

# Percy Grainger Society

## Collection Protection and Preservation Policies

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## Introduction

The Collection Protection and Preservation Policies establish the principles, procedures, and legal responsibilities for the acquisition, care, loan, and use of the collections of the Percy Grainger Society (“Society”). The Society is committed to maintaining standards of professional and ethical excellence in all its actions and embraces the standards set forth by the American Alliance of Museums.

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

The Society is governed and maintained by a Board of Directors (“Board”) which represents the interests of the public in maintaining the collection.

## The collection of items owned by Percy Grainger Society

The collection at 7 Cromwell Place, White Plains, New York is actively and regularly used in the exhibition and programs of the Society. It includes but is not limited to objects that are grouped into three main categories:

### Percy Grainger’s items

Percy Grainger, composer and pianist, lived at Cromwell Place from May 1921 until his death in February 1961.

### Ella Grainger’s items

Ella Viola Ström married Percy Grainger in August 1928. She lived at 7 Cromwell Place from August 1928 until her death in July 1979.

### Rose Grainger’s items

Rose Grainger lived at 7 Cromwell Place from May 1921 until her death in April 1922.

## Acquisition

Objects may be added to the collection by means of gifts, bequests, purchases, transfer, exchange, items found on Society property, fieldwork acquisition, or any other events by which title to the objects passes to the ownership of the Society for the purpose of the entering the collection. Objects may be acquired for the Society’s permanent or temporary collections.

During regular meetings of the Board, it will review a list of the items that have been offered to the collections since the previous meeting. General Criteria for acceptance and how the piece/s fit into the Collection Plan will inform the decision to accept (or not) and a report will be filed with the Deed of Gift. All items considered for acquisition will be reviewed and voted upon by the Board within the guidelines of the following the General Criteria and the interpretive themes of the Collection Plan.

Objects offered as gifts or loans either dropped off anonymously, or sent through the mail will be recorded by the Museum Coordinator with an acknowledgment of receipt sent to the sender (if known). The Board will review these objects within sixty days of receipt. The Museum Coordinator will record

anonymously received objects as a donation and the objects can be accessioned with clear explanation in the file as to the circumstances of the arrival if approved.

After items to be considered for acquisition have been reviewed by the Museum Coordinator, a report and a Request to Acquire will be reviewed the Board. Once acquisition has been approved, the Museum Coordinator will send a Deed of Gift to the donor.

Unwanted, unsolicited objects should be disposed of (1) through transmittal to another museum, (2) transmittal to a tax-exempt public institution, a public educational institution, or a private non-profit institution, or (3) by sale, or (4) by witnessed destruction.

### General criteria for accepting or rejecting an object

The following criteria should be considered when accepting or rejecting a potential acquisition:

1. Why is the Society acquiring this object?
2. Is the object consistent with the collections' goals and scope of the collection? Does the object provide information about activities or experiences that were once typical, common, plentiful or popular? Will the object help improve the understanding of past social values and lifestyles and demonstrate how social and cultural traits changed over time?
3. Is there duplication existing in the present collections?
4. Can proper care be given to the object? What is the object's present condition?
5. Will acceptance of the object result in substantial future expense for the Society? Can costs for purchase, transportation, cataloging, restoring, storing be met?
6. Is appropriate storage space available? What is the size of the object (physical space requirements) in relation to its importance to the collections and use?
7. Has provenance been satisfactorily explored?
8. Are there restrictions or provisions regarding the object (s) use, care or display?
9. Are there questions regarding legal title?
10. Is use of the object (s) restricted by copyright, patent, trademark, or trade name, or encumbered by its nature being obscene, defamatory, potentially an invasion of privacy, considered to be a ritual object, physically hazardous, etc.?
11. Is there another institution where the object (s) might be more appropriately acquired?
12. What is the foreseeable use of the object(s)?

### Temporary custody

In order to meet the goal of complete accountability for objects in the Society's custody, the Society must also register objects left for review, identification, or examination. This category applies to objects that are not a transfer of legal title (Deed of Gift, Purchase Order), or loan for exhibit. These transactions are to be of a temporary nature.

All objects coming into the custody of the Society must be registered and insured.

## Gifts and bequests

All gifts are accepted by the Society on a temporary deposit basis, pending review and Board approval. The established period of temporary deposit for gift considerations is 150 days. Potential donors are to be notified of acceptance or non-acceptance within a maximum of 120 days. Potential donors are expected to pick up unaccepted materials by the close of the 150-day temporary deposit period.

