



COLLECTIONS PROGRAM

Adopted September 20, 2010

Intrepid Sea, Air & Space Museum Collections Program

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Rationale

Collections Program Purpose

The Intrepid Sea, Air & Space Museum (ISASM) acquires, preserves, and maintains collections of historic and contemporary artifacts solely as they relate to the program mission of the museum and its affiliated programs. The Collections Program at the ISASM specifically addresses the intellectual and physical management of these collections as well as the projected growth and long-term maintenance of these collections.

Mission Statement for the Intrepid Sea, Air & Space Museum

The Intrepid Sea, Air & Space Museum is an educational not-for-profit institution dedicated to the exhibition and interpretation of history, science, and service as particularly related to its home aboard the former USS *Intrepid* (CV-11), a National Historic Landmark that was one of twenty-four Essex-class aircraft carriers built during and immediately after World War II, and the former USS *Growler* (SSG-S77), a Cold War nuclear missile submarine.

The mission of the Intrepid Sea, Air & Space Museum is to honor our heroes, educate the public and inspire our youth. As an educational and cultural not-for-profit institution centered on the aircraft carrier Intrepid, a National Historic Landmark, the museum is dedicated to promoting awareness and understanding of history, science and service through its collections, exhibitions and programming. (adopted 09/09)

This mission is realized through the ISASM's commitment to provide a paramount visitor experience and to educate and inspire its global audience through a moving, innovative, dynamic, and interactive environment for learning and enjoyment.

This purpose is pursued through the following initiatives:

Honoring Our Heroes

Through stories of those who served aboard *Intrepid* and through the work of the Intrepid family of foundations that provide care and assistance to our contemporary heroes and their families, the Intrepid Sea, Air & Space Museum seeks to inform, inspire, and educate the public about the price of freedom and our responsibilities to those who serve.

Interpretation

Through the interpretation and exploration of the aircraft carrier *Intrepid*, the public is encouraged to develop a greater understanding of the technology and the humanity surrounding the development, operation, and purpose of this ship.

Preservation

The Intrepid Sea, Air & Space Museum collects and preserves artifacts relating to the history of *Intrepid* and her unique role in international events, politics, American history, social history, the history of technology, and popular culture.

Research

Using artifacts and primary documentation, the Intrepid Sea, Air & Space Museum supports original research that extends our knowledge and understanding of our cultural, societal, military, and technological history through our exhibitions and programs.

Collections Program Statement

The ISASM is committed to maintaining standards of professional and ethical excellence in all its actions and programs. As a result, this collection program establishes the principles, procedures, and legal responsibilities for the acquisition, loan, care, and use of the collections at the ISASM, as well as its affiliated properties and programs.

The ISASM holds its collections in trust for the public and recognizes its responsibility to ensure the planned and coherent growth, development, use, and care of these material artifacts. The ISASM further recognizes its responsibility to prevent the loss of its collections by deterioration, mismanagement, or indiscriminate dispersal.

Collections Program Goals

The ISASM's collections are utilized in the manner most appropriate to their nature and to the educational, cultural, and historical initiatives of the institution. Therefore, the goals of the ISASM's Collections Program are of two orders: preservation and program support.

Preservation

The ISASM acquires and maintains collections to preserve and protect appropriate examples of historic and contemporary materials for present and future generations. The ISASM makes every effort to provide an appropriately safe and secure environment to ensure the longevity of these select materials.

Program Support

The ISASM also acquires and maintains collections to support the educational programs and interpretation offered by the ISASM.

Collections Program Objective

The objective of the Collections Program of the ISASM is to strengthen collection areas in which the museum has historic, technological, scientific, or cultural specializations or interests. The strengthening of the collection may involve selective acquisition or deaccession of collection items. This will allow a greater intellectual focus, as well as a more effective utilization of personnel, financial, and physical resources.

Acquisition and accession of collection materials must be judged on their individual merits, carefully weighing the intellectual or programmatic value and costs of such accessions against

the evolving programs and emphasis of the museum.

Review and Revision of Policy

The ISASM Collections Program will be reviewed on an annual basis by the Vice President of Collections and Exhibitions, the Museum's curators, and the Collections Manager. Revisions will be submitted to the Board of Trustees for approval.

Scope

Intellectual Scope

The collections of the ISASM consist of artifacts and archives collections that support the interpretation of a specific range of subject areas, all framed by the historic contributions of *Intrepid* and affiliated aircraft, as well as *Growler*. These subject areas include cultural, technological, and military history, particularly as it relates to the service era of *Intrepid*. Of particular interest are objects with specific connections to *Intrepid* and her crew, the operation of the ship as a community at sea, the place of the ship in world history, and the impact of the ship and its service personnel on global events and circumstances.

Programmatic Scope

All collection materials of the ISASM are identified as belonging to one of four active collection programs: the *Preservation Collection*, the *Working Collection*, the *Education Hands-On Collection*, and the *Archives Collection*.

Each collection type is designed to fill a unique intellectual or programmatic role within the institution. Institutional responsibility and procedures for these collections differ in their levels of access, record keeping, and preservation objectives.

Preservation Collection

Preservation Collection status denotes the intent to thoroughly document, protect, and preserve the artifact/material for future generations. *Preservation Collection* materials are fully accessioned and cataloged. Removing *Preservation Collection* status from an object requires a formal act of deaccession.

