

FAH Collections Committee

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Friends of Auburn Heights, Inc. Collections Management Policy

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I. Background

A. Mission of Friends of Auburn Heights, Inc.

The Friends of Auburn Heights, Inc.(FAH), collects, preserves and exhibits artifacts to educate the public firsthand about an American way of life that flourished at the dawn of the automotive age, and to preserve historic steam technology by teaching the practical skills of operating and maintaining steam vehicles.

B. The Collections Committee

1. The Collections Committee of the FAH Board of Directors has the following scope, role and purpose:
 - a. **Scope:** The objects under the care of the Collections Committee are contained within the interior of the Marshall Family Carriage House and Museum buildings. These consist of a collection of vintage automobiles (steam, gas, and electric), a 1/8 size live steam railroad, a set of shop tools to support the mechanical needs of the collections, and other smaller items such as, but not limited to, a Cretors popcorn and peanut wagon, electric train displays and mechanical musical instruments.¹
 - b. **Role:** The Collections Committee, with input from the Executive Committee and FAH Board approval, establishes and oversees policies for management of the collections by specifying policies for acquisitions, loans, conservation practices, insurance and deaccessioning of items as part of the total collection management. The Collections Committee sets guidelines for ongoing maintenance, security, use of items to accomplish the educational programs of the FAH and budget requirements to support the collections.
 - c. **Purpose:** The Collections Committee is a standing committee of FAH Board of Directors. The Committee is responsible for guardianship of the collections to accomplish the mission of FAH as stated in 1. A. above.
2. The Collections Committee shall consist of 6-8 members of FAH, who may or may not serve on the Board of Directors. The Chair(s) shall be member(s) of the Board of Directors. The Board President, with approval of the Board, appoints the members and Chair(s).
3. Amendments to the FAH Collections Management Policy shall require a simple majority vote of the Board of Directors.
4. Ethical guidelines for board members, staff and volunteers who work with the collections

¹ The FAH will consider expanding the scope of its collection responsibilities as an understanding develops with the State of Delaware concerning the relationship between the FAH and the collections housed in the Auburn Heights mansion.

are to be developed as a separate code of ethics document and referenced her~. *Identifying and avoiding perceived and actual conflict of interest to be a key tenant of a code of ethics for FAH and the Collections Committee*².

5. The FAH museum collection objects shall be classified as non-capital. They shall be used, managed and accounted for in a manner consistent with Financial Accounting Standards Board (FASB) Statement of Financial Accounting Standards No. 116. A rationale for non-capitalization of museum collections is expressed in the American Association of Museums “Capitalizing Collections” statement. See www.fasb.org and www.aam-us.org and appendices I and J.

II. Collections

A. Collections Description

1. Objects collected by the FAH shall be assigned to one of the following two categories:
 - a. Accessioned museum collection objects, which includes those items accepted by the Collections Committee into the FAH’s core collection or archive.³
 - b. Non-accessioned objects, which include items necessary for the function of the FAH, such as tools, teaching objects, parts or objects given to FAH specifically for re-sale.
2. Criteria for accessioned museum collection objects currently in the collection and for objects to be considered for acceptance into the collection may include examples of:
 - a. Steam-powered automobiles and related objects or artifacts⁴;
 - b. Estate vehicles similar to those owned and operated by the Marshall family;
 - c. Historic alternative-powered automobiles.
 - d. Eighth-size steam locomotives and their components and other steam-powered objects;
 - e. Objects and artifacts that relate to the history of Auburn Heights and the Marshall Steam Museum.

Emphasis is to be placed on originality, excellence of workmanship, rarity, engineering and relevance to the Auburn Heights story.

B. Acquisitions

1. Objects may be acquired for the museum collection by means of a gift, partial gift, bequest, purchase, trade with a non-profit organization or as an abandoned object.
2. Objects to be considered for accessioning shall meet the criteria stated in II. A. above, “Collections Description”

² Relevant codes of ethics from various professional organizations will be used as a reference in developing an FAH ethics policy.

³ Accessioned collection is primarily for use but may be divided into use and nonuse.

