



Historical Society of Central Florida Collections Management Policy (revised 2005)

**We honor the Past,
And Explore the Present,
To shape the Future**

Mission

- *To provide valuable learning experiences
- *To make history relevant, interesting, and FUN!
- *To engage and enhance our community
- *To preserve the rich history and cultural heritage of Central Florida
- *To create and nurture an environment for community involvement
- *To provide a place for non-partisan dialogue

Authority

The Historical Society of Central Florida, Inc. (formerly Orange County Historical Society, Inc.) is a not for profit Florida corporation. The collections are owned by the Historical Society of Central Florida, Inc., referred to hereafter as the Society, and held in public trust. The Society shares operation of the Orange County Regional History Center with Orange County.

Scope of Collections

The geographic scope of Central Florida is comprised of seven counties: Orange, Brevard, Volusia, Lake, Polk, Seminole and Osceola.

The Society's permanent collections consist of historical artifacts, archives, photo archives, and a research library. These are defined as:

Historical Artifacts: Three-dimensional objects with historical or aesthetic significance.

Archives: historical records and documents.

Photo Archives: images such as photographs, negatives, film, postcards, etc.

Research Library: a collection of books and other printed texts used for research.

Responsibilities

The Society and the Orange Regional History Center adhere to the Code of Ethics established by the American Association of Museums (*Code Of Ethics For Museums 2000*) and the Code of Ethics for Archivists (*A Code of Ethics for Archivists With Commentary, 1992*). See appendix.

Authority

The Director is the final authority on all decisions affecting the collection. He/she shall delegate various authorities and responsibilities to the collections staff concerning the collection as deemed necessary.

The Curator of Collections has decision-making authority and responsibilities vested by the Director. The Curator shall advise the Director and the Board in decisions affecting the collection.

Ethics

No Society or Center staff member is permitted to start a personal collection that may be in conflict with the Center's interests. The Society has the first option to acquire an item offered to a staff member and only if the museum is not interested in securing the object may the individual acquire it without being considered in conflict of interest.

Members of the Board of the Historical Society of Central Florida and staff members of History Center and their families may not benefit, profit or otherwise receive objects deaccessioned and disposed of by the museum.

Security

All Staff are responsible for maintaining the security of the collection. Any loss must be reported to the Curator of Collections or Collections Manager as soon as possible. This information will then be forwarded to the Director and Assistant Director. Staff members who have physical access to the collection must use appropriate care and handling.

Acquisition Criteria

In developing the cultural history collection, the principal objects targeted for acquisition and care are:

- Material produced in Central Florida
- Material used in Central Florida but made elsewhere

- Materials not made or used in Central Florida, but related to the history of the region and collected for research, exhibit and educational use.

Artifacts and materials acquired for the collection will usually be complete, in good condition and as fully documented as possible. The decision to acquire an artifact or specimen is based upon number of factors:

- Supports the mission and goals of the Society and History Center
- Significance, such as association with an event, person historical period or geographical area
- Representative of other artifacts or specimens of its kind
- Physical condition
- Availability of human and financial resources to acquire, document, preserve and store the object.
- Opportunities for use within the collection and exhibits
- Any restriction on use or disposition of the object
- Attributes that make the object a threat to users or other objects

Original material will be accepted into the Photo Archives. At the discretion of the Photo Archivist, copyright material useful for research may be placed in a study collection dependent on space and significance.

The Society does not accept donations of object(s) of questionable origin (legal or ethical). The Society will not accept materials associated with the destruction of historic or archeological sites or in violation of the terms and conditions of state, federal, and international laws and statutes. Field collections are subject to the laws of Florida and the United States law as outlined in Federal Archaeological Resources Protection Act; Native American Graves Protection and Repatriation Act; Chapters 267 and 872, Florida Statutes; the Archaeological Resources Protection Act (Public Law 96-96 as amended; 16 U.S.C. 470aa-470mm).

Temporary Custody

Objects may be left in the custody of the Society for consideration as a donation, or for examination and identification or research. Owners must sign copies of the Temporary Receipt form, releasing the object(s) to the staff on a temporary basis. Objects not retrieved by owners within a reasonable length of time will be subject to the laws of

abandoned property established by the State of Florida in House Bill No. 1199. See appendix.

Acquisition Approval Process

Artifacts can be acquired by: donations, field collecting, purchase, bequests, exchange, and transfer. In all cases, except loans, a clear title must be transferred to the Society. No condition or restrictions may be attached limiting the Society's use of the material, except with the approval for the Director.

Staff members do not have the authority to accept donations without prior approval by the Curator of Collections. They may however accept items with temporary receipts. If that item(s) is accepted as a donation, the proper paperwork will be completed.

Purchase: The Curator of Collections or the Curator's designee has the authority to purchase materials for the collection in accordance with budgetary limits. Purchase of objects for the society must meet the conditions for acquisitions outlined previously. The purchase must be accompanied with an invoice and any relevant documentation.

Transfers: may acquire artifacts or materials transferred from other government or non-profit agencies.

Field collections: are subject to the laws of Florida and the United States law as outlined in Federal Archaeological Resources Protection Act; Native American Graves Protection and Repatriation Act; Chapters 267 and 872, Florida Statutes; the Archaeological Resources Protection Act (Public Law 96-96 as amended; 16 U.S.C. 470aa-470mm).

