

**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. INTRODUCTION

### A. Statement of Purpose

This Collections Management Policy governs all procedures related to the development, management, preservation, and use of Bryn Mawr College's holdings of art works, cultural artifacts, rare books, and historical records, collections that are stewarded by Special Collections. The policy provides a framework of professional standards to be used to establish guidelines for managing the collections.

The Collection Management Policy is a comprehensive written statement that:

- Sets forth the mission of the Bryn Mawr College Special Collections;
- Explains how this mission is pursued through collection activity,
- Articulates Bryn Mawr's professional standards regarding objects in its care, and
- Serves as a guide to staff in carrying out their collection-related responsibilities.

### B. Process of Establishing Policy

This policy is based upon the Collections Management Policy approved by the College Collections Committee in 1999. The policy was revised in 2011-2012 with the assistance of the Conservation Center for Art and Historic Artifacts (CCAHA) as part of its Stewardship Program funded by the William Penn Foundation. The revision was approved by the College Collections Committee in 2013, and by the College's Board of Trustees in 2014. The 2014 Policy called for review every five years. This revised version is the result of that review.

### C. Statement of Authority

The general oversight of Bryn Mawr College is vested in the Board of Trustees, with management and administration for the College delegated by the Board to the President and senior administrative staff. Special Collections is part of Library and Information Technology Services, led by the Chief Information Officer and Constance A. Jones Director of Libraries. The day-to-day management of Special Collections is delegated by the CIO to the Director of Special Collections, who bears the ultimate responsibility for implementation of this Collections Management Policy and entrusts the Special Collections staff with the authority to implement the policy.

### D. Collections Committee Charge

The Collections Committee is responsible for setting the overall collection management policies of Special Collections, for monitoring acquisitions and approving major acquisitions to the collections, for approving deaccessions from the collections, and for approving major decisions about the collections.

The President of Bryn Mawr College appoints members to the Collections Committee and selects a chair for the Committee. The committee membership consists of chairs or the chairs' designees from the following academic programs: Anthropology, Classical and Near Eastern Archaeology, Geology, Classics, History of Art, History, English, and Africana Studies. The Committee also includes the Dean of the Graduate School for Arts and Sciences, and representatives from Alumnae Relations and Development, the Friends of the Libraries, and the Board of Trustees. The Committee reports changes in Special Collections to the full Board of Trustees at its regularly scheduled meetings or in an annual report. Final

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 another in contravention of the mission and values of the Bryn Mawr College community.

The College is particularly aware of the ethical and legal responsibilities involved in acquiring and managing cultural properties that come from a wide range of places, cultures, and time periods. The College acknowledges the ways in which our histories of colonialism and racism have shaped the formation and presentation of our collections of historical, cultural and artistic work, and strives to address these legacies through increased transparency about the collections, a recognition of potentially harmful descriptive language, and renewed efforts to acquire objects in a just manner that expand the range of voices preserved in our collections (See statement [Confronting the Legacies of Colonialism and Racism in Special Collections](#)).

The College follows the guidance of the Archaeological Institute of America and “refuse[s] to participate in the trade in undocumented antiquities and refrain[s] from activities that give sanction, directly or indirectly, to that trade, and to the valuation of such artifacts through authentication, acquisition, publication, or exhibition. Undocumented antiquities are those that are not documented as belonging to a public or private collection before December 30, 1970, when the AIA Council endorsed the UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property.”

The College has also undergone extensive review of its Native American artifacts in response to the Native American Graves Protection and Repatriation Act (1990) and understands its continuing responsibilities to consider claims for repatriation under the terms of this act.

Special Collections will not acquire an object if there is evidence that the object was illegally appropriated during the Nazi Era unless there is documentation of subsequent restitution or other satisfactory resolution of title.

Inquiries regarding potential claims on objects in the collection will be directed immediately to the Director of Special Collections, who will ensure thorough research and a prompt response to each inquiry.

## **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**

Once approved by the Collections Committee, copies of this Collection Management Policy are to be provided to all members of the Board of Trustees and to the appropriate Bryn Mawr College staff members. The Collections Management Policy will be posted on the Special Collections website. Copies of the Policy will be provided to donors upon request.

# **II. MISSION AND COLLECTIONS OF THE BRYN MAWR COLLEGE SPECIAL COLLECTIONS**

## **A. Institutional Mission Statement**

Special Collections manages the College's extensive holdings of rare books, manuscripts, art works, cultural artifacts, and the College's archives, within the framework of the overall College mission (<https://www.brynmawr.edu/about/mission>). Special Collections promotes teaching and learning with the collections through exhibitions, class visits, research project support, internships, and public programs. The department offers opportunities for the college community to engage actively and critically with primary resources and to conduct original research, thereby fostering inter-disciplinary materiality study, visual literacy, and the preservation and discovery of diverse, non-traditional narratives.

## **B. History of Special Collections**

From the earliest years of Bryn Mawr College, President M. Carey Thomas began assembling objects to be used as educational and decorative resources for the College. With the assistance of Mary Garrett, Thomas collected fine furniture, paintings, prints, and objects belonging to diverse world cultures for the president's house, known as the Deanery. Thomas and Garrett also purchased documentary photographs, prints, and plaster casts of classical sculpture which were used in classes and displayed in Taylor Hall and Old Library.