⁴ The term *objects and artifacts* may include such items as photographs, journals, publications, ledgers, blueprints, letters and related archival materials.

3. Procedure for acquisition of museum collection accessioned objects:

- a. The Executive Director is to be notified when any item is offered to FAH, as a gift, partial gift, bequest, purchase, trade with a non-profit organization or as an abandoned object. The offer is to be submitted to the Collections Committee by the Executive Director for a simple majority approval. The approval of the Board of Directors is required for the acquisition of vehicles or objects with a value exceeding \$1,000. The Executive Director is to make a written response to the potential donor or seller about acceptance or refusal. See appropriate forms in appendices.
 - b. Objects accepted into the museum collection are to be accessioned with an assigned registration number and shall be registered with full information in the collections file for the item. This registration information file is to be the responsibility of the Executive Director.
 - c. All museum collection accessioned objects are to have written statements of ownership with a documentation of the transfer to include letter, receipt, gift notice, title, deed or bill of sale.
4. It is the desire of the Collections Committee that objects be accepted into the FAH collection without any restrictions. Objects offered to FAH that do not relate directly to the organization's mission may be accepted as non-accessioned objects with the expressed understanding that the object is not to be part of the FAH accessioned museum collection and may be sold or exchanged for an object that relates to the FAH's mission or for the general benefit of the collection.
 5. A clear title or acceptable legal document that validates transfer, and that the object is free of lien or encumbrance, will be required for each acquired object as part of the transfer to the FAH.
 6. FAH does not provide the donor with appraisals of gifts to the museum collection. A list of qualified appraisers can be offered to assist the donor with the valuation of the item.
 7. Policies relating to the funding of collection acquisitions are to be developed by the President, the Executive Director, collections committee and the finance committee.
 8. FAH will not knowingly acquire objects which were obtained in an illegal or deceptive manner.

C. Deaccessions

1. Due to the need to upgrade and enhance the museum collection and to accommodate possible changes in the direction of the FAH, it may be necessary to thoughtfully remove certain objects from the museum collection.
2. Procedure:
 - a. The deaccession of an object from the museum collection may be recommended to the Collections Committee by the Executive Director (see appendices for form)
 - b. The Collections Committee is to recommend to the board the deaccession of any accessioned object for the Board's approval
 - c. Records of all items must state if there is a restriction against sale of the item.

- d. Deaccession records are to be maintained by the Executive Director
- 3. Board members, committee members, staff, their families or representatives are not permitted to take personal possession of deaccessioned objects from the FAH collection unless acquired at public auction.
- 4. Funds generated through deaccessioning any museum collection object are to be used solely for the acquisition of other objects for FAH museum collections or for care of museum collections⁵.

D. Disposal of Collections

- 1. Accessioned museum collection objects
 - a. Public auction. No private sales permitted
 - b. Trade with another nonprofit 501(c) 3
- 2. Non-accessioned Objects
 - a. Public auction
 - b. Public sale

E. Collection Care and Conservation

- 1. The Operations Committee, having the most direct contact with the ongoing operation of the mechanical items, shall provide the Collection Committee with requirements of the collection to be addressed on an annual budget planning basis.
- 2. The Operations Committee shall maintain an operating record of each vehicle or mechanical object. This will include a schedule of regular maintenance as a check-off procedure, as well as considerations of upcoming needs in the next year or even longer. (*Example: boiler, paint, tires or upholstery*). See appendix H.
- 3. The Operations Committee shall arrange to provide instruction on the proper use of equipment through their ongoing education programs for volunteers. This education program for operators is the primary level of promoting understanding of the equipment and recognition of items needing to be addressed and planned for.
- 4. The education program shall lead to certification of operators by the Operations Review Board. Only after proper training through the education program and certification by the Operations Review Board will members be allowed to operate equipment. A list of approved operators will be maintained by the Chairman and kept in an appropriate location so that chairpersons of FAH activities have access to the list for planning purposes.
- 5. The Operations Committee shall address safety measures as separate from the normal maintenance check-off list. This will include, but not be limited to, safety valves, brakes, throttles, hot surface warnings, rail-bed condition, etc.
- 6. The Collections Committee, working with the Executive Committee, shall monitor the total environment of the Museum concerning risk of fire, theft, vandalism, natural disasters and any other condition that would be damaging to the future well-being of FAH collections.

