



**City of Alexandria
Office of Historic Alexandria
Museums and Historic Sites
Collections Management Policy**

The Office of Historic Alexandria (OHA) enhances the quality of life for City residents and visitors by preserving and interpreting Alexandria's historic properties, archaeological sites, cultural resources, artifact collections, objects, archives, records, and personal stories, and by encouraging audiences to appreciate Alexandria's diverse historic heritage and its place within the broader context of American history.

The OHA properties and artifact collections are the property of the City of Alexandria, Virginia. They are held in public trust, to be preserved and protected as a resource and legacy for future generations of Alexandria residents and visitors.

The OHA museums and historic sites owned and operated by the City of Alexandria are administered by a City Manager form of government under the authority of the Alexandria City Council. The Mayor and City Council act as the Board of Trustees. The staff is responsible to the Director of the Office of Historic Alexandria, who reports to the City Manager.

Staff members adhere to the professional Code of Ethics developed by the OHA, and employ standards established by the American Association of Museums for accredited institutions in the registration, storage, care, and exhibition of artifacts in its custody.

The Historic Alexandria Resources Commission, a formal committee of citizens, advises the City of Alexandria in the preservation of historic sites and buildings, artifacts, and records from loss or deterioration; and promotes citizen and tourist use of historic sites.

I. Collections

Alexandria Black History Museum and Historic Sites

The mission of the Alexandria Black History Museum is to enrich the lives of Alexandria's residents and visitors, to foster tolerance and understanding among all cultures and to stimulate appreciation for the diversity of the African American experience. The Alexandria Black History Museum accomplishes its mission by inspiring the public to explore the integral relationship between Alexandria's African American heritage and other cultural traditions.

The museum demonstrates the interrelationship of regional and global African American heritage and fosters cultural understanding and respect. Institutional objectives include maintaining the historic fabric of the Robert H. Robinson Library, collections management and acquisition, exhibitions, lectures, and public programming.

Including both historic sites and museums, the Alexandria Black History Museum includes the formerly segregated Robert H. Robinson Library, the Watson Reading Room, the Alexandria African American Heritage Park, the Contrabands and Freedmen Cemetery, and 1315 Duke Street (Freedom House Museum). The Robinson Library was constructed in 1940, following the historic 1939 sit-in at the segregated Alexandria Library, now known as the Kate W. Barrett Library. The Robinson Library now serves the community as a museum exhibition gallery, devoted to exhibiting local and regional history. The Watson Reading Room, established in 1995, provides an environment for learning about the diversity of African American cultural traditions.

Established in 1995, the Alexandria African American Heritage Park, a nine-acre green space and wetland, offers a place for celebration, commemoration, and quiet reflection. The Contrabands and Freedmen Cemetery is the burial place of approximately 1,700 contrabands (enslaved African Americans) who fled to Alexandria to escape bondage during the Civil War. Having fallen into disrepair and threatened by future development, the site is now preserved as a memorial. Dedicated in 2014, it now serves as a legacy to the memory of those African Americans who sought refuge in the City of Alexandria. Acquired in 2020, 1315 Duke Street (Freedom House Museum) was once part of the headquarters for the largest domestic slave trading firm in the United States, Franklin and Armfield. Enslaved individuals were purchased from the Chesapeake Bay area and forced to the slave markets in Natchez, Mississippi and New Orleans, Louisiana either by foot or ship.

The Alexandria Black History Museum and Historic Sites provide visitors with a meaningful educational experience on African American life in Alexandria and on the wider experience of African American life in the United States by interpreting:

1. The Alexandria Black History Museum as the location of one of America's earliest actions in the African American Civil Rights Movement;

2. The contributions of African Americans to the development of the City of Alexandria;
3. The role of enslaved and free black populations during the period of slavery in Alexandria;
4. The role of the domestic slave trade in the Alexandria economy;
5. The role of Contrabands in Alexandria during the Union occupation of the City; and
6. The impact of African Americans on the fabric of American culture and history.

Established in 1983, the Alexandria Black History Museum and Historic sites serves as a resource which today houses collections that reflect the African American experience in Alexandria and Virginia from 1749 to the present. The goals are to:

1. House and collect historic artifacts and information that reflect the African American experience in Alexandria and Virginia from 1749 to the present, with emphasis on the lives and accomplishments of local citizens. The scope of the collection is based upon objects of general historical value to the African American story in Alexandria with a secondary concentration on acquiring objects of significance to African American history in the scope of United States history. The collection includes specialized holdings on African American churches in the 19th and 20th centuries, and an extensive body of documents and photographs that relate to the segregated Parker-Gray High School and the 1939 sit-down strike in Alexandria, as well as notable African Americans and black organizations in the local area.
2. Interpret the historic sites and historical period 1749 through the present day via museum exhibits and educational programs. Major areas of research and interpretation are:
 - a. The legacy of Alexandria's African American history and how it relates to the development of the City of Alexandria;
 - b. The history of enslaved and free black communities;
 - c. The history of the domestic slave trade;
 - d. The role of Alexandria's Contraband Community and the impact of their struggle for freedom before, during and after the Civil War; and
 - e. The lifestyles of Alexandria's African American citizens during the years of Reconstruction, Jim Crow, and the emergence of the modern Civil Rights movement and the effects of Urban Renewal on the minority landscape of the City of Alexandria.

