Boulder City Museum Historical Association

(BCMHA)

BCMHA Collections Management Policy

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Approved by: ___________________________ 2-2-2022
BCMHA Board Liaison

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Statement of Purpose

The Collections Management Policy of the Boulder City Museum Historical Association provides a framework to ensure the preservation, safety, and integrity of the associations museum, museums’ collections, and the Historic Boulder Dam Hotel. The Collections Management Policy summarizes standard policies and identifies the respective roles and responsibilities of staff and board members.

A copy of the Policy will be made available publicly and posted on the Museums’ website.

The Mission & Vision of the BCMHA

Mission: The Boulder City Museum and Historical Association is an educational organization established to preserve, interpret, curate, and communicate the histories of Hoover Dam and Boulder City, Nevada. The BCMHA provides collections-based research and learning opportunities designed to advance a greater public understanding of the Boulder Canyon Project and its influence on local, regional, and national history. The BCMHA’s collections, artifacts, exhibits, research facilities, and programs are inseparably linked to serve and educate a diverse public of varied ages, backgrounds, and knowledge. The BCMHA holds and maintains its collections in the public trust for the enrichment of both current and future generations.

Vision: The Boulder City Museum and Historical Association will continue to benefit the public as a vibrant, inclusive organization fully involved in the life of the City of Boulder City. The Association will accomplish its mission by

- maintaining a paid or volunteer staff that will include a collections specialist;
- utilizing trained volunteers to help provide vital services in a cost-effective manner;
- providing meaningful, diverse educational programs that apply a scholarly approach to enrich the community and reach a diverse audience;
- maintaining the 6,000+ square feet of museum space which includes a permanent exhibit, a special exhibit area, a movie theatre and space for the BCMHA’s research and reserved collections;
- assuring proper care and conservation of the BCMHA’s collection and providing access for researchers;
- operating the historic Boulder Dam Hotel to continue to provide an authentic experience for guests and to generate revenue for the ongoing operations of the Boulder City/Hoover Dam Museum; and
- guaranteeing sound governance of the association’s various holdings and programs, recognizing its fundamental obligation to preserve and communicate the significant history framed by its defined scope.
The History of the BCMHA

The Boulder City Museum and Historical Association filed its incorporation papers on January 26, 1981 and spent most of the next six years gathering relevant items and searching for a home for its growing collection of archives and artifacts related to the construction of Hoover Dam and Boulder City.

In 1988, the owners of the Six Companies Store offered a portion of their building at 444 Hotel Plaza for temporary use as a museum. The museum opened its first exhibit in the rent-free space on September 30, 1988 – the 53rd anniversary of Hoover Dam’s dedication. By the end of that year, the BCMHA had raised $120,000 toward establishing a permanent museum.

In 1993, the BCMHA joined a consortium which included the Boulder City Arts Council, the Chamber of Commerce, and the City of Boulder City to form the Boulder Dam Hotel Association. The consortium purchased the hotel and divided the space. The BCMHA received 4,300 square feet and, with the consortium, began an extensive renovation project designed by Tata & Snyder Architects of Las Vegas. The renovation project continued throughout the 1990s.

In 1995, Boulder City Assemblywoman, Gene Segerblom successfully introduced legislation which provided $20 million to support the state Cultural Affairs Commission. The Hotel Association received a grant of $350,000 to renovate the museum’s space in the hotel. Then, in November of 1996, the museum signed a contract with Formations Inc. to design and build new exhibits, which were completed in 2000.

The Boulder City Museum and Historical Association hosted a grand opening of the museum space on March 25, 2000. The opening of the permanent exhibit marked the completion of Phase One of the project. Work continued on Phase Two: the development of a library and research facility. Today the collections and archives are open to researchers and are frequented by scholars, writers, filmmakers, students, and Boulder City residents.

In September of 2005, the BCMHA acquired full ownership of the Boulder Dam Hotel from the consortium and began operating the hotel as a revenue source for the museum. The museum and hotel have melded to become a “living museum” that welcomes visitors to its guest rooms, common areas, restaurant, and shops, as well as to the museum.

With full ownership of the building, the BCMHA has also assumed responsibility for the proper preservation and rehabilitation of its historic windows, mortar and masonry, and various interior features that remain from the original structure. A capital campaign, initiated in 2010, has raised funds to reduce the debt on the historic building by over $700,000. This effort continues through the association’s development campaign, which strives to pay-off the remaining mortgage debt and fund the association’s preservation projects.
The Scope of the BCMHA

Originally established to find a home for the important artifacts and archives from the construction of Hoover Dam and Boulder City, the BCMHA’s role has expanded considerably. In addition to the permanent exhibit and collections, the BCMHA now engages in educational programs for both children and adults; operates and cares for an historic hotel, and oversees independent operators of a restaurant and lounge located just off the historic hotel lobby.

Museum: The Boulder City/Hoover Dam Museum tells the story of the Boulder Canyon Project as it was experienced by the men and women who braved the desolation of the Southern Nevada desert to build Hoover Dam and Boulder City. The displays and exhibits describe the great social and economic forces of the Depression Era and provide a sense of the complexity, danger, and scale of the project. Special exhibits are periodically displayed to further promote interest in the Boulder Canyon Project or the history of Boulder City.

