

MARYLAND PARK SERVICE
ARTIFACT COLLECTIONS MANAGEMENT STANDARDS

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STATE OF MARYLAND
DEPARTMENT OF NATURAL RESOURCES
Maryland Park Service
580 Taylor Avenue, E-3
410-260-8186

ARTIFACT COLLECTION MANAGEMENT STANDARDS

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INTRODUCTION

The Department of Natural Resources, Maryland Park Service has been designated as a trustee to maintain and preserve, for the use and benefit of the people of the state of Maryland, those objects which illustrate the history and prehistory of the state.

The Maryland Park Service maintains an array of artifact collections in facilities located throughout the State Park system. As such, a systematic approach to the collection care, management, and storage of these artifacts is necessary to ensure proper preservation. Collections facilities across the state, in many cases are substandard, lacking environmentally controlled temperature and humidity. Personnel lacking in training in collections care management is also a concern. These *Artifact Collection Management Standards* address these issues and standardize the Maryland Park Service's approach to collections.

DEFINITIONS

Acquisitions are any object acquired by the Maryland Park Service, or the process for acquiring an object.

Accessions are any object formally accepted into the Maryland Park Service's Permanent Collection, or the process of formally accepting and recording an object into the Maryland Park Service's Permanent Collection.

Artifacts are objects that remain from a particular time period.

Deaccessions are the formal removal from the Permanent Collection of any formally accessioned acquisition within the Maryland Park Service, or the process of formally removing accessions.

The **Permanent Artifact Collection** consists of those acquisitions that have been formally accessioned by the Maryland Park Service, or the total of all objects on permanent loan to or owned by the Maryland Park Service.

Loans are temporary transfers of objects to or from the Maryland Park Service for display or research purposes. Loaned artifacts from the Maryland Park Service remain part of the Permanent Collection.

AUTHORITY

As stated in COMAR (08.07.06.02, C) “The Superintendent may regulate activities and uses of each State park.” In accordance with this authority, the Superintendent of the Maryland Park Service empowers the Maryland Park Service staff to develop collections illustrative of the cultural and natural history of the specific housing land unit and the state of Maryland. The Maryland Park Service Historic Collections Committee shall develop and update as needed an agency collections policy and these *Artifact Collection Management Standards*.

IMPLEMENTATION

Each Park Manager shall be responsible for implementing the *Artifact Collection Management Standards*, in consultation with the agency Historic Planner, in such a manner as to ensure proper accountability of the Permanent Collection.

The Park Manager may delegate, where appropriate, responsibilities to other staff for the successful implementation of the *Artifact Collection Management Standards*, including the authority to accept or reject collection donations.

The Park Manager, or designee, will keep accurate records of all objects presently in or have been removed from the agency’s Permanent Collection.

The Park Manager, or designee, will evaluate the significance and quality of objects proposed for acquisition or removal from the Permanent Collection.

COLLECTION SCOPE

The Maryland Park Service’s collection scope consists of objects that contribute to the Maryland Park Service’s capacity to better interpret the following:

- The Maryland Park Service mission.
- History of the Maryland Park Service.
- History, pre-history, geography and environment of an individual facility or land unit managed by the Maryland Park Service.

The Park Manager, or designee, will develop a collections scope tailored to the unique history, pre-history, geography and environment of their individual land-unit, or a specific facility within the given land unit as they apply (such as a museum). The collection scope must be developed in consultation with agency Historic Planner.

ELIGIBLE COLLECTION OBJECTS

These *Standards* apply to a wide variety of objects that include (but is not limited to):

- Architectural features—distinctive parts of buildings and other structures.
- Artwork

- Ceramics
- Documents
- Fossils (or more recent animal and plant remains)
- Furniture
- Geological specimens
- Glassware
- Metalwork
- Photographs
- Taxidermy (or preserved animal and plant) specimens
- Textiles

All objects must contribute to the documentation and interpretation of the history and the prehistory of the specific land unit housing the object; put the specific housing land unit in context with the state, region, or nation; be used for exhibit, research, or educational value as they relate to the mission of the Maryland Park Service and its program units; aid in the technical care, identification, and description necessary to successfully document, exhibit, interpret, and care for the Maryland Park Service's collections as they relate to the objectives of the Maryland Park Service and its programs; and aid in the professional growth of the Maryland Park Service, its staff and volunteers.

ACQUISITIONS AND ACCESSIONS

A legal instrument of conveyance, adequate descriptions of the objects involved and the precise condition of transfer should accompany all acquisitions and should be permanently on file at the receiving facility.

Means of Acquisition:

Objects may be acquired by purchase, commission, bequest, gift, specified purpose on loan or deposit, exchange, field collection, excavation, abandonment, reversionary clause, and adverse possession.

Purchase: For purchases, the Park Manager should follow the State of Maryland procurement laws and procedures. A fair market value must be determined before *purchasing* objects for the Maryland Park Service. Funding to support the purchase must be arranged before completing a contract between the parties.

Gift: All donations or gifts should follow the Maryland Department of Budget Management manual of "Gifts and Grants Acceptance Policies and Procedures." The DBM "Gift/Grant Acceptance Form" should be submitted to the Maryland Park Service's Chief Financial Officer. See the Department of Budget and Management's Gift/Grant Acceptance form. The form can also be found at www.dbm.maryland.gov/budget/Documents/operbudget/ggacc.pdf. Gifts of personal property with an estimated value in excess of \$10,000 and gifts of real property require approval by the Park Manager and the Superintendent of the Maryland Park Service. Gifts offered with usual encumbrances will not be accepted. Gifts judged by the Park Manager to be of extreme political or sensitive nature require the approval of the Park Manager and the

Superintendent of the Maryland Park Service. It should be noted that the objects donated to the MPS for tax purposes by an individual or corporation are acceptable. However, any value established for tax purposes must be done by the donor and not by the MPS. This policy conforms to Internal Revenue Service (IRS) guidelines and regulations.

Loan Conversion or Abandonment: See Loans below (Page 8).

Field Recovery: All artifacts found in the field (either recovered via an archaeological dig, confiscated as a result of illegal metal detecting, or simply found by happenstance) should be thoroughly documented and, if determined to be unique and noteworthy, considered eligible for the Permanent Collection. Conservation of the object by a trained professional conservator should be considered.

Acquisition Criteria:

Title to all objects acquired for the Permanent Artifact Collection should be obtained free and clear, without restrictions as to use or future disposition.

Only objects that are consistent with the Collection Scope (page 4) shall be considered for accessioning into the permanent collection. Please complete the *Collections Worksheet* (Appendix A) or all new potential accession.

Objects should not be accepted or otherwise acquired for the Maryland Park Service's collections unless the following conditions are met:

- The objects are relevant to and consistent with the purposes and activities of the Maryland Park Service, and complies with the land unit's collection's scope.
- The present owner possesses or stipulates that they possess a clear title, and/or the object's provenance has been clearly established.
- The Maryland Park Service can provide for the proper storage, protection and care of the objects under conditions that ensure availability for the land unit's purposes and in keeping with professionally accepted standards.

Acquisition of objects for the Maryland Park Service is based on value to the purpose of the Maryland Park Service and its programs rather than the uniqueness, monetary value, or other such considerations or values.

The Maryland Park Service will comply with all federal and state laws and regulations regarding the treatment of sensitive cultural, historic and natural objects, including human remains. Notable laws include (but is not limited to) the:

- Migratory Bird Treaty Act (MBTA)
- National Historic Preservation Act
- Endangered Species Act
- Archaeological Resources Protection Act
- Native American Graves Protection and Repatriation Act (NAGPRA)

- Paleontological Resources Preservation Act

All moral, legal, and ethical implications of the acquisition must have been considered before acceptance. The Maryland Park Service will not knowingly acquire objects that are known or suspected of being illegally or unethically obtained either in this country or the country of its origin. The Maryland Park Service subscribes to the United Nations Educational Science and Culture Organization (UNESCO) guidelines of prohibiting and preventing the illicit import, export and transfer of ownership of cultural property. This includes any objects or artifact that was knowingly and willfully imported illegally or that would support or encourage irresponsibly damage to or destruction of collecting sites, cultural properties, cultural monuments, or human burial places. However, the Maryland Park Service may accept objects that have been confiscated and offered to the Maryland Park Service by government authorities—such as legally confiscated taxidermy displays, etc.