Records

Documentation

Documentation is essential to collection development, research, preservation, and interpretation. The Society will use accepted and consistent museum standards, methods and procedures to document the collections. These will be established by the collection unit staff and approved by the Curator of Collections.

Procedures for Accessions and Collections Management

1. All materials entering the Museum shall be recorded via:
 - a) printed temporary receipt form or,
 - b) a printed donor agreement form or,
 - c) a printed loans-incoming form or,

- d) a copyright form acquiring and/or defining ownership of copyright.
- 2. All forms require holograph signatures by the parties involved, countersigned by a member of the collection staff.
- 3. All materials from the permanent collections leaving the Museum shall be recorded via:
 - a) a printed loan-outgoing form
 - b) insurance policies to be kept on file for designated outgoing loans.
- 4. This form requires holograph signatures by the parties involved, countersigned by the Executive Director or Registrar.
- 5. The Collections Manager/Registrar shall maintain:
 - a) a digital accessions/donor database.
 - b) all printed temporary receipts in a permanent filing system
 - c) all printed donor agreement forms in a permanent filing system.
 - d) documentation files recording background data regarding each accession whenever such data is forthcoming.
 - e) all printed loans-incoming forms in a permanent filing system
 - f) all printed loans-outgoing forms in a permanent filing system
 - g) a digital location database.

Definitions:

1. The Donor Agreement is a legal document transferring title to the institution. It contains all of the primary data concerning accessions including: the donor's name and address, the date of the donation, a list of the material donated, the accession number, and the holograph signatures of the donor and an authorized museum staff member. The data is permanent. All digital records are derived from the Donor Agreement.
2. A digital accessions database is a computerized collection catalogue for registering, sorting, and updating the records of accessions accepted into the collections. This database is the primary point of access for retrieving and maintaining collection records. The public will access to information in the database, with the exception of sensitive material such as value or donor's address. The collections staff regulates input of information.

3. A digital location database documents the physical location of the collections. The location data can be integrated with the accessions database records. This is the digital equivalent of a standard printed location file.
4. A digital donor database documents the provenance of an accession. This database is the equivalent to a standard paper donor file organized by surname. This is confidential information and digital access to the data should be restricted to authorized museum staff members.
5. Documentation refers to all original documents, in written, electronic or graphic form, pertaining to the identity provenance, legal title and other related information regarding significance, condition, description, details of condition, operability, usage, history of ownership and alteration.

Appraisals

Staff members cannot ethically or legally appraise objects for donors, retain an appraiser for a private citizen, or refer an appraiser to a private citizen, as stipulated by the Internal Revenue Service. This restriction does not apply to in-house assessments of value for collection objects (i.e., for insurance purposes, traveling exhibitions etc.).

Insurance

The Society carries a Commercial Inland Marine and Fine Arts Policy on the collections, both in-house and off site. When required, the Society insures artifacts and materials temporarily in its custody.

Loans

Loans to the Society

Loans are accepted for a specific time period and for a specific purpose; for example as an exhibit in a special short-term exhibition. By definition, a loan is a temporary arrangement; therefore permanent or indefinite loans cannot be accepted. Current permanent or indefinite loans are to be reduced by returning them to their owners or converting them to donations or renewable loans. Loans can be made to the Center for a maximum of five years. Loans can be renewed with the agreement of both parties.

Loans to the History Center can only be accepted by the Curator of Collections or by his/her designee.

Loans are made to the Center normally by institutions and, as necessary, by individuals.

The lender retains legal ownership of the artifacts. A loan agreement must be made for such material. The Society will follow the procedures prescribed by the lending institution. If no procedures exist, the agreement will follow the procedures proscribed by the Collection Management Policy.

Loans can be made to the Center for a maximum of five years. Loans can be renewed with the agreement of both parties.

Loans from the Society

Outgoing loans may be made only to appropriate nonprofit, educational institutions for research, educational or exhibition purposes. Artifacts must be secured in locked cases. The Curator of Collections and the Director must approve all loans. Application for loans must be in writing and should be submitted at least thirty days in advance. Approval of loan requests is based on the borrowing institution's ability to satisfy staff's standards of security, environmental controls, handling and insurance. These requirements are outlined in the Loan Form.

The borrowing institution and the Society must sign a Loan agreement form. Terms of loans are listed on the form and borrowing institutions are expected to abide by them.

Use of the Collections

Access to the Collections

The Collections are an educational resource and will be made available to the public subject to the approval of the Director or the members of the Collection Unit. Access to storage and conservation areas is limited to those supervised by the director or a staff member of the Collections Unit. No food, drink, or tobacco will be permitted in the collections storage areas.

Historical Artifacts: Physical access to parts of the collection is provided through exhibitions and programs. Access to storage areas or artifacts in storage must be arranged through the Curator of Collections or the Collection Manager.

Research Library: The Society maintains a non-lending library at the Center. The library is open during regular hours, except Sunday. Use of the materials and reproduction rules are contained in the Research Center Policy and Procedures.

Archives: The Society maintains an archival collection of papers and documents relating to the history of Central Florida. Researchers may access the Archives during regular hours, except Sunday. Materials may not leave the library. Use of the material and reproduction rules is contained in the Library Policy and Procedures.

Photo Archives: The Society maintains a collection of historical photographs and images relating to the history of Central Florida. Researchers may access the Photo Archives during regular operating hours, except Sunday. Original images may not leave the library. Use of images and reproduction rules are contained in the Photographic Permission Form. Most images can be reproduced for a fee.

