

THE MINT MUSEUM ARCHIVES COLLECTION MANAGEMENT POLICY

MISSION STATEMENT AND PURPOSE

The mission of the Mint Museum Archives is to preserve and make accessible the museum's permanent institutional records and related collections, serving to augment and enhance the museum's overall collections and holdings.

The Mint Museum Archives is dedicated to supporting the overall mission of the museum, stated in the FY12-FY16 strategic plan to serve as "a leading, innovative museum of international art and design committed to engaging and inspiring all members of our global community. The Mint Museum is dedicated to leadership in collecting, exhibiting, conserving, researching, publishing, interpreting, and sharing art and design from around the world".

The Mint Museum Archives collects inactive institutional records of enduring value that document the history of The Mint Museum, including the Mint Museum of Art and Mint Museum of Craft + Design, as well as documentation of the institution's art collection holdings and education programs that create a lifelong love of art for all members of the community. Records pertaining to affiliated organizations, both past and present, are also represented.

Materials transferred to the Archives may also relate to Museum staff, having been generated, compiled, and/or used by a particular individual or group in connection with the organization.

Personal papers created by donors, artists, or historians who have had some relationship to the Museum's permanent collection are also of collecting interest.

The Mint Museum Archives also partners with Charlotte's other cultural heritage institutions where Mint-related collections are housed to ensure the most comprehensive institutional story can be collected, preserved, and made accessible.

THE MINT MUSEUM ARCHIVES IS RESPONSIBLE FOR:

- Acquiring, accessioning, arranging, organizing, describing and generally making accessible the institutional records of The Mint Museum according to professional standards;
- Effectively preserving materials with accepted procedures and techniques;
- Safeguarding the Archives' physical security, confidential information, and conforming to all legal requirements;
- Exhibiting stewardship and creativity in the management of all resources;
- Working with departments to effectively manage all documentation produced for the

- Museum through all stages of the records life cycle;
- Promoting and ensuring access to and facilitating use of the collections by staff, scholars, students, and the community, thereby supporting the Museum in its educational mission; and
 - Keeping abreast of current issues in archival theory and practice, as well as contributing towards the development of the museum archives profession.

ETHICS

The Mint Museum Archives manages its collection according to those standards outlined by the Society of American Archivist in their *Core Values of Archivist Statement* (approved by the SAA Council May 2011) and *Code of Ethics for Archivists* (approved by the SAA Council February 2005 and updated January 2012), as well as *The Mint Museum Code of Conduct and Ethics* (adopted by the Board of Trustees of The Mint Museum in 2003).

SCOPE OF THE COLLECTION

The Mint Museum Archives collections consist of materials generated by organizations or individuals important to the history of The Mint Museum, including the Mint Museum of Art and Mint Museum of Craft + Design, as well as records that document the Museum's collections, exhibitions, and programming. Additional collections pertaining to affiliated organizations, both past and present are also reflected in the collection.

These collections consist of primary source material of over 75 years of institutional history, including correspondence, reports, research materials, photographs, financial records, scrapbooks, architectural drawings and plans, grant records, minutes, audio-visual recordings, press clippings, manuscripts and ephemera related to the general operations of The Mint Museum.

The Mint Museum Archives consist of the following core collections:

- Mint Museum Institutional Records
 - Governance/Administration
 - Advancement
 - Collections and Exhibition
 - Curatorial
 - Communications and Media Relations
 - Learning and Engagement
- Manuscript Collections
 - Kampen Drawings
 - Hanna Papers
 - Daisy Wade Bridges Papers

- American Ceramic Society Collection
- Personal Papers of Mint-related individuals, including staff
 - Charles Mo Collection
 - Kurt Warnke Collection

For further details on the Museum’s long-term overall collection development plans, please reference the Museum Collection Management Policy and the 2012-2016 Museum Collections Development Plan, which states, “Over the next five years, the museum will focus and strengthen its collections of Art of the Ancient Americas, 1700-1945 American and European Fine and Decorative Arts, North Carolina Pottery, International Art and Design from 1945 to the present, and Contemporary Fashion”.

NEW COLLECTION ACQUISITION

Internal collections

Internal collections will be added to the Mint Museum Archives by means of deposits according to the organization’s established records management program. The records management system for the museum facilitates the management of active records and the transfer of inactive ones to the Archives. Retention and disposition schedules created for each department clarify the record keeping responsibilities and ensure that valuable records are saved and outdated files with no archival value are routinely destroyed or discarded. Standards were developed in collaboration with museum staff and legal counsel in order to accommodate the administrative needs of each department and the fiscal and legal obligations of the museum. The records management process is reviewed every two years.