Collections: Our collections consist of our reserved collections in a private sector and the research archives which are housed on the ground level of the hotel so they are accessible to researchers for a variety of purposes. Our collections include over 11,000 cataloged photographs, 3,500 three-dimensional artifacts, 190 primary source manuscript files, a 700 book research library, 7,500 biographic files and over 2,000 subject files. The collections are recognized as a national treasure by Save America’s Treasures and the National Park Service. They are under the care of museum staff, who are responsible for ensuring the museum’s collection policies and standards are maintained.

Association: The BCMHA meets its responsibilities as a historical association through its ongoing cultural and educational programs. The BCMHA provides the 31ers Educational Outreach Program for K-12th grade students and the Third Thursdays Lecture Series for adults.

Historic Hotel: The BCMHA provides a valuable historic and social experience for tourists and locals alike through its operation of the Boulder Dam Hotel. Efforts are under way to extend the museum’s influence throughout the entire building in order to provide an authentic historical experience for visitors. The organization aims to provide, in one building, a place where visitors can experience both the unique history of Southern Nevada and the present-day vitality of one of its treasures -- Boulder City. The Boulder Dam Hotel is listed on the National Register of Historic Places and it is vital to any historical understanding of Boulder City. The BCMHA is committed to providing the building with the care necessary to assure the proper preservation and restoration of the historic elements of the building and to guarantee its continued positive influence on the economy and social fabric of Boulder City. Essentially, the historic building that houses the hotel and museum is the BCMHA’s largest and best known artifact of the Boulder Canyon Project era.

Avenue House: The BCMHA recently acquired (through donation) the house located at 640 Avenue C. The house is one of those built by the Six Companies to house their married employees. It is the BCMHA’s objective to restore this house as nearly as possible to its original form and preserve this vital marker of Boulder City’s earliest days.
The Values of the BCMHA

THE VALUE OF HISTORIC PRESERVATION: We are committed to preserving the legacy of Boulder City’s past so that future generations may understand and value the set of events that define our local and regional history. This belief requires all BCMHA staff, volunteers, and board members to act as informed stewards of the collections and exhibits, and advocates for the historic building that houses them. We must be continuously aware of our deep responsibility to those who have entrusted us with the proper care and preservation of the artifacts and archives that represent our collective past.

THE VALUE OF EDUCATION: We respect and value the educational opportunities our exhibits and collections provide for learners of all ages. We believe in a scholarly approach that engages all those who seek knowledge of the place and time framed by the exhibits and collections of the Boulder City/Hoover Dam Museum.

THE VALUE OF HISTORICAL ASSOCIATIONS: We are fully aware of our obligations as an historical association to advocate for the continued preservation and appreciation of the stories and events that have comprised our past and shape our future. We must be life-long learners and champions of the unique, important history that is ours. As generations pass and we lose those extraordinary individuals who forged our history, it becomes increasingly important to embrace their stories and accounts and to guarantee that they live on well into the future.

THE VALUE OF HISTORIC BUILDINGS: “Every day, monuments of human culture are lost forever, casualties of neglect and the pressures of change.” The BCMHA intends to prevent this from happening to the historic Boulder Dam Hotel. We recognize the inherent importance of prominent historic buildings to the social well-being of a community. Such places as the Boulder Dam Hotel become icons and testaments to the past: they are where memories are made and they are the best places to recover those precious memories. They are where communities develop a “shared” memory that unites citizens and provides a common experience.
The BCMHA’s Guiding Principles of Education

"Use is the end of all archival efforts. It is the duty of archivists to open up the research treasures that are entrusted to them. They should not only collect and preserve documentary material, but also make it accessible to others."


The Boulder City/Hoover Dam Museum’s educational programs are designed and implemented with an ongoing commitment to the following principles:

1. View people and events with consideration of the geographical, political, economic, and cultural context of their time and place, and appreciate that social issues are complicated and require comprehensive critical analyses if they are to be effectively understood and addressed.

2. Apply instructional strategies that recognize the brain as a “parallel processor” in which thoughts, experiences, and emotions operate simultaneously, and that people understand and remember best when facts and skills are embedded in natural spatial memory.

3. Provide programs within which issues can be addressed comfortably through reasoned discussion and guided by rational approaches to critical thinking and problem solving. Promote civic participation by consulting a broad range of resources and engaging a diverse audience.

4. Recognize the complex interactions of science and society in an ever-changing world.

5. Appreciate the cost/benefit tradeoff of scientific and technological advancements, as well as ethical issues and concerns related to scientific and technological advancement.
BCMHA Collections

Collections are objects and intellectual property directly owned by the museum, as a public trust, to be used for the exclusive purposes of preservation, research, and presentation to the public. Museum collections are not resources which are directly available to meet financial obligations of the association. Collections cannot be converted to currency or used to secure loans to meet financial obligations.

