

Village of Mukwonago  
**Notice of Meeting and Grutzmacher Collection Committee Agenda**

**LIBRARY BOARD OF TRUSTEES MEETING**  
**Thursday, February 16, 2023**

Time: **6:00 pm**  
Place: **via Zoom**

**Zoom login information**

<https://us02web.zoom.us/j/83197716307?pwd=WGZzUjZWZXd2dzh0S2l5ejl0cUNTZz09>  
OR

Find your local phone number: <https://us02web.zoom.us/j/kcJaKgmgOGx>

Meeting ID: 831 9771 6307

Passcode: 076820

Call Director Armour at (262)363-6411 ext. 4100 if you experience technical difficulties

**1. Call to Order**

**2. Roll Call and Introduction of Guests**

**3. Approval of Minutes**

3.a Minutes from January 9, 2023

[Grutzmacher Collection Committee Minutes\\_unapproved 20230109.pdf](#)

**4. Discussion/Action Items**

4.a Initial Drafts of Grutzmacher Collection Policy and Loan Agreements

Discussion of initial drafts prepared by Driftless Pathways for the recommended policies, loan agreements, and forms to govern the Grutzmacher Collection. Danielle Benden will walk through the proposed drafts and the Committee will ask questions and provide direction for further refining the drafts which will be revisited at the next Grutzmacher Collection Committee meeting.

[DRAFT Mukwonago Community Library Collection Management Policy\\_v1\\_20230216.pdf](#)

[DRAFT Mukwonago Community Library Outgoing Loan MHMS\\_v1\\_20230209.pdf](#)

**5. Referral Items**

**6. Confirm Next Meeting Date**

**7. Adjourn**

It is possible that a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the

Municipal Clerk's Office, (262) 363-6420.

Village of Mukwonago

**MINUTES OF THE GRUTZMACHER COLLECTION COMMITTEE MEETING**

**Monday, January 9, 2023**

Time: **5:00 pm**

Place: **Mukwonago Community Library, 511 Division St., Mukwonago, WI 53149**

**Call to Order**

The President H. Pringle called the meeting to order at 5:03p.m. located in the Mukwonago Community Library Community Room, 511 Division St., Mukwonago, WI 53149

**Roll Call and Introduction of Guests**

Committee Members Present

E. Brill  
D. Magolan  
E. Pautz  
H. Pringle  
C. Stienstra

Also Present

A. Armour, Library Director  
F. Winchowky, Village President

**Comments from the Public**

None.

**Approval of Minutes**

E. Brill/D. Magolan motioned to approve the minutes from the Grutzmacher Collection Committee meeting on August 4, 2022. Unanimously carried. C. Stienstra abstained.

E. Brill/E. Pautz motioned to approve the minutes from the Grutzmacher Collection Committee meeting on December 1, 2022. Unanimously carried.

**Discussion/Action Items**

**General Overview and Update**

Director update on status of NAGPRA compliance and the Grutzmacher Collection

A. Armour gave a brief overview of the Grutzmacher Collection's NAGPRA compliance status and the level of administration work that has been put forth by library staff. There was immediate contact following the Summary submission from several Tribes asking for further photos, information, and Consultation. It was explained that the Request for Repatriation process will take a couple months. The initial phase includes MCL approving the Request for Repatriation and then submitting a Notice of Repatriation to the Federal Register for posting. The posting process will take about two months to complete. The Request for

Repatriation posting is listed for 30 days, and after those 30 days the library grants transfer of control to the requesting Tribe. It is then up to the Tribe on how the items are then physically returned to the Tribe. Further information was given regarding the most recent Tribal Consultation and what may be expected in the upcoming months.

### Request for Repatriation

Discussion and possible action on approving the Request for Repatriation from Wilton Rancheria.

A. Armour noted that this is our first Request for Repatriation. According to the policy the committee will review the request and then bring it to the whole Library Board for review. To have an item be repatriated three requirements must be met: that the claimant has standing in the eyes of the federal government to make the request, that the item meets at least one of the definitions as outlined in federal NAGPRA law, and that the item is culturally affiliated with the claimant.

H. Pringle/E. Brill motioned to make a recommendation from this committee to bring the Request for Repatriation from Wilton Rancheria to the full Mukwonago Library Board for approval. Unanimously carried.

### Proposal from Driftless Pathways

Discussion and possible action on the proposal for services in assisting with policies and loan agreements in relation to NAGPRA from Driftless Pathways.

A. Armour noted that at the last committee meeting there were several questions regarding policy and legal work following NAGPRA and how best the Library can be in compliance on that level. Driftless Pathways was contacted to aid us in this process and this company is a sole-source in this area. The background knowledge and experience of Driftless Pathways was shared with the committee. Questions centered around the contract.

E. Brill/E. Pautz motioned to make a recommendation to the Library Board to approve the estimate with Driftless Pathways utilizing monies from WCCF Endowment Fund as outlined for the full scope of work with the clarifications stated. Unanimously carried.

### Staffing in Relation to the Grutzmacher Collection

Discussion and possible action on required staff time necessary to handle the Grutzmacher Collection.

A. Armour noted that NAGPRA has taken a lot of time from other daily duties. It has been an unprecedented turn around from Summary to Consultation to Repatriation Request. Not to mention follow-up phone calls, creating a system to share requested photos in addition to all the other Library duties. Discussion centered around what this committee has seen regarding the needs of staff and how best to proceed.

E. Pautz/D. Magolan motioned to recommend to the Personnel Committee that staffing organization be reviewed to ensure not only that the Grutzmacher Collection is properly maintained but that future staffing needs of the Library are in focus. Unanimously carried.

**Referral Items**

None.

**Confirm Next Meeting Date**

To Be Determined.

**Adjournment**

E. Brill/C. Stienstra motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 6:23 p.m.

DRAFT

# Mukwonago Community Library

## GRUTZMACHER COLLECTION MANAGEMENT POLICY

[insert date]

Approved By:

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[insert name], [insert title] [date]

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[insert name], [insert title] [date]

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[insert name], [insert title] [date]

Reviewed/Approved by [insert who approved]

Last Updated [insert date]

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## Mukwonago Community Library Grutzmacher Collection Management Policy

### Part I. INTRODUCTION

#### A. Purpose

The purpose of the Mukwonago Community Library's (the "Library") Grutzmacher Collection Management Policy is to establish best practices and guidelines for the preservation, care, management, and use of the Grutzmacher Collection ("the Collection") and to delegate authority for implementation. This policy shall not replace any Library policy or regulation, nor local, state, or federal law, statute, or regulation under which the Library is legally or ethically bound to operate.

#### B. Background

The Mukwonago Community Library is a municipal public library located in Mukwonago, Wisconsin, established by the Wisconsin county of Waukesha, according to the provisions of Chapter 43 of the Wisconsin Statutes. It was founded in 1883 when interested residents started a "Library and Reading Room" in the Unitarian and Universalist Church. In 1917, the Library moved to the north wing of the McNulty house (currently the Red Brick Museum owned by the Village of Mukwonago and operated by the Mukwonago Historical and Museum Society [MHMS]). In 1921, the Library moved to the Village Hall (present-day Police Department) and, in 1961, to the McKenzie House on Grand Avenue. In 1995, the Library moved to its current location at 511 Division Street in Mukwonago, between Washington and Park Avenues. The Library underwent a major renovation and expansion that opened to the public in 2011.

