NOTE: As the museum’s standards and expectations have changed over time, GKHS is not expected to retroactively update existing records unless time and resources permit.

Do not change accession records or numbers without permission of the executive director regardless of whether it aligns to current standards.

a. For new collections items:

- i. Upon receipt of an object, clearly label all items either with a temporary ID (for potential accessions and loans) or permanent accession number.
 - 1. Temporary numbers should be reflected on Temporary Custody Receipts, Deed of Gift or Loan Agreements.
 - 2. If a loaned item is already labeled, you may use its label from its host organization as its temporary ID.
 - 3. These original numbers should be reversible and removable but keep the object identifiable during the acquisition process.

Collections Procedure

4. Only designated staff should assign ID numbers to an accession or loan.
 5. All objects should be labeled in reversible manners in accordance with current museological standards, such as acid-free paper tags attached with cotton or linen or writing the ID Number in pencil on paper objects in unobtrusive manners.
- ii. Once an item has been approved for accession by the museum, collections staff should take the following steps to ensure proper documentation. See figures 5-7 for guidance.
1. Update the Deed of Gift to reflect the accession number, date, and signature of recognition.
 2. The accession number should reflect the year, accession number, and item number. Examples:
 - a. 2006.082.001, 2006.082.002 (for accession of two items)
 - b. For the purposes of the accession number, an accession includes ALL items donated by the same individual(s) at the same time.
 3. Item number reflects the number of individual significant objects in each accession. Examples:
 - a. Six hats – each hat would receive a unique object number.
 - b. A scrapbook and a tea pot would qualify as two items, even if each “item” is made up of multiple parts.
 4. Found in collections numbering: YEAR.FIC.XXX
 - a. Ex: 2024.FIC.001
 5. Library items numbering: YEAR.LIB.XXX
 - a. Ex: 2024:LIB.001
 6. Education Collection numbering: YEAR.EDU.XXX
 - a. Ex: 2024.EDU.001
- iii. Create a PastPerfect catalog entry for each accessioned item.
1. Create an entry for the accession.
 2. Add each item as an individual listing tied to that accession.
 - a. For sets with multiple pieces, list the pieces’ descriptions and quantity in the description.
 - b. If the objects are labeled a, b, c, etc. specify those in the description.
 3. Each accession/item should also have its deed of gift and photos uploaded to PastPerfect.
 4. Once the object is given a home in the GKHS collection, its home location should be updated in PastPerfect.
 5. Item locations should be updated in PastPerfect every time they move, for exhibit, research, etc. as their temporary location.
- iv. Conduct a condition report of the newly accessioned item complete with photographs.

Collections Procedure

1. For object and archives accessions only, not library or educational collections.
 - v. Store both digital and physical copies of all relevant forms in the relevant collections binders (physical copies) and the Collections Drive (digital copies).
 1. These include Deed of Gift, Loan Agreements, and Condition Reports.
 - vi. When creating a Past Perfect catalog entry, be sure to update all information for each item in the accession.
- b. For existing items in the collection:**
- i. Only address missing information as time and resources permit.
 1. If an item is not within PastPerfect, update it in the collections inventory first and upload to PastPerfect when time and resources permit.
 2. Add images, dimensions, and other information acquired through use to museum records (PastPerfect, inventory, etc.).
 - ii. Any time an object is moved, update its new location in PastPerfect.
 - iii. Update or create condition reports for an object any time:
 1. It goes on display.
 2. It goes into storage.
 3. It leaves for or returns from a loan.
 4. Any time it receives noticeable damage.
 - iv. Any time an object receives a condition report, upload the most recent version to PastPerfect.
 1. Condition reports should include photographs of the object.
 2. Retain ALL collections reports in PastPerfect.
 - v. Any research conducted on an object should be noted in its files.
 - vi. As items are revisited for cataloging, inventory, exhibit, etc. volunteers and staff should flag the following:
 1. Whether the object requires different storage.
 2. Whether the object is suffering damage.
 3. Whether the object is relevant to the museum's mission.
 4. Whether the object is missing any pertinent files/information updates.
 - vii. Staff and volunteers should either flag their concerns in the PastPerfect database or alert a collections volunteer or staff member to do so if they lack access. Use the listed flags for the following:
 1. Check dates
 2. Consult expert
 3. Deaccession - Flagged for Removal
 4. Further research
 5. New Object ID # is Required
 6. Object ID # Label requires attention
 7. Poor/Dangerous Storage

Collections Procedure

8. Repair Needed
 9. Review by supervisor
 10. Separate Object ID #s are Required
 11. Upgrade Image
- viii. Collections care individuals should revisit flagged items as time and resources allow.
- ix. For all significant collections records, the museum should maintain at least three versions. One physical copy, one digital copy accessible on network desktops, and one digital copy available in a digital cloud (such as Google Drive). Additional copies of relevant materials may also be added to PastPerfect or other repositories.
1. Significant collections records include Deed of Gift, recent condition report, loan agreements, etc.
 2. All collections information, including PastPerfect, inventory, and spreadsheets should be backed up quarterly or as needed.