The BCMHA collects, organizes, cares for, and makes accessible materials (books, archives, and artifacts) relevant to the Boulder Canyon Project era and the founding of Boulder City, NV through the city’s incorporation in 1960. The BCMHA provides stewardship for these items held in the public trust as defined in its collections policy. No employee, volunteer, or board member shall use collection items for any personal purpose.

Policy

The purpose of the policy is to provide guidelines for the Museum’s collections-related activities, insuring that these activities meet high professional standards. The Museum’s collections policy is a public statement of the Museum’s commitment to care for and manage its collections properly.

The collection policy shall be approved by the Board of Directors of the Boulder City Museum and Historical Association.

Statement of Purpose of the Museum

The purpose of the collection activities for the Boulder City/Hoover Dam Museum (hereinafter referred to as the Museum) shall be (1) acquire, research, and preserve materials concerning the history and development of Boulder City, Hoover Dam, Lake Mead, and the Lower Colorado River region, as well as materials representing the historic period 1920-1960. (2) to make such materials available for study and (3) create themed exhibits of community interest. The Boulder City/Hoover Dam Museum is administered by the Boulder City Museum and Historical Association. The private, non-profit association was established in September 1980 as a 501 (c) (3).

Types and Status of Collections

“COLLECTIONS” is the term used for all material holdings of the Museum. Specific collection categories are defined as follows:

Permanent Collection: The permanent collection comprises those significant objects which directly relate to the purpose of the Museum. Objects accessioned into the permanent collection are cataloged, documented, preserved, and managed according to prescribed procedures meeting current professional museum standards.
Educational Collection: The educational collection comprises those expendable objects which contribute to the educational programs of the Museum and which are available directly to the public for examination. Objects in the interpretive collection are readily available or duplicate objects and are not accessioned into the permanent collection.

**Scope of Permanent Collection**

The scope of the collection of the Museum shall be artifacts of the Boulder City history and culture from Boulder City’s beginning to the present. Objects acquired by the Museum shall represent material culture in the Boulder City area. The collection shall include documentation of individuals and cultural groups as well as objects which illustrate events and the history of the Boulder City area.

**Delegation of Responsibility**

The Museum Manager or Board Designee is responsible for supervising the proper implementation of the collections policy. The Museum Manager or Board Designee delegates the day-to-day care and management of the collections.
Acquisitions

Acquisitions shall be made with a view of permanency and accepted strictly in accordance with the BCMHA Collections Policy. All acquisitions shall be made for the purpose of adding to the collection and not to accommodate personal gain. In every case, due diligence shall be performed to determine provenance and rightful ownership prior to acquisition.

Acquisitions shall not involve illicit trade, violate endangered species laws, include cultural objects regarded as sacred, or include natural objects regarded as protected. Religious or culturally sensitive materials may be acquired if handled with dignity and respect for the feelings and practices of the effected group. The BCMHA’s collections activity shall comply at all times with local, state, and federal law.

Loans: Procurement of loaned materials and the loaning of BCMHA materials to qualified institutions shall be managed according to the best practices in the museum, library and archival fields and be consistent with the BCMHA Collections Policy.

Policy

The museum may acquire objects by donation, by bequest, by purchase, or by transfer. Authority for the acquisition of objects for the permanent collection is held by the Museum Manager and the Collections Committee.

Criteria for Acquisition

The following criteria have been established for the acquisition of objects:

- Objects must be relevant to, and consistent with the Museum’s purposes and activities; chiefly research, preservation, exhibition, and/or interpretation.
- The Museum must be able to provide proper care and storage for objects in keeping with professionally accepted standards.
- It is intended that objects in the permanent collection shall remain in the collection as long as they retain their physical integrity, their authenticity, and their relevance and usefulness for the purposes and activities of the Museum.
- The Museum and its staff shall be in full compliance with state, federal, and international laws and regulation governing the acquisition, sale, and transfer of cultural properties.
- Title to all objects acquired for the permanent collection shall be obtained free and clear without restrictions to use or future disposition.
- The present owner shall have clear and verifiable title of ownership to the object and shall have obtained the object legally and ethically.
- The Museum shall be provided with (or allowed to copy) all documents and information in the present owner’s possession that pertain to the historical significance and provenance of the object.
- Acceptance of the object will not result in major expense in conservation disproportionate to its usefulness.
Procedures

All offers of objects to the Museum whether by donation, by bequest, by purchase, or by transfer should be referred to the Museum Manager or Designee. The potential donation is then reviewed by the Museum Manager. The object will be placed in temporary deposit and the potential donor will be given a Temporary Custody Receipt for the object. The Temporary Custody Receipt should be signed by the object’s owner and the Museum staff person receiving the object. The receipt outlines the terms of temporary custody, the length of which cannot exceed thirty days. After study and review of the object, the Museum Manager or Designee will determine whether or not to acquire the object and may seek outside guidance before making the determination.