Access to the *Preservation Collection* is restricted and is primarily available through exhibitions, educational programs, or research by responsible staff or scholars.

Considerations for placing an object in the ISASM *Preservation Collection* include:

- 1) The artifact/material represents a significant and irreplaceable element in the historical, scientific, cultural, or technological interpretive scope of the ISASM.
- 2) The nature of the artifact/material requires strictly monitored conditions for storage, use, and care.
- 3) The interpretive value of the artifact/material is such that long-term preservation is the most appropriate condition for the item.

Working Collection

By definition, items designated part of the *Working Collection* are highly complex built structures composed of multiple, interdependent functional systems including mechanical, electrical, and structural components. These complex, compound artifacts represent significant elements of the ISASM historic collection. Items included in the *Working Collection* would be *Intrepid* itself, *Growler*, and the Museum's aircraft.

Although not individually cataloged, these artifacts/materials, whether attached or unattached, original, restored, or replicated, represent actual working structures and are considered core elements of the ISASM *Working Collection*. Removing an artifact/material from the *Working Collection* requires a formal act of deaccession.

Extraordinary measures are not taken to preserve *Working Collection* artifacts beyond documentation of changes, additions, or deletions to the overall artifact. Efforts will be made to maintain storage, exhibition, or operational environments appropriate to the nature and purpose of the artifact within the organization.

Considerations for designating artifacts/materials as part of the *Working Collection* include:

- 1) The artifact/material is a compound, built artifact originally produced with a clearly defined functional and operational purpose.
- 2) Due to the nature of the artifact/material or its intended use in the interpretive or educational plan of the ISASM, the artifact/material should not (or cannot) meet the stringent storage or exhibition conditions necessary to be included in the Museum's *Preservation Collection*.
- 3) The artifact/material has greater interpretive value through its association with *Intrepid* or *Growler* than when assessed independently.
- 4) The artifact/material represents a true historical or interpretive connection to the ISASM mission and is not simply an exhibition prop or operational supply.
- 5) The artifact/material can play an active and relevant role in the interpretive plan of the Museum.

Education Hands-On Collection

The *Education Hands-On Collection* includes those accessioned materials which are actively and regularly utilized in the educational programs of the institution or for the promotion and development of the ISASM as an educational entity. These collections may be used with varying levels of supervision.

The *Education Hands-On Collection* is composed of donated objects/materials directed to this collection in several ways: through curatorial recommendation (with donor approval), through transfer from the *Preservation Collection*, or through purchase for the expressed

intent of inclusion in the *Education Hands-On Collection*. Materials in this collection are accessioned but not cataloged.

Objects/materials designated part of the *Education Hands-On Collection* are considered expendable within the context of the educational programs of the ISASM. These objects/materials may be utilized with minimal supervision in program-related activities and initiatives. However, these materials must still be maintained with a simple annual inventory and basic record keeping.

When they no longer have significant program value, these items may be disposed of by noting such action on the annual inventory. No other formal action is required.

Considerations for placing an object in the ISASM *Education Hands-On Collection* include:

- 1) The object/material's greatest value to the ISASM's educational program is its ability to be used, handled, and fully experienced as an educational resource.
- 2) The object/material may have significant interpretive value but does not reflect an actual historic or functional link to the past or present of the ISASM.
- 3) It is fully understood that the effective use of the object/material in the *Education Hands-On Collection* may lead to the ultimate destruction of the object/material.

Archives Collection

The *Archives Collection* consists of documents, books, manuscripts, photographic and video records, voice recordings, maps, scrapbooks, newspapers and newspapers on microfilm, oral history interviews, business and organizational records, microfilmed copies of federal documents, and history books or periodicals with specific relevance to *Intrepid* and the history of the ship.

Due to the nature of documentary collections, access is highly restricted and is primarily available through exhibitions, supervised educational programs, or research by responsible staff or scholars. *Archives Collection* materials are fully accessioned and cataloged. Removing *Archives Collection* status from an item requires a formal act of deaccession.

Other Materials

The ISASM acquires other types of objects or materials that are neither accessioned nor cataloged but support the ISASM's activities. These items, which are not part of the collections described above, include props and research materials.

Props

Materials/artifacts may be acquired to be used as props in exhibition settings. Typically these materials hold no actual association with the ISASM, but are used simply to enhance the visitor's interpretive experience. These items are not part of any ISASM

collection. They are not accessioned. Their continued use is exclusively determined by an active need in a program or exhibition setting. If not in active use, these materials should be disposed of or stored outside of the collection storage areas.

Research Materials

The ISASM also accepts donation of materials, primarily books and manuscripts, for on-board reference and research by staff. These materials are differentiated from the *Archives Collection* described above. These materials are not part of the collections. They are not accessioned. These materials may represent duplicates of items in the *Archive Collection*, or may simply lack the historical or relational significance that would make them candidates for the inclusion in the *Archives Collection*.

Notable Collections

Aircraft/Aviation Collection

Purpose of the Intrepid Aircraft/Aviation Collection

The aircraft/aviation collection of the ISASM is used to educate visitors about aviation technology and the development and evolution of aviation. A special emphasis is placed on military history as it relates to those world conflicts just prior to, during, and just after the service era of *Intrepid*. Most specifically, the ISASM collection is intended to chronicle the achievements of *Intrepid*, as well as the individual accomplishments of her service personnel.