These items were supplemented by an assemblage of Greek, Roman, and Egyptian antiquities collected in the early 20th century by the first faculty members of the Department of Art and Archaeology. Around 1940, the antiquities collections were brought together in the new Ella Riegel Memorial Collection for Mediterranean Archaeology on the third floor of Old Library, where they still are housed. By the 1940s the College also had a growing collection of prints, drawings, and paintings as the result of gifts from Prof. Emeritus Howard L. Gray, Roy R. Neuberger, and various other faculty and alumnae. By the 1950s, ethnographic collections had been established by Frederica de Laguna in the Anthropology Department. The collections of art works, cultural artifacts and heritage furniture were brought together under professional management with the formation of the College Collections Department within the Library in 1980.

The Rare Book Collection was formally established in 1940 and included many books that had been acquired when Mary Garrett funded the purchase of the classical library of Professor Hermann Sauppe in 1894. Other rare book and manuscript collections were built through donations from the College's graduates and other friends over the years. Rather than focusing on one time period or topic, the collections reflect the range of interests of the donors, and thus support teaching, advanced research, and exhibitions across numerous fields. Among the major collections are the medieval manuscripts and early printed books from Howard Goodhart and his daughter Phyllis Goodhart Gordan (Class of 1935); the literary and historical works from Philadelphia book collector Seymour Adelman; and, most recently, the children's book collection of Ellery Yale Wood (Class of 1952). Adelman also endowed a fund for the purchase of rare books, manuscripts, prints and photographs. This endowment permits us to continue to add to the collections.

The College Archives was established in 1980 and was joined with the Rare Book Collection. The college's historical records were transferred from administrative offices to the Archives after that date. Most collections of alumnae/i papers were acquired after that date as well.

The Art & Artifact Collections and the Rare Book & Manuscript Collections have been administratively united within the Special Collections Department since 1999 but were only physically brought together in 2011 when the staff and most of the collections were consolidated into the Eva Jane Romaine Coombe '52 Special Collections Suite in Canaday Library. At the end of 2019, Bryn Mawr College Special Collections includes over 50,000 art and artifact objects, over 60,000 rare books, the College archives, graphic collections, and numerous significant manuscript collections.

### **C. Purpose and Use of the Special Collections**

Special Collections is housed primarily in Mariam Coffin Canaday Library, with important parts of the collection also housed in Old Library and the Park Science building. Collection items can also be seen throughout the campus environment where they are displayed under controlled circumstances to ensure their preservation. The Collections are an important resource for teaching and research in the Tri-Colleges, and they are regularly used by scholars worldwide. Items are frequently loaned to regional, national, and international exhibitions.

### **D. Scope of the Collections**

Special Collections collects rare books, manuscripts, art works, artifacts, and other cultural objects that support teaching and research at the College and enhance an understanding of the College's past. Objects are acquired for the Collections through donation and purchase; purchases are made using income from endowed funds designated by donors for the purchase of works for Special Collections. Acquisitions are monitored by the College Collections Committee. In addition, the College Archives within Special Collections acquires historical records of the College through the transfer of records from administrative departments.

The collecting priorities of Special Collections are set in response to the teaching and research interests of students and faculty. As a consequence, the priorities for new acquisitions will inevitably change over time as people with new interests join the faculty, and as succeeding generations of students bring new interests and passions to the College. Acquisition decisions are made by curators based upon their

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.

### III. ACQUISITIONS/ACCESSIONS

#### A. Methods of Accession

The term Acquisition refers to the acceptance into the custody of Bryn Mawr College an object or group of objects which may or may not be accessioned. Special Collections acquires objects only for the purpose of adding them to the collections so that they may be used for teaching and research. Large acquisitions may also include objects that are duplicates, reproductions, or items that are out of scope for the collections, and those may be sold or otherwise disposed of before being accessioned. Objects are not acquired by Special Collections for the sole purpose of selling them to raise funds.

Accessioning is the formal process by which historic, artistic and cultural objects are accepted into the holdings of Special Collections. Once accessioned, objects may not be sold or discarded without approval of the Collections Committee, and it becomes the responsibility of Special Collections staff to catalogue and preserve them and maintain records on their history and acquisition.

Gifts of art to the College which are not intended to be added to the permanent Special Collections are managed by Facilities Services and Alumnae Relations and Development.

Types of accessions/acquisitions:

- Gift – An object given by one or more individuals or an institution. Donors may be designated as “anonymous” if they would prefer that their names not be revealed to the public. An anonymous gift is not the same as “found in collection.”
- Bequest – An item directly willed to Special Collections or Bryn Mawr College at large.
- Transfer – An object transferred to Special Collections from an academic or administrative department within the College.
- Purchase – An item purchased for Special Collections with College funds or endowed funds that may only be used for Special Collections acquisitions.
- Exchange – An object acquired in an exchange with another educational or cultural institution.
- Found in Collection – An undocumented object or material historically stored with Special Collections but having little or no accession information, and not believed to be an abandoned loan.
- Heritage – An object, historically belonging to the College, which documents its history or traditions.
- Campus Art – An item used for the furnishing or decoration of offices and other public spaces on the Bryn Mawr College campus.