Alexandria History Museum at The Lyceum

The mission of Alexandria History Museum at The Lyceum is to actively preserve and interpret this historic landmark and its collections, thereby inspiring public use and enjoyment of local history.

Citizens of Alexandria formed the Lyceum Company in 1838 as an organization for advancing mutual improvement through study and association. Their endeavor was part of a larger lyceum movement in the United States. Communities, especially in the Northeast and Midwest, established lyceums to promote education locally. They took the name “lyceum” from the temple dedicated to Apollo Lyceus where Aristotle founded the Peripatetic school of philosophy in 334 BCE. The Lyceum Company in Alexandria elected local school master Benjamin Hallowell as its first President and began hosting lectures and debates in Mechanics Hall and local schools. They soon found, however, that they needed a larger space.

In 1839, the Lyceum Company partnered with the Alexandria Library Company to build what was described in the Alexandria Gazette as “a new and beautiful hall,” in the popular Greek Revival style. Known as Lyceum Hall, it had a library, reading room, and exhibits on the first floor and a large lecture hall on the second floor. In December 1839, local postmaster, poet, and one-time Virginia state Senator Daniel Bryan delivered the first “Introductory Lecture.” The Lyceum Company hosted weekly lectures and debates during the cooler months of the year and rented out the hall for concerts, meetings, and other entertainments.

Nationally known speakers like former President John Quincy Adams and Congressman Caleb Cushing lectured in the hall, as did local experts such as Hallowell, William Stabler, First Presbyterian Church’s Reverend Elias Harrison, and Hallowell’s educator nephew Caleb Hallowell. In the early years debates followed the lectures, with topics ranging from local concerns to philosophical issues. Touring musical groups from Europe and America as well as local artists performed concerts. Various civic, political, and business groups held meetings. Lyceum Hall served as a cultural and educational center for Alexandria.

During the Civil War, the building served as a military hospital, quarters for troops, and a meeting space. After the war, Lyceum Hall again hosted events for a brief time. In August 1865, African American delegates gathered at Lyceum Hall for a “Convention of the Colored People of Virginia” to advocate for their rights. Though publicly threatened, delegates adopted an overall declaration of rights and called for the repeal of all black laws.

In 1868, The Lyceum was sold and remodeled into a residence. In the mid-1940s, the building transitioned from being a private residence to an office building. After a major effort by local preservationists to save the structure in 1969, it was renovated and refurbished, opening as the first U.S. Bicentennial Center in 1974. The Lyceum became the City's history museum in 1985 and, today, as the Alexandria History Museum at The Lyceum, the site is preserved. It is one of only two remaining Greek Revival public buildings in Alexandria. The museum offers exhibitions, public programs and tours, a museum store, and facility rentals.

The purpose of the Alexandria History Museum collection is to provide for the preservation, exhibition, and interpretation of material culture pertaining to Alexandria's comprehensive history and the City's role in American history. As both a community history museum and a historic site, The Lyceum collects artifacts representing:

1. All Alexandria communities and time periods;
2. The surrounding region if the object is relevant to the history of Alexandria; and
3. Objects relevant for interpreting The Lyceum as a historic site.

Fort Ward Museum and Historic Site

Fort Ward Museum and Historic Site's mission is to provide visitors with a meaningful educational experience by interpreting:

1. For Ward as a Civil War-era military site;
2. Part of the Civil War Defenses of Washington;
3. Wartime Alexandria;
4. Experiences of Alexandrians during the Union occupation of the city; and
5. The post-Civil War African American community known as the Fort, which developed on the grounds and vicinity of the present-day park beginning in the 1870s to early 1960s.

The Historic Site encompasses:

1. The extant walls of the 818-yard perimeter earthwork fortification constructed by the Union Army in 1863. The walls were partially restored by the City of Alexandria between 1961 and 1964.
2. The restoration/reconstruction of the Northwest Bastion of the fort.
3. Related features such as the reconstructed Ceremonial Entrance Gate, the reconstructed Officers' Hut, the remains of the original rifle trenches, and the remains of the outlying gun battery.
4. Cemetery and burial areas related to the Fort community, including the Jackson Cemetery, Old Grave Yard, Adams burial plot, and Clark burial plot; and areas associated with Fort community homestead sites.

The Museum, established in 1964, serves as a resource with which to:

1. House and collect historic artifacts and information dating c.1860-early 1960s, which is are-relevant to the history of the American Civil War, the Defenses of Washington, Fort Ward, and the post-Civil War Fort community. Collecting goals focus on objects of Union provenance that can be used to interpret military and civilian life in the Defenses of Washington, and objects that can be used to document post-Civil War life in the Fort community. Major categories of the permanent collection currently include: arms and equipment related to the artillery, infantry, cavalry and navy; uniforms and clothing accessories; artwork, rare documents and photographs; medical instruments; mess equipment; and musical instruments.

