

OLD BALDY FOUNDATION, INC.
COLLECTIONS MANAGEMENT POLICY

Revised: 10/30/2019

1. PURPOSE

1.1. Mission

1.1.1. The Old Baldy Foundation, Inc., preserves Old Baldy Lighthouse as a historic site interpreting the cultural history of the Smith Island Complex.

1.2. History

1.2.1. The Old Baldy Foundation, Inc., was founded in 1985 to preserve Old Baldy, North Carolina's oldest standing lighthouse. Old Baldy Lighthouse's original restoration occurred from 1988 - 1995. In 2000, the Old Baldy Foundation reconstructed a lighthouse keeper's cottage to serve as the Smith Island Museum of History.

1.3. Purpose of Collections Management Policy

1.3.1. The Old Baldy Foundation Collections Management Policy serves as the guiding document for the development and management of the organization's collection.

1.4. Authority

1.4.1. Board of Directors

1.4.1.1. The property, business, and affairs of the Old Baldy Foundation, Inc., shall be managed by a Board of Directors consisting of not less than five (5) nor more than fifteen (15) members.

1.4.2. Collections Committee

1.4.2.1. The Collections Committee is a standing committee of the Board of Directors, established by and accountable to the Board of Directors. The Collections Committee shall direct the policies and decisions governing the care and use of the Old Baldy Foundation, Inc. collections.

1.4.2.2. The Collections Committee shall be comprised of a minimum of three members of the Old Baldy Foundation, Inc. Board of Directors. Additionally, all Old Baldy Foundation Directors are welcome to attend the Collections Committee meetings as ex-officio members. Committee members shall be appointed to the committee by the Board Chair at the beginning of each fiscal year and throughout the year in the event of a vacancy. The Old Baldy

Foundation Executive Director, Collections Coordinator, and staff member serving as the committee's secretary shall be present at the collections committee meetings to address any questions or otherwise function in a support capacity to the committee.

1.4.3. Collections Coordinator

1.4.3.1. The Collections Coordinator shall facilitate the policies governing the care and use of the Old Baldy Foundation collections as directed by the Collections Committee.

2. SCOPE OF COLLECTIONS

2.1. The Old Baldy Foundation collects, preserves, and interprets objects relating to the cultural history of the Smith Island Complex, and makes those objects and their interpretation available to the public through educational exhibitions and programs.

2.2. Key Themes and Categories

2.2.1. Navigating the Cape Fear River and Frying Pan Shoals

2.2.2. U.S. Lighthouse Service/Establishment Activity

2.2.3. U.S. Life-Saving Service and Coast Guard Activity

2.2.4. Military Operations on Smith Island Complex

2.2.5. Development of Smith Island Complex

2.3. Collecting Parameters

2.3.1. The criteria for accepting an object into the permanent collection are established through the following parameters:

2.3.1.1. Time Period

2.3.1.1.1. Prehistoric Times until the Present Era

2.3.1.2. Geographic Region

2.3.1.2.1. Smith Island Complex, including:

2.3.1.2.1.1. Bald Head or Smith Island

2.3.1.2.1.2. Middle Island

2.3.1.2.1.3. Bluff Island

2.3.1.2.1.4. Navigable Waters Surrounding Smith Island Complex

2.3.1.3. Physical Items to Be Collected:

2.3.1.3.1. Archaeological Artifacts

2.3.1.3.2. Primary sources, including manuscripts, correspondence, maps, artifacts, and ephemera

2.3.1.3.3. Media, including artwork, photographs, and recordings

- 2.3.1.3.4. Secondary sources, including periodicals, newspapers, and monographs
 - 2.3.1.4. Access
 - 2.3.1.4.1. The Old Baldy Foundation maintains sufficient facilities, supplies, and staff to ethically preserve and interpret the object.
 - 2.4. Categories of Collections
 - 2.4.1. Permanent Collections
 - 2.4.1.1. Historical and/or archival objects accessioned and used for research and exhibition. Objects in the permanent collection are held in public trust and receive the highest level of care. This policy is primarily concerned with the Permanent Collections.
 - 2.4.2. Reference Collections
 - 2.4.2.1. Books, periodicals, archival materials, and historical objects used by staff and outside researchers for historical reference. Items in the Reference Collection are not accessioned, may become damaged through use, and are not expected to be kept in perpetuity. They do not require a formal deaccessioning process.
 - 2.4.3. Education Collections
 - 2.4.3.1. Historical and/or archival objects used by students, various groups, and individual visitors as educational tools for learning experiences. Objects in the Education Collection are not accessioned, may become damaged through use, and are not expected to be kept in perpetuity. They do not require a formal deaccessioning process.

3. ACQUISITIONS AND ACCESSIONING

- 3.1. Methods
 - 3.1.1. Object(s) may be acquired by the Old Baldy Foundation through:
 - 3.1.1.1. Donation
 - 3.1.1.2. Bequest
 - 3.1.1.3. Purchase
 - 3.1.1.4. Loan
 - 3.1.1.5. Field Work
- 3.2. Criteria
 - 3.2.1. Object(s) must be of value in promoting and supporting the mission and purposes of the Old Baldy Foundation.

- 3.2.2. Object(s) must adhere to the permanent collection's scope, including:
 - 3.2.2.1. Key Themes
 - 3.2.2.2. Time Period
 - 3.2.2.3. Geographic Region
 - 3.2.2.4. Physical Items to Be Collected
 - 3.2.2.5. Access
- 3.2.3. The present owner must articulate a clear title to the object(s) and appropriate documentation of origin, provenance, previous ownership, and circumstances of acquisition by present owner.
- 3.2.4. No acquisition shall be made if it is known to, or suspected by, the Collections Committee or staff to have been illegally obtained by the donor.
- 3.2.5. If for sale, funding must be arranged before purchase.
- 3.2.6. If for sale, a fair market value must be determined and accepted by both parties.
- 3.2.7. The cost and expenditure of staff time and other resources in acquiring, researching, transporting, processing, and storing the object(s) must fit within the Old Baldy Foundation's available resources.
- 3.2.8. The Old Baldy Foundation meets an ethical standard for properly preserving the object(s), including adequate storage space and security.
- 3.2.9. The acquisition must, in general, be free from donor-imposed restrictions.
- 3.3. Authority
 - 3.3.1. Authority to temporarily acquire rests solely with the Collections Coordinator upon completion of a Temporary Receipt of Custody. The Collections Coordinator will examine all proposed acquisitions for compliance with the above criteria.
 - 3.3.2. Authority to acquire rests solely with a majority approval by the Collections Committee after determining the proposed acquisition meets the criteria listed above and upon completion of a Deed of Gift.
 - 3.3.3. Authority to accept non-permanent collection items such as library reference and educational materials rests solely with the Collections Coordinator. Non-permanent collections items shall not be accessioned, are regarded as expendable, and no commitment is made for their permanent use or preservation.
- 3.4. Documentation

- 3.4.1. The Old Baldy Foundation Collections Coordinator shall ensure that proper paperwork is created to document the transfer of ownership for all acquisitions. These documents shall describe the acquired materials, record the condition of transfer, convey title of ownership, and be signed by both the donor/vendor and the Old Baldy Foundation Collections Coordinator.
- 3.4.2. All documentation pertaining to acquisitions shall be kept as part of the permanent accession files.