If the decision is made not to acquire the object, then the Museum Manager or Designee will be responsible for returning the object to the owner, according to the terms of agreement outlined in the Temporary Custody Receipt; and documenting the return. If the decision is made to acquire the object, the Museum Manager or Designee will initiate and complete the acquisition of the object in the following manner:

If the object is to be donated, a Deed of Gift should be signed by the Museum Manager, or the Designee. The Deed of Gift formally transfers the complete ownership of the object to the Museum and shall be legally binding when signed and dated by both parties. A copy of the Deed of Gift be provided to the donor, and Deed of Gifts shall be kept on file.

If the object is to be bequeathed, a copy of the pertinent section of the will should be provided by the attorney or executor and shall be kept on file.

If the object is a purchase or transfer a copy of the transaction document shall be kept on file.
De-Accessioning

De-accessioning is the formal removal of an object from the museum’s collections. The BCMHA recognizes that its collections will never remain static. They must be improved continually in quality and representation to reflect new research, to complete the historical record, and to support new exhibitions and educational programs. All de-accessioning shall be conducted in accordance with the BCMHA Collections Policy.

It is preferable that materials remain in the public domain; therefore, other institutions will be given first opportunity to acquire de-accessioned objects. All proceeds (if any) realized from de-accessioned materials shall be allocated to an acquisition fund solely for the growth of the collection.

Policy

The Museum has the right, carefully and judiciously, to deaccession and dispose of objects from its collection in a manner consistent with professionally accepted standards. A written deaccession request listing the reason(s) for deaccession and recommended means of disposal must be signed by the Museum Manager before submission to the Board of Directors. Only if the deaccession request is approved by the Board of Directors, is the Museum authorized to proceed with the deaccession and disposal.

Criteria for Deaccession

An object recommended for deaccession must meet at least one of the following criteria:

- The object has ceased to have relevance and consistency with the Museum’s purposes and activities.
- The object has deteriorated beyond usefulness.
- The object is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other objects and/or the health and safety of the Museum’s staff and/or visitors.
- The Museum is unable to continue to provide care and storage for the object in keeping with professionally accepted standards.
- The object’s care and storage are far more expensive than the value of the object as it relates to the Museum’s purposes and activities.
- The object has failed to retain its identity or authenticity.
- The object may be replaced with a similar object of greater significance, quality, and better condition.

Methods of Disposal of Deaccessioned Artifacts

Deaccessioned objects will not be sold or given, publicly or privately, to any Museum employees, volunteers, or members of the Board of Directors, their families, or their representatives. Complete records will be maintained on all deaccessioned objects and their subsequent disposition. A deaccessioned object may be disposed of in one of the following method:
Placement in the Educational Collection of the Museum if Appropriate

Donation to an appropriate non-profit museum or scholarly or cultural institution or organization preferably within the state of Nevada, if the object is from the state.

Sale at an advertised public auction or in the public marketplace in a manner that will best protect the interests, objectives, and legal status of the Museum.

An attempt can be made to contact the donor to determine if the donor requests that the artifact(s) be returned.

Destruction of the object (only if the object has deteriorated beyond usefulness and no other method of disposal is appropriate).

Use of Proceeds Derived from Deaccession/Disposal

Any funds derived from the sale of deaccessioned objects will be used solely for collections, acquisitions or conservation.
Loans

BCMHA may borrow or lend objects to promote public education through exhibition and study. Objects and archival materials will only be borrowed or loaned for the purposes of exhibition, educational programming, or treatments for conservation or restoration.

Policy

Loans must be authorized by written agreement between BCMHA Manager and the borrower/lender. Loan forms are completed and signed by both the lender and borrower, kept on file by the BCMHA Manager, Board Liaison, and reviewed on a quarterly basis.

Loans will be authorized for a specified period of time agreed upon or up to one year, subject to renewal only upon review by the BCMHA Manager and/or Board Liaison. BCMHA does not generally accept long-term or indefinite loans from individuals, preferring to arrange for donation of such items to the permanent collection. The Board of Directors must approve any exceptions to this policy.

Outgoing Loans

Loans shall not be made to private individuals. Loans shall only be made to a museum, historical society, library, or other organization after careful consideration of the object’s physical stability and the borrower’s ability to provide proper care, environment and security. The BCMHA Manager and/or Board Liaison will review and authorize requests for outgoing loans. The borrowing institution is responsible for returning the loaned items promptly at the end of the agreed loan term, unless otherwise agreed upon.