Note: Excavated artifacts related to the Fort community are housed and curated by Alexandria Archaeology.

2. Interpret the historic site and historical period 1860-1870 through museum exhibits and educational programs. Major areas of research and interpretation are:
 - a. The history of Fort Ward and how it reflects the construction and operation of a typical Civil War fort;
 - b. The history of forts and troops in the Defenses of Washington;
 - c. The role Alexandria played as a vital Union crossroads and supply center; and
 - d. The lifestyles of soldiers and civilians during the Civil War, especially related to the Defenses of Washington and the City of Alexandria
3. Interpret the post-Civil War African American Fort community, which includes present-day Fort Ward Park and the greater Seminary area, through museum exhibits and educational programs. Major areas of research and interpretation are:
 - a. The founding and development of the community following the Civil War through the early 1960s;
 - b. The lives and experiences of Fort community residents;
 - c. how the community relates to the African American experience and development of neighborhoods in Alexandria; and
 - d. Homesteads and structures related to the Fort community.

The Library, designated as the Dorothy C.S. Starr Research Library, was established in 1971 to:

1. House and collect publications on the American Civil War, and primary and secondary source materials related to the Defenses of Washington and the history of Alexandria in

the mid-nineteenth century.

2. Serve as a community resource and research center for the general public and the Museum staff.

Friendship Firehouse Museum

The goals of the Friendship Firehouse Museum are to actively preserve and interpret this historic landmark and its collections, and to foster an appreciation of their historic value by city residents and the general public.

The Friendship Fire Company was established in 1774. It was the first volunteer fire company in Alexandria. The company built a firehouse at the present-day location in 1851 only to have it damaged by fire. It was replaced by the current two-story brick Engine House in 1855. During the Civil War, The Union Army took over firefighting responsibilities and by the war's end building repairs and new equipment were needed. In 1871, the company renovated the firehouse installing the façade and cupola seen today.

By the mid-1880s, the Friendship Fire Company no longer responded to fire calls but continued as a fraternal organization. The Friendship Firehouse remained in use as a meeting place for the 20th-century legacy organization, the Friendship Fire Engine Veterans Association, which continues as an organization dedicated to philanthropy and promoting civic involvement. During the mid-century the historic firehouse was also a popular attraction. The City of Alexandria acquired the site in 1989 and opened the restored Friendship Firehouse as an OHA museum in 1992.

The Friendship Firehouse Museum and Friendship Firehouse collection consists of the building and objects of the Friendship Fire Company, including an ornate 1858 hose carriage made in Alexandria, and an 1851 Rodgers hand-suction engine that was purchased in Baltimore, as well as artifacts acquired by the 20th-century Friendship Veterans Fire Engine Association. It is a distinct collection, not a collecting museum. Fire-fighting history artifacts are collected by the Alexandria History Museum at The Lyceum.

Gadsby's Tavern Museum

Gadsby's Tavern Museum consists of two buildings, a (circa) 1785 tavern and the 1792 City Hotel. The mission of the Museum is to teach the public about the history of the site, and to preserve the two historic structures. Supported by on-going research and professional standards, the Museum's programs, collections, and exhibitions create a varied and meaningful learning environment that addresses the needs and interests of the community's residents and visitors. Like the 18th Century purpose of the site, the goal is to play a dynamic role in the social, economic, and educational life of Alexandria, thus contributing to the City's identity and vitality.

The staff has a professional commitment to protect, preserve, and interpret Gadsby's Tavern Museum, a structure comprised of two 18th-century tavern buildings, in accordance with accepted professional standards and with the deed of transfer of museum ownership from the

American Legion Post #24 to the City of Alexandria.

The purpose of the museum is threefold: to preserve and authentically furnish the buildings known as Gadsby's Tavern Museum; to acquire, preserve, and exhibit artifacts and works of art of the mid to late 18th century and early 19th century appropriate to the Tavern; and to provide enlightening and enjoyable programs of interpretation for the public. These programs focus on:

1. The role and function of the tavern in 18th-century America, its social and historical significance;
2. The social and political climate unique to Alexandria during this period and Alexandria's relationship to the thirteen colonies and the new American Republic;
3. The lifestyles of tavern keepers on the property, including John Wise and John Gadsby, the people, including free and enslaved Blacks, who lived and worked in the tavern, and the experiences of the tavern's many visitors;
4. The outstanding architecture of the buildings and the relationship of Gadsby's Tavern to the whole of the 18th-century Alexandria history; and
5. The 19th and 20th-century history of the buildings and the history of Gadsby's Tavern Museum.

Stabler-Leadbeater Apothecary Museum

The Stabler-Leadbeater Apothecary Museum, one of the oldest pharmacies in the nation, exists today to promote a greater understanding of historic public health issues, inspire people with the values of Quaker founder, Edward Stabler, and engage the visitor in an appreciation of our local and national history by sharing the story of this Alexandria business and family's profound effect on the community in such diverse areas as education and the abolition of slavery.

