

**Columbia Gorge Discovery Center  
Wasco County Historical Museum  
Collections Management Policy  
Revised 2013**

**I. Statement of Institutional Purpose**

The Boards of Directors (hereinafter referred to as the Combined Board of the Columbia Gorge Discovery Center and Wasco County Historical Museum (hereinafter referred to as the Discovery Center) share a mission to inspire appreciation and stewardship of the Columbia River Gorge and Wasco County through collection, preservation, and interpretation of cultural and natural history resources of the Columbia Gorge and Wasco County .

In order to achieve this stated purpose, the Combined Board maintains the Discovery Center which includes an exhibition program, education program, collection and research library.

**II. Purpose of Collection Policy**

One of the major responsibilities of the Combined Board and the staff of the Discovery Center is the acquisition, documentation, preservation, and use of the historical materials that constitute the Discovery Center's permanent collections. These materials are held by the Discovery Center in trust and in the public interest, so that the present and future generations may use them to acquire and disseminate knowledge. It has always been the policy and the practice of the Discovery Center to act ethically and legally in the acquisition of these materials, from whatever source, and to act responsibly with respect to their preservation and use. The objective continues to be to acquire and retain materials of the best quality and most relevance to the Discovery Center's purpose and programs.

Nevertheless, the Discovery Center recognizes that collections can never remain static. Growth in quality and relevance to programs must be evaluated on a regular basis. The improvement process includes new acquisitions as well as the exchange and judicious removal of materials. In such transactions, the Discovery Center must rely heavily on the judgments of its professional staff – those people who are entrusted with the selection, care, and use of the collections. It is also the responsibility of the staff to obtain and keep accurate records of objects and the conditions of their acquisition, and to evaluate the significance and quality of materials proposed for acquisition or removal from the collections.

In order to guide the Discovery Center in the execution of its responsibility of the acquisition, care, use and disposition of its permanent collection, the Combined Board of the Columbia Gorge Discovery Center and Museum has adopted the following Collection

Management Policy which shall be observed by, and guide, the Discovery Center, its staff and representatives.

### **III. Responsibility for Implementation of the Collection Management Policy**

1. The Executive Director of the Discovery Center shall be responsible for implementing this Collection Management Policy in such a manner as to ensure proper accountability in all areas addressed. The Executive Director may delegate, where appropriate, responsibilities to other staff for the successful implementation of this Collection Management Policy, including continuous review of accessions, accession procedures, collection care practice and use of the collection, deaccessions and deaccession procedures, and discharge of all duties as specified in this Policy
2. The Collections Management Committee, a committee named in the by-laws of the Discovery Center, and assembled on an ad hoc basis as warranted by this policy shall have as part of its duties the responsibility to monitor and review the implementation of this Collection Management Policy. Reports and recommendations based upon Committee reviews shall be made at least annually to the Combined Board.

### **IV. Definitions**

*Acquisition:* 1) Any item acquired by the Discovery Center  
2) The process of acquiring an item.

*Accession:* 1) Any acquisition formally accepted into the Discovery Center's permanent collection  
2) The process of formally accepting and recording an item into the Discovery Center's permanent collection.

*Deaccession:* 1) Any formally accessioned acquisition which is formally removed from the permanent collection  
2) The process of removing accessions.

*Permanent Collections:* The aggregate of those items that have been formally accessioned by the Discovery Center.

*Loans:* Temporary transfers of items from the Discovery Center, for a stated and specific purpose. These transfers do not constitute a change of ownership.

*Items Placed in Museum Custody:* Items not owned by the Discovery Center but left temporarily with the Discovery Center for other than loan purposes (such as attribution, examination for possible gift purchase, or identification).

## **V. Collecting Policies**

### **Museum Program**

In keeping with the purpose of the Columbia Gorge Discovery Center and Museum, the Discovery Center shall restrict its collecting to those artifacts of cultural, historical, and/or technological significance which can contribute to the documentation and interpretation of the history and prehistory of the Columbia Gorge and Wasco County, as well as be used to support the exhibition, research, and education programs of the Discovery Center. This may include material that puts the Columbia Gorge and Wasco County in context within the state, region, nation, or world as long as such material is not readily available elsewhere within the immediate region and such material does not put an undue burden on overall collection management.

