

Swedish American Museum Collections Management Policy

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Introduction

Mission

Through its arts and educational programs and its Permanent Collection, the Swedish American Museum interprets the immigrant experience for children and adults and promotes an appreciation of contemporary Swedish-American culture.

Vision

To be the preeminent Swedish-American immigration museum in the greater Chicago area and a unifying force within the Midwestern Scandinavian Community.

Museum Staff

Museum staff relevant to the care of the Collections.

Executive Director

- Head of the Museum, in charge of general operations, development, funding, programming, etc.

Curator

- Responsible for managing all temporary and permanent exhibits, as well as identifying, collecting, cataloging, exhibiting, maintaining, and de-accessioning collection artifacts in alignment with best practices and the Museum's mission of honoring and sharing stories of the Swedish immigration experience. The Museum may elect to fill roles to assist the Curator, as additional needs arise in relation to workload or special projects.

Education Manager

- Responsible for managing the Brunk Children's Museum of Immigration, educational programming, and school tours.

Statement of Purpose

The purpose of this policy is to establish procedures and criteria for the acquisition, preservation and management of the collections of the Swedish American Museum (SAM). The Collections Management Policy will identify the duties and responsibilities of the Curator, collections interns and volunteers, Museum staff, and the Museum's governing bodies.

The Museum seeks to balance preservation and conservation needs with the educational and interpretive use of the collections. This policy's function is to outline set criteria by which the staff and volunteers can determine how best to meet those needs.

It is understood that the procedures outlined in the ensuing pages will be revised as appropriate, and in accordance with the procedures set forth below, to serve the needs of the collection and the Swedish American Museum.

Statement of Authority

The Curator is responsible for caring for the Museum's collection. Interns, volunteers, and staff that assist in the collections department will fall under the authority of the Curator. Those staff responsible for the collection define the scope of what is to be collected, set the standards for care, conservation, and loan of objects, and approve the accessioning and recommend the deaccessioning of acquisitions. The Executive Director and Board of Directors are charged with reviewing, modifying, and approving the collections policies proposed by the staff.

Collections Committee

The Collections Committee has the following powers with respect to the Permanent Collection.

- Assist the Curator and Museum staff with decisions regarding acquisitions, collections projects, and priorities.
- Provide council on collection care, management, and storage conditions.
- Serve as advocates for the collection and collections-related projects presented to the board, Museum members, donors, and public.

Collecting Principals

All objects and material proposed for acquisition should be relevant to the Museum's stated mission and should be in, or capable of being returned to, acceptable condition for research and/or display. The Museum must be able to house and care for the proposed acquisition according to generally accepted Museum practices. Any item in need of conservation or maintenance at the time of acquisition should be considered in terms of future expenses, including life cycle cost. As a general rule, the Museum does not accept gifts that carry restrictions, included but not limited to display requirements or viewing restrictions.

Only objects for which legal title can be firmly established should be considered for acquisition. Donors must confirm legal ownership in the written Proposed Donation Form.

Ownership is transferred to the Museum upon signing a Gift Agreement.

If an object is not appropriate for accession into the Permanent Collection, it may be acquired for the Utility Collection. The Utility Collection consists of the Education Collection, Furnishing and Properties Collection, Library, and Research Collection. In such cases, the donor should be notified that the item(s) will be acquired for that specific collection.

The same criteria that are used for accepting gifts should be used for making purchases.

Code of Ethics:

According to the American Alliance of Museums *Code of Ethics for Museums*, the stewardship of collections by museums "entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility and responsible disposal." The Swedish American Museum fully accepts and embraces its duty to act as a good steward for the collection in accordance with professional standards and practices and in fulfillment of its mission and non-profit status. By articulating institutional expectations for the management of its collection, this policy document will serve as the framework to ensure the Museum upholds this public trust.

SAM currently does not hold any Native American artifacts in its collection. If any Native American artifacts were to come into the collection, the Museum must follow the guidelines of the Native American Graves Protection Act (NAGPRA). NAGPRA address the rights of lineal descendants, Native American tribes, and Native Hawaiian organizations to certain Native American human remains, funerary objects, sacred objects, and objects of cultural patrimony. A revision of this Collections Management Policy would be required regarding the Museum's responsibility in holding these items.

The Museum's Permanent Collection does contain artifacts related to the Sámi, the indigenous population of Sápmi, a cultural region that stretches across northern Norway, Sweden, Finland and the Kola Peninsula of Russia. If any relevant guidelines, laws, or acts, are implemented, in Sweden or elsewhere, regarding the stewardship of Sámi collections, a revision of this Collections Management Policy would be required regarding the Museum's responsibility in holding these items.

Scope of Collections

History of the Collection

The Museum has been collecting artifacts since it opened in 1976. For a long time, the Museum collection was completely volunteer-run. Items were not catalogued in a standardized way and those not accessioned into the Permanent Collection but still kept were not recorded anywhere. In 2010, Veronica Robinson started as the Curator and began to implement standardized procedures. Since then, each Curator and/or Collection Manager has built upon this standardization and worked to improve the care of the collection. To ensure the collection metadata continues to meet museum best practices, an inventory of the Permanent Collection will be done at least every 5 years.

In the early days, as the Museum was trying to grow its collection, staff accepted any item offered by a donor. This practice led to many items accessioned to the Permanent Collection that would not be accepted today (i.e. photocopied news articles). Some items are listed as “Founding Collection” in our database, but it is unclear whether these items were the founding collection of the Museum, as there is no paperwork supporting this. It is because of these past collecting practices that has led us to be more selective in the items we accept today.

Permanent Collection

The SAM Permanent Collection aims to preserve the history of Swedish-Americans in the greater Chicago area, the Swedish-American immigration story, contemporary Swedish-Americans, the relationship between Swedes and Swedish-Americans, and the history of the Andersonville neighborhood.

The Permanent Collection contains 3D and 2D items including:

- a. Personal artifacts and material that illuminate the lives and stories of Swedish and Swedish-American residents, particularly in the Chicago area
- b. Swedish and Swedish-American decorative arts with particular emphasis upon clothing, furniture, textiles furnishings, glass, ceramics and base metals
- c. Farming and agricultural implements, machinery and tools brought here from Sweden or made by the immigrants and their descendants
- d. Folk art which reflects the lives and perspectives of traditional Swedish artists and craftsmen in a variety of media from the first immigrants to present day
- e. Fine art, such as sculptures, poetry, and paintings, relevant to the Swedish experience, particularly works by Chicago based Swedish-American artists
- f. Artifacts showing the life and work of Chicago-area based Swedish organizations and businesses which have become defunct
- g. Archival material detailing the history of the Museum (Institutional Archives)

Material in the Permanent Collection should be either in the Swedish, English, or Sámi languages.

Collecting Objectives:

Collecting Objectives include obtaining items that either strengthen or compliment stories and items already in the collection. More importantly, the Museum aims to fill holes in the collection and collect stories that have a greater chance of being lost. The weaknesses in our collection we hope to strengthen include:

- Minority groups within the Swedish-American community
 - Women, LGBTQ+ people, people of color, disabled people, and religious minorities
- South Side Swedes (Swedish-Americans living on the south side of Chicago)
- Early Swedish-American communities in Chicago (Swede Town and settlements on the South Side)
- The change of Andersonville as a hub of Swedish culture
 - The movement of Swedes from the city to the suburbs
- Contemporary, local Swedish-Americans
- Oral histories of local Swedish-Americans
 - Specifically those who lived in Chicago and Andersonville

Utility Collection

The Utility Collection consists of the Education Collection, Furnishing and Properties Collection, Research Collection, and Library. Acquisitions to the Utility Collection are primarily through gifts. Material in the Utility Collection should be either in the Swedish, English, or Sámi languages. See Appendix II: Utility Collection for the full policy.

Education Collection

The Education Collection consists of artifacts and items of educational value. These items are used by the Education Manager and Educators as learning tools during tours and events, and in the Brunk Children’s Museum of Immigration. The collecting objectives of the Education Collection are to collect objects that help engage visitors with interactive and informative experiences, and that help develop and implement educational programs that promote learning and appreciation of the Swedish-American immigration experience. The Education Collection includes authentic artifacts, such as trunks, kitchenware, and textiles. Items in the Education Collection are catalogued but not accessioned.