⁵ See AAM Code of Ethics for Museums, Collection Section. www.aam-us.org

7. Preventive Conservation Guidelines are to be followed as they are developed by the Executive Director and the Collections Committee. The guidelines will include security, environmental standards, pest control and emergency procedures.
8. Guidelines for the restoration and conservation of the museum collection are to be developed by the Executive Director and the Collections Committee. These guidelines are to include areas such as general objectives and philosophy, documentation procedures and approaches to the preservation of original or early materials⁶. See appendix K for guidelines approved in November 2007.
9. Proposals for the restoration and conservation of vehicles are to be submitted to the Executive Director for review and approval. Expenditure of funds for restoration and conservation of the collection shall comply with normal FAH spending policies.

F. Collection Records

1. Accessioned museum collection objects are to be numbered and recorded into a registration system consistent with professionally accepted standards⁷.
2. Restoration and conservation records will be kept for each accessioned object including proposals and reports on work performed, object history and photographs⁸.
3. The Board will ascertain that all records are complete and up to date with an inventory of the collection being conducted annually.

G. Collection Insurance

The Collections Committee will determine the value of the items in the collection and provide this information to the Board. The Board will decide what is to be insured and the level of deductibles.

III. Access

A. Loans

1. FAH may choose to make and accept loans of vehicles, mechanical objects and artifacts. There must be a written agreement between the loaner and the loanee (see appendices)
2. Short term loans are defined as objects sent to or accepted from another organization for a period greater than 48 hours and up to 120 days. Short term loan requests are to be submitted to the Collections Committee by the Executive Director for a simple majority approval.
3. Long term loans are defined as objects sent to or accepted from another organization for a period greater than 120 days up to 2 years. Long term loan requests shall be submitted to the Board of Directors by the Collections Committee for a simple majority approval.
4. Loaned items must be insured by the borrower at the level specified by the Collections Committee through the Executive Director.

⁶ See AACA Museum Collections Management Policy, Section III, Preservation and conservation

⁷ See AACA Museum Collection Management Policy, Section II, B. 3 b. Registration

⁸ Guidelines for Practice of the American Institute for the Conservation of Historic and Artistic Works, Guideline 24.

5. Loaned items, specifically automobiles, will not be operated by the borrower without written permission from the Executive Director of FAH.
6. The loan period must be fixed to specific dates, with the item returned as agreed. Any extension of the time requires the written approval of FAH.
7. Condition requirements for transport, display and storage are specified in the loan agreement forms - see appendices
8. Organizations requesting the loan of an accessioned museum collection object from the FAH are to submit events and facilities information as part of the loan request.

B. Rights and Reproductions

1. Any photos of FAH assets for commercial or private promotion must have written approval by the Executive Director of FAH with fee schedule determined by the Collections Committee.

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Appendix A: Vehicles Designated for Discretionary Use

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Appendix B: Approved Drivers

Insured Certified Drivers

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Appendix C: Property Donor Form



PROPERTY DONOR FORM

Name: _____

Address: _____

Phone: _____

E-mail: _____

I do hereby grant, transfer and convey to the Friends of Auburn Heights, Inc. the following described property that I warrant that I am the rightful owner.

Complete Description of Item(s) Donated:

Car Serial Number: _____

Engine Number: _____

I understand that I am relinquishing all rights to the above-described property and that it shall henceforth be the sole property of the Friends of Auburn Heights, Inc. I further understand that the Friends of Auburn Heights, Inc. may use this property for whatever purpose it may consider appropriate. All items will be reviewed by the Collections Committee for acceptance.

If item(s) is/are not accepted (check one):

- ☐ Contact me (the donor), and I will retrieve the item within 30 days. Items not retrieved within 30 days will be disposed as the FAH, Inc sees fit.
☐ FAH, Inc. will dispose of items as they see fit.