Teaching Collection: Objects designated for the Teaching Collection will be documented but not catalogued by the Collections staff and relinquished to the Education Unit for use in programs and tours.

Inventories

The artifacts on display in the permanent exhibit will be inventoried on an annual basis. Condition and recommended conservation work will be noted.

Every two years, the historical artifact in storage will be inventoried every by spot inventories. Spot inventories of the Archives and Photo Archives will be done annually. Spot inventories of the library will be done annually. The date of these spot inventories will be documented in the collection management software.

Deaccessioning and Disposal

Criteria

Deaccessioning is the process by which an artifact is permanently removed from the collections. Deaccessioning and disposal may take place when:

- The artifact has deteriorated beyond usefulness, poses a preservation threat to other parts of the collection or is a hazard to the staff.
- The artifact is no longer relevant and useful to the purposes and activities of the Society
- The Society can no longer properly take care of or preserve the artifact according to professional standards.
- There is a need or opportunity to upgrade and replace an artifact
- When the potential for gaining knowledge by destructive analysis justifies the loss of the artifact.

Approval process

A member of the Collections Unit may make the recommendation for deaccession and disposal. The recommendation must be approved by the Collections Unit, the Curator of Collections, the Director and the Board of the Society.

Disposition

No staff member or their family, Board member or their family, shall benefit, profit, or otherwise receive objects, deaccessioned and disposed of by the Historical Society. Object(s) donated to the Society are not normally to be returned to the donor or heirs. In such cases where the Executive Director of the Museum and the Board deems the return of an object(s) appropriate, a report of that action is sent to the Internal Revenue Service.

Deaccessioned artifacts will be disposed of by the following methods:

- Transfer to Exhibits or Education Units
- Trade or donate to a more appropriate institution
- Intentional destruction of damaged or hazardous artifacts
- Sell
- Other methods approved by Curator of Collections and Director

Proceeds from the sale of deaccession artifacts, less the cost of the sale, will be used for improving the collection or supporting its preservation.

If an object has no market value it may be sold for scrap value.

Repatriation

The deaccessioning of human remains and cultural objects for repatriation to Native American tribes is a specialized form of transfer mandated by federal law in the Native American Graves Protection and Repatriation Act (NAGPRA). The Society is committed to compliance with this legislation. In addition, the Society must comply with Florida law dealing with unmarked human burials as set forth in Florida Statutes § 872.05.

Policy Review Schedule

The Collection Management Policy will be reviewed at least once every five years.

Joseph L. Brechner Research Center Policies and Procedures

1. The Research Center is open 10:00 am to 5:00 pm, Monday through Saturday, except on holidays and holiday weekends.
2. The Research Center is closed stacks. Materials and books cannot be removed from the Reading room by the public.

3. Patrons unable to visit the Research Center to conduct their own research can request limited research by the staff via telephone, facsimile, e-mail or letter. Research Center staff will conduct research up to one-half hour free per patron. For a fee, staff will undertake longer research.
4. All public records are open for use except for those specifically restricted by law, rule or condition.

Fees and Copies

1. The Archives staff can provide copies of most of the materials at \$.25 per copy and \$.40 (over 50 copies).
2. Copies are made at the discretion of the staff.
3. Copy orders must be received no later than 20 minutes prior to the Research Room closing.
4. Records will not be reproduced if, in the opinion of the research center staff, it might cause physical damage to the materials.
5. Payment must be received before the copies of library material are delivered.
6. For reproduction costs, see the Photographic Reproduction Fees. See appendix.

Guidelines for Using Materials in the Archives

1. All users must sign the Registration Log. The researcher is also required to read and sign the *Research Registration Form* before original materials will be made available. By signing this form, the user agrees to observe the following guidelines.
2. Food and drink are not permitted in the research area. No smoking or other tobacco use is allowed in the Archives.
3. Coats, briefcases, book bags, and other personal property not essential to research projects must be placed in lockers provided or behind the front desk.
4. The use of personal computers and audio and video recording equipment are allowed. Use of flash equipment is prohibited. The use of hand-held scanners is prohibited.
5. Materials are to be used only in the reading room under the supervision of Library/Archives staff. The quantity of materials provided for examination at any one time may be limited.
6. Due to the risk of inadvertent damage to documents, use of ink around the materials is prohibited; take notes in pencil only.
7. All stack areas of the Library/Archives are closed to patrons.
8. Materials must be handled with care; they must not be leaned on, written on, folded, or otherwise handled in any way likely to damage them.

9. Only one folder of materials may be opened and in use on the research table at a time. An Out Card may be used to mark its place in the box. Items are not to be removed from their folder except with the guidance of the Archives staff.
10. No more than five books may be used at the table at one time. Additional material may be kept on a book truck or at the reception desk.
11. Keep the records in their present arrangement; loose pages will stay in order if turned like pages in a book. If a mistake is discovered, please call it to the attention of a staff member.
12. When handling photographs, researchers must wear white cotton gloves provided by the staff.
13. Photocopying is permitted, if it is in accordance with donor agreements and copyright regulations, unless the item is fragile, exceptionally valuable, or too large. The Library/Archives staff does all copying.
14. The copyright law of the United States (Title 17 U.S. code) governs the making of photocopies and other reproductions of copyrighted materials. Under certain conditions specified in the law, copies may be provided for individual researchers' private study. The copies are provided for the individual's personal use and may not be further reproduced, published, broadcast, displayed, offered for sale, transferred to another individual or deposited in another institution without written permission from Orange County Regional History Center and the copyright holder.
15. These materials are provided for research use only. Any publication of material from the Archives must credit the Historical Society of Central Florida, Inc. Researchers must sign the permission form for use of images for publication or display.
16. The user agrees to allow the Library/Archives staff to inspect all materials present at the research table before the researcher departs the Archives Reading Room.
17. Reasonable accommodations will be made to ensure that all qualified persons will have access to the Archives holdings. Please let the Library/Archives staff know how we can assist you.