4. DEACCESSIONING & REMOVAL

4.1. Methods

- 4.1.1. The Old Baldy Foundation shall accept only what is in the scope of collections and what can be cared for adequately. The Old Baldy Foundation must depend on the good will of the public it serves. When objects are accessioned into the permanent collection, it is usually in good faith that the Old Baldy Foundation will keep and care for the objects in perpetuity. Deaccessioning should be kept to a minimum and only take place when it is absolutely necessary.
- 4.1.2. Permanent removal and disposition of deaccessioned objects from the Old Baldy Foundation collection shall be done in an ethical and legal manner.
- 4.1.3. Primary consideration will be given to the gifting, exchanging, or sale to another tax-exempt public or private institution with collections policies comparable to those of the Old Baldy Foundation, wherein the objects may serve a valid purpose.
- 4.1.4. Deaccessioned objects may be retained by the Old Baldy Foundation for transfer to the Education Collections or Reference Collections.
- 4.1.5. If the sale or exchange with a comparable institution is not desirable or feasible, the objects may be sent to public auction with a suitable reserve on it where full disclosure of the object's history and provenance would be made.
- 4.1.6. If sale is deemed the most appropriate method of disposing of a deaccessioned object, but an auction is not practical, consideration will be given to selling the object in the public market in a manner that will best protect the interest, objectives, and legal status of the Old Baldy Foundation.
- 4.1.7. Deaccessioned objects will not be given or sold to museum staff, volunteers, board members or immediate family members.

4.1.8. If an object is broken, has deteriorated beyond use for the Old Baldy Foundation, and all other methods of deaccessioning have been exhausted, the object will be deaccessioned and destroyed. Destruction or proper disposal is recommended for hazardous objects.

4.2. Criteria

- 4.2.1. Object(s) no longer relevant or useful to the purpose and scope of the Old Baldy Foundation Collection clearly defined in the collections management policy.
- 4.2.2. Object(s) beyond the capacity of the Old Baldy Foundation to properly and ethically preserve.
- 4.2.3. Preservation of object(s) places undue financial burdens on the Old Baldy Foundation.
- 4.2.4. The Old Baldy Foundation identified another institution that may better use the object(s) to fulfill their mission.
- 4.2.5. Proceeds from the sale of object(s) meets a pressing financial obligation or goal of the Old Baldy Foundation.
- 4.2.6. Collection contains unnecessary duplicates of object(s).
- 4.2.7. Exchange of object(s) better fulfills the Old Baldy Foundation's purpose.
- 4.2.8. Object(s) cannot be determined as authentic.

4.3. Authority

- 4.3.1. Authority to identify object(s) subject to deaccessioning rests solely with the Old Baldy Foundation Collections Coordinator.
- 4.3.2. Authority to deaccession object(s) from the Old Baldy Foundation Collections rests solely with a majority approval from the Collections Committee after determining the deaccession meets the criteria listed above.
- 4.3.3. Authority to fulfill the deaccession method approved by the Collections Committee rests solely with the Old Baldy Foundation Collections Coordinator.

5. LOANS

5.1. Incoming Loans

5.1.1. Criteria

- 5.1.1.1. The loaned object(s) enhances the Old Baldy Foundation's ability to fulfill its mission and purpose.
- 5.1.1.2. The Old Baldy Foundation has appropriate exhibition and storage space for the loaned object(s).

- 5.1.1.3. The loaned object(s) is in good condition and able to withstand the strains of packing and transportation.
- 5.1.1.4. The lender is willing to agree to the Loan Agreement.
- 5.1.2. Authority
 - 5.1.2.1. The Old Baldy Foundation Collections Committee shall have authority to consider and approve loans to the Old Baldy Foundation.
 - 5.1.2.2. The Collections Coordinator shall field incoming loan requests and prepare incoming loan agreements.
- 5.1.3. Documentation
 - 5.1.3.1. The Collections Coordinator shall obtain for all incoming loan objects:
 - 5.1.3.1.1. A completed loan agreement signed by the Old Baldy Foundation Collections Coordinator and the borrower institution.
 - 5.1.3.1.2. An incoming and outgoing condition report.
 - 5.1.3.1.3. A Certificate of Insurance.
- 5.2. Outgoing Loans
 - 5.2.1. Criteria
 - 5.2.1.1. Value of the educational impact to be gained by the proposed loan.
 - 5.2.1.2. Physical condition of the proposed loan object and the associated potential risks involved in transporting the proposed loan object(s).
 - 5.2.1.3. The borrowing institution's effectiveness in fulfilling its mission and purpose as an educational institution.
 - 5.2.1.4. The borrowing institution's demonstrated ability and commitment to provide care and security as appropriate for the potential loan object(s).
 - 5.2.1.5. Appropriate provisions for shipping and transporting the potential loan object(s).
 - 5.2.1.6. Appropriate provisions for the care, handling, and mounting procedures of potential loan object(s).
 - 5.2.1.7. Appropriate provisions for insurance.
 - 5.2.1.8. The cost of insurance, special communications, security provisions, special packaging, transportation, and other incidental costs in creating the loan will be paid by the borrower.