The Board, after review, has the authority and the responsibility to refuse any bequest that is not within the guidelines of these criteria.

The acceptance of all gifts and bequests shall be unrestricted. No commitment shall be made as to exhibition, attribution, or placement of the gift. While it is the Society's intention to accession for long-term use and preservation, no guarantee shall be made that the gifts or bequest be retained by the Society in perpetuity. Any exception to this decision will require special provisions by the Board. A signed statement of approval will be filed with the Board meeting minutes.

A gift agreement entitled "Deed of Gift" is mandatory and shall be signed by the legal owner(s), or his/her authorized agent. A gift is not considered complete until the Deed of Gift has been received, accepted by and filed with collection records. For all bequests that have been accepted by the Board, a copy of the will, all codicils, and letters testamentary shall be obtained and filed before title will be considered to be complete.

Under no circumstances will the Society, Museum Coordinator, or Board member give an appraisal of objects.

## Purchasing

Items to be considered for the permanent collection that cost more than \$50 require review and approval by the Board prior to purchase. Items that cost less than \$50 may be purchased with approval by the Museum Coordinator.

Transfers or exchanges transfers or exchanges of items in the collections are subject to the Museum Coordinator's review and the Board's approval. All items considered for incoming transfer or exchange are subject to the same general criteria and guidelines governing review of donations. For outgoing transfers and exchanges, see Deaccessioning. The Board must approve outgoing transfers and exchanges.

## Accessioning and deaccessioning

Accessioning is the formal process used to accept and record (an) object(s) into the Society's collections. Temporary Deposit Receipt Forms, Deed of Gift Forms and Board minutes provide the Museum Coordinator the basis with which to establish a control file and to monitor timely accessioning. Accession files will be complete within sixty days following the Society's acquiring legal title to the object(s). Backlogged registration will be reported to the Board. Items Found in Collection will be registered according to the Procedures outlined in the Collections Management procedures.

## Deaccessioning and disposal of objects

Objects in the permanent collections of the Percy Grainger Society should be retained in perpetuity if they continue to be relevant and useful to the purpose and activities of the Society and if they can be

properly stored, preserved and used. Deaccessioning of objects may be considered when these conditions no longer prevail or in the interest of improving the collections for the Society's purposes and activities. Those objects, which have been accessioned into the Society's permanent collection, may be reviewed for deaccessioning.

### Deaccessioning review criteria

Objects from the permanent collection considered for deaccessioning are reviewed by the Board according to the following general considerations:

1. Is the object no longer relevant and useful to the purpose and activities of the Society?
2. Is there danger of not being able to preserve the object properly?
3. Has the object deteriorated beyond usefulness?
4. Is it doubtful that the object can be used in the foreseeable future?
5. Will this deaccession provide the means for improving or strengthening the collections in order to further the goals of the Society?
6. Is the object hazardous to the Society, personnel, or other collections?

The following information must accompany each object reviewed for deaccessioning by the Board: a description, donor/source information, date of acquisition, proposed means of disposition, value (approximate), and a Copy of the Deed of Gift.

### Disposal

Upon approval by the Board, objects are eligible for deaccessioning and disposal.

Before disposing of any objects from the permanent collection, reasonable efforts should be made to ascertain that the Society is free to do so. The Society should be concerned that the manner of disposition is in the best interests of the Percy Grainger Society, the public it serves, the public trust it represents in owning the collections and the scholarly or cultural communities that it represents.

Mandatory restrictions should be observed strictly unless a court of competent jurisdiction authorizes deviation from their terms. Objects to which non-binding restriction requests from the donor apply should not be disposed of until reasonable efforts are made to comply with the restricting conditions. If there is any question as to the intent or force of restrictions, the Society will seek the advice of legal counsel. Consideration will be given to placing the objects through gift or exchange in another tax-exempt public institution, a public educational institution, or a private non-profit institution wherein they may serve the purpose for which they were acquired initially by the Society. Objects will not be given or sold privately to Society representative or volunteers, officers, board members, volunteers, or any individual.

### Sale

Whenever it is proposed that the Society offer for sale or exchange an object valued at more than \$500, at least one disinterested outside appraisal will be obtained. In setting up the procedure for selecting an outside appraiser, the Society will solicit the views of knowledgeable third parties. All sales of deaccessioned materials will be carried out through an advertised public auction or other public marketplace. 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. In all cases of items offered for sale, a reserve price may be established in advance, or all offers rejected if the Board determines that such action is advisable. Because of the sensitive nature of collection sales, deaccessioned items shall not be sold on eBay or any other online auction website. The purchase price of each item or collection shall be available upon request, together with a summary of other bids or offers received. The amount from the sale of a collection shall be placed in a special account with the funds restricted for direct care of the Society's collections.