Signature of Donor(s)
 or Authorized Agent: _____

Date: _____

Signature for FAH: _____

Executive Director

Date: _____

Appendix C1: Deed of Gift



Friends of Auburn Heights

P.O. Box 61, 3000 Creek Road ♦ Yorklyn, DE 19736 ♦ (302) 239-2385
 www.AuburnHeights.org ♦ admin@AuburnHeights.org

DEED OF GIFT

Donor name: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____

OBJECT DESCRIPTION & CONDITION

[if appropriate, include car serial number and engine number]

I warrant that I am the rightful, sole owner of the item(s) described above, and I hereby irrevocably assign and transfer without condition or promise to the Friends of Auburn Heights, Inc., all rights, title, and interest in the described property. I understand that the Friends of Auburn Heights, Inc. may use this gift for whatever purpose it may consider appropriate. I wish that the gift be identified to the public and in the records of the Friends of Auburn Heights, Inc. as:

Gift of: _____

Signature of Donor

Date

The Friends of Auburn Heights, Inc., hereby accepts the above property as declared.

Executive Director, Friends of Auburn Heights Inc.

Date

Please sign both copies of the Deed of Gift form and return them to Friends of Auburn Heights, Inc. A countersigned copy will be returned to you and will serve as the formal acknowledgement of your gift.

The donor has received no goods or services in consideration of this gift. Friends of Auburn Heights, Inc., cannot undertake to provide a valuation on any gift but will be glad to assist the donor by providing a list of qualified appraisers. Friends of Auburn Heights is a not-for-profit 501(c)(3) organization; gifts are tax-deductible to the extent allowed by law.

Appendix D: Incoming Loan Agreement



Friends of Auburn Heights

P.O. Box 61, 3000 Creek Road ♦ Yorklyn, DE 19736 ♦ (302) 239-2385
 www.AuburnHeights.org ♦ admin@AuburnHeights.org

INCOMING LOAN FORM

Loan Dates: _____

Borrower Info: Friends of Auburn Heights, Inc. (FAH)
 Contact Name: Susan Randolph, Executive Director
 P. O. Box 61, 3000 Creek Road
 Yorklyn, DE 19736
 Tel.: 302.239.2385
 Email: admin@AuburnHeights.org

Lender (and/or Authorized Agent):

Name: _____

Address: _____

Phone: _____

E-mail: _____

Loan Purpose: _____

Object Information (or see attached list):

Insurance: Lender will maintain own insurance coverage during the period of the loan
☐ Yes ☐ No
 If no, Lender acknowledges that FAH cannot insure the loan in-transit or while in the care of FAH. *Also see insurance section on reverse side.*

Transportation: Shipping Arrangements: _____
 Expected Arrival Date: _____ Expected Return Date: _____

Loan Expenses: Loan expenses (insurance, packing, shipping, etc.) will be borne by:
 _____ Borrower _____ Lender _____ Other (Describe)

Credit line: _____

I/we have read, understand, and accept the conditions listed on the face and back of this agreement for the object(s) listed above. I/we certify that I/we have full authority to enter into this agreement.

Signature of Lender(s)
or Authorized Agent: _____ Date: _____

Signature for FAH: _____ Date: _____
Executive Director

CONDITIONS GOVERNING LOANS

1. CARE, PRESERVATION & EXHIBITION

FAH will exercise the same care with respect to the loans as it does in the safekeeping of its own property. FAH will notify the lender at once if damage should occur while in transit or on display. In the event of damage, FAH will be responsible for documenting the damage, notifying the carrier, and saving all packing materials for inspection.

2. TRANSPORTATION AND PACKING

Unless otherwise agreed to in writing, FAH will coordinate with the Lender to arrange for transportation by methods acceptable to the Lender. Costs of packing material, transportation, insurance, and a courier (when the Lender deems one necessary) and the bearer of those costs will be agreed upon prior to shipment and will be noted on the face of this agreement.

