
Collection Policy and Procedures

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COLLECTING POLICY

The Burlesque Hall of Fame collects photographs, posters and other promotional material, costumes and costume elements, letters, books, fine art, scripts and transcriptions, sheet music, and other ephemera associated with the history of burlesque performance. Object will be acquired only in displayable condition at the time of acquisition. The Burlesque Hall of Fame does not offer payment for material offered by individual collectors; purchases will be made only through approved dealers and brokers. In all ways, BHoF will strive to meet the conditions set forth in the American Association of Museum's Code of Ethics (<http://www.aam-us.org/museumresources/ethics/coe.cfm>) for the treatment and care of collections.

ACCESSIONING PROCESS

DETERMINATION OF VALUE TO BHO F

Before acquiring new material, the museum staff and relevant advisors will determine the value, if any, of adding the material to its collection. This evaluation is made on the following criteria:

1. Historical value and relevance to the evolving history of burlesque
2. Physical condition of the material
3. Uniqueness of the material given the existing collection
4. Ability of staff to identify, catalog, and conserve the material
5. Availability of storage space
6. Ability of BHoF to meet any conditions (legal, financial, personal, or otherwise) imposed by the donor, lender, or seller



DONATIONS, LOANS, AND PURCHASES

Donations: Donors wishing to donate objects to the museum should contact the museum with a description of the objects in question. In most cases, staff will need to physically examine the objects to determine its value and relevance to the museum's collection. If accepted, the donor will be given an "Acknowledgement of Gift" form (Appendix A) to complete, listing the nature and provenance of each object to be donated. Although donations to the Burlesque Hall of Fame are tax-deductible, it is not the policy of the museum to appraise objects or to determine their market value; it is the responsibility of the donor to obtain an independent appraisal to determine the exact market value of their donation. Each object will be examined by museum staff and described as fully as possible using the Object Description and Condition Report (Appendix C; may be supplanted by software) and the object will be considered accessioned into the collection. Upon accessioning of the object(s) donated, the museum will send a Thank You letter to the donor.

Temporary Loans: BHoF may accept temporary loans of objects for the purpose of mounting an exhibit. All loans should be made for a fixed period of time not to exceed two (2) years. We will NOT accept indefinite loans (loans with no set end date) except pending the donation of the objects on loan. As with donations, prospective loans must be evaluated in terms of their value and relevance to the museum according to the criteria above. Upon acceptance of the material to be loaned to BHoF, the lender will be given a completed Temporary Loan form (Appendix B) describing the nature and condition of each object in the loan. Unless specifically provided with market values supplied by an independent appraiser, no additional insurance will be maintained (though objects will be covered under the museum's standing liability insurance). Each object will be examined by museum staff and described as fully as possible using the Object Description and Condition Report (Appendix C; may be supplanted by software). At this point the object will be treated precisely as if it had been accessioned; all objects in the museum's care will be treated with the same standard of care and diligence. Upon the end of the loan period, the loaned material will be returned to the lender and the Object Description and Condition Report will be updated to reflect the return of the material in question, with the lender's signature indicating that the material was returned in full and in an appropriate condition. After the return of a temporary loan, the museum will send a Thank You letter to the lender.

Purchases: Purchases should be used only to fill gaps in the museum's collection that would be difficult to fill otherwise and should be approved by a majority vote of the Board (or by a committee appointed by the Board). At the Board's discretion, a small fund may be established for the acquisition of immediately available objects under a threshold to be determined by the Board, to be used by the Director in instances when it would be impractical to secure the Board's approval in a timely manner. Upon receipt of any purchased material, each object will be examined by museum staff and described as fully as possible using the Object Description and Condition Report (Appendix C; may be supplanted by software) and the object will be considered accessioned into the collection.



REGISTRATION OF NEW ACQUISITIONS

All objects acquired by the museum will be examined by a member of the staff who will complete an Object Description and Condition Report, describing as fully as possible the nature, origin, history, and condition of the object and assigning an Accession Number for future reference. Accession numbers will follow the following 3-part format: first, the year of the accession; second, the specific accession the object is part of (the first accession of the year will be "01", the second "02", and so on); and third, the number of the object within the accession (the first object accessioned will be "001", the second will be "002", and so on). Thus, for instance, the 13th object in the 4th accession of 2012 will be "2012.04.013". Once described and assigned an accession number, the object will be labeled as securely as possible given the nature of the object; if the object cannot be labeled in such a way as to prevent damage to the object, it will be placed in an appropriate container (folder, envelope, box, etc.) and the container will be labeled.

Temporary Loans will be handled exactly as outlined for all other acquisitions, except they will be assigned a number consisting of the letters TL, the year the loan was made, the number of the loan within the year, the number of the object within the loan, and the name of the source of the loan (last name for individuals, full name or acronym for organizations). Thus, for instance, the 13th object in the 4th loan of 2012, received from John Smith, will be "TL 2012.04.013 Smith"

SPECIAL CONDITIONS

It is BHoF's policy to acquire all objects wholly and outright, including the right to display, make available to researchers, reproduce, publicize, and/or publish any object acquired by the museum. In rare instances, the museum may accept specific limitations on the use of an object or objects. The acceptance of material thus burdened must be approved by the Board or by a committee or staff specifically empowered by the Board. Special conditions lined to an acquisition will be listed on the Object Description and Condition Report (Appendix C; may be supplanted by software) and, where applicable, in the paperwork accompanying a donation or loan. Retroactive conditions will NOT be honored under any circumstance.



DEACCESSIONING

Although it is BHoF's desire to acquire objects in perpetuity, under some conditions it will be necessary for the museum to deaccession parts of its collection. Deaccessioning will be considered when any of the following conditions are met:

1. An object has degraded or been damaged beyond the ability of BHoF to care for it;
2. An object is determined to be inauthentic or to have been acquired by the donor, lender, or seller of the object in a fraudulent manner;
3. The museum has an opportunity to replace an object with a suitable replacement in equal or better condition;
4. The object is determined to no longer meet the conditions listed for determining the value of an object to the collection, above.

In addition, objects may be deaccessioned under crisis conditions in order to raise operating capital, in accordance with the current (at the time of the deaccession) Code of Ethics put forth by the American Association of Museums.*

- As of September 12, 2011: "[T]he museum ensures that... disposal of collections through sale, trade or research activities is solely for the advancement of the museum's mission. Proceeds from the sale of nonliving collections are to be used consistent with the established standards of the museum's discipline, but in no event shall they be used for anything other than acquisition or direct care of collections."