Upon his death in 1965, local resident Arthur D. Grutzmacher—a decades-long artifact collector and dealer—willed his "Indian relics, arrowheads and show cases" as well as \$25,000 to the Mukwonago Community Library "to be administered as the Library Board sees fit and proper." The Collection as a whole has colloquially often been referred to as the "Grutzmacher Collection" for the decades since the gift to the Library. Since 1970, many of the Native American items have been on display at the Red Brick Museum under the care of the MHMS; some items deemed culturally sensitive remain in secure storage on the Library premises.

Throughout 2021 and 2022, the Library Board of Trustees focused their efforts on investigating the history, status, and legal considerations of the Grutzmacher Collection. During that time, a formal loan agreement was established with MHMS, appropriate insurance was procured, and Bernstein & Associates NAGPRA Consultants was hired to guide the Library through compliance with the Native American Graves Protection and Repatriation Act ([NAGPRA] Pub. L. 101-601§1, Nov. 16, 1990, 104 Stat. 3048; the NAGPRA Regulations 43 CFR Part 10, Dec. 4, 1995 and all subsequent amendments and regulation updates). In August 2022 a complete inventory of every Native American item in the Collection was

**Commented [DMB1]:** I added some background about the library's history in addition to the Grutzmacher Collection specifically.

completed and a definitive collection catalog was produced. In October 2022, the Library submitted its NAGPRA Summary to all 347 federally recognized Native American Tribes in the contiguous United States as well as to the National NAGPRA Program, in accordance with the Law.

### C. Mission, Vision, and Values

The mission of the Mukwonago Community Library is to serve the diverse needs of the community by meeting the unique needs of the individual.

Vision: Inspire Creativity, Embrace Community, and Cultivate Connections.

Values: Innovation, Collaboration, Equity, Inclusion, Integrity.

In 2023, the Mukwonago Community Library Board of Trustees adopted the following mission statement particularly for the Grutzmacher Collection: To preserve and protect the Grutzmacher Collection in accordance with current legal and ethical standards; and to cultivate a better understanding of and appreciation for the human story by making the Collection available for exhibit, research, and education.

**Commented [DMB2]:** My suggestion is that the Library adopt a formal mission statement particularly for the Grutzmacher Collection. I have drafted one here but we can discuss and fine-tune the language as appropriate.

### D. Statement of Respect

The Mukwonago Community Library Board of Trustees recognizes the sovereignty of all federally recognized Indian Tribes. As caretaker of Native American items in the Grutzmacher Collection, the Library Board of Trustees is committed to the legal and ethical principles of the Native American Graves Protection and Repatriation Act (NAGPRA), the federal law that allows tribes to reclaim ancestral human remains and cultural items from museums and other institutions.

**Commented [DMB3]:** This is a slightly modified version of what is written in your existing policy.

The Library is actively working with Native American tribes to identify and repatriate cultural items covered by NAGPRA. The Library Board of Trustees values open communication and respectful relationships with tribal communities and aims to appropriately preserve Native American cultural items, work with tribes towards repatriation of cultural items under NAGPRA and promote public education about Indigenous groups.

The Library Board of Trustees understands that there is no single Native American culture and that every Tribe has the right to be called by their specific tribal name. The Library and its representatives will make every effort to refer to an Indian Tribe as they would like to be addressed on an individual basis.

Though the languages of NAGPRA, insurance, and other legal necessities require the use of terms such as “culturally affiliated” and “cultural items,” the Library Board of Trustees recognizes and respects the people to whom such terms refer are the ancestors of many with whom we are working on these issues. The Library intends no disrespect from the necessary use of legal language.

### E. Governance

The Mukwonago Community Library is governed by the Board of Trustees through Wis. Stat. § 43.58 and has ultimate responsibility for the preservation and protection of the Collection. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing the Library’s operations and services. The Mukwonago Community Library Board consists of eleven members per

**Commented [DMB4]:** This section covers governance/roles and responsibilities of the Trustees, Grutzmacher Committee, and Library Director. Language can be modified as necessary.



Wisconsin Statutes Chapter 43.54(1)(a). The President is responsible for appointing committees, promptly after the July meeting and shall make recommendations to the Board of Trustees.

The Library Board or Trustees has created the Grutzmacher Collection Committee, consisting of [insert number of] current members of the Library Board of Trustees and the Library Director, and directs it to ensure overall care and management of the Collection and advise on specific matters related to the Collection. All recommendations will be presented to the full Library Board of Trustees for final approval. The Committee is tasked with:

1. Annual review of compliance with NAGPRA and any other applicable laws and regulations.
2. Annual review of any contracted services, tools, personnel, or other considerations regarding NAGPRA compliance.
3. Annual review of any existing loan agreements and as-needed review of any new loan requests.
4. Annual review of insurance coverage and investigations into any necessary changes or updates.
5. Annual review of collection catalog, appraisals, and other museum standards for proper collection maintenance.
6. Annual review of the physical storage and location of all items in the Collection and recommendations for needed changes or updates.
7. Annual review of any collaborations or contracts with other individuals or organizations regarding the care and custody of the Collection.
8. Review of this policy at least every five years.
9. As-needed review and investigations in response to or in anticipation of fiscal, legal, or other considerations that might impact the Collection.

Working with the Grutzmacher Collection Committee and the Board of Trustees, the Library Director recognizes and accepts the responsibility to ensure the proper care, management, preservation, and use of the Collection. The Library Director reports to the Mukwonago Community Library Board of Trustees and has the authority to appoint staff to assist with day-to-day management of the Collection.

## **Part II. STANDARDS OF CONDUCT AND ETHICS**

The Library is committed to upholding the highest standards of professional conduct regarding management of the Collection. The standards of conduct and ethics upheld by the Library are based on established institutional documents and codes of professional ethics<sup>1</sup>. The Library Board of Trustees and staff shall uphold and perform their duties in good faith and due diligence. They will carry out their work with honesty and integrity.

The Library will not knowingly or willfully acquire or accept objects whose ownership is believed to be improperly represented as to legality, authenticity, condition, or value until such time as the original claim has been substantiated by a competent, independent authority or until the attribution or value has been changed to reflect the true character of the items.

<sup>1</sup> Please refer to the [insert relevant institutional documents here]. American Alliance of Museums Code of Ethics: <https://www.aam-us.org/programs/ethics-standards-and-professional-practices/code-of-ethics-for-museums/> and American Anthropological Association Code of Ethics: <https://s3.amazonaws.com/rdcms-aaa/files/production/public/FileDownloads/pdfs/issues/policy-advocacy/upload/ethicscode.pdf>  
Last Updated [insert date]

## A. Personal Gain

The Library Board of Trustees, staff, and volunteers must refrain from personal collecting of Native American items similar in scope to or in competition with those held in the Collection. Care must be taken to assure that no conflict, or appearance of conflict, arises with regard to the Collection. The Board of Trustees, staff, and volunteers must not use their Library affiliation to promote their personal collecting activities. The Collection is not available to any individual for personal use, either on or off the premises, or for any other purpose contrary to the Library and Collection's mission and purpose.

