

International Percy Grainger Society
Collection Protection and Preservation Policy
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Introduction	2
THE COLLECTION OF ITEMS OWNED BY International Percy Grainger Society	2
Rose Grainger's items	2
Percy Grainger's Items	2
Ella Grainger's Items	2
ACQUISITION	3
Temporary Custody	4
Gifts and Bequests	4
ACCESSIONING AND RECORDING OF ACCESSIONS	5
Deaccessioning and Disposal of Objects	5
Disposal	5
Sale	6
Witnessed destruction	6
CARE AND CONTROL OF COLLECTIONS	6
ACCESS TO THE COLLECTION	7
REQUESTS FOR REPRODUCTION	7
COPYRIGHT CONSIDERATIONS	8
PERSONAL COLLECTIONS AND COLLECTING	8
LOANS OF ITEMS IN AND OUT	9
INSURANCE AND RISK MANAGEMENT	10
REVISIONS TO THESE POLICIES	10
CHANGES AND USE OF POLICY	11

Introduction

The Collection Protection and Preservation Policy establishes the principles, procedures, and legal responsibilities for the acquisition, care, loan and use of the collections of the International Percy Grainger Society. The Society is committed to maintaining standards of professional and ethical excellence in all its actions and embraces the standards set forth by the *American Association of Museums*.

The Society holds its collections in trust for the public and recognizes its responsibility to ensure their planned and coherent growth, development, use and care. The Society further recognizes its responsibility to prevent the loss of its collection by deterioration, mismanagement, or indiscriminate dispersal.

The Society is governed and maintained by a Board of Directors (“Board”) which represents the interests of the public in maintaining the collection.

THE COLLECTION OF ITEMS OWNED BY International Percy Grainger Society

Objects that are authentic artifacts are held in the collection at 7 Cromwell Place, White Plains, New York. These pieces are inventoried in part and are actively and regularly used in the exhibition and programs of the Society. They are touchable and require varying levels of supervision.

Rose Grainger’s items. Rose Grainger lived at 7 Cromwell Place from May, 1921 until her death in April, 1922. Her bedroom room and items personal property are on display and in storage. Rose Grainger and Percy Grainger left items or furniture in storage in London in 1914 when they moved to the USA. The items were shipped to 7 Cromwell Place in 1921 and remain there today.

Percy Grainger’s Items. Percy Grainger, composer and pianist, lived at Cromwell Place from May, 1921 until his death in February, 1961. Among the items on display are:

- His music room with three pianos
- His bedroom, circa 1961
- Programs of his concerts
- Scores of his compositions and arrangements
- His books, business records (income taxation records back to 1914) and correspondence

Ella Grainger’s Items Ella Viola Strom married Percy Grainger in August, 1928. She was an artist and poet. She lived at 7 Cromwell Place from August, 1928 until her death in July, 1979. Among the items on display are:

- Her bedroom, circa 1970
- Her clothing
- Her correspondence, with family and various artists
- Her Rhyme Tiles

The Society is investigating use of the software program, Past Perfect, among others, to maintain an inventory of items

ACQUISITION

Objects may be added to the collection by means of gifts, bequests, purchases, transfer, exchange, items found on SOCIETY property, fieldwork acquisition, or any other events by which title to the objects passes to the ownership of IPGS for the purpose of the entering the collection. Objects may be acquired for the Society's permanent or temporary collections.

During regular meetings of the Board, the Curator will submit a list of the items that have been offered to the collections since the previous meeting. The Curator will present a report addressing the General Criteria and how the piece/s fit into the Collection Plan. If the items are accepted into the permanent collection, this report will be filed with the Deed of Gift. All items considered for acquisition will then be reviewed and voted upon by the Committee within the guidelines of the following the General Criteria and the interpretive themes of the Collection Plan.

Objects offered as gifts or loans either dropped off anonymously, or sent through the mail will be recorded by the Curator with an acknowledgment of receipt sent to the sender (if known). The Society will review these objects within sixty days of receipt. The Curator will record anonymously received objects as a donation and the objects can be accessioned with clear explanation in the file as to the circumstances of the arrival if approved.

Unwanted, unsolicited objects should be disposed of (1) through transmittal to another museum, (2) transmittal to a tax-exempt public institution, a public educational institution, or a private non-profit institution, or (3) by sale, or (4) by witnessed destruction.