This includes the collection of natural history specimens and materials. Some special conditions apply in the following area, as follows:

- Natural history materials shall be restricted to those natural or geological specimens that are indigenous to the Columbia Gorge and Wasco County and have exhibit and educational value as they relate to the documentation and interpretation of the history or prehistory of the Columbia Gorge and Wasco County.
- Because of limited resources and the lack of special facilities and expertise to care for a large natural history collection, the Discovery Center will not actively seek new natural history materials.

### **Library Program**

The William G. Dick Library shall place primary emphasis on the collecting of primary and secondary source material that directly relates to the history of the Columbia Gorge and Wasco County and its residents.

The Library may collect material that puts the Columbia Gorge and Wasco County in context within the state, region, nation, or world as long as the material is not readily available elsewhere within the immediate area. In addition, the Library may collect material that aids in the documentation and care of the entire Discovery Center collection and/or aids in professional growth of the Discovery Center and its staff.

## **VI. Acquisition Policy**

### **Authority**

The Discovery Center Articles of Incorporation empowers the Discovery Center to develop collections that are illustrative of the cultural and natural history of the Columbia Gorge and Wasco County and its residents.

In order to carry out these powers and duties, the Executive Director of the Discovery Center has the authority to accept donations and purchase items for the collections, or delegate that responsibility, as long as acquisitions relate to the collection policy of the Discovery Center, and if by purchase, are within the Board-approved budget allocation for acquisitions. Any single purchase of \$1,000 or more requires approval by the Combined Board or its Executive Committee upon receiving a recommendation from the Executive Director.

### **Means of Acquisition**

1. Materials and objects may be acquired by purchase, commission, bequest, gift, exchange, field collection, evacuation, levy by creditors, abandonment, reversionary clause, adverse possession, and/or specified purpose on loan of deposit.
2. Title to all materials acquired for the permanent collections should be free and clear, without restrictions as to use of future disposition. Only the Combined Board may approve acceptance of restrictions. If material is accepted with restrictions or limitations, however, the conditions should be stated clearly in an instrument of conveyance, which is made part of the objects' permanent record and strictly observed by the Discovery Center.
3. If possible, all acquisitions shall be accompanied by full literary and property rights, copyrights, patents, and/or trademarks.
4. A legal instrument of conveyance, setting forth an adequate description of the objects involved and the precise conditions of transfer, will accompany all gifts and purchases and be permanently on file at the Discovery Center.
5. Records of accessions will be made and retained permanently for all objects and materials acquired for the collections. All accessions shall be catalogued and documented in the Discovery Center's records according to professional standards that are normal to the pertinent discipline. The Executive Director is responsible for the development of accessioning procedures.

### **Acquisition Criteria**

1. The Discovery Center subscribes to a policy of selective acquisition. All materials, even if appropriate to the purposes of the Discovery Center and any one of its programs, may not be desirable acquisitions because of their unique relationship to or duplication of existing collections, physical condition, the Discovery Center's capacity to preserve the object, and cost and space considerations.
2. Only materials that relate to and are consistent with the purposes of the Discovery Center and the program collection policies shall be considered for accessioning into the permanent collection.