3. INSURANCE

FAH cannot insure the property of others in its care. If the Lender elects to maintain his/her own insurance coverage, the Lender will supply a certificate of insurance or other proof of insurance to FHAP, naming the Friends of Auburn Heights, Inc. as additional insured or waiving the right of subrogation. If the Lender fails to provide said proof of insurance, this failure shall constitute a waiver of insurance by the Lender. FAH shall not be responsible for any error or deficiency in information furnished to the Lender's insurer or for lapses in coverage. If insurance is waived by the Lender, this waiver shall constitute the agreement to release and hold harmless FAH from any liability for damage to or loss of loaned property.

4. REPRODUCTION AND CREDIT

Lender agrees that objects on loan may be photographed and filmed by FAH and outside media for advertising and publicity for FAH. FAH will provide appropriate credit information to the media. Lender also agrees that objects on loan may be photographed by the general public for non-commercial use.

Whether individual labels are provided for objects on exhibition is at the discretion of FAH. FAH is responsible for the form and content of these labels.

5. OTHER

Objects placed on loan with FAH shall be returned only to the lender at the address indicated on the face of the agreement, or to a representative thereof duly authorized in writing. In the case of death of the lender, the objects covered by this agreement will not be surrendered except to a court appointed executor, administrator, or trustee.

Should the lender wish to withdraw any object prior to termination of the loan period, FAH requests notification of at least two weeks prior to removal.

Abandoned property: If after documented due diligence on the part of FAH to return the loans covered by this agreement to the Lender, the Lender's authorized agent, or the Lender's legal heir, and the loan property remains unclaimed one year after expiration of the loan agreement, FAH may elect to claim the property as its own and dispose of it as it sees fit.

Appendix E: Outgoing Loan Form



Friends of Auburn Heights

P.O. Box 61, 3000 Creek Road ♦ Yorklyn, DE 19736 ♦ (302) 239-2385
www.AuburnHeights.org ♦ admin@AuburnHeights.org

OUTGOING LOAN FORM

Loan Dates: _____

Lender Info: Friends of Auburn Heights, Inc. (FAH)
 Contact Name: Susan Randolph, Executive Director
 P. O. Box 61, 3000 Creek Road
 Yorklyn, DE 19736
 Tel.: 302.239.2385
 Email: admin@AuburnHeights.org

Borrower Info:

Contact Name: _____
 Organization: _____
 Address: _____

 Phone: _____
 E-mail: _____

Loan Period: _____

Loan Purpose: _____

Object Information (or see attached list):

& Description

Condition & Value

_____	_____
_____	_____
_____	_____

Insurance or Assumption of Liability:

Lender will maintain own insurance coverage during the period of the loan: ☐ Yes ☐ No

Transportation: Shipping Arrangements: _____
 Expected Arrival Date: _____ Expected Return Date: _____

Loan Expenses: Loan expenses (insurance, packing, shipping, etc.) will be borne by:
 _____ Borrower _____ Lender _____ Other (Describe)

Credit line: On Loan from the Friends of Auburn Heights, Inc.

I/we certify that the above objects have been received in the condition described.

Signature of Lender(s) _____ Date: _____

Signature of Borrower: _____ Date: _____

CONDITIONS GOVERNING LOANS

1. It is understood that the objects in this loan will remain in the condition received and will not be repaired, restored, cleaned, or altered in any way without the permission of FAH, Inc. The condition is understood to be as stated on the form.
2. All damage to objects at any point in this loan, from the out date until returned, will be reported to FAH, Inc. immediately.
3. The objects may not be lent to a third party without the advance approval of the FAH, Inc.
4. The objects may be photographed only with the permission of FAH, Inc. The borrower agrees that the photographs taken of this loan will be used only for the purpose stated on this form and only for the number of times stated. FAH, Inc. will receive a copy of all photographs for record purposes. All publications of photographs of items in this loan will bear a credit line acknowledging that the objects are the property of FAH, Inc.
5. The borrower is responsible for packing, transportation, insurance, and all other factors of transporting the loan, unless otherwise stated. The borrower is responsible for returning the loan at the time stated.
6. FAH may require proof of insurance, may wish to have its name on the policy, as an additional insured, and may wish to receive a copy of the insurance policy.
7. The borrower agrees to use the loan only for the purposes stated on the form.