Aircraft/Aviation Collection Scope

The aircraft/aviation collection encompasses the following categories:

- A. Complete aircraft
- B. Aircraft structural components and major sub-assemblies
- C. Engines and their accessories
- D. Weapons (dropped and launched ordnance)
- E. Weapon carriers and associated delivery apparatus
- F. External fuel carriers and drop tanks
- G. Instruments used in the operation, navigation, communications and radar equipment of aircraft
- H. Tools (hand and machine)
- I. Aircraft servicing equipment, including ground handling equipment such as motorized tow vehicles, tow-bars, and maintenance platforms

Acquisition Preference

An established order of preference is necessary to maintain the coherent focus of the collection by deciding definitively what is of relevant historical or educational significance to the ISASM's mission objectives.

- 1) The first preference is aircraft significant to the operational history of *Intrepid* during her service career from 1943 to 1974.
- 2) The second preference includes those aircraft that served with any United States service branch during that same service period, but not necessarily aboard *Intrepid*.
- 3) The third preference includes aircraft that served with any United States service branch with historical significance outside of the service time period of *Intrepid*.
- 4) The fourth preference is for aircraft from foreign armed forces with a documented historical link to *Intrepid* or with relevant operational history during the service period of *Intrepid*.

Aircraft/Aviation Collection Acquisition Goals

It should be noted that ISASM's capacity for the exhibition, storage, and management of aircraft is approximately thirty planes. Future acquisition is dependent on the thoughtful and responsible tailoring of the collection to best meet the interpretive and programmatic goals of the organization.

Utilizing those acquisition preferences established above, future aircraft/aviation collection goals would include:

1) Aircraft significant to the operational history of USS *Intrepid* during her service career from 1943 to 1974. (Listed in chronological order beginning with the earliest aircraft to serve aboard the ship.)

- Grumman F6F Hellcat
- Curtiss SB2C Helldiver
- Vought F4U-1 Corsair (including variant FG-1, F3A)
- Vought F7U-3, Cutlass
- Douglas F4D-1, Skyray
- Douglas AD-1, Skyraider (including variants AD-4, AD-5W/AE-1E, AD-6/A-1H)
- Sikorsky SH-3, Sea King
- Any Japanese aircraft of WWII vintage or accurate replica that would have seen combat with aircraft of *Intrepid* or participated in kamikaze attacks against the ship.

2) Aircraft that served with any United States service branch during that same service period, but not necessarily aboard *Intrepid*.

None at this time

3) Aircraft that served with any United States service branch with historical significance outside of the service time period of *Intrepid*.

- McDonnell Douglas F-18 Hornet

4) Aircraft from foreign armed forces with a documented historical link to the *Intrepid* or with relevant operational history during the service period of the *Intrepid*.

- Small British aircraft used by the Red Arrow demonstration team (such as the Folland Gnat and BAE Hawk)
- Canadair CT-114 Tutor as used by the Canadian Snowbirds demonstration team

Aircraft/Aviation Collection Acquisition Guidelines

The Education and Exhibits Committee of the Board of Trustees recommends aircraft acquisitions and deaccessions with the advice of the museum's Executive Director, Vice President of Collections and Exhibitions, the Curator of Aviation and Aircraft Restoration, and the curatorial staff of the Exhibits Department, as well as staff members from the Education and Marketing departments. All decisions are made in accordance with the guidelines within this policy and the museum Collections Program guidelines and policy. The committee will meet as necessary to review collection requirements, offers for acquisitions, and proposals for deaccession.

The following factors are considered when evaluating potential display or acquisition of aircraft and related aviation artifacts:

- 1) Historical importance to the mission of USS *Intrepid*, other branches of the United States armed forces, and foreign aircraft contributions based on the preferences stated above or as determined by the Collections Committee.
- 2) A realistic assessment of the usefulness of the aircraft or artifact in regards to educational or interpretive value to visitors.
- 3) ISASM's future requirements for exhibitions and the likelihood that the artifact will ever be incorporated in a display.
- 4) Size and weight in regards to display area required, handling requirements, and storage needs if not immediately used.
- 5) Condition of aircraft or artifact and our ability to improve or enhance this condition based on time and costs.
- 6) Ability of the aircraft or artifact to upgrade or enhance the existing collections.
- 7) ISASM's practical limits in funding the upkeep of the artifact.
- 8) Rarity value is considered; an aircraft or artifact may be too valuable to be placed in the hostile outdoor display environment.
- 9) Possible commercial draw of the object to the general public.

Maintenance and Inspection

Repair of aircraft and related components will adhere to the general guidelines of basic aircraft structural maintenance. All repairs, replacement of parts, and fabrication of components will be approved by the Curator of Aviation and Aircraft Restoration. All repairs and replacement of parts will be documented on the specific Aircraft Maintenance Form.

An established inspection criterion will vary between different types of aircraft or artifacts. Each artifact will have a specific guideline developed for inspection with adherence to the following requirements:

1) Is the artifact safe for contact with the general public?

