

BRYN MAWR COLLEGE SPECIAL COLLECTIONS  
COLLECTIONS MANAGEMENT POLICY

Approved by the Collections Committee, April 13, 2021

Approved by the Bryn Mawr College Board of Trustees,  
October 2, 2021

I.

decisions on policy changes and major changes to Special Collections rest with the Board of Trustees of Bryn Mawr College.

#### E. Legal and Ethical Considerations

The Bryn Mawr College Special Collections Department understands and adheres to its legal and ethical responsibilities in acquiring and managing collections of artworks and cultural properties. Special Collections Department staff members are active in their professional associations and stay current with their fields' discussions and standards for ethical conduct and professional practice in the management, handling, and use of art and cultural collections.

Special Collections staff and Collections Committee members are expected to uphold professional standards as they strive to carry out the Special Collections mission. Specifically, individuals may not use their positions for personal gain or for the benefit of a2.2 (s)-17Ct6 (t)-3 (h)2.3 (e)-r5.6 (e)-3 rnegB3 ( u (i)1 Td T

F. Review and Revision

This policy shall be reviewed by Special Collections staff and the Collections Committee every five years and updated as needed. Major changes concerning the collections and/or their management may necessitate more frequent revisions.

G. Public Disclosure



evaluations of the importance of the object(s); the likelihood that they will be used in classes, research projects, or exhibitions; and the ability of the department to catalogue, store, and care for them.

A detailed list of priorities is in the Acquisitions Policy for Rare Books, Manuscripts, Art and Artifacts, a policy under the purview of the Collections Committee. The Acquisitions Policy is periodically updated to reflect changes in collection emphasis.

## B. Authority

Professional staff members in Special Collections are responsible for initiating the acquisition process and making a recommendation to the Director of Special Collections. If approved by the Director of Special Collections, the object is either referred to the Collections Committee for a final decision, or is accessioned to Special Collections for objects that do not need Committee approval.

The Committee's approval is required for any acquisition that will involve significant cost, staff time, storage space, or policy implications. Because of the differing nature of the collections, the trigger for requiring approval varies with the type of material. Committee approval is required for the following:

- Two-dimensional works (prints, photographs, drawings): Collections with more than 25 items
- Paintings: Any painting larger than 1sq.ft.
- Three-







## B. Criteria for Deaccession

Deaccessioning is the process by which accessioned Collections objects and materials are permanently removed from the ownership of Bryn Mawr College. The sole purpose of deaccessioning any object or material within Special Collections is to refine and strengthen the overall collection. Proceeds from the sale of deaccessioned items may only be used to acquire objects of better quality and significance or repair or catalogue items in the collections. Deaccessioning may also be used to remove objects that are either out of scope for the College's collections or have little significance in order to increase or improve the available space for new and existing collections of lasting value.

Bryn Mawr College acquires only those objects and materials which it intends to retain for perpetuity and does not collect objects or materials with the intention of disposing of them.

To be considered eligible for deaccessioning, an object or collection must:

1. Be free from donor mandated restrictions.
2. Be fully and legally owned by Bryn Mawr College
3. Meet at least one of the following criteria:
  - a. The object or material is no longer relevant to the mission and scope of Special Collections.
  - b. Bryn Mawr College is no longer able to preserve or manage the object or material properly.
  - c. The object or material has deteriorated beyond usefulness, been extensively damaged, or presents a risk to other items in the Special Collection to the staff and researchers working therein, and cannot be restored without compromising its integrity.
  - d. The object or material has been found to be a fake, forgery, or reproduction, and is not useful for instructional purposes. Such items should be clearly and permanently marked and should not be disposed of by means of sale, except in cases where they can be clearly labelled as reproductions.
  - e. The object or material is a duplicate which has no value as part of a series or exceptional value differentiating it from the object duplicates.
  - f.

C. Restrictions and Conditions of Deaccession

1. Bryn Mawr College follows ethical deaccessioning practices. Items from Special Collections may not be deaccessioned with the intent of giving the items as gifts to or otherwise placing them in the possession of employees, members of the Collections Committee, trustees, students, or any representative or immediate family member of the aforementioned. These individuals are, however, eligible to purchase deaccessioned objects that are offered at public sales.
- 2.

3. Exchange. Objects may be exchanged with other institutions for the purpose



clauses are accepted only if Special Collections is prepared to meet the restrictions the lender has placed on the object.