## B. Appraisals and Authentications

*DEFINITION: "Appraisals" are those assessments made regarding the financial value of an object, whether for insurance or fair market value. "Authentications" are those statements made that validate the genuine-ness of a given object, based on the expertise of that individual making the statement.*

### Appraisals

1. The Library Board or Trustees and staff may not appraise collection items.
2. The Library Board of Trustees and staff will not offer legal or tax advice to donors or potential donors regarding the tax or other legal implications of their donations.
3. Appraisals may be performed by qualified persons for internal use, such as for insurance evaluations or loans.

**Commented [DMB5]:** I realize that the Grutzmacher Collection will not grow and that the Library is not actively collecting artifacts. But, it might be worthwhile to keep something about not offering legal or tax advice to potential donors in this document.

### Authentications

1. The identification, authentication, and assessment of the scientific and/or aesthetic quality and conditions of specimens, artifacts, and works of art must be completed by a qualified person.

## Part III. SCOPE OF COLLECTIONS

The Grutzmacher Collection under the Library's care and custody consists of approximately 12,450 Native American items; 69 Americana items including Civil War era money and medals, family trees, and photographs; and an archive containing Grutzmacher's own catalogs and drawings.

The Library maintains [Insert more details here including material types, cultural traditions, geographic locations of collections] and encourages use of the collection for exhibition at the Red Brick Museum, public education, and research. These objects and records are held in the public trust for future generations.

**Commented [DMB6]:** We should add more details here as necessary, perhaps three to four sentences identifying material types, geographic regions, etc.

## Part IV. ACQUISITIONS & ACCESSIONING

*DEFINITION: "Accessioning" is the process of creating a permanent record of an object, assemblage, or lot received from one source at one time for which the Library has custody, right, or title, and assigning a unique control number to the object, assembly, or lot.*

**Commented [DMB7]:** This section of a museum collections management policy outlines what items a museum collects and accession criteria, practice of accessioning, etc. The Library is not planning to actively collect and has no plans to grow the collection. Let's discuss how to revise this section as necessary. I will share ideas with you during our meeting.

The Library acquired the Grutzmacher Collection in 1965. The Library is not actively collecting and does not plan to acquire additional cultural objects or documents as it pertains to the Grutzmacher Collection.

Last Updated [insert date]

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In the event that the Library does decide to active collect, addition to the Collection must meet the accession criteria listed in this policy. Authority to acquire collections resides with the Library Board of Trustees. The Library Board of Trustees will not knowingly acquire, by gift, bequest, exchange, field expedition or other method any materials known or suspected to have been exported from their countries of origin or materials acquired within the United States that violate state or federal laws pertaining to flora and fauna, the protection of archaeological and historic sites, or cultural property. Title to all material acquired by the Library must be free and clear.

#### **A. Accession Criteria**

Objects accepted and accessioned into the collections must support the Library mission and be consistent with collecting goals established by the Grutzmacher Collection Committee. The Grutzmacher Collection Committee recommends the accessions of objects into the Collection based on accession criteria. This accession criteria are ranked in order of importance, 1 being the most important and 9 being the least:

1. The object or collection comes with clear title and is legal and ethical to acquire, in full compliance with all federal, state, and local laws and regulations.
2. The object or collection is consistent with the mission and scope of collections.
3. The object or collection is unique and significant.
4. The object or collection is regarded as authentic and has a well-documented history and provenience.
5. The Library has the space and financial resources to care for and preserve the object or Collection for the foreseeable future.
6. The object or collection condition is stable and does not pose a hazard to health and safety.
7. The object or collection is free of encumbrances or restrictions.
8. The object or collection does not duplicate existing objects.
9. The object or collection is not better suited for another institution.

#### **B. Responsible Parties**

The Grutzmacher Collection Committee recommends accessions to or deaccessions from the Collection, according to the policies established herein. The [insert person] serves as chair. The Committee meets [insert how often the committee meets]. The [insert responsible person here] schedules meetings, formulates and circulates agendas, and compiles all information for consideration at least [insert amount of time] prior to meetings.

The Grutzmacher Collection Committee recommends accessions to and deaccessions from the Collection to the Board of Trustees. A majority vote of the Board of Trustees is required to approve accession or deaccession decisions; final approval must bear the signature of the Board President. A quorum of the Board of Trustees, consisting of [insert number of people here], must be present to vote and approve.

The Grutzmacher Committee and Board of Trustees may consider the opinion of outside experts, either in writing or in person, but only members of the Board of Trustees shall have a vote on the matter.

The [insert person/governing body responsible here] is responsible for creating and maintaining, within a timely manner, complete and written documentation of the process for each acquisition.

### C. Accession Procedure

All items accepted into the Collection must be clearly documented in writing that details the transaction such as date of the donation, donor's address and contact information, and specific description of the item(s). The Library shall assign a unique accession number at the time of accession. The Library does not accept objects with donor restriction(s) regarding the use, loan, exhibition, storage, or future disposal of the object(s). The donor will transfer title and possession to the Library, documented through the completion of registration forms (e.g., Deed of Gift).

In the case of a bequest, a copy of the appropriate portion of the will or similar document must accompany the bequest by the estate's attorney or representative. The Library reserves the right not to accept a bequest if the above acquisition criteria cannot be met.

Along with a deed of gift, all documentation, including any letters or forms of communication that may establish title and possession will be kept in [insert location] and maintained by [insert responsible person here]. All object files should be stored in a fire-resistant cabinet and/or a complete set of copies of all forms should be stored off-site. Electronic copies of forms should also be kept. The [insert responsible person here] is responsible for overseeing that all necessary documentation has been obtained and recorded, and for maintaining such records.

### Part V. DEACCESSIONS

DEFINITIONS: *"Deaccessioning" is the process used to remove permanently an object from the collection or to document the reasons for an involuntary removal (one required by law or due to circumstances not controlled by the museum). "Disposal" is the official mode of transferal.*

Deaccessioning, when carried out in an appropriate manner and with thoughtful consideration, is an integral part of responsible collections management. This view is endorsed by the Library Board of Trustees and the Grutzmacher Collection Committee and is based on the ethical codes of professional museum organizations.

Only objects accessioned and with clear title held by the Library can be deaccessioned. Collection objects may be deaccessioned from the Collection unless there are specific restrictions to the contrary.

#### A. Deaccessioning Criteria

No object in the Collection shall be deaccessioned unless it meets at least one of the following criteria.

Deaccession criteria are ranked in order of importance, 1 being the most important and 7 being the least:

1. The object has been approved for repatriation under the Native American Graves Protection and Repatriation Act (NAGPRA).
2. The Library is instructed to deaccession the object by the owner (e.g., a federal agency that owns archaeological collections from land it manages).
3. Condition renders the object valueless for purposes of research, teaching, and exhibition or presents hazardous conditions that may threaten the stability of the Collection, staff and visitors, or others who may come in contact with the object.