Borrower hereby acknowledges receipt of the object(s) listed on the attached page(s). The undersigned assumes full responsibility for the objects subject to the conditions printed above until their return.

I have read and accept the above loan conditions:

Borrower: _____ Date: _____

Approved and Released
 by: _____ Date: _____
 Executive Director, FAH

Appendix F: Accession Form



Friends of Auburn Heights

P.O. Box 61, 3000 Creek Road ♦ Yorklyn, DE 19736 ♦ (302) 239-2385
www.AuburnHeights.org ♦ admin@AuburnHeights.org

ACCESSION FORM

Object: _____ Date: _____

Accession #: _____ Donor: _____

Background: _____

Restrictions: _____

Reason for
accession: _____

Car serial no. (if applicable): _____

APPROVALS

Executive Director _____ Date: _____

Collections Committee
Chair _____ Date: _____

Board President _____ Date: _____

Appendix G: Deaccession Form



Friends of Auburn Heights

P.O. Box 61, 3000 Creek Road ♦ Yorklyn, DE 19736 ♦ (302) 239-2385
www.AuburnHeights.org ♦ admin@AuburnHeights.org

DEACCESSION FORM

Object: _____ Date: _____

Accession #: _____ Donor: _____

When acquired: _____

Restrictions: _____

Reason for deaccession: _____

Car serial no. (if applicable): _____

APPROVALS

Executive Director _____ Date: _____

Collections Committee
 Chair _____ Date: _____

Board President _____ Date: _____

Appendix H: Vehicle Condition Checklist*Pending*

Appendix I: Financial Accounting Standards Board Statement of Financial Accounting Standards No. 116 Excerpt**Contributed Collection Items:**

11. An entity need not recognize contributions of works of art, historical treasures, and similar assets if the donated items are added to collections that meet all of the following conditions:
 - a. Are held for public exhibition, education, or research in furtherance of public service rather than financial gain
 - b. Are protected, kept unencumbered, cared for, and preserved
 - c. Are subject to an organizational policy that requires the proceeds from sales of collection items to be used to acquire other items for collections.

See: www.fasb.org

FASB, copyright 1993, page 7

Appendix J: American Association of Museums “Capitalizing Collections”

Nonprofit 501(c)3 museums are not required to capitalize their collections under the reporting standards established by the Financial Accounting Standards Board (FASB), and most museums do not do so. The Governmental Accounting Standards Board (GASB) bases its standards on FASB standards and does not require capitalization either. State or local entities that oversee museums, however, may require the valuation of collections. A museum operating in a governmental structure should check with its governing authority regarding decisions that have been made regarding capitalization of collections.

[FASB Standard No. 116](#) (page 7) and GASB Statement No. 34 state that an entity need not recognize contributions of works of art, historical treasures, and similar assets if the donated items are added to collections that meet all of the following conditions:

- Are held for public exhibition, education, or research in furtherance of public service rather than financial gain
- Are protected, kept unencumbered, cared for, and preserved
- Are subject to an organizational policy that requires the proceeds from sales of collection items to be used to acquire other items for collections

FASB Standard No. 116 (page 10) details how the costs for collections items purchased, proceeds from items sold, and proceeds from insurance recoveries must be reported on the face of the statement of activities. It also provides guidance on how collections must be described in financial statements and how deaccessioning activity must be disclosed.

In the 1990s, when FASB was considering whether to require museums to capitalize their collections, AAM successfully advocated against the proposal. The association took this position at the behest of its members, who sent a strong message that capitalizing collections contradicts standards of collections stewardship and making it mandatory would impose significant financial burden on museums. While the regulation that FASB eventually issued does encourage museums to capitalize collections, it does not require them to do so.