## 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 into 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 1 sq.ft.
- Three-dimensional objects: Any individual object larger than 1 cubic foot; or collection of small objects with more than 25 pieces.
- Books and Ephemera: Collections with more than 100 items.
- Manuscripts: Collections occupying more than 25 linear feet of shelf space
- Digital Collections: Digital collections that require expansion of local or hosted server storage capacity to acquire.
- For purchased items or collections, approval is required if the purchase price is greater than \$25,000.

For potential acquisitions being considered by the Collections Committee, Special Collections staff will submit a statement in advance of any such deliberation by the Committee which explains the importance of the acquisition and outlines the resources that will be needed to catalogue and store it.

An itemized report will be submitted to the committee at the end of each calendar year listing the acquisitions over the previous year.

## C. Criteria for Collection Acquisition

Within the context of the Bryn Mawr College Special Collections, to "collect" means to acquire and accession new material in a manner that conforms to the following objectives:

- To collect within the bounds of the Collections Mission.
- To collect within the categories defined in the **Acquisitions Policy for Rare Books, Manuscripts, Art and Artifacts.**
- To collect only objects (both digital and analog) that can be properly conserved, secured, and stored.
- To collect only objects which are in a condition suitable for teaching and research. Objects in unsatisfactory condition are to be accessioned only if they are of intrinsic value to the instructional mission or history of the College, and therefore worthy of conservation.

#### **D. Acquisition Terms and Restrictions**

Bryn Mawr College accessions into Special Collections only those objects which are intended to be retained for the long term. No artifacts or documents are accepted into Special Collections for the sole purpose of being deaccessioned and sold for fundraising purposes.

Before any object is acquired by any means, the following criteria must be met:

##### **1. Title**

A sale or donation to Bryn Mawr College Special Collections must be a legal transfer from the seller or donor to the College. All acquisitions for Special Collections must be accompanied by a clear title that has been presented by the donor(s), seller(s), or their authorized agent. Title to an object is established by Deed of Gift, receipts, or other documentation. As part of the acquisition process, Special Collections will gather as much information about the provenance of the item(s) as is available.

##### **2. Condition**

The object must not be in severe disrepair. Exceptions can be made if the object is of intrinsic value to the instructional mission or history of the College and/or is acquired along with conservation funds.

#### **E. Legal and Ethical Considerations**

Special Collections follows cultural property, burial, copyright, and other pertinent laws and policies when making acquisition decisions. In particular, Special Collections acquires objects in compliance with the legal policies and considerations mentioned previously in section I.E of this Policy.

All gift agreements are reviewed by College Counsel and signed by the College's Chief Financial Officer or the CFO's designee.

Special Collections staff cannot purchase objects for Special Collections from members of the Collections Committee or other staff members. Staff, Committee members, and consulting faculty may not take advantage of privileged information to compete with Special Collections for acquisitions. Should a conflict of interest develop between the needs of the individual and those of Bryn Mawr College, the needs of Bryn Mawr College will prevail.

Bryn Mawr College staff and members of the Collections Committee may not give appraisals for any reason. Appraisals for gifts or bequests must be made by an independent person or agency, as required by the regulations of the Internal Revenue Service. The donor is responsible for the cost of the appraisal and is expected to share the appraisal with the College.

Special Collections cannot hold any object for any length of time solely for the purpose of enabling donors to obtain tax exemption status for their gift.

#### **F. Conditional Acquisitions**

As a general rule, Bryn Mawr College only accepts unrestricted gifts. Acceptance of a restricted gift must have the approval of the Collections Committee.

Bryn Mawr College does not accept collections donated with the condition that the entire collection be accessioned. Bryn Mawr College has the right to choose, within a proposed donation, which items it wishes to keep. Non-accessioned portions of the donation are to be returned to the donor or handled as agreed upon with the donor.

#### **G. Documentation of Acquisitions and Accessions**

Special Collections maintains records of each newly accessioned item, including information about the donor, the item's physical dimensions, and a description. Each item is given an accession number, and where appropriate, an object file is created which includes images of the object, correspondence, and other documentation. Object records may be in paper or digital form, and often will be in both.

#### **H. Objects Found in Collection**

“Found in Collection” refers to objects which have been found at the College and deposited into Special Collections without any identification, or to objects without any identification which have been found in storage with accessioned objects. An object found in Special Collections is accessioned and processed if:

1. It is clear that the object belongs with other objects in Special Collections or
2. It is surmised that the object was once part of or intended for Special Collections and
3. The object fits within the current parameters for accessioning.

If the object is not to be accessioned, it may undergo the process of disposal or it may be added to the general library collections or other unaccessioned collections belonging to the College.