II. Collections Care

- a. Collections care standards are designed to prevent deterioration or damage to collections through mishandling or poor storage and should be an ongoing process to ensure the longevity and accessibility of collections for current and future use. These practices should apply both to objects in storage and those on display equally, though different objects will have different needs.
- b. All staff and volunteers working with collections should be trained in collections care and handling practices and given resources to reference in case of questions. Such resources can be found in the Appendix.
- c. Collections practices are based on a few tenants that promote:
 - i. Minimal intervention and handling.
 - ii. Providing environmental conditions that minimize harm.
 - iii. Permitting handling only under strict guidelines by approved personnel.
 - iv. Use of safe, acid-free, inert materials for storage, packing and exhibition.
- d. GKHS shall pursue stabilizing environmental controls related to light, heat, humidity, pollutants, and pests to the highest degree possible. Such efforts include but are not limited to:
 - i. Storing light-sensitive items such as photos, newspapers, film, negatives, and artwork in boxes to prevent them from fading or becoming damaged.
 - ii. Storing temperature susceptible materials such as photographs, film, and negatives in climate-controlled storage areas.
- e. As possible, staff and volunteers will monitor the condition of items on display and in storage.
- f. All members of staff will monitor for changes in environmental conditions that pose risk to collections and may necessitate emergency conservation, such as leaks or pests.
- g. When handling collections, both staff and volunteers will adhere to the following guidelines:

Collections Procedure

- i. When in doubt, consult preventative care resources found in the Appendix.
- ii. Handle objects as little as possible.
- iii. Handle most materials with clean nitrile gloves.
 - 1. For some materials such as delicate paper or glass, gloves may reduce feeling and increase the risk of damage.
- iv. Do not wear materials that could damage collections, such as badges, rings, watches, or necklaces.
- v. Have a plan when moving an object. This includes having a clear path to walk and a designated place to set the object before moving it.
- vi. Carry only one object at a time.
- vii. If an object is large or heavy do not move the object alone.
- viii. Do not hand an object from one person to another. Instead, place it on a flat surface and have the other person pick it up.
- ix. Always lift an object from its strongest area.
- x. Take your time, work at an even pace, and take breaks as needed to minimize fatigue and protect collections.
- xi. Do not have food or drink in collections areas or on surfaces with collections objects.
- xii. In case of damage, immediately report the damage to designated staff.
- h. Over time GKHS will strive to improve collections care by creating additional policies and procedures and improving existing storage systems. Such priorities include:
 - i. Creating emergency plans based on contemporary standards.
 - ii. Improving storage areas through environmental monitoring and introducing more environmental controls where possible.
 - iii. Relocating sensitive and important materials to safer storage areas.
 - iv. Improving storage materials, such as switching to acid-free storage materials.
 - v. Avoid such overcrowding collections spaces that risks damage to collections and staff.

6. Access to Collections

- i. To promote the dissemination of knowledge about the history of the greater Kent area, GKHS will strive to maintain and increase public access to collections via the following methods:
 - a. Exhibits
 - b. Public programming
 - c. Research requests
 - d. Digitizing collections
 - e. Maintaining and publishing electronic database systems
 - f. Loans and exchanges of collections materials
 - g. Creating and maintaining an Educational Collection

Collections Procedure

- ii. GKHS shall provide reasonable access to museum collections mandated to an institution holding materials in the public trust.
 - a. Except wherein the museum is not legally able to provide such access, including donor restrictions (which should be avoided), culturally sensitive materials, or copyright infringement.
 - b. Access to museum collections will always be weighed against concern over protection of said materials.
- iii. When working with cultural collections, GKHS will work with members of the represented community to ensure all actions related to these objects are done with respect.
- iv. When time and resources permit, GKHS will take the necessary steps to make its collection in PastPerfect available to search online to increase public access.
 - a. GKHS will only do so with objects for which it is legal and ethical.
- v. Policy and Procedure:
 - a. As stewards of the collection, GKHS will monitor, document, and control all access to and use of collections objects and related information.
 - i. Such controlled access includes:
 1. Following established museum hours with controlled access and observation.
 - a. Only staff or volunteers with collections training shall handle collections objects directly, and will follow all procedures in this document to ensure items are not moved, misplaced, or incorrectly handled.
 2. Requiring those with special access to undergo collections training including:
 - a. How to handle objects with care.
 - b. When to use gloves and which type to use.
 - c. The policy that there is no food or drink around collections. Inform them of safe areas to eat or drink during research breaks.
 3. For researcher and visitor requests for objects, GKHS staff will restrict the number of collections being accessed at any given time to prevent misplacement of objects.

Supplementary Guide for Collections



GREATER KENT HISTORICAL SOCIETY Supplementary Collections Guide

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Supplementary Guide for Collections

About this Document:

This document is meant to supplement the GKHS Collections Policy and Procedures documents. As such, it should pre-emptively answer questions and provide useful examples. The collections committee can and will update this document with new information as questions arise and new standards are developed within the museum. For these purposes, a bi-annual review of this document is recommended.

FAQ and Quick Facts:

1. No individual should accept any object on behalf of the museum unless they are listed in 1c of the Collections Policy. In which case, they should follow the accession or loan practices (whichever is applicable).
2. DO NOT accept items that are donated with conditions or indefinite terms without approval from the Board of Directors.
3. DO NOT use or move any object in the collection without filling out the Object Moving Location form and updating its location in PastPerfect or inventory spreadsheet (if not in PastPerfect).
4. When processing a new accession/loan, please ensure all paperwork is completed, copied and stored in: The Google drive, the computer drive, PastPerfect, and a designated filing cabinet.