Furnishing and Properties Collection (“Props”)

The Props Collection consists of objects and decorative items used to furnish exhibits and decorate spaces in the Museum. As their use is purely decorative or supportive, these items are separate from the Permanent Collection. The collecting objective of the Props Collection is to collect objects that can aid in the production of exhibits and spaces that help the public interpret the immigration experience and appreciate past and contemporary Swedish-American culture. Items that are part of

the Props Collection may include paintings, textiles and clothing, kitchenware, and other decorative pieces. Items in the Props Collections are catalogued but not accessioned.

Research Collection

The Research Collection is an archival collection that consists of both primary and secondary sources, including but not limited to personal papers and photographs, published articles and literature, newspaper clippings, and genealogy records that aid in research. The primary purpose of the Research Collection is for study and reference rather than use in exhibits. The collecting objective of the Research Collection is to collect materials that will be of use to scholars who are actively researching immigration and/or Swedish and Swedish-American history and culture. Items in the Research Collection are not accessioned nor catalogued. The collection is recorded in a finding aid. The collection is available to the public upon request. Visitors to the Research Collection need to make an appointment for in-house viewing. The Research Collection is non-circulating.

Library Collection

The Library Collection contains published and unpublished material and comprises both primary and secondary source materials that provide insight into the history of Sweden, Chicago, Swedish-Americans in Chicago, Swedish-Americans in the Midwest, Swedish art, and more. The primary purpose of the Library Collection is for leisure and research use by the public. Items in the Library Collection are catalogued but non-accessioned. The Library Collection is non-circulating but available to the public during Museum open hours. Visitors are not required to make an appointment to access the Library.

Acquisition Policy

Collection building is an activity that is fundamental to the mission of the Swedish American Museum. Objects accepted into the Permanent Collection become the Museum's exclusive property and if unrestricted may be displayed, loaned, retained or disposed of in the best interests of the Museum and the public it serves. Transfer of ownership is outlined in the Gift Agreement.

Adequate resources to store and care for objects are at a premium at most museums and this is true of the Swedish American Museum. If resources for collections care are inadequate, a decision to curtail or suspend acquisitions is a responsible option.

The Curator, in consultation with Executive Director, other appropriate Staff, and Collections Committee, by the approval of the Board of Directors/Trustees, has the authority to approve all gifts, and any purchases approved in the annual budget. Only items formally accepted for the Museum's Permanent Collection will be accessioned.

Acquisition Criteria

All Collection objects and materials must meet the following criteria of acquisition before being acquired by the Museum by any means.

1. **Mission Relevance:** The object must be relevant to and consistent with the purposes, activities, and collecting policies of the Museum.
2. **Ability to Care in Perpetuity:** The Museum can provide for the storage, protection and preservation of the objects under conditions that insure their availability for museum purposes and in keeping with professionally accepted standards.
3. **Historical Significance:** Item relates to larger events and themes of Swedish-American history and culture and tells stories beyond just the item's existence.
4. **Provenance:** The materials or objects must, if possible, be documented to prove provenance.
5. **Legality:** Donor must be the legal owner of the item and there must be an absence of legal impediments for the transfer of ownership or license to the Museum, or any restrictions that limit appropriate use or access, and consideration of any religious sensibilities.

The Museum does **not** accept:

1. Materials that would unnecessarily duplicate items already in the collection in sufficient number (i.e. Bibles, vinyl records).
2. Items unsuitable for exhibitions and storage due to their size such as architectural elements.
3. Material that does not lend itself to exhibit or public education.
4. Non-original materials; copies and reproductions of original materials such as photocopies, replicas, internet printouts, microfilm, and scans, unless otherwise specified.

Items will have permanency in the collection as long as they retain their physical integrity, identity, and authenticity and/or as long as they remain useful to the purposes of the Museum. See the next section, Deaccession Policy, for further information.

Unless otherwise stated and agreed to by both parties in writing on the Gift Agreement, all donations are considered outright and unconditional gifts to be used at the discretion of the Museum. Title to all objects acquired will be free and clear without restriction to use or future disposition.

Means of Acquisition

Materials and objects for all collections may be acquired by purchase, commission, bequest, gift, exchange, field collection, and or abandonment (Illinois Museum Disposition of Property Act, 1999.) No materials will be knowingly or willfully accepted or acquired which are known to have

been illegally collected in the United States contrary to state law, federal law, regulation, treaty and/or convention.

The Museum subscribes to the provisions of the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property and will not accept cultural objects that are believed to have been stolen and/or illegally exported from their country of origin. The Museum shall refuse to acquire materials or objects where there is cause to believe that the circumstances of their collection involved needless destruction of historic sites, buildings, structures, habitats, districts or objects.

No staff member, Board Member or volunteer may obligate the Museum to the acceptance of any material or object not consistent with the intent or spirit of the acquisitions policy. No staff member shall offer appraisals of the monetary value of objects, library and archival materials to donors, or reveal the Museum's insurance value for the purpose of establishing a fair market value of gifts offered to the Museum. Donors desiring to take an income tax deduction must obtain an independent appraisal from an authorized appraiser. Records of such appraisals will be kept by the Museum in perpetuity. Staff members will not appraise or otherwise place a monetary value on library or archival material or on objects casually brought to the Museum.

As a public service, staff and volunteers may attempt to attribute, identify, or authenticate items brought to the Museum by the public. Such attributions, identifications, and/or authentications shall be for the sole use of that individual.

All objects or materials deposited with the Museum for research and identification purposes shall have identification as to ownership and be covered by insurance of the owner. Such objects are not to be deposited on Museum premises longer than thirty (30) days. The Museum accepts no responsibility for notification of individuals for the return of such deposits. Items not claimed within sixty (60) days of deposit will be considered abandoned property and as such are subject to state law, see Illinois Museum Disposition of Property Act, 1999 (765 ILCS 1033). Abandoned property of negligible value may be disposed of at the discretion of the Curator. Property of greater than negligible value may be disposed of under law with approval by the Executive Director.

Permanent Collection Materials:

Authority to acquire Museum objects is delegated to the Curator within the confines of the Collections Management Policy and annual budget. For the purpose of purchase, authorization to acquire objects with a value of less than \$100 is delegated to the Curator and/or Executive Director. Museum acquisitions through purchase shall be made within annual budgets approved by the Executive Director and Board of Directors.

Utility Collection Materials:

Authority to acquire Utility Collection material rests with the Curator and/or Education Manager (for the Education Collection) within the confines of the Collections Management Policy. For the purpose of purchase, authorization to acquire objects with a value of less than \$100 is delegated to the Curator and Executive Director. Museum acquisitions through purchase shall be made with annual budgets approved by the Executive Director and Board of Directors.

Accession Procedure

To accession an item is the process of accepting objects and material into the Permanent Collection of the Museum and involves both the legal transfer of ownership of material to the Museum and the formal acceptance and documentation of said object into the Permanent Collection, to be governed by the policies outlined in this document.

Only items formally accepted for the Museum's Permanent Collection will be accessioned.

All materials and objects shall be processed under procedures and policies adopted by the Board of Directors. The Curator (in consultation with appropriate staff and Collections Committee Members) will make decisions regarding accessioning material for the Permanent Collection. The Museum shall not be obligated, under any circumstances, to accession any material that does not fit within the scope of the collecting practices of the Museum, whether by gift, bequest or purchase.

Objects and material deemed inappropriate for accession into the Permanent Collection may be acquired for the Utility Collection. In such cases, the donor will be notified that the material will be acquired for said collection and will be subject to the policies adopted to govern that collection (see Appendix II: Utility Collection Policy).

Those wishing to donate items to the Museum must first fill out and sign a Proposed Donation Form, in which they provide their contact information, a list of all items included in the proposed donation, confirm they have legal ownership over these items, and any additional historical information they wish to include. The Proposed Donation Form must be signed by the donor and Curator.

The Curator and any relevant staff will meet to discuss whether items in a proposed donation meet the acquisition criteria set in this policy and if items should be accepted to the Museum's collection.