Conditions Governing Outgoing Loans:

Care and Preservation:

- The borrower shall give objects lent from the collections of the Boulder City Museum Historical Association (hereafter, BCMHA) the same care, according to prevailing professional museum standards, as it does to its own property.
- Evidence of damage at time of receipt or while in BCMHA custody will be reported immediately to the lender. Any damage or loss will be defrayed in full by the borrower.
- No alteration, restoration, or repair will be undertaken without the written authorization of BCMHA.
- BCMHA certifies that the objects lent are in such condition as to withstand ordinary strains of packing, shipping and exhibition.
- A written report of conditions of artifacts prior to shipment or placement will be on file in the BCMHA Managers Office, a copy may be provided upon request.
Transportation, Payment of Costs, and Duration of Loans:

- All charges incurred for handling loans will be billed to the borrower.
- Objects will be packed in the same manner for return as received unless otherwise authorized by BCMHA.
- Unless otherwise agreed upon in writing, this loan terminates on the date specified on the face of the agreement. Borrower is responsible for returning all loan objects upon termination.
- Is this a traveling loan? Circle one: yes no. If yes, see attached itinerary for venues and dates. Any requests for changes in itinerary or dates of traveling exhibitions must be approved in writing by BCMHA.
- BCMHA agreement to lend includes permission for the borrower to reproduce the loan objects in exhibition catalogs, publicity, archival records, or didactic panels for educational purposes in conjunction with the exhibition. Requests for photographs for reproduction purposes will be approved by the Manager and the borrower will be responsible for printing.
- BCMHA may recall this loan for its own purposes with thirty days’ notice in writing to the borrower.
- Any requests for extension of the loan period must be submitted in writing to the Manager, unless otherwise agreed upon.

Incoming Loans

BCMHA shall accept incoming loans from institutions or other museums for the purposes of research or exhibition. BCMHA cannot store or maintain objects belonging to others that are not required for exhibition or ongoing research.

Incoming loans will be authorized if the following criteria are met:

- BCMHA has determined that it can afford the estimate cost of exhibition, storage, security, transportation, collection maintenance that is required of items(s).
- BCMHA can provide adequate care and protection of the item(s).
- BCMHA can and is willing to meet any restrictions the lender has placed on the item(s).
- The lender will declare in writing that the lender owns the item(s). BCMHA will not borrow from anyone other than the owner.

Each incoming loan shall be processed in accordance with the documentation and handling requirements outlined in the BCMHA Collections Procedure Manual. The BCMHA Manager is responsible for returning loaned items upon the completion of the agreed loan term and must follow the lender’s return conditions.
Objects in Custody

BCMHA may receive objects or collections in temporary custody for purposes that include attribution, examination, identification, and for consideration as a gift or purchase. The BCMHA Manager and Board of Liaison have the authority to accept objects into temporary custody; they may also give permission to another staff person to do so. All objects in temporary custody must have a completed Temporary Custody Receipt Form signed by the object’s owner before any staff person may accept the object. The work related to the object, including decisions to purchase or accept a gift, will be expeditiously accomplished and in a professional manner.

Loan & Copy

If the object meets BCMHA Collection Priorities and Accession Criteria, a copy of the object, archival materials or photographs may be added to the collection as a non-collection item. BCMHA Manager will receive those objects or materials using a Temporary Custody Receipt Form.

It is the responsibility of the BCMHA Manager to ensure that the object to be replicated is returned to the lender in a timely manner and in the same condition as it was received in accordance with the terms set forth in the Temporary Custody Receipt Form.

Unclaimed & Undocumented Property

Like many museums, BCMHA possess objects that fall into the following categories:

- Unclaimed Property: objects that arrive at BCMHA under the auspices of a loan agreement that has since expired, or objects that were loaned to BCMHA for an indefinite period of time (so-called “permanent loan”).
- Undocumented Property: objects that, despite searching available records, BCMHA is unable to determine the identity of the lender, donor, or owner (FIC “found in collection” items)

Nevada State Law (Section NRS 381.009) closely relates to how this property may be handled and BCMHA procedures will follow the mandates of this law.

The provisions of this Collections Management Policy are designed to preclude future additions to either category.
Documentation

Documenting and maintaining collections records is critical to collections management. BCMHA shall act to the best of its ability, according to the following guidelines:

Records

BCMHA, through its curatorial, registrar, and conservation, maintains accurate, up-to-date records on the identification, location, condition, and treatment of objects in the collections, as well as of ongoing activities such as exhibitions, research, and correspondence with donors and scholars. These records should be kept in an organized filing system within the collections seen fit by the Manager and Board Liaison. The Museum will establish electronics records on CatalogIt (the museum database) that include records on pre-accessioned, accessioned, non-accession, and deaccessioned works of all loans and donations.

All records created or received in the transaction of BCMHA proper business are the property of the BCMHA Collections and must not be dispersed or destroyed. Permanent documentation must be made using archival methods and materials. A current backup copy of the museum database of BCMHA collections is to be kept in a secure location.

Inventories

The purpose of the inventory is to verify the physical location of objects and the accuracy of catalog records information. A complete inventory of 100% of all museum property should be conducted, especially if new accession have been added to the collection since the last inventory. The inventory should include 100% of all controlled museum property (objects of high value, or at increased risk of theft and all short-term loans.) Random samples of all catalogued property and random samples of uncatalogued accessions should be regularly scheduled as well. (For a collection of approximately 2400 objects, the random sample should consist of 187 objects).

To keep accurate collections records, including the location and condition of objects, museum collections are subject to two types of inventories:

- “section-by-section” inventory – inventory done on a scheduled basis, rotating areas or collections for inventory and;
- “spot” inventory – inventory done sporadically to check the accuracy of records and the location of a small percentage of the overall collections.

