OREGON AVIATION HISTORICAL SOCIETY
COLLECTION MANAGEMENT POLICY

Purpose: To establish rules, guidelines and procedures for the acquisition, care, preservation, public access and deaccessioning of items in the collections of the Oregon Aviation Historical Society.

I. COLLECTIONS COMMITTEE

The Board of Directors of the Society shall establish a Collections Committee. Pursuant to the Society's By-Laws, the President shall appoint the members and chair of this Committee. The Committee shall recommend items for accession to and deaccession from the collections of the Society.

The Collections Committee shall include in its deliberations, whenever deemed necessary, the advice of professionals with the goal of making well-considered and timely recommendations to the Board of Directors.

The final decision to accession, or to acquire without accessioning, items to the collections of the Society shall rest with the Collections Committee or, at their discretion, the Board of Directors. The final decision to deaccession items from the collection rests solely with the Board of Directors.

II. ACQUISITION

A. SCOPE: The Oregon Aviation Historical Society collects printed and manuscript materials, maps, photographs, motion picture film, video and audio tapes (oral histories), paintings, aircraft and aircraft parts, artifacts, and other items which have been created or used in the state of Oregon, and/or by Oregonians, and that were connected in some way to Oregon aviation history. The mission of the Oregon Aviation Historical Society is, in part, to “to collect, preserve, and restore Oregon related aviation artifacts for interpretive and educational display to insure the preservation of Oregon’s rich aviation heritage for future generations,” and the scope of our collection includes those items that meet this mission. Items that do not meet the mission, even if related to aviation or belonging to an Oregon native, do not fall under the scope of the society and will not be accepted.

B. GUIDELINES: Acquisitions to the Society collections by purchase, loan, gift, bequest or other means shall accord with the following rules:

1. The owner must have clear title and must sign a Deed of Gift Form transferring title to the Society. In the case of a bequest, the donor must also have had clear title.

2. All donations require, at the very least, a signed Acquisition Form that has been thoroughly explained to the donor. The Society does not generally authorize at-large members to accept donations on behalf of the Society. Members are only authorized to
accept donations for presentation to the board if they have been trained to accept
donations and explain the forms to donors.

3. A record of acquisitions file/binder containing Deeds of Gift Form and other proofs of
the Society's legal ownership of acquisitions shall be maintained.

4. Acquisitions by purchase shall only occur upon the approval of the Board of Directors.
Approval may be given at a regularly scheduled meeting, a special meeting called for by
the Collections Committee, or via unanimous email.

5. It is the Museum's longstanding policy not to provide appraisals to donors. Under
current IRS guidelines, the Museum cannot act as a qualified appraiser because of the
inherent conflict with its role as a donee (See IRS Publication 561 dated 4/2007,
Appraisals-Excluded individuals). If a donor makes such an appraisal a condition of the
donation, such an action will automatically prohibit the OAHS from accepting the
donation. If the donor requires an appraisal, it must be performed by a third party prior to
accepting the donation.

6. The Society must be capable of housing and caring for the proposed acquisition
according to generally accepted professional standards. See Section III.

7. Proposed acquisitions shall be free of all donor-imposed restrictions unless such
restrictions are agreed to by the Collections Committee and the Board of Directors in
advance. Said restrictions cannot be so onerous as to create a hardship on the Society in
any way.

8. The Collections Committee reserves the right to refuse gifts or portions of donations,
and the right to dispose of, or return to the donor, items inappropriate to the collections.

9. Acquisitions approved by the Collections Committee and/or the Board of Directors for
accessioning shall be promptly accessioned upon receipt and acceptance under the system
approved by the Collections Committee and the Board of Directors. See Collections
Procedures — Accessions.

10. Donors and prospective donors, whenever deemed appropriate, should be asked by
the Collections Committee whether they would be willing to provide funds for the full or
partial cost of accessioning and subsequent maintenance of materials gifted to the
Society. Willingness or unwillingness to provide such funds should usually not be a
determining factor in the Collection Committee's decision to accept or reject a gift for
accessioning.