General Criteria for considering accepting or rejecting an object:

1. Why is the Society acquiring this object?
2. Is the object consistent with the collections goals and scope of the collection? Does the object provide information about activities or experiences that were once typical, common, plentiful or popular? Will the object help improve the understanding of past social values and lifestyles and demonstrate how social and cultural traits changed over time?
3. Is there duplication existing in the present collections?
4. Can proper care be given to the object? What is the object's present condition?
5. Will acceptance of the object result in substantial future expense for the Society? Can costs for purchase, transportation, cataloging, restoring, storing be met?
6. Is appropriate storage space available? What is the size of the object (physical space requirements) in relation to its importance to the collections and use?
7. Has provenance been satisfactorily explored?
8. Are there restrictions or provisions regarding the object (s) use, care or display?
9. Are there questions regarding legal title?
10. Is use of the object (s) restricted by copyright, patent, trademark, or trade name, or encumbered by its nature being obscene, defamatory, potentially an invasion of privacy, considered to be a ritual object, physically hazardous, etc.?
11. Is there another institution where the object (s) might be more appropriately acquired?
12. What is the foreseeable use of the object (s)?

After this report has been made and items have been reviewed by the Curator, the report and a Request to Acquire will be placed before the Board. The Board will review the Request to Acquire on a quarterly basis: at the January, April, July and October. Once the Request to Acquire has been approved, the potential donor will be sent a Deed of Gift.

Temporary Custody

In order to meet the goal of complete accountability for objects in the Society's custody, the Society must also register objects left for review, identification, or examination. This category applies to objects that are not a transfer of legal title (Deed of Gift, Purchase Order), or loan for exhibit. These transactions are to be of a temporary nature.

All objects coming into the custody of the Society must be registered and insured. (Currently: An Edison Gramophone, from the Edison Museum, New Jersey, of the type used by Percy Grainger to collect folk songs in rural England.)

Gifts and Bequests

All gifts are accepted by the Society on a temporary deposit basis, pending Curator review, recommendation from the Curator and Board approval. The established period of temporary deposit for gift considerations is 150 days. Potential donors are to be notified of acceptance or non-acceptance within a maximum of 120 days. Potential donors are expected to pick up unaccepted materials by the close of the 150-day temporary deposit period.

The Curator is also required to review all bequests in relation to the Curator report, and established criteria and the interpretive themes of the collections plan. The board, after review, has the authority and the responsibility to refuse any bequest that is not within the guidelines of these criteria.

The acceptance of all gifts and bequests shall be unrestricted. No commitment shall be made as to exhibition, attribution, or placement of the gift. While it is the Society's intention to accession for long-term use and preservation, no guarantee shall be made that the gifts or bequest be retained by the Society in perpetuity. Any exception to this policy decision will require special provisions recommended by the Curator, agreed to by the Board. A signed statement of approval will be filed with the Board minutes.

A gift agreement entitled "Deed of Gift" is mandatory and shall be signed by the legal owner(s), or his/her authorized agent, as soon as possible. A gift is not considered complete until the Deed of Gift has been received, accepted by and filed with collection records. For all bequests that have been considered by the Curator, and accepted by the Board, a copy of the will, all codicils, and letters testamentary shall be obtained and filed before title will be considered to be complete.

Under no circumstances will the Society or Curator give an appraisal of objects. We may suggest how to locate a list of qualified appraisers.

Purchases Prior to purchase, items that exceed \$50 to be considered for the permanent collection require review by the Curator and approval by the Board. Items less than \$50 require approval of the Board.

Transfers or Exchanges Transfers or exchanges of items in the collections are subject to the Curator's review and the Board's approval. All items considered for incoming transfer or exchange are subject to

the same general criteria and guidelines governing review of donations. For outgoing transfers and exchanges, see Deaccessioning. The Board must approve outgoing transfers and exchanges.

ACCESSIONING AND RECORDING OF ACCESSIONS

Accessioning is the formal process used to accept and record (an) object(s) into the Society's collections. Temporary Deposit Receipt Forms, Deed of Gift Forms and Curator minutes provide Curator the basis with which to establish a control file and to monitor timely accessioning. Accession files will be complete within sixty days following the Society's acquiring legal title to the object(s). Backlogged registration will be reported to the Board on a quarterly basis. Items Found in Collection will be registered according to the Procedures outlined in the Collections Management procedures.

