
COLLECTION POLICY

Acquisition

The mission of the Museum and Arts Center is to be the stewards of Sequim's cultural heritage by engaging the public in the preservation, study, and interpretation of the collections, and supporting the arts and humanities through inspiring education and exhibition.

In accordance with the mission statement, the collection should reflect the history of the development, and achievements, of the people of Sequim, including those places historically associated with what became the City of Sequim, such as Jamestown, Dungeness, Carlsborg, Happy Valley, and Washington Harbor, known collectively as the Sequim-Dungeness Valley. The collection currently illustrates the connection from the ancient to the present with the Manis Mastodon Exhibit. The collection may also include material that puts Sequim in context with the state, region, nation, or world; as long as such material is not readily available elsewhere within the immediate region and such material does not put an undue burden on overall collection management. Information regarding the history of people, industries, places, and experiences

Examples

- Fine Arts illustrating aesthetic and creative accomplishments in the Sequim environs
- Historical photographs
- Artifacts such as tools and equipment that were used by people in this area
- Unpublished personal documents regarding the history of people, industries, places, and experiences
- Life Histories, or Oral Histories of local people
- Textiles relating to life depicted in historical photos, or with local provenance
- Books about local subjects
- Books that enhance the understanding of items in the collections
- Books written by local authors,
- Histories of organizations such as fraternal organizations
- Published information on the natural environment/resources of the area
- Current information on events and photos of special activities

Materials in these collections must have historical or research significance contributing to the understanding of life now and in the past. If there is a question about the relevancy of the donation, please call 360-681-2257. As a professional courtesy, we make every attempt to refer donors to museums accepting items outside our collection scope.

The Museum and Arts Center does not accept the following

- Articles on Long Term Loans (due to liability reasons)
- Articles that must be permanently exhibited (due to lack of room)
- Articles appearing to have belonged to a Native American Tribal member
- Articles of an endangered species
- Articles without clear title
- Articles that are suspected of being obtained through nefarious methods

The Museum & Arts Center makes additions to the collection through donations. As of June 04, 2008, there have been 1,361 donors, for 19,795 items. MAC places a high priority on making selected additions to existing collection strengths rather than creating an excessively broad, generalist collection. Because MAC follows current museums practices regarding conservation, there is a significant financial and space commitment to every item in the collection. Due to this commitment, there are strict guidelines on what may be added to the existing collection.

Ownership of Originals

MAC prefers to have full clear title to all permanent collections held by the institution. MAC places high priority and value on owning original authentic and well-documented collections as opposed to reproductions, replicas, or fakes.

Incoming Loans

Incoming loans are entered into only when there is a specific need or program. Documentation is required to protect the donor and MAC.

Care of the Collection

It is MAC's intent to house collections in the most approved and accepted manner, consistent with professional standards governing the care, storage, and use for documenting and maintaining cultural property.

Preservation

MAC staff must approach the preservation and conservation of the collection with caution, and great sensitivity. Restoration may only be undertaken with or through collection specialists. All conservation work must be documented under the condition report that stays with the object id #.

Title Held in the Name of Others

Due to the difficulty of assigning collection conservation costs, environmental concerns, safety and security concerns, and publication/copyright issues, MAC restricts objects from being held in the collection with the title held in the name of others.

Abandoned Property

Materials left on MAC premises without a signed contact and Temporary Custody Contract are considered abandoned property subject to Washington State laws regarding disposition.

Deaccession

The Deaccession Committee will meet as needed to review items referred by the staff. This committee should consist of at least four MAC personnel, including at least one Board of Trustee member. The committee will carefully look at each item presented by the Registrar and make a decision.

Reasons for deaccession may consist of the following:

1. Not within the scope of the mission statement
2. Duplicate of another artifact
3. Beyond the capability of the museum to maintain
4. Deteriorated and/or made of hazardous material
5. Lack of exhibit value
6. Not useful for research, exhibition, or educational programs in the foreseeable future
7. Danger to the collection
8. Can be replaced by a better example of the same period
9. Cannot be identified as being from this local area
10. Fake, unauthentic, improperly restored, incomplete
11. Poses a physical hazard or is dangerous to the health of the museum personnel
12. Acquired illegally, or unethically

13. Subject to legislative mandate, e.g., repatriation
14. Subject to contractual donor restrictions the museum is no longer able to meet
15. Collection to which this artifact belongs was a “block” acquisition that is being pruned (culled)
16. Will be used as a sample for a workshop, test, or destroyed in a analysis

MAC will make efforts to distribute items free of charge to other museums if it does not belong in our collection but may be of interest elsewhere. Deaccess items to be sold cannot be purchased by any employee of MAC, any member of the Board of Trustees, or any member of the Deaccession Committee. All numbers and ID will be eliminated from deaccessed items Deaccessioned records will be kept permanently by the registrar with notation of disposal and date of deaccession

At the discretion of the Deaccession Committee, a determination will be made whether the item will:

1. Continue to be kept in the collection
2. Be returned to the donor
3. Sold at public auction/sale with proceeds going to MAC
4. Given to another Museum
5. Destroyed