Where applicable, full literary rights, property rights, copyrights, patents, or trademarks shall accompany all acquisitions.

Acquisition Requirements:

Records of accession should be made and retained permanently for all objects and materials acquired for the collections. All accessions shall be cataloged and documented in the Maryland Park Service records according to professional standards that are normal to the pertinent discipline.

All new acquisitions to collections shall follow State of Maryland and DNR procurement guidelines; should be recorded on an Accession Receiving Report and logged in the agency Permanent Artifact Collection database (PastPerfect).

All objects accepted into the agency's collection must include the following:

- Accession number
- Date accepted
- Appraised value
- Purchase price (if applicable)
- Photograph of object (or scan if object is a photograph or document)
- Measurements
- Condition
- Date Cataloged
- Present Location/Circumstance

Acquisition of Objects for Developmental Purposes:

Artifacts and objects not deemed appropriate to be accessioned into the Permanent Collection may be acquired for developmental purposes. They should not be accessioned into the permanent collection, but treated as state property and, if appropriate, placed on the regular DNR

inventory. Disposal or sale of objects should follow State of Maryland and DNR property disposal procedures.

All gifts made for developmental purposes must have a legal instrument of conveyance that sets forth an adequate description of the objects involved and should be kept permanently on file at the housing land unit. Final disposition of all such objects must be made a part of the permanent file.

Appraisals:

Maryland Park Service staff shall not, in their official capacity, give appraisals for the purpose of establishing the tax deductible value of objects offered to the Maryland Park Service. Donors must have an independent appraisal made for their tax purposes. Staff members may assist a donor in locating a qualified appraiser.

The acceptance of an object at its appraised value does not imply an endorsement of the appraisal by the Maryland Park Service or its staff

Maryland Park Service staff shall not provide formal artifact authentication or render an opinion concerning the monetary value of artifacts casually brought to MPS property.

As a public service, Maryland Park Service staff may provide informal verbal artifact identification services to the owners of artifacts, provided that the owner is informed the service represents only an informal opinion by the staff, and the rendition of such an opinion in no way implies or expresses authentication or an official estimate of value.

LOANS

Outgoing Loans:

The Maryland Park Service or park may lend objects from its permanent collections to museums, galleries, and institutions for educational and cultural purposes. The requesting organization must be a bona fide educational or cultural agency or institution. No loans will be made to individuals.

Loans are to be made upon the approval of the Park Manager subject to the general criteria and regulations governing loan requests. Loan requests may be denied. (Regional Level? Signing Authority?)

Requirements regarding outgoing loans are further elaborated in the “Conditions Governing the Loan of Objects from the Maryland Park Service,” which can be found in the *Maryland Park Service Outgoing Loan Agreement* form.

Incoming Loans:

Incoming loans may be accepted from individuals or institutions for purposes of exhibition or current research within the Maryland Park Service.

Requirements regarding coming loans are further elaborated in the “Conditions Governing the Loan of Objects to the Maryland Park Service,” which can be found in the *Maryland Park Service Incoming Loan Agreement* form.

Objects that are not owned by the Maryland Park Service left in temporary custody with the Maryland Park Service for attribution, identification, or examination, will be treated as loans.

Loan Conversion:

If the Maryland Park Service’s attempt to return an Object(s) without success, then at the end of termination years following the termination of the loan, the Maryland Park Service reserves the right to treat the Object(s) as a gift and claim title.

DEACCESSIONS AND DISPOSITION

Authorization:

As authorized by the Regional Manager, and in compliance with these *Standards*, the Maryland Park Service or land unit may deaccession objects from its permanent collections.

Deaccessioning of objects may be considered when these conditions no longer prevail or in the interests of improving the collections for the land unit’s purposes and activities. If it is determined by the Park Manager that objects should be removed from the permanent collections, the deaccession process shall be cautious, deliberate, and scrupulous, and will require the approval of the Regional Manager.

Park staff may recommend deaccessioning objects or an object if, in their best judgment, one or more criteria have been met. The staff recommendation shall be in writing. Such recommendations shall specify the donor, source, and provenance of each object, the reason for deaccessioning, the estimated fair market value of each object, and the recommended means of disposal.

If the Park Manager determines that the State should retain ownership of a deaccessioned object, the object should be placed on the regular DNR property inventory. If the Park Manager wishes to dispose of the object, then the procedure for disposing of State property should followed, unless the artifact/object is best suited for another state agency, museum, library, or non-profit educational agency. Under these circumstances, approval from the Regional Manager be obtained prior to transferring such objects.

Deaccession Criteria:

All objects considered for deaccession should include documentation that establishes it as being the property of the State of Maryland.

An object may be considered for deaccession if one or more of the following criteria are met:

- The object is outside the scope of any agency land unit's collection scope and goal, and is outside the mission and purposes of the Maryland Park Service.
- The object lacks physical integrity, has failed to retain its identity or authenticity, or is deteriorated beyond usefulness or economic repair.
- The object has been lost or stolen and remains lost for four years.
- The object is duplicated several times in the collection.
- The agency is unable to preserve or store the object properly.
- The object has doubtful potential utilization in the foreseeable future, or has unintentionally been accessioned twice.
- The object contains or consists of hazardous materials.

Restrictions:

Before any object is recommended for deaccessioning, or if deaccessioned, reasonable efforts shall be made to ascertain that the land unit is legally free to do so.

Mandatory conditions of acquisition will be strictly observed unless a court of competent jurisdiction authorizes deviation from their terms.

Objects to which precatory restrictions apply should not be disposed of until reasonable efforts are made to comply with the restricting conditions. In the event of a question concerning intent or force of restrictions, the staff shall seek the advice of the State's Attorney.

COLLECTIONS DISPLAY, STORAGE AND CARE

The Maryland Park Service shall act in a responsible manner to ensure the best possible physical care of all objects entrusted to its care. All objects in the permanent collection and not on exhibition shall be housed in such a manner that ensures their preservation, systematic access, and easy retrieval. See *Artifact Collections Care Guidelines* for additional information on collections care.

The Park Manager, or designee, will identify and store or display collections objects in facilities that meet minimum standards for object preservation.

Land units that have adequate storage and/or display facilities, as articulated in the *Artifact Collection Management Standards* are authorized to expand their collections within the parameters of the land unit's collection scope as space allows and opportunities arise.

Alternative storage facilities and practices will be identified and considered for land units that fail to meet minimum standards for safe storage/display of objects covered in the *Collections Management Standards*.

COLLECTIONS ACCESS

Access to collections by the public or unauthorized staff will not be allowed unless specifically approved in advance by the Park Manager or designee.

The permanent collections and related records of the Maryland Park Service are available, by appointment for legitimate study, research, inquiry, and examination by responsible parties.

The Park Manager or designee will maintain a record of anyone who is granted permission to access collection.

Staff availability, conservation considerations, condition of collections, security concerns, restrictions to collections, or purpose or nature of the examination may be cause limit access to collections and records.

All persons requesting access to the Maryland Park Service collections will be supervised at all times unless specific permission to the contrary is granted by the Park Manager. This applies to all individuals, groups, service mechanics and other support staff of the state.

Access to and use of the Maryland Park Service's collections and records shall be credited appropriately in all publications, exhibitions, and presentations.

No commercial or promotional use of the Maryland Park Service's permanent collections and information or images resulting from their examination shall be allowed unless specific approval, in writing, is granted by the Park Manager or designee, with consultation from the Maryland DNR Office of Communications.