### Witnessed 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 given away. Means of destruction will at all times be sensitive to issues of personnel and environmental safety and cognizant of local, state, and federal restrictions.

An adequate record of the conditions and circumstances under which objects are accessioned, deaccessioned and disposed of will be made and retained as part of the Society's collections records. All marks identifying any object with the Society must be removed.

### Care and control of collections

The Percy Grainger Society strives to provide reasonable care for the objects entrusted to it. Reasonable care is understood to entail the following:

- Responsible action toward the preservation of entrusted collections in keeping with professionally accepted standards
- Inventory and collections control. Records shall be maintained which document permanent locations, movements of objects from one collection to another, missing, stolen and damaged artifacts in the permanent collection
- Comprehensive inventories will be created on a rotating basis, not to exceed 10 years; spot inventories will be conducted annually
- Maintenance of accurate records pertaining to the past and present status of permanent collections shall be kept. Such records will contain at minimum: an identifying description of the object and an assigned number or other identifying mark, the legal status of the object, its condition and location. These records will be safeguarded from fire, water and loss
- Duplications of computerized records shall be stored off site
- Records access is subject to applicable public law
- This record keeping procedure will be updated, implemented and maintained by the Museum Coordinator
- Adequate provision to maintain security

The Board is responsible for the care and control of the collection, as well as items on loan from the permanent or education collections. Any unresolved questions regarding the collections will be referred to the Board.

## Access to the collection

In keeping with established security standards and curatorial practices of the Percy Grainger Society and in the interest of protecting the Society and its Board from liability for damage or injury, the Society's collections storage areas are closed to the general public. Tours of the Society's physical plant will prohibit access to collection storage areas with the following exceptions:

1. Visiting professionals and/or historical agencies
2. Persons associated with daily operations, such as curatorial interns or volunteers or consultants
3. Visiting researchers
4. Potential donors
5. Potential media coverage related to Society standards, the collection, collection storage and care

The Museum Coordinator will coordinate all requests for admittance into the Percy Grainger Society's collection storage areas and will monitor access as approved by the Board. Access is provided for trusted service personnel by the Museum Coordinator.

## Key control

The control, issue, possession and storage of keys to the external doors of the Percy Grainger Home and Studio are governed by the society's Key Control Procedures. The procedures identify responsibilities for key control, circumstances under which keys are issued, and systems for key control. The deciding factor for key possession by staff and volunteers should be need and accountability, rather than status or convenience. Extreme care needs to be taken when issuing keys to contractors and outside agencies, and the issue should not permit unsupervised access to collections.

## Copyright considerations

The Society may obtain ownership or control of copyright of the following matters:

1. as the "author" of a work made for hire, either of work performed by a representative or volunteer within the scope of employment or work commissioned from another under certain circumstances
2. by the transfer of copyright through assignment
3. by the transfer of copyright through licensing

When the Society acquires an object that appears to be protected by copyright, it is important to establish, if possible, who holds copyright and to clarify whether any of the existing copyright interests pass to the Society with the object. Lack of interests should be noted on the accession records along with any information on the actual copyright holder. If copyright interests exist and the Society wishes to obtain them, or the right to exercise some or all, this must be negotiated with the copyright holder and expressly noted on the Deed of Gift and all related forms.

## Requests for reproduction

All requests for permission to reproduce an object/image from the permanent or education collection must be made in writing a minimum of one month in advance of the date desired. Requests must include the name, address and telephone number of the requestor as well as the intended use of the reproduction (if requesting to reproduce an image for publication, the title of the publication, the publisher, and expected date of publication must be included and the publisher is to provide the Percy Grainger Society with one complete, gratis copy of the publication in which the image is reproduced). Full documentation credit must appear on the object/image or in immediate proximity to the object/image. The Percy Grainger Society reserves the right for final approval of all credit lines. If so requested, a proof must be approved by the Percy Grainger Society before permission to reproduce is granted.

The Percy Grainger Society reserves the right to deny permission to reproduce any object/image from its collection to any applicant whose product is not acceptable to the Society for any reason. Permission is granted for one time use as detailed in the terms set by the Board. Further, permission to publish must be obtained in advance for each subsequent edition or reprint. Permission is valid only for the individual, company, or institution to whom it is specifically issued and may not be transferred, assigned, sold, or otherwise disposed of without written permission of the Percy Grainger Society.

