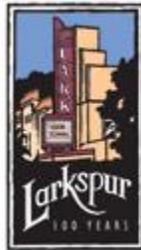


Collections Policy 2012



**Larkspur Heritage
Preservation Board**

Table of Contents

- I. Statement of Purpose**
- II. Scope of Collections**
- III. Authority**
- IV. Accessioning**
- V. Deaccessioning**
- VI. Loans**
- VII. Objects Found in Collection, Abandoned Property and Unclaimed Loans**
- VIII. Collections Care**
- IX. Insurance and Risk Management**
- X. Collection Records**
- XI. Inventories**
- XII. Access**
- XIII. Appraisals**
- XIV. Rights and Reproductions**
- XV. Photography and Filming**
- XVI. Appendices**
 - A. Questions to consider when accessioning**
 - B. Questions to consider when deaccessioning**
 - C. Deed of Gift Form**
 - D. Loan Agreement Form**

I. Statement of Purpose

The Larkspur Heritage Preservation Board (LHPB) currently consists of seven voting members plus one ex-officio member who is a member of the Planning Department. All members serve four-year terms. LHPB has compiled an inventory of historic resources. Responsibilities include:

- Maintaining the historic inventory and reviewing the potential for additions to historic structures.
- Making recommendations to the City Council pertaining to historical preservation matters, as well as demolition permits.
- Recommending to the City Council properties which should be in a historical district.
- Serving as a resource to provide advice to the City Council and other Boards and Commissions on heritage matters.

The goal of the City of Larkspur's Heritage Board Collection is to capture the salient stories, events, people and places that make up the City of Larkspur's history and to increase present and future understanding and appreciation for the community of Larkspur.

II. Scope of Collections

The collection is divided into three categories: Permanent Collection, Research Collection and Institutional Collection. Each of these categories is tailored to include memorabilia, artifacts and information which:

1. Has relation to the development or potential development of the City of Larkspur
2. Does not needlessly duplicate items or information presently in the collection
3. Has sufficient interest within the community to warrant its collection and preservation

All incoming collections, regardless of category, must be approved by the LHPB before being accepted for storage and care to ensure that collections are in line with LHPB goals and warrant storage space.

The Permanent Collection consists of the choicest objects and ephemera that document the City's history and are rarely found elsewhere in the community and county. Permanent collection items may be handled by trained volunteers who must be present when these types of collections are accessed by the public. Permanent collection objects must be stored at Larkspur City Hall or other approved and secured facilities, unless loan arrangements have been made between borrowing parties and LHPB. Permanent collection items are permanently removed from the collection through deaccession. Permanent collection items include original photographs, artifacts, and original ephemera.

The Research Collection consists of supporting documents that contribute to the understanding and appreciation of the permanent collection. Unlike the permanent collection, the object itself is less important than the ideas and words each item captures and is not subject to formalities of accession and deaccession. Research collection items include interviews with prominent members of the Larkspur community, photographic reproductions, and newspaper articles documenting the people, activities and properties within city limits.

LHPB also manages its own collection of Institutional history. Institutional collection items consist of documents and materials that capture the history of the organization's development and its progress in preservation efforts for the City. Unlike the permanent collection, the institutional collection is not subject to formalities of accession and deaccession. Institutional collection items include buttons from fundraisers, publications such as 'Walking Tour of the City of Larkspur' and LHPB calendars. One representation of each item in the institutional collection is included in the permanent collection.

III. Authority

Collections are owned by the City of Larkspur. LHPB is an appointed Board under the authority of the City of Larkspur which manages the collection. The LHPB is responsible for collecting decisions and policy, while the City provides funding, when appropriate and available, to care for the collection.

IV. Accessioning

LHPB and the City of Larkspur will incur both the cost and the responsibility of cataloging, storing, exhibiting, conserving, and preserving any objects that are accepted into the permanent collection. Should a donation fall outside the scope of the permanent collection, but are deemed useful resources, LHPB may elect to add items to the research or institutional collections. Objects may be added to the permanent collection by means of gifts, bequests, purchases, exchanges, and any other transactions by which title to the object(s) passes to LHPB and in doing so, are formally accessioned. New items for consideration are presented, along with supporting documentation (See Appendix C, Deed of Gift) to the LHPB for consideration. If the item in consideration is approved by LHPB vote, it is then permanently stored, added to the database, and supporting documentation is filed. If the item in consideration is not approved by the LHPB, it is either returned to the donor, transferred to a more appropriate institution, or destroyed depending on the wishes of the donor as articulated in the Deed of Gift. The LHPB may elect to decline a donation for these common circumstances:

- Item is out of the collections scope (wrong subject, geographic area, etc.)
- Duplicate(s) of the item are already in the collection
- The item is in poor condition and would require conservation resources. In some cases LHPB may seek funding for conservation before accepting the gift.
- The item is large in size and accepting it will tax limited storage and display space.
- The item is a "conditional gift" or "permanent loan" and is donated with conditions that cannot be accommodated in perpetuity (e.g. the donor or lender requests that the item is permanently on display.)