3. Acquisition of materials for the Discovery Center is based on their value to the purpose of the Discovery Center and its program units rather than the uniqueness, monetary worth, or other such values.
4. Materials will not be accepted or otherwise acquired for the Discovery Center's collections unless the following conditions are met:
  - a. The materials are relevant to and consistent with purposes and activities of the Discovery Center.
  - b. Present owner has a clear title.
  - c. The Discovery Center can provide for the proper storage, protection, and care of the materials under conditions that ensure their availability for the Discovery Center's purposes and in keeping with professionally accepted standards.
5. The significance of the materials must be determined, and then should, if possible, be documented as to provenance.
6. No item will be acquired by the Discovery Center that is known or suspected of being illegally or unethically obtained, either in this country or its country of origin. (See November 14, 1970 UNESCO "Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property.") The Discovery Center shall ascribe to the UNESCO guidelines and shall not knowingly and willfully accept or acquire any object that was illegally imported under any circumstances, or whose acquisition would support or encourage irresponsible damage to or destruction of collecting sites, cultural properties, cultural monuments, or human burial places. However, the Discovery Center may accept objects that have been confiscated and offered to the Discovery Center by government authorities.
7. No sacred or religious materials will be accepted by the Discovery Center as per NAGPRA guidelines or that are judged to be controversial by the Discovery Center in regard to ownership or proprietary right by the ethnic group for which they are associated.
8. No human remains shall be accepted by the Discovery Center without the advice of scholars in the field.
9. All moral, legal and ethical implications of the acquisition must be considered.
10. Acquisitions must, in general, be free from donor-imposed restrictions. (See sections under Means of Acquisition.)
11. If for purchase, a fair market value must be determined between the parties, and funding must be arranged prior to the purchase.

#### **Acquisition of Materials for Development Purposes**

1. It must be determined in advance of final acceptance whether acquisitions are offered for accessioning into the permanent collections or for the developmental purposes of the Discovery Center.
2. Materials not accessioned into the permanent collections may be acquired with the donor's signed consent for the express purpose of supporting the operations, collections, and programs of the Discovery Center. Such materials may be sold at auction or by bid, used as trade items, or disposed of or used in any other manner

as the Discovery Center sees fit in order to enhance the operation and programs of the Discovery Center.

3. As with materials accessioned into the permanent collections, a legal instrument of conveyance, setting forth an adequate description of the objects involved, must accompany all gifts made for developmental purposes and should be kept permanently on file at the Discovery Center. Final disposition of all such material must be made a part of the permanent record.
4. The director shall be responsible for establishing the procedures for handling and accounting for all such gifts.
5. All revenue derived from the sale of such materials must be reported as revenue to the Discovery Center. This revenue will be restricted for the care and augmentation of the collections.
6. In disposing of such materials, the Discovery Center staff shall adhere to all applicable Internal Revenue Service requirements.

#### **Gifts of Significant Value or Unusual Encumbrances**

1. Gifts of personal property with an estimated value in excess of \$10,000 and gifts of real property require the approval of the Combined Board or its Executive Committee.
2. Gifts offered with unusual encumbrances or restrictions, or under unusual circumstances, require approval by the Combined Board or its Executive Committee.
3. Gifts judged by the Executive Director to be of extreme political or sensitive nature require approval by the Combined Board or its Executive Committee.

#### **Appraisals**

1. The Discovery Center staff shall not, in their official capacity, give appraisals for the purposes of establishing the tax deductible value of items offered to the Discovery Center. Donors must have an independent appraisal made for their tax purposes. Staff members may assist a donor in locating a qualified appraiser.
2. Where a statement is required of the Discovery Center by the Internal Revenue Service to confirm a donor's gift, the Discovery Center shall comply with Internal Revenue Service requirements and provide such information.
3. The acceptance of an item at its appraised value does not imply an endorsement of the appraisal by the Discovery Center or its staff.
4. Discovery Center staff shall not provide formal artifact authentication or render an opinion concerning the monetary value of artifacts casually brought to the Discovery Center.
5. The Discovery Center may, however, as a public service, provide an informal artifact identification service (probable date, attribution, etc.) to owners of artifacts for their personal information, provided that: (1) The owner agrees to use such a service for educational or scientific purposes only; (2) the services will not be used in connection with any past or contemplated commercial transaction; (3) the owner understands that the service represents only an informal opinion by the staff; and (4) the rendition of such an opinion in no way implies or expresses

authentication or value. If the information is conveyed in writing, including email, these stipulations must be added.