4. The object lacks authenticity or proper documentation, rendering it valueless for purposes of research, teaching, and exhibition.
5. The object is a duplicate or of inferior quality to another identical or similar objects in the Collection.
6. The object cannot be adequately stored or cared for.
7. The retention of the object would be inconsistent with the Library's current mission and scope of collections.

### B. Deaccession due to Repatriation

An object may be deaccessioned from the Library through repatriation if it is of Native American origin and is claimed by a Native American tribe with standing under NAGPRA (Pub. L. 101-601§1, Nov. 16, 1990, 104 Stat. 3048; the NAGPRA Regulations 43 CFR Part 10, Dec. 4, 1995 and all subsequent amendments and regulation updates); or other relevant laws (e.g., Wisconsin's Burial Sites Law, Wis. Stats. 157.70). Section [X] of this policy establishes procedures regarding review and response to repatriation requests. Once a repatriation request has been formally approved by the [insert responsible governing body here] and the [insert responsible person here], and the tribe or requesting party has been notified, the Library will initiate formal deaccession procedures prior to transfer and removal.

**Commented [DMB8]:** Section information will be added once this policy is finalized.

### C. Responsible Parties

The [insert responsible person or governing body here] has the authority to deaccession objects. The [insert responsible person or governing body here] must approve a deaccession with a majority vote. Method(s) of disposal must be agreed upon by [insert responsible person or governing body here] prior to disposal of accessioned items. A record of deaccessioning must be kept, identifying the reason for and method of disposal.

**Commented [DMB9]:** We will discuss during our meeting and I will offer suggestions.

### D. Disposal Methods

Any object that has been selected and approved by [insert responsible person/governing body here] for deaccessioning for reason other than repatriation should be disposed of using the following priority order, with 1 being the most desired and 4 being the least:

**Commented [DMB10]:** I will provide more context here during our meeting.

1. Transfer to another appropriate institution. Consideration will be given to placing the object in educational institutions in the region.
2. Exchange or Donation. Museums or educational institutions should be contacted regarding the suitability of the items for exchange or donation depending on the nature of the items. The [Library may donate items to another institution, whose mission better serves to care for the object].
3. Sale. An item may be sold privately or at a public sale or auction. Proceeds of the sale must be used for the direct care of the collections or future acquisitions.
4. Destruction. If the object cannot be disposed of in any of the methods described above, it shall be destroyed. Destruction is defined as the obliteration of an object or specimen by physical or mechanical means. The Library Board of Trustees, staff, or affiliated parties may not retain any portion of the object. Prior to destruction, the object will be evaluated to ascertain whether it contains any hazardous materials. If any hazardous materials exist, the object will be destroyed in accordance with all federal or state laws and/or environmental health and safety procedures. This

**Commented [DMB11]:** Let's discuss. The Library may have already decided this is not the case.

disposal method must be both documented and witnessed.

Deaccessioned objects will not be given, exchanged, or sold privately to employees, members of the governing authorities or their representatives, members of support groups or volunteers.

#### **E. Deaccession and Disposal Procedures**

The [insert responsible person or governing body] will identify an object for deaccession/disposal based on the criteria above and ensure all legal and ethical considerations of deaccessioning are considered. The Library must hold free and clear title to the object. There must also be no restrictions placed on the use of the object (e.g., copyright, donor-imposed restriction, etc.) As a courtesy, reasonable efforts will be made to contact donors or their heirs prior to deaccessioning objects from the Collection. The [insert responsible person] will:

1. Prepare all required paperwork and clearly document the deaccessioning process and disposal method.
2. Approve and obtain authorization from a majority vote of [insert responsible governing body here].
3. Determine the method of disposal, taking into account the reason for deaccessioning.
4. Modify catalog, accession files and database entries to reflect the change in status of the object and the change in monetary value (for insurance purposes), if any, for the collection. The records will not be deleted or removed but maintained intact for future reference.

### **Part VI. LOANS**

**DEFINITION:** *Loans are temporary transfers of objects from one institution to another in which there is no transfer of ownership. The Library sends and receives loans for the purposes of exhibition, research, or education.*

The Library facilitates outgoing and incoming loans for scholarly research, educational or community outreach, and exhibition. Loans broaden public access to the Collection and are generally made only to recognized museums or educational, cultural, or scientific institutions and not to individuals. They are not made for commercial or for-profit purposes. All loans must have accompanying paperwork that details the intended purpose of the loan and specific beginning and end dates. All loan requests, both incoming and outgoing, must be approved by [insert responsible person/governing here].

**Commented [DMB12]:** Let's discuss if you will consider incoming loans. If not, we will modify this language.

#### **Incoming Loans**

##### **A. Responsible Parties**

All incoming loan transactions will originate by and be the responsibility of the [insert responsible person/governing body here]. [Insert responsible person here] will prepare and maintain all associated loan paperwork. If a lender places unusual restriction on a proposed loan, [insert responsible person here], in consultation with [insert responsible person/governing body here], will approve or negotiate these conditions, and is responsible for ensuring compliance.

##### **B. Criteria for Incoming Loans**

Objects may be borrowed from educational or non-profit institutions, or from individuals. Incoming loan

items shall be accepted when objects are needed for use in a special exhibit, educational program, or research project and shall only be kept for the duration of the exhibition, program, or research project, and specified dates listed on the loan paperwork unless an extension is negotiated. All loans must be accompanied by a written Incoming Loan Agreement indicating all rights and responsibilities. These agreements may originate or be accompanied by documents from the lending institution. However, if the terms and conditions of the incoming loan agreement places a greater burden of risk on Library than the standard Incoming Loan Agreement, the [insert responsible person/governing body here] will consult with the Library Board of Trustees prior to accepting the agreement.

The Library will not knowingly accept incoming loans of objects acquired or collected illegally or not in compliance with all applicable international, national, state, and local laws and regulations. All borrowed objects shall be reviewed by the lending institution for physical condition prior to shipping to the Library. The Library shall be provided with a written approval from the lending institution for packing, travel, handling, and climate change.

### **C. Incoming Loans Procedures**

[Insert responsible person/governing body here] will contact the lending institution/individual and agree upon conditions of the loan, including the duration of the loan. Once the incoming loan is approved by [insert responsible person/governing body here], [insert responsible person here] shall draw up an incoming loan agreement. Alternatively, the Library may use the lending institution's loan form if appropriate. The incoming loan agreement should include the precise time period of the loan and a detailed inventory and description of the loaned item(s), with special attention paid to the physical condition. Incoming loan paperwork must be signed by both the lending party/institution and [insert responsible person here]. Electronic and paper copies of the signed paperwork will be maintained on file.

The Library agrees to pay for the transportation of any items on loan until it reaches its place of origin. As required by lending institutions, the Library will provide insurance on incoming loans once the loan has left the possession of the lending institution (wall-to-wall coverage). The Library will not accept any new object under loan conditions that might put the Library at substantial future risk of creating "indefinite" loan status for the object.