Deaccessioning and Disposal of Objects

Objects in the permanent collections of the International Percy Grainger Society should be retained in perpetuity if they continue to be relevant and useful to the purpose and activities of the Society and if they can be properly stored, preserved and used. Deaccessioning of objects may be considered when these conditions no longer prevail or in the interest of improving the collections for the Society's purposes and activities. Those objects, which have been accessioned into the Society's permanent collection, may be reviewed for deaccessioning. Review Criteria Objects from the permanent collection considered for deaccessioning are reviewed by the Curator according to the following general considerations: 1. Is the object no longer relevant and useful to the purpose and activities of the Society? 2. Is there danger of not being able to preserve the object properly? 3. Has the object deteriorated beyond usefulness? 4. Is it doubtful that the object can be used in the foreseeable future? 5. Will this deaccession provide the means for improving or strengthening the collections in order to further the goals of the Society? 6. Is the object hazardous to the Society, personnel, or other collections? The following information must accompany each object reviewed by the Curator: a description, donor/source information, date of acquisition, proposed means of disposition, value (approximate), and a Copy of the Deed of Gift.

Disposal

Upon 2/3rd recommendation for deaccessioning by the Board, objects are proposed for deaccessioning. Upon approval by the Board of Commissioners, the objects are eligible for deaccessioning and disposal.

Before disposing of any objects from the permanent collection, reasonable efforts should be made to ascertain that the Society is free to do so. Where restrictions as to use or disposition of the objects under question are found to apply, the Society should act as follows In considering various alternatives for the disposition of deaccessioned objects, the Society should be concerned that the manner of disposition is in the best interests of the International Percy Grainger Society, the public it serves, the public trust it represents in owning the collections and the scholarly or cultural communities that it represents.

Mandatory restrictions should be observed strictly unless a court of competent jurisdiction authorizes deviation from their terms. Objects to which non-binding restriction requests from the donor apply should not be disposed of until reasonable efforts are made to comply with the restricting conditions. If

there is any question as to the intent or force of restrictions, the Society will seek the advice of its legal counsel. Consideration will be given to placing the objects through gift or exchange in another tax-exempt public institution, a public educational institution, or a private non-profit institution wherein they may serve the purpose for which they were acquired initially by the Society. Objects will not be given or sold privately to Society representative or volunteers, officers, board members, volunteers, or any individual.

Sale

Whenever it is proposed that the Society offer for sale or exchange an object valued at more than \$500, at least one disinterested outside appraisal will be obtained. In setting up the procedure for selecting an outside appraiser, the Society will solicit the views of knowledgeable third parties. All sales of deaccessioned materials will be carried out through an advertised public auction or other public marketplace. All sales will be made through sealed bidding or open bidding over a period of time, provided that the availability of such material for sale has been given publicity aimed at the appropriate audience of potential purchasers. In all cases of items offered for sale, a reserve price may be established in advance, or all offers rejected if the Board determines that such action is advisable. Because of the sensitive nature of collection sales, deaccessioned items shall not be sold on Ebay or any other online auction website. The purchase price of each item or collection shall be available upon request, together with a summary of other bids or offers received. The amount from the sale of a collection shall be placed in a special account with the funds restricted for direct care for the Society's collections.

Witnessed destruction

Destruction is defined as the obliteration of an object by physical or mechanical means. Deaccessioned items designated for destruction must in fact be destroyed; they may not be given away. Means of destruction will at all times be sensitive to issues of personnel and environmental safety and cognizant of local, state, and federal restrictions.

An adequate record of the conditions and circumstances under which objects are accessioned, deaccessioned and disposed of will be made and retained as part of the Society's collections records. All marks identifying any object with the Society must be removed.

CARE AND CONTROL OF COLLECTIONS

The International Percy Grainger Society strive to provide reasonable care for the objects entrusted to it. Reasonable care is understood to entail the following:

- Responsible action toward the preservation of entrusted collections in keeping with professionally accepted standards.

- Inventory and collections control. Records shall be maintained which document permanent locations, movements of objects from one collection to another, missing, stolen and damaged artifacts in the permanent collection.
- Comprehensive inventories will be created on a rotating basis, not to exceed 10 years; spot inventories will be conducted annually.
- Maintenance of accurate records pertaining to the past and present status of permanent collections shall be kept. Such records will contain at minimum: an identifying description of the object and an assigned number or other identifying mark, the legal status of the object, its condition and location. These records will be safeguarded from fire, water and loss.
- Duplications of computerized records shall be stored off site.
- Records access is subject to applicable public law.
- This record keeping procedure will be updated, implemented and maintained by the Curator.
- Adequate provision to maintain security.