6. All materials deposited with the Discovery Center for the purpose of informal artifact identification shall be recorded on a temporary receipt form signed by the owner. The temporary receipt form shall indicate that such materials will not normally be covered by the Discovery Center's insurance as value is usually undeterminable at that time; are not to be deposited on the Discovery Center's premises longer than 30 days; and that the Discovery Center accepts no responsibility for notification of individuals for the return of such deposits. Items not claimed within 90 days of deposit will be disposed of as provided by the laws of the State of Oregon.
7. All items left in the custody of the Discovery Center for the purpose of the Discovery Center's consideration of such items for acquisition or loan purposes shall be recorded on a temporary receipt form. Such material will not normally be covered by the Discovery Center's insurance. Discovery Center staff shall notify the owner of such items of the Discovery Center's intent within 30 days of their initial receipt. Items not claimed within 90 days will be disposed of as provided by the laws of the State of Oregon.

## **VII. Deaccession Policy**

Items in the permanent collections will be retained if they continue to be relevant and useful to the purposes and activities of the Discovery Center as provided by the laws of the State of Oregon, and if they can be properly stored, preserved, and utilized. Deaccessioning of objects may be considered when these conditions no longer prevail or in the interests of improving the collections for the Discovery Center's purposes and programs. If it is determined that items should be removed from the permanent collections, the deaccession process shall be cautious, deliberate, and scrupulous.

Items considered for deaccession must meet at least one of the following criteria:

1. The item is clearly outside the scope of the purpose of the Discovery Center and its collection policy.
2. The item is irrelevant to the purposes of the Discovery Center.
3. The item lacks physical integrity.
4. The item has failed to retain its identity or authenticity, or has been lost or stolen for at least two years.
5. The item is duplicated in the collection.
6. The Discovery Center is unable to preserve or store the item properly.
7. The item is deteriorated beyond usefulness or economical repair.
8. The item has doubtful potential utilization in the foreseeable future.

### **Restrictions**

Before any item is recommended for deaccessioning, or is deaccessioned, reasonable efforts shall be made to ascertain that the Discovery Center owns the object outright.

Where restrictions to the disposition of the item are found, the following procedures shall be followed:

1. Mandatory conditions of acquisition will be strictly observed unless deviation from their terms is authorized by a court of competent jurisdiction.
2. Items to which precatory (i.e., special) restrictions apply will not be disposed of until reasonable efforts are made to comply with the restricting conditions.
3. In the event of a question concerning intent or force of restrictions, the staff shall seek the advice of legal counsel.
4. In the case of items listed as “permanent loans,” the procedure which converts such items to outright gifts to the Discovery Center as outlined in State of Oregon statutes shall be followed.
5. Items which may be the subject of future demands for repatriation will not be subject to deaccessioning. The Discovery Center has a moral obligation to protect materials that may be considered sacred or a part of a nation’s cultural patrimony.

### **Authorization**

Only the Combined Board or its Executive Committee, after hearing the recommendations of the Executive Director and Collections Management Committee, has the authority to approve the deaccession of materials from the permanent collections.

### **Procedure**

Appropriate curatorial and /or library staff may recommend deaccessioning items if, in their best judgement, one or more of the above criteria have been met. The staff recommendation shall be in writing on a printed deaccession form. Such recommendation shall specify donor, source and provenance of each item; reason for deaccessioning; estimated fair market value; recommended means of disposal (i.e., exchange with, or gift to, another non-profit agency; sale; or destruction); date recommended for deaccessioning; and signature of the person making the recommendation.

The Executive Director must approve or disapprove the recommendation, sign the form, and then make a recommendation to the Collections Management Committee, who in turn will make its recommendations to the Combined Board or its Executive Committee, which has final authority. Signatures of the Collection Management Chairperson and the Combined Board president must be affixed to the deaccession form for all items. The completed deaccession form shall be kept as a part of the permanent collection record, and shall indicate the nature of the final disposition.

### **Disposition**

Items approved for deaccessioning are to be disposed of by the following principles:

1. The manner of disposition shall be in the best interest of the Discovery Center, the public it serves, the public trust it represents in owning the collections, and the educational or cultural communities it represents.