Upon receiving the loan, [insert responsible person here] will inventory, inspect, assign temporary loan numbers (where appropriate), process accordingly, photograph, and make written notations of the findings. Any inconsistencies in the loan inventory or any change in condition of the borrowed objects during the loan period will be immediately reported to the lending party, and when appropriate, a full condition report will be prepared. Loans will be returned by the date agreed upon, and to the lending party identified on the loan agreement at the stated address, unless an authorized agent of the lender has given notice of change of ownership or location. All borrowed objects will be subject to the same level of care, security, and handling as objects in the Library's Collection. Library personnel will not transfer possession or alter in any way objects it has received on loan without the express written approval of the lending institution.

## Outgoing Loans

### A. Responsible Parties

The authority to approve an outgoing loan rests with [insert responsible person/governing body here]. [Insert responsible person here], in consultation with [insert responsible person/governing body here], is responsible for communicating with the requesting organization, preparing and maintaining all loan paperwork, as well as monitoring the transaction over the loan period. The authority to recall the loan prior to the noted end date rests with [insert responsible person here]. If unusual restrictions are required for an outgoing loan, [insert responsible person here], in consultation with [insert responsible person/governing body here], will approve or negotiate and enforce these conditions.

### B. Criteria for Outgoing Loans

The Library only loans Collection items to public or non-profit cultural, historical, or educational institutions. The Library does not loan objects to individuals. All requests for outgoing loans shall be brought before and approved by [insert responsible person/governing body here]. The Library must have clear title to all items being considered for loan. No item shall be loaned unless the Borrower guarantees its security during travel and exhibition.

All loans must be for a specified period of time, agreed upon by both parties. The item(s) may be renewed for another specified period if agreed upon by both parties. An outgoing loan agreement shall accompany each loan. In addition to containing a description of the item, including its physical condition, the period of the loan, the insured value, and the method of transportation, the agreement may contain other case-specific terms agreed to by the Library and the Borrower.

Objects to be loaned must be stable enough to withstand travel, shipping and handling, and environmental change. All transportation charges and fees for loan items will be paid for by the Borrower unless otherwise agreed upon. Unless otherwise specified, objects will be returned to the Library using the same packing materials provided and using, where practical, the same mode of transportation.

The Borrower will insure all loaned objects at the value stated by the Library against risk of physical loss and/or damage from any external cause whatsoever, whether in transit or upon Borrower's premises. Damage to loaned items, whether in transit or upon Borrower's premises, will be reported to [insert responsible person/governing body here] within 24 hours of the occurrence. The Borrowing Institution will not transfer possession, repair, clean, alter, or restore objects it has received on loan without express written approval of [insert responsible person/governing body here]. The Borrowing Institution will assume full responsibility for any loss of or damage to the objects.

The Borrower is permitted to photograph and otherwise reproduce graphically, loaned objects for publicity, record-keeping, education and other noncommercial purposes subject to copyright law. All publicity and publications must credit the Mukwonago Community Library. The Borrower will provide the Library with a complimentary copy of all publicity announcements and catalogs.

**Commented [DMB13]:** Let's discuss your current insurance practices and modify this as appropriate.

**Commented [DMB14]:** Or specify as you wish to be credited here.



### C. Outgoing Loan Procedures

The Borrowing Institution requesting the loan must contact [insert responsible person/governing body here] in writing. The formal written request must indicate:

1. the nature of the objects requested (catalog numbers, specimen types, etc.).
2. the purpose of the loan.
3. the proposed start date of the loan.
4. any special conditions of the requested use.
5. the location of the proposed activity.

The [insert responsible person/governing body here] will review the loan request, determining potential legal, ethical, or professional reasons why it should or should not be approved. The borrowing institution must agree and adhere to the conditions of the loan, established by the Library Board of Trustees. The [insert responsible person] will prepare all loan paperwork. Objects will be packed by [insert responsible person]; the shipping or transportation mode must be agreed upon by both the Library and the Borrower, to the physical location indicated on the loan agreement.

If the loan has not been returned by the date indicated on the loan agreement, [insert responsible person] will contact the borrowing institution to initiate return. Upon the return of borrowed material, the [insert responsible person] will unpack, inventory, assess condition, and safely reintegrate the objects into the collections. [Insert responsible person] will close out the loan agreement upon the return of all objects.

Copies of loan agreements are to be signed by both the lender and [insert responsible person or governing body here]. Electronic and paper copies of the signed loan paperwork will be filed accordingly.

### Part VII. OBJECTS OF UNCLEAR TITLE & TEMPORARY CUSTODY

*DEFINITION: Objects of unclear title may include unclaimed loans or objects found in the collection. These are items in the Library's physical possession or custody that are unsupported by any documentation and/or lack sufficient evidence to prove ownership.*

#### A. Unclaimed Loans

1. An "unclaimed loan" is material that originated as an incoming loan from either another institution or an individual, has been in the possession of the Library for at least seven (7) years past the loan expiration date, and to which return delivery has not been possible and/or the material has not been retrieved by its owner in a timely fashion.
2. Wisconsin Statute 171.30 Unclaimed Property in Possession of a Museum or Archives outlines the process all repositories must go through in order to acquire title to loaned material that has been abandoned. The Library will follow all required processes.

#### B. Objects Found in the Collection (FIC)

1. An "object found in the collection" or an "undocumented object" is defined as material in the Library's physical possession or control that is unsupported by any documentation and/or lacks sufficient evidence to prove ownership.

2. Wisconsin Statute 171.30 outlines the process all repositories must go through in order to acquire title to objects found in the collection. The Library will follow all legally required procedures.
3. [Insert responsible person/governing body here] will assess the status of the undocumented object and [insert responsible person here] will prepare the required paperwork to obtain title.

### **C. Objects Left in the Temporary Custody of the Library**

Objects that are or will be left in the temporary custody of the Library include objects given to the Library for identification, examination for donation, and similar circumstances. The owner of these objects must sign a temporary custody receipt acknowledging temporary custody. These objects are given to the Library with the understanding that they will be returned once assessments are made.

The Library's policy for objects left in the temporary custody is as follows:

1. The assessment of these objects is for the benefit of the owner, not the Library, and the Library will therefore only be responsible for gross negligence and will not provide insurance.
2. The Library will carry out the desired assessments as quickly as possible to reduce potential complications in returning the item(s) to the owner with the requested information. This return will be made in a timely manner and should not exceed 90 days of the first custody exchange.
3. Appointments must be made by the owner of the objects with [insert responsible person] to discuss possible temporary custody arrangements, to check on the progress of the assessment, and to pick up the object and discuss the findings once the assessment is concluded.
4. The Library will not treat, restore, or alter in any way the objects left in their temporary custody unless written permission is granted by the owner.
5. A temporary custody receipt must be completed by [insert responsible person here] before the object is left in the care of the Library, specifying the conditions of the agreement and the assessment to be conducted.
6. If, after reasonable attempts have been made to contact the owner of the object, the object has not been picked up within 60 days of the assessment completion, the object will be understood as an unrestricted gift and the Library becomes the rightful owner.