Next Steps:

As collections continue to grow and develop, the organization will pursue the following collection goals.

- Create an Educational Collection.
 - Educational (or teaching) collections are made up of objects that do not meet the standards for accession according to the merits outlined in section 3c of the Collections Policy, usually due to poor condition or lack of significance.
 - Items can be transferred to the Educational Collection from the general museum collections during the deaccessioning process.
 - Items in the Educational Collection should be safe to handle.
 - Items in the Educational Collection are designated to be moved, loaned, or used for hands-on learning within the museum.
- Finish conducting an inventory of the collection.
- Deaccession items that do not align with the current mission of the museum.

Supplementary Guide for Collections

Current Collection Priorities:

The Greater Kent Historical Society has identified the following areas as priorities for current collections expansion.

Based on the Interpretive Plan developed in 2023, the museum would like to actively collect objects that highlight:

- Industry and innovation
- Cultural traditions
- Food and culinary traditions
- Diverse ethnic and racial communities
- Environmental change
- Community involvement and activism

The museum has identified the following gaps in its current collections:

- Kent History 1960s – present
- Changing demographics in Kent

Supplementary Guide for Collections

Reference Charts and Diagrams:

DEACCESSION WORKSHEET

Deaccession Is: Strongly Recommended Recommended or Treatment Not Recommended

| Health and Safety Concerns | YES | NO | NOTES |
|--|-------------------------------------|--------------------------|--|
| Active Mold | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Inactive Mold | <input type="checkbox"/> | <input type="checkbox"/> | Treat for mold, if unsuccessful or mold recurs, deaccession strongly recommended |
| Pests | <input type="checkbox"/> | <input type="checkbox"/> | Treat for pests, if unsuccessful, deaccession strongly recommended |
| No longer safe to handle | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Broken | <input type="checkbox"/> | <input type="checkbox"/> | Consider conservation or whether item is no longer fit for use |
| Toxic Chemicals | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Other Concerns | | | |
| Object is no longer fit for exhibition | <input type="checkbox"/> | <input type="checkbox"/> | |
| Object is no longer fit for research | <input type="checkbox"/> | <input type="checkbox"/> | |
| Object is duplicated within museum collections | <input type="checkbox"/> | <input type="checkbox"/> | Keep whichever version has the greatest historical significance or whichever is in the best condition. |
| Community members have requested repatriation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| The object is no longer relevant to the museum's mission | <input type="checkbox"/> | <input type="checkbox"/> | |
| Could the object serve well in an education collection? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | |

NOTES:

When deciding whether to deaccession an object, consider whether digital preservation is a feasible/better alternative to conserving the physical item.

Human health is always more important than collections. Collections with conditions such as pest infestation or mold also pose risk to other collections items.

Figure 1

Supplementary Guide for Collections

ACCESSION WORKSHEET

| <i>Is/Are there:</i> | YES | NO |
|---|---------------------|-----------------|
| Clear Title | Accession- | Don't Accession |
| Health Risks (mold, pests, etc.) | Don't Accession | Accession |
| Can the museum care for the object? | Accession | Don't Accession |
| Is there a conflict of interest? | Don't Accession | Accession |
| Does the item align with the museum's mission | Accession | Don't Accession |
| Is the donation made with restrictions? | Seek board approval | Accession |

| Additional Criteria (Must Meet 3 or More) | YES | NO |
|--|-----|----|
| Represents an important moment in the History of Kent and surrounding areas | | |
| Represents aspects of changing every day life in Kent and surrounding areas | | |
| The object has clear and significant provenance and provenience | | |
| The object is of a unique material, technique or design | | |
| The object represents a cultural, political, or social perspective | | |
| The object represents members of the Kent community past or present | | |
| The object represents a significant event, person, place, business or organization related to Kent | | |
| The object fills a void in the collection | | |
| The object is fit for exhibition | | |
| The object is fit for library or archival research | | |
| The object is appropriate for educational outreach | | |

NOTES:

These are just general guidelines to aid in decision making. If there is strong motivations for doing so, exceptions can be made with director or board approval.

In the case an option says "Don't accession" that applies while the condition is present. For example if an object is treated for mold and deemed safe afterwards, it can be reconsidered for accession.

Figure 2

Appropriate Use of Collections

Exhibit/
Display

Preservation/
Conservation

Education

Community
Access

Research

Questions to Consider

Are there any moral or ethical issues for using this object in this manner?

- Is the represented community comfortable with this use?
- Is the represented community involved in this representation?
- Are there any stipulations in the deed of gift or loan that restrict this use?
- Is there enough information to accurately contextualize this item?

Would this use pose risk to an object?

- Is the object fit to travel?
- Is this object fit to display?
- Would this use of the object require unnecessary handling by unqualified personnel?

Is OUR museum the best avenue for this use?

- Is our museum the best avenue for this use?
- Would it be better to work with a community partner?
- Would it be better to repatriate the object?
- Is someone associated with GKHS qualified to tell this story?