Restriction on Use

1. For the protection of its collections, the Society reserves the right to restrict access to records, which are not arranged, are being processed or are exceptionally valuable or fragile.
2. In some cases, copies may be substituted for the originals.

Violation of rules may result in denial of access to the reading room.

Requests by Public for the Removal of Materials from the OCRHC Research Collections

The Orange County Regional History Center's mission to "preserve the community's heritage, educate our audience about Central Florida's rich history and inspire people to build a better community". The History Center collects those objects, photographs, documents, and books that reflect "the geographic scope of Central Florida...comprised of seven counties: Orange, Brevard, Volusia, Lake, Polk, Seminole and Osceola." Acquisition criteria encompass "material produced in Central Florida, material used in Central Florida but made elsewhere, and materials not made or used in Central Florida, but related to the history of the region and collected for research, exhibits and educational use." The History Center's Collection Policy invests ultimate authority over material acquisition with the Center's Executive Director and ultimately the Society's Board of Directors.

The History Center's research staff members are stewards of research material. It is the role of the researcher, not History Center staff, to interpret the meaning, significance, and/or validity of the research materials in the Center's collections.

Access to materials in the Center's research collections is not limited in any way, except under those specified conditions stated below. This policy is in conjunction with a joint statement issued by the American Library Association (ALA) and Society of American Archivists (SAA) entitled "ALA-SAA Joint Statement on Access: Guidelines for Access to Original Research Materials" (1994):

"A repository should not deny access to materials to any researcher, nor grant privileged or exclusive use of materials to any researcher, unless required to do so by statutory authority, institutional mandate, or donor or purchase stipulation."
(Section 1)

Removal of historical materials upon the request of a researcher or researchers will only be considered within the context of the above statement of access.

The Society reserves the right to restrict access to any materials that are not arranged, are being processed, or are exceptionally valuable or fragile.

Joseph L. Brechner Research Center Reference Library Cataloging System

Reference Collection

The reference collection is cataloged in the Dewey Decimal System. The collection, too large and too varied to rely on accession numbers, requires a subject-oriented system for shelving and locating books. The catalog numbers for the older books have been obtained, for the most part, from other libraries' on-line catalogs. Newer books come with catalog numbers included in the publication information. Unique unpublished reports and monographs are given numbers in line with similar published works.

Newly cataloged books are entered in the PastPerfect Library module. Several thousand books previously cataloged and on the library shelves are not in PastPerfect, but do have cards in an existing card catalog. Those books will eventually be added to PastPerfect. Priority was given to more than 1000 books with no catalog numbers and no record of existence. The more than 3000 titles entered in PastPerfect to date include new books, approximately 300 stored books, about 100 periodicals, and most of the backlog of uncataloged books.

New books include donated and purchased publications, and reports and papers substantial enough to be put into spiral bindings or three-ring binders and cataloged as books in PastPerfect. Occasionally a journal or even a magazine that we don't normally subscribe to or for which we have a duplicate copy, and which is devoted to a single subject, is cataloged with a Dewey number and shelved in its proper subject location. (For example: Forum, a journal we regularly receive from the Florida Council for the Humanities, devoted one issue to Civil Rights, and a duplicate copy of that issue was cataloged and shelved with other materials on Civil Rights.) Cataloging these materials allows them to be located and retrieved using PastPerfect.

Library books in general have not been accessioned, although some have numbers that sometimes identify an accession form and a donor. Sometimes the numbers lead nowhere, but those numbers are nonetheless included in the books' catalog records. In the reference collection these accession numbers are there as a link to the donor only, and they are entered as part of the book's provenance record. The object number that PastPerfect requires for each book, is, in this collection, always based on the Dewey Decimal catalog number. Because each cataloged item must have a unique object number, and several books may share a catalog number, spaces are added to alter the number. The books are shelved and retrieved using their Dewey Decimal call numbers, which are never altered.

Most of the library fields are self-explanatory. In assigning subjects, we sometimes use the publishers' suggested subjects, but in an effort to create a finding aid that will be more tailored to our needs, we often refer to a list of subject headings from our Vertical File, based on the Sears List of Subject Headings. In cases where publishing information is missing, the standard "n.p." and "n.d." stand for "no publisher" and "no date." The description, which appears on the printed catalog cards, includes the number of pages, whether there is an index, illustrations, or maps. In the condition notes, however, we enter a detailed description of the book that includes its measurements in inches, the type and color of its cover, and any other characteristics that may help in finding the book in the collection, as well as an inventory of torn pages and covers, wear and abuse. In the condition report and again in the notes field we enter any information found written in the books, including the author's signature or gift inscriptions. Any names are entered also in the People listing. If we have the name of the book's donor, that and the date of the donation are entered under Provenance in the Legal field. In this space also we note the accession number, if one is found in the book.