Before a final decision is made regarding the accessioning or disposal of an object “Found in Collection,” Special Collections must make a serious, diligent, and documented effort to learn more about the object. This process may include:

1. Determining the status of the object, as far as possible.
2. Consulting institutional records such as accession records, old inventories, board minutes, old gift and loan agreements, correspondence, newsletters, etc. in an attempt to link the object to some documentation.
3. Recording all information that is known about the object, including, if applicable, its object number, where it was found on the Bryn Mawr College campus, and any reasonable indications that the object may be assumed to belong to Bryn Mawr College, even if anecdotal.

### **IV. DEACCESSIONS AND DISPOSAL**

#### **A. Authority**

The Collections Committee is responsible for determining which items will be deaccessioned from the Bryn Mawr College Special Collections, following the recommendations of the appropriate Special Collections staff members. The Collections Committee must make a unanimous decision in order for an object to be deaccessioned. Outside opinions may be solicited before reaching a decision. Items that are not accessioned, such as gift books that have never been catalogued or Campus Art and Heritage collections, do not need to be deaccessioned prior to disposal, and so do not require the Committee's approval.

## **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 to 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 Collections, or 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 it duplicates.
  - f. The object or material is intended for exchange with another object from another educational facility.
  - g. In the case of digital objects, it is found to be in violation of copyright, publicity rights, or privacy laws. In some cases, the item may be embargoed rather than deaccessioned.

An object may also be deaccessioned if it is found to be subject to a legitimate claim for repatriation.

The processing of large collections of archives, manuscripts, books, prints and other objects routinely includes the weeding out and disposing of duplicate and unwanted material. Material discarded as part of this normal process is not subject to the same rigorous deaccession procedures as accessioned Special Collections objects and materials, although weeding must follow the terms of the agreement with the donor.

### **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. Special Collections staff must review the applicability of all international, federal, and state laws governing collections and certify that there are no restrictions on an object which preclude its deaccessioning.
3. The proceeds of all sales of deaccessioned items are to be deposited in a conservation/acquisition fund for the use of Special Collections
4. If an object has been received as a gift or bequest with conditions imposed, the restrictions must be honored or reasonable efforts made to notify the donor, or members of the donor's family, if necessary.
5. If an object was received by Bryn Mawr College as a gift intended specifically for the Special Collections and no tax deduction was taken, the College may seek to return the object to the original donor. If the donor did take a tax deduction for the gift, the object must not be returned.

### **D. Methods of Deaccession and Disposal**

Special Collections may dispose of a deaccessioned object by donation to or exchange with a non-profit institution, by sale, or by destruction, when warranted.

Proceeds from sales are to be placed in a restricted account and used for the acquisition and care of Special Collections objects. Income from the sale of deaccessioned objects must not be used to defray ongoing operating expenses but to enhance Special Collections.

When deaccessioning is recommended, the method of disposal is determined on a case-by-case basis for each deaccessioned object. Deaccessioned objects can be disposed of by the following means, as directed by the Collections Committee.

1. **Sale.** Objects may be offered for purchase by public sale, either through a public auction or by some other form of sale which is publicly advertised. Deaccessioned objects with an expected value of more than \$50,000 may be sold only after they have been evaluated by an independent appraiser. Deaccessioned objects may not be sold to an independent dealer or to a private collector unless such individuals have submitted the highest bid at a public auction or as part of a sealed-bid invitation to a large group, or unless the object is valued at less than \$500 and has been refused by a public auction house. Because of the College's concern about the market in antiquities, archaeological objects will not be sold.
2. **Gift.** If the object or material has educational or historical value, Special Collections staff may arrange to donate it to another institution. Objects must be offered first to other educational institutions or non-profit institutions.

3. Exchange. Objects may be exchanged with other institutions for the purpose of enhancing the Special Collections.
4. Transfer. Books which have a value under \$500 and are outside of the Special Collections collecting scope may be transferred into the general library collections. Such transfers do not require the approval of the Collections Committee. Books transferred to the general collections come under the "[Bryn Mawr College General Gifts-in-Kind Policy](#)", and may be deaccessioned at a later date.
5. Destruction or designation for scientific analysis. This option should be considered only after all other means of deaccessioning have been explored, and only after it has been determined that no entity will buy the object or accept it as a donation. Deaccessioned objects may also be destroyed if they have deteriorated to the point that they are no longer useful, and/or that they pose a hazard to staff, the public and/or other collection items. If the condition of an object is a criterion for deaccessioning, Bryn Mawr College will obtain the recommendation of a conservator in the relevant medium before making the final decision.
6. Disposal of Objects "Found in Collection." If an undocumented object is sold or donated, Bryn Mawr College may use a quitclaim deed, which transfers claim and rights to the object to the new owner, with no guarantee of title transfer. Any risk associated with holding the undocumented object is therefore transferred to the new owner. If an undocumented object is found to have or can be reasonably assumed to have very little monetary value, Bryn Mawr College may choose to donate the object to a nonprofit organization. The lack of title transfer must be transparently stated. If an undocumented object is deemed to have deteriorated beyond repair and if destruction is required to protect other objects in Special Collections, and/or the health and safety of Bryn Mawr staff or the public, immediate action may be taken. In no case is a private sale, gift or transfer to an individual or for-profit institution acceptable for an undocumented object.