The OHA staff is committed to protecting, preserving, and interpreting the Stabler-Leadbeater Apothecary Museum, comprised of two buildings, ca. 1775 and ca. 1815, and its pharmaceutical collections.

Murray-Dick-Fawcett House

The Murray-Dick-Fawcett House is one of the earliest homes in the city, and possibly the least altered 18th-century home in Northern Virginia.

The 0.3-acre lot, which contains 1770s timber frame and brick dwelling, and a small garden, was one of the few buildings in existence in the area during the American Revolution. The house has been recognized by local historians as a "fascinating microcosm of the complete single-family dwelling, containing in addition to the usual living, dining and bedrooms a kitchen, a necessary, rooms for slaves or servants and storage rooms, all under one roof."

The property was acquired by the City of Alexandria in 2017, with the support of conservation trust funds. It is to be used in perpetuity as a historic site, vest-pocket park, and garden, creating open space in Old Town and preserving this nationally significant architectural and cultural resource for residents and visitors. At this time, the site is occupied by a life tenant and any collecting for its future use as a museum and historic interpretation is through the Alexandria History Museum at The Lyceum.

II. Ethics

Museum and historic site personnel observe the following professional standards of conduct, in addition to adhering to the Office of Historic Alexandria's Code of Ethics.

1. The staff is committed to providing responsible and professional care for museum collections and historic sites. This includes maintenance of records which accurately document the identity, location and condition of collection objects, and the preservation of the historic sites.
2. The staff will maintain high standards for programming, striving for authenticity and accuracy in all interpretive and educational programs and museum exhibitions.
3. The staff shall in no way compromise its professional ethics by acquiring for private use any object which could be construed as a conflict of interest. This includes the personal collection of objects which fall within the scope of the OHA collections and acquisition of objects deaccessioned from the museum collections. Any staff member interested in privately acquiring an object which competes with the collection policy must first offer that object to the City of Alexandria.
4. The staff will not accept objects for the permanent collections which do not transfer clear and full title to the City of Alexandria.
5. The staff will not prepare appraisals for objects in the collections to be accessioned or deaccessioned. Staff will not give appraisals for any purpose, including establishing the tax-deductible value of any donation. Appraisals of potential accessions and deaccessions should be conducted by an outside professional to avoid conflicts of interest and to ensure the most accurate and objective valuation. Tax related questions should be directed to a qualified tax professional. The exception is the assignment of insurance values to objects already in the OHA collections.
6. The staff will refrain from accessioning objects which might knowingly be deaccessioned.

7. All research, documentation, photographs, and other intellectual property related to collections that have been gathered by staff becomes the property of OHA for the City of Alexandria.
8. The staff will not grant unauthorized persons access to the collections in accordance with security practices outlined in Section VII. C of the Collections Management Policy. Upon approval of the Curator of Collections and Exhibitions, special visitors and researchers may enter limited access areas or examine collection objects if attended by authorized staff.
9. Staff members will not accept private gifts from persons with whom they have associated as a result of their position with OHA.
10. Staff will not abuse their positions for personal gain within the local civic community or the professional museum community.
11. Volunteer staff shall not be granted special rights or privileges other than those deemed appropriate by the OHA director.

III. Acquisitions

Objects may be accessioned into the permanent collections by means of a gift, bequest, the removal of architectural fragments from OHA's historic buildings, collection by staff, and purchase. Clear title to the object must be held by the City of Alexandria.

A. General Policy:

1. The OHA Collections Advisory Committee (CAC) reviews all potential acquisitions prior to acceptance. Members of CAC include a representative from each OHA division, to include African American History, Collections & Exhibitions, Education & Museum Operations, and Archaeology.
2. Acquisitions must support furthering the mission and goals of the City's museums and historic sites.
3. Objects not appropriate or relevant for the interpretation of Alexandria history may be accepted for resale to raise funds for OHA preservation projects, direct care and acquisition of collections, and educational initiatives.
4. Monetary donation may be accepted for supporting OHA preservation projects, collections, and educational initiatives.

5. Adequate provenance of the object must be established before it is accepted into the permanent collection. If satisfactory provenance is not provided by the donor, the museum may take the object into temporary custody to determine the object's relevance to the collection. If satisfactory provenance is not established or the object is not found to be compatible with the museum's collection policy, it will not be accepted into the permanent collection.
6. The donor must have clear title to the object. All rights of ownership are conveyed to the museum without restrictions.
7. If the donor holds the copyright for the object, it can be accepted with the non-exclusive license to use and reproduce the object for standard museum purposes, including but not limited to archiving, exhibition, outgoing loan, public display and/or performance, publicity, scholarship, and educational endeavors, including educational publications.
8. In the exceptional case where an object of rare or unusual quality is offered to the museum with restrictions, those restrictions must be outlined in the deed of gift and approved by the Director of the Office of Historic Alexandria.
9. The museum may request that an appraisal of the object's value be obtained from a professional appraiser, at the donor's expense, before the object is accepted into the permanent collection. To avoid conflicts of interest, the museum staff will not appraise objects for the potential donors. Staff may render impartial assistance to donors by recommending several independent, qualified appraisers.
10. Gifts to the museum are tax deductible to the extent allowed by state and federal law. OHA staff does not provide tax advice and it is the donor's responsibility to consult a tax professional.
11. An evaluation of the object's condition must be made prior to its acquisition. This report will determine if the OHA can provide proper professional care for the object. An object may be declined if the cost for professional care is too high.
12. OHA reserves the right to refuse any gift or bequest it does not deem appropriate and in the best interest of the museums and historic sites or the City of Alexandria.
13. OHA staff members will not knowingly accept any object which has been stolen or obtained in a false or suspicious manner. Decisions on the disposition of such objects found to be in the collection will be made by the director on a case-by-case basis.
14. All donations are formally accepted by City Council or as delegated to the City Manager.

