

Arthur A. Collins Legacy Association

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Collections Management Policy

October 11, 2016

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Document Revision History:

October 31, 2015 - Corrected typos and spelling errors

October 11, 2016 - Updated sections 1 and 2; clarified section 15

1. Mission, Vision, and History

Vision:

The vision of the **Arthur A. Collins Legacy Association** (AACLA) is the connection of the past with the present and future by preserving, honoring, and portraying the legacy and history of Arthur A. Collins, Collins Radio Company, Collins Divisions of Rockwell International, and Rockwell Collins.

Mission:

AACLA's mission is to create a Learning Center to preserve and present the extraordinary legacy of Arthur A. Collins as identified in the AACLA Vision Statement. The significant contributions he made in the fields of avionics, communications, aerospace, and defense technologies created a rich heritage that will be presented in a large part by making video documentaries, creating a Learning Center, and providing a research library. The Learning Center will promote Science, Technology, Engineering and Mathematics (STEM) by hosting activities and events that offer educational opportunities for students that will inspire future generations of engineers. By use of these means, the AACLA will strive to engage both the general public and the technical community within the region.

Brief History:

The Arthur A. Collins Legacy Association, Inc. was formed in 2013 and formally incorporated in the State of Iowa on Jan. 3, 2014. The corporation has been granted exemption from Federal Tax as a 501(c)(3) charitable organization by the Internal Revenue Service.

Presently the AACLA is engaged in the following Projects:

1. Sales and distribution of our first documentary - "*The Arthur A. Collins Legacy – A Culture of Innovation*"
2. Arthur A. Collins Legacy Video Series - Production of additional professional documentaries (feature length and several short versions)
3. A new museum facility - Currently in Preliminary Business Planning
4. Compiling a library of important historical documents relating to the mission

2. Statement of Authority and History

The AACLA was formed in 2013 and incorporated in the State of Iowa on January 13, 2014. It is a 501(c)(3) charitable tax-exempt corporation. The AACLA will be the governing authority for all policies and procedures for AACLA including those for the Arthur A. Collins Learning Center (AACLC) and solely responsible for all policy, legal, and fiduciary matters. It is governed by an eleven member board of directors. Current AACLA officers and board members are:

Terry Lamb - President and Board Member
Michael Collins - Vice President and Board Member
Rod Blocksome - Secretary and Board Member
Ed Holstrom - Treasurer
Lawrence Robinson - Board Member
Becky Woodward - Board Member

Phil White - Board Member
Mike Wilson - Board Member
Keith Erickson - Board Member
Jim Shanklin - Board Member
Jim Stitzinger - Board Member
Don Stulken - Board Member

In accordance with AACLA's Bylaws, the association has no membership. However, it has a cadre of volunteers engaged in furthering the objectives and goals of the association.

The AACLA's vision will be accomplished under this authority through the use of a facility called the Arthur A. Collins Learning Center (AACLC), documentaries, presentations, and other educational methods. This collection management policy is prepared to support the AACLC's goal to, in part, enable the AACLA to comply with Article VI, Section A of its Articles of Incorporation.

The purpose of this AACLA Collection Policy is to:

1. Provide definition of materials that be collected by the association
2. Provide list of categories of collections
3. Provide procedure for Acquisitions & Accessioning
4. Provide procedure for De-accessioning or disposal
5. Provide procedure for loans

3. Code of Ethics

The AACLA's Board of Directors, paid staff, and cadre of volunteers are required to adhere to the highest standards of ethical conduct in executing their work with the AACLA and the AACLC facility. The AACLA Board of Directors annually signs a conflict of interest statement for submission to government authorities. Copies are maintained by the Board of Directors' Secretary.