- 5.2.1.9. The borrowing institution abides by a Collections Policy with Collections Care and Risk Management sections.
- 5.2.1.10. When on display, all loaned objects must be credited to the Old Baldy Foundation and Smith Island Museum of History.
- 5.2.1.11. Availability of financial resources, staff, time, and other resources to meet all anticipated costs of ethically managing the outgoing loan.
- 5.2.2. Authority
 - 5.2.2.1. The Old Baldy Foundation collections committee shall have authority to consider and approve outgoing loan agreements between the borrowing institution and the Old Baldy Foundation.
 - 5.2.2.2. The Old Baldy Foundation collections coordinator shall field outgoing loan requests and prepare outgoing loan agreements.
- 5.2.3. Documentation
 - 5.2.3.1. The Old Baldy Foundation collections coordinator shall obtain for all outgoing loan agreements:
 - 5.2.3.1.1. A completed loan agreement signed by the Old Baldy Foundation collections coordinator and the borrowing institution.
 - 5.2.3.1.2. An incoming and outgoing condition report.
 - 5.2.3.1.3. A certificate of insurance.
 - 5.2.3.1.4. The borrowing institution's collections management policy.

6. UNCLAIMED OBJECTS

6.1. Criteria

- 6.1.1. Object(s) are considered unclaimed objects if:
 - 6.1.1.1. Object(s) found in the Old Baldy Foundation's collections has no accession number, documentation about the donor, a signed contract of gift, or provenance.
 - 6.1.1.2. Object(s) left in the custody of the Old Baldy Foundation following expired loan agreements.
 - 6.1.1.3. Object(s) left in the custody of the Old Baldy Foundation without written documentation as to its owner, gift status, or provenance will be considered as abandoned objects.

6.2. Authority

- 6.2.1. The Old Baldy Foundation shall have the authority to accession unclaimed objects when the objects remain unclaimed after the following:

- 6.2.1.1. Object(s) are published online for a minimum of three (3) years.
- 6.2.1.2. Arrangements to return expired loaned object(s) are unsuccessful after a minimum of three (3) years.
 - 6.2.1.2.1. The collections coordinator shall exhaust all methods of communication with the loanee, including email, phone, and registered letter.
- 6.2.2. Upon acquiring title, the Old Baldy Foundation shall own the property free and clear from all claims of ownership.
- 6.3. Documentation
 - 6.3.1. Unclaimed objects shall be assigned an accessions number based on the formula "OBF.XXXX.000.ZZZ"
 - 6.3.1.1. Whereas "XXXX" represents the year the object was found in the collections and determined an unclaimed object.
 - 6.3.1.2. Whereas "000" designates the object's status as unclaimed objects.
 - 6.3.1.3. Whereas "ZZZ" represents the consecutive number of unclaimed objects.
 - 6.3.2. Unclaimed objects do not require the acquisition review process nor have a contract of gift.