If accepted, a Gift Agreement outlining all items accepted to the Permanent Collection must be signed by the donor and Executive Director. After the Gift Agreement is signed by both parties, legal ownership of the item(s) is officially transferred to the Museum. Items may only be removed from the Permanent Collection through the deaccession process (see Deaccession Policy).

Accessioned items shall not ordinarily be returned to donors. In rare and exceptional situations, a donor may send a letter to the Curator and/or Executive Director to plead their case if necessary. The Board of Directors will make the final decision.

Cataloging Procedure:

All items accepted to the Permanent Collection shall be subject to the following procedure:

- a. Each donation lot to the Permanent Collection shall be assigned an accession number. Individual items shall be assigned an object ID and shall be appropriately catalogued in the Museum's records.
- b. Collection records, including source, location, and description as well as accession/donor files and an accession number shall be kept in accordance with accepted professional standards. A physical and digital copy shall be kept of all records.
- c. Materials shall be stored in a manner to provide optimum security, accessibility and preservation to the best of the Museum's ability.
- d. Materials in need of conservation shall be treated as soon as possible.
- e. Conservation treatment shall be performed by qualified professionals using methods accepted as current best practices.
- f. Materials, whether in use or in storage, shall be protected from life shortening forces such as excessive heat, cold, humidity, dryness, dust, ultra violet light, insects, vermin or improper handling, to the best of the Museum's ability.
- g. Gift Agreements shall be made for all property received into the Permanent Collection. A letter of thanks to the donor with a copy of the Gift Agreement will serve as the official receipt for the donor's purposes. The Gift Agreement will set forth an adequate description of objects involved, and the conditions of transfer (see sample Gift Agreement in Appendix IV).

Deaccession Policy

Deaccessioning is the formal removal of accessioned materials and objects from a museum's permanent collection. The deaccession process shall be cautious, deliberate and scrupulous. The Deaccession Policy only applies to accessioned objects and materials.

Deaccession Criteria

For an item to be deaccessioned it must fit one or more of the following criteria:

- Outside the scope of the charter purpose of the Museum and its Collections Management Policy
- Irrelevant to purposes of the Museum and doubtful potential for use in foreseeable future

- Lacks physical integrity and/or failed to retain its identity or authenticity
- Has been lost or stolen and remains lost or stolen for longer than 2 years
- Without intrinsic value and/or duplicate object
- Deteriorated beyond use and/or the Museum is not able to properly care for the object
- Law dictates deaccession and/or surrender of object or material component of the object
- Accidentally accessioned twice or other documentation/records mistake

Deaccession Procedure

All items proposed for deaccession will go through the following process:

- I. Assessment
 - a. Provenance: How did the item come to be part of the Museum collection?
 - b. Condition: Does the Museum have the ability to care for the item?
 - c. Relevance: Does the item fit the current Museum mission?
 - d. Does the item fit one or more of the Deaccession Criteria?

- II. Present Proposed Deaccessions to the Board of Directors
 - a. Curator will bring the proposed deaccessions to the Board of Directors. If deaccession is approved, all parties must agree on the appropriate mode of deaccessioning. The minutes will reflect the Board's decision.
 - b. Appropriate modes of deaccessioning:
 - a. Transference:
 1. Internal Transfer: Transfer the item to the relevant donor or accession file, if archival material, or the Museum's Utility Collection.
 2. External Transfer: Transfer the item to another institution or museum.
 - b. Disposal: Two or more staff members destroy and dispose of the item.
 - c. Sale: Sold at an advertised public sale and only in a manner that will protect the interests, objectives and legal status of the Museum.
 1. The Museum does not sanction the sale or gift of deaccessioned objects to its employees, officers, trustees, their immediate family or their representatives.
 2. Funds received from the sale of deaccessioned objects from the collection will be used only to directly benefit the collections. Proceeds may not be used for general operating expenses.
 - d. Repatriation: If the object is subject to repatriation or other applicable law, the Museum shall dispose of the object as directed by that law.

- III. Documentation
 - a. Curator fills out a Deaccession Form for each item, recording the reason and mode of deaccession. This paperwork is filed with the associated accession record.

- IV. Notify Donor (if appropriate)
 - a. Notification of deaccession can be a way to maintain good relationships with donors. However, if an item is donated to a museum without restriction, the donor no longer retains legal ownership over it and the item becomes the museum's property. In that case, a museum does not legally need to notify the donor prior to deaccession. Prior to deaccessioning, it is imperative to look at the Gift Agreement for any legal restrictions.

Disposition of Non-Accessioned materials

Non-accessioned materials are those items donated to the Museum which (1) do not fall within the Collections Management Policy guidelines unless specified, (2) are part of an acquired collection but fall outside the scope of the Permanent Collection (3) are not worthy either by their physical state or nature to be accessioned as part of the Permanent Collection.

- a. Disposal of non-accessioned materials may be (1) used for the Utility Collection, (2) given by gift or exchange to another tax-exempt educational institution, (3) put out for public sale or auction, (4) destroyed.
- b. The Museum does not sanction the sale or gift of non-accessioned items to its employees, officers or trustees or to their representatives.

Loans

Outgoing Loans

Collection material and other property of the Museum may be loaned to a museum, educational or other not for profit institution, or individuals. Objects and material owned by the Museum may not be taken from the premises for any reason without approval from the Curator. The Curator may approve a temporary loan of property for the agreed upon period listed in the Loan Agreement. At the end of that set time, the loan may be extended through a request approved by the Curator.

The Curator shall maintain a record and systematic follow-up of all Museum property on loan and suitable notation shall be made on the inventory of holdings. A Loan Agreement must be signed by the borrower and the Museum. Insurance is typically held by the borrower.

Incoming Loans

The Museum may request collection loans from other institutions for display or research purposes. Objects on loan to the Museum will not be accessioned as no transfer of ownership has taken place. Loans will be assigned a tracking number for registration purposes and will be cared for in the same

manner as the Permanent Collection, but will not be considered part of the Museum's collection. Objects that are considered incoming loans are typically insured by the Museum.

The Museum will accept loan items usually for a period of no more than six (6) months. Special arrangements may be made for long-term loan with written consent of the owner who will carry sufficient insurance on the item(s). Such loans will be renewed in writing annually. Loan items left with the Museum for more than sixty (60) days after the expiration of the loan period will be considered unclaimed loans and the Museum will follow Illinois legal procedure according to the Illinois Museum Disposition of Property Act, 1999 (765 ILCS 1033).

Museum staff or volunteers may not accept items or materials as a loan without the Museum's acknowledgement of and prior agreement to the terms of the loan in writing, signed by the Curator as empowered by the Executive Director and/or Board of Directors.

Found In Collection Policy

Occasionally objects are found in the SAM Permanent Collection whose ownership cannot be determined. The policy and procedures in this section help the Museum deal with undocumented objects in a reasonable and fair manner. They allow the Museum to use these objects as it would with its own collection or to dispose of objects that meet the criteria for deaccession in accordance with the Museum's Deaccession Policy and the Illinois Museum Disposition of Property Act, 1999 (765 ILCS 1033).

Found in Collection Procedure

- I. If the original accession number can be identified:
 - a. If the accession number of the object can be determined with some degree of certainty to the satisfaction of the Curator, and the Gift Agreement is found, then the object will be assigned the next available number within that accession record.
- II. If the original accession number cannot be identified:
 - a. For objects that appear to have been previously treated as part of the collection and that in the opinion of the Curator are consistent with the Museum's current collecting plan and criteria for acquisition, the Curator may approve assigning an accession number. The next available accession number will be assigned, and the information "Found in Collection" will be added to the accession description.
 - b. For objects for which there is some question about which collection they belong to or that may not be consistent with the collecting plan or the criteria for acquisition, the Museum may either accept it into the Museum's Utility Collection or dispose of it in accordance with the Illinois Museum Disposition of Property Act, 1999 (765 ILCS 1033).

Disposal of a Found in Collection Item:

If the Museum Board of Directors decides to deaccession an object and the owner of the object is unknown, the Museum must be able to document that the object has been in its care for a minimum of seven years before the Museum becomes the owner of the property and, according to Illinois law, can legally deaccession it.