B. Registration of Acquisitions:

1. Gifts

- a. A temporary custody receipt is completed when the object is brought into the museum. This receipt acknowledges the museum's temporary custody of the object pending its accession into the permanent collection. Other policies, as outlined in Section VI, Temporary Custody, apply.
- b. A deed of gift is prepared and signed jointly by the donor and an OHA representative. This representative can be the Curator of Collections & Exhibitions or the Director of the Office of Historic Alexandria. The original deed of gift shall be kept on file at the museum. A copy of the deed will be scanned electronically and stored in the departmental file, to be backed-up daily per shared file protocol.
- c. The transaction file shall include the following documentation: deed of gift; copy of the appraisal, if available; any historical documentation the donor may provide; any correspondence between the donor and the museum; and a copy of the letter of appreciation sent to the donor.
- d. The donor will receive from the museum a copy of the deed of gift and a letter of appreciation.
- e. If the object is accessioned into the permanent collection, the following procedure is to be completed:
 - i. assigning an accession number to the object which is recorded, with the other basic data, in the registration book;
 - ii. recording the accession number on the object;
 - iii. cataloging the object;
 - iv. photographing the object in a digital format for the collections database;
 - v. preparing a collections tracking sheet;
 - vi. creating a transaction file (if needed) and an accession file;

2. Objects Collected by Staff

- a. Artifacts collected by staff will be accessioned into the permanent collection following the procedures of Section B.1.e.

3. Purchases

- a. A receipt or bill of sale must be issued by the vendor to the museum for purchase of the object.
- b. The object will be accessioned into the collection following the same procedures used in recording gifts (item B.1.e. above) except for reproduction items; that number and other basic information will be recorded in the reproduction collections registration book.

4. Bequests

- a. A deed of gift is not drawn up for a bequest; the will establishes the collection's right of ownership to the object(s). OHA should receive a certified copy of the will and issue a receipt for the bequeathed object(s) to the executor of the estate.
- b. If OHA chooses to accept only part of the bequest, the Director of Collections & Exhibitions must so notify the executor of the estate in writing and sign a partial renunciation. The partial renunciation and all documents and correspondence relevant to the bequest must be kept on file.
- c. As stated in the General Policy for Acquisitions in Section III A, the OHA reserves the right to refuse any bequest it does not deem appropriate to the collection. In such a case, a full renunciation must be signed by OHA.
- d. Objects acquired by bequest will be accessioned into the collections following the same procedures used in recording gifts (item B.1.e.).

5. Architectural Fragments

- a. Notable architectural fragments that are documented from specific Alexandria buildings can be acquired. These building fragments include, but are not limited to: paint samples, wood fragments, hardware, and electrical or lighting equipment.
- b. Examples removed from OHA historic buildings are accessioned into the collection.
- c. Fragments are accessioned using the same procedures used in recording gifts (item B.1.e.).

IV. Deaccessioning

The process of formally removing an object from the OHA permanent collection is called deaccessioning. Because museum collections are held in the public trust, responsible and ethical management of the collection requires that deaccessioning be a serious and well-documented transaction.

A. General Policy:

1. There must be clear title to the object and be certain there are no restrictions which might prevent legal disposition of the object. An object may only be deaccessioned if the conditions in Section III A. are met.
2. Recommendations for deaccessioning are determined by the curatorial staff. Such a recommendation considers the source of the object, estimated market value, justification for deaccessioning, and suggested means of disposal. The Curator of Collections and Exhibitions will make a written recommendation for deaccessioning to the Director of the Office of Historic Alexandria. The Director of OHA must approve the recommendation before the object is deaccessioned.
3. As trustees for the City's historic collections, the City Council makes the final decision to deaccession.

B. Conditions for Deaccessioning an Object:

1. The object is no longer relevant or useful to the purpose of the museum and the scope of the collection as outlined in the Statement of Purpose in Section I.
2. The museum is unable to provide acceptable custodial care, proper housing, etc. for the object.
3. The condition of an object has deteriorated beyond usefulness or is infested.
4. The object is a duplicate.
5. The authenticity of the object has been refuted.
6. The object has been lost or stolen for a period of two years.