**Commented [DMB15]:** Let's discuss if you wish to keep this section. I will offer suggestions during our meeting.

## **Part VIII. CARE OF COLLECTIONS**

Long-term preservation of the Collection is of utmost importance to the Library Board of Trustees. The purpose of collections care is to preserve individual objects and associated records for the long-term. The goal is to slow the process of deterioration. The [insert responsible person/governing body here] is directly responsible for the day-to-day care of the Collection, but the Library Board of Trustees recognize that collections care is a shared responsibility. High standards of collections care depend upon a Library Board of Trustees and staff who remain committed to the care and financial commitment of the Collection.

### **A. Preventive Care**

The Library Board of Trustees subscribes to a policy of preventive care for the Collection. Preventive care is a facet of conservation that functions to mitigate deterioration and damage of cultural property through the formulation and implementation of holistic policies and procedures. The [insert responsible person here] implements preventive care by providing and maintaining proper storage facilities and

materials, inventorying and surveying the condition of the Collection, implementing integrated pest management and emergency preparedness plans, and security procedures to protect against theft.

**Commented [DMB16]:** I will further elaborate on these items during our meeting.

#### 1. Environment

[Add details here about temperature and relative humidity controls, HVAC systems within collections storage, if and how temperature and relative humidity are monitored and by whom, who keeps track of environmental records; identify where records are kept, etc.].

#### 2. Storage Facilities and Materials

The Library maintains permanent facilities for the long-term storage of collections. Museum quality storage hardware and materials for housing are essential for the long term preservation of collection items. When possible, the Library strives to replace non-museum quality furniture and utilize inert, archival materials for manage of the Collection.

#### 3. Integrated Pest Management

Pest management is an integral part of collections care. Integrated pest management is a method of pest control that does not rely on the use of pesticides, but rather works to reduce access and remove the factors that pests require for survival. All museum storage areas shall be monitored for pest activity, and incoming collections shall be inspected and quarantined to detect and mitigate infestation. [Insert responsible person here] is responsible for recording all pest management activity.

#### 4. Emergency Preparedness

An emergency preparedness plan prepares for and mitigates damage from catastrophic events that endanger people and collections. [Insert details here about the Library's current emergency preparedness plans and how that relates to the Collection]. The Library maintains an emergency preparedness kit in collections storage in the event of an electrical failure, flood, or HVAC system malfunction.

**Commented [DMB17]:** Again, we will discuss.

#### 5. Security

Security of the Collection is an important aspect of preventive care. The [insert responsible person/governing body here] is responsible for security and will establish specific access procedures for the Collection.

[Insert person responsible] is responsible for monitoring storage areas, overseeing collections access and use. Key access to storage areas is restricted to [insert appropriate person(s) here]. [Students, volunteers, and interns are not provided key access to the Collection. Insert more details about your security policies here.]

**Commented [DMB18]:** We will discuss details of security.

Visiting researchers are allowed access to collections storage areas upon advanced agreement with [insert responsible person/governing body here]. Researchers will be supervised during their visit.

## B. Conservation

Conservation is the profession devoted to the preservation of cultural property and the technology of preservation. Collection items may be treated by professional conservators if damage threatens the physical, biological, or chemical integrity of the item. Conservation treatment and restoration shall be undertaken only by professional conservators.

## C. Care and Handling

[Insert persons here] and others interacting with the Collection agree to abide by the Collection Care and Handling Policies outlined in Appendix <sup>\*</sup>.

**Commented [DMB19]:** Once we finalize, we will add the Appendix Name.

The Library has consulted with Native American tribal representatives about care and handling policies of culturally sensitive collection holdings. Section <sup>\*</sup> details the care and handling of culturally sensitive items, which was created with their input.

It is the responsibility of [insert responsible person here] that no Collection item is moved from its appropriate storage space without properly documenting first. In transit, items should be packaged safely and securely as deemed so by [insert responsible person here].

## Part IX. INVENTORIES & RECORDS

**DEFINITION:** *An inventory is defined as a complete list of items in the Grutzmacher Collection, legally controlled by the Library.*

### A. Purpose

A current, reconciled inventory of the Collection is the primary tool for maintaining accountability and providing access to the Collection. Regular, periodic comparisons between inventory records and the physical collections is necessary for prudent collections management.

### B. Types of Inventories

The Library conducts random spot-check and complete (wall-to-wall) inventories of the Collection. During random spot-check inventories, a number of things are verified, including but not limited to the item's location, description, condition, and completeness of its catalog records. During complete inventories, the Library Director or an appointed staff member will document the location of every object within the Collection. Wall-to-wall inventories shall be conducted every ten years and spot-check inventories shall be carried out every three to five years. [Insert responsible person here] is responsible for establishing a schedule for inventories.

### C. Missing Objects

While conducting a spot-check or a comprehensive inventory, if an object is not found, [insert responsible person] will record this information in all paper and digital registration files and notify [insert responsible person or governing authority]. A thorough search for the object will take place.

#### **D. Records**

Documentation and records are essential for contextualizing objects within the Collection. Records help establish the Library's right to legally retain objects within the Collection. Record keeping allows the Library to easily retrieve an object from its location, and documents its condition, history, and legal status, as well as a means to classify and catalog individual objects.

The Library maintains Collection records and agrees to create them in a timely fashion, house them in secure locations, create duplicate copies for safeguarding (including electronic and paper derivations), and ensures that records are kept regardless if the object that correlates with a particular document is still in the Library's custody.

#### **Part X. USE OF & ACCESS TO COLLECTIONS**

The Library encourages the use of the Collection for exhibition, research, and educational programming through loans and on-site visits. Collection items are available for study based upon reasonable requests. However, the Library must balance access to the Collection with long-term preservation, personnel availability, and compliance with all federal, state, and local regulations. Use must not compromise the physical or chemical integrity of the Collection and will follow handling guidelines articulated in this policy.

The [insert responsible person here] is responsible for facilitating and documenting access to and utilization of the Collection.

##### **A. Access to the Collection**

Access to the Collection and associated data is available for scholarly and educational purposes. All earnest requests will be considered by [insert responsible person/governing body here], and access will be either granted or denied at [insert responsible person/governing body here]'s discretion.

Access to the Collection is by appointment only, provided access requirements are met and restrictions honored. Requests for access to collections are facilitated by [insert responsible person here]. Requests should be made in writing at least six weeks in advance (letter, email, or fax), and addressed to [insert responsible person here]. A written request should include a summary of the requestor's background, research interest or proposed use of Collection items, a list of items s/he wishes to access, and dates s/he is available for a collection visit. Availability of the Collection and associated documentation is subject to the condition of the material, applicable state and federal laws (including copyright), and cultural restrictions as specified in the Library's Policy on Repatriation and Management of Culturally Sensitive Materials.

##### **B. Analytical Sampling**

To fully utilize the research potential of the Collection, it may be appropriate to subject samples of original material for scientific analysis. Because sampling is generally destructive and may permanently alter the integrity of the sample, it is strictly regulated. Sampling requests must be made in writing and are reviewed and approved or denied by [insert responsible person/governing body here]. Records will document all sampling procedures, denoting the location from which the sample was taken, and information obtained.

Last Updated [insert date]

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**Commented [DMB20]:** We can discuss if this is something the Library wishes to consider.