Figure 3

Supplementary Guide for Collections

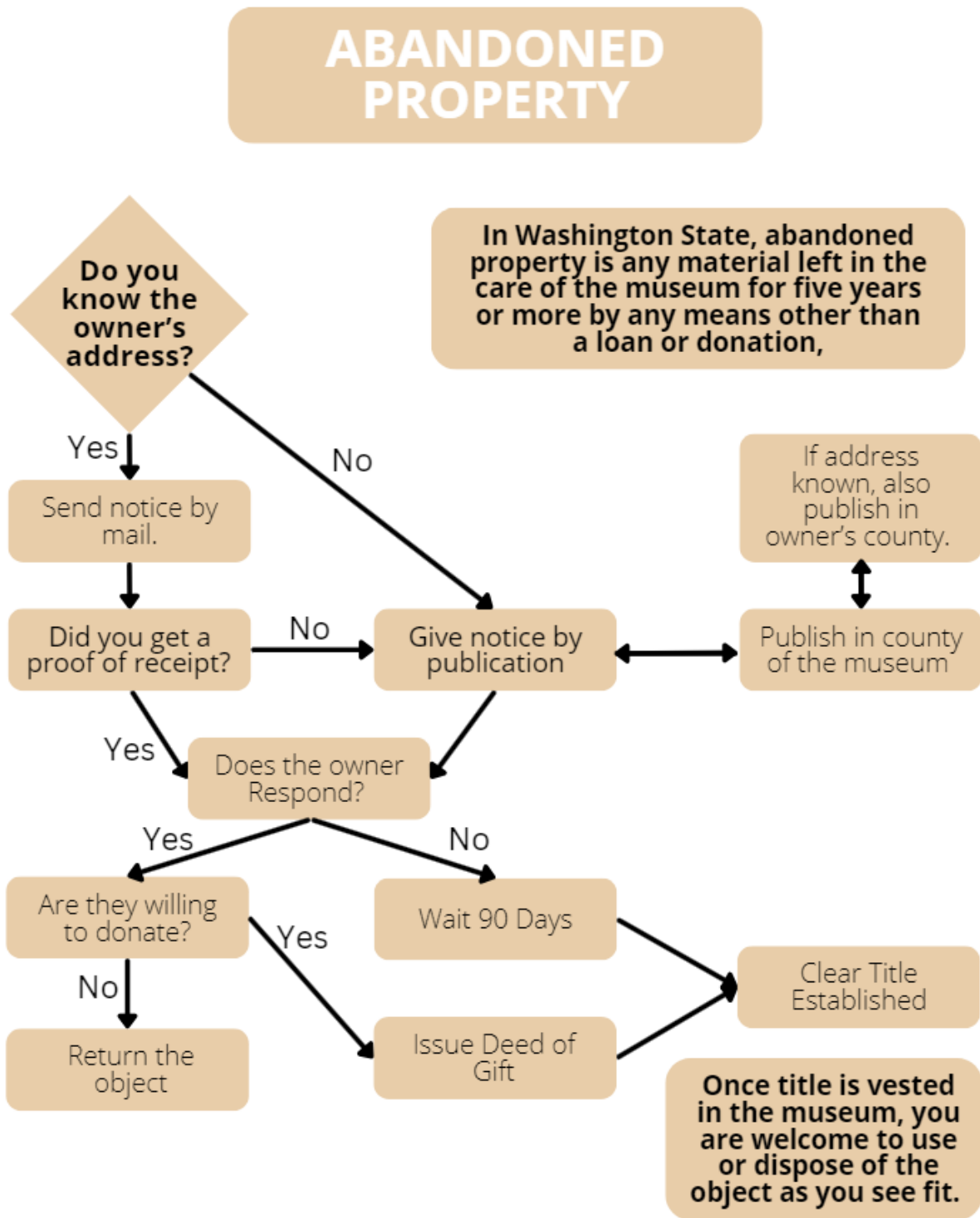


Figure 4

Supplementary Guide for Collections

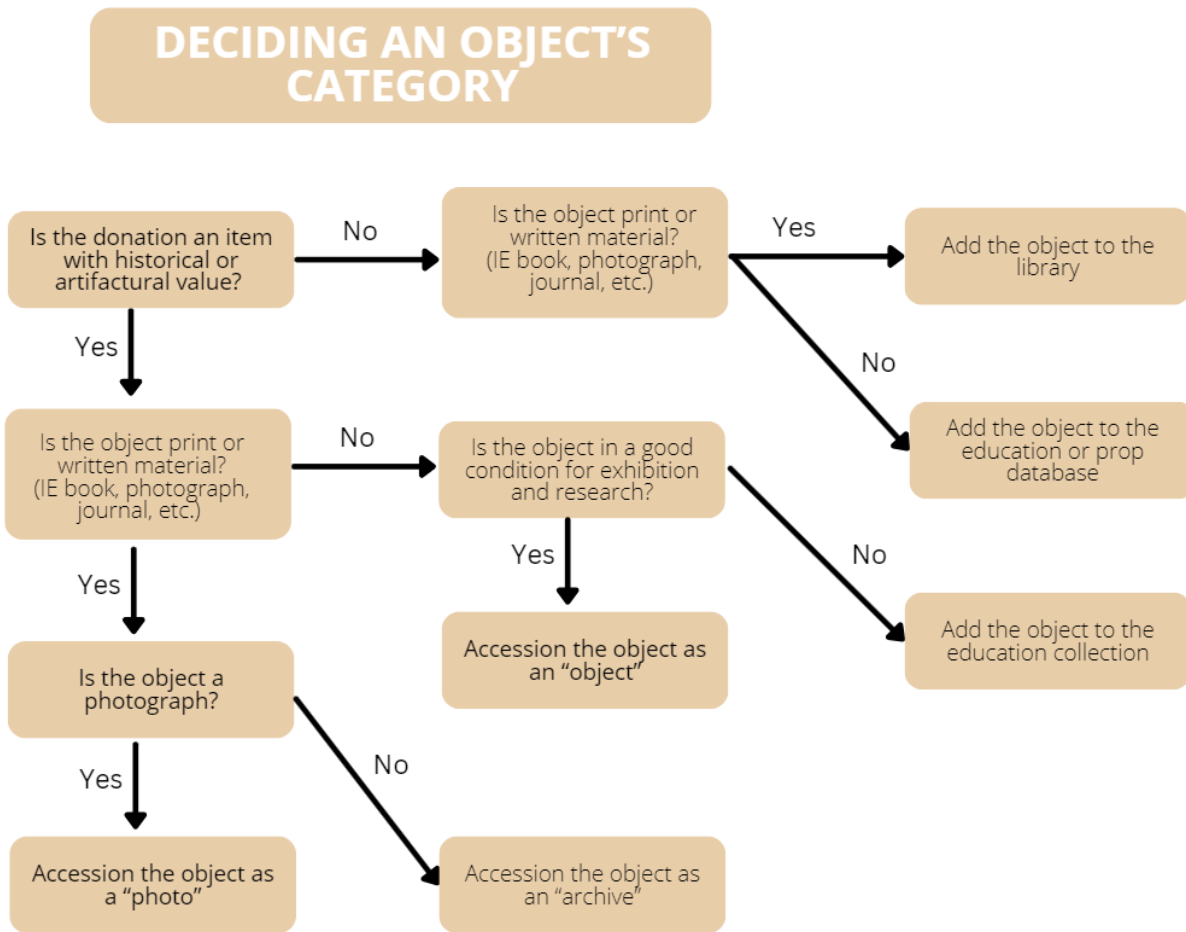


Figure 5

Supplementary Guide for Collections

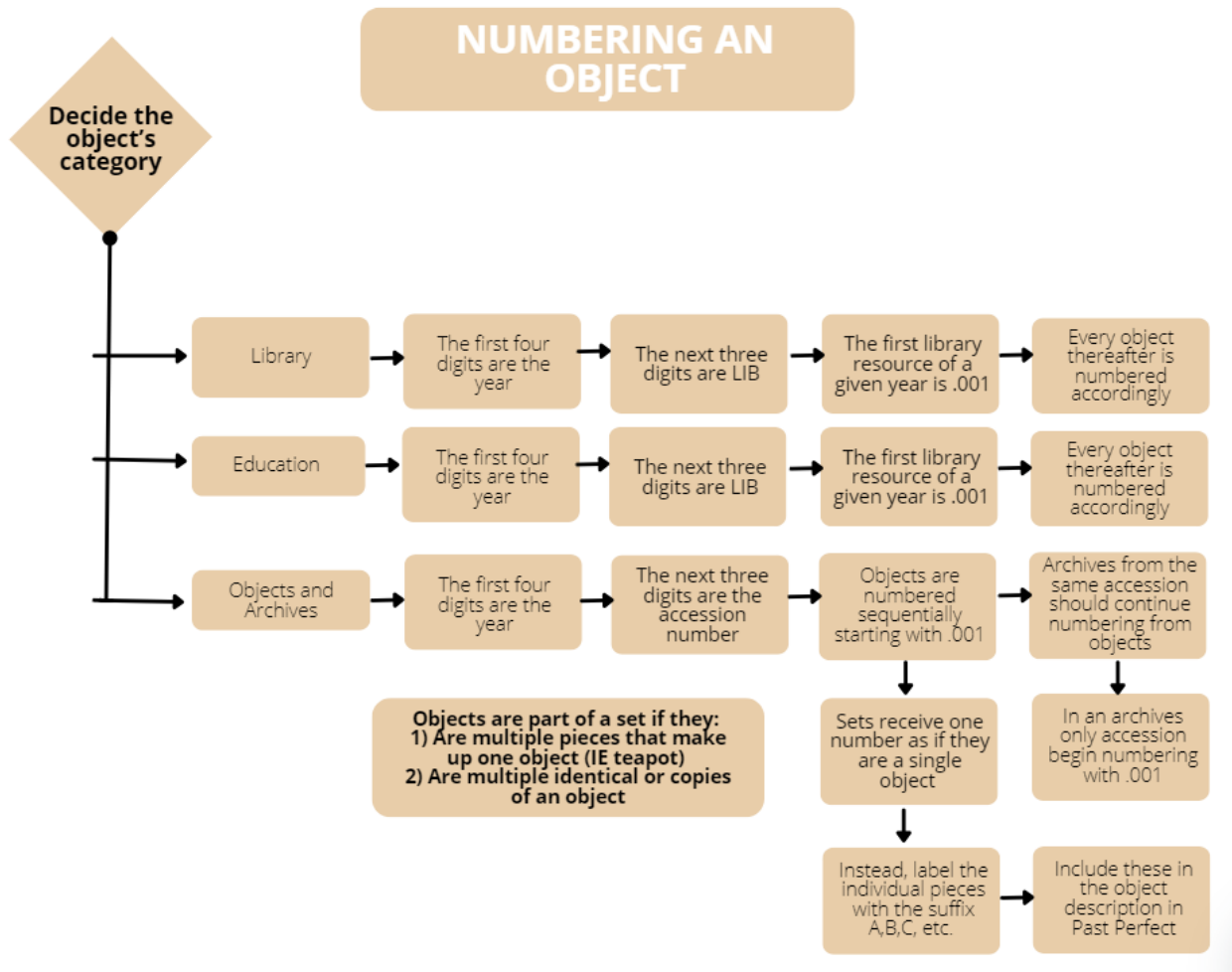


Figure 6

Supplementary Guide for Collections

EXAMPLE ACCESSION NUMBERING

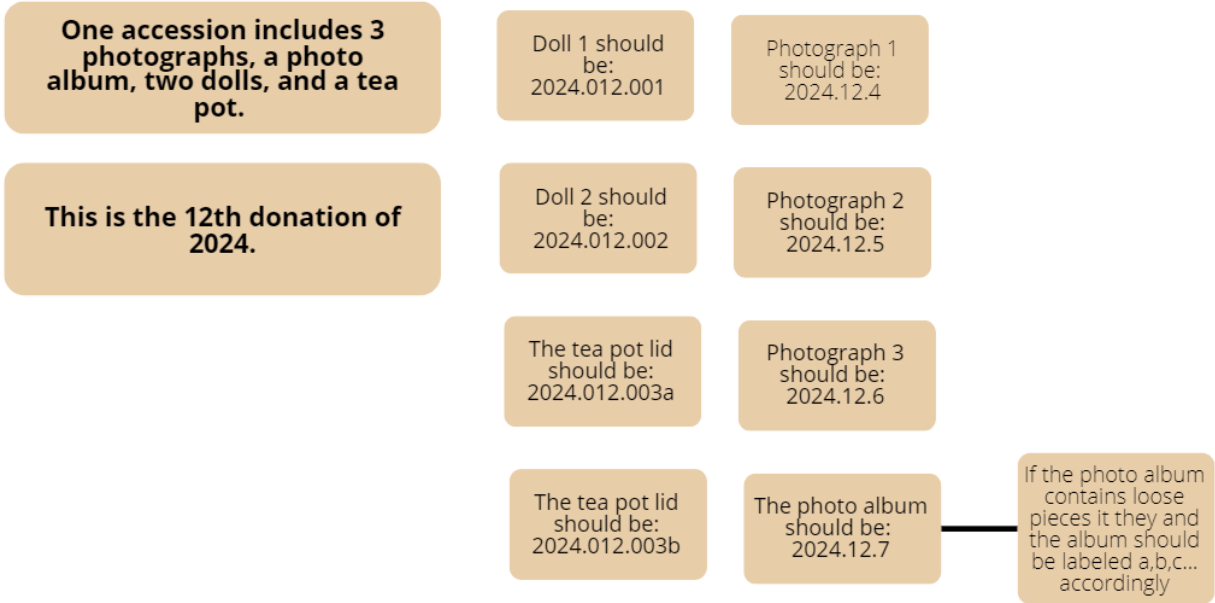


Figure 7

Supplementary Guide for Collections

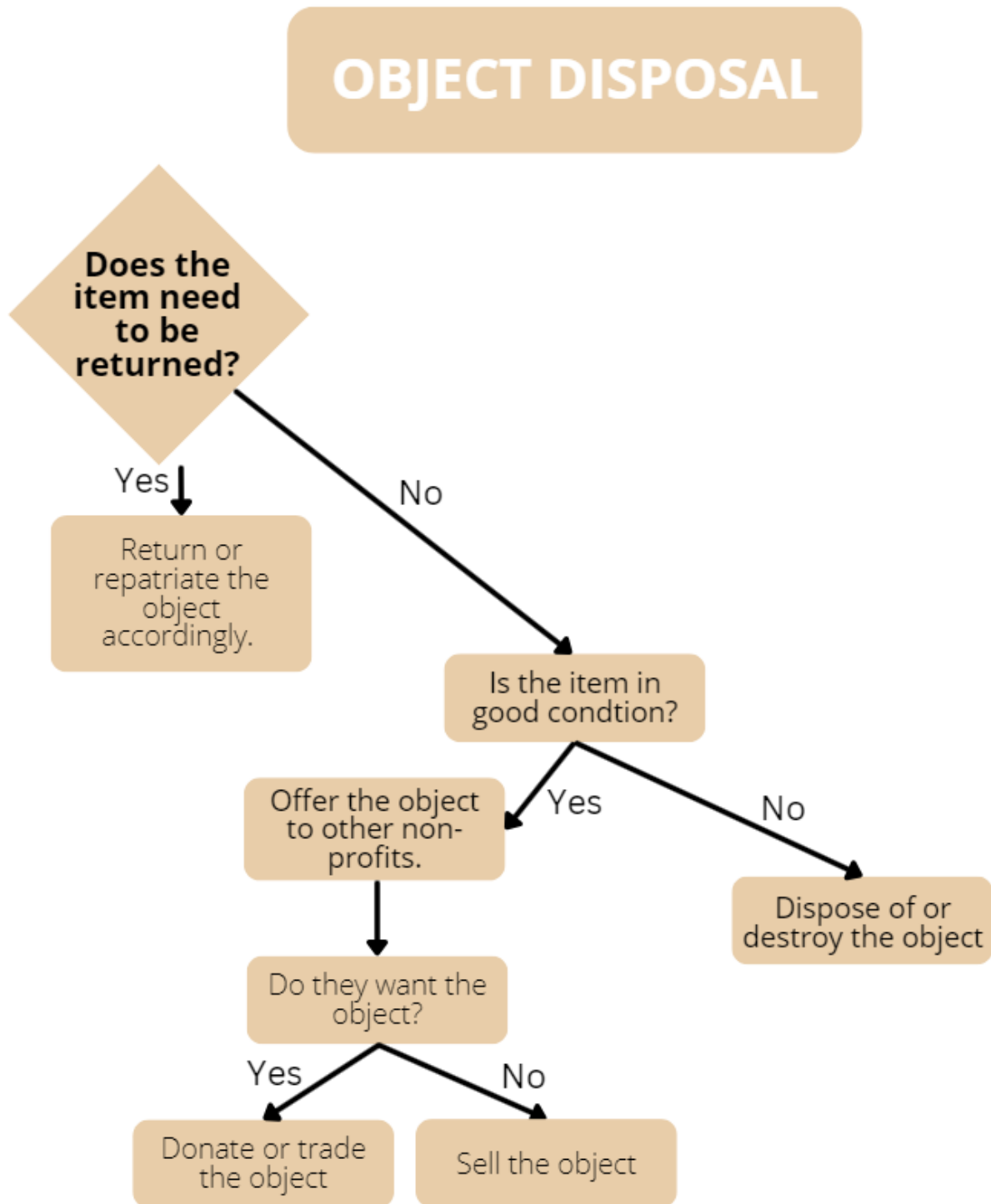


Figure 8

Supplementary Guide for Collections

Glossary:

These definitions are specific to these terms' as they are intended in Collections Policy, Procedures, and Supplementary Guide. They may differ from other definitions and uses of these terms.

- Abandoned property- Any property held by a museum or historical society which has been held by a museum or historical society for five years or more and has remain unclaimed.
- Accession Number/Object ID: The unique number applied to every object in the museum's collection.
- Accessioning- The formal process used to record a collection item or group of items into the Museum's collections.