4. Scope of Collections

The AACLA collection is to consist of:

1. Artifacts or items produced or manufactured by the various facilities of Collins Radio Co. and its successor organizations
2. Personal items owned by Arthur A. Collins and members
3. Documents, books, photographs, film, video, sound recordings, and similar items pertaining to Arthur A. Collins, the Collins Radio Co. and its successors
4. Promotional items pertaining to Collins Radio Co. and its successors
5. Other items deemed to be necessary for the preservation of the legacy of Arthur A. Collins' Collins Radio Co. and its successors

Materials pertaining to the following eras and their historical events are of particular interest for the AACLA's collection:

1. Arthur Andrews Collins Youth, Family, and Recognitions Years -- September, 1909 to February, 1987
2. Collins Transmitter Company Years -- 1930 to 1933
3. Collins Radio Formative Years -- 1933 to 1941
4. World War II Years -- 1942 to 1946
5. World War II Transition to Peace Years -- 1947 to 1949
6. Growth and Expansion Years -- 1949 to 1969
7. Collins Transition to Rockwell International Years -- 1969 to 1973
8. Collins' Division of Rockwell International Years -- 1973 to 2001
9. Rockwell Collins Years -- 2001 to Present

5. Categories of Collections

Collection Categories are:

1. Library Archives
 - a. Printed documents e.g. magazines, brochures, bulletins, advertisement
 - b. Books
 - c. Instruction manuals
 - d. Photographs - including negatives, slides, prints, film
 - e. Audio Recordings
 - f. Digital Media Information
2. STEM Educational Materials
3. Collins Radio Company and its successors
 - a. Hardware
 - b. Software
 - c. Systems
 - d. Ancillary items used in design, development, promotion, and production
4. Other categories deemed to be necessary by the Board of Directors for use by the ACCLA for the preservation of the legacy of Arthur A. Collins' Collins Radio Co. and its successors

6. Acquisitions and Accessioning

The AACLA Board of Directors shall appoint a Collections Committee consisting of a Board Member and up to three (3) volunteers. This committee will have the sole responsibility of determining if an item is to be acquired or accessioned.

Criteria by which an object is evaluated for acquisition or accession:

1. Financial Considerations
 - Acquisition purchase price; budget
 - Incidental cost of taking possession; moving expenses, legal fees, etc.
 - Recurring cost of ownership; storage, exhibit space, utilities, etc.
 - Restoration cost

2. Relevance to the defined scope of collections
3. Physical Considerations
 - Size; space required to exhibit or temporarily store
 - Weight
 - Hazardous material content
 - Visual appeal; amount of wear; completeness
4. Unique to existing collection
 - Duplicate - but in better condition
 - Duplicate - but in worse condition
 - Scarce, though typically available - but not presently in the collection
 - Rare - Only a very few produced; Relatively few known to exist
5. Significance of the object relative to Collins Legacy and History
 - Historical Events
 - Pivotal events, products, or systems
6. Relevance to current or planned exhibit, project, program, or STEM activity
7. Miscellaneous
 - Object doesn't significantly fulfill other criteria but acquisition or gift acceptance a condition of a "package deal" of other desired objects or would facilitate a future gift of such desired objects for the collection
 - Object is in poor condition and/or missing component parts but is useful in the restoration of a like object already in the collection or about to be accessed into the collection

Records will be kept by the Collection Committee of its decisions to acquire or access an item. The attached "Temporary Custody Receipt" and "Deed of Gift" forms shall be used by the committee as part of its documentation.

7. De-accessioning and Disposal

The Collections Committee shall have the sole responsibility to determine if an item should be de-accessioned or the item otherwise disposed.

Items may be de-accessioned from the collection for any of the following reasons:

1. A like item of better quality or condition has been obtained
2. Excess beyond the sufficient quantity of like items existing in the collection for foreseeable needs
3. Safety considerations
4. A commonly available item but opportunity exists to trade/sell in order to obtain another, more needed item for the collection

5. High cost of ownership relative to the criteria of relevance for the collection

The process of de-accessioning shall follow these steps:

1. Identification of candidate(s)
2. Proposed reasons for de-accessioning, proposed method of disposal, & estimated value
3. Approval and selection of disposal method (Learning Center Curator if \$500 or less; AACLA board if over \$500)
4. Disposal

Disposal methods:

1. Trade for another object
2. Sale by:
 - a. public "tag" sale (including web site "for sale")
 - b. public auction (consignment)
 - c. internet auction
3. Gift (under special circumstances and approved by AACLA board regardless of value)
4. Used for parts for the restoration of other artifacts

Records will be kept by the Collection Committee of its decisions. The attached "De-Accession" form will be used by the committee as part of its documentation.