PUBLIC DISCLOSURE

In regard to a reasonable inquiry, the Maryland Park Service shall make available the identity and description of collection objects acquired or deaccessioned. All other facts pertaining to the circumstances of acquisition, deaccession, and disposal should be adequately documented in the Maryland Park Service's permanent records.

A copy of this *Collection Management Standards* shall be available to any donor, prospective donor, lender, or other reasonable persons upon request.

Appendix A

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Artifact Collections Worksheet

Complete this sheet for each potential artifact donation

Donating parties have an expectation that the Maryland Park Service will care for their valued possessions ***in perpetuity***. So, before accepting a historic object (artifact) or document into the Maryland Park Service collection, please consider the following.

The object or document:

- Is relevant to the park and its history.
- Will enhance the staff's ability to interpret the park.
- Is an actual artifact (not a modern craft item or artwork).
- Has a clear title of ownership (for an item of considerable economic value).
- Is **not** human remains.
- Will not bring an unreasonable amount of controversy to the department or agency.

If you **cannot** check every box above, please **do not** accept the object or document.

If every box above is checked, then please also consider the following.

The park has the capacity to house the object in a place that is:

- Free of pests (insects and mice).
- Free of ultraviolet light (this includes indoor fluorescent lighting).
- A stable temperature environment (preferably between 65 and 77 degrees, but at least an environment that is not subject to extreme temperature changes in short periods).
- An environment with stable humidity levels (between 40 to 60 percent).
- Secure.

If you are able to check every box, then please consult with the Maryland Park Service Historic Planner, who will provide guidance and assist you with adding the item to the agency collection.

If you cannot check every box, please consider steps that may be required to provide for a facility that can meet most of this criteria. Contact the Historic Planner for more information.

If the park cannot accept the object, please suggest alternative locations to the donating party. Please contact the Historic Planner for suggestions.

Appendix B

(Submit to MPS Chief Financial Officer)

DBM Control No. _____

DBM GIFT/GRANT ACCEPTANCE FORM

A. AGENCY INFORMATION

1. Agency requesting acceptance of gift: _____
2. Agency/Program Budget Code: _____
3. Agency point-of-contact: _____
(Name) (Phone)

(Title)

B. DESCRIPTION OF GIFT/GRANT

1. Type of Gift/Grant:
 Aircraft
 Info.Proc.Equip.
 Personal Property
 Real Property
 Vehicle
 Vessel
 Other
 Funds - Specify object to
which funds will be applied:

2. In the space below, provide any other appropriate information which describes the nature and condition of the gift/grant such as: brand name, reference numbers, serial and model numbers, condition, dimensions, color, legal description of real property, etc. Attach or include any relevant documents from the donor/grantor.

C. DONOR/GRANTOR

1. Name: _____
2. Address: _____
3. Telephone: _____
(Work) (Home)

D. VALUE OF GIFT

1. Estimated/actual value of gift/grant (dollar amount): \$ _____
2. Method of determining value (appraisal, purchase price, etc.):

3. Person/entity determining value: _____
(Name) (Phone)

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(2)

E. COSTS

Estimate costs to the State for accepting and maintaining gift/grant:

1. Initial cost:
2. Annual cost:

F. TERMS AND CONDITIONS

1. In the space below, state any terms, conditions, or other restrictions governing the acceptance, use, or disposition of the gift/grant imposed by the donor/grantor. Attach or include any relevant documents from the donor/grantor concerning terms, conditions, or restrictions upon the gift/grant.

2. If the conditions for use are not specified by the donor/grantor, explain the intended use of the gift/grant.

3. Explain the benefits to be derived in accepting the gift/grant:

G. REQUIRED APPROVAL SIGNATURES

Does this gift/grant require DBM approval? _____ Yes _____ No

Agency Head Signature
(Required for all gifts/grants)

Date

Secretary, DBM, Signature on behalf of the Governor
(If required by DBM Policies and Procedures)

Date

Appendix C

STATE OF MARYLAND
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Accession Receiving Report
(Retain in Park's Permanent Records)

Accession Number: _____

Date Object Accepted: _____

Land Unit (Park): _____

Object Name: _____

Name, Address, Telephone Number and Email of Source of Accession:

Accession Creator: _____

Accession Creation Date: _____

Brief Description of Object: _____

Accession Measurements: _____

Accession Appraised Value: _____

Accession Appraised Value Date: _____

Accession Acquisition Type (check one):

- Donation/Gift Purchase Exchange Transfer
 Field Collection Incoming Loan Unknown

Condition of Accession (check two):

- Complete (100% present) Excellent (no damage or deterioration)
 Incomplete (more than 50% present) Good (minor damage)
 Fragment (less than 50% present) Fair (minor damage with active deterioration)
 Poor (major damage with active deterioration)

Accession's Specific Location within land unit: _____

Notes (attach a separate page if need): _____

Purchase Price (if applicable): _____

Received by (Print Name and Date): _____

Received by Signature: _____

Supervisor (Print Name and Date): _____

Supervisor Signature: _____

- Accession Entered into Database Attached Photograph

Appendix D

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INCOMING LOAN AGREEMENT

*The object (s) described below is (are) loaned to the Agency/Museum indicated above by the Lender identified below.
Loans are subject to incoming loan Conditions listed below.*

DATE: _____

MARYLAND PARK SERVICE INFO:

Land Unit (Park, NEA, NMRA, etc.): _____

Land Unit Manager: _____

Address: _____

Telephone: _____

LENDER:

Name: _____

Address: _____

Telephone: _____

OBJECTS:

<u>Accession Number (if applicable)</u>	<u>Description (Maker/Artist or Culture; Title; Date; Materials; Dimensions; Weight; Signature; Identifying Marks; etc.)</u>	<u>Approximate Value</u>
---	--	--------------------------

Use additional page if necessary

Object Condition:

<u>Paintings on canvas/panel</u> <input type="checkbox"/> losses of paint <input type="checkbox"/> raised or loose paint <input type="checkbox"/> scratches in paint/varnish <input type="checkbox"/> discoloration in paint/varnish <input type="checkbox"/> tears/holes/dents in fabric <input type="checkbox"/> cockling/wrinkling of fabric <input type="checkbox"/> cracks in panel <input type="checkbox"/> warp/curvature of panel	<u>Accession Numbers</u>
<u>Paintings on canvas/panel</u> <input type="checkbox"/> losses of paint <input type="checkbox"/> raised or loose paint <input type="checkbox"/> scratches in paint/varnish <input type="checkbox"/> discoloration in paint/varnish <input type="checkbox"/> tears/holes/dents in fabric <input type="checkbox"/> cockling/wrinkling of fabric <input type="checkbox"/> cracks in panel <input type="checkbox"/> warp/curvature of panel	<u>Accession Numbers</u>
<u>Works on paper</u> <input type="checkbox"/> tears <input type="checkbox"/> paper losses <input type="checkbox"/> abrasion/scratching <input type="checkbox"/> cockling/wrinkling <input type="checkbox"/> dirt/grime on surface <input type="checkbox"/> discoloration/stains <input type="checkbox"/> foxing (brown splotches)	<u>Accession Numbers</u>
<u>3-dimensional objects</u> <input type="checkbox"/> missing or loose pieces <input type="checkbox"/> tears <input type="checkbox"/> cracks <input type="checkbox"/> scratches <input type="checkbox"/> chips <input type="checkbox"/> old repairs <input type="checkbox"/> surface or coating defects <input type="checkbox"/> discoloration	<u>Accession Numbers</u>

LOAN PURPOSE. The Object(s) above is (are) borrowed for the following purposes only:

- Display or Exhibition entitled:
- Research/Study (describe):
- Conservation/Examination/Preparation (describe):
- Other (describe):