V. Deaccessioning

Permanent collection items, which have been previously accessioned into the collection, may be deaccessioned for the following reasons:

- The item is not consistent with LHPB's collections scope (e.g. outside city limits.)
- The item is a duplicate.
- The item is damaged or has deteriorated beyond usefulness.
- The item is of excessive size and cannot be stored properly.
- The Item is dangerous or may cause damage to other objects in the collection, storage or display areas, or to individuals working at or visiting Larkspur City Hall.
- The item cannot be properly cared for by LHPB or the City of Larkspur for some other reason.

Circumstances that force deaccession include: objects that have been stolen or lost with little hope of retrieval. These items may be deaccessioned so accession records accurately reflect what is in the collection.

Final decisions regarding deaccessioned items are made by a quorum of LHPB. LHPB will document deaccessioning decisions through the Past Perfect database. Once LHPB has voted to deaccession an object, it may donate an object to a more appropriate repository (i.e. if the object is better suited to another historical organization or library.) If an object has deteriorated beyond repair, LHPB may also choose to destroy the object. If the donor of a deaccessioned object is living, LHPB will make efforts to notify the party of intent to deaccession.

VI. Loans

To encourage research and public appreciation of Larkspur, the City of Larkspur and LHPB may wish to loan items from its collection to other organizations. Outgoing loan requests will be presented at LHPB meetings and be granted by quorum vote to ensure that a majority of LHPB members are aware and approve of the loan. Loan periods will be limited to a term of six months with the option of renewal. Should an institution wish to renew a loan after the six month term, the loan form will be updated and presented to the LHPB for a quorum vote.

When a loan is about to expire, a LHPB representative will follow up with the borrowing organization and report back to the LHPB on the loan status. Items at risk of deterioration due to travel, climate changes and extra handling will require extra consideration by the LHPB. All loans will be documented by an outgoing loan form (see Appendix D) which will be presented to the LHPB at time of approval.

VII. Objects Found in Collection, Abandoned Property, and Unclaimed Loans

Undocumented objects found in the collection are those that have no accession number and no record of the object being accessioned or explanation of why they are in LHPB's care.

Ownership of undocumented objects cannot be assumed and they cannot be disposed of or accessioned. These objects are considered abandoned property and California law regarding museum abandoned property and old loans must be followed in order to gain clear title.

Further consultation with a lawyer may be required if this circumstance arises. Once clear title is established, the object then undergoes review for possible acquisition.

VIII. Collections Care

The City of Larkspur and LHPB are responsible for the preservation and protection of collection objects. Collection objects, whether on exhibition or in storage, will be adequately protected against fire, theft, vandalism, natural disaster, harmful light, dirt, and dramatic changes in humidity and temperature extremes. No permanent collection item should leave its assigned display or storage spot unless a record of its movement is made in Past Perfect Collections Software, presented to the LHPB, filed and recorded.

IX. Insurance and Risk Management

Collection items are insured under the City of Larkspur's umbrella policy. While it is rarely possible to replace a historic object with financial compensation, it is possible to use these funds toward conservation of a damaged object. The City of Larkspur and LHPB are not responsible for covering insurance costs for loaned objects or objects in temporary custody.

X. Collection Records

LHPB will work toward obtaining a descriptive catalog record and evidence of legal ownership or possession of all items in its permanent collection. These records will relate to objects by means of a unique institutional number (i.e. loan number, accession number) and should provide for easy retrieval of object information and locations. LHPB will work toward obtaining collections records for all incoming items and keep records in a secure location. Record types include: Deed of Gift (see Appendix C), Outgoing Loan Forms (see Appendix D), and supporting provenance information when available. These written records are stored at Larkspur City Hall.

XI. Inventories

In order to monitor collection activities, LHPB will conduct regular inventories of the collection every five years. Should an item be missing from the collection, it will be noted at the next LHPB meeting. The LHPB will make efforts to locate missing objects. If an object cannot be located, LHPB will notify the City who will then determine if police and the insurance provider should be notified.