8. Loans

The Collections Committee shall have the sole responsibility to determine if the AACLA should accept or grant loans. The Committee will take into consideration the long term benefits to the AACLA in the deaccession process.

Loan Categories are:

- I. Objects owned by others and loaned to the AACLA
- II. Objects owned by AACLA and loaned to other individuals or organizations

Records will be kept by the Collection Committee of its decisions. The attached "Record of Loan" form will be used by the committee as part of its documentation.

9. Objects in Custody

The Collections Committee shall document the custody of all found, abandoned, or unclaimed items. The following information shall be recorded to the extent possible:

- Name and full description of the item
- Location of the item when taken into custody
- Date of custody
- Printed name and signature of authorized AACLC person/agent
- Listing of attempts to identify owner and dates of occurrences

10. Conservation and Care

Storage Facilities:

Artifact storage facilities shall be appropriate for type of artifacts stored. The more valuable an item is, the more secure the storage facility shall be. Climate controlled storage shall be considered for items requiring that for long term preservation. Large, heavy, or bulky items may be stored in less secure facilities and without climate control. Documents, photographs, and media shall always be stored in a climate controlled storage facility.

Conservation and Restoration:

The Collections Committee shall periodically evaluate artifacts to determine what, if any, conservation and/or restoration should be undertaken. The scarceness or uniqueness of an artifact may point to a high degree of conservation whereas common items, especially those used in "hands-on" exhibits and displays may point to a high degree of restoration. Documents, photographs, and media will require other types and levels of conservation.

Handling of Objects:

The Collections Committee shall develop and implement procedures for the handling of all classes of objects in the collection. The procedures shall seek to preserve the object yet allow necessary handling for legitimate research, documentation, photography, etc.

Location Inventories:

The Collections Committee shall maintain records of all objects in the collections. The record for each item shall list its current location.

11. Insurance and Risk Management

The Collections Committee shall annually assess the risk of possible dangers to the collection in the various storage facilities utilized and recommend to the AACLA risk mitigation steps. The Collections Committee shall annually review any insurance coverage of the collections and recommend to the AACLA any changes.

12. Documentation, Collections Records, and Inventories

The Collections Committee shall implement a Collection Management System (CMS). CMS are software programs designed to aid in the archiving and cataloging of objects in a collection. Some examples are: The Museum System (TMS), EmbARK, Archivists Toolkit, PastPerfect, Filemaker Pro, and Microsoft Office Access. Microsoft EXCEL is currently used to document and inventory the collection and can be continued until the collection quantity and breadth dictate something more sophisticated.

There are several factors to consider in selecting a CMS including the size of the collection, its anticipated growth over time, and the availability of IT resources and staffing. Although every CMS program is unique, there are several features that are considered standard:

Cataloging:

This feature includes fields for object identification purposes such as permanent identification numbers, object name, artist or creator name, object description, dimensions, object components and materials, condition, provenance, exhibition and preservation history, current location, and an image of the object.

Acquisitions:

This feature includes fields relevant to the donor and purchase history for the object such as date of acquisition, donor or seller name and contact information, the assigned accession number, purchase price, condition assessment at time of arrival, and seller or donor restrictions, if any.

De-accessions:

This feature addresses the removal of an object from a collection and includes information such as the date of de-accessioning, method of disposal used, and reason for removal.

Loans:

This feature is used for tracking information about incoming and outgoing loans to include lender name and contact information, special requirements, shipping instructions, associated insurance policies, and loan history.

Condition and conservation reports:

This feature includes condition assessments performed on objects, and the name of the inspector and date of inspection. This section also includes conservation reports detailing conservation-restoration treatments performed on the object.

Security:

This feature allows the database administrator to restrict access to the database by giving only specific individuals access to view and/or edit object records.

Copyright:

The copyright feature allows the institution to input relevant intellectual property restrictions for the objects in order to prevent illegal distribution or reproduction of the object.

Multimedia:

The multimedia feature is a function that allows digital materials such as image, video, and audio content associated with an object to be attached to the object record. This feature typically allows the input of associated metadata.

13. Access

This portion of the policy will be written at such time that the AACLC is established.

14. Acquiring or Accessioning Appraisals

Members of the Board of Directors, paid staff, and cadre of volunteers are prohibited from providing appraisal assistance or guidance to donors or potential donors. However, they can appraise objects internally in order to establish a value for insurance purposes.