11. Items in poor condition (water damaged, mildew, mold, brittle, broken, or
deteriorating beyond repair) may not be accepted by the Collections Committee.

12. Abandoned or “dumped” items: A reasonable effort shall be made to discover the
name and address of the donor. If the donor can be found, s/he will be contacted to
discover the intent of the donation and to discuss the appropriateness of the items. If the
name of the donor cannot be determined, the items will be reviewed for possible
accessioning. Those items that meet our scope and are in good or serviceable shape will be accessioned, with the donor listed as “Anonymous.” In keeping with Oregon Statute 358.420, those items that do not meet our mission or are in such poor condition that they cannot be added to our collection will be logged into the archive database as “loaned” material and must be stored for a minimum of seven years, at which time they will be properly disposed of. Those items that are in such condition that keeping them will endanger our collection will be stored off site until they can be disposed of (see Appendix for complete text of pertinent statute).

13. Acquisition Forms must always be used, and when books or other items are donated it will be made clear to the donor that if we have a better quality duplicate, or if a better quality duplicate is donated later on, the item of lesser quality will be sold as redundant and treated as a donation intended for raising general funds.

III. CARE AND PRESERVATION: The Society realizes its obligation to protect its collections which are held in the public trust. Therefore, the Society shall act to the best of its ability according to the following guidelines:

A. A stable environment for items in storage or on display shall be maintained by protecting them from excessive light, heat, humidity and dust. The environmental needs of different materials shall be considered.

B. All materials shall be protected against theft, fire, and other disasters by a security system and by a written disaster plan.

C. When possible, paper materials shall be copied on digital media, photocopied on acid-free paper, or otherwise made redundant and stored in a separate location or safely disposed of.

D. Conservation of materials shall be undertaken with the advice of a trained conservator when such advice is deemed necessary.

E. Records shall be kept using appropriate forms for documentation: i.e., initial Acquisition Form, Deed of Gift Form, accession processing forms, relevant correspondence, conservation reports and deaccession records.

F. Inventories and location records shall be kept up to date to facilitate public access and to prevent loss.

IV. PUBLIC ACCESS

The Society shall make research materials in its possession available to legitimate researchers with appropriate justification, but with the following stipulations:

A. Inventories, relevant files and the assistance of a staff member or trained volunteer shall be available to users.
B. A registration form listing rules for usage shall be read, filled out and signed by all researchers.

C. The Society may limit the use of fragile or unusually valuable materials.

D. Hours of operation may be by designated hours or by appointment, depending on the availability of staff or trained volunteers.

E. Photographic and xerographic reproduction: In order to maintain the integrity of the archives and artifact collections and at the same time provide the public with reasonable access, the Oregon Aviation Historical Society (OAHS) restricts the reproduction of images from collections subject to the following:

1. A signed Research Registration/Reproduction Policy Application containing a notice of copyright restriction shall be submitted by each user before copies are made.

2. In some cases, the Society may refuse to allow copies to be made because of the physical condition of the materials, restrictions imposed by the donor, copyright law, or right-to-privacy statutes.

3. OAHS does not permit duplication of material if such action might entail possible violation of copyright laws. **It is the user's responsibility to ensure that any use of reproduced materials is legal and ethical.**

4. Photocopies and digital reproductions are made by OAHS staff and are done at their discretion. Reproduction of photographs by patrons will not be permitted, nor will collection negatives or prints be loaned at any time.

5. The Society reserves the right to refuse the use of its collection for uses that may violate the integrity of the Society's stated mission or the integrity of its collection.

6. Written permission must be obtained from the Archivist, Board of Directors, or other responsible member of the OAHS to publish either original or photocopied material from the Society's collections.

7. Photocopies and digital reproductions may not be created "for any purpose other than private study, scholarship or research." (United States Copyright Law, Title 17).

8. Reproduction of material at OAHS may not be donated or deposited in other libraries or archives or made available to other researchers without the written permission of the OAHS.

9. Any reproduction that is used as an illustration or in a display must bear the following credit line adjacent to the print: “Courtesy of the Oregon Aviation Historical Society.”