We print a report for each book that is cataloged, and these reports are filed in binders in alphabetical order by title. These reports have proved invaluable as back-ups for the electronic record. We also print a spine label for each book that gives its call number, title, and author. In the case of potentially valuable rare books, the spine labels are placed on rare book ID strips, which remain loose between the pages, or on the acid-free envelopes that protect the smaller books on the shelves. We also print library cards for public use in the card catalog in the Reading Room.

Stored Collection

Approximately 300 non-reference books are stored at our Off-Site Storage facility for potential use in exhibits. These include some valuable antique books: Victorian-era children's picture books, school textbooks, and some poetry and fiction. The stored books have been inventoried in PastPerfect, but not cataloged with Dewey numbers. Many of the stored books have accession numbers, and those numbers are their object numbers. But for those with no accession numbers and no Dewey catalog numbers, it was necessary to create fictitious object numbers beginning with 3000.100. In the space for the call number, we enter Uncat., but the remainder of the record is the same as the records of cataloged books. Since most of these books are very old and many are very valuable, we are especially careful to note any information found in the book that might help identify its donor. The printed records for the stored books are kept at the History Center in a separate binder in alphabetical order by title. Some have been researched on the Internet in an attempt to establish value and importance, and printed copies of this research are kept in a companion binder at the History Center.

Atlases, City Directories, Phone Books, Yearbooks, and Fiction

Bound atlases are housed in the library stacks. No atlases from the Reference Library have been entered yet in PastPerfect. The most-often used, the Sanborn Fire Maps, are shelved in a map case in the stacks. City Directories have not yet been entered in PastPerfect. Those prior to 1961 are shelved together in the stacks, while 1961 to 1993 and those few scattered years beyond, are shelved in the Reading Room. The Reference Library owns a valuable collection of telephone books from Winter Park and Orlando dating to the 1910s. These are shelved together in the stacks, and have not yet been entered in PastPerfect. The large collection of high school and college yearbooks is shelved together, in alphabetical order by the name of the school. The small fiction collection is shelved together and has not been entered in PastPerfect. All of these materials eventually will be entered in PastPerfect, but likely will not be given Dewey Decimal catalog numbers, since they are easily retrievable as they are without catalog numbers.

Periodicals

The Reference Library holds an undetermined number of periodicals and journals, some current and some single-issues and donations of past publications. The periodicals have not been cataloged with Dewey numbers, and likely will not be because the collection includes both journals and popular magazines. These have been sorted and

shelved in alphabetical order, by the publishing institution in the case of journals, newsletters, and the like. (For example: History News is shelved with Dispatch, and both are under AASLH. We are more likely to search for a newsletter under the name of its organization, such as the Junior League, rather than its title, Connections.) Magazines, such as Orlando Magazine and Florida Trend, are shelved by their titles. About 100 of the periodicals have been entered in the PastPerfect Library module, using fictitious numbers for object numbers. The name of the object must be changed to Periodical and an ISSN number located rather than ISBN, and in the Notes field we enter a list of our holdings. If the title is a current subscription, we note the missing numbers only, but if it is an older title and/or our holdings are spotty, we enter a complete list of the issues we have on the shelf. Periodicals approximately through the letter F have been entered in PastPerfect to date.

Newspapers

The Reference Library subscribes to several newspapers and news magazines. In addition we receive complimentary mailings and donated issues of a number of others. At present we try to clip the Orlando Sentinel, the West Orange Times, and the Daytona Beach News-Journal for the Vertical File. Some of the others will eventually be clipped and discarded, but some, such as neighborhood and ethnic newspapers, will more likely be kept intact. At present all of them are boxed and shelved in alphabetical order by title. Donations of old issues of local newspapers are sometimes accepted, and these are currently shelved in large newspaper boxes in the stacks. Donated scrapbooks filled with newspaper clippings, as well as scrapbooks created years ago by the Historical Museum, have been indexed and numbered and are presently shelved in boxes or large drawers in the stacks. Loose newspaper clippings go into the Vertical File, which is arranged by subject.

Oral History Interviews

The Reference Library holds a large number of oral histories recorded on audiocassette tapes, and about one hundred videocassettes of oral history interviews. Many of the audiotapes have been transcribed. To date no interviews have been cataloged. We plan to organize our collection in PastPerfect, using the special component for oral histories. The resulting records will be filed with the existing documentation, correspondence, and legal release forms. The tapes will remain in the appropriate cabinets and the transcriptions will be cataloged and shelved with the books.

Various other audio and videotapes, CDs and DVDs are housed in the Reference Library, but none has yet been added to PastPerfect.

Policy on Internal Image Requests

The photographic collection of the society is available for use by staff members to promote the History Center and its programs. This includes printed material, websites, and other media. All requests must be submitted in writing through the Curator of Collections or his/her designee.

The Collection is available to individuals, businesses and organization for research. Reproductions of images may be purchased for a charge according to the established fee schedule. **Only the Director or authorized designee has the authority to waive this fee.**

Staff members requesting photographs for use by outside sources must submit their order through the Internal Photo Order Request Sheet. **If the fee is being waived, the Director or authorized designee must sign the form before the order is processed.** If the patron is being charged, a contact name and billing address must be provided.

Credit Line Guidelines

The credit line should read:

- 1) Courtesy of the Orange County Regional History Center
- 2) Courtesy OCRHC (www.thehistorycenter.org)

For published materials, the credit line should appear on the same page or the page facing the illustration. Individual images must be credited separately.