Excerpt from Illinois Museum Disposition of Property Act (765 ILCS 1033):

“Property in the possession of a museum for which the museum does not know the owner or have any reasonable means of determining the owner becomes the property of the museum if no person has claimed the property within 7 years after the museum can document possession of the property” 765 ILCS 1033/35.

Institutional memory of the object should be documented in writing and may be used to demonstrate the history of the Museum's ownership of the object.

If the documentation shows that an object's presence in the Museum has been less than seven years, it may be reviewed for disposal and proper documentation of the process should be completed. The Museum must hold the object for the required 7 years before they may dispose of the object.

If immediate conservation action or disposal of undocumented objects is required to protect the objects themselves, other objects in the Museum collection, or if they have become a hazard to health and safety, the statutes make allowances for immediate action; see 765 ILCS 1033/20.

Conservation and Care

Collections Preventive Care

Collections care is a collaborative and active process. Though all Museum staff have a role to play in collections stewardship, primary responsibility for collections care lies with the Curator.

Collections care comprises a broad range of proactive and responsive activities, from collection-level risk assessment and preventative risk management to item-level conservation treatment. In allocating its resources, the Museum recognizes that preventative care is the most effective and economical means of ensuring the long-term preservation of its collection. As such, the Museum further recognizes that proactive collections stewardship must be an institutional priority to prevent damage or loss to the collection, rather than waiting to act after damage or loss has already occurred. Though item-level preventative or remedial conservation may be warranted under certain circumstances, the Museum also recognizes that macro (or group-level) collections care is generally a more efficient use of resources than micro (or item-level) intervention.

Staff Training and Awareness:

The Curator shall bear primary responsibility for staff training to promote awareness of collections care, potential threats to the collection, and appropriate precautions to mitigate those threats.

Storage and Housing:

The Curator and relevant staff shall provide safe and appropriate housing for all items in the Museum's Permanent Collection. Storage areas must provide adequate space for the orderly arrangement and safe movement of objects. The Museum shall seek to provide collection storage solutions that minimize physical stress and exposure to harmful materials and environmental conditions.

Archival material shall be stored in buffered, lignin-free, acid-free folders and boxes. Objects shall be stored on shelves lined with ethafoam or in acid-free boxes. Larger furniture pieces shall be covered with Tyvek or muslin to prevent dust. Hanging textiles shall be hung on a padded hanger and covered with Tyvek or muslin. All items will be stored at least 6 inches off the ground.

Environmental Control:

The Museum understands the difficulty yet importance of controlling the temperature and relative humidity of the collections storage area and gallery spaces. To the best of their ability, the Curator and relevant staff will aim to keep temperatures between 40-60°F and the relative humidity between 45-60%. Since the Museum collections storage space does not have its own HVAC system, humidifiers and dehumidifiers will be used to attempt to keep the humidity in the desired range.

Data loggers should be placed in any area with artifacts, including storage areas and exhibit galleries. Temperature and humidity of these areas should be recorded regularly. Currently the Museum uses HOBO and PEM data loggers, which record temperature and humidity within 2.5% accuracy. The data loggers record every hour.

Integrated Pest Management and Housekeeping:

The Museum endeavors to preserve its collection, in part, through the implementation and periodic review of a proactive, integrated pest management program to protect the collection from infestation and pest-related damage. The Museum's pest management program incorporates preventative housekeeping practices throughout the Museum's facilities (with special attention to collection storage and exhibition areas); establishes protocols for controlling and limiting the presence of food, drink, plants, and other materials with the potential to harbor or attract pests; and includes regular monitoring of the collections and facilities for signs of pest infestation or activity. The Curator or relevant staff will check bug traps in collections storage monthly and record findings.

Museum staff shall clean the collections storage area per the routine cleaning schedule set by the Curator. A walk-through inspection should occur daily to look out for pests, leaks, damage, or mold. Findings are recorded. Trash will be taken out regularly and the collections storage space vacuumed monthly.

Artifact Handling:

Museum staff shall seek to limit handling and moving collection items whenever possible, as these activities increase the risk of damage and loss. Only the Curator and trained staff, interns, or volunteers are permitted to handle collection materials unless authorized by the Curator or unless necessary to protect the collection from imminent danger.

Conservation

The Museum understands the necessity of conservation for objects of a certain condition. SAM does not have a conservator on staff and therefore will send items out to a third party if deemed necessary.

Possible reasons for conservation include:

- Material is actively deteriorating or unstable
- Material is intended to be on display for an exhibition
- Material is determined to be particularly significant or unique

Contracted conservators will follow the Code of Ethics and Guidelines for Practice of the American Institute for Conservation of Historic and Artistic Works. A professionally trained conservator within the limits of their training and ability shall perform treatment of any collection material. All conservation treatments will be fully documented, and the records of such activity (including examination reports, treatment proposals and reports, and testing methodologies and findings) will be included in the object's permanent collection record and be available for use by Museum staff and researchers.

Insurance and Risk Management

Insurance:

The Museum mitigates against risk to its collections by maintaining a museum coverage policy to provide for the conservation or replacement of collection materials (and loans to the collection) in the event of damage or loss. Because insuring the entire collection for its fair market value is impractical and cost prohibitive, the Museum shall seek to insure the collection (and loans to the collection) for an appropriate level of probable loss. In the event of an insurance claim, proceeds from the settlement will be used first to cover any damage or loss to incoming loans, with the remainder used for the conservation or replacement of the Museum's own collections.

Emergency Preparedness:

The Swedish American Museum actively mitigates risk by planning and preparing for responding to the most-likely risks that the collections could encounter. Museum staff, interns and volunteers must refer to the Emergency Preparedness Plan and Collections Emergency Response Plan, intended for the protection and evacuation of staff, visitors, and collections in the event of an emergency. These procedures are available to all staff. Additionally, all staff is trained in collections wet salvage and evacuation of collections. Staff health and safety will always take priority over collections.

The Emergency Preparedness Plan includes instructions regarding authority and delegation in an emergency, emergency telephone numbers, external assistance information, and procedures for response to a variety of potential threats and disasters. The plan includes floor plans of the Museum and storage facilities, locations of in-house supplies and equipment. The *Collections Emergency Response Plan* includes procedures for collections salvage and evacuation. It provides a framework for assessment, preparation, documentation, pack and move, and lastly, relocation and storage of collections. The plan coordinates with the institution-wide *Emergency Preparedness Plan* and is reviewed every two years. The Curator establishes and maintains the response plan and a list of prioritized objects for salvage in the event of an emergency or disaster. Collections staff are responsible for training collections volunteers and interns on emergency preparedness protocols.

Documentation

Up to date, reliable, and comprehensive documentation of the collection is essential to establishing physical, intellectual, administrative, and legal control over the collection so that SAM staff can know, understand, and locate the collection materials for which they are responsible – a prerequisite to making these materials available for use in fulfillment of the Museum’s public mission.

Documentation records are integral in understanding an object and helps to protect and secure the data and information of the collection. Documentation also provides the means by which the Museum establishes its right to legally retain objects.

Collection objects are documented as accurately and fully as possible using professional standards and procedures as established by the Curator.

Collections activities that are documented include:

- Accessions
- Deaccessions
- Incoming Loans
- Outgoing Loans

Paper records are an integral part of the collections records and are to be maintained in a stable and secure environment with controlled access. The Museum strives to keep a digital copy of all collections paper records. Only trained staff, volunteers, and interns and supervised researchers are

permitted to utilize original collection records. Original records cannot be removed from the Museum without prior approval of the Curator.

The Museum maintains an electronic collections management system (CMS) that contains information about objects in the Museum's collections, including provenance, use, location, condition, accession status, and descriptive attributes. Object cataloging includes documenting details of an object's life. Inventory is completed at least every five years to accurately reflect the current status of the collection. Access to the CMS is restricted to staff and approved interns and volunteers. The Curator is responsible for administering the CMS and implementing metadata standards for describing the collections.