Items to consider for public safety include moving components such as flying surfaces, cockpit canopies, or access panels. Retracting landing gear will require a down lock safety device permanently installed. Safety covers will be installed over protruding items such as pitot tubes and antennae. Safety perimeters will be established in order to dissuade visitors from climbing on or under aircraft.

2) Is the aircraft clean?

Air- and waterborne contaminants will degrade the finish and advance the state of corrosion on aircraft components. Areas that can not be sensibly sealed, such as wheel wells, should be periodically cleaned and degreased.

3) Has the aircraft sustained any structural damage from severe weather, contact during special event functions, or movement mishandling?

4) Are surface areas showing signs of corrosion?

Inspections will be performed by the Curator of Aviation and Aircraft Restoration or by museum staff designated by that supervisor. All findings will be documented on established Aircraft Maintenance Forms. The interval between formal inspections will vary based on type of artifact, exposure to the elements, age of artifact, and any other special requirements. A general appearance inspection will be performed twice a day on normal work days to ensure aircraft safety and appearance standards are met. These inspections will not be formally documented but any defects noted will be recorded in the Aircraft Maintenance Forms.

Uniform Collection

Purpose of the Uniform Collection

Uniforms are an important and highly visible component of Navy culture. They represent and facilitate shipboard discipline, hierarchy, and organization of labor. The ISASM's uniform collection preserves historic uniforms that represent the pay grades, occupations, and experiences of the men who served aboard *Intrepid* from 1943–74, as well as those who served aboard *Growler* from 1958–64. In addition to preservation, the ISASM acquires and maintains the uniform collection to support programs such as exhibitions, interpretation, and educational initiatives.

The uniform collection highlights uniforms that were worn aboard the ship by *Intrepid* crew members, as well as aviators and Marine Corps personnel, who served aboard the ship from 1943–74. Furthermore, the collection emphasizes military, world, and American history as they relate to *Intrepid* and *Growler*'s Navy careers.

Uniform Collection Scope

The uniform collection comprises the following categories:

- A. Uniform clothing components, including jackets, jumpers, shirts, pants, and skirts
- B. Headgear, including caps and helmets
- C. Accessories, including neckwear, belts, and gloves
- D. Footwear, including shoes and boots
- E. Patches, including rating patches, service stripes, and squadron patches
- F. Rank devices, including collar pins, shoulder boards, and cap devices
- G. Decorations and medals only if they are affixed to a uniform component. Loose medals and ribbon bars are considered separately from the uniform collection.

Acquisition Preference

An established order of preference maintains the coherent focus of the uniform collection. These preferences guide ISASM curatorial staff as they seek to build and shape the collection in ways that support the Museum's mission objectives.

- 1) The first preference includes uniforms worn by *Intrepid* crew members, aviators, and Marine Corps personnel during their service aboard USS *Intrepid*. It also includes uniforms worn by crew members of USS *Growler* during her period of service.
- 2) The second preference includes uniform types that would have been worn by *Intrepid* crew members during the ship's career, even if the uniform in question did not belong to an *Intrepid* crew member.
- 3) The third preference includes uniforms associated with *Intrepid*'s role in the Space Race, including uniforms and clothing from the Mercury and Gemini missions in which *Intrepid*

participated.

4) The fourth preference includes uniforms worn by women who served in the Navy or Marine Corps during *Intrepid's* period of service or were employed in wartime industries on the home front.

5) The fifth preference includes those uniform types worn by *Intrepid's* adversaries, including World War II Japanese naval uniforms and North Vietnamese uniforms.

Uniform Collection Acquisition Goals

At present, most of the uniforms in the collection lack documentation, making it difficult to accurately date each item or determine whether or not the item was worn aboard *Intrepid* or *Growler*. In addition, certain types of uniforms are underrepresented in the collection. The collection acquisition goals for the uniform collection include acquiring uniforms that have a clearly defined connection with individuals who served aboard the Museum's historic vessels.

Utilizing those acquisition preferences established above, future uniform collection goals would include:

1) Uniform and uniform components associated with significant individuals in *Intrepid* and *Growler* history

- Commanding officers of both vessels
- *Intrepid* aviators, including World War II aces and pilots who flew combat missions over Vietnam
- Astronauts recovered by *Intrepid*

2) Personalized uniforms

- Tailor-made uniforms
- Uniforms with rating badges, USS *Intrepid* tabs, ship insignia, liberty cuffs or other personal details

3) Uniforms and uniform components that are underrepresented in the collection

- Uniforms that can be definitively dated to World War II or the Vietnam War, including aviator uniforms
- Officers' mess dress uniforms
- Work uniforms including cook's aprons, dungarees, coveralls or other similar items
- Uniforms associated with *Growler*

Uniform Collection Acquisition Guidelines

The ISASM Board of Trustees retains the exclusive right to formally accept acquisitions to the collections of the ISASM, including acquisitions to the uniform collection. All potential acquisitions are presented through the office of the Vice President of Collections and Exhibitions of the ISASM. Other employees or members of the general public, including Board members, wishing to propose additions to the uniform collection, must refer such requests through the

office of the Vice President, the Curator of History, or the Curator of Aviation and Aircraft Restoration of the ISASM. All decisions are made in accordance with the guidelines within this policy and the museum Collections Program guidelines and policy.