C. Acceptable Methods of Disposition (in descending order of preference):

1. Transfer to another collection in the Office of Historic Alexandria.
2. Transfer to another cultural or educational institution.

3. Public sale, with proceeds being deposited in the museum's acquisitions account. Monies will be applied to the expansion and care of the permanent collection.

4. Destruction of the object in extreme circumstances as indicated in Section IV. B. 3. above

Note: Professional and ethical museum practices prohibit the following individuals from acquiring deaccessioned objects by purchase or as gifts: museum staff and their relatives; museum volunteers; members of museum friends' organizations; members of the City of Alexandria government; members of the Historic Alexandria Resources Commission; members of the Alexandria Archaeology Commission; and members of the Public Records Advisory Commission.

D. Documentation of a Deaccessioned Object:

1. A deaccessioning form is compiled on the object. This form includes a full physical description of the object, accession, date of deaccession, and reason for deaccession.
2. A deaccession folder is compiled on the object. This folder includes: the deaccession form, original catalogue card (if one exists) and photograph of the object, all related documents such as correspondence, memoranda, receipts, and appraisals.
3. Deaccession folders are organized in a deaccession file in order of the objects original accession numbers.
4. The museum's accession number will be removed from any deaccessioned objects that are offered for public sale or destroyed.

V. Loans

A. Incoming Loans:

Objects that are borrowed by the museum from an outside source for use in temporary exhibits.

1. General Policy
 - a. It is the policy of the museum that loans may be sought and accepted for use in temporary exhibits.
 - b. If the Curator of Collections and Exhibitions is not present when a potential loan is brought to a museum, the collections management staff can be designated to accept the loan. Final approval for acceptance of incoming loans must be made by

the Curator of Collections and Exhibitions.

- c. The curatorial staff will be responsible for monitoring incoming loans.
- d. Cost of transportation and packing will be borne by the museum unless the loan is at the lender's request or waived by mutual agreement. The method of shipment must be agreed upon by both parties. Insurance costs are borne by the City under an all-risk wall-to-wall Fine Arts Policy unless the lender elects to maintain his own insurance coverage or insurance is waived by the lender. The lender is responsible for notifying the museum of updated insurance valuations.
- e. The museum will acknowledge the lender in the exhibit according to the lender's wishes.
- f. Staff will not initiate conservation treatment on an object which is on loan without the lender's express knowledge and written approval.
- g. At the end of the loan period, the borrowed object(s) will be returned only to the lender-of-record or a duly authorized agent.
- h. If the lender fails to reclaim the loan after it expires and no special arrangements have been made for the return of the loan, the object(s) will be placed in storage at the lender's risk.
- i. Loans between OHA museums will be generated in the same manner as outlined above and will be administered by the Curator of Collections and Exhibitions.

2. Procedures for Recording and Storing Incoming Loans

- a. A temporary custody receipt is drafted. A loan identification number is assigned at this time and recorded on the form.
- b. All objects borrowed for museum exhibits shall be recorded by the museum on an Agreement for Incoming Loan form which lists the borrowed object(s), indicates the loan identification number, and specifies the agreed upon loan conditions and the loan period. This document is jointly signed and dated by the lender and the museum. The original copy of this agreement will be placed in the Loan file with a designated number and will contain any relevant correspondence between the lender and museum.

- c. A condition report is made on the object(s). A copy of this report will be sent to the lender as quickly as possible. This report will be reviewed before the object is returned to the lender.
- d. A storage location is assigned and prepared for the loan object(s).
- e. Loan objects will be stored in acid free envelopes, tissue, or boxes which are labeled with the following information: name of lender; lender's address and phone number; date of loan; loan identification number; identity of object(s).
- f. Objects may also be tagged with non-permanent acid free identification labels.
- g. At the end of the loan period, the borrowed object(s) will be returned only to the lender-of-record or a duly authorized agent. The lender must be acknowledge the return of the loan by signing the Agreement for Incoming Loan form.
- h. If the museum staff seeks to extend the loan period, the loan agreement must be amended prior to the end of the original loan deadline. A new agreement for Incoming Loan form is drafted, signed by both the lender and the museum, and attached to the museum's copy of the original agreement.

3. Unclaimed Loans

- a. If a lender is negligent in reclaiming a loan after its expiration, the museum staff must be sure that all efforts to contact or correspond with the lender are certified by mail. Copies of museum correspondence and certified mail receipts will be stored in the loan file.
- b. If attempts to contact the lender are unsuccessful for a period of longer than five years, Office of Historic Alexandria will assert claim to the object(s) pursuant to Virginia Civil Code 55-210.37.

B. Outgoing Loans

This section refers to objects from the permanent collection that are borrowed by another organization for use in a temporary exhibit or are forwarded to a conservation facility for professional study and treatment.

1. General Policy

- a. All institutions requesting a loan are required to complete a facilities report issued by

the curatorial staff which allows the staff to evaluate the nature of the loan, insurance coverage and the ability to provide acceptable security and collections care.