7. CARE AND CONSERVATION

- 7.1. Authority
 - 7.1.1. The collections coordinator is responsible for the care and conservation of the Old Baldy Foundation collections.
 - 7.1.2. Staff members qualified to supervise handling objects in the Old Baldy Foundation collections shall:
 - 7.1.2.1. Possess a firm understanding of proper care and conservation methods as defined by the American Alliance of Museums.
 - 7.1.2.2. Have read and understood the Old Baldy Foundation collections management policy.
 - 7.1.2.3. Have been previously trained by the collections coordinator.
 - 7.1.2.4. Have previously communicated their intentions to the collections coordinator.
- 7.2. Preventative Conservation
 - 7.2.1. Preventative conservation is the most effective means of preserving the diverse range of materials in the Old Baldy Foundation collections.
 - 7.2.2. The aim of preventative conservation is to minimize deterioration and damage by managing risks to the collection.

7.3. Environmental Controls

- 7.3.1. The environmental conditions appropriate to the preservation of the collections and documentation records shall be monitored and maintained at all times within the limits of available resources.
- 7.3.2. The temperature, relative humidity, and ultraviolet radiation levels of all facilities housing collections shall be monitored with the results evaluated and acted upon as a priority.
- 7.3.3. An active, integrated pest management program shall be maintained.
- 7.3.4. An active fire detection, prevention, and protection program shall be maintained.
- 7.3.5. An active flood detection, prevention, and protection program shall be maintained.

7.4. Transporting Collections

- 7.4.1. The unique nature of transportation on Bald Head Island is the singular and largest threat to the preventative care of the Old Baldy Foundation collections.
- 7.4.2. The Old Baldy Foundation shall minimize the transportation of collections items to those circumstances required by preventive care and the fulfillment of programming that is essential to the Old Baldy Foundation's mission.
- 7.4.3. On-Island Transporting
 - 7.4.3.1. All object(s) being transported within Bald Head Island shall:
 - 7.4.3.1.1. Be secured within their proper archival storage materials.
 - 7.4.3.1.2. Be transported within a closed, impact and water resistant container.
 - 7.4.3.1.3. The said container shall be secured tightly onto the vehicle transporting the object(s).
 - 7.4.3.1.4. No less than two (2) individuals, one being a qualified staff member, shall be present when transporting object(s).
 - 7.4.3.1.5. No object(s) shall be transported during inclement weather.

7.4.4. Off-Island Transporting

- 7.4.4.1. All object(s) being transported off Bald Head Island shall:
 - 7.4.4.1.1. Be secured within their proper archival storage materials.
 - 7.4.4.1.2. Be transported within a closed, impact and water resistant container.

7.4.4.1.3. Remain under the supervision of a qualified staff member and within the ferry cabin during transportation, unless circumstances such as size or weight prevent cabin transportation.

7.4.4.1.4. No object(s) shall be transported during inclement weather.

7.5. Conservation

7.5.1. Any repairs or conservation treatment of objects within the Old Baldy Foundation Collections shall be performed by a vetted, skilled museum professional approved by the executive director after proposals and/or bids have been submitted.

7.5.2. Conservation Treatment Priority Plan

7.5.2.1. The collections committee shall maintain a list of objects requiring treatment compiled through recommendations made by the collections coordinator, prioritized based on the following criteria:

7.5.2.1.1. Historical significance.

7.5.2.1.2. Condition of object(s).

7.5.2.1.3. Recommendation of professionals.

7.5.2.1.4. Financial resources.

7.5.2.1.5. Technical feasibility.

7.5.2.1.6. Request for exhibit.

7.6. Disaster Preparedness and Response

7.6.1. A [disaster preparedness and response plan](#) shall be maintained by the Old Baldy Foundation.

7.6.2. Staff shall be annually trained to facilitate the disaster preparedness and response plan by 1 May.

8. ACCESS AND USE

8.1. The Old Baldy Foundation strives to fulfill its public mandate by making its collections accessible to the general public.

8.2. The Old Baldy Foundation shall strive to make its collections accessible to the general public via an online digital database.

8.3. The collections coordinator shall maintain an access policy to adequately ensure collections are protected while in public access.