The following factors are considered when evaluating potential acquisition of uniforms and uniform components:

- 1) Significance to the history of USS *Intrepid* and her crew.
- 2) A realistic assessment of the usefulness of the item in regards to interpretive, research, or educational value.
- 3) ISASM's future requirements for exhibitions and the likelihood that the artifact will be incorporated into a display.
- 4) Condition of item and our ability to maintain or improve this condition.
- 5) Ability of the uniform to enhance the existing collections.
- 6) The Museum's practical limits in funding the upkeep of the artifact.

Uniforms that are not deemed appropriate for the *Preservation Collection* based on the above considerations may be recommended for the *Education Hands-On Collection*.

Procedures

Acquisitions

Acquisitions provide a means of strengthening the collection and enhancing its value for exhibition, education, and research purposes. The ISASM cannot engage in indiscriminate acquisition. Additionally, the financial responsibility associated with preserving, maintaining, and effectively using the ISASM collection requires that the institution be highly selective in its acquisitions.

Considerations for Acquisition

The ISASM may acquire object(s) by purchase, gift, bequest, transfer, exchange, field collection, abandonment, or other appropriate means. The ISASM acquires object(s) for its stated purposes only: not simply to acquire. Objects for which the ISASM anticipates no foreseeable use for exhibition, research, or educational purposes will not be accepted.

The ISASM will not accession materials for the expressed purpose of sale or exchange. No artifact shall be acquired, in any manner, if it is known or suspected by the ISASM's governing board or any officer or employee to have been purchased, exported, or obtained illegally.

All objects should be accessioned on an unconditional basis to be used at the ISASM's discretion. The ISASM recognizes its ethical and legal responsibility to care for all object(s) in an appropriate manner as long as they are part of its collections.

The ISASM will not accept donations with the condition that the object will always be on exhibit or that the exhibited object will always be associated with a donor's label, or that an object will remain in the collection indefinitely. No donation will be accepted with the condition that particular artifacts will be located or utilized at specific ISASM properties or associated with particular ISASM programs or other objects/materials.

To be accessioned into the collection of the ISASM an artifact will meet the following conditions:

- 1) The physical condition of the object will be appropriate for its intended use within the ISASM, whether that implies use as an object to be preserved and protected for the future in the *Preservation Collection*, as an element of the museum's *Working Collection*, or as an expendable artifact in the *Education Hands-On Collection*.
- 2) The object will be well documented as to provenance (origin, context, history) or have specific relevance to materials currently existing within the ISASM's collections.
- 3) The object can be stored, protected, and maintained by the ISASM under conditions that insure its intended availability for the programs of the institution.

Commencement of Ownership

The time at which the ISASM is considered to have taken possession of and to legally own an object varies with the method of acquisition.

- 1) **Gifts/Bequests.** The ISASM is considered to own the item when a Deed of Gift has been legally executed and when the Museum Board has formally approved the acquisition.
- 2) **Purchases.** The ISASM is considered to own the item when it has rendered payment for the object, subject to any conditions of delivery.
- 3) **Exchange.** Same as 1) Gifts/Bequests.
- 4) **Abandonment.** Ownership commences in accordance with the legal statutes of the State of New York pertaining to abandonment. The ISASM will be guided by the advice and recommendations of the ISASM's attorney of record.

Legal Requirements

Every staff member authorized to acquire object(s) for the ISASM through gift, purchase, exchange, field collection or other means will reasonably ensure that valid and legal title can be transferred to and obtained by the ISASM.

It is essential that the ISASM establish clear title to new acquisitions. It is the obligation of the staff member making the acquisition to ensure that all information and documentation necessary for legal and binding accessioning are obtainable.

Authority to Acquire

The Museum Board retains the exclusive right to formally accept acquisitions to the collections of the ISASM.

All potential acquisitions are presented through the office of the Vice President of Collections and Exhibitions of the ISASM. Other employees or members of the general public, including Board members, wishing to propose additions to the collections, must refer such requests through the office of the Vice President, the Curator of History, or the Curator of Aviation and Aircraft Restoration.

Curatorial or programmatic recommendations to acquire objects/materials should be based upon, but not limited to, the ISASM's Program Statement and the statements of collection goals and scope contained within this policy.

Deaccessions

The ISASM holds its collections in part as a trust for past, present, and future generations. Deaccessioning or the act of removing an accessioned object from the ISASM's collection must be done with great care and consideration and with the best long-term interests of the ISASM's programs in mind. All designated procedures for deaccessioning must be scrupulously followed.

Considerations for Deaccessioning

To be considered for deaccessioning, an artifact will meet the following conditions:

- 1) The object is no longer or never was relevant and useful to the purpose, activities or scope of the ISASM's mission.
- 2) There is a danger of not being able to preserve the object properly.
- 3) The object has deteriorated beyond usefulness.
- 4) The data accompanying the object(s) is so incomplete that the item has little or no cultural, interpretive, or historical value.

Restrictions to Deaccession

The ISASM may deaccession any particular object(s) unless said object was accessioned with acceptable, legally binding restrictions to the contrary. Before any object is deaccessioned, reasonable efforts will be made to ascertain that the ISASM is free to do so. Where restrictions to the disposition of an object are found, the ISASM will seek the advice of the ISASM attorney. Nothing in this policy should be interpreted as contravening or superseding local, state, or federal laws.