XII. Access

The City of Larkspur and LHPB will provide access to its collection by means of appointment with a planning department staff member. Collection images will be posted online at 72 dpi to ensure that interest in higher resolution reproductions be directed toward the LHPB. Posting images online at such low resolution prevents quality duplicates from being created. Donor records and appraisal values are shared at the LHPB's discretion.

XIII. Appraisals

Donated objects with values of over \$500 must have supporting appraisals by a certified appraiser before being accessioned into the collection. Any appraisal costs associated with donations and objects out on loan will be covered by the donor or borrowing institution.

XIV. Rights and Reproductions

LHPB and the City of Larkspur provide reproduction services for materials contained in its collections for educational, personal and commercial use to the extent permitted by U.S. Copyright Law. LHPB can only grant permission to reproduce collection materials which are either in the public domain or for which LHPB is the owner of the intellectual property rights.

Any fees collected for reproductions will support costs associated with shipping and supplies. All reproductions must be accompanied with the credit line: "City of Larkspur Heritage Preservation Board."

XV. Photography and Filming

In the event that an outside request is made to photograph, film or scan an item in LHPB's collection, permission must be granted by the LHPB. No flash photography of any item in the collection is allowed and all cameras must be hand held.

XVI. Appendices

A. Questions to consider when determining whether an object should be accessioned into the permanent collection:

- 1.) Is the object consistent with the collections scope of the LHPB?
- 2.) Is the object so unusual that it presents an exceptional opportunity for LHPB and thus should be given preferential consideration?
- 3.) If the object is offered for sale, might it or a comparable object be obtained by gift or bequest?
- 4.) Can proper care be given to the object? (e.g. are funds available for the long-term costs associated with the object such as archival housing. Is adequate space available to store the object?)
- 5.) Is the object something that clearly would be more appropriate for another collecting organization?
- 6.) Is the provenance of the object satisfactory? (Is there a clear record of ownership and transfer of title?)
- 7.) Is the object encumbered with conditions set by the donor? (e.g. must be on permanent display.)
- 8.) Is the use of the object restricted by an intellectual property right (copyright, patent, trademark, or trade name?)
- 9.) Will the acceptance of the object result, in all probability, in major future expenses for the City (for example, because it needs conservation or maintenance or because it opens a new area of collecting?)

B. Questions to consider when deciding what should be removed from the permanent collection:

- 1.) Are there any restrictions that may prohibit removal?
- 2.) Is the object no longer relevant and useful to the purposes and activities of LHPB?
- 3.) Is there a danger of not being able to preserve the object properly?
- 4.) Has the object deteriorated beyond usefulness?
- 5.) Is it doubtful that the object can be used in the foreseeable future?
- 6.) Is there a need to remove redundant items?
- 7.) Have the interests and reactions of the public been considered?

C.

DEED OF GIFT

**Larkspur Heritage Preservation Board
City of Larkspur, 400 Magnolia Ave. Larkspur, CA 94939**

Name: _____	Date: _____
Address: _____	
City: _____	State: _____ Zip: _____
Phone H/W: _____	Fax: _____

I own the personal property described below and desire to give said personal property to the City of Larkspur and Larkspur Heritage Preservation Board. I do hereby irrevocably and unconditionally give and transfer to the City of Larkspur and Larkspur Heritage Preservation Board all right, title, and interest, including all copyright, trademark, and related interests, in and to the following described property. The described gift is an unconditional donation. The City of Larkspur and Larkspur Heritage Board reserves the right to keep, lend, or otherwise dispose of the donated material(s) at the Board's discretion.

Description of Gift:

Disposition if not accepted for accession:

- Source will pick up
 Please dispose of or destroy
 May be sold to benefit Larkspur Heritage Preservation Board

By my signature below I accept the foregoing conditions and acknowledge reading any attached information.

This gift is given in memory of: _____

Received by:

(Signature)

(Date)

D.

Loan # _____

OUTGOING LOAN AGREEMENT
Larkspur Heritage Preservation Board
City of Larkspur, 400 Magnolia Ave. Larkspur, CA 94939

Institution _____ **Date Out** __/__/_____
Name/Title _____ **Due Back** __/__/_____
Address _____ **Phone Work** _____
 _____ **Phone Home** _____
Purpose _____
Location _____
Transport _____
Insurance _____
Ins. Value _____ **Value min \$** _____ **max** _____

Object ID	Object name	Condition Notes	Value

I have read and accept any attached conditions of the loan _____
Borrower's signature Date

Approved and released by: _____
Lender's signature Date