- b. The Curator of Collections and Exhibitions reserves the right to refuse any loan request that is not deemed appropriate or does not reflect accepted professional standards of care in the facilities report. Cost for packing, transportation and insurance will be borne by the borrower. Specific terms for object care and protection are outlined on the reverse side of the Outgoing Loan Agreement form.
- c. A formal request for the loan must be written by the borrowing institution and addressed to the Curator of Collections and Exhibitions. This request must be submitted at least two months prior to the anticipated date of shipment.
- d. The requirements of B.c. do not apply in regard to artifacts loaned to contracted conservators.
- e. Approval of outgoing loans must be granted by the Director of Collections & Exhibitions.
- f. The borrower must provide proof of insurance coverage prior to pick-up date.
- g. The borrower must acknowledge the lending museum/Office of Historic Alexandria in the exhibit, exhibit catalogue, and any related publicity.

2. Procedures for Processing Outgoing Loans:

- a. A formal written request from the borrower and the facilities report are required before the museum staff will consider an outgoing loan request.
- b. If the loan request is granted, the museum staff will prepare an Outgoing Loan Agreement. Insurance, packing, and transportation conditions will be outlined on this form.
- c. An inventory list, copy of the outgoing loan agreement, and list of special packing and care instructions will be prepared by the museum staff. Copies of this information will be forwarded to the borrowing museum before the object is shipped and will also accompany the shipment.
- d. Original outgoing loan documents and correspondence are stored in the outgoing loan file under the name of the borrowing institution.
- e. The object(s) should be recorded as being on loan from the permanent collection on the tracking sheet in the object file.

VI. Temporary Custody of Objects

This section refers to objects placed in the temporary custody of OHA for purposes of examination for gift, loan, purchase, or for historical identification, attribution, or study.

A. General Policy

1. Objects brought to OHA for identification or short-term examination will be kept in custody for a period not to exceed one month. The term of custody will be specified on the temporary custody receipt.
2. Appropriate paperwork for an object in custody which is to be converted to loan, gift, or purchase status must be completed as soon as possible after the museum's formal acceptance of that object.
3. The curatorial staff will provide the same professional care for objects in temporary custody that it does for its own property but will assume no additional responsibilities or liabilities. Insurance will be carried when the status of an object is converted to that of an incoming loan, gift, or purchase.
4. Objects must be claimed by the owner or duly authorized agent on or before the removal date specified on the temporary custody receipt.
5. If the object is not claimed by the removal date, the OHA may request that the owner remove the object(s). If, after 30 days, the owner fails to retrieve the object(s), the museum staff may place the object in storage or return it at the owner's risk and expense.

B. The Temporary Custody Receipt

1. The temporary custody receipt acknowledges the OHA's initial receipt of an object. All objects brought to the museum must be recorded on a temporary custody receipt regardless of whether they are intended for loan, gift, purchase, or to be examined for historical identification/ attribution.
2. The owner of the object will receive a copy of the temporary custody receipt at the time the object is deposited into OHA's care.

VII. Care of Collections

The professional care and security of the museum collections is the responsibility of the collections management staff under the supervision of the Curator of Collections and Exhibitions. Care of the museum collections consists of proper professional handling of the collections in storage and on exhibit; maintenance of proper storage facilities and conditions, controlled access to the collections and implementation of security procedures which insure the protection of the collections; establishment of a regular inventory system; and assessing and serving the conservation needs of the collections.

Care of the historic sites which includes assessing and supervising the preservation and security needs is the responsibility of the Curator of Collections and Exhibitions or a suitable designee.

A. Care and Handling of Collections

Professional curatorial practices will be followed by any staff or volunteers who handle objects from the collection or loaned objects.

1. Volunteers who are allowed to handle objects or are designated to assist the collections manager will receive a formal program of training in collections care and object handling techniques. This training program must be approved by the museum director.
2. Properties will be maintained on a regular housekeeping schedule through contracted custodial services supervised by the Preservation Manager.
3. Exhibition areas and collections storage will be maintained by collections staff and designated volunteers.
4. If appropriate, seasonal furnishing changes will be completed in relation to the seasonal period.

B. Storage of the Collection

1. The following procedures will be observed to provide a safe, controlled environment for objects in storage or on exhibit.
2. No objects/material shall be stored or exhibited in a manner that would cause it harm.
3. Objects shall be stored in the most professionally accepted manner possible, employing only archivally safe materials.
4. Every effort will be made to protect objects from damage to light, moisture, and dust in the storage or exhibit areas. Lights in the storage area will be turned off when staff are not working in the area.

5. Staff will monitor the relative humidity and temperature of the storage area on a regular basis; staff will seek to maintain the desirable range of 40-60% RH and 60 - 70 degrees F. High RH readings (60%+) will necessitate the use of auxiliary de-humidification device
6. Collection storage and exhibit areas will be monitored monthly to assess the condition of objects which might need curatorial maintenance. Acid free materials will be replaced as needed.
7. All objects in storage will be properly labeled with a number.
8. No object from the permanent collection shall be removed from the storage area without being logged out on the sheet provided for that purpose. Storage and exhibit locations of all objects must be recorded on a tracking sheet.
9. No object/material shall be left in an open, unattended area. Objects will be returned to a secure location after use.