Priorities and Methods of Disposal

Deaccession of any object/material from the *Preservation*, *Archival*, or *Working Collection* constitutes a change to the assets of the organization as well as an alteration in the organizational commitment to the object and requires formal approval by the Museum Board. After Board action, the ISASM will observe the following priorities in transferring or disposing of deaccessioned items:

Priority 1: Transfer/Exchanges

Transferring objects/materials from the *Preservation*, *Archival*, or *Working Collection* may be conducted with the approval of both the ISASM Executive Director and the Vice President of Collections and Exhibitions.

A. Transfer to the ISASM's *Education Hands-On Collections*. Objects/specimens from the *Preservation Collection* or the *Working Collection* that are duplicates, without provenance, or otherwise of little exhibition or research value may be transferred to the *Education Hands-On Collection*.

B. Exchange with another educational or scientific non-profit institution. The formal reciprocal transfer of objects or materials of comparatively equal value between two or more institutions serves to advance the research, education, and exhibition programs of each organization while increasing the probability of preserving the materials for future benefit.

C. Gift to another educational or scientific non-profit institution. Gifts of deaccessioned

materials are limited to legitimate non-profit institutions as recognized by state or federal government. Organizations with a similar educational scope or interpretive goal will receive priority. Gifts will be made for the purpose of promoting research, education or exhibition and must be for the public good.

Priority 2: Sales

If object(s) are offered for sale, primary consideration will be given the following procedures and stipulations:

- A. All sales of deaccessioned materials will be carried out through an advertised public auction, public e-auction, or other public marketplace.
- B. Sales may be anonymous or advertised, but all efforts to avoid a perception of organizational “dealing” must take precedence.
- C. All sales will be made through sealed bidding or open bidding over a period of time, provided that the availability of such material for sale has been given publicity aimed at the appropriate audience of potential purchasers.
- D. In all cases of items offered for sale, a reserve price may be established in advance, or all offers rejected if the ISASM determines that such action is advisable.
- E. The purchase price of each item or collection shall be available upon request, together with a summary of other bids or offers received.
- F. Objects will not be given or sold directly or indirectly to staff, board members, or volunteers, of the ISASM.
- G. All proceeds realized from the sales of object(s) removed from the collection shall be allocated exclusively for the support of the ISASM collections.

Priority 3: Destruction

Destruction is defined as the obliteration of an object by physical or mechanical means. Deaccessioned items designated for destruction must in fact be destroyed; they may not be kept by staff members nor given to relatives, friends or acquaintances. Means of destruction will at all times be sensitive to issues of cultural and historical perspectives as well as personnel and environmental safety and cognizant of local, state, and federal restrictions.

Incoming and Outgoing Loans

Loans are temporary physical transfers of specimens or objects from one institution or individual to another where there is no transfer of ownership. Lending or borrowing is undertaken only under the terms of a loan agreement which forms a contract between the lender and borrower and specifies terms and conditions of the loan including the responsibilities of each party.

The ISASM makes or receives loans for the following purposes:

- A. Exhibition

- B. Research
- C. Education
- D. Institutional promotion and development

Restrictions

The following restrictions apply to incoming and outgoing loans:

- 1) The ISASM will not lend or accept loan object(s) that are deemed unable to withstand travel, climatic changes or the circumstances of exhibition.
- 2) Borrowing institutions/individuals or their agents may not alter material on loan in any way unless there is prior written agreement.
- 3) Borrowing institutions/individuals may not transfer object(s) to a third party without the express prior written consent of the loaning institution/individual.
- 4) The ISASM will not lend items to institutions or individuals that have demonstrated an inability to properly handle and care for object(s) on loan.
- 5) All object(s) being considered for loan must not be restricted by any legal covenants or prior legal agreements that would prohibit the loan.
- 6) Object(s) that are lent or borrowed may only be photographed for documentation purposes. All other photography is prohibited without prior written consent of the owner of the object.
- 7) For exhibition or promotional purposes, all object(s) must be properly labeled to identify ownership and loan status.

Associated Costs

Institutions borrowing items from the ISASM may be required to pay packing, shipping and related transportation costs as requested by the ISASM. All loan materials will be insured by the borrowing institution at a value specified by the ISASM. The borrower may be required to deposit a certificate of insurance as proof of adequate, agreed upon coverage.

Standards of Care

Object(s) borrowed from other institutions for use by the ISASM will be provided the same care and maintenance as those object(s) in the ISASM's *Preservation Collection*.

The condition of all incoming and outgoing loan object(s) must be documented by the completion of a Condition Report Form upon arrival and before departure. It should be supplemented by a dated photograph, if possible.

Collection Documentation

Accountability

Records form an integral part of an object's history and are of primary importance in understanding the object. Records also provide the means by which the ISASM establishes its right to legally possess an item, either through permanent ownership or short-term loan. Careful and explicit record keeping allows the ISASM to systematically classify and catalog collection object(s) to know their history, condition, location, and program value.

Collection records should be made in a timely fashion, housed in a secure location, and physically preserved by proper handling and storage methods. Where possible, duplicate registration and accession records should be made and stored in separate facilities as a security precaution. Records should be kept on archival paper to ensure their preservation.