#### **E. Documentation of Deaccession and Disposal**

Special Collections will document all deaccessioned items. Documentation may consist of Special Collections staff research findings, Collections Committee recommendations, official receipts, correspondence, and records of the final disposition of the object. In addition, items other than books must be photographed. All documents are to be filed with the object's registration records and retained there permanently.

### **V. INCOMING LOANS**

#### **A. Types of Incoming Loans**

Bryn Mawr College Special Collections may borrow items for the purpose of:

1. Temporary exhibitions lasting up to one year. Such loans are renewable but are not to exceed a total of six years.
2. Classroom use.

Inter-Library loans are not considered to be Special Collections incoming loans.

The Collections Manager is responsible for the processing and renewal of loans for artworks and artifacts and the Curator of Rare Books and Manuscripts is responsible for the processing and renewal of loans for rare books and manuscripts. In their absence, another appropriate Special Collections staff member designated by the Director of Special Collections may handle the loan paperwork.

#### **B. Terms and Conditions for Incoming Loans**

Incoming loans are accepted from individuals or institutions for the purpose of exhibition, research, or teaching. Bryn Mawr College does not store or maintain items belonging to others that are not required for exhibition, teaching or ongoing research.

In its treatment of borrowed objects, Special Collections abides by the same regulations it imposes on the objects it lends to other institutions.

Special Collections does not perform any type of conservation, cleaning, reframing, repair, or other action that alters the physical condition of a borrowed object without written approval from the lender.

If an object loaned to Special Collections is damaged or lost, the lender, Bryn Mawr's insurer, and appropriate College administrative staff will be notified immediately and a full written and photographic report will follow. If damage occurred in transit, Special Collections must also notify the carrier and retain all packing materials for inspection.

The following criteria must be met for an incoming loan:

1. The lender and Bryn Mawr College must have a written agreement covering the terms of the loan. The agreement will cover the costs, transportation, security, storage, and environmental conditions for the loaned objects. In most cases, the terms outlined in the Special Collections Incoming Loan form will govern the terms of the loan.
2. Bryn Mawr College will normally cover all risk and wall-to-wall fine arts insurance on the items being borrowed at the value established by the lender and confirmed by the insurance company's recovery process unless the lender waives insurance requirements in writing. The amount payable by such insurance is the sole recovery available to the lender in the event of loss or damage. If the lender prefers to provide insurance for the object, the lender must have Bryn Mawr College listed as an additionally insured party on the policy or obtain for the College a waiver of subrogation.
3. Special Collections must be able to provide care and protection for the borrowed object that meets or exceeds the care and protection that it provides for its own collections. Appropriate exhibition or storage space must be available for the duration of the loan term. Borrowed objects must only be handled under the supervision of professional staff in Special Collections
4. Special Collections staff must produce a basic condition report or photographic documentation upon receipt of a loaned object and prior to the object's return to the lender. Special Collections staff should not request or accept objects that cannot withstand the normal rigors of packing, transport, handling, and display.
5. The loan must have no unreasonable restrictions. Any restrictions or limitations requested by the lender are to be considered on a case-by-case basis. Loans with such

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 on 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 re-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 the 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 may be disposed of in an appropriate manner as described in Section IV of this policy.
3. After failed attempts to find the owner, the object may be disposed of in an appropriate manner as described in Section IV of this policy.

If the object was intended as a gift or bequest for Special Collections, and is consistent with the Special Collections mission and collecting criteria, it is to be processed in the same manner as an accession.

If the Special Collections staff is unable to locate and contact an object's original donor/lender, all efforts made to find and contact that donor/lender must be documented and all documentation retained in the object file.

If a donor/lender or the donor/lender's heirs claim ownership of a Found in Collection item and wishes for the item to be returned, the burden of proof of ownership is on the claimant. The claimant must

produce an original loan certificate in order to reclaim the object. Heirs must produce proof that they are the legal heirs of the original donor.

## **VI. OUTGOING LOANS**

### **A. Approval Process for Outgoing Loans**

The Collections Manager, Curators, and/or Archivist are responsible for monitoring loans, which are subject to final approval by the Director of Special Collections. All outgoing loans must be reported annually to the Collections Committee.

### **B. Criteria for Outgoing Loans**

Loans are made to educational institutions or non-profit organizations after careful consideration of the physical stability of the object and the ability of the borrower to provide the proper care, environment and security for the object. When assured that proper care and protection will be provided, Special Collections may lend objects for the purpose of promoting public education through study and exhibition. Loans are made only for the purposes of study or exhibition. At all times, the preservation of Special Collections objects takes priority over other considerations.

Loans are not made to private individuals.

Requests for loans must be received at least three months in advance of the expected delivery date.

Note: For some objects the lead time may be much longer.