6. The loan must have satisfactory documentation of provenance and title. The lenders must declare in writing that they own the object. Special Collections does not borrow from third parties.
7. Special Collections may photograph incoming loan objects in accordance with the loan agreement with the lender.
8. If there is a change in the ownership of an object loaned to Special Collections, including a change in the lender's name or address or the dissolution of a lending institution, the lender must notify Special Collections promptly in writing. If legal ownership changes during the loan term, the new owners must, prior to the object's return, provide documentation of their legal right to receive the object.

### C. Long Term Loans and Objects Left in Deposit

Special Collections does not accept objects on permanent or indefinite term loan. A clear loan term, with definite beginning and ending dates, must be stated on all loan agreements. The maximum term for any incoming loan is one year. All loan agreements must be evaluated, with the possibility for renewal, after one year. Loans are not to exceed a total of six years.

Previously, objects have been left in the custody of Special Collections which are not covered by an incoming loan agreement or which lack a transfer of legal title. These objects may have been intended as donations or loans for which the appropriate paperwork was never completed. Such objects are monitored in the same manner as Special Collections objects while their provenance and status are investigated. Special Collections staff makes all possible efforts to contact the donors/lenders or their immediate heirs in order to resolve the deposit.

If the lender is known and the item is to remain in Special Collections as a loan, a loan form is to be processed and forwarded to the lender. Any prior agreements between Bryn Mawr College and lender will be honored.

Unwanted objects on loan are to be disposed of by one of three methods:

1. If the owner is known, return to the owner or owner's heirs.
2. If the owner is known and the owner or heirs decline to have the object returned, it



as in the case of long term loans to area museums. Long term loans must be approved by the Collections Committee.

Special Collections has reciprocal interlibrary loan agreements with Haverford and Swarthmore College's Special Collections Departments that allow for simpler loan arrangements.

#### C. Requirements and Obligations for Borrowers

1. All loan requests must be made in writing by the borrowing institution, including Haverford and Swarthmore Colleges. Requests must outline the reason for the request (exhibition or otherwise), dates of the proposed loan and schedule of tour (when applicable), and proposed packing, travel, and insurance arrangements.
2. If a loaned object is to be placed on exhibit, the borrowing institution (excluding Haverford and Swarthmore Colleges) must complete a Standard Facility Report which indicates the environmental and other building-related conditions under which the object is to be displayed.
3. The borrowing institution must provide a certificate of insurance covering loaned items at the value established by Bryn Mawr College for the duration of the loan, including transit to and from the borrowing institution and while on the institution's premises, unless the item is of minimal monetary value and the College has waived insurance.
4. Before an object leaves Special Collections, an outgoing condition report photograph of the object must be produced. The borrowing institution must complete a written



#### D. Interdepartmental Loans

If Bryn Mawr faculty or staff members wish to borrow works of art for the decoration of offices or public spaces, they must submit a written request to the Curator/Academic Liaison of Art and Artifacts. Each request is considered on a case-by-case basis, but the processing of such requests is a secondary responsibility of Special Collections staff. Special Collections reserves the right to refuse loans if the objects are in demand for classes, exhibitions and research projects, or if the conditions for displaying the objects do not meet minimum C C



## B. General Risk Management

Special Collections has an Emergency Preparedness and Response plan in place ~~in place~~ ~~to~~ ~~prevent~~ to minimize, react to, and recover from potential damage in the event of disasters and emergencies. The contents of the plan, particularly procedures, contact lists, and Special Collections priorities are reviewed and updated periodically, as needed

Special Collections staff must conduct periodic reviews of potential risks to the collections including natural disasters, vandalism, theft, human error, mechanical or operational system failure, and deterioration. Special Collections staff maintains ~~regular~~ ~~regular~~ contact with local fire and police departments, in coordination with the Bryn Mawr College Campus Safety and Facilities staffs. Personnel from these agencies have been made aware of the historical value and significance of the Special Collections.

Objects from the Special Collections must be used in the Special Collections Reading Room or in the designated area of one of the other Special Collections facilities. Areas where researchers are using Special Collections objects are to be supervised by a member of the Special Collections staff at all times, and staff members are to instruct researchers in proper handling procedures for collections. Users must

XII. SCIENTIFIC TESTING OBJECTS

more likely to grant permission if the researcher has already utilized minimally destructive techniques and can illustrate that the more destructive techniques are absolutely required.

3. The proposed analyst must be qualified to perform ~~work~~.
4. The amount of sample and ~~number~~ of specimens requested must be limited ~~that~~ which is necessary to obtain meaningful ~~results~~.
5. Each specimen must be able to be safely sampled or cast without damage or defacement and without precluding future study or analysis, or decreasing ~~quality~~

potential scientific value, and any other pertinent information. Also include a description of the scientific testing procedures to be used (destructive or non