External collections

External collections may be added to the Mint Museum Archives by means of gift, purchase, bequest, promised gift, exchange, or abandonment, and are initially approved by the Archivist, in consultation with the Librarian and appropriate museum staff. Every potential acquisition of archival material will undergo rigorous scrutiny, with close consideration given to the following guidelines:

- The materials reflect and complement The Mint Museum's mission of establishing, preserving, and documenting a permanent collection of the highest order and of education efforts on the vitality, complexity, and unfolding patterns of American Art, Art of the Ancient Americas, Decorative Arts, Craft + Design, Fashion, and Modern and Contemporary Art.
- Specifically, the papers of prominent artists, architects, designers, dealers, critics, scholars, art historians, arts organizations, or galleries that document the development of American Art, Art of the Ancient Americas, Decorative Arts, Craft + Design, Fashion, and Modern and Contemporary Art as defined by the museum to be relevant.

- The collection will serve The Mint Museum Archives' primary audience of museum curators and staff, supporting areas of permanent collection concentration.
- In addition, it will generate broadly based research interest among those studying The Mint Museum as an institution, history of the development of the Charlotte area arts community, American Art, Art of the Ancient Americas, Decorative Arts, Craft + Design, Fashion, and Modern and Contemporary Art as reflected in the museum's permanent collection.
- The chronological boundaries of the majority of archival materials coincide with the period covered by the Museum's history that is roughly 1936 to the present.
- The collections are of a stable media (i.e., the Museum Archives does not accession electronic records at this time). A records management system, including retention and disposition schedules, has been developed organization-wide for paper, printed photographs, slides, VHS tapes, ephemera, etc. Digital records of import to the collection are currently being printed, when possible. Due to the lack of internal technology infrastructure, the Archives will wait to address digital material at the current time.
- The Mint Museum Archives will have sole ownership over the materials, even if the copyright resides elsewhere. The Mint Museum Archives, however, consistently requests that the donor of an archival collection transfer the copyright interests in the collection to the Museum. This is specified in the Deed of Gift. In addition, the Museum Archives will only accept collections that are free from access restrictions imposed by the donor, unless under extraordinary circumstances. The materials will be accessible to the Museum staff and public under the current access guidelines of the Museum Archives (see the Museum Archives Access Policy for additional information).
- Expenses related to the arrangement, description and preservation of collections should be minimal or offset through funding sources such as donations or grants, which will be solicited at the time of the gift or purchase of the related materials, ensuring the collection will be properly cared for according to professional standards. This will also help to ensure the Archives can process and describe the collection for access in a timely manner.
- As resources are limited, the potential impact on Museum staff and facilities will be measured when considering new acquisitions.

As part of the review process, the Mint Museum Archives will work closely with the administration and staff, as appropriate. The Mint Museum Archives will also make every effort to work collaboratively with other archives and manuscript collecting repositories. In addition, it will direct potential donors to the most suitable institution, if the collection is not germane to its holdings.

The staff provides assistance to prospective donors and reviews materials to determine their appropriateness for the Mint Museum Archives. In some cases, it may be prudent to

accept material of little historical value along with items of great historical significance in order to facilitate negotiations and to ensure that the historical record is as complete as possible.

The priority for processing and consequent accessibility will be determined initially by the NHPRC grant awarding. Post-grant period, the Archivist will determine the order of collections to be processed and level of accessibility based on the museum's overall mission, strategic goals, and anticipated research interest.

No item may be added to the collection which cannot be stored, protected, and preserved under conditions that ensure its availability for research and that are in keeping with accepted professional standards. If the Archivist determines that an item, subsequent to acquisition, can no longer be properly stored or preserved or is harmful to other objects in the collection, she should take appropriate action, including copying, disposal, or return of the item.

Other documents are available that relate to the holdings, acquisition policies, principles, and procedures of the Mint Museum Archives. These include, but are not limited to, the Mint Museum Archives Mission Statement, Policy Statement, Records Management Procedures, Access Policy, Photocopy Policy and Permission to Publish Application.

COLLECTION ACCESS

The Archives provides access to the Museum's records and manuscripts to the fullest extent possible on a fair and equitable basis. Certain materials may be restricted to protect individual privacy rights and proprietary rights of the Museum; access is provided at the discretion of the Archivist. For protection of its collections, the Archives also reserve the right to restrict access to records that are not arranged, are being processed, or are exceptionally valuable or fragile. In appropriate cases, copies will be provided in lieu of original material.