Selected non-sensitive collections information may be shared with the public. Names of donors or lenders who have requested that they remain anonymous, personal contact information for all donors and lenders, collection storage locations, and personal or sensitive information that is part of the collection is normally considered sensitive information. Access to this information is restricted. The Curator and/or Executive Director may make decisions on what information to restrict.

Access to the Collection

The Museum holds the Permanent Collection and Utility Collection in the public trust for educational purposes. The Museum believes the collections should be used to advance knowledge and therefore will make them accessible to students and scholars for research. A primary consideration of availability of items for examination and research will be based upon the condition of the item(s) and availability of other sources, copies or information.

Members of the public can also access the collection through the Museum's online CatalogIt HUB. Access is provided through the Museum's website. The CatalogIt HUB does not show the entire collection, and the Museum retains the right to withhold records from web publishing.

Procedures and rules for an in person visit to the collections:

1. Persons requesting access must fill out the Collections Research Application and submit it to the Curator.
2. Authorization for access will be given or denied by the Curator. Denials may be appealed to the Executive Director and/or Board of Directors.
3. Persons wishing to use objects or archival materials for profit making ventures, such as publications or exhibitions, must (a) accept responsibility for adherence to any and all intellectual property and copyright designations; and (b) enter into a licensing agreement with the Museum.
4. Only the Curator or those given authorization from the Curator may gather collection objects or material for researchers to use.

5. Researchers must follow the Research Access Guidelines set forth by the Curator.
6. No item from the Permanent Collection may be removed from the premises without permission from the Curator, Executive Director or the Board of Directors, in accordance with the existing Loan Policy.

Intellectual Property

The Swedish American Museum respects the intellectual property of others and strives to identify and document these rights, such as copyright and trademarks. Researchers will be informed on how to provide proper citation information for material that falls under the intellectual property of others. Researchers who wish to publicize or reproduce material from the collections of the Swedish American Museum must enter a licensing agreement with the Museum and sign the Copyright Disclaimer and Reproductions Agreements.

The Swedish American Museum does not hold the copyright to most of the materials in its collection. The nature of museum collections makes it difficult, if not impossible, to determine copyright. The Swedish American Museum makes an effort to provide access to its collections to researchers and the general public under the Fair Use provision of the United States copyright laws, but it is not the role of the Museum to be legal advisor as to the copyright status of any specific item. It is the responsibility of the researcher or user to determine the copyright status and to secure permissions for any use or reuse of the Swedish American Museum materials. Any use of copyrighted reproductions from the Swedish American Museum collections exceeding fair use of copyrighted materials, including transferring or recopying, requires the permission of the copyright holder. Acquiring that permission is solely the responsibility of the user. Permission for usage of copyrighted materials that exceed the definition of “fair use” is not conveyed by purchase of material from the Museum.

Access to the Collection for Professional Purposes

From time to time, it will be useful and necessary to bring in outside professionals, such as historians seeking development, advancement or other professional purposes, to advise on the content and condition of the collection or objects contained within the collection. Professionals who are willing to donate time to examine and interpret the collection or segments of the collection for their own advancement will be welcomed by request of the Curator and upon approval of the Executive Director. A written report shall be submitted to the Executive Director and Curator by the requesting party to inform them of the results of the visit and to mutually educate each other as to the extent, significance and understanding of the holdings.

Policy Review and Revision

This document will be formally reviewed at least every three years by the Curator and/or appropriate staff and the Collections Committee. The procedures will continue to be revised regarding the day-to-day activities to reinforce the policy's effectiveness. Suggested revisions of a procedural nature which do not impact policy and/or decision-making authority, may be submitted at any time to the Curator who will bring them to the attention of the Executive Director for discussion. Such procedural changes can be effected following appropriate staff discussions and the approval of the Executive Director. The Curator will report these procedural changes to the Board of Directors prior to making any revisions to this document. Any alterations to this document will be reported in a timely manner to the Executive Director and the Board of Directors. Suggested revisions to the policy and/or decision making authority must be presented to the Executive Director and Board of Directors for prior review and approval.

Exceptions and Waivers

Unusual circumstances may dictate that exceptions and waivers be made to the policies and procedures stated in this document. Any such exceptions and waivers must be approved in advance by the Board of Directors after consultation with the Executive Director and Curator. The Curator will keep a written record of such exceptions and waivers and they will be reviewed when the policy is reviewed in its entirety.

Appendices

Appendix I. Glossary

Collections Management Terms

Accession - The formal act of legally accepting objects and material into the Permanent Collection of the Museum and involves both the legal transfer of ownership of material to the Museum and the formal acceptance and documentation of said object into the Permanent Collection.

Accession Number - A control number, unique to a donation, whose purpose is identification, not description. An accession number tells us the year a donation was received and the order in which the donation was received. For example, 2024.2 tells us this donation was received in 2024 and was the second gift received in that year.

Acquisition - The act of acquiring an item or object for the Museum's collection.

Conservation – A direct, hands-on intervention to stabilize and restore objects, often through invasive techniques. Conservators may undertake restoration treatments to return an object to its original state or appearance, which can include removing accumulated grime or replacing missing components.

Deaccession - The formal removal of accessioned materials and objects from a museum's permanent collection. The deaccession process shall be cautious, deliberate and scrupulous. The Deaccession Policy only applies to accessioned objects and materials.

Found in Collection – An item noted as “Found in Collection” means that an item has been found within collections storage or the Museum without any associated paperwork (such as a Gift Agreement, Proposed Donation Form, or any correspondence with a donor). Items of this nature can be accessioned to the collections with “found in collection” as the provenance.

Incoming Loan – Collection items borrowed by the Museum from another institution.

Inventory – The physical verification of the presence, location, and condition of the objects.

Integrated Pest Management - The selection, integration, and implementation of pest management methods based on predicted economic, ecological, and sociological consequences. A decision making process that helps one decide if a treatment is necessary and appropriate, where the treatment should be administered, when treatment should be applied, and what strategies should be integrated for immediate and long-term results.

Non-accessioned Material - Items donated to the Museum which (1) do not fall within the Collections Management Policy guidelines unless specified, (2) are part of an acquired collection but fall outside the scope of the Permanent Collection (3) are not worthy either by their physical state or nature to be accessioned as part of the Permanent Collection.

Object ID – A control number, unique to an object, whose purpose is identification, not description. An object id tells us the accession number and item number within that donation. For example, 2024.2.3 tells us the item is part of accession 2024.2 and is the third item catalogued in that donation. Items with multiple parts may have a letter added to their object id to indicate multiple items part of a whole. For example, 2024.2.3.A can delineate a lid and 2024.2.3.B a jar, together they are 2024.2.3.

Outgoing Loan – Items part of the Museum’s collection borrowed by another institution.

Preservation - A non-invasive approach to minimizing deterioration and preventing future damage to objects. Preservation practices include housing objects in environmentally controlled storage to mitigate the effects of humidity, light exposure, and other environmental factors, regularly monitoring collection spaces for potential pest infestations, practicing proper artifact handling, storing objects in archival boxes, etc.

Provenance - For works of art and historical objects, the background and history of ownership. The more common term for anthropological collections is “provenience” which defines an object in terms of the specific geographic location of origin.

Repatriation - The process of returning cultural items and human remains to their communities of origin.

Sápmi - The cultural region traditionally inhabited by the Sámi people. Sápmi includes the northern parts of Fennoscandia, also known as the "Cap of the North". The region stretches over four countries: Norway, Sweden, Finland, and Russia.

Policies Referenced

- [Code of Ethics for Museums \(American Alliance of Museums\)](#)
- [Illinois Museum Disposition of Property Act](#)
- [Native American Graves Protection Act](#)
- [UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property](#)
- [Code of Ethics and Guidelines for Practice of the American Institute for Conservation of Historic and Artistic Works](#)

Appendix II: Utility Collection Policy

The Utility Collection includes the Education Collection, Furnishing and Properties Collection, Research Collection, and Library. Items part of the Utility Collection are not accessioned and a Gift Agreement has not necessarily been signed. These items do not need to go through a deaccession process to be disposed of, and may be returned to the original owner if requested. Items in the Education Collection, Furnishing and Properties Collection, and Library are cataloged in CatalogIt. Items in the Research Collection are not cataloged in CatalogIt.