LOAN PERIOD: (MM/DD/YYYY though MM/DD/YYYY): _____

Location(s) of Object(s) while on loan, including exhibit DATES and LOCATIONS, if applicable

INSURANCE (see Conditions below):

- to be covered by State of Maryland.
- to be carried by Lender. Name of Insurer: _____
Policy No. _____
- insurance waived

Total Insurance value of Object(s): \$ _____

SHIPPING: The following method of shipment shall be used:

Object Origin Address: _____

Object Destination Address: _____

Latest Arrival Date: _____

Latest Return Date: _____

Return Address (if different from Origin Address): _____

Shipment will take place via:

- State vehicle.
- Private carrier. Name of carrier: _____

Special shipping instructions included? Yes No
(See attached special instructions)

COSTS: TO BE PAID BY:

- | | | | |
|-----------|---|----------------------------------|--------------------------------|
| Packing: | <input type="checkbox"/> Maryland Park Service; | <input type="checkbox"/> Lender; | <input type="checkbox"/> Other |
| Shipping: | <input type="checkbox"/> Maryland Park Service; | <input type="checkbox"/> Lender; | <input type="checkbox"/> Other |
| Pick-up: | <input type="checkbox"/> Maryland Park Service; | <input type="checkbox"/> Lender; | <input type="checkbox"/> Other |

CREDIT LINE: _____
(for use in exhibit labels, catalogues, and publications)

SPECIAL CONDITIONS or REQUIREMENTS

WAIVER

The Lender may waive any terms or conditions of this Agreement. Any waiver may be attached as "Special Requirements."

I have read and agree to the terms of this Agreement and certify that I am authorized to enter into this Agreement.

WITNESS:

FOR THE LENDER:

Signed: _____

Title: _____

Date: _____

FOR THE MARYLAND PARK SERVICE:

Signed: _____

Title: _____

Date: _____

CONDITIONS GOVERNING THE LOAN OF OBJECTS TO THE MARYLAND PARK SERVICE

Loans are the temporary physical transfer of materials, without legal transfer of ownership. Objects lent to The Maryland Park Service shall remain in its possession or the possession of other participating entities. Objects may be withdrawn from this Agreement only by mutual consent of the Lender and The Maryland Park Service.

Care and Preservation

The Maryland Park Service and all other participating entities will give the same care and protection to the Objects as it does to objects in its own collections. Evidence of damage at the time of receipt or while in the Maryland Park Service's custody will be promptly reported to the Lender. The Maryland Park Service will not clean, repair, restore, or otherwise alter the Objects without the Lender's written permission. The Lender certifies that the Objects are in good condition and able to withstand the ordinary strains of packing, shipping, and handling. Evidence of damage or deterioration noted at the time of receipt will be reported to the Lender at once. Should damage occur in transit, the carrier will also be notified and all packing materials saved for inspection. If an object is received in a pre-existing unstable condition, Lender assumes full financial responsibility for any alterations, restoration or repair necessary for the purposes of this Agreement.

Insurance

Unless otherwise noted, the Maryland Park Service will insure the Objects through the State of Maryland. The Maryland Park Service will insure the Objects for their replacement value unless the Lender submits an independent professional appraisal of the Objects and the Maryland Park Service agrees to the appraised value for insurance purposes. If a valuation is not provided by the Lender, the Lender shall agree to accept an insurance value set by the Maryland Park Service and that this value is not to be considered an appraisal.

If the lender elects to maintain their insurance, the Maryland Park Service must be supplied with a certificate of insurance naming the Maryland Park Service as additional insured or waiving subrogation against same. If the Lender elects to provide the insurance required, any failure of the Lender to provide the insurance constitutes a complete release of the Maryland Park Service and all other participating entities from any liability for damage to or loss of the Objects. If insurance is waived by the Lender, the waiver constitutes a complete release of the Maryland Park Service and all other participating museums from any liability arising from the loan.

Insurance coverage begins as of time the Objects are received by the Maryland Park Service at the location described in this Agreement.

The Lender agrees that in the event of loss or damage to the Objects, recovery, if any, shall be limited to such amount as may be paid by the insurer. The Lender releases the Maryland Park Service and their agents and employees from liability for any and all claims arising out of such loss or damage. This policy contains the usual exclusions for loss or damage due to such causes as gradual deterioration, inherent vice, war, or shipments by mail other than registered First Class Mail.

Reproduction and Credit

Unless otherwise notified in writing by the Lender, the Maryland Park Service or any other participating entity may telecast, photograph, or reproduce by other conventional means, the Objects for educational, research, documentation, publication, or publicity purposes, including slides, videotape, film or other reproductive media.

It is understood by the Lender that the Maryland Park Service or any other participating entity may not elect to restrict the use of cameras by the general public in its exhibition areas if the Objects are borrowed for exhibition purposes, unless otherwise specifically requested by the Lender.

At the Lender's request, any or all use of the Objects will be prominently credited as the property of the Lender or as required by this Agreement.

Ownership

The Lender warrants full title as the sole owner of the Objects or as the legal representative of the owner(s).

It is the responsibility of the Lender to give prompt notice to the Maryland Park Service if there is a change in ownership of the Objects or if there is a change in the identity or address of the Lender.

The Lender warrants that the Lender or the owner(s) it represents holds all copyrights in the Objects.

Return of the Loan

Unless otherwise notified in writing, the Maryland Park Service and any other participating entity will release the Object(s) only to the Lender or its legal representative.

If the Maryland Park Service's attempt to return the Object(s) without success, then after three (3) years following the termination of the loan, the Maryland Park Service reserves the right to treat the Object(s) as a gift and claim title.

Interpretation

In the event of any conflict between this Agreement and any form of the Lender, the terms of this Agreement shall be controlling. For loans from a Lender within the United States, this agreement shall be construed in accordance with the law of the State of Maryland.

Loan Period Extension:

From: _____ Through: _____

All objects are in good condition not in good condition on the date of this extension (see Condition Report attached).

Incoming Loan Agreement Modifications:

WITNESS:

APPROVED FOR THE LENDER:

Signed: _____

Title: _____

Date: _____

WITNESS:

APPROVED FOR THE MARYLAND PARK SERVICE:

Signed: _____

Title: _____

Date: _____

RETURN OF LOANED OBJECTS IN AGREED CONDITION IS HEREBY ACKNOWLEDGED:

- | | | | |
|--------------------------|-----------------------|---------------------|-------|
| <input type="checkbox"/> | All Object(s) | _____ | _____ |
| | | Signature of Lender | Date |
| <input type="checkbox"/> | <u>Acc. No.</u> _____ | _____ | _____ |
| | | Signature of Lender | Date |
| <input type="checkbox"/> | <u>Acc. No.</u> _____ | _____ | _____ |
| | | Signature of Lender | Date |
| <input type="checkbox"/> | <u>Acc. No.</u> _____ | _____ | _____ |
| | | Signature of Lender | Date |
| <input type="checkbox"/> | <u>Acc. No.</u> _____ | _____ | _____ |
| | | Signature of Lender | Date |
| <input type="checkbox"/> | <u>Acc. No.</u> _____ | _____ | _____ |
| | | Signature of Lender | Date |

Appendix E

**STATE OF MARYLAND
DEPARTMENT OF PLANNING
Maryland Park Service
580 Taylor Avenue, E-3
410-260-8186**

OUTGOING LOAN AGREEMENT

*The object(s) described below is(are) loaned by the Agency indicated below to the Borrower identified below.
Loans are subject to Outgoing Loan Conditions attached.*

DATE: _____

MARYLAND PARK SERVICE INFO:

Land Unit (Park, NEA, NMRA, etc.): _____

Land Unit Manager: _____

Address: _____

Telephone: _____

BORROWER:

Name: _____

Address: _____

Telephone: _____

OBJECTS:

<u>Accession Number (if applicable)</u>	<u>Description (Maker/Artist or Culture; Title; Date; Materials; Dimensions; Weight; Signature; Identifying Marks; etc.)</u>	<u>Approximate Value</u>
---	--	--------------------------