Reasons why museums choose not to capitalize their collections include:

- Lack of resources needed to establish and maintain the associated valuations
- Philosophical and ethical objections to treating collections as financial assets. The Association of Art Museum Directors (AAMD) and the American Association of State and Local History (AASLH) both condemn capitalization of collections in their codes of ethics.
- After reviewing its particular circumstances, a museum sees no tangible benefit of capitalizing its collections

AASLH issued [Ethics Position Paper #1: Capitalizing Collections](#) to provide practical guidelines for interpreting, adopting, and implementing the Association’s position on the ethics of capitalizing an institution’s collections.

GASB offers a [Statement 34 Resource Center](#) with articles about and ordering information for this Statement.

“[Should Museums Capitalize Their Collections?](#)” This article from the January/February 2004 issue of *Museum News* provides background on the accounting standards and discusses the financial and ethical implications of the decision.

Appendix K: Preservation, Conservation and Restoration Guidelines for the Collection of Accessioned Vehicles and Steam Powered Objects

Outline

1. Purpose
 - a. Philosophy
 - b. Interpretation
2. Preservation
3. General procedures
4. Conservation
5. Restoration
6. Documentation
 - a. Photograph archive
 - i. Numbering convention
 - ii. Storage
 - b. Written record
 - c. Items upon accession
 - d. Work performed
7. Functional modifications
 - a. With regard to operation.
 - b. With regard to appearance.
 - c. With regard to permanence.
8. Process (added 11/21/2008)

PREAMBLE

The Friends of Auburn Heights (FAH) collection of accessioned vehicles and steam powered objects exists to serve the mission of the organization. It is the intent of the FAH to maintain the vehicles in operating condition to the extent possible. The vehicles are to be cared for in a way that strikes a balance between maintaining each vehicle's history of age and use while honoring the intent of the original manufacturer and owner. Preserving the history of the vehicle's context with the Marshall family and Auburn heights is an important factor in making care of collection decisions.

1. Purpose

This document fulfills section E, # 8 of the FAH Collections Management Policy (CMP), adopted November 2006, which directs the collections committee to generate and maintain "guidelines for the restoration and conservation of the museum collections". In addition, the collection committee recognizes the growing demands of the collection, which needs perpetual care. These guidelines are established for the use of all involved in care of collection work so that our responsibilities as long term stewards may be fulfilled.

- a. **Philosophy:** The benefit to the public is to be at the heart of all decisions concerning preservation, conservation, or restoration of the collection. The accurate interpretation of history and the conveyance thereof, is to be highly regarded in all collection work.

- b. **Interpretation:** The interpretation of individual items in the collection can be as varied as the collection itself. Each one can convey information about a time period or purpose for which it was used different from the one in which it was manufactured. Different elements of the collection should be used in a way which is most beneficial to telling the story of, not just the automobiles manufacture, but also the Marshall family, their accomplishments, and Auburn Heights as a whole.

2. **Preservation:**

All items in the collection that, upon receipt, cannot receive immediate attention should be treated in such a manner as to retard their deterioration by removing all corrosive agents, appropriately treating all mechanical areas that may be damaged by the vehicles movement, and providing adequate shelter and storage until such time comes that it may receive the attention it deserves.

3. **General Procedures:**

Collection care is to be done in a manner that is consistent with the policies outlined in the (CMP) mentioned above with particular attention to sections E and F. Proposals for the restoration and conservation of vehicles are to be submitted to the Executive Director for review and approval as specified in the CMP, Section E. #9. See # 8 of this document for specifics on process for restoration – conservation work.

4. **Conservation:**

Techniques in conservation should become part of the curriculum for everybody involved in the handling of the collection so they may have an understanding of how their actions will have an impact its long-term sustainability. Mishandling collection material significantly shortens its life and contributes to the annual financial burden of its upkeep.

5. **Restoration:**

Restoration is a multifaceted topic in itself. The intended interpretation for individual items in the collection will have the most bearing upon the type and quality of work afforded each automobile. Issues regarding interpretation are to be resolved before any restoration work is planned or implemented. In any case, paints, upholstery, and other necessary materials chosen as replacement stock should be as close to the original as possible to convey an accurate portrait of the period in which it was produced.

