

DANK Haus Permanent Collection Policy

Purpose

The goal of the DANK Haus Permanent Collection is to collect, preserve, study, interpret, and exhibit significant materials relating to the German-American experience. The acts of acquisition, accession, and deaccession shall reflect this stated purpose.

Collecting Objective

Collecting objectives include, but are not limited, to the following:

- To build a more comprehensive overview of the many German-American clubs/choirs/organizations with a particular focus on the Midwest.
- To maintain a collection of DANK / DANK Haus (Chicago – North) records.
- To build up our archive of German-language newspapers with a special focus on publications published/circulated in the Midwest.
- To preserve artifacts attending to the German immigration experience.

Acquisition Policy

Definition: For the purpose of this policy, acquisition is defined as the discovery, preliminary evaluation, taking physical and legal custody of, and acknowledging receipt of materials and objects.

Acquisition Criteria

Museum objects must adhere to the following qualifications before being acquired by the DANK Haus German American Cultural Center:

1. The objects must be relevant to and consistent with the purpose and activities of the DANK Haus.
2. The DANK Haus can provide for the storage, protection, and preservation of the objects under conditions that ensure availability for museum purposes and in keeping with professionally accepted standards.
3. Items will have permanency in the collections as long as they retain their physical integrity, their identity, and their authenticity and/or as long as they remain useful for the purposes of the DANK Haus.
4. The materials or objects must be documented as to provenance.
5. All legal and ethical implications of the acquisition must have been considered.

6. All donations of materials are considered outright and unconditional gifts to be used at the discretion of the DANK Haus. Title to all objects acquired shall be free and clear, without restriction to use or future disposition.

Means of Acquisitions

Materials and objects may be acquired by purchase, commission, bequest, gift, exchange, field, collection, and/or abandonment. No materials or objects shall be knowingly or willfully accepted or acquired which are known to have been illegally collected contrary to state law, regulation, treaty, and/or convention.

Acquisitions Procedure

Authority to acquire museum objects is delegated to the Director of the Museum & Collections. Museum acquisitions shall be made within annual budgets approved by the Board of Directors. The purchase of objects having a value of \$250 or more shall be approved formally by the Board of Directors prior to acceptance or purchases.

No staff member may obligate the DANK Haus to the acceptance of any material or object not consonant with the intent or spirit of the Acquisitions Policy. No staff member shall offer appraisals of the monetary value of library and archival materials or objects to donor or reveal the DANK Haus' insurance value for the purpose of establishing a fair market value of gifts offered to the DANK Haus. Donors desiring to take an income tax gift deduction must obtain an independent appraisal from an authorized appraiser. Records of such appraisals will be kept by the DANK Haus in perpetuity. Staff members will not appraise or otherwise place a monetary value on library and archive materials or on objects casually brought to the DANK Haus.

As a public service, staff may attempt to attribute, identify, or authenticate items brought to the DANK Haus by the public. Such attributions, identifications and/or authentications shall be for the sole use of that individual.

All objects or materials deposited with the DANK Haus for these purposes shall have identification and be covered by insurance by the owner. Such objects are not to be deposited on DANK Haus premises longer than thirty days. The DANK Haus accepts no responsibility for notification of individuals for the return of such deposits. Items not claimed within sixty days of deposit are considered abandoned property and as such are subject to state law pertaining to the same. Abandoned property of negligible value may be disposed of by the Director of the Museum & Collections. Property of greater than negligible value may be disposed of under law by the Director of the Museum & Collections.

Accessioning

Definition: Accessioning is defined as the process of accepting items into the Permanent Collection of the DANK Haus. All materials and objects shall be processed under procedures and policies adopted by the Board of Directors.

A. All museum objects shall be assigned accession numbers (by lot) and object ID numbers (by object) and shall be indexed by category, date of acquisition, and by name with suitable cross reference.

B. Permanent Collection records, including source, location, subject, as well as accession files and accession computer records shall be kept in accordance with accepted professional standards.

C. Materials shall be stored in a manner to provide optimum security, accessibility, and preservation.

D. Materials in need of restoration shall be restored as soon as possible.

E. Restoration shall be performed only by qualified professionals using approved techniques and substances.

F. Materials, whether in use or in storage, shall be protected from life shortening forces such as excessive heat, cold, humidity, dryness, dust, ultra-violet light, insects, vermin, or improper handling.

G. A Deed of Gift form shall be completed and filed for all property received. A letter of thanks to the donor with a copy of the Deed of Gift form will serve as the official receipt for the donor's purposes. The Deed of Gift will set forth an adequate description of the objects involved and the conditions of transfer.

Deaccessioning

Definition: Deaccessioning is the process of removing permanently from the Permanent Collection accessioned museum objects. The deaccession process shall be cautious, delicate, and scrupulous.