Before materials are lent the following criteria must be met:

1. The object must be loaned for educational, scholarly, or exhibition purposes.
2. The object must not be loaned for decorative purposes outside the College environment.
3. The object must be in good condition and able to withstand the ordinary strains of handling, packing, travel, and study or exhibition.
4. The object must be appropriately insured by the borrowing organization and/or by Bryn Mawr College.
5. The proposed loan must not bring discredit upon the College.
6. The object must not be on exhibit with objects that Special Collections has reason to believe were acquired illegally or unethically.
7. There must be no restrictions on the requested object that preclude making the loan.
8. The loan must not jeopardize Special Collections' own program or conflict with Tri-Co educational use.
9. The item must be owned by Bryn Mawr College and not on loan to it.
10. All items involved in the loan must be accessioned and, in the case of artworks and artifacts, photographed.
11. The borrower must sign a written agreement outlining the conditions established by Special Collections.

Loans from Special Collections will not, in general, exceed the duration of one year. If the borrower wishes to keep an object longer than one year, the loan agreement must be re-signed annually, with the possibility for renewal, on an item-by-item basis. Long term loans may occur as special exceptions, such

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 the 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 or photograph of the object must be produced. The borrowing institution must complete a written condition report upon receipt of any loaned object, with an additional condition report completed prior to return of the object to Special Collections.
5. The borrowing institution must not perform any conservation, cleaning, fumigation, treatment, reframing, marking, or other action that alters an object in any way without the written approval of Special Collections. In the event that an object is damaged while in transit or while at another institution, the borrower must report any damages to Special Collections immediately. The borrowing institution is required to pay all conservation costs necessary to repair the damage. Such conservation is to be performed by a conservator who has been approved by Special Collections staff.
6. The borrowing institution is expected to pay all costs for any special conservation work, glazing, or framing performed on requested objects. The borrowing institution is normally required to assume responsibility for all shipping costs, including any special packing that might be required; insurance costs in transit and on location; and all courier fees. Bryn Mawr College must approve all arrangements, and a cost estimate for all charges is to be forwarded to the institution requesting the loan. Bryn Mawr College may assume the shipping and insurance costs for exhibitions in which it is a partner.
7. The borrower may photograph a loaned object for record keeping, educational, or publicity purposes. Any reproduction for sale may occur only with the written approval of Special Collections. Framed items may not be removed from their frames without written permission from Special Collections.

#### **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 minimal safety standards. The use of reproductions is strongly encouraged. The borrowing department may be responsible for any framing and/or conservation costs related to the request. Special Collections staff must inspect the proposed installation location and approve the installation process. In addition, a loan form must be completed and signed prior to the loan.

Interdepartmental loans are also subject to the following regulations:

1. Only certain objects are available for interdepartmental loan.
2. Works of art must be framed in order to be considered for interdepartmental loan.
3. Although Special Collections objects are, in theory, loaned to a department or office and not to an individual, someone in the borrowing department or office must assume responsibility for managing the objects on loan.
4. Special Collections items installed throughout campus are to be inventoried periodically, with basic condition reports conducted at the time of inventory.
5. If any damage occurs to interdepartmental loan items while they are on display, including damage to frames or hanging mechanisms, Special Collections staff must be notified immediately. It is the responsibility of the borrowing department to pay any damage-related conservation or re-framing fees.
6. If an interdepartmental loan from Special Collections is to be reinstalled in a different location or deinstalled temporarily for any reason, Special Collections staff must be notified at least two weeks in advance and provided with details regarding the new location, if applicable. The installation and de-installation process must be approved or overseen by Special Collections.
7. Special Collections may reclaim objects on interdepartmental loan at any time if they are needed for exhibition, research, conservation, or any other reason.
8. The borrowing department or office may not perform on the loaned object any type of cleaning, reframing, marking, or other action that alters the object.
9. If the area in which an interdepartmental loan is displayed is to be renovated, painted, or cleaned to an extent that exceeds routine housekeeping, Special Collections must be notified at least two weeks in advance so that the work of art can be moved by authorized staff.

### **VII. DOCUMENTATION**

#### **A. Collection Object Records**

Special Collections creates and maintains up-to-date records on all objects entering Special Collections, including gifts, purchases, loans, and any other type of acquisition, even if temporary, and has a system to ensure that the critical records are backed-up against loss in the event of a disaster.

The systems and procedures used for maintaining collection records may change periodically to reflect improved processes and technology, and those changes do not require a change in the Collection Management Policy.

Collections records are managed using the following systems:

- Art and Artifact Collections: EmbARK Collections Manager
- Rare books: Alma ILS
- Archives and Manuscript Collections: ArchivesSpace
- Digital Collections: CONTENTdm (soon to be Islandora)

#### **B. Backup System for Records**

Special Collections records are safeguarded from loss, destruction, and degradation through back-ups maintained either on campus or remotely.

#### **C. Inventory**

A base inventory of Special Collections has been completed. A verification inventory is to be conducted periodically for each collection.

#### **D. Image Naming Standards**

For digital images of objects in the Special Collections, all filenames must follow a set convention. Specific procedural details can be found in the Bryn Mawr College Photography Documentation Guide and the Bryn Mawr College Special Collections Digitization Guide.

### **VIII. COLLECTIONS CARE**

Special Collections follows professional standards for the housing and care of its holdings to the best of its abilities. Collections are kept in secure air-conditioned storage areas in which environmental conditions are continuously monitored. Objects are housed using museum-quality containers, boxes and folders, and digital collections are being managed using appropriate technologies (see Digital Collections Policy) .