15. Intellectual Property

Casual still snapshots are permitted; however taking of professional type photographs and videos of displays, documents, pictorial displays, and backdrops, etc. is prohibited. Pictures of accessional and de-accession materials will only be taken by a Board of Director, paid staff, and cadre of volunteers unless they are taken before the date of accession or after the date of de-accession.

16. Review/Revision

This collections management policy of the AACLA shall be reviewed and revised as necessary upon specific recommendations which, from time to time, may be submitted to the Board of Directors by a member of the board, staff, or volunteer cadre.

17. Glossary (TBA as required)

18. Forms

The following forms are to be used in adherence to this collections policy. A copy is attached.

- DEED OF GIFT
- TEMPORARY CUSTODY RECEIPT
- RECORD OF LOAN
- RECORD OF DE-ACCESSION / DISPOSAL

Arthur A. Collins Legacy Association, Inc.
DEED OF GIFT

NAME: _____ DATE: _____

ADDRESS: _____ CITY: _____ STATE _____ ZIP _____

PHONE: _____ EMAIL: _____

I, We (the donor) hereby irrevocably and unconditionally give, transfer, assign and deliver to the Arthur A. Collins Legacy Association (AACLA) of Cedar Rapids, Iowa by way of gift, all right, title, copyright to and interest in the object(s) described below or on the attached pages. I, We warrant that I am (we are) the lawful owners(s) or have the authority to make this gift. I understand that the AACLA will consider the articles as an unrestricted gift and that the AACLA may exhibit, loan, retain or dispose of this gift in such manner as is deemed in the best interest of the institution in accordance with the Collections Policy.

Special action to be taken if the museum proposes to destroy the item

If the above box is checked and the museum's proposed action is to destroy the particular item, the museum will take reasonable effort to contact the original donor and offer to return it to the original donor at the donor's expense.

DESCRIPTION OF GIFT(S):

By my signature below I accept the foregoing conditions and acknowledge reading this information. This gift is given in memory of: _____

(donor/agent signature) DATE: _____

Received and accepted by: (AACLA board member) DATE: _____

Arthur A. Collins Legacy Association, Inc.
TEMPORARY CUSTODY RECEIPT

NAME: _____ DATE: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

PHONE: _____ EMAIL: _____

CONDITIONS:

1. The Depositor hereby releases The Arthur A. Collins Legacy Association from all liability regarding any loss or damage to the object(s) covered by this receipt while in the AACLA's possession or in transit and agrees that AACLA shall not cover such object(s) with insurance.

2. This receipt does not constitute formal acceptance of object(s). If the Curator of Collections determines that the object(s) will be accessioned, the depositor will receive a Deed of Gift. If the object(s) are not accepted into the collection, the donor agrees to pick up the object(s) within 30 days of notification or the depositor agrees to leave the object(s) with the AACLA to dispose of as they see fit. If the object(s) covered by this receipt are not reclaimed within 30 days, they will be considered abandoned property, and the AACLA has the right to dispose of them as they see fit. Please indicate if you want to pick up any object(s) not accepted.

_____ Yes, I **WILL** pick up if not accepted _____ No, I'll **NOT** pick up if not accepted

DESCRIPTION OF ITEM(S):

(donor/agent signature) DATE: _____

Received by: (AACLA board member) DATE: _____

Arthur A. Collins Legacy Association, Inc.
RECORD OF LOAN

NAME: _____ DATE: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

PHONE: _____ EMAIL: _____

DESCRIPTION OF ITEM(S):

CONDITIONS OF LOAN:

PERIOD OF LOAN: _____
(from date & to date)

Received/Loaned by: (donor/agent signature) DATE: _____

Received/Loaned by: (AACLA board member) DATE: _____

Arthur A. Collins Legacy Association, Inc.
RECORD OF DE-ACCESSION / DISPOSAL

DESCRIPTION OF ITEM(S):

IDENTIFICATION NUMBER(S): _____

CUSTODY TRANSFER TO:

NAME: _____ DATE: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

PHONE: _____ EMAIL: _____

DATE: _____

Received/Loaned by: (donor/agent signature)

DATE: _____

(AACLA board member)