8.4. All individuals seeking access to the Old Baldy Foundation collections shall:

8.4.1. Request use of the collections in advance from the collections coordinator.

8.4.2. Agree to the Old Baldy Foundation collections access policy.

- 8.4.3. Access the collections under the supervision of a qualified staff member in a designated area.
- 8.5. The collections coordinator shall maintain a log of individuals accessing the Old Baldy Foundations collections.
- 8.6. Duplication
 - 8.6.1. Duplication of object(s) within the Old Baldy Foundation collections is at the discretion of the collections coordinator.
 - 8.6.2. Duplication of all Old Baldy Foundation property must accredit the Old Baldy Foundation.

9. COLLECTIONS RECORDS

- 9.1. The collections coordinator will create and maintain a register of all accessions within the Old Baldy Foundation permanent collections.
- 9.2. The collections coordinator will create and maintain accessions records to control and document the permanent collections. The accessions records shall provide the following minimum information:
 - 9.2.1. Object name.
 - 9.2.2. Image(s).
 - 9.2.3. Title, if applicable.
 - 9.2.4. Identifying description of object, including, if possible:
 - 9.2.4.1. Materials and medium.
 - 9.2.4.2. Dimensions.
 - 9.2.4.3. Weight.
 - 9.2.5. Legal status of the object, including the object's origin, provenance, previous ownership, and circumstances of acquisition.
 - 9.2.6. Condition of object.
 - 9.2.7. Location of object.
 - 9.2.8. Assigned accessions number.
 - 9.2.8.1. Permanent collections items shall be assigned a number based on the formula "OBF.XXXX.YYY.ZZZ"
 - 9.2.8.2. Whereas "XXXX" represents the year in which the donation was accessioned.
 - 9.2.8.3. Whereas "YYY" represents the consecutive number of the collection accessioned in said year.
 - 9.2.8.4. Whereas "ZZZ" represents the individual items within a collection.
 - 9.2.8.5. If an object has multiple removable parts, alphanumeric for each part are assigned to the end of the number.

- 9.3. A [collections procedures manual](#) shall be maintained to ensure the uniformity of collections records and that records conform with standard museum practices.
- 9.4. The collections coordinator shall maintain the following standardized, Old Baldy Foundation, Inc., documents for use as collections records:
 - 9.4.1. Temporary Receipt of Custody
 - 9.4.2. Condition Report
 - 9.4.3. Research Narrative
 - 9.4.4. Contract of Gift
 - 9.4.5. Deaccession Proposal
 - 9.4.6. Intent to Bequest Form
 - 9.4.7. Incoming Loan Contract
 - 9.4.8. Outgoing Loan Contract
 - 9.4.9. Transfer Form
- 9.5. The collections coordinator shall maintain a current collections register and accession records in at least three (3) locations, with at least one (1) location begin off-site and physical, rather than electronic.
- 9.6. An inventory of the Old Baldy Foundation collections shall be completed annually by 1 March to audit the accuracy of the accession records and verify the proper and ethical care of objects are being maintained.

10. RELEVANT LAWS

- 10.1. The Old Baldy Foundation, Inc., shall abide by the following Federal and state laws:
 - 10.1.1. [The Native American Graves Protection and Repatriation Act \(Public Law 101-601; 25 U.S.C. 3001-3013\).](#)
 - 10.1.2. [The Abandoned Shipwreck Act \(Public Law 100-298; 43 U.S.C. 43 2101-2106\).](#)
 - 10.1.3. [The Archaeological Resources Protection Act. \(1981, c. 904, s. 2.\).](#)
 - 10.1.4. [The North Carolina Archaeological Record Program \(1991, c. 461, s. 2.\).](#)
 - 10.1.5. [The Salvage of Abandoned Shipwrecks and Other Underwater Archaeological Sites \(1967, c. 533, s. 1.\).](#)

11. REVIEW AND REVISION

- 11.1. Authority
 - 11.1.1. The collections coordinator shall monitor compliance with the collections management policy.

- 11.1.2. The collections coordinator shall identify when a formal collections management policy review and revision is warranted by the collections committee.
- 11.1.3. Revisions to the collections management policy shall be approved by a majority vote of the collections committee.