6. **Documentation:**

It is essential that anything of interest regarding individual automobiles in the collection be properly cataloged and filed away for future reference to aid in the care thereof. Documentation activity is to be consistent with the policies contained in the CMP, section F.

- a. **Photograph archive:** Each car in the collection should be photographed from around its periphery from eight different angles – front, back, and side. Additionally, the interior compartments, each door, significant hardware and instruments, and its mechanical aspects.
 - i. A numbering convention standard to the industry is to be adopted for the cataloging of all photographs both currently on file, and those to come (*this standard has yet to be adopted – 11/15/2007*).
 - ii. After being cataloged, all print photographs currently on file should be scanned in digitally in the highest resolution available and then stored in

such a way that will retard their destruction by the elements and leave them with the best possible protection in the event of fire.

- b. **Written records:** All known history of items in the collection, whether written, oral, or photographed, are to be compiled for use in decisions regarding its long-term care. An annual assessment of each automobile is to be made to follow whether or not there is a pattern of neglect or deterioration that should be addressed.
- c. **Accessioning of vehicles:** Upon accession, each automobile admitted to the collection is to be photo-documented as outlined in 5a and a written record of its “as received” condition be made the first entry into its file. Any materials loose from the vehicle such as paint chips, or upholstery swatches, should be save and filed away for future reference in the event analysis is necessary at some later date.
- d. **Work performed:** A written record of work performed is to be kept. This pertains to the general upkeep and condition of the car, in addition to major repairs performed.

7. Modifications

Modifications and upgrades to vehicles that serve to better the running condition of any automobile in the collection are to be given special consideration with regard to mechanical benefit, overall appearance, and permanent modification of the original design.

- a. **Functional:** Upgrades which are mechanically beneficial and not visible when assembled, so long as not irreversible and not taking away from the original driving experience of the car, should be decreed acceptable, especially if it serves to prolong its useful life and/or function with regard to safety in general operation.
- b. **Appearance:** Upgrades which alter the outward physical appearance of the car should be made conservatively, unless there is significant gain in the safety of its operation, or in the event it is necessary to keep it operable should a day come when original materials necessary to its operation are no longer available.
- c. **Permanence:** Permanent modifications to the original design, either visible or not, should be given special consideration with regard to how it will alter the original identity of the car.

8. Process for setting of priorities, defining restoration objectives and obtaining authority to act on restoration- conservation proposals

The Collections Committee is responsible for choosing, defining, and prioritizing vehicle conservation - restoration projects.

- a. Definition of Project
 - i. Selection / prioritization of cars to be conserved or restored
 - ii. Scope and level of restoration
 - iii. Conformity with Marshall and Stanley standards
 - iv. Use of current technology vs. originality
 - v. Estimated timing and duration of project
 - v. Allocation of work to inside and outside resources
- b. Input is to be requested from
 - i. Executive Director
 - ii. Management Group Chair
 - iii. Events and Museum Committees
 - iv. Relevant FAH Advisors
 - v. Founder

- c. Decisions for each individual restoration are to:
 - i. Be consistent with, the *Collection Management Policy*
 - ii. Be a balance of use and preservation considering the vehicle's role in FAH operations
 - iii. Consider the history, rarity, and current originality of the vehicle
 - iv. Consider the cost and availability of FAH member and financial resources
 - v. Consider the importance of the owner's intent (the Marshall family) and the original maker's intent (how the object first appeared and functioned) for each individual object.
- d. For any conservation- restoration project, a team consisting of at least one member of the Collections Committee shall participate in preparing a written proposal.
- e. A written proposal shall be submitted to the collections committee, discussed, modified as agreed, and approved by a majority vote of the collection committee.
- f. A proposal is to be signed by the chair of the collections committee and the executive director of FAH indicating approval (see Collections Management Policy, 11/10/2006, E 9).
- g. A record is to be kept of work performed and a final project report submitted to the Collections Committee. All documentation, written and graphic, is to be kept as part of the object file.
- h. A restoration proposal and report may then be presented to the Board for information purposes

FAH Collections Committee
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