Continuation Sheet(s) Attached? Yes No

LOAN PURPOSE: *The object(s) above is(are) borrowed for the following purposes only:*

- DISPLAY or EXHIBITION entitled:
- RESEARCH/STUDY, describe:
- CONSERVATION/EXAMINATION/PREPARATION, describe:
- OTHER, describe:

LOAN PERIOD: (MM/DD/YYYY through MM/DD/YYYY): _____

Location(s) of Object(s) while on loan, including exhibit DATES and LOCATIONS, if applicable

CREDIT LINE: _____
(for use in exhibit labels, catalogues, and publications)

INSURANCE (see Conditions below):

- to be covered by State of Maryland.
- to be carried by Lender. Name of Insurer: _____
Policy No. _____

Total Insurance value of Object(s): \$ _____

SHIPPING: The following method of shipment shall be used:

Object Origin Address: _____

Object Destination Address: _____

Latest Arrival Date: _____

Latest Return Date: _____

Return Address (if different from Origin Address): _____

Shipment will take place via:

- State vehicle.
- Private carrier. Name of carrier: _____

COSTS: TO BE PAID BY:

CONDITIONS GOVERNING THE LOAN OF OBJECTS FROM THE MARYLAND PARK SERVICE

Care and Protection:

Objects loaned shall be given special care at all times to insure against loss, damage or deterioration. The Borrower agrees to meet any special requirements for installation and handling stated on the face of this agreement. The Borrower shall keep appropriate records of all movements of the objects including internal relocations. Object handling will be kept to a minimum and only experienced personnel will handle the objects. The Borrower must have access throughout the loan period to a conservator professionally trained to handle the types of objects loaned.

Objects must be protected from extreme temperatures and humidity, excessive light, and insects, vermin, dirt and other environmental hazards. There must be facilities for control of relative humidity and temperature in display, storage, and packing areas where the objects are located. Relative humidity must be maintained in the range of 40% to 60%, and temperature in the range of 65°F to 77°F (19°C to 25°C). There must not be more than a 5% fluctuation in relative humidity during a 24-hour period. There must be a system for monitoring and recording temperature and relative humidity; relative humidity must be monitored and documented using a psychrometer or a recording hygrothermograph, which must be calibrated regularly. Natural, quartz, and fluorescent light must be filtered for ultraviolet radiation. Works of art on paper must be stored and exhibited only in incandescent light. Exhibition lights in display areas should be turned off when those areas are closed to the public. Light levels must be measured with a calibrated footcandle/lux meter and must not exceed the following levels:

Paintings - 35 footcandles (377 lux); Graphics (watercolors, pastels, color or hand-colored prints, drawings, color photographs) - 5 footcandles (54 lux); Black-and-white prints, black-and-white photographs - 10 footcandles (108 lux); Objects (light-sensitive materials (ivory, textiles) - 5 footcandles (54 lux); Other materials - 35 footcandles (377 lux).

No object may be displayed in close proximity to sources of heat or cold air, or in cases or vitrines where the temperature exceeds 77° F (25° C).

Objects will be secured from damage and theft by appropriate barriers, and will be displayed with maximum attention to security.

In an emergency, the Borrower must take all steps prudent and necessary to halt or minimize damage to the objects. No object may be altered, cleaned, repaired or fumigated without the written permission of the Maryland Park Service, except in an emergency situation when the safety of the object makes such action imperative. The Borrower shall obtain prior approval from the Maryland Park Service for all methods of display. Framing, matting, mounting or glazing may not be added or changed without written permission. Objects may not be examined by damaging technical or scientific methods without written permission from the Agency.

Additional Requirements that apply if box is checked (at the discretion of the Park Manager):

Objects will be maintained in a building equipped with early warning smoke detection and fire alarm equipment connected to and monitored at an internal security monitoring system, a local fire department, or a reputable alarm company 24 hours per day. There must be written alarm response procedures and a designated official available at all times to respond to emergency situations. The Borrower must have a written Emergency Preparedness Plan. A fire suppression system must be in place for protection of collections in exhibition, storage, or packing areas. Hand extinguishers must also be present and used in those areas. Staff must be trained in proper use of hand extinguishers.

The objects shall be secured by alarm, or exhibited in locked cases that are fitted with alarms. Security mountings be used in the installation of framed objects.

Packing and Transportation:

Only persons designated by the Park Manager or designee will be permitted to handle, move, or pack objects. The objects have been examined by the Park Manager or designee and are in such condition as to withstand ordinary strains

of packing, transportation, and handling. The Maryland Park Service will photograph the object immediately prior to packing. The Borrower must make a written comparison to that condition report both upon arrival and immediately before return of the object. The Maryland Park Service may require on-site inspection and approval of the actual installation by a member of its own staff at the expense the Borrower. The Maryland Park Service is to be notified immediately, followed by a full written and photographic report, if damage, loss, or a change in condition is discovered. A damaged object will not be shipped without the Maryland Park Service's approval. If damage occurs in transit, the Borrower will also notify the carrier and will save all packing materials for inspection. Objects will be returned packed in the same manner and with the same or similar materials by personnel specially trained to handle the types of objects loaned. Park Service staff or professional curatorial staff of the Borrower must observe loading and unloading of shipments by air freight. Only approved fine art handlers may transport fine art. At least three-weeks notice should be given to the Maryland Park Service for the intended date of collection and for the date of return.

At the discretion of the park manager, the Maryland Park Service may specify the method of packing, and will provide any special instructions for unpacking and repacking. *These special conditions will apply if checked:*

- Crates and packing materials for any object will be stored during the loan period in a place conditioned to the same temperature and relative humidity levels as those under which the object itself is stored or displayed.
- If the Borrower employs a commercial packing company, the Borrower's trained staff shall supervise packing. The objects will arrive and be returned in the manner of shipment mutually agreed upon by the Borrower and the Maryland Park Service.
- Objects transported by truck must be accompanied by two persons, and the vehicle must never be left unattended. Arrangement must be made for vehicle security if overnight stops are necessary.

C. INSURANCE

Objects shall be insured by the Borrower during the period of this loan for the value stated on the face of this agreement under an "all risk", wall-to-wall policy subject to the following standard exclusions: wear and tear; gradual deterioration; insects; vermin and inherent vice; repairing, restoration and retouching processes; hostile and warlike action, insurrection, and rebellion; and nuclear reaction, nuclear radiation, and radioactive contamination. The Maryland Park Service must be furnished with a certificate of insurance or a copy of the policy made out in favor of the Maryland Park Service and the State of Maryland prior to shipment of the objects. The Maryland Park Service must be notified in writing at least 20 days prior to any cancellation or significant change in the Borrower's policy. Any lapses in coverage, failure to secure insurance or inaction by the Maryland Park Service regarding notice will not release the Borrower from liability for loss or damage. If insurance is waived, the Borrower agrees to indemnify the Maryland Park Service for any and all loss or damage to the objects occurring during the course of the loan, except for loss or damage resulting from wear and tear, gradual deterioration, inherent vice, war and nuclear risk.

D. REPRODUCTION AND CREDIT

Subject to any special restrictions stated on the face of this agreement, the visiting public may photograph objects on display for private use, and the Borrower may photograph the objects for catalogue preparation and for routine non-commercial education, publicity, registration, and conservation purposes directly related to the loan. No further photographs can be made without the written permission of the Maryland Park Service. Each object must be labeled and credited to the Agency for display labels and publication credits in the exact format provided on the face of this agreement. Information about the objects must conform to the catalogue data provided by the Maryland Park Service. The Borrower shall supply to the Maryland Park Service one copy of every catalogue, brochure, and other publicity material.

