

5.1 Care of Collections

The assigned curator is responsible to the Director for the care of all collections under his or her supervision. In carrying out that responsibility, the Curator will work with the Collections Manager to ensure that policies and procedures are adhered to. The Collections Manager is responsible for the tracking of all objects as they enter or leave the Museum's control and will work with curatorial staff to ensure the safe handling and accurate documentation of the collections.

5.2 Standards of Care and Conservation

All objects in the Museum's permanent collections are subject to the same standards of professional care. To ensure consistency, the Collections Manager, with significant input from curatorial staff, will issue general guidelines for the care of the collections. It is the responsibility of all collections staff to inform interns, volunteers, researchers, consultants, and vendors with whom they work about these policies, procedures, and guidelines, and ensure that they are followed.

Conservation action may only be taken by trained, professional conservators and any treatment must respect the integrity of the object. Conservation treatment of the fabric of an object must include earlier repairs and modifications which, after examination and research, are found to be historically significant. Any new material added to the object must be minimal and must be compatible with the future welfare of the object. No action may be taken without a thorough technical examination of the object and a written proposal of treatment listing all possible treatment options. Once treatment is undertaken, the conservator must provide a written report of all conservation actions which will be maintained in the object's Accession File and made available to researchers and scholars upon request. Objects on loan to or from the Museum will not be repaired, cleaned or otherwise treated without written permission from the owner of the objects.

5.3 Insurance

The Museum's permanent collections are covered by the Institute's insurance policy, which is administered by the Office of Insurance and Legal Affairs, while in storage or on exhibition at the Museum, its satellite galleries, and other locations on the MIT campus. Annually, the Collections Manager will review with curatorial staff the schedule of values for the Museum's collections submitted by Insurance and Legal Affairs to ensure that collection descriptions and values are current. The Collections Manager will also notify Insurance and Legal Affairs if an object from the collections is being stored or exhibited in an unusual campus location which may not be covered under the Institute's regular policy.

At a lender's request, the Museum will insure **incoming loans** under MIT's wall-to-wall fine arts policy for the duration of the loan. The object will be insured based on its fair market value as provided by the lender on an Incoming Loan Agreement and it is the responsibility of the lender to inform the Museum if the stated value of the object changes during the period of the loan. A certificate of insurance can be furnished to the lender as evidence that their property is insured.

The Collections Manager is responsible for submitting a current Objects-at-Risk Report to the Office of Insurance and Legal Affairs. This report is a complete listing with values for all objects on loan to the Museum in a given month. The report must be updated whenever a loan enters or leaves the Museum's custody. Objects placed in the **temporary custody** of the Museum for the purposes of identification, research, or evaluation as a potential acquisition or loan will not be insured.

The Museum requires insurance coverage based on the fair market value of an object for all **outgoing loans**. Insurance must be carried by the borrower and a certificate of insurance supplied to the Museum, or else the Museum will maintain its own insurance at the borrower's expense. The Museum reserves the right to require that the borrower provide written evidence of their ability to pay any deductible limits of coverage. Damage to or loss of objects must be reported to the Collections Manager as soon as it is

discovered. The Collections Manager will maintain related records and coordinate conservation treatment with outside vendors and curatorial staff.

Under no circumstances will Museum staff provide appraisals for donations, loans, or objects placed in the custody of the Museum for identification or research purposes, nor will they make arrangements for an appraisal on behalf of the donor or lender.

5.4 Record Keeping

The maintenance of current, accurate collections records is of primary importance to the professional management of all the Museum's collections. The Collections Manager will maintain all accession, deaccession, and loan records, as well as collections-related insurance records and the records and meeting minutes of MIT Museum's Collections Committee. Any original documents relating to these functions must be retained in the Museum's master collections management files. These records shall only be made available to curators and other Museum staff designated by the Director.

Cataloging, research, and exhibition records on objects will be maintained by the assigned curator. Wherever appropriate, it is the responsibility of the Collections Manager to ensure that duplicate copies of significant records are maintained in a secure, off-site storage area. The following information is restricted and will only be given out to those individuals approved by the Director: names of donors, former owners, or lenders who wish to remain anonymous; mailing addresses and telephone numbers of all donors, former owners, and lenders; storage locations of objects; object values, including purchase prices, appraisals, and insurance valuations.