2. Preference shall be given to giving the items to other not-for-profit educational agencies which have a purpose that will be augmented by ownership of the item, and which provide reasonable assurance of providing proper care.
3. If objects are to be offered for sale, this must be done through a public auction house or in the public marketplace in a manner which best serves the long-term interest of the Discovery Center.
4. No items may be given or sold privately to Discovery Center employees, board members, volunteers, or their representatives.
5. No item deaccessioned will be returned to the original donor or his/her heirs both because of the uncertainty of which family member would be entitled, and because the United States Internal Revenue Service forbids the return of donated property which may have been claimed as a tax deduction.
6. All proceeds from the sale of items must be allocated toward the purchase of additional appropriate items for the collection and/or for the management and preservation of the other items in the permanent collections.

## **VIII. Loans**

### **Outgoing**

The Discovery Center may loan items from its collections to other museums, galleries, institutions, community organizations, or businesses. Loans will be made primarily for exhibition or research purposes. As a matter of general principle, no loans will be made to individuals. Loans will be made upon the approval of the Executive Director or designated staff persons subject to the general criteria and regulations governing loan requests. Loans of items with an estimated value in excess of \$10,000 must be approved by the Collections Management Committee and the Combined Board.

Loan requests are to be submitted on a loan request form at least 7-10 days before the loan is required. All requests are evaluated in reference to the following criteria:

1. The requester must be a bona-fide education, community or cultural agency; or the request must in some way further the objectives and purpose of the Discovery Center.
2. Security and conservation measures must satisfy museum requirements, the nature of which may vary with the type of item requested. Conservation concerns include temperature, humidity, light level, installation techniques, proper encasement, and handling.
3. Loans are subject to the availability of Discovery Center staff to oversee and properly record the transaction
4. Items presently on exhibition will not be loaned except in very unusual circumstances.
5. All loans are for a specified period of time and subject to periodic review. Determination of loan renewals will be made by the Executive Director or designated staff person.
6. Even though all the above conditions are met, loan requests may be denied if, in the opinion of the Executive Director or designated staff person, the requested items are

of such rarity, value, significance, fragile condition, or so related to on-going needs that the loan would not be in the best interest of the Discovery Center.

All loans are subject to the following regulations, which will be in force when the loan agreements are entered into:

1. The borrower will insure the loan under its policy, and forward a certificate of insurance to the Discovery Center; or will reimburse to the Discovery Center for the cost of insurance; or will agree to assume liability for the loss or damage in lieu of insurance.
2. The borrower must arrange and pay for the shipping in both directions by methods approved by the Discovery Center.
3. Items placed on public exhibition must be secured or properly protected.
4. Only persons designated by the Discovery Center shall handle, move, or pack items.
5. No item shall be cleaned or altered by the borrower without the specific written permission of the Discovery Center.
6. Loaned items may not be photographed or used for any commercial purpose without the specific advance written permission of the Discovery Center.
7. No items may be re-loaned by the borrower.
8. Any damage or vandalism must be reported by the borrower to the Discovery Center. No items may be repaired without the express written permission of the Discovery Center.
9. Packing for return shipment must be in the same manner as the original shipping.
10. The borrower may be required to pay all costs of preparing items for shipment, as prescribed by the Discovery Center.
11. The Discovery Center may require, at the borrower's expense, that loans be accompanied by a staff member (both incoming and outgoing), and that packing and unpacking be done under the supervision of the Discovery Center staff.
12. The Discovery Center shall receive appropriate credit for all items on loan and/or exhibited. Acknowledgement should credit the Columbia Gorge Discovery Center and Wasco County Historical Museum.
13. Appropriate loan forms shall prescribe the procedure for all loans. A complete record of the loan transaction shall be kept as a part of the Discovery Center's permanent records.
14. Any variation from these regulations must be made by the Executive Director or designated staff person, and placed in writing on the loan form.