Upon request or when deemed necessary by the BCMHA Board, or as determined by the Manager and/or the Board Liaison, the Manager of the Museum is responsible for coordinating collections inventory. The inventory data should be used to generate location reports for the future reference and a museum property survey. These inventory records should then be retained for at least three years, if not longer.
BCMHA, in its efforts to practice due diligence in the accountability and preservation of its collections, physically inventories at minimum a 1% spot inventory must be completed every year.

Policy

Mandatory inventory data to be recorded are accession number, location, object presence, record presence, information accuracy, and current condition.

For objects that have been catalogued:

- note presence or absence of object
- note presence or absence of catalog record
- note accuracy of location data in catalog record
- note any changes in object condition.

Keep record of any inventory irregularities including loss of objects, damage to objects or incorrect location data.

This procedure also applies to objects that are not at the museum during the time of inventory, i.e.: on loan to other institutions, receiving conservation treatment, etc. Photograph objects as they are inventoried.

For objects that have been accessioned, but not catalogued:

- note presence or absence of accession records
- note catalog or deaccession status of objects
- note any change in object condition.
- Photograph objects as they are inventoried

After the inventory: complete catalog records for accessioned objects, or reconcile record discrepancies. For missing objects, conduct a thorough search and if loss is confirmed, notifying the Manager and Board Liaison and retain documentation relating to loss in catalog or accession records. Consider deaccessioning objects within 30 days of determining loss.

For objects found during inventory:

- note recovery of objects in catalog or accession records
- note any change in condition.

Once accurate location data has been confirmed, create location reports for future reference.

Create a museum property survey

The survey documents the number and type of objects in the collection, object locations, the status of objects in the collection and the status of their documentation. It can be used to guide collections management planning and to identify objects that need conservation.
The survey should include:

- the number of accessions into the collection since the last inventory and the type of accessions
- the number of objects acquired
- the number of objects catalogued organized by object type
- the number of incoming and outgoing loans of each object type
- the number of deaccessions by object type
- the number of objects receiving conservation treatment
- the number of objects to be catalogued organized by object type (the “backlog”)
- the number of objects catalogued organized by object type
- and the total number of objects in the museum collection
Risk Management

Identification of Risks and plans for amelioration and recuperation from risk events are an essential part of collection stewardship. Therefore, the Boulder City Museum Historical Association management conduct an annual risk assessment and evaluation throughout the museum, including the Historic Dam Hotel and grounds, the collections, the public area surrounding all grounds, work and staff areas, the reserved collection location, and the Fenton House.

Insurance

The board of directors of the Boulder City Museum Historical Association, in consultation with the board liaison, is responsible for annual review and renewal of the associations insurance policy for the Boulder Dam Hotel, grounds, collections, and general liability.

Security

All collections, buildings, and grounds of the BCMHA should be secure and protected from vandalism, criminal activity, and accidents. The management team works with local police and fire officials and conducts an annual review of the security measures of the Boulder City Museum Historical Association, and reports the results of each review to the board of directors of the BCMHA.

All objects on exhibit in the public galleries must be secured against theft, vandalism, and visitor subjection by the manager of the museum and/or board liaison. All staff members are to be vigilant and alert to any security issues within the museum or museum grounds.

Collection Values and Valuation

Rather than assessing individual objects in the collections, and in recognition of the fluctuation in value over time of many objects, the Boulder City Museum Historical Association shall seek a blanket fine arts insurance policy that covers the collection and incoming loan objects. BCMHA management team will work with representatives of the fine arts insurance company selected to establish values for the collection and individual works as necessary. Values for individual items in the collections are to remain absolutely confidential and not communicated beyond the management team, and the board of directors.

Objects on Loan

The manager and/or board liaison may negotiate reciprocal agreements with institutions to insure works of artifacts involve in incoming or outgoing loans. All objects belonging to BCMHA must be insured for fair value before being loaned to another institution or on display in location. The manager and/or board liaison may negotiate insurance policies for loans as needed.
Care of Collections

The museum shall maintain in its annual budget, funding for the ongoing care and conservation of objects in its collections. It shall be the responsibility of the collections staff through regular periodic inspections, to assess the physical needs of the objects in the collection and make the appropriate recommendations to the Museum Manager.

It is the responsibility of the Museum to ensure that the collections are adequately protected against fire, theft, vandalism, natural and/or environmental disasters. Proper exhibition and storage facilities along with adequate environmental control systems must be a HIGH PRIORITY at all times. Consideration must be given to provide a well-trained (paid and volunteer) staff and maintaining a high level of awareness and understanding of professional collections standards and procedures. A review of these measures shall be made throughout the year.

Procedures

An important part of the collections care procedure shall be the establishment and implementation of a comprehensive records system, which includes at least the following:

- documents recording the legal status of title of an object(s);
- all correspondence pertinent to an accessioned object;
- accessioning and cataloging records;
- deaccessioning records;
- photographic documentation;
- exhibit, condition and conservation history;
- insurance records;
- current location and loan records; and an annual inventory record.