In addition to performing the types of care and management described in other sections of this policy, Special Collections also:

1. Ensures that objects are handled appropriately and receive adequate collection maintenance and professional conservation care.
2. Maintains a budget line item for Special Collections care and conservation.
3. Carries out all legal, ethical, and professional responsibilities required to provide the necessary care for all objects acquired, borrowed, or placed in Special Collections.

### **IX. INSURANCE AND RISK MANAGEMENT**

#### **A. Insurance Policy**

Although insurance is not a substitute for safety, security, or professional collections care, it does provide compensation in the event of unforeseen loss or damage. Bryn Mawr College provides insurance coverage for its Special Collections.

## **B. General Risk Management**

Special Collections has an Emergency Preparedness and Response plan in place in order to prevent, 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 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.

Special Collections staff have been trained in the proper use of fire extinguishers, proper fire drill procedures, evacuation procedures for members of the staff and the public and disaster response and recovery for Special Collections. Special Collections keeps a stock of supplies necessary for emergency response and salvage onsite.

## **C. Security**

Special Collections storage spaces, including storage cabinets, are kept locked at all times when not attended by Special Collections staff. The main Special Collections storage areas are controlled by an electronic security system. The security system is administered by the Director of Special Collections, and alarms are sent directly to the Bryn Mawr College Campus Safety office.

# **X. ACCESS AND USE**

## **A. Collections Access**

Access to collections is mediated through Special Collections staff. Researchers, faculty, and students are permitted to handle objects under controlled circumstances, once instructed in the proper care and handling of objects, and only when the objects are in stable condition. Collections are accessible contingent upon staff availability and consistent with accepted security and preservation practices. In supporting accessibility to Special Collections, Bryn Mawr College recognizes that a suitable balance must be struck between users' need for access and the preservation needs and concerns of the materials.

The Special Collections Reading Room is open to all members of the public during normal working hours, although many collections can only be consulted by prior appointment.

## **B. Terms and Conditions**

Researchers who use the Special Collections register with a proper form of identification.

Bryn Mawr College reserves the right to refuse access to certain objects in Special Collections if the objects are unprocessed, or deemed too fragile or unstable for use, or are restricted by the donor or office of origin. Special Collections staff may also limit the number of researchers using particular items at one time.

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 methods for collections. Users must comply with Bryn Mawr College's conditions regarding the examination, handling and photography of Special Collections materials, and the use or dissemination of Special Collections information.

To protect the confidentiality of donors and the security of Special Collections, access to certain information in the collection files may be restricted. Addresses and other personal information about donors are not provided without the permission of the donor. Insurance and appraised values of Special Collections objects are kept confidential. Bryn Mawr College reserves the right to deny access to other types of information contained in its Special Collections records, such as collections containing the personally identifiable information of current or former students or collections which are restricted by donor agreement.

Special Collections storage areas are not open to researchers for general browsing. Special Collections staff must retrieve material from storage.

## **XI. RIGHTS AND REPRODUCTIONS**

Special Collections materials within the public domain may be used for any publication purpose.

For copyrighted materials to be published, the requester is solely responsible for clearing the copyright with the rights holder. Bryn Mawr College makes no warranties or representations and assumes no responsibility whatsoever for any claims against the requester, the publisher, or any other party by artists, their agents, estates, or by any parties in connection with the reproduction of any work from the collections.

Users are asked to credit Bryn Mawr College Special Collections and, if known, the creator of the work.

Researchers may take digital photographs, without flash, of any Special Collections objects for their own research purposes as long as such photography is safe for the object and is not disruptive to the work of others. Many objects in the Special Collections have been photographed and researchers are advised to check with Special Collections staff to determine if an image of the desired object is already available.

Researchers may request Special Collections to provide images of collections objects, for which the department may charge fees to cover the cost of making the reproductions. In addition, Special Collections may require that objects be photographed only by Special Collections staff if the objects require special handling in order to remain safe. All photographs of Special Collections objects are the property of Bryn Mawr College. Special Collections does not charge permission fees for the use of its images.

Users of Special Collections images in publications or websites are asked to notify the department of the publication. Researchers who publish significant pieces on objects in the collection are asked to provide links to the articles or offprints.

## **XII. SCIENTIFIC TESTING OF OBJECTS**

The following policy and procedures for scientific testing are designed to address the interests of scientific research on accessioned objects in Special Collections.

In accordance with its mission to educate, the College encourages the use of its collections for research in all fields and the employment of a wide variety of research methods. Special Collections permits the testing of collection items using established scientific methods. All requests for testing, whether destructive or non-destructive, and scientific examination other than visual or using standard microscopy, are reviewed on a case-by-case basis.

Requests to perform scientific procedures on objects in Special Collections may be initiated by Bryn Mawr College professors or students, Special Collections staffmembers, or outside scholars or scientists. Permission for testing Collections objects must be obtained in writing before any tests are undertaken. Special Collections staff review these requests to ensure the safety and preservation of the items and the proper documentation of the samples taken.