Education Collection

Objectives:

To provide objects as educational tools. These objects are duplicative, abundant and/or replaceable items as well as items of lesser condition that have a definite teaching quality and are mainly used in the Children's Museum, for "hands-on" programs and exhibitions, comparative study and loans. This collection includes only authentic artifacts and excludes props and other modern items used in the Children's Museum. The Education Collection includes original material and artifacts from disciplines that mirror the Permanent Collection.

Education Collection material is intended for regular use by the public and therefore will be subject to more handling and deterioration than Permanent Collection material.

Cataloging:

Items in the Education Collection will be cataloged in CatalogIt as part of the "Education Collection." Items will receive a catalog number similar to accession numbers, but with "ED" in the front to distinguish between them.

Example: ED2010.1, ED2010.2a, ED2010.2b, etc.

Objects may become part of the Education Collection as gifts, purchases, bequests, exchange or transfers of deaccessioned items from the Museum's Permanent Collection. Those items deaccessioned from the Permanent Collection will be assigned new numbers and will no longer be subject to the same restrictions as the Permanent Collection.

A Gift Agreement is not required for an Education Collection item, but all documentation should be kept and filed. A letter acknowledging the donation shall be sent to the donor from the Curator.

Use and Disposal:

Education Collection objects on display are used by the public in the Children's Museum and during educational tours. Education Collection items not on display are available to the public through appointment only.

Education Collection items may be repaired using means approved by the Education Manager or Curator, or disposed of when damaged. Repair and/or disposal of Education Collection items is at

the discretion of the Education Manager or Curator and does not require the approval of the Board of Directors.

Appropriate methods of disposal for Education Collection items are:

- Donation to another educational institution
- Transference to Tantalizing Treasures Sale
- Destruction

Objects may be removed from the Education Collection if they are damaged, lost, stolen or are no longer relevant to the collection's purpose. In such cases, the Education Manager and/or Curator shall make the decision and note the reason and date of removal in the collection inventory.

Care will be taken to store and handle Education objects appropriately, but objects in this collection are subject to much harder use than objects in the Permanent Collection and are to be considered consumable.

Furnishings and Properties Collection ("Props")

Objectives:

To provide objects for use in the public and administrative areas of the Museum. This collection includes items such as, paintings, prints, and decorative arts and furniture that are used as decoration and furnishings in the Museum building. Their period of use in the Museum may be temporary, depending on their intended use. This collection may include:

- a) Items that have been donated in association with, or may have been created by the Museum for programs, exhibits, and Museum functions.
- b) Art objects from gallery exhibits given to the Museum by the artist or collector that do not fall within the scope of the Museum's Permanent Collection.
- c) Items donated to the Museum for use in public or office spaces, such as furniture, instruments, serving and kitchenware and decorative items.

Cataloging:

Items in the Props Collection will be cataloged in CatalogIt as part of the "Props Collection." Items will receive a catalog number similar to accession numbers, but with "PROPS" in the front to distinguish between them.

Example: PROPS2010.1, PROPS2010.2a, PROPS2010.2b, etc.

Objects may become part of the Props Collection as gifts, purchases, bequests, exchange or transfers of deaccessioned items from the Museum's Permanent Collection. Those items deaccessioned from the Permanent Collection will be assigned new numbers and will no longer be subject to the same restrictions as the Permanent Collection.

A Gift Agreement is not required for a Props Collection item, but all documentation should be kept and filed. A letter acknowledging the donation shall be sent to the donor from the Curator.

Use and Disposal:

Furnishings and Properties Collection material is intended for regular use by staff, volunteers, other organizations and the public and therefore will be subject to more handling and deterioration than Permanent Collection material.

Objects may be removed from the Props Collection if they are damaged, lost, stolen or are no longer relevant to the collection's purpose. In such cases, the Curator shall make the decision and note the reason and date of removal in the collection inventory.

Appropriate methods of disposal for Props Collection items are:

- Donation to another educational institution
- Transference to Tantalizing Treasures Sale
- Destruction

Research Collection

Objectives:

To be a collection of materials that do not have historic value but are used for research purposes. This includes newspapers, articles, family history, un-published essays and dissertations, Bibles, etc. This material provides supplementary information to the Permanent Collection.

This material may be acquired through:

- Deaccession from the Permanent Collection
- Donation that does not fit the Permanent Collection
- Unaccessioned research material found in the Museum

Cataloging:

Material in the Research Collection is not cataloged in CatalogIt. The files are stored alphabetically with a finding aid. The unaccessioned Bibles are cataloged in an excel spreadsheet.

Use and Disposal:

The Research Collection may be used by the public through appointment only. This collection is stored in the collections storage area and therefore must be pulled for use by the Curator or authorized staff or intern. Material may be disposed of without going through the deaccession process.

Library Collection

Objectives:

To maintain existing and further collect manuscripts, iconographic and published items pertinent to the interests of the Museum thereby advancing the Museum's commitment to promote the study of regional Swedish immigration history and encourage original research. The Library Collection is non-accessioned and therefore items are not subject to the restrictions of Permanent Collection items.

Items may include:

- a. Published works in English and Swedish that reveal the history of the Swedish immigration, immigrants and their descendants to the greater Chicago area
- b. Published works in English and Swedish on Swedish culture, history, government and economics
- c. Published works in English and Swedish on genealogy pertinent to the Swedish American Experience
- d. Textbooks and other related materials for the teaching of the Swedish Language

Library Collection material is intended for regular use by the public and therefore will be subject to more handling and deterioration than Permanent Collection material.

Cataloging:

Items in the Library Collection will be cataloged in CatalogIt as part of the "Library Collection." Items will be cataloged in CatalogIt using the Library of Congress Call Number.

Objects may become part of the Library Collection as gifts, purchases, bequests, exchange or transfers of deaccessioned items from the Museum's Permanent Collection. Those items deaccessioned from the Permanent Collection will be assigned new numbers and will no longer be subject to the same restrictions as the Permanent Collection.

A Gift Agreement is not required for a Library Collection item, but all documentation should be kept and filed. A letter acknowledging the donation shall be sent to the donor from the Curator.

Use and Disposal:

Library Collection material is intended for use by researchers, students, visitors, Museum staff and volunteers. This collection will be made available for on-site research use to interested parties when possible. Library Collection is non-circulating and may only be taken from the premises with written permission by the Curator.

Swedish American Museum Collections Management Policy
(Adopted November 12, 1986, Amended 2002, 2012, 2025)

Items may be removed from the Library Collection if they are damaged, lost, stolen or are no longer relevant to the collection's purpose. In such cases, the Curator shall make the decision and note the reason and date of removal in the collection inventory.

Appropriate methods of disposal for Library Collection items are:

- Donation to another educational institution
- Transference to Tantalizing Treasures Sale
- Destruction

Appendix III: Institutional Archives

Objectives:

To collect, preserve, and provide access to material of historic value created by and about the Swedish American Museum. The Museum archives document the origins, development, and activities of the Museum. The archives include on-going records of institutional history and documents resulting as part of the Museum's daily operations. These archives form an important part of recording the Museum's own history. This collection may include:

- a. Administrative records – items that document the founding and operations of the Museum and related organizations, changes in structure and policies, property records, and blueprints.
- b. Personal papers – personal papers and photographs of people in some way related to the Museum.
- c. Historic photographs – photographs from Museum events, buildings, or exhibits.
- d. Curatorial records – exhibit posters, press coverage, exhibit installation documents, and exhibit programming.
- e. Communications records – publications, marketing material, press releases, and programming material.
- f. Educational records – material that document the operations, programming and activities of the Brunk Children's Museum.

Cataloging:

Institutional Archives are cataloged as part of the Permanent Collection.

Use and Disposal:

Access to Museum records is granted at the discretion of the Curator and certain materials may be restricted to protect individual privacy rights and proprietary rights of the Museum. The Institutional Archives may be used by the public through appointment only. This collection is stored in the collections storage area and therefore must be pulled for use by the Curator or authorized staff or intern. The Museum owns the copyright to archival materials produced by staff.