Requests for sampling must fulfill the following criteria:

1. There is a justifiable need to remove a sample for analysis and the needed information cannot be obtained through non-destructive means.
2. The technique of sampling, the amount of material to be removed, and location sampled on the specimen must produce as little damage as possible.
3. The information obtained from the analysis should be disseminated in ways that benefit the research community at large.

### **C. Rights and Reproduction**

The Library may provide images of its Collection for research, exhibit, publication, programming, and publicity. When used appropriately such images serve to share the Collection with a wider audience. The Library offers researchers the right to take original photography of objects that are not deemed culturally sensitive. Availability of images and the option of original photography is subject to the condition of the material, applicable state and federal laws (including copyright), and cultural restrictions as specified in the Library's Policy on Repatriation and Management of Culturally Sensitive Materials.

Images (whether taken by the Library, an outside researcher, or a professional photographer) may not be reproduced without specific written permission from the Library. An application form must be completed and approved prior to use of any image. Rights and reproduction decisions are facilitated by and should be addressed to [insert responsible party here].

Text and image files, audio and video clips, and other content on the Library's website or other virtual publications, are the property of the Library and may be protected by copyright and other restrictions. Copyrights and other proprietary rights in the content and design of the website may also be owned by individuals and entities other than, and in addition to, the Library. The Library expressly prohibits the copying of any protected materials on its website, except for the purposes of fair use as defined in copyright law.

### **Part XI. INSURANCE & RISK MANAGEMENT**

Insurance coverage for the Library is provided and managed by [insert details about that policy here]. The insurance provider requires an up-to-date inventory of all collections.

The Library takes responsibility for the safety of its visitors and personnel. The Library will do the following:

1. Consider all safety risks before accepting donations, accessioning items into the Collection, or borrowing items for research or display.
2. Deaccession items in the collections that may pose a potential safety risk.
3. Design exhibits to facilitate the safest possible display of the items.
4. Provide safety equipment such as nitrile or cotton gloves and surgical masks, to staff and researchers who work with any potentially hazardous collections items.
5. Safely dispose of any materials found to be exceedingly hazardous to human health, if such objects are found.

6. Properly house and maintain all items within the Collection.
7. Regularly monitor the Collection.
8. Appropriately label and maintain hazardous materials and train designated staff members in handling hazardous materials within the collections, if such a situation arises.
9. Adhere to all local requirements for standards of safety and health concerns.

## Part XII. LEGAL COMPLIANCE

*DEFINITION: The Library is subject to compliance with many federal, state, and local laws. This section describes a number of pertinent laws and the Library's statement of compliance.*

### A. Archaeological Materials

Archaeological materials will not be purchased by the Library, as mandated by the:

1. *Antiquities Act*, 16 U.S.C. §§ 432 et seq. (1906).
2. *Archaeological Resources Protection Act*, 16 U.S.C. §470aa et. seq. (1979), 93 Stat. 721.
3. *National Historic Preservation Act*, 16 U.S.C §§ 470 et seq. (1966) and subsequent amendments.
4. Standards set by the American Alliance of Museums (AAM).

### B. NAGPRA

The Library will comply with the Native American Graves Protection and Repatriation Act (Pub. L. 101-601§1, Nov. 16, 1990, 104 Stat. 3048; the NAGPRA Regulations 43 CFR Part 10, Dec. 4, 1995) and all subsequent amendments and regulation updates. The Library is committed to maintaining relationships and open communication with the Native American communities.

NAGPRA became law on November 16, 1990. NAGPRA requires Federal agencies and museums that receive federal funds and have possession of, or control over, Native American cultural items, to repatriate, if formally requested by lineal descendants, federally recognized Indian tribes, and Native Hawaiian organizations cultural items defined as human remains, funerary objects, objects of cultural patrimony, and sacred objects. NAGPRA also requires agencies and museums to consult with Native American tribes, organizations, and lineal descendants about collections that are or may be culturally affiliated with the tribes. Implementing regulations, 43 CFR Part 10, were published on December 4, 1995, and have been updated periodically.

The following definitions derive from NAGPRA rules and regulations (43 CFR Part 10).

*Lineal descendant* means an individual tracing his or her ancestry directly and without interruption by means of the traditional kinship system of the appropriate Indian tribe or Native Hawaiian organization or by the common law system of descentance to a known Native American individual whose remains, funerary objects, or sacred objects are being claimed (§ 10.2 b(1)).

*Indian tribe* means any tribe, band, nation or other organized Indian group or community of Indians, including any Alaska Native village or corporation, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (§ 10.2

**Commented [DMB21]:** Typically, museums will have an entirely separate NAGPRA policy that identifies definitions of the terms in the law, governing authority, repatriation requests, procedures, etc. We can discuss how to incorporate the NAGPRA language into this document; or into an appendix to this document. There is certainly more that should be included here, some of which appears in your existing policy. Let's discuss further.

(2)).

*Native Hawaiian organization* means any organization that serves and represents the interests of Native Hawaiians, has a primary and stated purpose the provision of services to Native Hawaiians, and has expertise in Native Hawaiian affairs (§ 10.2 (3)(i)).

*Human remains* means the physical remains of the body of a person of Native American ancestry. The term does not include remains or portions of remains that may reasonably be determined to have been freely given or naturally shed (§ 10.2 (1)).

*Funerary objects* means items that, as part of the death rite or ceremony of a culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains (§ 10.2 (2)).

*Associated funerary objects* means those funerary objects for which the human remains with which they were placed intentionally are also in the possession or control of a museum or Federal agency (§ 10.2 (2)(i)).

*Unassociated funerary objects* means those funerary objects for which the human remains with which they were placed intentionally are not in the possession or control of a museum or Federal agency (§ 10.2 (2)(ii)).

*Objects of cultural patrimony* means items having ongoing historical, traditional, or cultural importance central to the Indian tribe or Native Hawaiian organization itself, rather than property owned by an individual tribal or organization member. These objects are of such central importance that they may not be alienated, appropriated, or conveyed by any individual tribal or organization member. Such objects must have been considered inalienable by the culturally affiliated Indian tribe or Native Hawaiian organization at the time the object was separated from the group (§ 10.2 (4)).

*Sacred objects* means items that are specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions by their present-day adherents (§ 10.2 (3)).

*Museum* means any institution or State or local government agency (including any institution of higher learning) that receives Federal funds and has possession of, or control over, Native American cultural items. Such term does not include the Smithsonian Institution or any other Federal agency. [25 USC 3001 (8)]

#### **Responsible Parties for NAGPRA Compliance**

The Grutzmacher Collection Committee makes repatriation recommendations to the Board of Trustees. Final authority to approve repatriations rests with the Board of Trustees.

#### **Part XIII. IMPLEMENTATION AND REVISION**

Last Updated [insert date]

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The implementation of this Collection Management Policy is essential to its success. All [insert all responsible persons/governing bodies here] will be expected to read, understand, and abide by this policy. A copy of this policy will be placed in [insert location]. An electronic copy will be maintained [insert location here].