E. COSTS

Unless otherwise noted on the face of this agreement, all estimated costs of crating, packing, handling, transportation, shipping, couriers, insurance and other loan-related expenses must be agreed to in advance by the Maryland Park Service and the Borrower and all actual costs shall be paid by the Borrower.

F. CANCELLATION/RETURN/EXTENSION

The Maryland Park Service reserves the right to recall the objects from loan or cancel the loan for good cause at any time, and will make every effort to give reasonable advance notice. The Maryland Park Service may immediately recall any object if the object is moved without the Maryland Park Service's prior approval to any location not expressly authorized by this agreement. The owners of any locations other than the Borrower's premises shall agree to abide by these conditions. Objects loaned must be returned to the Maryland Park Service by the required return date. Any extension of the loan period must be approved in writing by the Maryland Park Service and covered by written parallel extension of the insurance coverage.

G. INTERPRETATION

In the event of any conflict between this agreement and any forms of the Borrower, the terms of this agreement shall be controlling. For loans to Borrowers within the United States, this agreement shall be construed in accordance with the law of the State of Maryland.

H. ADDITIONAL CONDITIONS FOR INTERNATIONAL LOANS

Government regulations will be adhered to in international shipments. Unless otherwise stated in writing, the Maryland Park Service is responsible for adhering to United States import/export requirements. The Borrower will protect objects from possible damage during customs inspections outside the United States and will make every effort to ensure that customs examinations are made only at premises approved by the Maryland Park Service. If the nature of the material to be exported falls within the types addressed by the UNESCO Convention, its status in the importing country must be verified before this loan agreement is signed by the Borrower. The Maryland Park Service requires a declaration of immunity from seizure if available. The provisions of this loan agreement are subject to the doctrine of *force majeure*. In the event of premature termination of the loan, the parties will agree on a just settlement of costs incurred prior to the date of termination. Such settlement will take into account any benefits already enjoyed by one or more of the participating exhibitors. If U.S. Government Indemnity is secured, the amount payable by indemnity is the sole recovery available to the Maryland Park Service in event of loss or damage, and objects will be insured in U.S. dollars at their value as of the application date. Current fluctuations affecting value of claims at a later date are not recognized under indemnity.

I. WAIVER

Depending on the nature of objects loaned, the Agency may waive any terms or conditions of this Agreement. Any waiver may be attached as "Special Requirements."

I have read and agree to the above conditions and certify that I am authorized by the Borrower to enter into this agreement.

Signed (for Borrower) _____ Date: _____

Title: _____

Approved for the Maryland Park Service:

Signed: _____ Date: _____

Title: _____

Loan Period Extension:

From: _____ Through: _____

All objects are accounted for not accounted for.
(See attached Loss Report)

All objects are in good condition not in good condition. (See attached Condition Report)

Loan Agreement Modifications:

Approved for the Maryland Park Service:

Signed: _____ Date: _____

Title: _____

Returned in satisfactory condition on: _____ by: _____

and accepted by: _____ for the Agency.

LOAN SECURITY/STORAGE INFORMATION REQUEST FORM

Please note that full and detailed completion of this form is necessary to complete the loan procedure from the Maryland Park Service (hereinafter "The Agency"). Negative responses will not automatically dismiss consideration of a loan request. Please attach additional sheets as needed in order to explain in full your particular situation with regard to any of the specific points raised below.

Your complete form will be entered in the entity's permanent file so that repetition of this request should not be necessary.

Completed forms should be returned to the Park Manager, _____.

Borrower: _____

Address: _____

(Mailing and Shipping, Please)

Telephone: _____ Extension: _____

1. How are your exhibit galleries protected when the museum is open?

2. Number of full-time guards employed _____. Number of galleries assigned to one guard _____. Who else, other than or in lieu of guards, checks on the exhibition area? _____

3. How often are the galleries checked when closed?

4. Who is allowed to handle artifacts?

Do you have staff especially trained to pack and handle artifacts?

_____ If yes, how many? _____

5. Do you have a staff conservator? _____ Name: _____

6. Services of an outside conservator? _____ Name: _____
7. Are there any relative humidity and temperature controls in galleries?

8. What relative humidity and temperature are maintained
(day) _____
(night) _____
9. How will the artifacts be protected while on display? _____

What is your type of fire detection? _____
What is your fire extinguishing system? _____
10. Types of lighting used in galleries _____

Used in cases _____
11. Is light filtered for ultraviolet? _____ If yes, what devices are used? _____

12. Are closed cases ventilated or otherwise safeguarded against extreme heat? _____ If yes, how? _____

13. Does sunlight get into any part of the exhibit areas? _____ If yes, how much and for how long? _____
What type of barriers or devices are used to keep sunlight out of the exhibit areas (shades, blinds, filters, drapes, etc.)?

14. By whom are you insured? _____
15. What facilities do you have for safeguarding and storage of artifacts not on display? _____

16. What is your system of document and inventory control of materials on loan to you? _____

17. Indicate type and manufacture of the following:

Fire alarm system: _____

Smoke Detection system: _____

Fire detection system: _____

Automatic extinguishing system: _____

Burglar alarm system: _____

Number of hand extinguishers: _____

Other security devices or procedures: _____

18. Describe storage and exhibit preparation areas including security provisions: _____

19. Describe construction of museum building. Type of material _____

Square feet: _____ Exhibit: _____ Storage: _____

Signature: _____

Title: _____

Date: _____

LOANED ARTIFACT DAMAGE REPORT

Date of Report: _____ Reported By: _____

Accession Number: _____ Inventory Location: _____

Object Description: _____

Damage due to: Accident Vandalism Deterioration
 Water Smoke Heat Other

Is Treatment Required?: _____

Describe the Cause of Damage: _____

What Physical Changes Have Occurred to the Object as a Result of the Damage?:

Is the Object Intact?: _____ If not, what is missing? _____

Comment and Clarification: _____

What can you recommend be done to avoid this type of damage in the future?

**IN CASE OF ANY DAMAGE OR CHANGE TO AN OBJECT, DELIVER THIS FORM TO THE PARK
MANAGER.**

Appendix F

STATE OF MARYLAND
DEPARTMENT OF NATURAL RESOURCES
Maryland Park Service
580 Taylor Avenue, E-3
410-260-8186

Artifact Collections Care Guidelines

The Maryland Park Service houses artifacts which tell the story of Maryland's past as well as some of the most significant events and cultural changes in American History. Preservation of that heritage is the responsibility of park personnel. "Do No Harm" should be the primary philosophy when approaching collections care.

Artifacts and historic objects in the care of Maryland Park Service personnel have typically undergone treatment by a conservator and are ready for display purposes. However, the park staff overseeing the artifacts should have a working knowledge of an artifacts composition and how to properly store them in order to prevent further decomposition. The major concept to remember is that all artifacts, and for that matter, all objects man-made or otherwise, are attempting to return to their natural state with very few exceptions. The treatment and preservation of these objects certainly fall within that spectrum of the conservator/park staff, but the park staff should be well versed in this field as well.

The intent of this *Artifact Collections Care Guideline* is to assist park personnel with some basic instructions on how to adequately care, handle, and store collections.

I. DETRIMENTS TO PRESERVATION

Improper care, handling and storage are perhaps among the most detrimental factors to collections. Environmental factors such as temperature, humidity, light, and air pollution can cause irreversible damage. The main detractors concerning the well-being of objects are as follows:

- High temperatures cause discoloration and disintegration of organic materials. Low temperatures cause desiccation resulting in chipping and fractures in paints and adhesives.
- High humidity levels can cause corrosion, mold growth and attract pests; low humidity levels can cause shrinking or cracking.
- Light exposure is a cumulative and irreversible detriment to collections. Ultraviolet (UV) radiation should be avoided at all costs, particularly for organic materials, as it causes pigment discoloration (or fading), and weakens materials.
- Air pollution and contaminants such as vehicle exhaust contain nitrogen dioxide and sulphur dioxide which tarnishes metals, weakens leather and textiles, causes pigment

discoloration, and makes paper brittle. Formaldehyde and volatile organic compounds (VOCs) are found on adhesives, fiberboard, cardboard, carpet, textiles, varnish and paint.