Physical Access

All requests for viewing archival materials in the library must be personally approved by the Archivist or Librarian and will be subject to the following criteria:

- Appointments should be scheduled in advance. Same day requests will be reviewed on an individual basis by the Archivist.
- Description of the area of research and the primary collection(s) of interest should be provided in writing by the requestor.
- Letter(s) of reference from a verifiable source should be made available, if appropriate.
- Permission to examine archival materials will be granted upon completion of the Researcher Registration Form and the researcher's agreement to follow the Archives Access procedures.

Photocopies of archival materials may be made under certain conditions as stated in the Reproduction Fee Statement. For more information, please contact the Archivist for details.

For reproductions of collection photographs or images, please see the Museum's Rights and Reproductions Policy, and direct inquiries to the Registration/Photographic Services Assistant.

Archival material may only be published with the written consent of the Archivist or appropriate official museum representative. For those seeking publication permission must submit a Permission to Publish Request form and a copy of the proposed manuscript. Archival material must be cited using the following format: [Item identification and date], [Series], [Record Group or Collection], Mint Museum, Archives.

Physical access to the Library Reading Room is subject to the following:

- Visits to the Library Reading Room must be supervised by the Archivist, Librarian, or an official representative of the Mint Museum.
- Personal identification (current Driver's License or state I.D, valid passport) must be presented and may be held by the Archivist during the duration of the visit.
- All non-essential belongings including coats, bags, purses, backpacks, briefcases, computer carrying cases, must be checked with staff (either archives or library staff, or security).
- No food or drink is allowed, including to-go containers.
- The use of pens is not allowed. Pencils will be provided upon request.
- Hands should be washed before handling materials. Gloves may be provided, if deemed necessary due to nature of the collection.
- Remove only one folder at a time from a box and maintain the original order of the folders in the box and materials in the folder. Tip: Keep the folder flat on the table top and turn the pages as if they were a book, the order will be maintained and unnecessary wear will be prevented.
- Do not rearrange or remove materials from folders for any reason. Notify the Archivist if anything appears to be out of order.
- Collection materials are non-circulating and may not be removed from the reading room without authorization.

Digital Access

Accessibility to the Mint Museum Archival collections will also be offered, to augment physical access, and serve as a tool to promote the Archives and The Mint Museum in general. Processed archival collections will be made accessible digitally in the following ways:

- At Mint Museum Archives, the term "finding aid" refers to any form of archival description that is complete enough to allow researchers access. As collections are processed and documented, the finding aids will be posted under the Archives page on the museum website, www.mintmuseum.org.

- The Mint Museum’s Art Research online catalog, MARCO, will also provide another access point for the archival collections through keyword search, and over a dozen selected fields. For each archival collection, detailed and standardized MARC catalog records will be created by the Library team, mirroring the relevant finding aids.

Reference Services

In addition to physical and digital access, reference services by the Archivist are also provided. Information and/or materials can be made available, determined on a case-by-case basis.

CARE OF THE COLLECTION

Every effort will be made to monitor and protect all objects in the collection from careless handling, vandalism, theft, fire, water, infestation, exposure to environmental hazards and natural disasters. A Disaster and Emergency Response Plan for the Archives will be maintained in case of widespread damage to the museum, augmenting the museum’s overall disaster plan. This document will be periodically reviewed and updated by the Archivist in conjunction with the Library, Registration, and Facilities departments.

Environmental Monitoring and Control - The Mint Museum Archives will take responsibility for maintaining collections in a monitored environment with proper temperature, relative humidity, light, and air quality for future preservation, as resources allow. Primary responsibility for monitoring and controlling the environment of objects falls with the Archivist, Librarian, and the Facilities Manager.

Conservation and Preservation -The Mint Museum Archives is committed to providing for the ongoing care and conservation of its collection. It is an integral responsibility of the Library and Archive staff – and professional conservators engaged by the Museum – to determine and address the conservation needs of any items in the collection. The Archives will employ sound and professional practices and management processes in all conservation assessments, treatments, and documentation records it utilizes in the care of its collection.

POLICY REVISION SCHEDULE

The Mint Museum Archives Collection Management policy will be monitored and reviewed by the Archivist in consultation with the Librarian and appropriate museum administration, every two years.