The Grutzmacher Collection Management Policy should be reviewed and updated for accuracy at least every five (5) years. The Grutzmacher Collection Committee will conduct a first review, with [insert responsible parties/governing bodies here] having final approval.

DRAFT



## OUTGOING LOAN FORM

Outgoing Loan #: \_\_\_\_\_

The Mukwonago Community Library Board of Trustees (MCL) hereby agrees to lend to the Mukwonago Historical and Museum Society (MHMS) the object(s)/archive(s) from its Grutzmacher Collection described herein for the purposes described below, and subject to the terms and conditions set forth in the attached paperwork. The signatories below acknowledge that they are the authorized agents for their institutions.

Lender Institution: The Mukwonago Historical and Museum Society (MHMS) at the Red Brick Museum

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

Address: 103 Main St, Mukwonago, WI 53149

Telephone: (262) 363-6413

Email: [president@mukwonagohistoricalsociety.org](mailto:president@mukwonagohistoricalsociety.org)

Evaluation for Insurance Purposes: \$ \_\_\_\_\_

Insured By: \_\_\_\_\_

Briefly Describe the Purpose of the Loan: \_\_\_\_\_

Duration of the Loan (dates): From \_\_\_\_\_ To \_\_\_\_\_  
Year/Month/Day Year/Month/Day

### Items are released.

1. The items described herein are loaned by the MCL to the MHMS. This loan has been authorized by:

_____	_____	_____	_____
MCL Representative Name	MCL Representative Title	MCL Representative Signature	Date

### Items are transported.

2. The items described above have been received from the MCL for transportation to the MHMS. The terms of the loan listed on page 2 of this form are hereby accepted on behalf of the official representative named below:

_____	_____	_____	_____
MHMS Representative Name	MHMS Title	MHMS Signature	Date

**Commented [DMB1]:** We may not need this if items are already at the Red Brick Museum.

### Items are received.

3. The items listed have been received in the condition described on page 2, and the terms of the loan are hereby accepted by the chief administrative officer of the MHMS and the Village of Mukwonago, owner of the Red Brick Museum:

_____	_____	_____	_____
MHMS Representative Name	MHMS Representative Title	MHMS Representative Signature	Date

_____	_____	_____	_____
Village Representative Name	Village Representative Title	Village Representative Signature	Date

### Items are returned.

4. The items listed on page 2 of this form (or in a separate attachment) have been returned to the MCL.

_____	_____	_____	_____
MCL Representative Name	MCL Representative Title	MCL Representative Signature	Date

_____	_____	_____	_____
MHMS Representative Name	MHMS Representative Title	MHMS Representative Signature	Date

Village Representative Name Village Representative Title Village Representative Signature Date

Items are received and the loan is terminated.

5. The items listed in the attached inventory have been received in the condition described, thus terminating the loan agreement between the MCL and the MHMS. This termination is authorized by:

MCL Representative Name MCL Representative Title MCL Representative Signature Date

Associated Forms

☐ Loan Inventory ☐ Condition Report Other ☐ (specify): \_\_\_\_\_

OUTGOING LOAN POLICIES  
MUKWONAGO PUBLIC LIBRARY'S (MCL) GRUTZMACHER COLLECTION LOANED TO  
THE MUKWONAGO HISTORICAL AND MUSEUM SOCIETY (MHMS)

1. It is understood that the MCL retains all rights with respect to the loan items. Items covered by this loan agreement shall remain in the condition described at the time of their departure from the MCL. They shall not be cleaned, retouched, repaired, or otherwise altered without written permission from [insert responsible person].
2. The MHMS will afford the same care to the items covered by this loan agreement as it does its own property.
3. The parties acknowledge that the items covered by this loan agreement have been in the possession of the MHMS at the Red Brick Museum, a building owned by the Village of Mukwonago, prior to this agreement. As such, the parties agree that the attached inventory and condition report accurately reflects the current condition of the items at the time this agreement was entered into.
4. It is understood that the loaned items will remain on the premises of the Red Brick Museum, owned by the Village of Mukwonago, for the duration of the loan and cannot be removed from the premises without the written permission of [insert responsible person].
5. The MCL Board of Trustees or its delegate may request to view the items cover by this loan agreement provided they give the MHMS ten (10) days' written notice and the MHMS can arrange for a volunteer to assist.
6. Any damage to loaned items, whether received in transit or on the premises of the MHMS Red Brick Museum, shall be reported immediately and in writing to [insert responsible person].
7. The MHMS Red Brick Museum personnel may photograph the loaned items for education, research, catalog, or recording purposes, but such photographs may not be reproduced in any publication for sale, except in an exhibit catalog, without written permission of [insert responsible person]. The public may take photographs using non-flash photography and video for non-commercial purposes.
8. The MHMS shall take all reasonable care to protect the loaned items from deterioration due to exposure to harmful organisms, temperature and relative humidity, radiation, chemicals, etc. The MHSM shall take suitable security precautions to ensure that the loaned items are protected from fire, theft, vandalism, and improper handling.
9. The MHMS shall (except with specific written exemption) insure the loaned items at the value listed on page 1 of this agreement, effective from the time the items are received for transportation until they are returned. The MHMS shall secure an all-risk policy subject to the standard exclusions.

**Commented [DMB2]:** Let's discuss. It is my understanding that the items are currently at the Red Brick Museum.

**Commented [DMB3]:** Let's discuss if you wish to specify handling procedures or security provisions.

**Commented [DMB4]:** We can discuss insurance, who will cover, replacement value for insurance purposes, etc. when we meet.

10. The cost of insurance, special communications, security provisions, special packing or mountings for exhibition, and/or any other incidental costs created by the loan shall be paid by the MHMS.
11. Within thirty (30) days of the loan end date, the MHMS personnel shall work with the [insert responsible person] to determine the method(s) that will be used to pack and transport the items back to the MCL.
12. The loaned items shall be returned to the MHMS in the same manner as received. Any change in the mode of transportation must be approved by [insert responsible person].
13. The MCL or its agent shall notify the MHMS in writing in case of a change of address or ownership of the items specified in this loan agreement.
14. The MHMS assumes no responsibility to search for the MCL if reasonable attempts have been made to contact the MCL at the address of record and the MCL cannot be reached.
15. This loan shall be arranged for a specific time frame, the duration of which is specified on the first page of this loan agreement.
16. Either party may cancel this agreement before expiration of the agreed-upon loan period and shall give thirty (30) days' written notice to the other party. Terms of returning the loaned items remain as described herein.
17. Loan extensions must be clearly documented with a Loan Renewal Form and agreed to by both parties.
18. Loaned items shall be properly identified, catalogued, and credited as belonging to the MCL when on exhibition, reproduced in publications, or used for publicity using the following credit line: [insert specific credit line here].
19. Copies of basic object/archive inventories that are a product of researching the MCL collection objects should be provided upon return of the Collection.
20. Copies of any reports, publications or other documents produced as a result of research on the Collection shall be provided with the return of the loaned items.

**Commented [DMB5]:** We should discuss item 2, 7 and 8 in your current loan agreement, under Preservation, Conservation, Care and Exhibition and Item 3 under Return of Loan.