The Institutional Archives are part of the Permanent Collection and subject to the deaccession process.

Appendix IV: Integrated Pest Management (IPM) Policy

Objectives:

To facilitate the monitoring of insect and larger pest populations, prevent damaging infestations, and treat outbreaks affecting Museum collections.

Introduction:

Integrated Pest Management (IPM) is the practice of monitoring insect and larger pest populations, preventing damaging infestations, and treating outbreaks affecting collections, generally without the use of pesticides. IPM offers a sustainable and environmentally friendly approach to pest control, reducing reliance on harmful chemical pesticides and promoting the long-term health of the Swedish American Museum's collections, as well as the general health of Museum staff, interns, volunteers, and guests.

Applicability:

This policy will be referred to and used primarily by the Curator and collections interns/volunteers. The pest control company employed by the Museum will also play a part in the monitoring and treatment process.

Monitoring:

The Swedish American Museum employs a pest control company to perform a monthly building check and spraying of the building. The collections are monitored by sticky traps, which are placed throughout collections areas and checked monthly by the Curator. Any pests that are caught should be identified and recorded in the IMP Excel spreadsheet by the Curator. The Curator should also inform the Executive Director, who will contact the pest control company to pursue treatment options.

Food sources are not permitted in collections areas and a regular cleaning schedule is followed by the Curator, two efforts which additionally help in reducing pest infestations.

Appendix V: Sample Collections Forms

Proposed Donation Form



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Swedish American Museum
Proposed Donation Receipt Form

Thank you for your generosity! Please fill out the front completely and the back to the best of your ability.
You will be contacted by the Curator regarding the status of your proposed donation.

Please print:

Date: _____ Name: _____
Address: _____ Apt#: _____
City: _____ State: _____ ZIP: _____
Phone: _____ Email: _____

Please individually list every item included in your donation:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

IMPORTANT: Please check the appropriate boxes below regarding your donation:

<p>This donation may be used for:</p> <p><input type="checkbox"/> Permanent collection (<u>Must</u> fill out back of this form.)</p> <p><input type="checkbox"/> Library or Educational collections</p> <p><input type="checkbox"/> General Museum use or Tantalizing Treasures sale</p>	<p>Are you the legal owner of all items being donated?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, who is the owner? _____</p> <p>Address: _____</p> <p>City/State/ZIP: _____</p> <p>Phone: _____ Email: _____</p>
<p>Are you transferring legal ownership to the Museum without restrictions at this time?</p> <p><input type="checkbox"/> Yes* – I do not want these items returned to me if the Museum does not accept them. In that event, the Museum may dispose of the items as they see fit.</p> <p><input type="checkbox"/> No** – I will collect any items not accepted by the Museum within 14 days of notification or pay to have them return mailed to me. If accepted, I will complete further paperwork to transfer ownership.</p>	

The objects listed on this sheet are offered to the Swedish American Museum as an unrestricted gift. If I do not respond to the Museum's attempts to finalize or decline the offer within 30 days of first notification, the Museum will assume ownership of all items and may do with the items as they see fit.

Donor

Museum Representative

*If the donation is accepted into the permanent or archival collection, you will still receive a Deed of Gift form to sign and return to the Museum. If the donation is accepted for other uses, there will be no further paperwork to complete and return.
**By signing this form and leaving your item(s) on Museum property without transferring ownership, you agree you will not hold the Museum liable for any damages or losses to the item(s).

Swedish American Museum, 5211 N. Clark St., Chicago, IL 60640
(P) 773.728.8111 (F) 773.728.8870 (E) museum@samac.org
www.SwedishAmericanMuseum.org



**Swedish American Museum
Proposed Donation Receipt Form**

Supplementary Object Information

Please answer the following questions as completely as possible with any and all information you know for each item offered. This page must be filled out for the object(s) to be considered for the permanent or archival collections. All details will help the Museum decide whether your donation fits within our collecting scope and offers new research or educational value to our collections. Please make sure details are clearly attributed to a specific item if more than one is offered. Please use additional paper if needed.

When did you acquire the object? _____

Where did you acquire the object? _____

How did you acquire the object and from whom? _____

Please list all known previous owners and their relationship to the donor: _____

Who made the object? _____

When was the object made? _____

Where was the object made? _____

Who originally owned and used the object? _____

How was the object used? _____

Is the object associated with any particular event? If yes, what? _____

For photographs, who is in the image(s) and where? _____

What is your personal history with the object? _____

What is the significance of the object to the Chicago and/or national Swedish American community? _____

Has this item been repaired or conserved/restored before? Please list all known treatments, dates, and conservators used. No Yes: _____

Additional information: _____

Please attach any relevant documentation if applicable, such as family tree, related photos, proof of ownership, or certificate of authenticity, or email to the Curator, Sarah Hawkinson, at shawkinson@samac.org.

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www.SwedishAmericanMuseum.org

Gift Agreement



GIFT AGREEMENT

Received From: _____ **Date:** _____
Address: _____ **Phone:** _____
City/State/Zip: _____ **Email:** _____
Description: _____

Additional Information from Donor: (Please add any additional information about the object, person or family)

Gift received:


The item(s) described above have been received by the Swedish American Museum Association of Chicago as a gift, and the owner, or their agent with full authority, desiring to absolutely transfer full title by signing below hereby gives, assigns and conveys, finally and completely, and without any limitation, condition or reservation, the property described above to the Swedish American Museum Association of Chicago and its successors, and assigns, permanently and forever, together with (when applicable) any copyrights therein and the right to copyright the same. It is understood by the Donor that all objects listed above may not be accessioned into the collections, but may be used in other ways to benefit the Museum as determined by the Board of Directors.

Accepted for the Swedish American Museum
Association of Chicago
Karin Moen Abercrombie, Executive Director

Owner Agent's Signature

(Approved for use by the Board of Directors October 1986)

Deaccession Form



Deaccession Form

Object #: _____ **Object Name:** _____

has been deaccessioned from the Permanent Collection of the Swedish American Museum for the following reason(s):

- Outside the scope of the charter purpose of the Museum and its collection policy
- Irrelevant to purposes of the Museum and doubtful potential for use in foreseeable future
- Lacks physical integrity and/or failed to retain its identity or authenticity
- Has been lost or stolen and remains lost or stolen for longer than 2 years
- Without intrinsic value and/or duplicate object
- Deteriorated beyond use and/or the Museum is not able to properly care for the object
- Law dictates deaccession and/or surrender of object or material component of the object
- Accidentally accessioned twice or other documentation/records mistake

Additional Comments:

Method of Acquisition: _____

Date of Acquisition: _____ **Date of Accession:** _____

Overall Condition:

The undersigned recommend the object be deaccessioned: Yes No

The undersigned recommend disposal of the object via:

- Place in other collection held by Museum (Education, Props, Furnishings, Library, etc.)
- Transfer to or exchange with another museum/educational institution/library
- Destruction or recycling
- Public Auction
- Other: _____

Curator			(Date)
Executive Director			(Date)
Chair of Board of Directors			(Date)

Loan Agreement



Swedish American Museum Outgoing Loan Agreement

Loan Agreement: _____ Date: _____

Requesting Individual/Organization: _____

In accordance with the conditions printed herein, the objects listed below are borrowed from the Museum for the following purpose(s):

Loan Dates: _____ to _____

Requested Items:

Object	Description	Insurance Value	Special Conditions

Insurance:

- to be carried by Swedish American Museum Association of Chicago (hereafter, "Museum")
- to be carried by Borrower
- insurance waived

Packing and Shipping:

The following packing and shipping arrangements are proposed, subject to review and approval by the Museum's Executive Director and/or Curator in consultation with the Borrower.

Objects to be packed by:

- Borrower
- Museum
- Other: _____

Objects to be shipped from: Swedish American Museum, 5211 N. Clark St., Chicago, IL 60640

Ship via: Hand carried by Borrower

Objects to be returned to (unless otherwise notified): Same address as above.

Ship via: Hand carried by the Borrower

Costs: Borrower will pay all costs of packing, shipping and freight insurance unless otherwise noted.