The Curator is responsible to the Board for the care and control of the collection, as well as items on loan from the permanent or education collections. Any unresolved questions regarding the collections will be referred to the Board.

ACCESS TO THE COLLECTION

In keeping with established security standards and curatorial practices at the International Percy Grainger Society and in the interest of protecting the Society and its Curator from liability for damage or injury, the Society's collections storage areas are closed to the general public. Tours of the Society's physical plant will prohibit access to collection storage areas with the following exceptions: A. Visiting Society professionals and/or historical agencies. B. Persons associated with daily operations, such as Curatorial interns or volunteers or consultants C. Visiting researchers D. Potential donors E. Potential media coverage related to Society standards, the collection, collection storage and care.

The Curator of History will coordinate all requests for admittance into the International Percy Grainger Society's collection storage areas and will monitor access approval by the Society Board . Families, friends, and other people not associated with the operation of the International Percy Grainger Society are not allowed tours of central storage areas. Access is provided for trusted service personnel by the Board , Curator or Curator only.

REQUESTS FOR REPRODUCTION

All requests for permission to reproduce an object/image from the permanent or education collection must be made in writing a minimum of one month in advance of the date desired. Requests must include the name, address and telephone number of the requestor as well as the intended use of the reproduction. (If requesting to reproduce an image for publication, the title of the publication, the publisher, and expected date of publication must be included and the publisher is to provide the

International Percy Grainger Society/SOCIETY with one complete, gratis copy of the publication in which the image is reproduced.) FULL documentation credit, AS SUPPLIED BY THE SOCIETY, must appear on the object/image or in immediate proximity to the object/image. The International Percy Grainger Society/SOCIETY reserves the right for final approval of all credit lines. If so requested, a proof must be approved by the International Percy Grainger Society/SOCIETY before permission to reproduce is granted.

The International Percy Grainger Society/SOCIETY reserves the right to deny permission to reproduce any object/image from its collection to any applicant whose product is not acceptable to the Society for any reason. Permission is granted for one time use as detailed in the terms set by the SOCIETY Board of Commissioners: further, permission to publish must be obtained in advance for each subsequent edition or reprint. Permission is valid only for the individual, company, or institution to whom it is specifically issued and may not be transferred, assigned, sold, or otherwise disposed of without written permission of the International Percy Grainger Society/SOCIETY.

In the case where copyright is held by a third party, written permission must be secured by the applicant from that party or their agent, and must accompany the application. Failure to pay any required fees for reproduction means that permission has not been granted.

COPYRIGHT CONSIDERATIONS

The Society/SOCIETY may obtain ownership or control of copyright of the following matters: 1) as the “author” of a work made for hire, either of work performed by an representative or volunteer within the scope of employment or work commissioned from another under certain circumstances; 2) by the transfer of copyright through assignment; and 3) by the transfer of copyright through licensing.

When the Society/SOCIETY acquires an object that appears to be protected by copyright, it is important to establish, if possible, who holds copyright and to clarify whether any of the existing copyright interests pass to the Society with the object. Lack of interests should be noted on the accession records along with any information on the actual copyright holder. If copyright interests exist and the Society wishes to obtain them, or the right to exercise some or all, this must be negotiated with the copyright holder and expressly noted on the Deed of Gift and all related forms.

PERSONAL COLLECTIONS AND COLLECTING

Society Curator may not bring personal collections into the Society for storage. No personal collection is allowed in the Society unless the Board approves and the collection is in the Society for stated purposes, i.e. study or exhibition. Personal collections shall not be intermingled with the Society collections. All such objects are to be registered with the Curator.

Specifically: Society representatives or volunteers must inform the Board about all personal acquisitions of objects that fall within the collecting scope of the Society made during their term of engagement with the International Percy Grainger Society.

1. An initial list of personal collections is placed on file with the Board 's office upon commencement of employment.
2. Each time a Society representative or volunteer acquires an item for his/her personal collection that also falls under the definition of what is collectable for the MUSEUM, the representative or volunteer must notify the Board of this in writing within one month of acquisition, listing and describing the item (s). The Society has one year from the date of acquisition to acquire the object at the price paid by the representative or volunteer. The item (s) must meet all requirements for acceptance into the collections as required by this Policy and must have been reviewed favorably by the Curator.

No Society representative or volunteer may use the Society affiliation to promote his/her or any associate/s personal collecting activities.