10. Any source materials that are used in a published document of any type must include proper source citation. This may include not only a reference to the OAHS but also to the copyright owner of the material.
11. A copy of any publication containing images from the Society’s collection is to be supplied to the Society upon publication. A copy of any publication referencing the Society’s collection would be appreciated upon publication.

12. The Oregon Aviation Historical Society may not be the copyright holder for all materials within its collection, and cannot give permission to publish material for which it does not hold copyright. Use of the collections of the Research Library or Archives does not imply permission to publish. It is the sole responsibility of the researcher to determine whether the Society owns copyright to material within the collection and to obtain formal permission from the owner(s) of copyright to publish and cite these materials. Reproduction by the Society in no way transfers either copyright or property rights, nor does it constitute permission to publish or to display materials.

F. A fee may be charged for research work done to meet requests – the amount shall be set by the Board of Directors.

G. The Society may refuse access to an individual researcher who has demonstrated such carelessness or deliberate destructiveness as to endanger the safety of the materials.

In addition, the Society is committed to bringing to the public information culled from its documents, photographs, artifacts and oral histories by presenting public programs, including slide shows, live acts, videos and films; mounting exhibits; and publishing newsletters, pamphlets, checklists and guides to the collections whenever possible.

V. DEACCESSION: No accessioned object or collection shall be removed from the Society's auspices except in conformity with the following rules:

A. A deaccession recommendation shall be prepared by the Collections Committee and approved by the Board of Directors. Whenever deemed necessary, professional advice shall be sought before an item is deaccessioned.

B. The decision to deaccession should be cautious and deliberate and follow generally accepted museological standards. One of the following criteria must be met:

1. The material is not relevant to the mission of the Society;

2. The material has failed to retain its identity, or has been lost or stolen and is not recovered;

3. The material duplicates other material in the collection of the Society and is not necessary for research or educational purposes;

4. The material was never intended to be part of the collection and was accessioned in error. Supporting documentation should be available and made part of the file;

5. The Society is unable to conserve the property in a responsible manner.
C. No donated material shall be deaccessioned for two years after the date of its acquisition (See U.S. Tax Reform Act of 1984 and Internal Revenue Service regulations relating to the act.) No “found” objects shall be deaccessioned for seven years after the date of its accessioning (See Oregon Statute 358.420).

D. A complete record of deaccessions shall be kept. A copy of this record shall be retained permanently. A report of all objects deaccessioned and their disposal will be presented to the Board of Directors at each meeting.

E. Proceeds derived from the deaccessioning of any property from the collections of the Society shall be placed either in a temporarily restricted fund to be used only for the acquisition, preservation, protection or care of the collections, or in a permanently restricted fund, the earnings of which shall be used only for the acquisition, preservation, protection or care of the collections. In general, proceeds shall not be used for operating expenses or for any purpose other than acquisition, preservation, protection or care of the collections. The sole exception is the sale of items that were donated with the intention that they be used as fundraising vehicles for the general fund and were accessioned in error. Paperwork clearly stating the intent of the donor to that effect must be provided: if such documentation does not exist, the proceeds will be used as would the proceeds from any other deaccessioned item. It is a violation of standard museum practices to use these funds for any operating expenses, including staff pay.

F. Disposal may be by exchange with or donation to another institution, public sale (with scholarly or cultural organizations as the preferred recipients), or, if the condition of the item requires, proper dismantling or destruction. Deaccessioning of an object for sale is a serious matter that should only be undertaken after considerable deliberation. Among the issues to be considered are the object’s potential for use in education and exhibition; the possible impact of deaccession on future donations or the reputation of the OAHS; and the potential use of the item for exchange with another institution for a more suitable exhibit item.

G. Materials deaccessioned shall not be privately sold, given, or otherwise transferred to the Society’s staff or Directors.