- Acquisition- The act of gaining legal title to a collection item or group of items.
- Collections staff- All GKHS paid staff, volunteers, interns and contractors who have received appropriate training and authority to handle and/or be involved in collections management procedures as outline in the policy and procedures.
- Conservation- The act of providing professional care to an object in a manner that returns it to an earlier state, including cleaning and repairs.
- Curator- An individual assigned to oversee a collection or exhibit.
- Deaccessioning- The process of approving and recording the permanent removal of an item from the Museum's collection.
- Designated Staff- Paid staff, interns, or volunteers assigned by the Executive Director to handle or delegate specific tasks for the museum.
- Disposal- The act of removing an item from the museum's collection.
- Exchange/Transfer- The process through which museums trade or give objects to other museums or non-profit organizations.
- Found in Collection- An item is considered found in collection when it is 1) Found within the museum 2) Has no known origin or no method of determining the origin (i.e. no accession number of Deed of Gift).
- Gift/Bequest- Gifts are donations such as money or objects given by an individual, bequests are such gifts when they are given through the will of a deceased individual.
- Intellectual Property Rights- Legal rights and protections at a federal or state level including patents, trademarks, copyright, privacy, and publicity of objects or works of art, generally designed to protect ownership of original creative works.
- Legal title- Absolute ownership of real property that is enforceable in a court of law.
- Loan- The temporary transfer of possession of an item between institutions or individuals with the condition that the items in question would be returned once the purpose of the loan has been fulfilled. Does not connote a change in ownership.

Supplementary Guide for Collections

- Object- for the terms of this policy, objects and items are used interchangeably to reference anything accessioned into the collection, including objects, artifacts, library, archive, and educational collections.
- Preservation/Preventative Conservation- The protection and stabilization of collections through a coordinated set of activities and collection care standards to prevent object damage or deterioration.
- Staff- Staff entails all individuals engaged with or employed by the museum, whether paid or volunteers.

Legal and Ethical Resources:

- When in doubt, consult the advice of a legal practitioner.
- Always follow the information clearly established in legal documents such as the deed of gift or loan agreement.
- Helpful websites:
 - [Washington State Abandoned Property Law](#)
 - [NAGPRA](#)
 - [CITES](#)
 - [Red Lists](#)
 - [Washington State Legal issues regarding Accessioning and Deaccessioning](#)
 - [Washington State Historical Societies Powers and Duties](#)
 - [Copyright Law Guidelines by AAM](#)
 - [AASLH Standards and Ethics](#)
 - [AAM Standards and Ethics](#)

Collections Care Resources:

The following resources have information on how to care for a variety of materials and respond to a variety of collections management issues (such as mold, pests, etc.) that may be used for collections care training. Depending on the link, these websites either provide step-by-step guidance or general best practices.