The Museum Manager and designees are responsible for the establishment and maintenance of the records system on a daily basis. The Museum Manager and the Board of Directors shall be responsible for its enforcement. A duplicate copy of all vital collections records shall be made and stored outside the museum in a secure and appropriate institution.
Access

BCMHA is committed to using its collections to fulfill its mission through exhibitions, demonstrations, education programs, and publications. The Museum will strive to make its collections and collections records available for study and examination by individuals for scholarly research and other legitimate purposes.

Policy

The Museum will allow access to and use of its collections and collections records in a controlled, professional manner that protects the physical and intellectual integrity of the collections and collections records. Access to the collections records will not be unreasonably denied. However, acknowledging its responsibility to safeguard the collections and collections records, the Museum reserves the right to control access to prevent the following:

- Deterioration, mutilation, loss, or dislocation of objects and/or collections records.
- Undue interference with the administrative, professional, and technical operations of the Museum. Undue impact on the furnishing of services to other Museum users.
- Authority for permitting and monitoring access to and use of the collections and collections records is shared by the Museum Manager. The Museum Manager shall have discretionary power to designate any additional staff (paid or volunteer) who may have access, either restrictive or nonrestrictive basis, to the collections storage facilities.
- Other individuals, including staff members, and visitors, may only enter storage areas, when accompanied by the Museum Manager or designee.

Procedures

Access to objects in the collection shall be granted by the Museum Manager’s office on an appointment basis to qualified researchers.

A written request should be submitted two weeks in advance. The request must specify the objects and records to be examined, the purpose and proposed date of the examination, and the researcher’s current contact information. The request should be submitted to the Museum Manager or Designee. Objects must not leave the collections facility.

If the request meets with the established access policy of the Museum, the Museum Manager or the Designee will schedule an appointment with the researcher and will provide supervised access to the specified objects and records.

Collections records shall remain restricted in use to all other individuals, both within and without the Museum, with the exception of the Museum Manager. Only the basic accessioning information shall be made available for viewing. Donor files, etc. shall remain confidential.

The Museum reserves the right to obtain copies of publications which shall result from the utilization of information and/or materials from its collection. [use policy agreement]
Reproduction and Photographing of Collections

The collections staff shall maintain a comprehensive schedule of fees to be charged for reproducing or photographing items in the collections. Extreme care must be taken to ensure the protection of copyrights, patents, or any other property rights.

A full credit line, as authorized by the Museum Manager is required when any object from the collection is published or reproduced.

Authorization of use of photographs or reproductions is granted on a basis of ONE TIME USE ONLY.

Exhibits may be photographed by visitors for non-commercial purposes only. Flash equipment and tripods are prohibited in the galleries. Photographers must not obstruct other museum visitors.
Code of Ethics of the BCMHA

I. Purpose

Ethics are based on the collective societal values of honesty, fairness, respect and accountability as they apply to resolving moral issues. This Code of Ethics exists to provide a unified statement of guiding principles for the board, staff and volunteers of the Boulder City Museum and Historical Association that coincide with current best practices in the museum community. Specifically, the BCMHA subscribes in principle to The Statement of Professional Standards and Ethics of the American Association for State & Local History (AASLH) and the Standards and Best Practices of the American Alliance of Museums (AAM).

II. Governance

The Board of Directors recognizes its responsibility to ensure that BCMHA affairs are conducted legally and responsibly and that all those affiliated with the association understand and support the BCMHA’s mission and this Code of Ethics. The Board of Directors has two fundamental public trust responsibilities: stewardship and public service.

The trust of stewardship requires museums to acquire, document and preserve collections in accordance with institutional policies, to be accountable for the collections, and to pass them along to future generations in good condition.

The trust of public service requires the advancement of knowledge and understanding by making the collections and accurate historical information available to the public.

Conflict of Interest

Board members, staff and volunteers must conduct their personal/business affairs in such a manner as to avoid any possible conflict of interest (or the appearance thereof).

When the interests or activities of any director, staff member or volunteer are or may appear to be competing with the interests or activities of the association, or, if any such individual derives a financial or other material benefit as a result of a direct or indirect relationship, a conflict of interest may exist and must be disclosed.

Any real or apparent conflict of interest by a director or by the association’s principal operations manager shall be disclosed to the board chair as soon as possible by the individual concerned. Staff members and volunteers shall also disclose such conflicts or duality of interests in a timely manner to the principal operations manager, who will then notify the board chair.

When any conflict of interest is relevant to a matter requiring action by the board, the interested person shall call it to the attention of the board and such person shall not vote or engage in discussions on the matter; provided however, any trustee disclosing a possible conflict of interest may be counted in determining the presence of a quorum at a meeting of the board.
The minutes of the meeting shall reflect that the conflict of interest was disclosed and that the interested person did not participate in the final discussion and did not vote. When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the board, excluding the person who has the possible conflict of interest.

III. Collections

The BCMHA collects, organizes, cares for, and makes accessible materials (books, archives, and artifacts) relevant to the Boulder Canyon Project era and the founding of Boulder City, NV through its incorporation in 1960. The BCMHA provides stewardship for these items held in the public trust as defined in its collections policy. No employee, volunteer, or board member shall use collection items for any personal purpose.