II. GENERAL COLLECTIONS RECOMMENDATIONS

Maryland Park Service collections encompass a variety of materials and objects typically housed in a museum display setting. To adequately care for the variance in collections the following are general recommendations.

- Storage and Display Areas:
 - All storage and display areas should have functioning HVAC systems. Dehumidifiers or fans are recommended where additional measures are needed.
 - Do not store or display objects in following places:
 - Basements
 - Attics
 - Near heat sources
 - Near water sources
 - On exterior walls.
 - Most objects should be stored or displayed at least 6-inches above the floor.
 - Storage cabinets should be made of plastic or painted steel.
 - Choose storage areas with no windows, or cover windows with dark draperies and/or UV filtering covers.
 - Keep the storage and display areas clean, rodent and insect free.
 - Stored objects should be kept in archival quality storage containers that were acquired from reputable archival storage suppliers.
- Handling:
 - Always wash and dry your hands prior to handling objects.
 - Use powder-free nitrile gloves (or lint-free cotton gloves) when handling photographs.
- Temperature:
 - Range from 65 to 77°F with fluctuations not exceeding +/- 5°F from the set point.
 - Extreme and sudden fluctuations in temperature should be avoided.
- Relative Humidity (RH):
 - Range from 40 to 60% with fluctuations not exceeding +/- 5%F from the set point.
 - Extreme and sudden fluctuations in RH should be avoided.
- Lighting:
 - LED light bulbs and incandescent lighting are preferred.
 - Exposure to direct natural sunlight should be avoided. Windows should be covered with UV filter sheeting, or covered with blackout draperies or pull-shades when the facility is unoccupied.
 - Fluorescent lights, if used, should be covered in UV filters.
- Equipment:
 - Hygrometers for monitoring relative humidity and temperatures
 - Particulate air purifiers to reduce air pollutants

- Security:
 - Storage areas should be kept locked. Access should be limited to those entrusted with and responsible for caring for the collection.
 - Check storage regularly.

III. CARE, HANDLING, DISPLAY AND STORAGE

Photographs:

Photographs are easily damaged by improper storage, careless handling, and exposure to light, humidity, dust and temperature. Unless **ideal** environmental conditions are achieved, **original** photographs should **never** be displayed in Maryland State Parks.

Care & Handling: Always wash and dry your hands prior to handling objects. Snug fitting nitrile gloves are best when handling photographs. Support photographs with both hands. Photographs which are soiled or dusty can be carefully swept clean with a soft brush from an archival supplier. Do not use water, chemicals or other implements/tools. Torn, broken, or cracked photographs should be placed carefully in a polyester sleeve with archival board support. Flaking binder layers require placement in a shallow acid free box. Never use tape to repair photographs. Consult a conservator for advice.

Storage: Follow the General Collections Recommendations (page 23). Storage conditions for photographs should be at a temperature of 68°F and relative humidity of 40%. Film-based negatives and contemporary color photographs benefit from storage in cooler environments of 50° to 60°F and 30 to 40% relative humidity. Photograph types (negatives and prints, and types of prints) should be stored in separate containers. Storage containers should be acid, sulfur, and peroxide free. If plastic sleeves are used, they should be purchased from an archival storage vendor. Do not use plastic sleeves if storage environment is not ideal. Never use self-adhesive or magnetic albums.

Paper objects:

Paper objects in the forms of letters, documents, manuscripts, drawings, prints, and watercolors. Like photographs, paper objects are easily damaged by improper storage, careless handling, and exposure to light, humidity, dust and temperature. Light damage is irreversible. Exposure to light, regardless of type, should be limited. Unless **ideal** environmental conditions are achieved, **original** paper objects should **never** be displayed in Maryland State Parks.

Care & Handling: Always wash and dry your hands prior to handling objects. Paper objects are very fragile so handle them as little as possible. It is preferable to use mats from an archival supplier to move and view without actual handling. To view documents place them on a flat stable surface which is clean and free of chemicals. Keep the document at least 3” away from the edge. Never use staples, tapes, paper clips, or any other office supply to hold documents.

Storage & Display: Follow the General Collections Recommendations (page 23). Storage materials should be acid free, lignin free and 100% rag. If plastic sleeves are used, they should

be purchased from an archival storage vendor. Do not use plastic sleeves if storage environment is not ideal.

- Artwork should be stored individually in enclosures that are larger than the item.
- Documents may be stored in groups within folders
- Newsprint should be stored separately
- Use rigid folders and mat board for adequate support
- Fragile items should be placed in individual enclosures
- Store items flat in drawers made of anodized aluminum or powder-coated steel

If paper objects are stored separately from the rest of the collection, then RH levels should range between 30% to 45% with a set point of 2% to 5%, with an ideal temperature is 65°F.

Furniture: Furnishings should undergo routine maintenance to prevent damage. Care of furniture can be more complicated because they can be made-up of a multiple materials.

Care & Handling: Always wash and dry your hands prior to handling objects. Dust and dirt build-up is harmful to finished surfaces; but do not use furniture polishes and oils. Use a soft cotton lint free cloth or artists brush for routine cleaning. Do not use feather dusters. Do not dust loose veneers and gilding. For stable surfaces with a build-up of dirt a damp cotton cloth may be used. If the furniture has is clear-varnished, apply a thin coating of good paste wax no more than once per year. Use a soft cotton lint free cloth or artists brush for routine cleaning. Do not use feather dusters since they tend to snag on cracks and crevices. Do not dust loose veneers and gilding. For stable surfaces with a build-up of dirt a damp cotton cloth may be used. For polishing brass, do not use an ammonia based polish. Ideally hardware should be removed to polish but if this is not possible a steady hand to avoid contact with the wood. Do no harm!

Prior to moving a piece of furniture, inspect it for loose or damaged joinery. If able remove shelves, doors and drawers. However, if removing them is not possible, secure them by wrapping them with soft cotton straps. Furniture should always be lifted rather than dragged. For larger furniture use more than one person. Tables should be lifted by the apron or legs. Chairs should be lifted by the seat rails not by the arms. Furniture transported in a vehicle should be placed on a flat even surface on its back or top, not the legs. If the furniture is placed on a rough surface make sure to pad it so it does not get scratched. Marble tops should be removed (if possible) and transport it vertically.

Storage & Display: Follow the General Collections Recommendations (page 23).

Metal Objects: Metal objects typically are mixtures of more than one metal or alloys. Metal objects are most at risk from corrosion which occurs when they come in contact with water, bases, acids, oils, chemicals, salts and gaseous materials. Metal objects are also susceptible to breakage, dents, and scratches.

Care & Handling: Always wash and dry your hands prior to handling objects. Metal objects are usually more fragile than initially thought so extra caution when handling these objects will

prevent serious damage. Do not aggressively clean metal pieces or use polish without consultation from a conservator (for example, silver objects can be damaged by modern polishes). The weight of the object should be supported evenly when possible. Dry dust metal objects with a soft cotton lint free cloth or artist brush for routine cleaning.

Storage & Display: Follow the General Collections Recommendations (page 23). Acid-free wrapping paper and boxes or soft cotton cloth can be used to protect metal objects. Cover metal objects with lint free dust covers and when possible avoid layering metal objects. Housing containers with padding between objects provide physical protection for metal objects. Never store metal objects without padding. Large metal objects such as farm equipment should be covered with clean cotton sheeting to prevent dust build-up.

Ceramics & Glass: These objects are often in the forms of dolls, sculptures, tableware & kitchenware, tiles, lamps, mirrors, and jewelry. Materials include glass, terracotta, earthenware, porcelain and stoneware. Ceramics are often decorated with glazes and glass slurries. These objects are most at risk from accidental cracking and breaking as a result of improper storage, handling, and display.