### **Incoming**

1. Incoming loans may be accepted from individuals or from institutions for the purpose of exhibition or current research at the Discovery Center. All incoming loans shall be for a specified period of time.
2. No indefinite or long-term loan shall normally be accepted. Rare exceptions to this rule may be made with institutions by the Board of Directors, or its Executive Committee, upon the recommendation of the Executive Director and the Collections Management Committee in the case of extremely important items not available for

exhibition or research in any other way. The Discovery Center cannot normally store or care for items belonging to others and not required for exhibition or research.

3. All loans to the Discovery Center must be accompanied by a completed loan form, signed by both the lender and a representative of the Discovery Center. The loan form must give a detailed description of each item, the manner in which the item is to be used, the terms of the loan, and the dates the loan will be in effect. Loan forms shall become a part of the Discovery Center's permanent records.
4. The Discovery Center shall care for loan items with the same precautions that are exercised for its own property.
5. Loans shall remain in the possession of the Discovery Center for the time stipulated in the loan agreement, but may be withdrawn from an exhibition at any time at the discretion of the Executive Director; and with reasonable notice, returned to the lender.
6. Unless otherwise specified by the lender in writing, the Discovery Center assumes the rights to photograph loan items for publicity, catalogue, or educational purposes.
7. If the lender elects to maintain his/her own insurance, the Discovery Center must be supplied with a certificate of insurance naming the Discovery Center as an additional insured or waiving subrogation against the Discovery Center. Otherwise, the signed loan agreement shall constitute a releasing of the Discovery Center from liability in connection with the loaned property.
8. If the lender does not elect to maintain his/her own insurance coverage, the Discovery Center will insure the loaned items wall-to-wall under its insurance policy for the amount indicated on the face of the signed loan agreement. The Discovery Center policy includes the usual exclusions for loss or damage due to such causes as gradual deterioration, inherent vices, war, or shipment other than registered first-class mail.

### **Loan Conversion**

For items specifically identified as being on loan to the Discovery Center, every attempt will be made to either return the item to the original lender or to convert the loan to an unconditional gift under the following procedures:

1. An item on loan to the Discovery Center may be permanently acquired by the Discovery Center if the item has not been claimed by the owner within 90 days after notice is sent by certified mail, return receipt requested, to the owner at the owner's last address by the Executive Director or designated staff.
2. If the certified letter is returned because it could not be delivered to the addressee, public notice shall be printed by the Discovery Center once each week during two successive weeks in a daily newspaper circulating in the city of The Dalles, and the counties of Wasco and Hood River describing the unclaimed documents or materials, giving the name of the reputed owner thereof, and requesting all persons who may have knowledge of such owner to contact the Discovery Center. More than one item may be described in each of such notices. If the item is not claimed by the owner within 90 days following the final publication describing the item, the Discovery Center may permanently acquire the item.
3. Items acquired under this section shall be solely the property of the Discovery Center and may be sold, traded, or deaccessioned according to Discovery Center guidelines.

## **IX. Collection Care**

The Discovery Center shall act in a responsible manner to ensure the best possible physical care of all items entrusted to its care. All items in the permanent collection not on exhibition shall be housed in such a manner as to ensure their preservation, systematic access, and easy retrieval.

## **X. Collection Accessibility**

1. The permanent collection and related records, with the exception of monetary valuation, shall be made available for legitimate study, research, inquiry and examination by responsible parties.
2. Approval for collection access is subject to the completion of a collection access form by the requesting party. All collection access forms will be maintained for five years.
3. Accessibility may be limited by staff availability, conservation considerations, donor-mandated restrictions, security issues (such as the location of archaeological sites), and/or the purpose of the request. In such cases, the person requesting access will be informed of the reason for restriction or denial of access.
4. All persons requesting access will be supervised at all times, unless specific approval to the contrary is granted by the Executive Director or the designated staff.
5. Access to and use of the permanent collection will be credited appropriately in all publications, exhibitions, and other presentations. There is to be no commercial use of the collection, or information and images resulting from their examination, unless specific permission is granted in writing by the Executive Director or designated staff.
6. All items in the permanent exhibitions may be photographed by a hand-held camera without flash illumination. Photography in temporary exhibitions will vary depending upon whether the objects are museum-owned or borrowed for the exhibition.
7. All photography for commercial purposes or requiring a tripod and other equipment must be approved in advance by the Executive Director or designated staff.
8. A charge may be assessed for use and/or reproduction of museum items. Such charges will be based upon Board-approval and a Board-advised fee schedules.