The ISASM must be able to prove legally that it owns and possesses clear title to its *Preservation, Working, Education Hands-On, and Archives Collections*. To this end, the ISASM must document and account for the object(s) for which it has assumed responsibility.

Registration

Registration of object(s) involves compiling and maintaining a cumulative record of all object(s) in the ISASM's collections. It provides an immediate, brief, and permanent means of identifying each object and recording its source, status and disposition. Registration is the responsibility of the Collections Manager to maintain. It covers five basic areas:

A. Accessioning. The act of recording and/or processing an addition to the ISASM's *Preservation, Working, Education Hands-On, and Archives Collections* which:

- 1) Gives the ISASM legal title to the object, and
- 2) Commits the ISASM to assuming responsibility for the proper care and use of the object.

B. Cataloging. The creation of a full record with complete descriptive detail of all information about an object, assembly or lot, cross-referenced to other records and files.

C. Deaccessioning. The process of removing an object from the collection by legal means.

D. Inventorying. The process of periodically locating and listing accessioned, loaned or borrowed object(s) by location.

E. Lending/Borrowing. The process of contracting for the borrowing or lending of objects/specimens for temporary or extended periods, between the ISASM and other responsible institutions or individuals. Loans are undertaken under the terms of a loan agreement which:

- 1) Forms a contract between lender and borrower
- 2) Specifies terms and conditions of the loan including respective responsibilities of each party. (See “Incoming and Outgoing Loans” above)

Accessioning

An accession is a single object or group of objects acquired from a single source at one time. To accession is to record an addition to the collection. As soon as an object is formally accepted as part of the ISASM's *Preservation, Working, Education, or Archives Collection*, it must be accessioned by assigning it a unique control number referred to as the accession number. Accessioning also requires the completion of the documentation described in the following subparagraphs. The ISASM will use one standard accession system for all additions to the collection, although *Education Hands-On Collection* accession numbers may be preceded by an E to denote their unique status.

Documentation required for accessions is described in the following paragraphs.

A. Gifts/Exchanges. Documentation for gifts to the ISASM consists of an Artifact Receipt, Deed of Gift, Accession Worksheet, Catalog Record, and an Accession File.

- 1) Artifact Receipt. Records the actual date the ISASM takes physical possession of an object(s).
- 2) Deed of Gift. Contract giving the ISASM unconditional ownership, including copyright, must be signed and dated by the donor and the Executive Director of the ISASM. The Deed must include a good physical description of the object(s) being donated.
- 3) Accession Worksheet. Records basic data about each object. This document acts as the hard copy format of information recorded on the computerized collections management database.
- 4) Catalog Record. Records detailed data about each artifact including object history and relevance.
- 5) Accession File. Preserves all records of the object during its history as an accession of the museum.

B. Purchases. Purchases will be documented in the same manner as Gifts, with the exception of the Deed of Gift. In its place may be used a copy of the invoice or bill of sale.

C. Abandonment. Documentation of object(s) obtained through abandonment proceedings will be as directed by the ISASM attorney and in accordance with New York state law regarding lost and abandoned materials.

Cataloging

Cataloging is the function of classifying object(s) systematically and with descriptive detail. Cataloging records all significant facts and data regarding the physical appearance and relevance of object(s) accepted in the *Preservation* and *Archives Collections*. Much of the value of a specimen or object depends on its history, provenance and related data recorded during cataloging.

Cataloging requires specialized knowledge and is a curatorial responsibility. It is the ISASM's objective to provide catalog information for each appropriate accession. Catalog records should provide complete information about an object as well as its current location.

Cataloging is not a substitute for accessioning. Cataloging involves the description of an object but does not establish the ISASM's legal ownership of it. All collection object(s) must be accessioned. Only *Preservation* and *Archives Collection* object(s) must be cataloged.

Deaccessioning

When an object becomes a candidate for deaccessioning, thorough documentation of the process is imperative and must be executed in accordance with New York state laws regarding such matters.

- 1) Deaccession Form. Proposes reasons for deaccessioning an object as well as means of removal from the collections (i.e. transfer/exchange, sale or destruction). The form must be completed by the Collections Manager, Curator of History and Vice President of Collections and Exhibitions, and then turned over to the Executive Director and Museum Board for approval.
- 2) Deaccession File. The completed Deaccession Form, along with all documents concerning the physical removal of the object from the collections, is stored in this file for future reference if needed. The computerized collections database must also reference information concerning the deaccession.

Inventoring

Preservation and *Archives Collections* are inventoried by collections staff on an annual basis, with conditions and locations updated in the Accessions File and computerized collections database. The *Education Collection* is inventoried on an annual basis by members of the Education Department, and the data is collected by the Collections Manager. Other collections are inventoried as needed.

Lending/Borrowing

Loan registration includes specifying responsibilities of the lending and borrowing institutions, as well as tracking the location and condition of object(s) during the loan period.

- 1) Loan Agreement. A Contract that documents the terms and conditions of the loan
- 2) Artifact Receipt. Records the pick-up and delivery of the loaned object(s)
- 3) Condition Report. Completed by collections staff at the beginning and end of the loan period to indicate any change to the condition of loaned object(s)

Use and Access

Means of Access

The ISASM provides access to its collections in a number of ways, including:

- A. Responding to written or verbal research inquiries or general questions.
- B. Lending artifacts to institutions or their representatives for research, educational or exhibition purposes.
- C. Allowing physical access through exhibitions and other educational programs or on-site research.