- <https://www.nedcc.org/>
- https://www.nps.gov/museum/publications/conservation/cons_toc.html
- <https://www.loc.gov/preservation/care/>
- <https://www.culturalheritage.org/resources/collections-care/cap/resource-list>
- <https://www.museumoflondon.org.uk/Resources/e-learning/handling-museum-objects/>
- <https://www.nps.gov/museum/publications/mhi/chap6.pdf>

Documents:

Accession #: _____

Kent Historical Society Museum
855 E. Smith Street
Kent WA 98030
253-854-4330

Deed of Gift

Name:

Date Received:

Address:

City, State, Zip:

Email:

Phone:

Description of Gift:

In memory of: _____

I/We hereby give, donate the property described on this sheet to the Greater Kent Historical Society Museum. This is an unrestricted gift which may be used in any manner deemed to be in the best interest of the Museum in accordance with its Collection Policy.

If item(s) is/are NOT accepted into the collection:

Return to me

Do not return to me – and I allow the museum to use, sell, or dispose of any/all items.

I/We affirm that I am the legal owner(s) and have the authority to make this gift. I waive any future rights in or over this property and its use. By signing below I accept the conditions of this agreement and acknowledge reading any attached information. I/We hereby donate this property to the Kent Historical Society Museum.

Signature: _____ Date: _____

Signature: _____ Date: _____

Accepted for the Kent Historical Society Museum By

Name: _____ Date: _____

Title: _____

This Deed of Gift represents an agreement between Kent Historical Society Museum and the donor(s) named on the preceding sheet. Any variation from the terms noted must be in writing on the Deed of Gift and approved in writing by both parties.

Gifts to the Kent Historical Society Museum are tax deductible in accordance with the provisions of the Federal income tax law IRS – Tax ID# 94-3192767. The Greater Kent Historical Society is a 501(c)3 organization registered with the Washington Secretary of State. Museum employees cannot in their official capacity give appraisals for the purpose of establishing the tax deductible value of donated items. Evaluations must be secured by the donor at their own expense.

The donor received no goods or services in consideration of this gift.

Limited gallery space and the policy of changing exhibits do not allow the Museum to promise permanent exhibition of any object.

Receipt No:

Status:

Temporary Custody Receipt

Greater Kent Historical Society, 855 E. Smith Street, Kent, WA 98030

This is to acknowledge receipt of the items listed below by the Kent Historical Museum from:

Date:

Name:

Address:

Phone:

Email:

The items listed below are left in the custody of Kent Historical Museum to be considered as:

_____ An unconditional donation. The Museum reserves the right to keep, lend, or otherwise dispose of the donated material.

_____ To be considered for acquisition.

_____ For identification. Does not constitute an authentication; will not include appraisals. Museum reserves the right to photograph.

_____ For other. Please specify _____

Disposition if not accepted for accession:

_____ I will pick up the items. **DISCLAIMER:** If the owner does not retrieve the item within 90 days of notification from the museum, we reserve the right to otherwise use, sell, or dispose of any/all items as outlined in 63.26 RCW.

_____ Do not return to me. I allow the museum to use, sell, or dispose of any/all items.

_____ Other. Please specify _____

Items and Description

Received by:

Received from:

(Signature)

(Signature)

(Date)

(Date)

Object Condition Report

Greater Kent Historical Society, 855 E. Smith Street, Kent, WA 98030

Accession Number:

Date:

Evaluator:

Object Name:

Description:

Dimensions:

Historical or Cultural Context:

Overall Condition (check one):

| | |
|----------------------|---|
| Excellent | Very stable condition, new or like new, no evidence of wear or in remarkable good condition. |
| Very Good | Stable condition, faint or slight evidence of use or wear. In good condition for its age. |
| Good | Usually in stable condition with evidence of use/wear. Likely needs treatment. |
| Fair | May not be in stable condition. Clearly visible evidence of use/wear. Possibly suffered damage from acquisition, display, or storage, may be natural degradation. Consult a conservator if seeking treatment. |
| Poor | Unusable condition with obvious evidence of use/wear, deterioration, and/or damage due to storage, display, or handling. Consult a conservator for treatment. |
| Unexhibitable | Very unstable condition with extreme evidence of use or damage. Object condition is difficult to handle or display safely. Consult a conservator or consider deaccession. |

Condition Notes (please include location and description of damage)

Previous Storage, Treatments, or Conservation:

Photos (if photos are annotated, please include a key):

Object Moving Location

Greater Kent Historical Society, 855 E. Smith Street, Kent, WA 98030

| Object Moving Location | | |
|------------------------|---------------|----------|
| | Object Number | |
| | Object Name | |
| | Old Location | |
| | New Location | |
| | Reason | |
| | Moved By | |
| | Date | |
| | Permanent | Yes / No |
| Object Moving Location | | |
| | Object Number | |
| | Object Name | |
| | Old Location | |
| | New Location | |
| | Reason | |
| | Moved By | |
| | Date | |
| | Permanent | Yes / No |
| Object Moving Location | | |
| | Object Number | |
| | Object Name | |
| | Old Location | |
| | New Location | |
| | Reason | |
| | Moved By | |
| | Date | |
| | Permanent | Yes / No |