No representative or volunteer may participate in any dealing (buying and selling for profit as distinguished from occasional sale or exchange from a personal collection) in objects similar or related to the objects collected by the Society.

Under no circumstances will Society Curator give an appraisal of objects. Curator may suggest how to locate a list of qualified appraisers.

LOANS OF ITEMS IN AND OUT

Loans will be made to and from other organizations, historical groups, or agencies and educational institutions as well as from individuals in the interest of fulfilling the mission of the International Percy Grainger Society. All loans will follow established procedure. All objects entering or leaving the Society, regardless of purpose will have their movement documented on appropriate Society forms that clearly detail the loan contract.

Board review and approval is required for the following: 📄 Loans for any one exhibit, valued at over \$10,000.

Loans being renewed beyond the three-year limit. Loans made for the purpose of product development.

All loans will be for specified periods of time (preferably one year, or less). After one year the loan may be renewed twice. Loans will be monitored according to established procedures. The Curator will give consideration for special loan periods beyond three years on a case-by-case basis. All outgoing loans must be reviewed for recommendation by a majority of the Curator, with final decision by the Society Board. Incoming loans which exceed \$10,000 in value will not be accepted without prior approval by the Curator and the Board.

Incoming Loans Incoming Loans will be taken on a case-by-case basis, with a specific exhibit or program use in mind. For procedures requiring the decision of the Curator see Outgoing Loans. Society Personnel

will utilize standard forms and follow established procedures in all exchanges of objects. Documentation will be recorded with and monitored by the Curator.

Loans of educational and support materials are subject to the policy as outlined above. Curator.

INSURANCE AND RISK MANAGEMENT

The International Percy Grainger Society's collections are insured while on the Society's properties or in transit to and from borrowing institutions.

Outgoing Loans As part of the requirement for a loan, borrowing institutions must maintain insurance for a loan, borrowing institutions must maintain insurance on MUSEUM/SOCIETY artifacts at the value specified on the loan form. Upon arrival of the loan by the Curator, a *certificate of insurance* may be required from the borrowing institution.

Incoming Loans The Society will insure incoming loans unless the lender waives the requirement. If so, the Board of the International Percy Grainger Society shall file a letter of subrogation from the lender's insurance company.

The Curator shall provide the Society Board with a list of loaned exhibits and/or artifacts or support collection objects and their values within a week of their arrival into the Society, except for art exhibits – for which detailed lists are required prior to approval of any loan, allowing for consideration of risks related to security and adequate insurance coverage.

Reporting Loss In the interest of good risk management, the MUSEUM Curator must report all damage or loss of any object to the Curator of History and the Board as soon as discovered. The Board will maintain related records and provide appropriate information to the county police, the Board, and the insuring agent. The Curator will maintain copies of all records directly relating to the condition and disposal of damaged objects as well as those related to the investigation, procedures, and findings gathered on missing/stolen objects.

The International Percy Grainger Society and its Curator abide by all U.S. and international laws and regulations concerning the transfer of ownership and transportation of objects across political boundaries. The Society will not accept an object that is illegally imported into or illegally collected in the U.S., or support or encourage irresponsible damages to collecting rights of natural monuments or human burial places. However, the Society may accept objects that have been confiscated and offered to the Society by government authorities.

REVISIONS TO THESE POLICIES

Review: The MUSEUM Curator and the SOCIETY will review the Policies of the International Percy Grainger Society periodically to ensure that its requirements meet or exceed accepted professional Society practices and standards, and that the Society's policies accurately reflect the purpose, mission, and goals of the International Percy Grainger Society.

CHANGES AND USE OF POLICY

Procedure for Change: During the review, any individual may recommend policy changes to the MUSEUM Curator and the Curator. The SOCIETY and the International Percy Grainger Society encourages recommendations that will help keep the policy practical and workable. Recommendations should be submitted in writing to the MUSEUM Curator and should explain the rationale for and the beneficial results of the change. The Curator will then offer its recommendation to the Society Board for presentation to the SOCIETY Board of Commissioners. Approved recommendations will be incorporated into the policy; disapprovals will be returned to the originator with explanation.

The Board of the International Percy Grainger Society will maintain a master copy of the policy.

Requirement to Know and Understand: Acceptance of these standards is a requirement for Board leadership and volunteer service of the International Percy Grainger Society.

All board, volunteers, and academic visitors are required to know, understand, and adhere to these standards.