In the case where copyright is held by a third party, written permission must be secured by the applicant from that party or their agent, and must accompany the application. Failure to pay any required fees for reproduction means that permission has not been granted.

## Personal collections and collecting

No personal collection is allowed in the Society unless the Board approves and the collection is in the Society for stated purposes, i.e., study or exhibition. Personal collections shall not be intermingled with the Society collections. All such objects are to be registered with the Museum Coordinator.

Specifically: Society representatives or volunteers must inform the Board about all personal acquisitions of objects that fall within the collecting scope of the Society made during their term of engagement with the Percy Grainger Society.

1. An initial list of personal collections is placed on file with the Board's office upon commencement of employment
2. No Society representative or volunteer may use the Society affiliation to promote his/her or any associate/s personal collecting activities
3. No representative or volunteer may participate in any dealing (buying and selling for profit as distinguished from occasional sale or exchange from a personal collection) in objects similar or related to the objects collected by the Society
4. Under no circumstances will the Museum Coordinator or Board members give an appraisal of objects

## Loans of items

Loans will be made to and from other organizations, historical groups, or agencies and educational institutions as well as from individuals in the interest of fulfilling the mission of the Percy Grainger Society. All loans will follow established procedure. All objects entering or leaving the Society, regardless of purpose will have their movement documented on appropriate Society forms that clearly detail the loan contract.

Board review and approval is required for the following:

- Loans for any one exhibit, valued at over \$10,000
- Loans being renewed beyond contracted limit
- Loans made for the purpose of product development

All loans will be for specified periods of time (preferably one year, or less). The loan may be renewed with approval by the Board. Loans will be monitored according to established procedures. All outgoing loans must be reviewed by the Board. Incoming loans which exceed \$10,000 in value will not be accepted without prior approval by the Board.

### Incoming Loans

Incoming Loans will be taken on a case-by-case basis, with a specific exhibit or program use in mind. Society Personnel will utilize standard forms and follow established procedures in all exchanges of objects. Documentation will be recorded with and monitored by the Museum Coordinator.

Loans of educational and support materials are subject to the policies as outlined above.

## Insurance and risk management

The Percy Grainger Society's collections are insured while on the Society's properties or in transit to and from borrowing institutions.

### Outgoing loans

As part of the requirement for a loan, borrowing institutions must maintain insurance for a loan, borrowing institutions must maintain insurance on Society artifacts at the value specified on the loan form. A certificate of insurance is required from the borrowing institution.

### Incoming loans

The Society will insure incoming loans unless the lender waives the requirement. If so, the Board shall file a letter of subrogation from the lender's insurance company.

The Museum Coordinator shall provide the Board with a list of loaned exhibits and/or artifacts or support collection objects and their values within a week of their arrival, except for art exhibits – for which detailed lists are required prior to approval of any loan, allowing for consideration of risks related to security and adequate insurance coverage.

### Reporting loss

In the interest of good risk management, the Museum Coordinator must report all damage or loss of any object to the Board as soon as discovered. The Board will maintain related records and provide

appropriate information to the police, the Board, and the insuring agent. The Museum Coordinator will maintain copies of all records directly relating to the condition and disposal of damaged objects as well as those related to the investigation, procedures, and findings gathered on missing/stolen objects.

The Percy Grainger Society and its Board abide by all U.S. and international laws and regulations concerning the transfer of ownership and transportation of objects across political boundaries. The Society will not accept an object that is illegally imported into or illegally collected in the U.S., or support or encourage irresponsible damages to collecting rights of natural monuments or human burial places. However, the Society may accept objects that have been confiscated and offered to the Society by government authorities.

## Revisions and changes to these policies

The Board will review the Policies of the Percy Grainger Society periodically to ensure that their requirements meet or exceed accepted professional Society practices and standards, and that the policies accurately reflect the purpose, mission, and goals of the Percy Grainger Society.

Any individual may recommend policies changes to the Board. The Percy Grainger Society encourages recommendations that will help keep policies practical and workable. Recommendations should be submitted in writing to the Museum Coordinator and should explain the rationale for and the beneficial results of the change. The Museum Coordinator will then forward the recommendations to the Board. Approved recommendations will be incorporated into policies; disapprovals will be returned to the originator with explanation.

The Board will maintain a master copy of the policies.

## Requirement to know and understand

Acceptance of these standards is a requirement for Board leadership and volunteer service of the Percy Grainger Society. All board members, volunteers, and researchers are required to know, understand, and adhere to these standards.