## **XI. Public Disclosure**

In reply to reasonable requests, the Discovery Center will make available the identity and description of collection items acquired or deaccessioned. All other facts pertaining to the circumstances of acquisition, deaccession, and disposal will be adequately documented in the permanent records.

References to this Collection Policy shall be imprinted on all Discovery Center forms for deed of gift, temporary receipt, and loans. A copy of this Collection Policy shall be made available to any donor, prospective donor, lender, prospective lender, or other responsible person upon request.

### **Archival Collections**

The purpose of this policy is to provide an addendum to the Collections Management Policy of the Columbia Gorge Discovery Center and Museum that clearly indicates how printed and manuscript material is to be treated. All printed and manuscript material will be categorized in the following three ways:

**Category 1: Collections.** Any printed books, catalogs, pamphlets, leaflets, circulars, newspapers, magazines, handouts, etc, collected primarily for their exhibition or interpretive value should be treated as artifacts, that is, part of the Discovery Center and Museum's permanent collections. These items will be primarily visual in nature. All library materials in this category must be evaluated and approved for acceptance by the Executive Director ; go through the museum's accessioning process; and be catalogued using a trinomial accession number. Library resources classified as objects are not to be made available to the public, except through procedures in the Access section of the Collections Management Policy. Preservation and protection of the item is the primary factor for evaluating how such library materials will be used for research by staff and others.

### **Manuscript Collections:**

The Discovery Center and Museum selectively collects and accessions personal papers, manuscripts, and records. Priority will be given to records and papers of significance to the Columbia River Gorge or Wasco County. Particular attention will be given to those that document: the lives and careers of residents; the organization and operation of businesses and major industries which flourished in Wasco County and along the Gorge, most notably the agricultural, lumber, steel, and transportation industries; the activities of important social, civic, and labor groups; and environmental, health and social issues, and the important contributions of ethnic and religious groups. These records and papers are collected to help ensure the preservation of the Columbia River Gorge and Wasco County's rich documentary heritage for use by the research public. Additional consideration will be given to records and papers that meet the above stated criteria and help support the interpretive mission of the Discovery Center and Museum. Single items or small collections useful only for exhibit or site interpretation will be considered for

Non-textual records, usually acquired as discreet items or small collections, such as photographs, maps, posters, broadsides, imprints, postcards, motion pictures, audio and

audiovisual recordings are also collected when relevant to the mission of the Discovery Center and Museum, and will be considered for Category 1.

**Category 2: Rare Books.** Published and printed materials acquired primarily for their intrinsic informational or research value but considered rare or delicate should be classified in this category. These are generally unique, out of print, or hard to obtain works of relevance to the Discovery Center and Museum's mission. This category may also include manuscript collections. Library holdings in this category must be accessioned according to the museum's collections accessioning process and must be catalogued using a trinomial accession number. Library materials classified as being archival or as permanently valuable holdings are not made available to the public without the supervision of a member of the Collections or Library staff present at all times.

Some items in Category 2 are of high demand for their research value. It may be necessary to store photo-copies of their pages in the Library so that the originals do not sustain undue damage from use.

**Category 3: Library.** Current published books and printed material such as magazines, newspaper clippings, etc. that have primarily educational or reference value will be classified in this category. The acquisition of such material is left to the discretion of library staff. Library holdings are not accessioned; are catalogued using library systems; and can be accessed by the public in the library during hours of operation.

Approval

This revised Collection Management Policy was approved by the Executive Director and the Combined Board at the February 27, 2013 board meeting.