1. The material or object is outside the scope of the purpose of the DANK Haus and its Permanent Collection Policy.

2. The material or object is irrelevant to the purposes of the DANK Haus.

3. The material or object lacks physical integrity.

4. The material or object has failed to retain its identity or authenticity, or has been lost or stolen and remains lost for longer than two years.
5. The material or object is duplicate and without intrinsic value.
6. The DANK Haus is unable to preserve it properly.
7. The material or object is deteriorated beyond usefulness.
8. The material or object has doubtful potential utilization in the foreseeable future, or has accidentally been accessioned twice.

Deaccession Procedure

A. Materials shall be deaccessioned only upon the recommendation in writing of the Director of the Museum & Collections and upon the approval of a majority of the Board of Directors present at a regular or special meeting. The minutes shall reflect the decision.

B. If the accessioned material or object was purchased by the DANK Haus, it may be disposed of in whatever manner the Director of the Museum & Collections and Board of Directors deem appropriate and most beneficial to the institution. It may be sold by bid, traded, offered at public auction, given outright, or discarded.

C. If the deaccessioned material was donated to the DANK Haus, the Director of the Museum & Collections should first attempt to contact the donor to inform them of the decision and verify if they would like the object to be returned. If not, then consideration will be given to placing the object through gift, exchange, or sale, in another tax exempt educational institution. Deaccessioned objects not disposed of in this manner normally will be sold at advertised public markets and only in a manner that will protect the interests, objectives and legal status of the institution.

D. The DANK Haus does not sanction the sale or gift of deaccessioned objects to its employees, directors, or to their representatives.

E. Funds received from the sale of deaccessioned objects from the Permanent Collection will be used only to acquire other items for the Permanent Collection.

Disposition of Non-Accessioned Materials

Definition: Non-accessioned materials are those items donated to the DANK Haus which do not (1) fall within the Permanent Collection Policy guidelines, (2) are part of an acquired Collection but have little or no value either monetary or historical, (3) are not worthy either by their physical state or nature to be accessioned as part of the Permanent Collection.

A. Recommendation for non-accession of materials will be made by the Permanent Collection Committee.

B. Disposal, under the direction of the Permanent Collection Committee, of non-accessioned materials may be: (1) given by gift or exchange to another tax exempt educational institution, (2) put out for sale with funds accruing to the benefit of the Permanent Collection, (3) used as study pieces, (4) destroyed.

The DANK Haus does not sanction the sale or gift of non-accessioned items valued over \$250 to its employees, Directors, or to their representatives.

Loans

A. Loans from the DANK Haus Permanent Collection

Books, periodicals, catalogues, and manuscripts owned by the DANK Haus may not be taken from the premises of the DANK Haus for any reason, except with approval from the Director of the Museum & Collections.

Works from the Museum's Permanent Collection may be loaned to museums and institutions under either of the following two plans.

1. The Director of the Museum & Collections may approve an exhibit, or temporary loan, of DANK Haus property for a period not to exceed ninety days unless otherwise specified in an exhibition contract. At the end of ninety days a privilege of renewal shall be executed if the Director so recommends.

2. The Board of Directors may approve a loan of DANK Haus property on such terms as determined by the Board. Insurance provisions shall be determined by the Board.

Director of the Museum & Collections shall maintain a record and systematic follow up of DANK Haus Permanent Collection items on loan, and suitable notations shall be made on the inventory of the holdings. A "Loan Agreement" deemed suitable by the Director must be signed by the borrower and the DANK Haus.

B. Loans to the DANK Haus

The DANK Haus will accept loaned items usually for a period of no more than six months. Beyond the six months or specified loan period, special arrangements may be made for a long term loan with written consent of the owner who will carry sufficient insurance on the item(s). Such loans will be renewed in writing annually. If an item is left over one year without contact or written renewal from the owner or his heirs for the return of the item(s), the DANK Haus will

consider the item(s) abandoned and will accession the item(s) into the Permanent Collection or dispose of it according to the Non-Accession Policy.

Access to the Permanent Collection

The DANK Haus believes the Permanent Collection should be used to advance knowledge and therefore will make it accessible to serious students and scholars for research. A primary consideration of availability of items for examination and use will be based upon the condition of the item(s) and availability of other sources, copies or information. Access to the Permanent Collection is secondary to preservation of the Permanent Collection.

Procedures for access to the Permanent Collection will be :

1. A written request by the person(s) stating the purpose for access, anticipated use of their research, and the need for access.
2. Authorization for access will be given/or denied by the DANK Haus Director of the Museum & Collections. Denial(s) may be appealed to the Board of Directors.
3. Persons wishing to use objects or archival materials for profit making ventures must (a) adhere to all copyright designations; (b) enter into a licensing agreement with the DANK Haus and/or artist.
4. No item from the Permanent Collection may be removed from the premises without the Director of the Museum & Collections' authorization and in accordance with the then existing Loan Policy.