H. Under certain circumstances the Board of Directors may deem it appropriate to notify the donor prior to the deaccessioning of the item in question. This notice will include the full reasoning behind the deaccessioning and the intended disposition of the item. It is not the policy of the OAHS to return items to donors if they do not agree with the decision to deaccession an item, but the decision may be rescinded should the donor present a compelling reason for the Society to retain the item. If it appears that considerable ill will might result from the deaccessioning of an item, the Board of Directors will review the decision at the next regular meeting. Should the decision to deaccession be confirmed, the donor will be notified of the review and decision and the deaccessioning will proceed. Should the decision be rescinded, the deaccession process will be halted and the item will be returned to the collection.

Donor notification is not required by either this policy or Oregon law. The Board of Directors will determine whether or not to notify the donor of an item about to be deaccessioned on a case-by-case basis.

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This Policy was formally approved and adopted by the Board of Directors of the Oregon Aviation Historical Society at a meeting held at the Oregon Aviation History Center, 2475 Jim Wright Way, Cottage Grove, OR 97424 on April 9, 2016.

Signed

Name Aden B. Chapman

Title Secretary
APPENDIX

LOANS TO MUSEUMS

358.415 Definitions for ORS 358.420 to 358.440. For the purposes of ORS 358.420 to 358.440:

(1) “Loan,” “loaned” and “on loan” include all deposits of property with a museum that are not accompanied by a transfer of title to the property.

(2) “Museum” means an institution located in Oregon that:
   (a) Is primarily educational, scientific or aesthetic in purpose;
   (b) Owns, borrows or cares for, and studies, archives or exhibits property; and
   (c) Is operated by a nonprofit corporation or public agency.

(3) “Property” includes all tangible objects, animate and inanimate, under a museum’s care that have intrinsic value to science, history, art or culture, except that it does not include botanical or zoological specimens loaned to a museum for scientific research purposes. [1985 c.580 §1; 2005 c.22 §256]

358.420 Status of property loaned to a museum; statute of limitations on recovery. (1) No action shall be brought against a museum to recover property on loan to the museum when more than 25 years have passed from the date of the last written contact between the lender and the museum.

(2) Property on loan to a museum shall be deemed to have been donated to the museum if no action is filed to recover the property within seven years after the museum gave notice of termination of the loan as provided in ORS 358.425 and 358.430.

(3) Property on loan to a museum shall not escheat to the state under ORS 112.055, but shall pass to the museum if no person takes under ORS 112.025 to 112.045. [1985 c.580 §2]

358.425 Notice of termination of loan; content. (1) A museum may give notice of termination of a loan of property at any time if the property was loaned to the museum for an indefinite term. If the property was loaned to the museum for a specified term, the museum may give notice of termination of the loan at any time after the expiration of the specified term.

(2) Notices given under this section shall contain:
   (a) The name and address, if known, of the lender;
   (b) The date of the loan;
   (c) The name, address and telephone number of the appropriate office or official to be contacted at the museum for information regarding the loan; and
   (d) Any other information deemed necessary by the museum. [1985 c.580 §3]

358.430 Procedure for giving notice; responsibility of owner. (1) To give notice of termination of a loan, the museum shall mail a notice to the lender at the most recent address of the lender as shown on the museum’s records pertaining to the property on loan. If the museum has no address in its records, or the museum does not receive written proof of receipt of the mailed notice within 30 days of the date the notice was mailed, the museum shall publish notice at least once a week for three consecutive weeks in a newspaper of general circulation in both the county in which the museum is located and the county of the lender’s address, if any.
(2) For the purposes of this section, if the loan of property was made to a branch of a museum, the museum is located in the county where the branch is located. Otherwise, the museum is located in the county in which it has its principal place of business.

(3) It is the responsibility of the owner of property on loan to a museum to notify the museum promptly in writing of any change of address or change in ownership of the property. [1985 c.580 §4]

358.435 Status of title to acquired property. One who purchases property from a museum acquires good title to the property if the museum represents that it has acquired title to the property pursuant to ORS 358.420. [1985 c.580 §5]

358.440 Notice to lenders. When a museum accepts a loan of property, the museum shall inform the lender in writing of the provisions of ORS 358.420 to 358.440. [1985 c.580 §6]