Current standard tests include, but are not limited to: radiography, CAT scans, PIXE (Particle Induced X-ray Emission), X-ray Fluorescence Spectroscopy (XRF), gas chromatography/mass spectroscopy, Fourier Transform Infrared Spectroscopy (FTIR), Scanning Electron Microscopy (SEM), polarized light microscopy, fluorescence microscopy, seal impressions, and mold-making using latex or silicone rubber.

### **A. Criteria for Scientific Testing Requests**

Objects to be sampled must not normally be damaged in ways that

- prevent additional sampling and destructive testing.
- prevent additional non-destructive study and analysis.

If procedures are planned that will damage an artifact such that one of the above conditions is not met, then the matter must be referred to the Collections Committee for approval. Documentation describing the laboratory procedures and the purpose and goal of the project must be sent to the Collections Committee along with the request. The request must also be accompanied by documentation (journal reports, professional association reports, etc.) which shows that the proposed procedures are routinely used and considered appropriate by professionals working in the relevant discipline.

If the proposed procedures do not normally damage an object (as described above), then the request is handled by Special Collections staff and a Bryn Mawr College professor in the department most closely associated with the collection from which the object to be tested originates.

### **B. Points of Consideration for Scientific Testing Requests**

1. Objects must be handled according to standard museum protocols and to the standards set by analytical laboratories.
2. The analytical methods proposed should be appropriate to the questions addressed by the study, and must be the least intrusive analytical means of obtaining the answers to those questions. In all instances, non-destructive and minimally-invasive techniques are preferred over more destructive methods that require large portions of an artifact. The researcher must adequately justify his/her choice of method. Bryn Mawr College is

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 the work.
4. The amount of sample and number of specimens requested must be limited to 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 the potential for future testing. Destructive testing is allowed for research purposes in the geological collections when the sample is not unique, rare, or a “major” sample in the collection. Some collections of archaeological samples may also contain objects that are of sufficiently low quality that destructive testing may take place during research and teaching (the Naukratis Collection, for example).
6. The degree to which any proposed destructive sampling affects the specimen must be minimal. Whenever possible, samples should be taken from obscured portions of the specimen.
7. The testing must not substantively affect the ability of the object to be displayed or used for instructional purposes
8. Samples must be returned to Special Collections to be retained for future use, unless otherwise approved by Special Collections.

Each specimen tested must be annotated either with a label or in the specimen record, indicating the material removed, the nature of the study, the researcher’s name and institutional affiliation, and the date. Special Collections must be cited in any resulting publication, a copy of which should be sent to the Collections Manager.

### **C. Procedures for Scientific Testing Requests**

Applications for scientific testing must be in writing and addressed to the Collections Manager. The Collections Manager will then consult with faculty members specializing in that field about the value of the testing and the potential risks. Based on that consultation, the Collections Manager will either make a decision about the request or refer the question to the Collections Committee. If the testing will result in damage to the artifact, then it must be referred to the Collections Committee for a decision. The Collections Manager may seek additional opinions or advice from conservators, curators, or faculty members, including persons working at other institutions, and may request further information on testing procedures and/or personnel before granting approval. Conditions for approval may include having samples taken by, or in the presence of, the Collections Manager. Bryn Mawr College has the right to refuse requests for scientific testing for any reason.

Requests should contain the following information:

- Requester’s name, address, phone number, e-mail address, and the status and institutional affiliation of the requestor. If the applicant is a student, the name and address of his/her supervisor must be included.
- Proposed date or dates of sampling.
- Reason for analysis. A brief description of the project including the culture under investigation, the materials to be studied, the objectives of the project, its

potential scientific value, and any other pertinent information. Also include a description of the scientific testing procedures to be used (destructive or non-destructive to the objects) and the justification for their use.

- Statement describing the proposed research methodology and expected analytical results.
- Sample size and/or weight requirements.
- A list of the objects to be tested, including accession numbers and descriptions. Field numbers should also be given, where known.
- Location where the analysis is to be performed and the name, address, phone number, and e-mail address of the responsible person at the facility where the testing is to be done.
- Date when the sample(s) will be returned (if applicable).
- If an object must be loaned for testing, the name, address, phone number, and e-mail address of the person who is to act as the borrower of record must be provided and a loan form processed. Loans must conform to all current loan policies and procedures.
- A statement of intent to publish, if relevant. If publication place and date are known, these must be included.
- An agreement to provide a copy of any publication resulting from the testing.

The Collections Manager will notify the applicant in writing of the decision. The notification will include the requirement that all test results are to be sent to the Collections Manager and that at least one copy of any publication or other written material incorporating information obtained from the testing be donated to Bryn Mawr College by the researcher. Failure to comply with this requirement may result in the denial of future requests. The applicant must deliver descriptions of all tests performed and all results obtained must be filed in the object's permanent record.

The Collections Manager handles all matters pertaining to the loan of objects to be sent from Bryn Mawr College for testing. Borrowers must comply with all loan policies and procedures.

The results of tests undertaken by individual researchers are considered confidential until published and are not made available without the written permission of the researcher. If publication is not made within five years of the test results, the data becomes available for reference by qualified researchers. The results of tests undertaken at the request of Special Collections are available to other researchers immediately.