For films and video presentations, include the credit line in the credits section or "Sources for Illustrations" section of the production.

Images used in exhibitions should have the credit line directly below or adjacent to the original copy.

When used with the Web, credit should appear adjacent to the image in a "Sources or Illustration" section.

Exhibition of Artifacts: Policies and Procedures

Artifacts On Exhibition

Artifact selection is subject to the Curator of Collection's approval.

Incorporate artifact conservation and lighting considerations in design.

Artifacts will be handled and/or supervised by the collections unit during all phases of exhibit design, production and installation.

Loaned artifacts must be processed by collections unit and handled or supervised by the collections unit during all phases of exhibit design, production and installation.

Exhibit Production

To properly safeguard the collections of the Historical Society of Central Florida, Inc. and those that are on loan, the Collections Unit may suspend installation progress until the standards and policies, and procedures specified below, are met.

A. Construction Phase of Exhibit Installation

Construction shall not take place around exposed artifacts in order to avoid exposure to dust falling debris and possible incidents from the obstruction of carts and tools.

Materials used in exhibit construction shall include only those materials deemed to be safe for the artifacts on display.

1. Exhibit Construction Materials for cases, partitions and wall construction:

Formaldehyde free materials, such as:

MDF panel products: Medex, Medite II, or other brands

Dimensional lumber: Poplar, Pine

Counter top Laminates: fine to use where no edges are exposed on case interiors

Other forest products: only if necessary, prime with proper paint

Fabric without sizing glue in it

2. Painting

All painting of exhibit materials (walls, cases, mounts) should ideally be done 3 weeks prior to artifact placement. Artifacts will not be placed into an environment containing paint that has not cured for a minimum of three (3) weeks.

a. Painting procedure

Use non-formaldehyde substrate such as Medex or poplar sealed with a minimum of 2 coats of latex or acrylic paint. Formaldehyde substrates (used as a last resort or sparingly) require a minimum of two (2) coats of oil based wall paint. Paint off site to avoid vapors

harmful to visitors, staff and other exhibits.

b. List of approved paints

1. Acrylic paint (water based) is the best choice. Use it on formaldehyde free substrate or properly primed formaldehyde content substrate.
2. Oil base (Alkyd) paints. Only if using formaldehyde content products is unavoidable. Paint off site whenever possible.
3. Other: Use water base varnish and stains for prop work, over coating, etc.

B. Artifact Mount Construction

1. The Curator of Collections or Collections Manager must approve design.
2. Exhibits staff must use professional regard and care when measuring artifacts or fitting the mounts to the artifacts. The Curator of Collections or Collections Manager's presence may be required on occasion for this process.
3. Artifacts will not be held or stored in exhibits workshops or offices.
4. List of approved construction materials for artifact mount materials: Acrylic, polyester, brass, stainless steel, acrylic paint, polyester felt, latex adhesives, mylar, ethafoam and other materials approved by the collections unit.

Exhibit Installation

Artifacts shall be handled by Collections staff, trained Exhibits staff and approved staff and volunteers supervised Collections staff. Collections staff shall be responsible for examining and cleaning artifacts for display.

A. Handling artifacts:

1. Always provide a safe, clean environment before handling the artifact.
2. In most circumstances use clean cotton gloves when handling artifacts
3. Exceptions: glass, ceramic and fragile documents.
4. Wash hands thoroughly before handling artifacts without using gloves.
5. Do not handle objects by their handles or other weak parts.
6. Secure loose or moving parts, remove unattached components and transport separately.

B. Transporting artifacts:

1. When picking up an artifact, know ahead of time where you will put it down.

2. Whenever possible, transport an object in a stable cart padded with polyethylene foam or carpet. For transporting small objects, use carrying bin.
3. If moving two or more objects together, use padding between the objects.
4. Clear a pathway before transporting an object: make sure doors are open, lights are on, obstructions removed, etc.
5. Prepare and clear the installation area before transporting artifact to it.
6. If transporting the artifact by hand, make sure the object is properly supported with both hands. Always use two hands.

Lighting

Exhibits staff shall be responsible for installing, evaluating and monitoring case and other exhibit lights during the length of an exhibit. Collections staff shall be responsible for monitoring the lux levels and for rotating or replacing sensitive objects on exhibit. Light damage is accumulative.

A. Lighting guidelines and standards

Use Ultraviolet Light filters (UV) whenever possible. If filters are unavailable, use incandescent lamps that have a lower output of UV.

B. Consider Infrared Light (IR) (sunlight and incandescent lamps have a high IR component) which causes heat buildup

C. Refer to ICC/CCI Notes on the lighting requirements of artifacts.

D. Examples of Optimum artifact light requirements:

Artifact type	Optimum Lux (lx) or Foot Candles (f)	Ultraviolet Light microwatts per lumen (uW/lm)	Rotation schedule
Organic (leathers, furs, quills, etc.)	50 lx, f 5	75 uW/lm	
Textiles	50 lx, f 5 or lower	75uW/lm or lower	every 3 months
B&W photographs	5 lx - 100+ depends on base & coating	lower then 75uW/lm	
Works on paper	50 lx or as low as possible		
Coins & Medals	50 lx, f 5	75uW/lm	
Rubber & plastics	low	lower	

E. Rotate light-sensitive artifacts

Exhibit interpretive team shall be responsible for selecting alternates for light sensitive artifacts that require rotation

Collections staff shall be responsible for scheduling and rotating light sensitive objects on display

F. Monitoring and recording light levels

Exhibits staff shall be responsible for general light checks and replacing lights in exhibits

Collections staff shall be responsible for monitoring and recording lux levels in all or selected exhibit areas and cases. See below for schedule.