Care & Handling: Always wash and dry your hands prior to handling objects. Do not use cotton gloves to handle glass or ceramics because the surfaces are slippery. Before you handle a glass or ceramic object you should be aware of any previous repairs or restorations. These fragile items are susceptible to breaking or cracking so repairs are common. Handle glass and ceramic objects as little as possible. Use two hands to support the object around the body of the object rather than lift by the handles, knobs, rims, or spout. Remove any detachable parts such as lids. Avoid carrying the object with your hands to prevent accidental slips, trips, and falls which will result in the item breaking. Rather, place objects in a single layer in padded containers. Be sure to pad between items to avoid chips and cracks. To transport multiple items at once, place the items in padded containers on a well-balanced cart with a lip to prevent objects the containers from sliding. Mirrors and panes of glass should be carried vertically to distribute the weight. A dolly or hand truck with soft wheels may be used but requires that surfaces to be flat and cushioned.

Never apply tape or sticky labels to ceramic or glass objects. Ceramics and glass objects should be kept free of dust and oily residues. Regular washing is not recommended in order to prevent mishandling or accidents. Earthenware and other porous ceramics should never be immersed in water since they absorb the water. Consult a conservator before cleaning ceramic or glass artifacts for the recommended safe methods.

Storage & Display: Follow the General Collections Recommendations (page 23). Ceramics and glass should be stored and displayed on sturdy, level surfaces. When possible, objects should be covered or enclosed to protect them from dust and dirt. For long term storage it is recommended to wrap objects in acid-free, lignin-free tissue and store in acid-free cardboard boxes.

Paintings: Paintings are fragile and require special care. Paints can be made of pigments in acrylic, wax, tempera, oil, distemper, casein, and gouache. They can be applied to a variety of supports such as canvas, wood, paper, metals, glass, stone, plaster, cardboard etc. The normal

aging process of paintings is not considered damage. Common aging signs of paintings are the darkening or yellowing of surfaces, transparency of paint, and certain types of cracks. However, warning signs are tears, flaking paint, lifting edges, and mold. These warning signs require the consultation from a conservator.

Care & Handling: Always wash and dry your hands prior to handling objects. The best practice for paintings is to handle or touch them as little as possible. If a painting must be moved, first know what the current condition of the framing, covering (such as glass), and painting itself. Large paintings should be moved with at least another person. Prepare the location to receive the painting and ensure that the pathway is free from obstructions and slippery surfaces. Remove jewelry, belt buckles or other items which may make contact with the painting and cause scratches. Avoid touching the painting with your fingers, instead adorn nitrile gloves to provide for a firm grip, and lift the frame with both hands with the image facing up.

Prior to dusting a painting, inspect for loose or flaking paint. Adorn nitrile gloves and use a soft bristle brush made of either sable or badger hair every six months to lightly remove dust. Do not use air fresheners, furniture sprays, polishes, pesticides or other aerosol around artwork.

Storage & Display: Follow the General Collections Recommendations (page 23). Paintings are usually safest when hanging on a wall provided the hardware is strong and secure. Paintings hung on non-insulated exterior walls should have rubber spacers on the back of the frame. Display paintings out of direct sunlight and add UV-filtering film to windows. Illuminate paintings with indirect sunlight, ceiling-mounted, or recessed lighting. Direct sunlight can cause fading of pigments and yellowing. In addition to places listed page 23, do not store paintings above fireplaces, in bathrooms, near vents, or behind seating.

Textiles: Textiles appear alone in the form of objects like clothing, blankets, tapestries, and flags or as a part of other objects such as furnishings and accessories. They range from simple to complex structures made from natural fibers such as cotton, flax, silk, and wool to manufactured fibers like polyester, rayon, and nylon. At times, complex textiles incorporate other materials such as glass, metals, paper, leather, stone, horn bone, shell, feathers and even paint. Textiles require special care because not only do current handling and care impact their condition, they have also been exposed to past historical uses, environmental conditions, and handling which have impacted their current state.

Care & Handling: Always wash and dry your hands prior to handling objects. Remove jewelry or other items which can snag the textile. Textiles tend to be fragile, before you handle a textile make certain you know where the weak areas and/or repairs are. Support the textile by distributing the weight evenly. A piece of cardboard can be used for lighter textiles whereas larger items such as tapestries, curtains, and carpets can be rolled on a large tube to be carried.

Specialized vacuums are available for cleaning textiles but this task should be performed by experienced personnel. A soft brush can be used to remove larger dust build-up. Consult a conservator. Do not use air fresheners, furniture sprays, polishes, pesticides or other aerosol around textiles.

Inspect textiles every 6 months for signs of deterioration such as musty odors, insect damage, and discoloration.

Storage & Display: Follow the General Collections Recommendations (page 23). Rotating textiles on and off display are the best method to prolong their life. Textiles are best stored and displayed in well-ventilated areas away from heat sources such as windows and fireplaces. Particulate air purifiers will protect textiles from air pollutants. Use archive stable materials such as paperboards, rolling tubes, and storage boxes from an archival supplier.

IV. INSPECTIONS & PEST MANAGEMENT

Monitoring for the presence of insects and rodents is important to maintaining the longevity of the collection. Inspect storage areas monthly for pest and rodent activity. Some pests to watch for are moths that destroy fabrics, silverfish that eat glue and destroy books and fabrics, carpenter ants that destroy wood, etc. Insects will burrow into the cracks and crevices on furnishings and other items and typically chew or lay eggs on paper objects and textiles. Rodents commonly use paper and textiles to build nests and leave droppings inside containers and items. Checking storage containers for evidence of insect and rodent activity is important to collections management. Bait stations and/or traps can be used around collections.

Wooden objects and furnishings are susceptible most to insect infestations. Typically, pesticides are not recommended around collections. However, it is important to determine if there is an active infestation by seeing if sawdust is around the object or light-colored flight holes with sawdust (frass) are visible. If there is an active infestation the infected items need to be isolated immediately. A fumigation of the infected items may be needed. Call a conservator immediately.

Storage areas should be inspected weekly to ensure that relative humidity and temperature levels are stable. The use of hygrometers and air purifiers are recommended. Areas should be checked for mold and mildew growth, water stains, wall condensation, and flooring stability. Storage areas should be cleaned regularly to minimize dust, dirt, insect, and rodents.

RESOURCES

Archival Suppliers

- Archival Methods, www.archivalmethods.com/
- Gaylord Archival Suppliers, www.gaylord.com
- University Products, www.universityproducts.com/

Conservators

Maryland Department of Planning, Maryland *Archaeological Conservation Laboratory*,
Jefferson-Patterson Park & Museum, www.jefpat.org/mac_lab.html

Maryland State Archives, *Conservation Lab*, msa.helpdesk@maryland.gov
Paper Conservator: Jennifer Foltz Cruickshank
Conservation Technician: Camille DiMarco

REFERENCES

Library of Congress, *Preservation Directorate*
<http://www.loc.gov/preservation/>

Maryland State Archives, *Conservation Lab*
<https://msa.maryland.gov/msa/stagser/s1259/103/conserv/html/index.html>

MRM5, Museum Registration Methods 5, Edited by Rebecca A. Buck and Jean Allman Gilmore

National Park Service, *Museum Handbook*
<https://www.nps.gov/museum/publications/>

National Park Service, *Conserv O Gram*
<https://www.nps.gov/museum/publications/conserveogram/conserv.html>

Northern States Conservation Center
<https://www.collectioncare.org/home>

Texas Historical Commission, *Basic Guidelines for the Preservation of Historic Artifacts*
<http://www.thc.texas.gov/public/upload/publications/Basic%20Guidelines%20for%20the%20Pre%20serva%20tion%20of%20historic%20artifacts%202013.pdf>

Tri-State Coalition of Historic Places, *Sustaining Places*
<https://sustainingplaces.com/>