Collections are objects and intellectual property directly owned by the museum, as a public trust, to be used for the exclusive purposes of preservation, research, and presentation to the public. Museum collections are not resources which are directly available to meet financial obligations of the association. Collections cannot be converted to currency or used to secure loans to meet financial obligations.

IV. Fundraising Practices

Soliciting and accepting funds for the benefit of the BCMHA are integral to the financial health of the association. Fundraising activity shall comply with all current local, state and federal laws. Staff, volunteers and any outside council involved in raising money or soliciting other contributions including gifts-in-kind on behalf of the BCMHA must do so with honesty and integrity, taking care to clearly define the agreed relationship with the donor. Fundraising activity shall be undertaken in ways that ensure the standards and integrity of the BCMHA are upheld and that any restrictions imposed by the donor on the use of contributions are upheld. Board members, volunteers and staff shall treat donor and prospect information in confidence and leave intact all lists, records and documents acquired through the BCMHA’s fundraising efforts.

V. Enterprise Activity

Entrepreneurial activity to generate added financial support for the BCMHA is vital. The museum items for sale, rentals of the facility, operations of the Boulder Dam Hotel and other “earned income” activities shall be undertaken in accordance with the BCMHA’s mission and should not compromise the care or quality of the exhibits or collections.

VI. Finances

Assurance shall be given that financial statements are fairly presented and that all filings are accurate and complete. All internal controls shall be evaluated annually and the effectiveness of these controls shall be routinely disclosed to the board. Privacy of personal financial information (including salaries and personal wealth data) of staff, volunteers and donors will be ensured to the extent possible and allowable by law.
VII. Professional Conduct

Scholarly Activities

Employees are encouraged to teach, lecture, write, perform and publish for the BCMHA and on their own. The receipt of honoraria for work done during off hours may be retained by the employee. Ownership and copyright rests with the BCMHA on all materials prepared as part of the employee’s normal duties and on BCMHA time. Ownership and copyright for works produced on employees’ personal time remains their possession.

Truth in Presentation

Employees, volunteers and board members engaged in historical interpretation through exhibitions, lectures, educational programs or publications are expected to adhere to the highest academic standards of scholarly integrity.

VIII. Media and Publicity

All information provided to the media and to the public must be timely, factually accurate and sensitive to the community’s values. To avoid confusion and misinformation, and to protect the privacy rights of the association’s members, donors, directors, staff, tenants, customers and vendors, the official spokesperson(s) for the BCMHA shall be designated by the board chair. Unless designated, staff members or directors may not discuss internal BCMHA matters with outside agencies or individuals. Information regarding the BCMHA’s approved publications and programs including governing documents, brochures, current exhibitions, upcoming exhibitions and educational programs may be openly shared with the public by all volunteers, staff members and directors.

IX. Compliance and Amendment

This Code of Ethics shall be formally adopted by action of the Board of Directors and the board shall be responsible for assuring that board members, volunteers and staff comply with the spirit of this set of ethical policies.

The board shall monitor compliance and shall provide guidance, interpretation and opinions on an ongoing basis. The board shall review the Code of Ethics regularly and shall formally adopt any and all amendments to the Code.
Basic Responsibilities of Nonprofit Boards

Adopted by the BCMHA from the Nonprofit Alliance

1. Determine the association's mission and vision: It is the board's responsibility to create and review mission and vision statements that articulate the association's goals, means, and primary constituents served.

2. Supervise management: Boards must reach consensus on management’s responsibilities and undertake a careful search to find the most qualified individual for the position when necessary.

3. Provide proper financial oversight: The board must assist in developing the annual budget and ensuring that proper financial controls are in place.

4. Ensure adequate resources: One of the board's foremost responsibilities is to provide adequate resources for the association to fulfill its mission.

5. Ensure legal and ethical integrity and maintain accountability: The board is ultimately responsible for ensuring adherence to legal standards and ethical norms.

6. Ensure effective organizational planning: Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.

7. Recruit and orient new board members and assess board performance: All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate its own performance.

8. Enhance the association's public standing: The board should clearly articulate the association's mission, accomplishments, and goals to the public and garner support from the community.

9. Determine, monitor, and strengthen the association's programs and services: The board's responsibility is to determine which programs are consistent with the association's mission and to monitor their effectiveness.

10. Support management and assess performances: The board should ensure that management has the moral and professional support needed to further the goals of the association.
Collections Management Policy Review

The development of the Collections Management Policy and the review and maintenance of this document are the responsibility of BCMHA Museum Manager and/or Board Liaison, who may call upon the Board of Directors for assistance as needed.

The Collections Management Policy must be approved by the Board Liaison and the BCMHA Board of Directors.

The Collections Management Policy is subject to a comprehensive review every five years. However, recommendations for changes or additions may be made at any time. Upon approval from the Board Liaison and the BCMHA Board of Directors, the Policy will be revised and updated.