C. Security and Access to the Collections

All staff members are responsible for the overall security of the museum buildings and the safety of the collection both in storage and on exhibit. The staff should work closely with the contract security agencies to make sure proper procedures are strictly enforced.

1. All storage areas shall be kept locked unless staff is working in the immediate area.
2. The exhibit areas shall be monitored by staff during the hours of operation.
3. All keys to storage areas are locked in the security lock box. Keys are removed from this box only for the period they are in use. Keys may be issued to certain staff members in accordance with the museum's disaster plan.
4. No unauthorized person(s) shall be allowed free access to the storage area. Workmen, whether city employees or those performing contract work, shall not be allowed in the storage area unless accompanied by a member of the staff.
5. Public access to the collection area or examination of a collection object for historical study must be granted by the Curator of Collections and Exhibitions or designate. The visitor/researcher must be accompanied by museum staff when entering limited access areas or examining collection objects.
6. In the event of an emergency or disaster, staff members are responsible for fulfilling their duties as outlined in the museum's disaster plan.

D. Inventory of the Collection

1. A visual inspection of exhibit areas will be performed daily.
2. A major inventory of the collection will be performed every ten years to assess needs for curatorial maintenance/conservation. Routine conservation care of permanent collection shall be performed by the curatorial staff, utilizing professionally accepted conservation practices/ procedures. If the conservation needs of an object exceed the capabilities of the staff or the museum facilities, the Curator of Collections and Exhibitions will arrange for treatment of the object through the services of a professional conservator.
3. If an object is determined to be missing, staff will begin an immediate on-site search. If the object cannot be located, the Alexandria Police Department, director of the Office of Historic Alexandria, and the museum's insurance agency will be notified and reports filed as required.

VIII. Use of Reproduction Objects

1. When reproduction objects are acquired, they are numbered with an 'R' designation and cataloged to avoid possible confusion with original objects.
2. A separate register of reproduction items is maintained and objects are renumbered as they are cataloged. A handwritten worksheet is completed for each reproduction object; these worksheets are stored in a separate place in the files. Reproduction objects may be disposed of at the discretion of the Director of Collections & Exhibitions in alignment with City of Alexandria surplus protocols and are not subject to the guidelines stated in this policy.

IX. Documentation and Collections Records

The Collections staff shall maintain permanent collections records in accordance with standard collections management procedures. Collections records provide legal documentation of the collections, establish and document provenance, and provide a permanent record of care, use, and disposition. All collection records are considered permanent documents, to be retained in perpetuity, whether or not the physical item is retained in the collection.

Three categories of records exist to preserve information about a museum's collection. These include correspondence, (any written communication, including but not limited to letters, emails, and verbal conversations where written notes have been transcribed), documents (standard forms used to record and legally confirm collection activity) related to acquisition and transfer, and records and imagery related to internal management of materials. Additionally, all records related to temporary custody, such as incoming loans for exhibition, are separately maintained. OHA maintains legal title to ownership of items in its collection by managing information

regarding collection assets. Asset information includes both written and/or visual documentation pertaining to identification of items held within the OHA collections, and consists of paper files, as well as data held within the collections database. Documents and standard forms include the following:

1. Receipt (Incoming/Outgoing)- Receipt of items being considered for donation or loan;
2. Gift Agreement/ Deed of Gift/Acknowledgement Letter- Transfers title to the Museum;
3. Incoming Loan Form- Items borrowed by the museum from other institutions or individuals;
4. Outgoing Loan Form- Items loaned by the museum to other institutions;
5. Donor Records- Correspondence, deeds of gift, appraisals, etc.;
6. Accession Books- List of items accessioned into the collection;
7. Collections Database- Past Perfect Museum software;
8. Condition Reports- Documents condition of the museum's items prior to release for loan, return from loan, or upon receipt for exhibition;
9. Conservation Reports- Documents conservation treatments proposed or performed for collections;
10. Environmental Monitoring Reports- Record and analysis of temperature and relative humidity in each controlled collections storage locations.

X. Licensing

Archival, photographic, or other unique materials from the OHA collections can be reproduced if the following criteria are met:

1. The intended use of the material is approved by the Director of Collections & Exhibitions.
2. Permission to reproduce is intended for one usage, in one publication, one edition and one language. Additional use of the same image requires a new publication.
3. Special permission must be obtained if the reproduction is to appear on a dust jacket, CD or cassette cover, calendar, brochure, poster, advertisement, video, web page or other commercial product.

4. The credit line for archival or photographic material must be cited as follows: Name of Collection, City of Alexandria
5. The image will remain whole and unaltered, except with special permission.
6. Historic Alexandria will receive, gratis, one copy of the publication in which the reproduction appears.

XI. Policy Review

The OHA Museums & Historic Sites Collections Management Policy will be reviewed every five years, or earlier if deemed appropriate by the curatorial staff, and revised as needed in keeping with museum best practices.

Updated April 2022, to create one consolidated policy for all OHA Museums & Historic Site Collections.