

Digital Objects Collections Management Policy

I. Statement of Purpose

The purpose of the MY MUSEUM is to promote public interest in the region's history by interpreting, exhibiting, and preserving digital objects. The MY MUSEUM defines digital object as any photograph, movie, audio recording, or document created in digital format (i.e. "born digital"). In some cases the term digital object will refer to digital items that were once in analog (physical) form such as photographs, documents, video or audio that have been reproduced and made digital, but the consideration of accessioning digital objects will be made on a case by case basis.

II. Scope of Collection

In building and maintaining its collection, the MY MUSEUM shall be guided by the statement of purpose outlined above and further defined by Article II of the organization's constitution and By-Laws.

III. Acquisitions

In addition to the above criteria, the MY MUSEUM shall be guided by the following in acquiring new digital objects.

A. Policy

1. Digital objects shall not be accepted with restrictions imposed by the donor.

All copyrights must be handed over to the MY MUSEUM.

2. Digital objects shall not be accepted if the costs of storage and preservation exceed the anticipated benefit to the MY MUSEUM.
3. Digital objects shall be of a size and format (for example TIFF, JPEG, PDF, WAV, MOV, TXT, DOCX) that can be readily admitted to storage.
4. Digital objects being considered for accessioning shall not duplicate the digital collections of the area's other exhibiting institutions.

B. Procedures

1. The Director is authorized to accept or reject digital object gifts covered by this policy and must explain to the donor the following:
2. Potential acquisitions of great historical significance that do not conform to fiscal or spatial limitations shall be reviewed by the Collections Committee of the Board of Trustees which will seek recommendations by Information Technology and Information Science Professionals regarding long term preservation and storage.
3. A receipt accepting a digital object for review shall be issued and signed by the potential donor and the Director or Archivist when the MY MUSEUM takes possession of a digital object.
4. A gift receipt shall be issued and signed by the donor and Director at the time a digital object is accepted for the collection. The Director shall send a written acknowledgement to the donor for all accepted gifts. A copyright release form will be part of this process.

IV. Collections Care

- A. The MY MUSEUM shall maintain a conscientious program to safeguard digital objects within the collection from environmental, human, and other dangers within prescribed budgetary limitations.
- B. The preservation of digital objects shall be undertaken in a manner that does not compromise their historical integrity. Techniques shall be employed that do not cause irreversible change to a digital object.

V. Documentation

- A. Each new acquisition of digital objects shall be assigned an accession number, which shall be the file name of the digital object.
- B. A register shall be maintained for each accession recording its assigned number, a brief description of the item(s), the method of acquisition, and the date it was added to the collection.
- C. An inventory worksheet (which can be a digital document saved within the digital photograph collection folder) shall be completed for each accessioned item.

VI. Loans and Reproduction

A. Incoming Loans

1. The MY MUSEUM will accept the loan of digital objects which cannot be obtained through donation, provided they are essential to the understanding of a permanent exhibit or are related to a temporary exhibit or special event.
2. The Director is authorized to complete agreements with individuals or borrowing organizations for the loan of digital objects to the MY MUSEUM for periods not exceeding six months.
3. The loan of objects to the MY MUSEUM for a period exceeding six months shall be approved by the Collections Committee in consultation with Information Technology and Information Professionals.
4. The Director shall secure a loan agreement signed by all responsible parties outlining specific terms.

B. Outgoing Loans

1. The MY MUSEUM may make loans of surrogate (copy) digital objects from its collection available to qualified institutions for specified periods and specific usage.
2. All loans shall be approved by the Director.
3. The transfer of surrogate digital objects shall be approved by the Director. The medium for the transfer (email, flash drive, CD, DVD, FTP) will be approved by the Director.

VII. De-accessions

A. Policy

1. Digital objects shall be retained permanently if they continue to be relevant to the MY MUSEUM mission, and if they can be properly stored.
2. De-accessioning digital objects shall be considered only when the above conditions no longer prevail, or in the interest of improving the collection as a whole.
3. Recommendations for disposal of an object shall be based on the following criteria:

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- a. The digital object is damaged beyond reasonable repair.
 - b. The digital object is a duplicate and is therefore no longer needed by the MY MUSEUM.
 - c. The digital object is not related to the MY MUSEUM's mission or collection.
 - d. The digital object's technological maintenance and preservation is disproportionate to its contribution to the collection, and the MY MUSEUM is unable to responsibly care for it.
4. No digital object shall be given or sold privately to the MY MUSEUM's staff or its Board of Trustees.
 5. Proceeds from the de-accessioning of an object shall be used to further the development and preservation of the collection.

B. Procedures

1. The Director and the Collections Committee shall make recommendations to the Board of Trustees regarding digital objects to be de-accessioned from the collection. All proposals shall state reasons for the de-accession, the method for disposing of the object and the intended use of any proceeds resulting from the de-accession.
2. The Board of Trustees shall approve all de-accessions.
3. The best interest of the MY MUSEUM, the public it serves, the public trust it represents in owning the collection, and the scholarly or cultural communities it represents shall be considered determining the manner in which a digital object is disposed of. Digital objects may be removed from the collection by exchange, donation or public sale with scholarly or cultural organizations or a public agency.
4. Digital objects may be deleted in cases where the object is damaged beyond repair, endangers the organizations software or hardware system already in place, or cannot be disposed of in any other way.
5. Activities related to the removal of a digital object from the collection shall be documented and kept on file.

This statement of policy shall remain in effect until revoked or amended by a majority vote of the MY MUSEUM's Board of Trustees.