Credit Line:

Courtesy of Swedish American Museum, Chicago, Illinois

Special requirements for handling, installation etc.:

All collection items are to be handled with the utmost care and protected from weather, undue handling, spills etc. to insure against damage. Please be especially careful of the friable edges and torn pages. Do not lay fully flat. Use only archival-quality materials in contact with or close proximity to artifact for any long periods of time. Make sure to rotate which pages are open for display at least once every four months to reduce light damage to individual illustrations. A

Swedish American Museum, 5211 N. Clark Street, Chicago, IL 60640

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condition report of each item will be conducted every six months while on display and a copy sent to the Curator at the Swedish American Museum.

All items loaned will be returned to the Museum in the same condition as when they were loaned by the Swedish American Museum to your organization.

The Borrower agrees to the following conditions of the loan:

Object Care and Protection: Objects borrowed shall be given special care at all times by Borrower to insure and protect against loss, damage, or deterioration. Borrower agrees to meet the special requirements for installation and handling as noted on this agreement. Upon receipt and prior to return of the objects, Borrower must make a written record of the condition of the borrowed objects. The Museum is to be notified immediately, followed by a full written report including photographs, if damage or loss is discovered. No object may be altered, cleaned, or repaired without the written permission of the Museum. Objects must be maintained in a building equipped to protect objects from fire, smoke, and flood damage; under 24-hour physical and/or electronic security; and protected from extreme temperatures and humidity, excessive light, and from insects, vermin, dirt, or other environmental hazards. Objects must be handled only by experienced personnel and be secured from damage and theft by appropriate brackets, railings, cases, or other responsible means.

Insurance: Objects shall be insured for the value stated on this agreement during the period of this loan under an all-risk, wall-to-wall policy subject to standard exclusions. If Borrower carries insurance, then Borrower hereby warrants that the coverage as described on this form will be secured and maintained and that the Museum will be named as an additional insured. The Museum may request documentary evidence of coverage, such as a copy of the policy or certificate of insurance. If Borrower fails to secure and maintain said insurance, Borrower will, nevertheless, be required to respond financially in case of loss or damage as if said insurance were in effect. Any inaction by the Museum regarding evidence of coverage shall not be deemed a waiver.

Packing and Transportation: Packing and transportation shall be done by safe methods approved in advance by the Museum. Unpacking and repacking must be done by experienced personnel under competent supervision. Repacking must be done with the same or similar materials and boxes, and by the same methods as the objects were received. Any additional instructions will be followed. Government regulations will be adhered to in international shipments.

Reproduction and Credit: Each object shall be labeled and credited to the Museum. In the event of reproduction of records, the Borrower guarantees the full copyright permissions and authorizations have been obtained through proper channels. The Museum shall not be held liable for any legal or financial issues arising from the Borrower's actions.

Costs: Unless otherwise noted, all packing, "door to door" round trip transportation of the objects borrowed, customs, insurance, and other loan-related costs shall be borne by Borrower.

Return/Extension/Cancellation: Objects lent must be returned to the Museum in satisfactory condition by the stated termination date, and copies of any digital surrogates created by Borrower using Museum property will be given to the Museum without any restrictions upon their use. Any extension of the loan period must be approved in writing by the Museum's Executive Director and/or Curator and covered by parallel extension of the insurance coverage. The Museum reserves the right to recall the object from loan on short notice, if necessary, and acting in its sole discretion.

Swedish American Museum, 5211 N. Clark Street, Chicago, IL 60640

(F) 773.728.8111 (F) 773.728.8870 (E) museum@samac.org

www.SwedishAmericanMuseum.org

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(Adopted November 12, 1986, Amended 2002, 2012, 2025)

Furthermore, the Museum reserves the right to cancel this loan for good cause at any time and will make every reasonable effort to give notice thereof.

Indemnification: Borrower shall indemnify and hold harmless Museum and its trustees, directors, officers, employees and agents against any and all claims, losses, liabilities, and expenses (including reasonable attorneys' fees and expenses) arising out of or related to any act or omission of Borrower or its employees, representatives or agents in connection with the matters contemplated hereby, including without limitation any display of the objects by Borrower, except to the extent any such loss, liability, or expense arises out of any gross negligence or willful misconduct on the part of the Museum.

Interpretation: In the event of any conflict between this agreement and any forms of the borrower, the terms of this agreement shall be controlling. This agreement shall be governed by and construed and interpreted in accordance with the laws of the State of Illinois without regard to its conflict of laws principles. The parties hereto also agree to submit to the exclusive jurisdiction of the courts sitting in Cook County, Illinois to resolve any action under this Agreement.

I have read and agree to the above conditions and certify that I am authorized to agree hereto.

Legal Name of Borrower:

Approved for the Borrower by:

_____ Date

Legal Name of Lender: Swedish American Museum Association of Chicago

Approved for the Museum by:

_____ Karin Moen Abercrombie, Executive Director

_____ Date

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Collections Research Application



Collections Research Application

Note: The Museum makes no claim that it is the owner of any copyright in the materials contained in its collection. In providing access to such materials, the Museum does not assume any responsibility for obtaining or granting permission for publication or use. The responsibility for determining the nature and ownership of any rights and for obtaining the appropriate permissions to publish or use such materials rests entirely with the researcher.

Permission is requested by

Name:

Institution/Company Affiliation:

Address:

Phone number:

E-mail address:

to use the collections of the Swedish American Museum for the purpose of

(check any or all that apply):

Article: ___ Book: ___ Exhibit: ___ Term Paper/Thesis: ___ Personal Research: ___

Other (please specify): ___

Please briefly describe the subject of your research:

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Do you plan to publish the results of your research? Please explain:

Please describe the materials you wish to see:

I understand that my access to the collection must be approved by collections staff, and that access may be limited regarding fragile or otherwise sensitive material. I agree to handle all items in the manner instructed and to observe all security regulations. I assume full responsibility for any damage, accidental or otherwise, I may inflict on any museum property.

I agree to appropriate acknowledge, footnote, or credit the Swedish American Museum for any information derived from its collection.

I have read and agreed to the policies and procedures for research.

Signature:

Date:

|

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Policies and Procedures for Research:

The Swedish American Museum's Collection primarily focuses on Swedish Immigrant history and experience in the U.S., artistic and literary work of Swedish-American people, and the celebration of Swedish heritage. The Collections are for the use of the general public, museum members, researchers, teachers and students of all ages and backgrounds under the following policies and procedures:

Hours

Since staff is not always available, access is by appointment only.

Obtaining materials

1. Each researcher shall complete a research application.
2. Research materials may not be borrowed or removed from the Museum. Materials may be used only in the Collections Area or other designated location.
3. The researcher is responsible for respecting arrangement of materials and for returning all materials to a staff member. The Museum reserves the right to inspect all bags, purses, briefcases, portfolios, etc.

Handling materials

1. Only pencils may be used. INK IS NOT ALLOWED.
2. No smoking, eating (including gum and candy), and drinking is permitted. Water is okay in a closed container.
3. All materials must be handled with care. Paperclips or "post-it" notes may not be used; marks may neither be added nor erased; tracing and rubbing is prohibited. Some items might require the use of gloves and staff supervision.
4. If a material arrives in boxes or folders, remove only one folder or box at a time. Do not rearrange materials or remove documents from the folders. Please maintain the exact order of materials. If a mistake in arrangement is discovered, please call it to the attention of the staff; do not rearrange documents yourself.

Reproduction

1. Materials may be duplicated if it does not injure the materials and does not violate donor agreements or copyright restrictions. Please see staff regarding restrictions.
2. All duplication of materials, whether by photocopying, photography, or other means, must be completed by Museum staff. Researchers may not use their own cameras, scanners, or other duplicating equipment except by written permission.
3. It is assumed that all duplication is for personal use only. Any other use, such as exhibition, illustration, or commercial use, is not allowed except by written permission.

Restrictions on Use

The use of materials may be restricted by law or the donor. The Museum may also restrict access to materials which are not arranged, are being catalogued, or are exceptionally valuable and fragile. In some cases copies may be substituted for the originals.

Citation

Staff will provide Swedish American Museum preferred citation including that for references to named collections. Gaining permission to quote individuals in published works is the researcher's responsibility.

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