Criteria for Providing Access

- A. The collections and/or its supporting documentation must be in a condition to support the access request.
- B. ISASM resources must be available to support the access request, i.e., adequate staffing levels, availability of proper storage/study/work space, etc.
- C. The collections must be used in an appropriate manner; access shall not jeopardize the safety of the collection or be in conflict with the ISASM's educational role.
- D. Research access to the *Preservation Collection* requires the submission of a written request. Access cannot be provided without an appointment.

Qualifications for Access

It is essential that personnel using the collections be reliable, responsible, and versed in appropriate artifact handling. The collections must be protected from improper handling, breakage, accidental damage, and misplacement, as well as from theft or intentional damage.

The collections are not open for random browsing. The ISASM may limit access to specific areas of the collections to appropriate staff and to authorized visitors.

- A. Appropriate Staff/Volunteers.** Appropriate staff/volunteers are defined as those who need access to the collection and/or exhibition areas to carry out their duties and responsibilities.

B. Authorized Visitors. Determination of access will be based on the Criteria for Providing Access listed above. Visitors are not to be given unsupervised access to collections.

Ethics

The ISASM adheres to a code of ethics established to safeguard the collections and property of the ISASM and to assure the trust and safety of the ISASM employees and volunteers. The ethics policy of the ISASM is applicable to all personnel including full- and part-time staff, contracted project staff, interns, and all volunteer positions. For convenience, all of the above shall be referred to collectively as “ISASM personnel.”

Conflicts of Interest

ISASM personnel should never abuse their official positions or their contacts within the museum community, impair in any way the performance of their official duties, or compete with their institution. They should be prepared to accept as conditions of employment the restrictions that are necessary to maintain public confidence in museums and in the museum profession.

To protect the ISASM and provide guidance to its personnel, the ISASM has established policies concerning various activities which pose a potential conflict of interest between personnel and the ISASM. Inevitably situations will arise which do not seem to fit these guidelines or which are not covered by them. In these cases a general rule of prudence applies: ISASM personnel must always act with the best interests of the ISASM in mind and ensure that their actions reflect and appear to reflect only favor and credit upon the ISASM.

Responsibilities to the Collections and to Other ISASM Property

ISASM personnel will not use in their homes, or for any other personal purpose, any object or item that is part of the ISASM’s collection or under the guardianship of the ISASM. To the extent that circumstances or special policies warrant exceptions to this principle, those exceptions are solely at the discretion of, and with the permission of the ISASM Vice President of Collections and Exhibitions and/or ISASM Executive Director. These circumstances or policy exceptions should be made a matter of written record.

Personal Collecting

The acquisition of personal collections composed of materials that fall within the collection scope of the Intrepid Sea, Air & Space Museum by individuals who receive direct or indirect compensation (wages, salary, complimentary leased space, complimentary admissions, or similar gratis benefits and considerations), represents a serious conflict of interest and raises important ethical concerns.

Therefore, while not attempting to prohibit or restrict personal collecting, the ISASM reserves the right (as a condition of employment, volunteer service, continued direct or indirect compensation, or benefit) to acquire any such object purchased or collected by ISASM personnel at the price paid by that individual.

The ISASM's right to purchase will be of three months duration, beginning at the time the individual formally notifies the Office of the Vice President of Collections and Exhibitions in writing using a disclosure form provided for that purpose.

ISASM employees must inform the Vice President of Collections and Exhibition in writing of all applicable personal acquisitions within three months of the acquisition.

The ISASM must indicate its intent to purchase the item within six weeks of notification, and the purchase must be completed within three months of notification, or this right shall be forfeited. If the ISASM has no desire to purchase, that intent will be conveyed at the earliest opportunity.

Objects that are bequests or genuine personal gifts¹ are exempt from the ISASM's right to acquire. However, to protect the individual's interests, personnel are strongly encouraged to document such bequests or gifts to the office of the Vice President of Collections and Exhibitions.

This right of purchase applies only to items acquired after the individual has officially become an employee, volunteer, or entered into a similar compensated relationship with the ISASM, and after the date of the policy adoption listed at the top of this document.

The acquiring, collecting, and owning of objects/materials is not in itself unethical, and can enhance professional knowledge and judgment. However, the acquisition, maintenance, and management of a personal collection by individual ISASM personnel can create serious ethical questions. Extreme prudence is required whenever ISASM personnel, and in particular curators, collect object(s) similar to those collected by the ISASM

ISASM personnel may not use their professional affiliations to promote their or any associate's personal collecting activities. No curator or staff member may participate in any ongoing dealing (purchase for the exclusive purpose of resale) in object(s) similar to object(s) that are collected by the ISASM.

¹ Personal gifts may be defined as items given by relatives or by individuals representing true personal relationships as evidenced by extended familiarity over time, particularly where those relationships fall outside of any context or association related to USS *Intrepid*. Notification to the Office of the V.P. of Collections and Exhibitions is encouraged whenever even the *potential* for a conflict of interest may exist.