Access to the Gallery during Exhibit Installation

Restricted access to a gallery during the construction and artifact installation phases of an exhibit will insure the safety of the artifacts and the safety of the people working in the gallery. Restricted access will limit the museum's liability should someone get hurt while visiting the gallery or should someone break an object or should an object disappear from the premises.

Access will be limited to those directly involved with the installation.

Staff not directly involved should request permission to enter gallery during both the construction and artifact installation process of the exhibit.

PR staff must make an appointment for media with person(s) responsible for installation in order to view the gallery during construction and artifact installation.

Appropriate signage will be posted indicating to the public that the gallery is under construction and not to enter.

Physical measures for securing the gallery from the visitors, can include:

Stanchions

Folding screen

Alarms

Closed doors

Signage

Staff vigilance: polite request by present staff for visitor(s) to return to other areas of the museum.

Exhibit Maintenance

Exhibit maintenance will be a collaborative effort between Exhibits staff, Collections staff and Maintenance. However, all museum staff members are expected to immediately report problems to any Collections or Exhibit staff members, when they notice them in the galleries

A. Exhibits staff shall monitor daily and be responsible for the timely maintenance and repair of exhibit elements.

Exhibits staff member shall do a daily walk through. The walk through should include the following:

- a. light inspection
- b. check for vandalized exhibits
- c. pick trash out of exhibit cases/vignettes
- d. check for water leaks

B. Collections staff shall monitor and be responsible for all artifacts on display

1. Collections staff shall view exhibits every Monday
2. Place, monitor and record readings taken from fade strips, insect strips, etc.
3. Monitor and record light readings for selected exhibits/artifacts
4. Monthly cleaning of exhibits/artifacts
5. Establish rotation or replacement calendar for sensitive objects.
6. Rotate or replace objects with the assistance of Exhibits staff
7. Monitor humidity and temperature levels

C. Maintenance staff shall be responsible for

1. Cleaning the exterior of exhibit cases
Acceptable cleaning materials for cleaning acrylic cases (Plexiglas, Acrylic or Perspex) clean with a mild soap and water solution and wipe with a soft cloth or the blue towels
2. Maintenance staff is NOT responsible for cleaning any artifacts that are out in the open (not in a case).
3. Exhibits staff is responsible for cleaning props.

Damage to Artifacts on Exhibit

When the safety of an object is at risk due to construction or environmental conditions, Exhibits/Collections staff reserves the authority to close off a gallery or exhibit area until the problem is addressed and remedied. The Collections Unit and the Exhibits Unit shall handle damage to artifacts collaboratively.

Environment

The majority of the artifacts on public display are plastic, fabric, metal and wood. The temperature should be kept within 65-70 degrees. Humidity should be kept around 50%. While drastic changes in temperature can be damaging to artifacts, sharp changes in humidity do the most damage over time. Certain areas of the building have different needs.

Closed stacks	65-68	50% humidity	not open to public
Changing Exhibit Hall	68-70°	50% humidity	depending on type of objects & lender's requirements
Changing Exhibit Hall	whatever is comfortable when no artifacts are on display		
Exhibit Galleries	65-70°	50% humidity	
Courtroom	65-68	50-55% humidity	for the mural and the woodwork
Registrar's office	65-70°	50% humidity	at all times

CLEANING SCHEDULE FOR ARTIFACTS ON EXHIBIT

Set the cleaning schedule for times when the building has fewer visitors. For regular cleanings, use the Exhibit Cleaning notebook in the Registrar's Office to record condition, temperature and humidity, and light levels.

WEEKLY

Every Monday morning, change hygrothermograph charts. The hygrothermographs are located in the Registrar's Office, 2nd floor, and 4th floor.

Every Tuesday morning, change the hygrothermograph chart at off-site storage.

Three times a week, walk through the museum exhibit areas.

MONTHLY

Fourth Floor, North

- Ladder cases in the Citrus Exhibit: dust.
- Pioneer Cabin fireplace and spinning wheels: dust

EVERY THREE MONTHS

Fourth Floor, North

Cleaning will take about two weeks at a few hours per week.

- Seminole dress: vacuum or dust
- Cattle sections: remove plexi covers and dust, wipe interiors of covers
- Saddle in plexi case [will require two people]: vacuum mount, dust saddle
- Cabin: open corner cupboard and dust

- Juice press: dust
- Citrus bag: vacuum or dust
- Crate cases: dust
- Crates under trees: dust or vacuum

Third Floor, North

Cleaning will probably take about two weeks at a few hours each week.

- Train exhibit: enter through 5th window from the right; person is needed outside to push the button to make the platforms turn; dust objects and platforms; vacuum platform bases and floor around bases.
- Real Estate exhibit [will require two people to remove top]: dust
- Military exhibit: access is through door on right; dust
- Goggles: dust
- Epcot exhibit [will require two people to remove top]: dust
- Disney rotating exhibit: will need to unplug exhibit, dust display facing window, and plug in the exhibit again, until next display faces window. Then repeat procedure until all displays have been dusted. Clean plexi cover.

Second Floor, North

Traveling Exhibit Hall: clean as needed.

Second Floor, South

Keys for the exhibit cases are in the Registrar's Office.

- How Distant exhibit: dust artifacts; clean interior of case with soft, dry cloth; clean interior of glass with soft, dry cloth.

Orlando Remembered exhibits

A member of the Collections staff and a member of the Exhibits staff will visit each Orlando Remembered display once every three months. They will clean glass, dust objects, and brush fabric backing.

EVERY SIX MONTHS

- Polar bears: vacuum around polar bears, and dust bases.
- Alligator skin: dust

ONCE A YEAR

Fourth Floor, South

- Clean artifacts on display in 4th floor, South

Security Policy

(adopted from Suggested Guidelines For Museum Security As Adopted by The Standing Committee on Museum, Library and Cultural Property Protection of the American Society for Industrial Security AND The Museum Association Security Committee of the American Association of Museums The ASIS Standing Committee on Museum, Library and Cultural Property Protection (rev 1997)

Duty To Protect the Collection

It is the duty of all museum staff to take reasonable steps to reduce the risk of a reasonably foreseeable type of loss from occurring to any object in the collection while on the museum property, on loan, or in transit, by the action of unknown third parties, staff or visiting scholars, or through fire, flood or similar natural disaster or other foreseeable forces of people or nature.

The scope of this duty should not be limited as to the type, size of museum, its ownership by private or governmental bodies, or its collection.

If an object is worthy of being accessioned into a museum collection or borrowed for display as a museum object, or when it is worthy of having public or private funds spent for its maintenance, display, preservation or conservation, it is worth protecting to the extent described in this document.

Foreseeability of Crime Against the Collection

It shall be assumed that risks against the collection, including vandalism, accidental damage, theft, extortion or ransom, fire, or disaster are foreseeable to any collection.

When objects are placed in transit, it is reasonable to assume that they are under greater risk than they are while secured in the museum. Therefore, the Curator or Collection Manager shall be notified and consulted prior to the object leaving the museum so that adequate security can be provided during transit.

Adequacy of Protection of the Collection

The term "protection" is best thought of as an overall program in effect in a museum to safeguard its collection. "Protection" is a concept that integrates "security" and "fire prevention" with disaster and strategic planning and post-theft recovery.

Every museum must view protection of the collection from potential risks as one of the important objectives of the institution.

Every museum shall have a written protection program and written policies and procedures. Where a specific issue is addressed in these Guidelines, a formal policy must be included in the policy manual that addresses the implementation of that Guideline.

The museum shall assign ultimate responsibility for its Collection protection program to one individual at the management level. In this institution, that is the Curator of Collections.

The protection program shall be funded as an identifiable line item in the budget so management and accreditation bodies can judge its adequacy in relation to other expenditures.

There shall be management support for the security program.

There shall be a commitment by museum management that the security program is applicable to everyone and that no one, because of his or her position, rank, title, status or for any other reason, is exempt from compliance with the policies and rules that are designed to protect the collection, visitors, and staff. (The Committee writing the original policy identified the tendency of museums to make exceptions to the security rules for trustees, volunteers, VIP's, donors, key staff, board members, members of affiliated groups, and others as a primary reason for the breakdown of security operational procedures and discipline)

It is inappropriate and inadvisable for management to cave in to criticisms about security rules or their impact. It is irrelevant that the security program is not popular with employees. (The Committee identified the tendency of museums to avoid sound security procedures because of their lack of popularity with staff or their impact on the operational status quo, as a serious problem to be avoided.)

Key Control and Retrieval

The History Center shall practice sound key control and retrieval and shall have a written policy.

Only those persons needing a key or needing access to a key shall be given that access.

Doors to collection storage areas and other areas where collections might be stored temporarily shall be locked with a good-quality deadbolt lock or equal.

All keys that are issued shall be signed for on a register. Keying systems shall be of the type that are difficult to reproduce except by a bonded locksmith.

Locks shall be re-keyed whenever a key cannot be accounted for or keys are known to have been lost or stolen.

There shall be a key retrieval system to ensure that all keys are turned in when an employee leaves the museum's employ.

Keys shall be stored in a secure space or container where they cannot be removed without authorization.

One person shall be responsible for key control, issuance and retrieval.

Cam locks, except high security types, shall not be used for display cases.

Collection storage rooms will remain locked at all times unless Collections Staff are present.

Access Control

Access to non-public portions of the museum should be limited to those persons needing access to carry out their duties.

Visitors to non-public portions of a museum should sign in and be announced.

Access to collection storage shall be limited to staff with a need to visit storage. Scholars and students who require access to the collection materials shall be accompanied at all times by qualified professional or protection staff personnel.

Tours, members of the public, and the press shall not normally be permitted in storage areas.

All visitors to non-public areas and all contractors shall be issued an ID card, which they shall be required to wear on an outer garment at all times when in the building.

Parcel Control

All collection materials coming into or being removed from the building shall be documented through Collections Staff.

Summary

The security program in a museum shall apply to everyone. Once a policy is established regarding access or parcel control or other measures of accountability, no one, including the museum director, trustees, donors, etc., shall be exempt. No one shall be excluded from rules or safeguards due to rank, education, job function, etc.

The museum director, trustees, donors and professional staff must recognize the importance of their compliance with all of the rules in a manner that reinforces the need for and support of security.